



## Southwest Park and Recreation Training Institute

### Introduction:

This Manual of Procedures for the Southwest Parks and Recreation Training Institute is designed to be a living document - to grow and adapt to meet the challenges of the growth and development of the Institute and its operations throughout the coming years. The documents herein are guidelines of procedures for maintaining the integrity of the operation of the Institute.

### Mission:

The mission of the Southwest Parks and Recreation Training Institute is to present and promote educational opportunities to students, professionals, and lay supporters of the broad field of Parks and Recreation.

**SWPRTI** is About **P**roviding Recreational Programs

**A**iding the Preservation of Natural Resources

**R**ising to Challenges

**K**eeping Public Lands Safe and Accessible

**S**ustaining Quality Services

*All sections revised June 25, 1999 for Implementation February 2000.  
Specific Sections revised to reflect Board action and approval: §01-25-02, §02-03-02,  
§02-04-04, §06-11-04, §02-05-05, §05-06-05, §02-04-06, §06-15-06, §02-03-07,  
§06-22-07, §06-20-08, §06-07-09, §02-10-10*

### *Southwest Parks and Recreation Training Institute*

	<u>Page</u>
Introduction	1
Mission Statement	1
Table of Contents	2 - 3

#### **SECTION I – DUTIES**

##### **A. Governing Board**

1.a	Governing Board	4
1.b	Directors-at-Large	5
2.a	Executive Committee	6
2.b	President	7
2.c	President-Elect	8
	1. Program Committee	9
2.d	Secretary	13
2.e	Treasurer	14
	1. Budget Manual	15
	2. Budget & Audit Committee	29
2.f	Immediate Past-President	31
	1. Election	32
	2. Installation of Officers	35

##### **B. Standing Committees**

1.	Chair	36
2.	Awards and Citations	37
2.a	Overview	38
2.b.1	James W. Kitchen Memorial Award	40
2.b.2	Award Inventory Form	42
3.	Brag Night	43
3.a	T.O.M.A. Program	44
4.	Conference Support	46
5.	Constitution & By-Laws, History and Procedures	47
6.	Entertainment	49
7.	Internet: Membership and Promotion	50
8.	Newsletter	51
9.	Relations and Scholarships	52
9.a	Scholarship Criteria	53
10.	Survey	54
11.	Ways and Means	55
12.	Investments	56

# MANUAL OF PROCEDURES

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## TABLE OF CONTENTS

	<u>Page</u>
<b><u>SECTION II – PROCEDURES AND POLICIES</u></b>	
A. Outlined in the Articles of Incorporation	57
B. Outlined in the Constitution & By-Laws	58
C. Amending the Manual of Procedures	58
D. Adopted Policies	
1. Refunds	58
2. Discrepancies in Procedures	59
3. Donations	59
<b><u>SECTION III – SPECIAL ADDENDA</u></b>	
A. Contracts	
1. Sample: Administrative Coordinator	60
2. Sample: STUDENT Coordinator	63

***Additional information provided, but NOT a portion of the Manual of Procedures:***

<b><i>Governing Documents</i></b>	<u>Page</u>
A. <b><i>Articles of Incorporation</i></b>	65
B. <b><i>Constitution and By-Laws</i></b>	
C. <b><i>Secretary of State Documents (TEXAS)*</i></b>	74
1. <b><i>Corrections/Amendments to the Articles of Incorporation</i></b>	
2. <b><i>Change of Registered Agent or Registered Office</i></b>	
3. <b><i>Articles of Dissolution</i></b>	
4. <b><i>Revocation of Articles of Dissolution</i></b>	
5. <b><i>Fee Schedule</i></b>	
6. <b><i>Article 1396-9.01 report</i></b>	

***\* These are included to maintain compliance with the Texas Non-Profit Corporations Act.***

***These documents are available from the Texas Secretary of State  
(URL: [www.sos.state.tx.us](http://www.sos.state.tx.us))***

## **DUTIES - Governing Board - *Governing Board***

1. Purpose: To perform actions pertaining to policy, budget, and decisions necessary to ensure continuity in meeting the goals and objectives of the Institute.
2. Duties:
  - A. Meet as necessary to perform the functions of the Institute.
  - B. Keep communication open between the membership and the officers and committees.
  - C. Coordinate the work of the various standing committees. Review and provide direction and guidance to the work of the committees.
  - D. Cooperate with agencies and organizations in related fields that have similar goals and objectives in the field of parks and recreation.
  - E. Perform all matters pertaining to policy, budget, and legislation related to the Institute.
  - F. Employ counsel and handle legal matters as necessary.
  - G. Establish annual meeting dates and set the annual dues structure.
  - H. Transact business on behalf of the Institute.
  - I. Share with their successor's pertinent information that will help the successors to better understand their specific roles and duties.
3. Membership: The Governing Board shall be composed of the following members of the Institute:
  - President
  - President-Elect
  - Secretary
  - Treasurer
  - Immediate Past President (voting only in case of a tie vote)
  - Six (6) Directors-at-Large

## DUTIES - Governing Board - *Directors-at-Large*

1. Purpose: To provide additional representation from the membership to the Governing Board.
2. Duties:
  - A. Attend all meetings of the Governing Board.
  - B. Act as liaison between the Governing Board of the Institute and the membership.
  - C. Serve as liaison for assigned Standing Committees. Directors shall serve as ex-officio, non-voting members of the committee or committees under their liaison responsibility. Participation points toward Institute awards shall not be awarded for this liaison responsibility.
  - D. Report to the Governing Board on progress made by the committees for which they are responsible.
  - E. At the start of his or her term as Director-at-Large, send a letter to the assigned committee chair. The letter will include the need for progress reports at the Governing Board meetings and outline duties and responsibilities.
  - F. Serve as a member of the Program Committee responsible for a tract of the program as determined by the President-Elect and contracted Institute Coordinator.
  - G. Perform other duties assigned by the President.
3. Term of Office: Three years, or until a successor is elected and takes office. Directors shall be elected on a staggered schedule, with two Directors being elected and seated each year.

Liaison Responsibilities: The President shall Appoint Directors to serve as Liaison to one or more standing committees. These appointments are for one year beginning at the annual meeting of the Institute.

Director 1	Awards and Citations; Entertainment
Director 2	Newsletter; Survey
Director 3	Internet - Membership & Promotion; Brag Night
Director 4	Scholarship and Relations
Director 5	Conference Support; Ways & Means
Director 6	Constitution & By-Laws

**DUTIES - Governing Board - *Executive Committee***

- I. Purpose:  
To initiate the duties of the elected Officers of the Institute and to ensure continuity in meeting the goals and objectives of the Institute.
  
- II. Duties:
  - A. Conduct the routine business functions and affairs of the Institute that are necessary between the regular meetings of the Governing Board.
  
  - B. Meet as necessary to perform the routine business functions of the Institute. Telephone conferencing of the Executive Committee shall be defined as a form of legal meeting, should such be necessary to perform routine business of the Institute.
  
- III. Membership: The Executive Committee shall be composed of the following members of the Institute:  
  
President  
President-Elect  
Secretary  
Treasurer  
Immediate Past President (voting only in case of a tie vote)

## DUTIES - Governing Board - *President*

1. Purpose: To provide direction, guidance, and leadership to the Institute, the Executive Committee, and the Governing Board.
2. Duties:
  - A. Conduct and chair all regular and special meetings of the Institute, the Executive Committee and the Governing Board.
  - B. Appoint all committee chairs, standing and special, except otherwise provided in the Constitution and By-Laws, subject to the approval of the Governing Board.
  - C. Administer and supervise the work of the elected and appointed officers of the Institute.
  - D. Coordinate the work of the Institute with other agencies in related fields.
  - E. Establish effective methods of communication with all members of the Institute through the official Institute publications.
  - F. Serve as an ex-officio member of all standing and special committees.
  - G. Stimulate progressive thinking toward the development of a higher standard of professionalism within the membership.
  - H. Present awards to outstanding individuals and/or organizations.
3. Term of Office: One year, or until a successor takes office.

## **DUTIES - Governing Board - *President-Elect***

1. Purpose: To assume the duties of the President in the President's absence or inability. The President-Elect shall succeed the President automatically at the end of the President's current term of office and become the next President of the Institute.
2. Duties:
  - A. Attend all meetings of the Executive Committee and the Governing Board.
  - B. Act as the Institute's parliamentarian.
  - C. Assume the Presidency if, for any reason, the President vacates the office.
  - D. Serve as the Program Coordinator for the annual meeting.
  - E. Serve as the Chair of the standing Program Committee.
  - F. Perform other duties assigned by the President and the Executive Committee.
3. Term of Office: One year, or until a successor takes office.

## DUTIES - Standing Committee- *Program*

### I. Structure

- A. Number: Chair and Board of Directors
- B. Term of Office: One year for Chairperson, three years for Directors
- C. Chair: President-Elect, as specified in the Constitution and By-Laws
- D. Members: Chair, Board of Directors and Contracted Institute Coordinator

### II. Purpose

To coordinate, design and implement the Annual Institute, including program and Institute format. To coordinate with other standing committees, as necessary, to ensure a successful and meaningful annual training Institute.

### III. Duties

- A. To evaluate and prepare a pre-conference report to be revised by the Governing Board at the mid-year meeting. The report shall include, but not be limited to, time, date, location, registration requirements, fees, program and institute format, general program seminar ideas, potential speakers and masters of ceremonies.
- B. After review and direction by the governing board, the committee shall finalize the Institute's program, format, and information necessary to the membership and other standing committees for the upcoming Annual Institute.
- C. The Committee shall be responsible for the collection, collation, scheduling and layout of the Institute program booklet. The President Elect is responsible for the printing of the program brochure for distribution to participants at the annual Institute. The cost associated with printing and binding is included in the program budget.
- D. The Program Committee shall be responsible for the overall coordination and work of other standing committees and/or individual members necessary to the successful implementation of the annual conference.
- E. The Committee shall prepare an annual report and assemble a file of pertinent committee information, as an after conference critique. The report shall be forwarded to the outgoing president in a timely manner in order that the report may be reviewed at the mid-year meeting.
- F. President Elect is responsible for the coordination of the continuing education units (CEU) with the Institute service provider.

## Southwest Park & Recreation Training Institute Education Session Form

**Call for Sessions**  
(*year*) Annual Southwest Parks and Recreation Training Institute  
(*date*) Lake Texoma, Oklahoma

**Submission Deadline:** Submission must be received no later than (*date*)

**Criteria for Proposals:** When completing proposal, check each box to ensure proper consideration of session.

- Typed, not handwritten
- Proposal has clean and concise statements of intended learning outcomes in measurable terms
- Presenter/speaker's resume or vitae is attached as evidence of qualification to teach content.
- Presentation outline attached (optional)
- Session logistics are identified, including presenter's costs for people outside the field
- Session must demonstrate at least one education track listed below

**Please note: If your session is approved, the information you submit is assumed to be complete and correct, and will be published in the conference program.**

### Session Selection

The Program Committee, consisting of the President-elect and Board of Directors, will select the top-rated sessions and schedule them according to room availability.

Ratings will be based on how well the session meets with themes outlined in this form, intended outcomes, and presenter's qualifications. Notification of selection will occur in November (*date*).

### Educational Tracks

The following tracks have been selected for educational focus and approved by the SWPRTI Board of Directors.

- Administrative /Management**, e.g. current and future trends, marketing, professional development, strategic thinking, leadership, research, customer service, partnerships, ethics
- Natural Resource Management**, e.g. resource preservation, bio-engineering, urban wildlife, conservation, stewardship programs, multi-use and special use, access
- Maintenance and Planning**, e.g. design trends, water conservation, project management, performance measurement, support systems, master planning, visioning
- Recreation/Leisure Services**, e.g. program design, publicity, image development, strategic marketing plans, target markets, customer service, partnerships and collaborations

MAIL TO:

**Education Session Proposal**  
*(date)* Annual Southwest Parks and Recreation Training Institute  
*(date)*  
Lake Texoma, Oklahoma

NOTE: PROPOSALS MUST BE TYPED OR REPRODUCED ON A COMPUTER.

