

WPRA Policies



WPRA

WISCONSIN PARK AND RECREATION ASSOCIATION

SO EVERYONE CAN PLAY

- 1000 Budget and Finance
- 2000 Elected/Appointed Officers and Committees
- 3000 Contracts, Legal Services and Representation
- 4000 Printed Materials
- 5000 Association Membership Ethics
- 7000 Events
- 8000 Awards
- 9000 Policy Amendments

1000 BUDGET AND FINANCE

1010 BUDGETING

1011 Annual Budget

The Annual Budget for the ensuing year shall be prepared by the Secretary/Treasurer, working with the Office and input from every Region, Section, Committee/Subcommittee on their planned activities. The draft will be reviewed by the Executive Committee, presented for approval to the Board of Directors and the final draft introduced to the membership at the Annual Business Meeting in accordance with the Annual Operations Calendar. Modifications to the approved budget may be submitted at any time by a volunteer leader for consideration by the Board.

1020 EXPENDITURES

1021 Signatory Authorization

Signatory authorization on accounts is to include two (2) Officers of the Board and up to two (2) individuals within the contracted management arrangement.

1022 Expenditure Approval

Expenditures over \$5,000 or payable to the management firm or its representatives are to be approved by the Secretary/Treasurer unless it is a fixed, recurring, contracted retainer already approved by the Board.

1023 Credit Cards

A WPRA credit card is to be held by the Executive Director and may be authorized for additional members of the WPRA Office. Statements are to be reconciled monthly and provided to the Secretary/Treasurer for oversight. Current card limit is \$35,000.

1024 WPRA Office Registration and Expenses

Registration fees for the Executive Director and other office staff to attend WPRA events are waived. WPRA covers customary and reasonable travel expenses related to WPRA events for required or requested staff presence and in accordance with terms of management contracts and guidelines.

1030 REVENUE

1031 Membership Dues

Individual membership shall remain with the individual even when employment changes regardless of the source of dues payment. The individual may voluntarily transfer their paid membership back to the agency.

Premiere memberships shall remain with the Premier member.

If a member moves from a Premier member to an Individual membership, a balance for the remainder of their dues may be assessed.

Unique membership situations are handled at the discretion of the WPRA Office.

Dues invoices for the following year will be generated by the WPRA Office in accordance with the Annual Operations Calendar and bylaws.

Past members who have not renewed by March 31 will not be eligible for further membership services until dues are paid.

1032 Job Postings

There will be a fee assessed for publishing each open position in accordance with the established rates for that year. Separate non-member fees may be assessed. Internship postings are complimentary for WPRA Members.

1033 Fundraising

WPRA does not do any direct fundraising. All fundraising efforts are directed to the WPRA Foundation, a separate organization.

1040 RESERVES

1041 Reserve

The Board of Directors shall determine a reasonable reserve amount not to exceed seven (7) months of the annual operating budget.

1142 Investment

The Executive Committee is charged with the responsibility for the investment of assets with Board approval of any changes. To assist the Committee, the services of professional consultants are authorized. Any such consultants will be selected and replaced from time to time at the Committee's discretion with Board approval. Any investment activity is to be implemented by the Executive Director with periodic status reports to the Board.

1050 REIMBURSEMENTS

1051 Honorariums & Reimbursements

Members will not be entitled to any reimbursement or waiving of any portion of registration fee, meal, refreshments or travel expenses related to meetings, seminars, workshops, or conferences they attend, except as stated below or specifically budgeted by the Board.

- Members that are guest speakers for a conference, seminar or workshop and are not attending any other portion of the event are not required to pay a registration fee. A signed letter of agreement will be required.
- Host facilities are required to pay conference, seminar or workshop fees for anyone participating in the event.
- No honorariums or other forms of monetary compensation will be given to elected and appointed WPRA officers or professional members for WPRA sponsored functions except

for approved consultants.

- The Conference Committee will receive complimentary registration for the Annual Conference & Trade Show they are on the planning committee for.

