

OHIO ASSOCIATION OF LITTER PREVENTION & RECYCLING PROFESSIONALS (OALPRP)

BY-LAWS

Mission Statement: The Ohio Association of Litter Prevention & Recycling Professionals (OALPRP) is a statewide organization dedicated to professional development by providing leadership, training, and networking opportunities to its members.

ARTICLE I: NAME

SECTION 1. **NAME:** The name of this organization shall be the Ohio Association of Litter Prevention and Recycling Professionals (OALPRP).

ARTICLE II: PURPOSE

SECTION 1. **PURPOSE:** The purposes of the Association are:

- a) To develop professionalism;
- b) To provide training that will improve the proficiency of members;
- c) To develop networking opportunities; and
- d) To cooperate with agencies and organizations which have missions consistent with the mission of this Association.

ARTICLE III: MEMBERSHIP

SECTION 1. **MEMBERSHIP:**

- 1) Active Member: Any individual, agency, firm, corporation, or organization that supports the OALPRP mission may become an Active Member upon payment of annual full membership dues.
- 2) Student Member: Any current student 18 years or older who supports the OALPRP mission may become a Student Member upon payment of annual Student Member dues.
- 3) Honorary Active Member: Any individual who was an Active Member of the OALPRP Board in good standing and supports the OALPRP mission may submit an application to the OALPRP Board to request an Honorary Active Membership. Honorary Active Membership will be awarded upon approval of the OALPRP Board of Directors and payment of the annual Honorary Active Member dues. See Honorary Active Membership application for eligibility determined by the OALPRP Board of Directors.

SECTION 2: **RIGHTS AND PRIVILEGES OF MEMBERS:**

ACTIVE MEMBERS

- a) Active Members shall have all rights and privileges consistent with membership in this Association, including holding office and voting on Association policy.
- b) Each Active Member shall have one vote.

STUDENT MEMBERS:

- a) Student Members shall have all rights and privileges consistent with membership in this Association, with the exception of holding office, voting on Association policy and serving as committee chairs. Student members would not be eligible for the Della Ewalt Scholarship.

HONORARY ACTIVE MEMBERS:

- a) Honorary Active Members shall have all rights and privileges consistent with membership in this Association. Honorary Active Members would not be eligible for the Della Ewalt Scholarship.

SECTION 3: MEETINGS: The Association shall meet annually or when called into session by the Association's Executive Committee.

SECTION 4: VOTING: A majority vote of the Active Members present at an official meeting of the general membership or a majority vote of those Active members responding by mail/electronic vote, shall determine the approval of a motion. Majority is defined as one more than half of votes cast.

ARTICLE IV: BOARD OF DIRECTORS

SECTION 1. MEMBERS OF BOARD OF DIRECTORS: Board of Directors shall consist of the officers; nine (9) elected Directors; and the immediate Past President. The Board shall designate a liaison from a state agency, related to recycling and litter prevention, to serve as a non-voting member of the Board of Directors.

SECTION 2. TERMS OF OFFICE OF DIRECTORS (*REPRESENTATIVES*): Directors shall serve a term of two years. Terms will begin on January 1.

SECTION 3. DUTIES OF BOARD OF DIRECTORS: The duties of the Board of Directors shall be:

- a) To authorize Association expenditures;
- b) To receive and act on committee reports;
- c) To develop Association policy;
- d) To plan and implement activities in keeping with the Purpose of the Association; and
- e) To fill by appointment any vacancies in the Board of Directors

SECTION 4. BOARD OF DIRECTORS MEETINGS: Board of Directors shall meet at least quarterly:

- a) The President may call special Board of Directors meetings, as needed, provided the members of the Board of Directors are informed at least 24 hours in advance.
- b) Special sessions of the Board of Directors may be requested by any two (2) members of the Board of Directors or by any five (5) members of the Association. Requests should be made in writing to the President.

SECTION 5. VOTING: A majority of members of the Board of Directors present at an official meeting constitutes a quorum.