**TITLE** (Limit to 9 words):

**DESCRIPTION:** (Please describe your session in 25 words or less)

**LEARNING OUTCOMES, required** (Measurable behavior of performance objectives):

1. Participants will:
  
2. Participants will:
  
3. Participants will:

**PROGRAM NEEDS**

**LENGTH:**                       1 ¼ -hour                       1 ½ -hours

Does your session require more or less time, and if so, please indicated the amount of time required: \_\_\_\_\_

**AUDIO/VISUAL NEEDS**

(Please check all that is applicable):  Overhead projector  35mm slide projector  
 TV/VCR  PC power point projector (must provide your own PC)

**TARGET AUDIENCE: (Check all that apply)**

- Administration/Management  Design/Planning  Facility Management/Maintenance  
 Forestry  Recreation Programs/Leisure Services  Natural Resources  Aquatics  
 Other, please indicate \_\_\_\_\_

**CEU Criteria include:**

1. Activity is planned in response to educational needs that have been identified for a target audience.
2. Activity has clear and concise written statements of intended learning outcomes.
3. Qualified instructional personnel are involved in planning and conducting each activity. Each speaker is required to submit a speaker biography (BIO) for pre approval for session CEU qualification.
4. Content and instructional methods are appropriate to the intended learning outcomes of each activity.
5. Participants must demonstrate their attainment of the learning outcomes.
6. Participants evaluate each learning activity.

**SPEAKER INFORMATION:**

1. NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_  
AGENCY: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
WORK  
PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_  
E-MAIL: \_\_\_\_\_

2. NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_  
AGENCY: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
WORK  
PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_  
E-MAIL: \_\_\_\_\_

3. NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_  
AGENCY: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
WORK  
PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_  
E-MAIL: \_\_\_\_\_

**EACH SPEAKER IS REQUIRED TO SUBMIT A SPEAKER BIOGRAPHY (BIO) FOR PRE APPROVAL FOR SESSION CEU QUALIFICATION.**

**Presentation Outline** *(optional)*

If presentation is complete, attach an outline that associates items in the outline with learning objectives and time requirements.

<b>TOPIC/DELIVERY METHOD</b>	<b>OUTCOME TO BE ACHIEVED</b>	<b>TIME USED</b>
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## **DUTIES - Governing Board - *Secretary***

1. Purpose: To keep accurate records of the Institute's business proceedings.
2. Duties:
  - A. Attend all meetings of the Executive Committee and the Governing Board
  - B. Maintain accurate records of all Executive Committee and Governing Board transactions and proceedings
  - C. Disseminate information as directed by the President
  - D. Serve as the Institute Registration Coordinator
  - E. Report membership attendance records for voting, awards, and archival records
  - F. Collect committee reports from the standing committees for the Institute's archival records
  - G. Determine eligibility of active members for voting purposes and certify the membership list to the Election Committee
3. Term of Office: One year, or until a successor takes office.

## DUTIES - Governing Board - *Treasurer*

1. Purpose: To ensure accurate records are kept of the Institute's finances.
2. Duties:
  - A. Attend all meetings of the Executive Committee and the Governing Board
  - B. Coordinate the annual budget process and present the forthcoming proposed annual budget to the Governing Board at the mid-year meeting
  - C. Review and initiate all disbursements and expenditures for the Institute in accordance with the budget approved by the Governing Board
  - D. Ensure that accurate financial records are maintained of the Institute's finances and financial transactions
  - E. Report the financial status in written form to the Governing Board at all regular meetings of the Board
  - F. Have the financial books reviewed and/or audited at the end of the term.
  - G. Prepare an annual financial report for the annual meeting
  - H. Serve as Chair of the standing Budget and Audit Committee
  - I. Manage and invest Institute funds for maximum safety and return (see Budget Manual)
  - J. File all applicable federal and state reports
3. Term of Office: One year beginning at the mid-year meeting or until a successor is elected and takes office.

## BUDGET MANUAL

This manual provides general direction to the preparation and management of the Institute's annual budget. The Treasurer of the Institute is responsible for ensuring compliance with the budget policies in formulating the budget proposal for the Board of Directors, and for managing the budget throughout the year.

### Budget Policies and Goals

Registration fees for the conference should cover all costs of the Institute and provides sufficient carry-over funds to cover advance costs for the following year's Institute.

The end of the preceding Institute should establish a reserve fund equal to at least 20% of the annual budget.

The scholarship funds will be administered by the Board members of the Institute, using only annual proceeds from interest for scholarships. All donations given at the Institute will go into this fund, as will any additional appropriations by the Institute. The ultimate goal is to have sufficient annual proceeds to award three scholarships of sufficient amount to cover one average semester's tuition and books per student.

### Budget Directions

Each Committee Chair is responsible for submitting a budget request to the treasurer in conformance with the budget policies and guidelines. A copy of last year's budget and actual expenditures for your committee is enclosed. Each Committee Chair is encouraged to consult with last year's chair of his respective committee for advice.

Do not assume that this year's budget should escalate automatically from last year's. Develop your plans for the coming year and prepare your budgets based on those plans.

Attached is the \_\_\_\_ (year) \_\_\_\_ budget request form for you to complete and return by \_\_\_\_\_.

### General Guidelines

All Committees should strive to keep costs as low as possible while providing quality services and programs to the Institute. Any proposal to expand services must include a justification.

Cash flow limitations should be considered when scheduling expenses. Most expenses should occur during or after the Institute (advance payment for speakers requires special approval of the Treasurer).

The basic budget request should include ongoing costs to operate the Institute generally at historic levels.

The supplemental budget request should include one-time expenses for program enhancements, infrequent non-routine items, and purchase of capital items.

Any anticipated revenues from committee efforts must be reflected on the budget request (e.g., grants, donations, special program fees, etc.).

Unless otherwise directed by the Board, the Treasurer shall roll over the Institute's Certificates of Deposit annually upon maturity, as needed.

# MANUAL OF PROCEDURES

## BUDGET MANUAL

## SECTION I. A. (2) e. 1

### Page 2 of 14

6/25/99

#### Budget Schedule

March 15 - Submit guidelines and direction to the Committee Chairs.

April 15 - Requests due to the Treasurer.

May 15 - Treasurer's recommended budget to the Board of Directors.

Mid-Year Meeting - Budget approval.

July 1 - Approved budgets back to Committee Chairs.

#### Budget Management

The fiscal year for the Institute shall be from June 1st through May 31st.

The Chair of each committee may commit the expenditure of funds within the limits of the committee's approved budget. Line items may exceed approved funding by 10%, provided the total committee budget is not exceeded.

Requests for budget amendments must be submitted in writing to the Treasurer for approval or denial by the Executive Board.

Requests for payment must be submitted within seven days of receipt of invoice or statement to the current Treasurer.

A preliminary annual financial statement comparing actual expenditures and revenues to budgeted amounts must be submitted by the Treasurer to the Board of Directors along with the Treasurer's recommended budget by May 15th of each year. This statement should reflect all expenditures and encumbrances through May 1st. A final annual financial statement must be submitted by the Treasurer to the Board of Directors by July 1st.

All transactions shall be recorded and detailed using Quicken Basic software. Reports are to be kept in hard copy, on a hard drive and on an annual diskette. Reports shall include:

Fiscal ledger	Monthly ledger
Fiscal check register	Fiscal savings ledger
Monthly net worth	Quarterly reports
Sub-account annual reports	Other reports as request by the President

An annual CPA review of the transactions and procedures utilized for those transactions during the fiscal year shall be conducted. A certified audit conducted by a CPA shall be conducted every seven years, or if the review reveals a major discrepancy.

**Fiscal Management Policy and Investment Strategy**

In order to support the mission of the Institute, the Governing Board has established the following guidelines to help ensure fiscal responsibility.

**Policy:**

- A. The Institute shall strive to maintain a balance in mutual funds to equal expenditures of the previous year.
- B. The Institute shall strive to endow the general scholarship fund so that the fund is self-supporting.
- C. The Institute shall maintain a cash position in Money Market/Checking account to equal 50% of the previous year's expenditures at the time in which the books are transferred from one Treasurer to the next (mid-year meeting).
- D. Once the above listed policies have been satisfied, the Institute shall invest in longer term options to yield greater returns. Proceeds from these funds will be used to attract quality speakers and special projects deemed important by the Board. Proceeds from these funds will not be spent until the total fiscal position of the Institute is greater than \$100,000.00 in all accounts (combined).

**Strategy for Investments:**

Checking Account - A *checking account* may be established at the home City of the Treasurer or maintained in its current location maintained by the previous Treasurer. Funds in this account are to be maintained in as small amount as needed to make payments for the current month.

Money Market Fund - A *money market fund* will be maintained that in combination with the Institute's checking account will equal 50% of the previous year's expenditures. This account will be used to replenish the Institute's *checking account* as needed. It is expected that the rate of return on a *money market* account will be 3%.

Mutual Fund - The Institute's investment strategy is to maintain the bulk of its fiscal capital in a *mutual fund(s)* that are socially responsible and maintain a stable, low risk position. A *balanced fund* that invests in both *stocks* and *bonds* is recommended as a stable fund that will perform well in an unstable market and average in a good market. It is expected that the rate of return on a *balanced fund* will be 7 - 10 % over a three to five year time period.

Long Term Investment - Mutual Fund - Once the policies and strategies above have been satisfied, the Governing Board may choose to invest in longer term mutual funds to leverage additional funds for special projects deemed important by the Board.

### Investment Policy:

#### **SCOPE OF THIS INVESTMENT POLICY**

This statement of investment policy reflects the investment policy, objectives, and constraints of the Southwest Park and Recreation Training Institute.

#### **GOAL OF THE SOUTHWEST PARK AND RECREATION TRAINING INSTITUTE INVESTMENTS**

The main purpose of any and all investments is to meet the needs of day to day operations of the Institute and properties, to provide adequate resources to maintain the properties and replace and maintain essential equipment, to provide sufficient reserves to protect the Institute against unforeseen economic emergencies, to provide financial support for special issues that are beyond the means of the annual operating budget and to provide for grants and scholarships as deemed appropriate by the Institute.

The Institute's Governing Board as empowered and defined by the constitution and by laws of the Institute shall have authority and responsibility for the expenditure of all funds governed by this policy.

In the event that Southwest Park and Recreation Training Institute should cease to exist, the primary purpose of assets shall be to support and advance the training of professionals in the field of Parks and Recreation. All assets shall be maintained in perpetuity for stated scholarship purposes per the laws and guidelines established by the United States of America for charitable organizations.

#### **PURPOSE OF THIS INVESTMENT POLICY STATEMENT**

This purpose of this Investment Policy is to outline a philosophy and attitude which will guide the investment management of the Institute's assets toward the desired results. It is intended to be sufficiently specific to be meaningful, yet flexible enough to be practical. This investment policy is set forth by the SWPRTI Governing Board in order to:

1. Establish a clear understanding for all involved parties of the investment goals and objectives of Institute's financial assets.
2. Define and assign the responsibilities of the Board of Directors, the Investment Committee and Investment Management Consultants and Managers.
3. Offer guidance and limitations to all Investment Managers regarding the investment of the Institute's assets.

# MANUAL OF PROCEDURES

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## BUDGET MANUAL

### Investment Policy

## SECTION I. A. (2) e. 1

### Page 5 of 14

6/12/09

4. Establish a basis for evaluating investment results.
5. Manage Institute's assets according to prudent standards as established in common trust law.
6. Establish the relevant investment horizon for which the Institute's assets will be managed.

### DELEGATION OF AUTHORITY

An Investment Committee of SWPRTI shall be the fiduciary and is responsible for directing and monitoring the investment management of the Institute's assets. As such, the Investment Committee is authorized to delegate certain responsibilities to professional experts in various fields. These include but are not limited to:

1. Investment Management Consultant – The consultant may assist the Investment Committee in implementing investment policy, objectives and guidelines; making recommendations for establishing policy revisions; selecting investment managers; reviewing such managers; measuring and evaluating investment performance and other tasks deemed appropriate. The investment management consultant may be a Community Foundation or other investment management firm as designated by the Investment Committee.
2. Additional specialists such as attorneys, auditors, actuaries, retirement plan consultants and others may be employed to assist in meeting its responsibilities and obligations to prudently administer assets.

### INVESTMENT COMMITTEE

The Investment Committee shall be a standing committee of the President, President-elect, both Treasurer and Treasurer-elect and two members appointed by the President for two-year terms staggered in successive years so that one (1) appointment or re-appointment occurs each year. A Committee Chair shall be selected each year by the SWPRTI President. The Chair of the Investment Committee shall report regularly to the SWPRTI Governing Board at such times that the Board meets to conduct regular business. The Investment Committee shall meet bi-annually or more as needed. Meetings may be conducted electronically and/or by telephone.

### DEFINITIONS

1. "SWPRTI" shall mean the Southwest Park and Recreation Training Institute.
2. "Board" shall refer to the SWPRTI Governing Board.

