

OHIO ASSOCIATION OF LITTER PREVENTION AND RECYCLING PROFESSIONALS
(OALPRP)

BY-LAWS
(Revised 2005)

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** Any individual, agency, firm, corporation, or organization that supports the OALPRP mission may become an Active Member upon payment of annual dues.

SECTION 2. **RIGHTS AND PRIVILEGES OF 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 agency, firm, corporation, or organization shall have one vote. Groups must designate a person who will cast its official ballot.
- (c) An individual Active Member will have one vote.

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 Active Members present at an official meeting of the general membership or a majority vote of those Active members responding by mail 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, and nine (9) elected Directors. The immediate Past President and a designated liaison from the Division of Recycling and Litter Prevention shall also serve as voting members of the Board of Directors.
- SECTION 2. **TERMS OF OFFICE OF DIRECTORS (*REPRESENTATIVES*)** Directors shall serve a term of two years and may be re-elected to no more than two additional successive terms, or a total of six (6) years (effective January 1, 2006). 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 48 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 no more than two (2) successive two-year terms regardless of office position. After serving two (2) successive two-year terms, an individual must sit out one (1) year before returning to Board of Directors. Terms will begin on January 1. In no instance, whether serving as a Director, an Officer, or combination of both, can a person serve more than three (3) consecutive terms. Any Officer or Director may be re-elected after an absence of one (1) year.
- SECTION 3. **ELECTION OF OFFICERS** The election of officers of the Association shall be determined by written 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, can not, 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 there is a Parliamentarian at all meetings; 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 to the Division of Recycling and Litter Prevention; and to 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 oversee the procedure for election of officers; 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-paying 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.

Approved by membership November 17, 1997

Revised 1999

Revised 2005

STANDING RULES
ELECTION PROCEDURES

1. Candidates sign Agreement to Accept Office form
 - a. Statement of willingness to be a candidate
 - b. Brief summary of professional experience
2. Agreement forms go to Chair of Nominating Committee by October 31 of each year.
3. Nominating Committee prepares a slate of, including a short summary about each one. The slate is forwarded to the Secretary.
4. Secretary will mail one ballot to each member agency.
5. Deadline for voting is two (2) weeks after the slate is received. Ballots are returned to the Secretary.
6. Secretary tallies ballots and sends results and counted ballots to the Chair of the Nominating Committee.
7. Chair of Nominating Committee notifies each candidate of the result of the election.
8. Secretary notifies active membership of the results.
9. Officers and Directors will be introduced by the Chair of the Nominating Committee at the first membership meeting following the election.
10. Directors shall be elected in three (3) classes of three (3) persons each.
11. Officers shall be elected in the following manner:
 - Even years – President and Secretary
 - Odd years – Vice President and Treasurer