**ARTICLE V:
OFFICERS**

SECTION 1. ELECTED OFFICERS: The officers of this Association shall be a President, Vice President, Secretary, and Treasurer.

SECTION 2. TERM OF OFFICE OF OFFICERS: Officers shall serve a term of two years. Terms will begin on January 1.

SECTION 3. ELECTION OF OFFICERS: The election of officers of the Association shall be determined by a ballot of the Active Membership.

SECTION 4. VACANCY IN OFFICE:

- a) In the event of a vacancy in the office of President, the Vice President shall serve as President for the remainder of the term.
- b) In the event of a vacancy in the office of Vice President, Secretary, or Treasurer, the Board of Directors shall fill the vacancy from the Board of Directors.

SECTION 5. REMOVAL FROM OFFICE: In the event that an officer has not, cannot, or will not faithfully fulfill the duties of an office to which they have been elected or appointed, that officer may be removed from office by the following procedure:

- a) Any Active Member may request that the Board of Directors consider the question of removal from office of an officer. Such request must be in writing and submitted to any member of the Board of Directors for review at the next Board of Directors meeting.
- b) A majority vote of the Board of Directors is required to declare a vacancy in an office.
- c) A resulting vacancy in any office shall be filled according to the procedure otherwise contained in these By-Laws.

ARTICLE VI:
DUTIES OF OFFICERS

SECTION 1. **DUTIES OF PRESIDENT:** It shall be the duty of the President to prepare the agenda and preside at all meetings of the Board of Directors and the Association to insure that the Board of Directors are aware of and adhere to the By-Law and Standing Rules of the Association; to call special meetings of the Board of Directors as needed; to serve as an ex-officio member of all Association committees; to serve as the liaison and be the official spokesperson for the Association in accordance with Association policies.

SECTION 2. **DUTIES OF VICE PRESIDENT:** It shall be the duty of the Vice President to assume the Presidency upon the occurrence of a vacancy in that office; to assist the President in exercising the duties of the President; to preside at Board of Directors or Association meetings in the absence of the President; and to perform other duties as requested by the President.

SECTION 3. **DUTIES OF THE SECRETARY:** It shall be the duty of the Secretary to record proceedings and prepare minutes of all meetings of the Board of Directors and the Association and to distribute them to the membership; to receive and file copies of all official correspondence of the Association; to maintain all Association records and files; to notify all members of meetings; to invoice members annually for dues; to keep records of all members; to oversee the procedure for election of Officers and Board of Directors; and to preside at official meetings in the absence of both the President and the Vice President.

SECTION 4. **DUTIES OF THE TREASURER:** It shall be the duty of the Treasurer to receive, record, and deposit into appropriate accounts all dues and income to the Association; to pay the approved debts of the Association; to reimburse individual expenses approved by the Board of Directors upon submission of a valid receipt; to keep records of all dues paid by members; to prepare the financial statements for each Board of Directors and Association meeting to be distributed to members with meeting minutes; and to direct the Secretary to invoice members annually for dues. It shall be the duty of the Treasurer to prepare and present an annual budget for the Association to the Board of Directors.

ARTICLE VII:
COMMITTEES

SECTION 1. **COMMITTEES:** Executive Committee will appoint all committee chairpersons. Committees of the Association shall function as needed. Such Committees shall submit reports of committee progress regularly to the Board of Directors and to the general membership at regular meetings. No committee shall commit Association funds without approval of the Board of Directors.

SECTION 2. **FINANCE COMMITTEE:** A committee shall be appointed annually by the Finance Committee Chair to examine the Treasurer's records. Two (2) Active Members who are not members of the Board of Directors shall serve in this capacity. The treasurer's books shall be

audited annually by those appointed before the OALPRP March Board Meeting. The Finance Committee shall submit their written report to the Board of Directors who will share the report with the membership. The Finance Committee shall be responsible for recommendations regarding investment of Association's funds.