# MANUAL OF PROCEDURES

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## BUDGET MANUAL

### Investment Policy

## SECTION I. A. (2) e. 1

### Page 6 of 14

6/12/09

3. "Investment Committee" shall refer to the trustees established to administer the assets as specified by the SWPRTI President and the Governing Board.
4. "Assets" shall mean SWPRTI assets.
5. "Aggregate Assets" shall mean the sum total of all assets.
6. "Fiduciary" shall mean any individual or group of individuals that exercise discretionary authority or control over fund management or any authority or control over management, disposition or administration of the assets.
7. "Investment Manager" shall mean any individual, or group of individuals, such as a community foundation, employed to manage the investments of all or part of the assets.
8. "Investment Management Consultant" shall mean any individual or organization employed to provide advisory services, including advice on investment objectives and/or asset allocation, manager search, and performance monitoring.
9. "Securities" shall refer to the marketable investment securities which are defined as acceptable in this statement.
10. "Investment Horizon" shall be the time period over which the investment objectives, as set forth in this statement, are expected to be met. The investment horizon for SWPRTI Assets is 10 years.

## PRUDENCE

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived. The standard of prudence shall be applied in the context of managing the overall portfolio.

Members of the Investment Committee acting in accordance with applicable law, this Policy and written procedures and exercising due diligence and prudence, shall not be held personally responsible for a specific security's credit risk or market price changes.

**ETHICS AND CONFLICTS OF INTEREST**

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investments or that could impair their ability to make impartial investment decisions. Employees and Investment Committee members shall disclose in writing to the Board any material interest in financial institutions that conduct business with SWPRTI.

**ASSIGNMENT OF RESPONSIBILITY****Responsibilities of the Investment Manager(s)**

Each Investment Manager must acknowledge in writing its acceptance of responsibility as a fiduciary. Each Investment Manager will have full discretion to make all investment decisions for the assets placed under its jurisdiction, while observing and operating within all policies, guidelines, constraints, and philosophies as outlined in this Investment Policy. Specific responsibilities of the Investment Manager(s) include:

1. Discretionary investment management including decisions to buy, sell, or hold individual securities, and to alter asset allocation within the guidelines established in this statement.
2. Reporting, on a timely basis, quarterly investment performance results.
3. Communicating any major changes to economic outlook, investment strategy, or any other factors which affect implementation of investment process, or the investment objective progress of the Asset's investment management.
4. Informing the Investment Committee regarding any qualitative change to investment management organization: Examples include changes in portfolio management personnel, ownership structure and investment philosophy.

**Responsibilities of the Investment Consultant(s)**

The Investment Consultant's role is that of a non-discretionary advisor to the Investment Committee of the SWPRTI. Investment advice concerning the investment management of SWPRTI Assets will be offered by the Investment Consultant, and will be consistent with the investment objectives, policies, guidelines and constraints as established in this statement. Specific responsibilities of the Investment Consultant include:

1. Assisting in the development and periodic review of investment policy.
2. Conducting investment manager searches when requested by the Investment Committee.

3. Monitoring the performance of the Investment Manager(s) to provide the Investment Committee with the ability to determine the progress toward the investment objectives.
4. Communicating matters of policy, manager research, and manager performance to the Investment Committee.
5. Communicating SWPRTI Assets investment history, historical capital markets performance and the contents of this investment policy statement to any newly appointed members of the Investment Committee.

### GENERAL INVESTMENT PRINCIPLES

1. Investments shall be made solely in the interest of the SWPRTI.
2. The Assets shall be invested with the care, skill, prudence, and diligence under the circumstances then prevailing that a prudent person acting in like capacity and familiar with such matters would use in the investment of a fund of like character and with like aims.
3. Investment of the Assets shall be so diversified across and within asset classes as to minimize the risk of large losses, unless under the circumstances it is clearly prudent not to do so.
4. Cash is to be employed productively at all times, by investment in short term cash equivalents to provide safety, liquidity, and return.

### INVESTMENT MANAGEMENT POLICY

1. Preservation of Capital - Consistent with their respective investment styles and philosophies, investment managers should make reasonable efforts to preserve capital, understanding that losses may occur in individual securities.
2. Risk Aversion - Understanding that risk is present in all types of securities and investment styles, the Investment Committee recognizes that some risk is necessary to produce long-term investment results that are sufficient to meet the Asset's objectives. However, the investment managers are to make reasonable efforts to control risk, and will be evaluated regularly to ensure that the risk assumed is commensurate with the given investment style and objectives.

3. Adherences to Investment Discipline - Investment managers are expected to adhere to the investment management styles for which they were hired. Managers will be evaluated regularly for adherence to investment discipline.

### ATTITUDE TOWARD GIFTS

Future giving (contributions) to the SWPRTI is expected to be inconsistent and unpredictable. As a result, the Investment Committee has set an investment strategy with the objective of maintaining purchasing power of Assets before consideration of gifts. Accordingly, future giving will serve to increase purchasing power.

### INVESTMENT PORTFOLIO

Limitations on instruments, diversification and maturity scheduling shall be guided by the investment portfolio.

The portfolio is reserved for capital projects and for funding the Institute's scholarship program. The principal in each of the scholarship funds is to remain in perpetuity for the purpose of funding professional and student scholarships as identified by the Institute's Manual of Procedures.

The distribution and allocation of Assets shall be determined by the Board either as part of the annual budgetary process or by specific action.

### INVESTMENT PORTFOLIO - SPENDING POLICY

The Investment Committee may set an annual spending target as a percentage of the total investment portfolio market value in order to meet regular and/or predictable needs as long as the spending target does not erode the portfolio's principal. To the extent possible, particular attention should be given to keeping the principal in the Assets portfolio inviolate. When spending targets are not set, it is assumed that all investment returns will be automatically re-invested within the investment fund(s).

### INVESTMENT OBJECTIVES

The investment objective is to preserve the real value or purchasing power of the endowment pool of Assets and the annual support provided by these Assets for an indefinite period.

In order to meet its needs, the investment strategy of SWPRTI Assets is to emphasize total return; that is, the aggregate return from capital appreciation and dividend and interest income. Specifically, the primary objective in the investment management for Assets shall be:

Preservation of Purchasing Power After Spending - To achieve returns in excess of the rate of inflation plus spending over the investment horizon in order to preserve purchasing power of Assets. Risk control is an important element in the investment of Assets.

The secondary objective in the investment management of Assets shall be:

Long-Term Growth of Capital - To emphasize long-term growth of principal while avoiding excessive risk. Short-term volatility will be tolerated in as much as it is consistent with the volatility of a comparable market index.

### **SPECIFIC INVESTMENT GOAL**

Over the investment horizon established in this statement, it is the goal of the Aggregate Assets to exceed:

**The rate of inflation (as measured by the Consumer Price Index) by 5%**

The investment goal above is the objective of the Aggregate Assets, and is not meant to be imposed on each investment account (if more than one account is used). The goal of each investment manager, over the investment horizon, shall be to:

1. Meet or exceed the market index, or blended market index, selected and agreed upon by the Investment Committee that most closely corresponds to the style of investment management.
2. Display an overall level of risk in the portfolio which is consistent with the risk associated with the benchmark specified above. Risk will be measured by the standard deviation of quarterly returns.

### **DEFINITION OF RISK**

The Investment Committee realizes that there are many ways to define risk. It believes that any person or organization involved in the process of managing the Assets understands how it defines risk so that the assets are managed in a manner consistent with the Asset's objectives and investment strategy as designed in this statement of investment policy. The Investment Committee defines risk as: **The probability of not meeting the Assets' objectives.**

### **LIQUIDITY**

To minimize the possibility of a loss occasioned by the sale of a security forced by the need to meet a required payment, the Investment Committee will periodically provide investment counsel with an estimate of expected net cash flow. The Investment

Committee will notify the investment consultant in a timely manner, to allow sufficient time to build up necessary liquid reserves.

**MARKETABILITY OF ASSETS**

The Investment Committee requires that all Assets be invested in liquid securities, defined as securities that can be transacted quickly and efficiently for, with minimal impact on market price. All securities shall be invested in socially responsible funds.

**INVESTMENT STRATEGY GUIDELINES****Allowable Assets**

## 1. Cash Equivalents

- Treasury Bills
- U.S. Government or Agency
- Money Market Funds
- Commercial Paper
- Certificates of Deposit

## 2. Fixed Income Securities

- U.S. Government and Agency Securities
- Corporate Notes and Bonds
- Mortgage Backed Bonds
- Preferred Stock
- Fixed Income Securities of Foreign Governments and Corporations
- Planned Amortization Class Collateralized Mortgage Obligations (PAC CMOs) or other "early tranche" CMOs

## 3. Equity Securities

- Common Stocks
- Convertible Notes and Bonds
- Convertible Preferred Stocks
- American Depository Receipts (ADRs) of Non-U.S. Companies
- Stocks of Non-U.S. Companies (Ordinary Shares)
- Foreign Equities

## 4. Mutual Funds

- Mutual Funds which invest in securities as allowed in this statement.

**Derivative Investments**

Derivative securities are defined as synthetic securities whose price and cash flow characteristics are based on the cash flows and price movements of other underlying

securities. Most derivative securities are derived from equity or fixed income securities and are packaged in the form of options, futures, CMOs (PAC bonds, 10s, POs, residual bonds, etc.), and interest rate swaps, among others. The Investment Committee feels that many derivative securities are relatively new and therefore have not been observed over multiple economic cycles. Due to this uncertainty, the Investment Committee will take a conservative posture on derivative securities in order to maintain its risk adverse nature. Since it is anticipated that new derivative products will be created each year, it is not the intention of this document to list specific derivatives that are prohibited from investment, rather it will form a general policy on derivatives. **Unless a specific type of derivative security is allowed in this document, the Investment Manager(s) may not invest Assets in derivative investments.**

**Prohibited Assets**

Prohibited investments include, but are not limited to the following:

1. Commodities and Futures Contracts
2. Private Placements
3. Options
4. Limited Partnerships
5. Venture-Capital Investments
6. Interest-Only (IO), Principal-Only (PO), and Residual Tranche CMOs
7. Hedge Funds
8. Derivative Instruments

**Prohibited Transactions**

Prohibited transactions include, but are not limited to the following:

- Short Selling
- Margin Transactions

**Asset Allocation Guidelines**

Investment management of the SWPRTI Assets shall be in accordance with the following asset allocation guidelines:

1. Aggregate Asset Allocation Guidelines for Investment Portfolios (at market value)

Asset Class	Minimum	Maximum
Equities	35%	75%
Fixed Income	25%	65%
Cash and Equivalents	0%	10%

2. The Investment Committee may employ investment managers whose investment disciplines require investment outside the established asset allocation guidelines. However, taken as a component of the total assets within either short-term or long-term portfolios, such disciplines must fit within the overall asset allocation guidelines established in this statement. Such investment managers may receive written direction from the Investment Committee regarding specific objectives and guidelines.
3. In the event that the above asset allocation guidelines are violated, for reasons including but not limited to market price fluctuations, the Investment Committee will instruct the Investment Manager(s) to bring the portfolio(s) into compliance with these guidelines as promptly and prudently as possible. In the event that any individual Investment Manager's portfolio is in violation with its specific guidelines, for reasons including but not limited to market price fluctuations, the Investment Committee expects that the Investment Manager will bring the portfolio into compliance with these guidelines as promptly and prudently as possible without instruction from the Investment Committee.

**Guidelines for Fixed Income Investments and Cash Equivalents**

1. Assets may be invested only in investment grade bonds rated BBB (or equivalent) or better.
2. Assets may be invested only in commercial paper rated A1 (or equivalent) or better.
3. Fixed income maximum maturity for any single security is 20 years.
4. Money Market Funds selected shall contain securities whose credit rating at the absolute minimum would be rated investment grade by Standard and Poor's, and/or Moody's.
5. The Institute will strive to maintain in cash equivalents enough cash to fund Institute operations for one full year.

**SELECTION OF INVESTMENT MANAGERS**

The Investment Committee selection of Investment Manager(s) must be based on prudent due diligence procedures. A qualifying investment manager must be a registered investment advisor under the Investment Advisors Act of 1940, or a bank or insurance company or community foundation. The Investment Committee requires that each investment manager provide, in writing, acknowledgment of fiduciary responsibility to the SWPRTI Assets.