1052 Expense Reimbursement

All expenses submitted for reimbursement shall be forwarded to the WPRA Office within thirty (30) days of the expense to receive reimbursement. A WPRA Reimbursement Form must be completed by the individual requesting reimbursement, approved by a Board of Directors member or Section Chair, and sent along with the appropriate receipt or documentation. All non-budgeted expenses for reimbursement request, should be approved in advance of expenditure by an Officer or Chair.

1053 Mileage Reimbursement

Mileage reimbursement is available to volunteer leaders of WPRA (at the Federal IRS Reimbursement rate per mile) exclusive of the Annual Conference or other WPRA events for which the volunteer is registered as an attendee, and only available if not being covered or reimbursed by another entity. Mileage shall be submitted for reimbursement to the WPRA Office within thirty (30) days of the travel to receive reimbursement. A WPRA Reimbursement Form must be completed by the individual requesting reimbursement, approved by an Officer or Chair.

1060 EVENTS

1080 Modified Event Fees

Separate non-member fees may be assessed for WPRA events. Reduced event fees for students and Emeritus Members may be offered. Fee structure for all events shall be proposed when establishing event budgets. Emeritus Members receive one (1) complimentary ticket to the Awards Banquet and one (1) complimentary ticket for lunch on only the day of their complimentary registration for the Annual Conference.

1090 Cancellation

Cancellations received three weeks prior to an event are entitled to a full refund minus a processing fee. Cancellation requests after this date are subject to a 25% processing fee. This statement shall be printed on every event registration form.

1020 NRPA Travel Expenses

- **WPRA Officers:** WPRA will pay for the President, President-Elect, Secretary/Treasurer, and Past President to receive the cost of their full NRPA registration, coach airfare (or mileage if under \$500), transportation from/to the airport, and hotel room within the room block for duration of the NRPA Annual Conference. Should one of the named individuals be unable to attend, the Board may identify an alternative.
- **WPRA Office Staff:** On an annual basis the WPRA Board will determine if WPRA Office Staff

member(s) will travel to NRPA to represent Wisconsin. They would receive the cost of their full NRPA registration, coach airfare (or mileage if under \$500), transportation from/to the airport and hotel room within the room block for duration of the NRPA Annual Conference.

- **WPRO Conference Committee Chair-Elect:** WPRO will pay for the Conference Committee Chair-Elect to receive the cost of their full NRPA registration, coach airfare (or mileage if under \$500), transportation from/to the airport, and hotel room within the room block for duration of the NRPA Annual Conference.
- **WPRO Member:** WPRO will pay for one professional member to receive the cost of their full NRPA registration, coach airfare (or mileage if under \$500), transportation from/to the airport, and hotel room within the room block for duration of the NRPA Annual Conference. The professional member will be selected at random by entering a drawing.
- **NRPA Complimentary Registrations:** At times complimentary registration(s) are provided by NRPA in exchange for State Affiliates providing promotion for the Annual Conference. Those will be used for Officer or Office Staff travel as determined by the Board.

2000 ELECTED/APPOINTED VOLUNTEER LEADERS

2010 Officer Qualifications

All WPRA Officers except the Executive Director must remain certified in good standing for the duration of their term.

2020 Position Responsibilities

- Any volunteer assuming a Leadership role on behalf of WPRA is expected to comply with the expectations of position as described in the WPRA Operations Handbook, and with all stated Policies.
- All volunteers are expected to sign the annual Commitment to Serve.
- Volunteers may not concurrently serve in multiple elected, voting positions.
- Volunteers may serve in multiple leadership roles provided they do not conflict, and they are able to devote adequate time to any positions in which they're serving to be an active, engaged member of each working group. Concerns will be addressed and acted upon as needed by the Executive Committee.
- Changes to the Operations Handbook are to be approved by the Board of Directors annually.
- Manuals and Annual Work Plans are expected to be devised in compliance with the Strategic Plan from every working group of the WPRA and are approved by the Board of Directors prior to year-end for the ensuing year.

3000 CONTRACTS, LEGAL SERVICES, AND REPRESENTATION

3000 Contracts Agreements

- The process to obtain a draft contract for publications, activities or any event (speaker, venue, entertainment, other) may be initiated by any workgroup.
- Final contracts will be negotiated and executed by the Office.
- The Board of Directors must approve all retainer-based contracts and agreements, and all contracts and agreements above \$10,000.
- Only an authorized signer may enter into contracts and agreements.
- Copies of all contracts and agreements are maintained in the Office.