SECTION 3. NOMINATING COMMITTEE: The Nominating Chair will notify Active Members of the Terms of Office that are up for elections and accept nominations from the Active Members. The Nominating Chair may appoint Active Members to serve on the nominations committee to assist with these duties.

SECTION 4. SCHOLARSHIP COMMITTEE: The executive committee will appoint a scholarship committee chair. Any Active member can serve on the scholarship committee. Scholarship committee will solicit applications, review and give recommendations to the board for the *Della Ewalt Enrichment Scholarship* and the *C.R. Meyers Memorial Scholarship*.

SECTION 5. CONFERENCE COMMITTEE: The executive committee will appoint a conference committee chair. Conference chair shall serve as a liaison between the board of directors and the conference host. The Fundraising Committee will act as a subcommittee of the conference committee and will be responsible for organizing opportunities to raise funds for the *Della Ewalt Enrichment Scholarship* and the *C.R. Meyers Memorial Scholarship*. The Fundraising Chair may appoint Active Members to serve on the fundraising committee to assist with the annual Silent Auction and other fundraising endeavors.

SECTION 6. MEMBERSHIP COMMITTEE: The Membership Chair will recruit new members including past members annually after membership forms for new year are promoted and during OALPRP and partner events. The Chair should plan or facilitate the full membership meeting with a committee or host organization, agency, business, or other partner.

SECTION 7. WEBSITE/SOCIAL MEDIA COMMITTEE: The Website/Social Media committee will make updates to the OALPRP website and Facebook page posts in a timely manner. The Website/Social Media Chair will serve as a liaison between the board of directors and the website designer/host and will report on updates recommended for the upkeep and security of the OALPRP website and/or Facebook page.

ARTICLE VIII: DUES

SECTION 1. DUES FOR MEMBERSHIP: Annual dues for membership shall be determined by the Board of Directors and are based on a calendar year.

ARTICLE IX:
AMENDMENTS AND REVISION TO BY-LAWS

SECTION 1. **PROCEDURE:** Amendments or revisions to these By-Laws may be proposed to the Board of Directors by any active member of the Association at any time. The proposed amendment or revision must be submitted in writing along with a narrative explaining the need for the change.

- a) The proposed change shall be submitted in writing, along with written comments of the Board of Directors concerning the proposed change, to the entire membership at least two (2) weeks before a vote is taken.
- b) Amendments or revisions must be approved by a majority vote of the membership.

Approved by membership November 17, 1997

Revised 1999

Revised 2005

Revised June 2011

Revised February 2013

Revised March 2021

STANDING RULES

ELECTION PROCEDURES

1. Nomination forms sent to Active Members by October 1 of each year.
2. Candidates sign Agreement to Accept Office form.
 - a) Statement of willingness to be a candidate
 - b) Brief summary of professional experience
 - c) Signature of candidate's supervisor
3. Agreement forms go to Chair of Nominating Committee by October 31 of each year.
4. Nominating Committee prepares a ballot, including a short summary about each candidate. The ballot is forwarded to the Secretary.
5. Secretary will send one ballot to each member.
6. Deadline for voting is two (2) weeks after the ballot is received. Ballots are returned to the Secretary.
7. Secretary tallies ballots and sends results and counted ballots to the Chair of the Nominating Committee.
8. Chair of Nominating Committee notifies each candidate of the result of the election.
9. Secretary notifies active membership of the results.
10. Officers and Directors will be introduced by the Chair of the Nominating Committee at the first membership meeting following the election.
11. Directors shall be elected every two years in two groups: Five (5) Director's positions shall be elected with terms beginning January 1 of odd years and four (4) Director's positions shall be elected in terms beginning January 1 of even years.
12. Officers shall be elected every two years, with terms beginning January 1 of even years. For example: Elections held in 2020, terms will begin January 1, 2021. Elections held in 2021, terms will begin January 1, 2022.