**INVESTMENT MANAGER PERFORMANCE REVIEW AND EVALUATION**

Performance reports generated by the Investment Consultant shall be compiled at least quarterly and communicated to the Investment Committee for review. The investment performance of total portfolios, as well as asset class components, will be measured against commonly accepted performance benchmarks. Consideration shall be given to the extent to which the investment results are consistent with the investment objectives, goals, and guidelines as set forth in this statement. The Investment Committee intends to evaluate the portfolio(s) over at least a three year period, but reserves the right to terminate a manager for any reason including the following:

1. Investment performance which is significantly less than anticipated given the discipline employed and the risk parameters established, or unacceptable justification of poor results.
2. Failure to adhere to any aspect of this statement of investment policy, including communication and reporting requirements.
3. Significant qualitative changes to the investment management organization.

Investment managers shall be reviewed regularly regarding performance, personnel, strategy, research capabilities, organizational and business matters, and other qualitative factors that may impact their ability to achieve the desired investment results.

**INVESTMENT POLICY REVIEW**

To assure continued relevance of the guidelines, objectives, financial status and capital markets expectations as established in this statement of investment policy, the Investment Committee shall review investment policy at least once every five (5) years, or as deemed necessary by the Governing Board of the Institute, and make recommendations for amendments to the Board as needed.

## **DUTIES - Standing Committee- *Budget & Audit***

### I. Structure

- A. Number: Chair and two members
- B. Term of Office: One year
- C. Chair: Treasurer, as specified in the Constitution and By-Laws
- D. Selection of Members: By the Chair

### II. Purpose

To formulate and recommend for the review and approval of the Governing Board, an annual budget for the Institute for the fiscal year.

To conduct an annual review/audit of the Institute's budgetary and financial transactions and to report the results of the review/audit to the Governing Board.

### III. Duties

- A. Solicit budget requests and proposals from all standing committees, members of the Governing Board and/or special (ad hoc) committees necessary to formulate a proposed budget.
- B. Review all sources of revenue, investments, and funds accruing to the Institute.
- C. After review and discussion of both revenue and expenditure proposals, formulate and prepare a proposed annual budget for the review and consideration of the Governing Board.
- D. Submit the proposed annual budget to the Governing Board for review and consideration at the mid-year meeting.
- E. Provide budget schedules and fiscal year data for the Institute as shown in the adopted Institute Budget Manual.

**DUTIES - Standing Committee- *Budget & Audit***

- F. Immediately following the current fiscal year annual conference, audit the budget and financial transactions of the Institute. The annual audit shall include a CPA review of the transactions and procedures utilized for those transactions during the fiscal year. A financial audit conducted by a CPA shall be conducted every seven years, or if the review reveals a major discrepancy.
- G. The Audit Committee shall formulate a report on the audit work, to include the status of all funds, budgets, and investments held in the name of the Institute.
- H. The Audit Committee report and/or recommendation shall be reviewed by the Governing Board at the mid-year meeting.

**DUTIES - Governing Board - *Immediate Past-President***

1. Purpose: To provide guidance and to establish continuity between outgoing and incoming officers of the Institute.
2. Duties:
  - A. Counsel and advise the new President of the Institute's activities.
  - B. Attend all meetings of the Executive Committee and the Governing Board.
  - C. Serve as chair of the Standing Elections Committee.
  - D. Perform other duties as assigned by the President and the Governing Board.
3. Term of Office: One year.

## DUTIES - Standing Committee- *Elections*

### I. Structure

- A. Number: Chair and two members
- B. Term of Office: One year
- C. Chair: Immediate Past-President, as specified in the Constitution and By-Laws
- D. Selection of Members: By the Chair

### II. Purpose

To select and recommend for review and approval of the Governing Board, a slate of nominees to stand for election by the active members of the Institute. To conduct such elections and report the results to the President.

### III. Duties

- A. Screen all qualified members of the Institute as potential candidates for office as per the following qualifications:
  - 1) Board of Directors
    - Minimum of six points. Points are awarded as follows: one point for each year in attendance and one point for each committee/presentation served on.
    - Membership of a minimum of one Institute Committee.
  - 2) Institute Officers (includes Secretary and Treasurer)
    - All qualifications listed for a member of the Board of Directors
    - Candidates shall have served as a member of the Board of Directors, Chair of a committee, or an officer.
  - 3) President
    - All qualifications listed for a member of the Board of Directors.
    - Candidates shall have served as a Board member or Officer.
- B. After Committee discussion and agreement as to nominations, the Chair shall secure the sanction of each potential nominee to stand for election.
- C. The Committee shall submit a two-candidate slate of nominees for the offices of President-Elect, Secretary, and Treasurer. The Committee shall submit a four candidate slate of nominees for the two Director-at-Large positions.

## DUTIES - Standing Committee- *Elections*

- D. The Committee recommendation for nominations shall be reviewed by the Governing Board at the mid-year meeting.
- E. After review and approval by the Governing Board, the Committee shall prepare a ballot to all active voting members of the Institute. The Secretary will provide a certified list of all active members of the Institute eligible to vote in Institute business.
- F. Each Institute active member in good standing shall receive a ballot and vote for one candidate for the offices of President-Elect, Secretary and Treasurer. Each Institute member shall vote for two candidates for Director-at-Large.
- G. For the offices of President-Elect, Secretary and Treasurer, a simple majority shall carry. The Directors-at-Large shall be the two persons receiving the most votes of the four candidate slate.
- H. Election ballots will be distributed by the following means: posted mail, e-mail, or other forms of electronic means to the active members in time that the ballots may be returned to the Elections Committee for tabulation prior to 15 November of each year.
- I. Completed ballots will be returned to the Election Committee. The Committee will be responsible for checking the eligibility of the voter; shall count, tabulate, and certify the Election Committee report to the President.
- J. In the event of a tie vote, the matter shall be determined by the Governing Board at the initial Board meeting during the annual Institute. A quorum must be present to consider this type of issue.

A written vote will take place and be tallied by an appointee of the president. The President will announce the election results.

Should a current member of the Governing Board be a nominee in question, that member shall be directed to refrain from partaking in the discussion of the issue and abstain from voting on the issue.

Furthermore, should an even number of voting members be present, the current President shall abstain from voting to prevent a further tie vote.

6/07/09

**DUTIES - Standing Committee- *Elections***

- K. Installation of Officers will be held each year in conjunction with the annual meeting.
- L. The chair of the elections Committee (Immediate Past-President) shall install the incoming officers and directors at the annual meeting.
- M. Prepare an annual report and assemble a file of pertinent committee information and forward them to the outgoing President at the annual meeting.

**INSTALLATION OF OFFICERS**

Oath of Office:

To be administered at the Installation of Officers during the annual conference:

AS I ADMINISTER THE OATH OF OFFICE FOR THE POSITIONS OF PRESIDENT,  
PRESIDENT-ELECT, SECRETARY, TREASURER AND DIRECTOR OF THE  
SOUTHWEST PARK AND RECREATION TRAINING INSTITUTE, RAISE YOUR  
RIGHT  
HAND AND AT THE CONCLUSION RESPOND "I WILL."

TO THE BEST OF YOUR ABILITY WILL YOU FAITHFULLY DISCHARGE THE  
DUTIES OF THE OFFICE TO WHICH YOU HAVE BEEN ELECTED, AND WILL YOU  
SINCERELY SEEK TO REFLECT THE INTERESTS OF THE SOUTHWEST PARK  
AND  
RECREATION TRAINING INSTITUTE AND ITS MEMBERS, WHICH YOU  
REPRESENT,  
AND WILL YOU ADVANCE THE PURPOSES AND DEFEND THE INTEGRITY OF  
THIS  
PROFESSIONAL ORGANIZATION?

**I WILL.**

THEN, BY THE AUTHORITY VESTED IN ME, I DECLARE YOU INSTALLED AS  
OFFICERS AND DIRECTORS OF THE SOUTHWEST PARK AND RECREATION  
TRAINING INSTITUTE.

**DUTIES - Standing Committee- *Chair***

- I. Purpose  
To facilitate the efficient operation of the Institute and the committees that they chair.
  
- II. Duties
  - A. Be completely familiar with the purposes, functions, and previous activities of the committee and the provisions affecting the committees.
  - B. Select committee members, when not otherwise provided, on the basis of their interest, experience, and competence in the particular field of work. From these committee members, a vice chair may be selected.
  - C. Provide each committee member with a folder containing the following:
    - 1) Purpose of the committee
    - 2) Name and addresses of committee members
    - 3) Committee report from the preceding year and other pertinent information available
  - D. Submit a proposed budget to the treasurer of the Institute by April 1st each year. This budget should be estimated on the basis of expenditures from the preceding year and the committee's work plan for the current year.
  - E. As necessary, submit recommendations involving proposals for changes in the By-Laws and/or Manual of Procedures.
  - F. Prepare a progress report for the Governing Board at the request of the President.
  - G. Prepare an annual report and assemble a file of pertinent committee information and forward them to the outgoing President at the annual meeting and to the succeeding committee chair.
  - H. Participation points shall not be awarded to elected officers that are assigned as Chair of Standing Committees (President-Elect, Past-President, and Treasurer).
  
- III. Standing Committees:
  - A. Awards & Citations
  - B. Brag Night
  - C. Budget & Audit
  - D. Conference Support
  - E. Constitution & By-Laws, History & Procedures
  - F. Election
  - G. Entertainment
  - H. Internet: Membership & Promotion
  - I. Newsletter
  - J. Program
  - K. Relations & Scholarship
  - L. Survey
  - M. Ways & Means
  - N. Investments

## **DUTIES - Standing Committee - *Awards and Citations***

### I. Structure

- A. Number: Chair and two members
- B. Term of Office: One year
- C. Chair: Appointed by the President with the approval of the Governing Board
- D. Selection of Members: By the Chair

### II. Purpose

To select and recommend to the Governing Board, members of the Southwest Park and Recreation Training Institute to receive awards in accordance with the adopted awards program.

### III. Duties

- A. To carry out procedures in the selection and nomination of members of the Institute as set forth in the awards program adopted by the Governing Board. The Governing Board shall make final approval of recommendations for award recipients.
- B. Recommendations for awards shall be prepared and transmitted to the Governing Board for its review and approval at the mid-year meeting.
- C. The Chair shall order appropriate awards and/or citations.
- D. The Committee, in coordination with the program coordinator, shall designate persons to present awards and/or citations at the annual meeting.
- E. Forward to the Secretary, for Institute records, a record of all persons and the type of award received.
- F. Prepare an annual report and assemble a file of pertinent committee information, and forward them to the outgoing president at the annual meeting.

## AWARDS PROGRAM - Overview

The Awards Committee of the Institute is charged with the responsibility of selecting, based on program criteria, certain individuals and/or organizations for recognition for service to the Institute. The Institute makes awards in the following categories:

### I. Attendance Awards

Awards in this category are based on years of attendance to the Institute. Awards are made to individuals who have attended the Institute in the following categories:

- A. 5 years attendance
- B. 10 years attendance
- C. 15 years attendance
- D. 20 years attendance
- E. 25 years attendance
- F. 30 years attendance
- G. 35 years attendance
- H. 40 years attendance

### II. Special Awards

Awards in this category are based on special service and/or service contribution to the Institute. Awards are made in the following categories:

- A. Past President's Emerald Pin. This award is presented annually to the outgoing President of the Institute in recognition of his/her service for the past year.
- B. President's Spirit of Texoma Award. This award may be presented to an individual or organization that has made significant contributions through exemplary and altruistic service to the Institute (attendance and/or service points are not required). Any officer or director may recommend a nominee for this award; however it is given at the sole discretion of the President and may not be presented every year. There is no limit on the number of awards that the President may choose to present. The President shall select the design of the award for the selected recipient.
- C. James W. Kitchen Special Recognition Award. This award is the highest honor awarded by the Institute. [See Section I.B. (2) b]

## AWARDS PROGRAM - *Overview*

### III. Participation Awards

Awards in this category are based on individual service and participation in the annual meeting of the Institute and/or work of the Institute on an annual basis. Awards in this category require both attendance and participation point accumulations. Although points are not accumulated for attendance, minimum standards of attendance have been adopted as part of the award criteria. Awards in this category are non-discretionary.