3010 Insurance and Bonding

- The WPRA Board will retain general liability and Directors and Officer liability insurance coverage at standard professional amounts recommended to adequately protect the association.
- All staff responsible for cash or other financial transactions will be bonded, or employee dishonesty insurance coverage will be retained.

3020 Association Operations

The WPRA will maintain an office, hire appropriate services and/or staff and purchase necessary equipment to conduct the affairs of the association.

The Board of Directors will maintain, with appropriate financial and organizational considerations, the position of Executive Director and any other additional staff, with or without an Association Management firm contract.

3030 Spokesperson

The President and/or the Executive Director shall be the official spokesperson of the Association. To testify or otherwise represent the Association on a specific legislative issue, the President may authorize a qualified alternate spokesperson. The President has the right to limit or rescind this authority at any time with notification to the alternate.

3040 Third-Party Arrangements

The WPRA Board may enter into mutually beneficial types of agreements, that may or may not have financial benefit to the WPRA, with other relevant organizations and companies.

4000 BRANDING AND COMMUNICATIONS

4010 Logo

- The Board of Directors will indicate the official logo and stationery.
- Members may use the Logo in accordance with the terms established within the *Member Logo Terms of Use – Limited License*: <https://www.wpraweb.org/logo-usage-policy>.
- The WPRA Board has the authority to accept or reject any usage of the WPRA logo.

4020 Operations Handbook

The Executive Director and Secretary/Treasurer will review previous year's minutes and document changes to Bylaws, Policies and other guidelines annually. The Operations Handbook will be available to all members on the website.

4030 Minutes

- Minutes shall be prepared by the Chair (or their designee) of any working group of the WPRA and retained in the office at all times.
- The Office may be charged with keeping Minutes for the Board of Directors and Executive Committee meetings
- Minutes of the Board of Directors, Sections and Regions are available to all members on the website.

4040 Marketing and Official Publications

- All published materials are produced by the Office with content and influence from the workgroup involved in the planning of that activity/event.
- *IMPACT* Magazine: The official magazine is published quarterly and mailed to current WPRA members and may be sent to other entities upon approval by the Communications Committee and Board of Directors. Premiere members receive two (2) mailed copies.
- *PRMonthly* Newsletter: The electronic messaging is distributed monthly to all members.
- Membership Directory: The annual directory is available to all members online.
- Social Media: WPRA maintains accounts on Facebook; LinkedIn. The WPRA Office manages the posts, content is generated by the Communications Committee and other WPRA leaders.

4050 Request for Member Contact Information

Non-member requests for member contact information will be denied, and the inquiring party will

be encouraged to join as a member.

4060 WPRA Promotion

WPRA will promote events which are WPRA sponsored or sanctioned including the following non-WPRA events and activities:

- WPRA Foundation
- NRPA Annual Conference
- IRPA Webinars (*in years which WPRA has a written agreement for member discounts*)

WPRA may consider promotion of events and activities which are not WPRA sponsored or sanctioned on a case-by-case basis. Those which will be considered are required professional certifications such as: CPSI, AFO, CPO, Lifeguard, Arborist, Senior/Fitness Center, as well as events and activities the Board of Directors deems appropriate for distribution among all WPRA members.

WPRA has paid sponsorship opportunities for any member and non-member entity wishing to disseminate their event information to members.

For unpaid promotion of events and activities, including Region events and activities, a request must be submitted through an online web-based format following the standard PRMonthly submission timeline. Requests will be vetted by the Communications Committee and the related Section Chair.

WPRA Members may additionally promote any professional events that benefit the WPRA membership and their communities through the WPRA Connect forum in the password-protected, members-only section of the website.

