

**FRIENDS OF THE DARKE COUNTY PARK DISTRICT, Inc  
A NON-PROFIT CORPORATIONBYLAWS**

**Friends Mission Statement**

To promote and support the mission of the Darke County Park District through volunteerism and fund raising.

**ARTICLE I**

**Name**

- 1.01 The name of this Corporation shall be The Friends of the Darke County Park District, Inc. (Hereafter referred to as “The Friends”)

**ARTICLE II**

**Objectives and Purposes**

- 2.01 To educate the public concerning the availability of the public parks of the Darke County Park District, hereinafter referred to as “the parks”.
- 2.02 To increase public awareness and appreciation of the beauty and needs of the parks and the programs sponsored by the Darke County Park District and Friends of the Parks.
- 2.03 To maintain and develop support for the parks and programs of the Darke County Park District and Friends of the Parks.
- 2.04 To nurture and increase public interest in conservation and preservation of open spaces, and matters relating to horticulture, wildlife, wetlands, historical, and cultural activities associated with the parks.
- 2.05 To advise legislative bodies of any local jurisdiction and other appropriate agencies as to the need for adequate appropriations for the parks for necessary capital improvements and operating expenses.
- 2.06 To maintain working relationships with other organizations in Darke County and the State of Ohio that are concerned with the parks, open spaces, horticulture, wildlife, wetlands, historical, and cultural activities.
- 2.07 To encourage private donors to donate land and other tangible and intangible gifts for park purposes and to acquire land for trust and foundations.
- 2.08 To disseminate information regarding the parks.

- 2.09 To operate and function as a non-discriminating, not-for-profit organization in compliance with the Ohio Revised Code, the articles under which it has been incorporated and any other local, state, or federal law and regulations which may be enacted to govern its operation.

### **ARTICLE III Policy**

- 3.01 The corporation shall operate solely in the State of Ohio and shall be non-sectarian, non-partisan, non-profit, and shall not seek to be a labor organization for its members. No part of any income or such principal shall be contributed to any organization whose net earnings or any part thereof inure to the benefit of any private shareholder or individual, or any substantial part of the activities of which is carrying on propaganda or attempting to influence legislation.
- 3.02 The corporation is empowered to purchase, own, manage, sell, convey, assign, mortgage or lease any interest in real estate and personal property and to construct, maintain and operate improvements thereon, necessary or incident thereto, to borrow money and issue evidence of indebtedness in furtherance of any or all of the objects of its business, to secure the same by mortgage, pledge, or other lien on the corporations properties, to raise money, execute contract and do and perform all acts reasonably necessary to accomplish the purposes of the corporation.
- 3.03 The corporation is empowered to expend, invest, contribute, disburse, and otherwise handle and dispose of funds either directly or by contribution to the Darke County Park District.
- 3.04 All acts of the corporation shall conform with any and all policies, rules, and regulations of the Darke County Park District.

### **ARTICLE IV Membership**

- 4.01 The membership of the corporation shall consist of all persons, including corporations, groups and other organizations who desire to become members and who are interested in the Darke County Park District and who submit the required membership form and pay any fees which may be established in a uniform manner by the membership.
- 4.02 To conform with the motion passed at the organizational meeting on September 12, 1995, any person that has complied with the membership requirements by December 31, 1995, shall be considered a Charter Member of the Friends of the Parks.

4.03 There shall be (3) classes of membership, consisting, of Active(Paid), Supporting and Lifetime.

(A) Active membership shall be an individual, family or student. All active members age 18 and older have the right to vote. All active members shall have the right to hold an elected office with the exception of any Darke County Parks District employee (full or part time) and any of their family members. Any family member currently in office as of May, 2014 shall be grand-fathered in until their current term of office expires.

(1) Family membership shall consist of each member of an immediate family residing at the same address. Each member of a family intending to vote or hold an elective office must be named in the Application for Membership when applying for membership. Each named family member is entitled to one (1) vote and entitled to hold an elective office.

(2) A Student membership shall be any person under the age of 18 at the time of application.

(B) Supporting membership shall be a club, organization, donor or corporation. Supporting members shall not have the right to vote or hold an elective office.

(C) Lifetime membership shall be an individual who meets the criteria for lifetime membership as outlined in the Membership Application. Each Lifetime member is entitled to one (1) vote and is entitled to hold elective office.

4.04 Other uniform classes of membership may be determined by the Board of Trustees.

4.05 Those persons constituting the voting membership shall consist of those individuals listed on the active and Lifetime membership immediately preceding a regular or special meeting of the membership. Each voting member shall be entitled to one (1) vote at any membership meeting.

4.06 The corporation shall keep membership records containing the name, address, telephone number, digital contact, and type of membership of each member.

Upon termination or change of membership status for any cause, such fact shall be recorded in the Membership Record.

- 4.07 The corporation's membership requirements shall not exclude or discriminate because of race, color, religion, sex, national origin, age, sexual preference or physical handicaps.

**ARTICLE V  
Fiscal Year**

- 5.01 The fiscal year of the corporation shall begin on January 1 and end on December 31 of each year.

**ARTICLE VI  
Dues**

- 6.01 Membership dues and form are due on or before *January 31* of each year in such amounts as voted on by the membership and are to be marked to the attention of the Treasurer.
- 6.02 Any member who is more than thirty (30) days delinquent in payment of dues shall no longer be a member of this corporation; may not hold an elected office; or sit on the Board of Trustees of the Corporation until such time as their dues are brought up-to-date.
- 6.03 No compensation shall be given to any member, other than reimbursement for approved out-of-pocket expenses in connection with corporation-related activities.
- 6.04 In the event that any member resigns from membership in the corporation after dues have been paid, all dues will be forfeited and there will be no refunds.