The point system with accumulation criteria utilized for this category of award is as follows:

- A. One point for Board Member and Officer participation
- B. One point for committee participation
- C. One point for program participation
- D. One point for brag night participation

The awards presented in this category are as follows:

- A. Ruby award - minimum five years attendance and 10 points
- B. Diamond Award - minimum ten years attendance and 15 points
- C. Sapphire Award - minimum fifteen years attendance and 20 points
- D. Amethyst Award - minimum twenty years attendance and 25 points (initiated 2006 Institute)

## **AWARDS PROGRAM - *Guidelines for the James W. Kitchen Memorial Special Recognition Award***

- I. The James W. Kitchen Award may be presented at the annual Institute. It is not required that this award be presented but no more than one award can be presented annually.
- II. Requirements of the selection are as follows:
  - A. Member of the Institute for 15 years or more.
  - B. Significant contribution to the Institute by holding a combination of an office, serving on the Board or on committees, serving as a speaker or session chair, or in other capacities that directly contribute to the success of the Institute.
  - C. Not currently serving, or have served within the last calendar year as an elected official of the Institute.
  - D. The nominated candidate must receive five (5) letters of support for this award (of which at least three from the Institute's active membership).
- III. The Awards and Citations Committee will prepare an award for presentation at the banquet.
- IV. Voting.
  - A. The Awards and Citations Committee will call for nominations at the annual Institute from the active membership. Nominations shall be submitted in writing to the Awards and Citations Chair no later than January 2<sup>nd</sup> for consideration for the upcoming Institute.
  - B. The Awards and Citations Committee will send a ballot of nominees and back up support materials to all Offices (President, President-Elect, Immediate Past President, Treasurer and Secretary) and members of the Board for consideration. The selected nominee must receive nine (9) positive votes of the 11 eligible voters of the combined Board members and Officers to receive the award.

Submittal of ballots and support materials can be accomplished through electronic media, i.e. email.
  - C. The successful nominee will be presented with the award at the upcoming Institute.

**MANUAL OF PROCEDURES**

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**SECTION I. B. (2) b. 2**

**Page 1 of 1**

**AWARDS PROGRAM - *Sample form for the James W. Kitchen  
Memorial Special Recognition Award***

Recommendation and Justification:

I recommend \_\_\_\_\_ *(Nominee's name, agency, address and phone number)*

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Justification for Recommendation: (Use additional sheets if necessary) \_\_\_\_\_

*(Justification should include special contributions to the Institute,  
attendance/membership records, etc.)*

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Signed: \_\_\_\_\_ Date: \_\_\_\_\_

(Nominator)

# MANUAL OF PROCEDURES

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SECTION I. B. (2) c

Page 1 of 1

## AWARDS PROGRAM - *Award Inventory Form*

SWPRTI Annual Meeting Date: February \_\_\_\_\_

Date	Award	# in stock	# awarded	# ordered	Date ordered	Date arrived	#return stock	Chair initials
	5 yr. cert.							
	10 yr. pin							
	15 yr. pin							
	20 yr. pin							
	25 yr. pin							
	30 yr. pin							
	35 yr. pin							
	40 yr. pin							
	Ruby							
	Diamond							
	Emerald							
	Sapphire							
	Amethyst							
	Kitchen							

## **DUTIES - Standing Committee- *Brag Night***

### I. Structure

- A. Number: Chair and two members
- B. Term of Office: One year
- C. Chair: Appointed by the President with the approval of the Governing Board
- D. Selection of Members: By the Chair

### II. Purpose

To schedule and conduct the annual Brag Night programs in accordance with the Brag Night format approved by the Governing Board.

### III. Duties

- A. Schedule and conduct the annual Brag Night programs in accordance with the format approved by the Governing Board and displayed in the program of the annual meeting.
- B. Publicize the Brag Night program, including the various categories and award criteria.
- C. Conduct the voting procedures and select winners in each category.
- D. The Chair shall be responsible for ordering and/or returning past year traveling award trophies for use in the current year program.
- E. The Committee shall designate persons to present awards at the annual meeting, in coordination with the program coordinator.
- F. A record of all persons and the category of award received shall be forwarded to the Secretary for the Institute records.
- G. Prepare an annual report and assemble a file of pertinent committee information, and forward them to the outgoing president at the annual meeting.

## **TOMA Program - *Brag Night***

Brag Night is unique to the Southwest Park and Recreation Training Institute. It is an informal evening session designed to allow anyone attending the conference an opportunity to share ideas, programs, and experiences with his peers.

Participants are encouraged to display or develop their experience in communicating with large audiences, as well as “bragging” on their subject.

All presentations are placed in one of the following categories so that a traveling trophy (the TOMA Award) may be awarded to the highest rated presentation in each category.

### Creative Projects category

This category may be from 5 to 10 minutes long, and includes topics such as construction projects, improvements, park updates or installations, irrigation systems, or any project (large or small) that you are proud of. This presentation may be a video and/or slides with narration. Videos are to be in-house productions.

### Innovative Programs category

Presentations should be 5 to 15 minutes long. This category will address such topics as innovative maintenance programs or techniques, creative funding strategies, recreation programs or any program that you have put together and want to share with the Institute. This presentation may be a video and/or slides with narration. Videos are to be in-house productions.

### PSA/Promotional category

Presentations should be 1 to 12 minutes long. This category is for public service announcements (PSAs) and promotional video presentations. These presentations may consist of anything that you want to promote or announce such as: a new golf course, a new swimming pool, festivals, public functions, zoos, track meets, composting, recycling, etc. This presentation may be a videotapes or slides with narration. Professional productions will be placed in this category.

Any question regarding the parameters of a category should be directed to the Brag Night Chair.

### Rating

Members of the Brag Night Committee or their designated representatives will judge all presentations. Further explanation of the judging will be done at the opening of the first Brag Night session.

## **TOMA Program - *Brag Night***

### Scheduling

Brag Night will be held on Sunday and Monday nights of the conference, following dinner.

Participants should pre-register with the Chair. There will be a registration form for participants located at the Conference Registration Table. Participants are asked to complete this form so the Brag Night Chair can better schedule times for presentations.

### Award

Presentation of awards for appropriate recognition for each category's winners will be made at the annual banquet on Tuesday evening. A traveling award will be presented, with names of winners on an award plaque.

### Equipment

Participants should furnish the necessary equipment for their presentations, except for that equipment which is normally furnished by the Institute.

### Refreshments

Refreshments may be served at Brag Night.

## **DUTIES - Standing Committee- *Conference Support***

### I. Structure

- A. Number: Chair and three members
- B. Term of Office: One year
- C. Chair: Appointed by the President with the approval of the Governing Board
- D. Selection of Members: By the Chair

### II. Purpose

To provide and to coordinate the logistical support necessary for the successful implementation of the annual Training Institute.

To coordinate with the Program chair (President - Elect) and the liaison Director in determining the physical needs and requirements necessary for the annual Institute.

To provide conference evaluation, horticultural and physical displays, and ensure photographic documentation for historic records of the annual Institute.

### III. Duties

- A. Coordinate with the Program Chair and the liaison Director to ensure the appropriate space allocation, equipment requirements, and directional information necessary for the daily functioning of the annual Institute.
- B. Coordinate the installation and location of any horticultural and physical displays, and any commercial products and displays.
- C. Coordinate with appropriate conference location physical plant personnel regarding any special requirements, location and space allocations, and resolve any problems that may arise during the annual Institute.
- D. Ensure that photographic documentation of the annual Institute is accomplished.
- E. Prepare an annual report regarding the preceding annual Institute and pertinent committee information, and forward the report to the Governing Board for review at the mid-year meeting. The report should contain suggestions for future Institutes.

## **DUTIES - Standing Committee - *Constitution & By-Laws, History, Procedures***

### I. Structure

- A. Number: Chair and two members
- B. Term of Office: One year
- C. Chair: Appointed by the President with the approval of the Governing Board
- D. Selection of Members: By the Chair

### II. Purpose

To prepare and recommend to the Governing Board revisions to the Constitution and By-Laws, History , Procedures and/or Manual of Procedures.

To prepare the annual history and Record of Proceedings of the Institute.

### III. Duties

- A. Be responsible for the solicitation of suggestions from members of the Institute for changes in the Constitution and By-Laws, and Manual of Procedures.
- B. Prepare and recommend revisions to the Constitution and By-Laws, and Manual of Procedures for review and approval by the Governing Board. After review and approval by the Governing Board any changes in the Constitution and By-Laws, and Manual of Procedures shall be submitted to vote by the members of the Institute. The Manual of Procedures shall be kept consistent with the Constitution and By-Laws, History, and Procedures.
- C. Prepare the annual History of the Institute. This shall be a single, written record of the annual Institute to be maintained in the archives, containing:
  - 1) a copy of the membership directory
  - 2) a list of all Officers and Directors, both returning and newly elected
  - 3) a list of all actual sessions and speakers
  - 4) a list of all awards and recipients
  - 5) a summary of the action items from all meetings reflecting the term of office.

**DUTIES - Standing Committee - *Constitution & By-Laws, History, Procedures***

III. Duties

- D. Prepare the Record of Proceedings of the annual meeting of the Institute. This shall be a single, written record of the annual Institute to be maintained in the archives, containing:
  - 1) a short synopsis of each session including date and time presented, title, moderator and speaker(s)
  - 2) the full records of the minutes from all meetings reflecting the entire term of office (Institute closing, mid-year, and Institute opening of the following year).
- E. Forward the History of the Institute and Record of Proceedings to the Secretary for the Institute records.
- F. Prepare an annual report and assemble a file of pertinent committee information, and forward them to the outgoing president at the annual meeting

## **DUTIES - Standing Committee-*Entertainment***

### I. Structure

- A. Number: Chair and two members
- B. Term of Office: One year
- C. Chair: Appointed by the President with the approval of the Governing Board
- D. Selection of Members: By the Chair

### II. Purpose

To schedule and conduct a variety of entertainment and special activities for the annual Institute.

### III. Duties

- A. To schedule and conduct entertainment and special activities for the annual Institute. Examples include golf tournament, Night at the Races, Fun Run, etc.
- B. Publicize the various entertainment activities including the costs and award criteria, if any.
- C. Ensure that the entertainment activities are coordinated and properly supervised.
- D. The Chair shall be responsible for ordering any award or equipment/materials necessary to conduct entertainment activity keeping within budget allocations as approved by the Governing Board.
- E. A record of all entertainment shall be forwarded to the Secretary for the Institute.
- F. Prepare an annual report and assemble a file of pertinent committee information, and forward them to the outgoing president at the annual meeting

## **DUTIES - Standing Committee – *Internet: Membership and Promotion***

### I. Structure

- A. Number: Chair and two members
- B. Term of Office: Two years
- C. Chair: Appointed by the President with the approval of the Governing Board
- D. Selection of Members: By the Chair

### II. Purpose

To manage and promote Institute membership through the use of the Internet.

### III. Duties

- A. Maintain and develop the Institute website to communicate current and relevant information to existing and potential members.
- B. Develop, review with the Governing Board, and implement strategies to ensure that members return in succeeding years to the Institute.
- C. Coordinate the collection of relevant information from the Officers, Board of Directors, and Committee Chairs for the website and prepare the information for publishing on the Internet.
- D. Coordinate on-line services and payments with the Institute's Administrative Coordinator.
- E. Develop a proposed annual budget and submit it to the Governing Board for consideration at the mid-year meeting.
- F. Prepare reports of committee activities and expenses for presentation to the Governing Board at mid-year and annual meetings.
- G. Prepare an annual report and assemble a file of pertinent committee information, and forward them to the outgoing president at the annual meeting

## DUTIES - Standing Committee- *Newsletter*

### I. Structure

- A. Number: Chair and two members
- B. Term of Office: One year
- C. Chair: Appointed by the President with the approval of the Governing Board
- D. Selection of Members: By the Chair

### II. Purpose

To prepare, coordinate, and distribute a minimum of one newsletter annually.

To coordinate with the Governing Board and Standing Committee Chairs so as to ensure the dissemination of important and timely information to members of the Institute.

### III. Duties

- A. Coordinate with the Governing Board and Standing Committee Chairs so as to ensure the dissemination of important and timely information to members of the Institute.
- B. Collect, collate and prepare for printing the annual Newsletter of the Institute.
- C. Coordinate with the appropriate representative as to the printing and distribution of the newsletter.
- D. Prepare, print and mail the Newsletter to members of the Institute during the last quarter of the calendar year, prior to the upcoming annual Institute.
- E. Prepare an annual report and assemble a file of pertinent committee information, and forward them to the outgoing president at the annual meeting

#### **DUTIES - Standing Committee - *Relations and Scholarship***

##### I. Structure

- A. Number: Chair and two members
- B. Term of Office: One year
- C. Chair: Appointed by the President with the approval of the Governing Board
- D. Selection of Members: By the Chair

##### II. Purpose

To acquaint members of the Institute, the general public and the news media with the objectives and goals of the Institute.