5000 ETHICS & CONFIDENTIALITY

- WPRA shall not be placed in the position of supporting one member over other association members in any legal, civil, employment or other matter.
- Letters of reference may be provided by the Executive Director to members of Leadership upon request.
- WPRA shall not become involved in local political decisions or conflicts involving individual members unless the Board determines that the matter it involves promotion or defense of the profession as a whole.
- Members should not represent WPRA in local political decisions or conflicts unless otherwise requested by the Board of Directors or Public Policy Committee.
- No WPRA member may accept complimentary services or gifts of value on behalf of WPRA without direct approval from the President or Executive Director.
- All members of Leadership must have a signed Acknowledgement and Disclosure form on file noting any conflicts of interest prior to involvement on the Board of Directors or any workgroup.
- All WPRA materials intended for Board-, workgroup- or members-only are expected to be kept confidential.

7000 EVENTS

7010 Event Policies

The location and duration of all WPRA events shall be recommended by the Region, Section, or Committee/Subcommittee planning them for Board approval

7020 Event Conduct

7021 Expected Behavior

- Be considerate, respectful, and collaborative.
- Refrain from demeaning, discriminatory or harassing behavior, materials and speech.
- Be mindful of your surroundings and of your fellow participants.
- Alert WPRA Staff or Board member of any unacceptable behavior.

7022 Unacceptable Behavior

- Unacceptable behaviors & materials include intimidating, harassing, abusive, discriminatory, derogatory, or demeaning materials or unprofessional conduct by any participant.
- Failure to obey any rules or regulations of the host venue.

7023 Consequences of Unacceptable Behavior

Unacceptable behavior will not be tolerated whether by other attendees, media, speakers, volunteers, WPRA staff, venue staff, sponsors, or exhibitors. Anyone asked to stop unacceptable behavior is expected to comply immediately. If a participant engages in unacceptable behavior, the Board Liaison/Board Representative may take any action they deem appropriate, up to expulsion from the event without warning or refund. This may jeopardize membership status or participation in future events. The Board of Directors may notify the member's agency.

7024 What to do if witness to or subjected to Unacceptable Behavior

If subjected to unacceptable behavior, notice that another person is subjected to unacceptable behavior, or have any other concerns, all WPRA participants are to notify a member of the WPRA Staff or Board as soon as possible. All reports will remain completely confidential. WPRA Staff and Board will be available to assist those experiencing unacceptable behavior to feel safe for the duration of the event.

7030 CEU Content Approval

A timeline for submission of content for consideration will be followed, and a scoring metric used by the Professional Development Committee to determine selection of presenters for all CEU events.

7040 Region Event Participation Priority

Region events are open to all members within WPRA, regardless of Region boundary. Priority registration will be granted to those within the Region when capacity is limited.

8000 AWARDS

8010 Awards

The award categories for WPRA are as follows and are selected by the Awards Committee unless otherwise specified. All award submissions are due annually by October 1:

- one (1) Professional Award of Merit**;
- one (1) George Wilson Service Award**;
- one (1) Partnership Award*;
- one (1) Fellowship Award*;
- one (1) Elected Official Award*;
- one (1) Young Professional of the Year award (not Section-specific);
- three (3) Professional of the Year awards, one for each Section: Park; Recreation and Aquatics, managed by each specific Section.
- one (1) facility design award managed by the Aquatics Section
- one (1) facility design award managed by the Park Section for a series of funding levels of the current Park Design Award categories;
- one (1) programming award managed by the Recreation Section for a series of Silver Star categories;
- one (1) Commercial Member of the year, for exceptional support of the profession, as determined by the President;
- any number of President's Award(s), for cause, as determined by the President;
- Lifetime Achievement Award(s)* for retirees who have been a member for the ten (10) years preceding retirement;
- 25-years of Service to the profession for members in good standing;
- 10-years of Service to the profession for members in good standing.

* The recipient of each of these WPRA awards receives two complimentary tickets to the Annual Conference Awards Banquet.

** The recipient of each of these WPRA awards receives up to seven (7) complimentary tickets to the Annual Conference Awards Banquet.

9000 POLICY AMENDMENTS

9010 Policy Changes

Changes in the WPRA policies are to be introduced to the Board at a meeting with actual voting to take place at the next meeting. Approval by a 2/3 vote of Board members present is required. Regions, Sections or Committees desiring a change in the Policy Manual may petition the Board in writing.

9020 Policy Exceptions

Deviations from stated policies may be taken upon approval by a 2/3 vote of Board members present.