##### III. Duties

- A. Evaluate applications and recommendations to determine which individuals best meet the criteria established for each scholarship or grant.
- B. Prepare a recommendation for the award of scholarships and/or grants to be made by the Institute, to be reviewed by the Governing Board at its mid-year meeting.
- C. Use the annually adopted criteria of the Governing Board in the consideration and recommendation for the award of the Institute scholarships and/or grants.
- D. Promote the park and recreation profession and the development of professionals in the field.
- E. Develop and implement the student-professional program at the annual Institute. Encourage and promote student-professional relations, using appropriate programs and techniques.
- F. Coordinate the Job Mart-Intern program announcement at each annual Institute.
- G. Prepare an annual report and assemble a file of pertinent committee information, and forward them to the outgoing president at the annual meeting.
- H. Maintain scholarship funds titled as follows:
  - 1. Terry R. Dopson Scholarship Trust Fund (non-designated)
  - 2. B. Dan Kamp Scholarship Trust Fund (non-designated)
  - 3. John Lampe Scholarship Trust Fund (non-designated)
  - 4. General Scholarship Fund (Elo J. Urbanovsky)

## Scholarship Program - Criteria

Upon Board approval, funding, including room and board, and a waiver of the conference fee, will be provided each year meeting these criteria:

### Professional Grant – two (2)

- A. Candidates must be currently active in the park and recreation profession.
- B. Financial need - Candidates should demonstrate some need for financial assistance to attend the Institute.
- C. Professional achievement - Candidates should demonstrate a significant level of personal achievement and contribution to the profession.
- D. Institute history - Candidates should indicate any previous attendance at the annual Institute, any office(s) held, and any support functions they have fulfilled.
- E. First-time attendance - A separate Institute scholarship may be awarded to candidates who meet criteria A, B, and C but who have not previously attended the Institute.

### Scholastic Scholarship – one (1) graduate student and two (2) undergraduate students

- A. Be a sophomore, junior, senior or graduate student with a major in Park Administration, Recreation and Park Administration, Landscape Architecture, Recreation major with Park Administration minor, Horticulture, Natural Resources, or other related degrees as determined by the Relations and Scholarship Committee.
- B. Have a minimum of 2.0 GPA on a 4.0 system or 2.5 within the students major (from a major listed above) through the most recently completed semester.
- C. Demonstrate a high degree of professional competence through extra-curricular activities and a potential contribution to the field of Parks and Recreation Administration.
- D. Attend the annual Southwest Park and Recreation Training Institute meeting. Travel stipend, up to \$250, may be awarded and can be used for airfare or for mileage. The stipend is based on receipts/documentation presented. Auto mileage is based on the federal mileage rate.

Awardees of the professional grant or scholastic scholarship would not be eligible for a repeat scholarship (in the same category) or grant until that individual served as an active member of a committee.

## DUTIES - Standing Committee - Survey

### I. Structure

- A. Number: Chair and two members
- B. Term of Office: One year (mid-year to mid-year)
- C. Chair: Appointed by the President with the approval of the Governing Board
- D. Selection of Members: By the Chair

### II. Purpose

To prepare and administer a survey at the annual Institute to receive comments, both positive and negative, in evaluation of the Institute.

### III. Duties

- A. Prepare a survey requesting input from institute attendees and vendors.
- B. Submit the proposed survey to the Governing Board for approval at the mid-year meeting.
- C. Publicize and promote the need for all attendees and vendors to complete the survey.
- D. The Committee shall designate persons to administer the survey as well as tabulate and interpret the results.
- E. The Chair shall be responsible for ensuring enough surveys are available for participants to complete as well as determining if there is a need to provide an incentive for surveys to be submitted.
- F. Submit survey results to the President and Governing Board with recommendations to address issues or concerns.
- G. Prepare an annual report and assemble a file of pertinent committee information and records, and forward them to the outgoing president at the annual meeting

## DUTIES - Standing Committee - *Ways and Means*

### I. Structure

- A. Number: Chair and two members
- B. Term of Office: One year
- C. Chair: Appointed by the President with the approval of the Governing Board
- D. Selection of Members: By the Chair

### II. Purpose

To provide items for sale in support of the annual Institute and generate funds to support the scholarship program.

### III. Duties

- A. Develop a list of items to be sold at the annual Institute to raise funds for the scholarship program.
- B. Submit recommendations of items to purchase and other activities to be held to raise funds to the Governing Board for approval at the mid-year meeting.
- C. Publicize the items to be sold.
- D. The Committee shall designate persons to staff the booth where items will be sold.
- E. The Chair shall be responsible for ordering and/or returning remaining past year items for use in the current year program. Maintain accurate inventory.
- F. Prepare an annual report and assemble a file of pertinent committee information and records to include revenues and expenses to be forwarded to the outgoing president at the annual meeting.

#### **DUTIES - Standing Committee – *Investments***

##### I. Structure

- A. Number: Two Co-Chairs and current Treasurer. The Institute Administrative Coordinator shall serve as an Ex-Officio member. The incoming Treasurer sworn in during the annual meeting shall serve as an Ex-Officio member until such time the new Treasurer officially takes office.
- B. Term of Office: The two Co-Chairs shall serve for a minimum of three years, or more until replaced by the Governing Board. Treasurer shall serve as a permanent member.
- C. Co-Chairs: Appointed by the President with approval of the Governing Board.

##### II. Purpose

To support the mission of the Institute by ensuring fiscal responsibility in it's investments.

##### III. Duties

- A. Monitor all Institute investments and securities including, but not limited to checking accounts, money market funds and long term investments.
- B. Implement the Institute's Fiscal Management Policy and Investment Strategy as outlined in the Manual of Procedures – Budget Manual.
- C. Review annually the Institute's Fiscal Management Policy and Investment Strategy and make recommendations to the Governing Board on changes, as deemed necessary, to ensure integrity of investments. The Governing Board shall approve during the annual mid-year meeting amounts to be invested into each investment account. Timing is to coincide with the annual audit and transfer of Treasurer responsibilities to the new Treasurer.
- D. Initiate and follow through on all actions necessary to carry out investment strategies with assistance of the Administrative Coordinator.
- E. All actions involving transfer of funds within and between checking and investment accounts shall require consensus approval of both Co-Chairs. The Investments Committee may move money from one investment account to another without the approval of the Governing Board as long as the transfer is to a lower risk account. Transfers to higher risk accounts require approval of the Governing Board.

### **PROCEDURES and POLICIES – *Outlined in the Articles of Incorporation***

#### **(FOR INFORMATION & REFERENCE ONLY)**

General: The Articles of Incorporation provide for the foundation of the organization, listing initial incorporators, and general powers and provisions in accordance with current laws and regulations.

Article Four provides the corporation (Institute) with the following powers:

- A. To collect money to pay for expenses involved in printing, mailing, promoting, informing, presenting, creating and operating an annual training Institute.

*This permits the Institute to collect funds through service fees, dues, donations, in-kind contributions, advertising, sales, auction, or other means.*

- B. To give recognition to deserving professionals.

*This permits the Institute to recognize outstanding efforts of professional through the use of awards, proclamations, endorsements, or other means.*

- C. To create scholarships to encourage educational progress in the field of Parks and Recreation.

*This permits the Institute to create and award scholarships, whether in-kind or in the form of financial assistant, to persons in, or studying, the field.*

Article Nine provides the corporation (Institute) with the following power:

- A. To pay reasonable compensation for services rendered.

*This permits the Institute to enter into contracts for services and/or to reimburse reasonable Institute expenses, provided that the services or expense do not attempt to influence legislation, promote any political campaign, or benefit any member, trustee, officer, or other private person beyond reason.*

Article Ten provides the corporation (Institute) with the following power:

- A. To distribute assets, upon dissolution, to another non-profit organization, or to any federal, state, or local government for public purposes as determined by the Court of Common Pleas.

*This permits the Institute, upon formal dissolution of the corporation, to distribute any assets remaining after all bills and debts are cleared from the books, to any federal, state or local governmental agency or any nonprofit organization for a public purpose.*

Article Eleven provides the corporation (Institute) with the following power:

- A. To have the corporate affairs managed by a Board of Directors and Officers, reimbursing said Directors and Officers for out-of-pocket expenses incurred on behalf of the Institute.

*This permits the Institute to establish a Board of Directors and Officers (Governing Board), who may be reimbursed for expenses related to the operation of the Institute.*

The Articles of Incorporation may be amended by a majority vote of the Governing Board and a majority vote of the membership present at the annual meeting. Amendments must be filed with the Texas Secretary of State's Office.

## SECTION II. B.

6/25/99

### **PROCEDURES and POLICIES – *Outlined in the Articles of Incorporation***

**(FOR INFORMATION & REFERENCE ONLY)**

General: The Constitution and By-Laws define the purpose of the organization and provide general guidance of the general operations of the Institute, including lists of responsibilities of Board members, Officers and their elections; statement of the governing documents; information on meetings; information on committees; branch associations; and means of amending the By-Laws.

#### Article VII. Amendments:

Section 1. Permits the By-Laws to be adopted, amended or suspended at any annual meeting by a simple majority of the active members present

Section 2. Permits the By-Laws to be adopted, amended or suspended by a *mailed* vote by a simple majority of the active members, provided that written notice of the proposed amendments and ballots have been sent one month prior to voting.

## SECTION II. C.

2/3/07

### **PROCEDURES and POLICIES – *Amending the Manual of Procedures***

The Manual of Procedures be amended by a majority vote of the Governing Board at any regular or special meeting of the Board. All modification to the Manual of Procedures approved at a regular or special board meeting shall be complete and ready for review no later than the next regular or special board meeting.

## SECTION II. D. (1)

6/25/99

### **PROCEDURES and POLICIES – *Refunds***

It is the policy of the SWPRTI that is if a prepaid attendee wishes to cancel their registration; cancellation requests must be received at least five (5) days prior to the Institute starting date in order to qualify for a full refund less the non-attendance membership fee. Emergency cancellations will be approved on a case-by-case basis.

## SECTION II. D. (2)

6/25/99

### **PROCEDURES and POLICIES – *Discrepancies in Procedures***

Should any discrepancies between minutes of previous meetings and the current Manual of Procedures be noted and brought to the attention of any Board member or a member of the Constitution and By-Laws Committee, it shall be the responsibility of the Chair of the Constitution and By-Laws to investigate the possible discrepancy, and bring forth recommendations to the Board by the next meeting for disposition regarding the discrepancy.

If the matter only requires affirmation, a consent vote shall be required. If the matter requires further study, it may be referred back to the original committee affected for modification or to the By-Laws Committee for further investigation, a motion so stating and a vote shall be required.

If the previous action is in conflict with either the Articles of Incorporation, or the Constitution and the By-Laws and it is the desire of the Board to accept the previous action, then a motion to amend the affected governing document must be resented for discussion and ratification by the Board and the general membership in accordance with the specific document affected.

## SECTION II. D. (3)

2/5/05

### **PROCEDURES and POLICIES – *Donations***

It is the policy of the SWPRTI that if an individual gives a donation of \$250 or more for the Institute as a sponsorship or a scholarship, they will receive Attendance Membership privileges for that immediate year. This includes voting rights for the upcoming election of officers and directors.

***Sample Contract for Services - Institute Administrative Coordinator***

**Letter of Agreement**

This letter of agreement is made and entered into by and between the Southwest Park and Recreation Training Institute, hereinafter referred to as INSTITUTE, and ~ ( name ) ~, hereinafter referred to as Administrative Coordinator.

**WITNESSETH**

1. ADMINISTRATIVE COORDINATOR SHALL:

1.1 Serve as Administrative Coordinator for the INSTITUTE. Administrative Coordinator shall be ~ ( name ) ~.

1.2 Assist the INSTITUTE Secretary by:

1.2.1 Imputing all pre-registration attendees into the computerized data base prior to the opening day of the INSTITUTE'S annual meeting.

1.2.2 Imputing registration and assisting in the coordination of other events that arise during registration while attending the INSTITUTE'S annual meeting.

1.3 Assist the Awards and Citations Chairperson by:

1.3.1 Preparing a list of prospective award recipients to be used in budget preparation prior to the mid-year meeting. The list shall be printed and sent to the Awards and Citations Chairperson no later than March 31 of each year.

1.3.2 Imputing all information relative to meeting awards criteria into the computer during the INSTITUTE'S annual meeting.

1.3.3 Preparing the final list of award winners to be used by the Awards and Citations Chairperson during the INSTITUTE'S Award Banquet.

1.4 Develop and maintain data base for the following:

1.4.1 Names and addresses of attendees and program participants for each INSTITUTE and a general mailing list.

1.4.2 All directors and chief executives of public park and recreation agencies served by the INSTITUTE.

## **MANUAL OF PROCEDURES**

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1.4.3 Officer and committee members who serve the INSTITUTE.

1.4.4 From the above, prepare a directory to be presented to the INSTITUTE president, officers and directors and made available at the INSTITUTE'S annual meeting in February.

1.4.5 General mailing lists and labels for officers, directors and committee chairs as requested.

1.5 Provide the INSTITUTE president and secretary with a backup copy of the computer files at the end of each INSTITUTE'S meetings and after any substantial amount of work has been completed.

1.6 Attend the mid-year meeting of the INSTITUTE to secure guidelines of INSTITUTE development is preferred.

1.7 Attend the annual INSTITUTE meeting at Lake Texoma Lodge in February to assist in services outlined in 1.2, 1.3, 1.4 and 1.5 above.

1.8 Provide quarterly statements of expenses to the INSTITUTE president.

### **2. THE INSTITUTE SHALL:**

2.1 In consideration of the above services, pay shall be at a rate of \_\_\_\_\_ dollars (\$00.00) per hour not to exceed a maximum of \_\_\_\_\_ (\$0,000.00). While attending the Institute, payment of \_\_\_\_\_ dollars (\$00.00) per hour shall be for actual hours worked.

2.2 COORINATOR shall be compensated quarterly after an expense report has been submitted to and approved by the INSTITUTE president.

2.2.1 The expense report shall contain a break down of the Administrative Coordinator's time and expenses related to the INSTITUTE business, including but not limited to: postal box lease, postage, phone line and long distance calls, insurance, transportation expenses and other related office materials or supplies.

2.3 Provide travel, room and board to the mid-year and annual meetings of the INSTITUTE.

### **3. TERMS OF AGREEMENT:**

3.1 This Letter of Agreement shall be administered by the INSTITUTE president. Any discrepancies to the Agreement shall be discussed with the officers and board of directors before the president makes a final decision.

# MANUAL OF PROCEDURES

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3.2 The terms of this Letter of Agreement shall be for a term of three (3) years, with two (2) one (1) year options to renew beginning with the first day of the fiscal year of the INSTITUTE, June 1 and continuing to May 31, beginning with the date of execution hereof, subject to further extension at the expiration thereof by mutual consent.

## 4. AGREEMENT TERMINATION:

4.1 Either the INSTITUTE or the COORDINATOR may terminate this agreement upon a minimum of thirty (30) days written notice to the other party upon receipt.

4.2 In the event the agreement is terminated the COORDINATOR shall within ten (10) days after effective date of termination submit to the INSTITUTE a detail final invoice for services rendered.

4.3 Upon completion or termination, all finished and unfinished documents, data, records, studies, drawings, photographs, reports, computer equipment and software, keys or other INSTITUTE related materials or equipment shall be returned to the INSTITUTE designated representative within thirty (30) days.

5. PARTIES BOUND: This agreement shall be binding upon the successors and assigns of both parties in like manner as upon the original parties.

IN WITNESS WHEREOF, the parties hereto have executed this LETTER OF AGREEMENT.

EXECUTED this \_\_\_\_\_ day of \_\_\_\_\_, 199 \_\_\_\_.

*~ Original filed with Administrative Coordinator and Archives ~*

\_\_\_\_\_  
~ ( name ) ~  
INSTITUTE, President

\_\_\_\_\_  
~ ( name ) ~  
ADMINISTRATIVE COORDINATOR

\_\_\_\_\_  
~ ( name ) ~  
INSTITUTE, President Elect

***Sample Contract for Services - Institute STUDENT Coordinator***

**Letter of Agreement**

This Letter of Agreement is made and entered into by and between the Southwest Park and Recreation Training Institute, hereinafter referred to as the INSTITUTE and ( ~name~ ), hereinafter referred to as STUDENT COORDINATOR.

**WITNESSETH:**

Whereas, the STUDENT COORDINATOR will be an active member of the INSTITUTE and serve in the capacity of coordinating the university student volunteers and management of educational program evaluations and continuing education forms. Now, therefore, in consideration of the above premises, the parties hereto agree as follows:

1. THE STUDENT COORDINATOR SHALL:

1.1 Serve as the On-Campus Coordinator for the University coordination effort and will attempt to provide student(s) at the INSTITUTE from universities recommended by the Board of Directors.

1.2 Coordinate student activities at the INSTITUTE to include but not limited to: session set-up including speaker identification card(s) and room/session title sheets, session coverage and general coordination efforts where students are involved.

1.3 Coordinate and validate the continuing education unit program for the INSTITUTE delegates, including validation and verification of forms for the INSTITUTE and forward completed CEU forms to the INSTITUTE President.

1.4 Provide, coordinate, and tabulate educational program session evaluation forms, including tabulation of the evaluations and providing the results of the session evaluations at the following mid-year meeting.

1.5 Attend the mid-year meeting of the INSTITUTE to secure guidelines of INSTITUTE development is preferred.

1.6 Attend the annual INSTITUTE meeting at Lake Texoma Lodge in February to assist in services outlined in 1.1, 1.2, 1.3 and 1.4 above.

1.6.1 Transportation to the annual INSTITUTE shall be your responsibility.

## MANUAL OF PROCEDURES

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2. THE INSTITUTE SHALL:

2.1 In consideration of the above services, pay shall be for the sum of FIVE HUNDRED dollars (\$500.00).

2.2 Provide times and program tracts for the INSTITUTE program to be used as a guide for coordinating student activities for conducting session responsibilities.

2.3 Provide room and board at the annual INSTITUTE.

2.4 Provide travel expense for the INSTITUTE mid-year meeting.

3. TERMS OF AGREEMENT:

3.1 This Letter of Agreement shall be administered by the INSTITUTE president. Any discrepancies to the Agreement shall be discussed with the Officers and Board of Directors before a final decision is made by the president.

3.2 The terms of this Letter of Agreement shall be for a term of one (1) year, beginning with the first day of the fiscal year of the INSTITUTE, June 1 and continuing to May 31, beginning with the date of execution hereof, subject to further extension at the expiration thereof by mutual consent.

IN WITNESS WHEREOF, the parties hereto have executed this LETTER OF AGREEMENT.

EXECUTED this \_\_\_\_\_ day of \_\_\_\_\_, ( ~year~ ).

*~ Original filed with Archives ~*

\_\_\_\_\_  
( ~name~ )  
INSTITUTE, President

\_\_\_\_\_  
( ~name~ )  
STUDENT COORDINATOR

\_\_\_\_\_  
( ~name~ )  
INSTITUTE, President Elect

## **MANUAL OF PROCEDURES**

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### **THE FOLLOWING INFORMATION PROVIDED, BUT IS NOT A PORTION OF THE MANUAL OF PROCEDURES:**

- *The Certificate of Incorporation issued by the State of Texas, Charter # 734333-01, dated December 31, 1984. Submittal example, see page 74.*
- *The IRS Taxpayer Identification number is 75-2107057. The letter confirming Southwest Park and Recreation Training Institute 501 (c) (3) status is dated July 17, 1986.*

### **Articles of Incorporation of the Southwest Park and Recreation Training Institute**

We, the undersigned natural persons of the age of 21 years or more, acting as incorporators of a corporation under the Texas Non-Profit Corporation Act, do hereby adopt the following Articles of Incorporation for such corporation:

#### **Article One**

The name of the corporation is “The Southwest Park and Recreation Training Institute.”

#### **Article Two**

The corporation is a non-profit corporation.

#### **Article Three**

The period of its duration is perpetual.

#### **Article Four**

The corporation is a non-profit corporation and shall be organized and operated exclusively for educational and scientific purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code of 1954. The purpose of the corporation is to present and promote educational opportunities to students, professionals, and lay supporters of the broad field of Parks and Recreation for the benefit of the people of the United States and particular those students, professionals, and lay supporters in the State of Texas, Oklahoma, Colorado, Kansas, Missouri, Arkansas, and Louisiana. The corporation shall have the power to:

- A. Collect money to pay for the expenses involved in printing, mailing, promoting, informing, presenting, creating, and operating an annual training Institute.
- B. Give recognition to deserving professionals who have donated their time and efforts in developing and operating the Institute and who through their contributions to the profession and to the fellow man deserve recognition.

# MANUAL OF PROCEDURES

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- C. Create scholarships to encourage educational progress for students and professionals in the field of Parks and Recreation. (*Change – FILED In the Office of the Secretary of State of Texas March 5, 2001 – Corporations Section*)
- D. Do any and all acts and things, and exercise any and all powers conferred upon corporations formed under the Texas Non-Profit Corporation Act, provided such powers, acts, and things are not inconsistent with or prohibited by the purpose of the corporation, these articles of Incorporation, the By-Laws of the Corporation, or any law.

## **Article Five**

The street address of the initial registered office of the corporation is 5225 14<sup>th</sup>, Lubbock, Texas 79416, and the name of its initial registered agent at such address is James W. Kitchen.

## **Article Six**

The number of officers shall be three (3):

	<u>Name</u>	<u>Address</u>
President	Bob Woodruff	PO Box 358, Plano, Texas 75074
President-Elect	Eddie Hueston	3021 South Hampton, Dallas, Texas 75241
Secretary-Treasurer	Max Wiens	200 Civic Center, Tulsa, Oklahoma 74103

## **Article Seven**

The number of Directors shall be six (6):

	<u>Name</u>	<u>Address</u>
Director	Rick Holland	P. O. Box 231, Arlington, TX 76103
Director	Mickey Carter	1045 W. Rio Grande, Colorado Springs, CO 80906
Director	Max Robertson	P. O. Box 1370, Waco, TX 76103
Director	David Nivens	1000 Throckmorton, Ft. Worth, TX 76102
Director	Bill Thompson	825 West Irving Blvd., Irving, TX 75060
Director	Jerry Darter	5605 E. 63 <sup>rd</sup> Street, Kansas City, MO 64130

## **Article Eight**

The name and address of each of the three (3) incorporators is:

<u>Name</u>	<u>Address</u>
Incorporator:	
Al Johnson	P. O. Box 830309, Richardson, Texas 75083
David Loughridge	P. O. Box 830309, Richardson, Texas 75083
Bob Woodruff	P. O. Box 358, Plano, Texas 75074

# **MANUAL OF PROCEDURES**

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## **Article Nine**

No part of the net earnings of the corporation shall inure to the benefit of or be distributed to its members, trustees, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article Four hereof. No substantial part of the activities of the corporation shall be carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not

participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these articles, the corporation shall not carry on other activities not permitted to be carried on (a) by a corporation except from federal income tax under section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by a corporation, contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

## **Article Ten**

Upon the dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of by the Court of Common Pleas of the county in which the principal office of the corporation is then located, exclusively for such purpose or to such organizations, as said Court shall determine, which are organized and operate exclusively for such purposes.

## **Article Eleven**

1. The corporation shall have such officers and Board members as the members of the Southwest Park and Recreation Training Institute may determine, from time to time.

2. The business and affairs of the corporation shall be managed by a Board of Directors and Officers in which shall reside all rights, power, authority, and responsibility with respect to the management and affairs of the corporation, The Corporation may pay no compensation to officers for services rendered by may reimburse officers and directors for out-of-pocket expenses incurred on behalf of, or for the benefit of, the corporation; provided, however, no loan shall be made by the corporation to its Board or officers.

3. The initial board of Directors and Officers, as stated herein, shall hold office until the first annual meeting of the corporation, or until their successors are duly appointed and qualified.

IN WITNESS WHEREOF, we have hereunto set our hands this day of \_\_, 19 \_\_.

***~ Original documents on file in Archives ~***

# **MANUAL OF PROCEDURES**

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## **THE FOLLOWING INFORMATION PROVIDED, BUT IS NOT A PORTION OF THE MANUAL OF PROCEDURES:**

### ***Constitution & By-Laws of the Southwest Park and Recreation Training Institute***

#### **Article I. Name, Objectives, Principal Office, Governing Documents**

Section 1. The name of the organization shall be the Southwest Park and Recreation Training Institute, Inc., hereinafter referred to as the "Institute."

Section 2. The objectives of the Institute shall include:

- A. Fostering, gathering, and disseminating information with reference to parks and recreation facilities, grounds, programs, and objectives.
- B. Working with all people, particularly of the Southwest Region, to encourage a greater degree of professionalism among those in the park and recreation profession.
- C. Fostering a spirit of cooperation among all agencies related to park and recreation programs.
- D. Encouraging and supporting those colleges that train people in park, recreation, and related fields.

Section 3. The principal office of the Institute shall be set each year by the President. The agent upon whom process of said corporation may be served is the President.

Section 4. The governing documents of the Institute shall be the Articles of Incorporation, Constitution & By-Laws, History, Procedures, and by direction of the Governing Board, a Manual of Procedures.

#### **Article II. Membership**

Section 1. General Membership shall include those who are interested in the objectives of this Institute, and who have paid the annual General membership fee. Membership in this category is appropriate for those individuals who did not attend the previous year Institute, but wish to remain on the mailing list. Members in this category are not eligible to vote.

Section 2. Active Membership shall include those who are actively interested in the objectives of this Institute, and who have paid the annual Active membership fee. Members who attended the previous year Institute are automatically classified in this category. Members in this category remain on the mailing list and retain voting status.

# **MANUAL OF PROCEDURES**

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## **Article III. Organization**

- Section 1. The Institute is a nonprofit corporation and shall be organized and operated exclusively for educational and scientific purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code of 1954.
- Section 2. The purpose of the Institute (Corporation) is to present and promote educational opportunities for students, professionals, and lay supporters of the broad field of Parks and Recreation for the benefit of the people of the United States; and particularly for those students, professionals, and lay supporters of the Southwest Region, generally identified as being the States of Texas, Louisiana, Arkansas, Oklahoma, Colorado, New Mexico, Kansas, and Missouri.
- Section 3. Corporate Seal—The Institute shall have a seal of such design as the Governing Board may adopt and which shall be kept at the principal office.
- Section 4. Nothing herein shall constitute members of this Institute as partners for any purpose. No member, officer, agent, or employee of the Institute shall be liable for the acts or failures to act on the part of any other member, officer, agent, or employee of the Institute. Nor shall any member, officer, agent, or employee be liable for his/her acts or failures to act under this Constitution & By-Laws, excepting only acts or omissions to act arising out of his/her willful misfeasance.
- Section 5. The Institute shall use its funds only to accomplish the objectives and purposes specified in the Constitution & By-Laws, and no part of said funds shall inure, or be distributed, to the members of the Institute. On dissolution of the Institute, any funds remaining shall be distributed to one or more regularly organized and qualified charitable, educational, or scientific organizations to be selected by the then current Governing Board.

## **Article IV. Officers**

- Section 1. The elected officers of this Institute shall consist of a President, President-Elect, Secretary, Treasurer, and six (6) Directors-at-Large.
- Section 2. All officers and directors must reside within the States represented by the Institute.

## MANUAL OF PROCEDURES

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Section 3. The President, President-Elect and Secretary shall serve for one year beginning at the close of the annual meeting and continuing through the next annual meeting. The Treasurer shall serve for one year beginning at the close of the mid-year meeting and continue through the next mid-year meeting. The President-Elect shall automatically succeed the President at the end of the President's term of office and shall become the next President of the Institute.

The Directors shall serve three-year terms. Terms are to be staggered with two (2) Directors being elected and seated each year.

Section 4. The Executive Committee shall consist of the President, President-Elect, Secretary, Treasurer, and the immediate Past-President. The immediate Past-President shall be a voting member of the Executive Committee only in the event of a tie vote.

Section 5. The Governing Board shall consist of only the elected officers and directors and immediate Past President. These shall constitute the voting membership of the Governing Board.

Section 6. Vacancies occurring in the Governing Board: Any member of the board of directors or officer is unable to attend a meeting shall, in a letter address to the president of the Institute, state the reason for the absence. If a Board Member or Officer is absent from two (2) consecutive meetings for reasons which president has failed to declare to be sufficient, his or her resignation shall be deemed to have been tendered and accepted. When a vacancy occurs in the office of the director or officer, the president shall appoint a qualified person to fill the office for the remainder of the term and the president shall report said action to the board.

### **Article V. Duties of Officers**

Section 1. President—The President shall preside at all regular and special meetings of the Institute, the Executive Committee, and the Governing Board. He or she shall appoint all committee chairs, not specifically mentioned in the By-Laws, and shall be an ex-officio member of all committees. He or she shall have the leadership responsibility for the activities of the Institute at all times.

## **MANUAL OF PROCEDURES**

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- Section 2. President-Elect—In the absence or inability to act in the President's authorized capacity, the President-Elect shall perform duties prescribed for the President. The President-Elect shall also serve as program coordinator for the annual meeting. The President-Elect shall chair the standing Program Committee.
- Section 3. Secretary—The Secretary shall attend all meetings of the Institute, keep a record of all transactions and proceedings, and disseminate such information as the President directs. The Secretary shall serve as the Institute Registration Coordinator and shall report membership attendance records for voting, awards, and archival records.
- Section 4. Treasurer—The Treasurer shall attend all meetings of the Institute, keep accurate records of the Institute's finances and financial transactions, coordinate and present to the Governing Board the proposed annual budget, initiate all disbursements and expenditures for the Institute in accordance with the annual budget as approved by the Governing Board, provide for an annual audit, and prepare an annual financial report for the annual meeting. The Treasurer shall chair the standing Budget & Audit Committee.
- Section 5. Past-President—The immediate Past-President shall serve on both the Executive Committee and the Governing Board of the Institute. The immediate Past-President shall chair the standing Elections Committee.
- Section 6. Directors—The Directors of the Institute shall represent all the membership on the Governing Board. Directors shall perform such duties as are assigned by the President and President-Elect as they perform their individual duties, to include serving on the program committee with the President-Elect. Directors shall be assigned liaison responsibilities for various assigned standing committees. Directors shall serve as ex-officio, non-voting members of the committee(s) for which they are responsible. The liaison responsibility of each of the Directors shall be fully defined in the Manual of procedures of the Institute.

### **Article VI. Meetings**

- Section 1. An annual meeting shall be held by the Institute at a time designated by the Governing Board.

## **MANUAL OF PROCEDURES**

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- Section 2. Called meetings of either membership or of the Governing Board may be held at any time at the request of the President acting on his or her own authority or on behalf of the Executive Committee.
- Section 3. A simply majority of the Governing Board may transact business.
- Section 4. The rules contained in *Robert's Rules of Order, Revised* shall govern the Institute in all cases to which they are applicable and in which they are not inconsistent with this Constitution & By-Laws or the special rules of order of the Institute.

### **Article VII. Amendments**

- Section 1. The Constitution or By-Laws may be adopted, suspended, or amended by simple majority of the Active members of the Institute who are present and voting at any annual meeting.
- Section 2. The Constitution or By-Laws may also be amended by a simple majority of the Active members, voting by mailed ballot, provided written notices of the proposed amendments and ballots have been sent to members one month prior to the date of the taking of the vote.

### **Article VIII. Election of Officers**

- Section 1. The President-Elect, Secretary, Treasurer, and two (2) Directors shall be elected each year.
- Section 2. The election shall be by mailed ballot.
- Section 3. The Secretary shall determine those members of the Institute who are eligible Active voting members of the Institute. Only those members in the Active membership category will be eligible to vote on Institute business or the election of officers.
- Section 4. All ballots shall be mailed to the membership by the Secretary in time to be returned to the Elections Committee prior to 10 January.
- Section 5. All ballots shall be returned to the Chair of the Election Committee for counting. Only those ballots postmarked on or before 10 January will be counted.

## **MANUAL OF PROCEDURES**

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Section 6. The Election Committee shall check the eligibility of the voters, count and tabulate the votes, and present its report to the President.

Section 7. Installation of officers will be held each year in conjunction with the annual meeting.

### **Article IX. Committees**

Section 1. The President shall appoint certain standing committees to be responsible for performing specific duties for the Institute. Each Committee Chair, unless specifically mentioned in the Constitution & By-Laws, shall be appointed by the President. Each Committee Chair shall appoint other members of the Institute to serve on his/her committee.

Section 2. The purpose, function, size, chairship, and responsibilities of the standing committees shall be fully defined in the Manual of Procedures of the Institute.

Section 3. Standing committees may be revised in accordance with the amendment procedure of the Manual of Procedures to best meet the needs of the Institute.

Section 4. The President may appoint special or ad hoc committees as needed to serve in the interests of the Institute.

### **Article X. Branch Associations**

Organizations related to the public park and recreation field in the Southwest Region may affiliate with the Southwest Park and Recreation Training Institute on the approval of the Governing Board, provided their Constitutions and/or By-Laws harmonize with those of the Institute.

### **Article XI. Dues**

Section 1. The rate of the annual General and Active membership categories dues shall be set by the Governing Board at least ninety (90) days prior to the annual meeting.

Section 2. Active membership dues shall be paid annually and are due as part of the registration fee at the annual meeting.

Section 3. General membership dues shall be paid annually and are due no later than March 31 of each year. General membership dues are to be paid to the Treasurer, who shall report the General membership list to the Secretary for inclusion in the Institute mailing list.

*~ Original documents on file in Archives ~*

# MANUAL OF PROCEDURES

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## THE FOLLOWING INFORMATION PROVIDED, BUT IS NOT A PORTION OF THE MANUAL OF PROCEDURES:



Office of the Secretary of State  
Corporations Section  
P.O. Box 13697  
Austin, Texas 78711-3697

### ARTICLE 1396-9.01 REPORT

Pursuant to the provisions of article 9.01 of the Texas Non-Profit Corporation Act, the undersigned corporation hereby files its report setting forth:

1. The name of the corporation is Southwest Park and Recreation Training Institute  
The file number is 734333-01
2. It is incorporated under the laws of The State of Texas
3. The address (including street or building address, city, state, and zip code) of the registered office of the corporation in the state of Texas is P.O. Box 330154, Fort Worth, Texas 76163 / 3416 Kelvin Avenue, Fort Worth, Texas 76133
4. The name of its registered agent at such address is John L. Lampe, Administrative Coordinator - Southwest Park and Recreation Training Institute (SWPRTI)
5. If the corporation is a foreign corporation, the address of its principal office in the state or country under the laws of which it is incorporated is \_\_\_\_\_
6. The names and respective addresses of its directors and officers are (Attach additional sheets if necessary.)

NAME	ADDRESS	OFFICE
_____	_____	President SWPRTI
_____	_____	President Elect SWPRTI
_____	_____	Secretary SWPRTI

# MANUAL OF PROCEDURES

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Item 6, Continued.

NAME	ADDRESS	OFFICE
_____	_____	Treasurer SWPRTI
_____	_____	Director - 1 SWPRTI
_____	_____	Director - 2 SWPRTI
_____	_____	Director - 3 SWPRTI
_____	_____	Director - 4 SWPRTI
_____	_____	Director - 5 SWPRTI
_____	_____	Director - 6 SWPRTI

7. The foregoing information is given as of the date of the execution of this report.

Executed on \_\_\_\_\_, \_\_\_\_\_  
Southwest Park and Recreation  
Training Institute (SWPRTI)  
Name of Corporation

By \_\_\_\_\_, PRESIDENT  
An Authorized Officer

# MANUAL OF PROCEDURES

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## INSTRUCTIONS FOR FILING REPORT PURSUANT TO ARTICLE 1396-9.01 TEXAS NON-PROFIT CORPORATION ACT

1. Article 1396-9.01 of the Texas Non-Profit Corporation Act authorizes the secretary of state to require each non-profit corporation in the state to file a report. The report is to be made on forms promulgated by the secretary of state and the information required is to be given as of the date of execution of the report. The report must be signed by an officer of the corporation.
2. The report is to be filed by the corporation within 30 days of the mailing of the notice that the report is due.
3. Filing Fee:
  - (a) If the report is filed within 30 days, the fee is \$5.
  - (b) If the report is not filed within 30 days, the corporation will forfeit its right to conduct affairs in Texas.
  - (c) After forfeiture of the right to conduct affairs, the fee increases by \$1 per month or part of a month for 120 days following the forfeiture, but not less than \$5.00 nor more than \$25.00.
  - (d) If the report is not filed within the 120 day period, a domestic corporation will be involuntarily dissolved and a foreign corporation will have its certificate of authority revoked.
  - (e) The corporation may be relieved of the involuntary dissolution or revocation and reinstated by filing the 9.01 report and paying a filing fee of \$25.
4. The completed form along with the filing fee should be mailed to the address shown in the heading of this form. The delivery address is James Earl Rudder Office Building, 1019 Brazos, Austin, Texas 78701. The telephone number is (512) 463-5555, TDD: (800) 735-2989, FAX: (512) 463-5709. An acknowledgement of the filing of the report will be provided to the corporation.

**Prior to signing, please read the statements on this form carefully. A person commits an offense under the Texas Non-Profit Corporation Act if the person signs a document the person knows is false in any material respect with the intent that the document be delivered to the secretary of state for filing. The offense is a Class A misdemeanor.**

Form No. 802  
Revised 9/99