**ARTICLE VII  
Board of Trustees**

- 7.01 Until changes are made in accordance with the provisions of the Article, the number of Trustees shall be determined pursuant to law and by resolution of the Friends of the Parks but shall not be less than nine (9). The number of Trustees may be fixed at nine (9) or such number as changed by resolution at any meeting, or special meeting called for that purpose, adopted by a majority vote of the membership of the corporation, but no reduction shall have the effect of removing any Trustee prior to the expiration of their term. The Board of Trustees shall be comprised of five (5) trustees to be elected at large as outlined in Section 7.03 below, as well as the President, Vice President, Secretary, and Treasurer.

- (A) The immediate past President may sit on the Board of Trustees for a period of one (1) year after their term in office in the capacity of an adviser to the Board of Trustees. As an adviser, they will hold no voting privileges on the Board of Trustees.
- 7.02 Only a member of the corporation shall be eligible to be nominated, elected or appointed as Trustee except those stated in 4.03 (A).
- 7.03 Elected Trustees shall serve for a period of two (2) years, each year the expired term shall be filled.
- 7.04 Any Trustee may resign by giving written notice to the Board of Trustees.
- 7.05 Any Trustee may be removed from office by a simple majority vote of the membership present at any regular meeting of the corporation, upon recommendation of the Board of Trustees. Such recommendation shall be made for any cause which the Board of Trustees deems appropriate.
- 7.06 Upon the vacancy of a Trustee, the Board of Trustees shall appoint a successor to fill said vacancy until the next annual election of officers and Trustees, at which time the membership of the corporation shall vote to fill any unexpired term.
- 7.07 The Board of Trustees shall have charge over the business affairs and assets of the corporation. It shall also be a duty of the Board of Trustees to recommend to the membership such committees as shall be needed to perform the duties necessary to promote the goals of this corporation. The Trustees may do all that is lawful and necessary, and which is not in conflict with the Bylaws, in order to carry out the goals and purposes of this corporation.
- 7.08 The Board of Trustees shall hold meetings just prior to the Friends meetings on the first Tuesday of each month. Any three (3) consecutive unexcused absences of any Trustee (Board Member) may be subject to removal from office.  
Any member of the Board of Trustees may call a special meeting of the Board of Trustees provided a notice specifying date, time, place, and purpose is given to all Board members at least one (1) week prior to the meeting.
- 7.09 Any action required to be taken at a meeting of the Board of Trustees may be taken without a meeting if the trustees confer by digital means.

- 7.10 The Trustees shall serve without compensation for their services. Nothing herein contained shall be construed to preclude any Trustee from serving the Corporation in any other capacity and receiving compensation therefore.
- 7.11 A majority of the Board of Trustees shall constitute a quorum (5) for the transaction of business at any regular or special Board meeting. These may be held by digital means.
- 7.12 The Board of Trustees shall provide a representative to attend the regular monthly meetings of the Darke County Park District Commissioners.

## **ARTICLE VIII Officers**

- 8.01 The elected officers of the corporation shall consist of a President, Vice President, Secretary and Treasurer and such other officers and assistants as the Board of Trustees may from time to time determine. For eligibility reference 4.03 (A).
- 8.02 The term of all elected officers shall commence on the first day of the month following the Annual Meeting and shall be for two (2) years or until their successor is elected and agrees to serve or until their resignation or removal from office or death.
- 8.03 Duties for the officers shall be as follows:
- (A) **PRESIDENT.** The President shall preside as Chairperson of the Board of Trustees' meetings and membership meetings and shall act as a facilitator and possess no voting powers except in the case of a tie vote. The President shall pass files to the successor President prior to the successor taking office and shall cause all other officers and chairpersons' files to be passed on to respective successors. The President shall be an ex-officio (non-voting) member of all committees, except the committee on nominating elections. The President shall be authorized to sign checks on the corporation's account in the absence of the Treasurer and such other and further duties as shall from time to time be required by the Board of Trustees.
- (B) **VICE PRESIDENT.** The Vice President shall preside and shall assume all duties assigned to the President in the President's absence. The Vice President shall organize the first meeting of each of the standing committees within a reasonable period. The Vice President shall perform further duties as shall from time to time be required of them by the Board of Trustees. The Vice President shall schedule programs for monthly meetings.

(C) SECRETARY. The Secretary shall be responsible for taking and maintaining minutes of all meetings and keeping permanent minutes. This officer shall assist the President in any way, including giving notice of meetings and such other and further duties as shall from time to time be required of them by the Board of Trustees. This officer shall keep the Bylaws updated as changes occur and furnish the updated copy to all Trustees, Officers, Director of the Park, Commissioners and any active member requesting a copy.

(D) TREASURER. The Treasurer shall deposit all funds and make all disbursements, subject to the approval of the membership and as provided in the budget. Any expenses, over a limit set by the Board of Trustees must be approved by the Board before obligation to pay. The Treasurer shall submit a written financial report at each regular meeting of the membership, to be attached to the official minutes as part of the permanent record and maintain an accurate account of all monies received or disbursed on behalf of the corporation. The Treasurer shall perform any other and further duties as shall from time to time be required of them by the Board of Trustees. The Treasurer shall receive all membership applications and keep a record of name, address, telephone number and digital contact and type of application.  
(Reference 4.06)

8.04 Balloting for the election of officers and Trustees.  
Reference 4.03 (A) for eligibility

(A). At the November meeting of each year, the President shall appoint (2-3) members to an Election Committee. The members of the committee shall not be a member who is running for an office or a current officer or trustee.

(B) The Election Committee shall be in charge of membership renewal notices and election ballots as stated in the Election Process Document. (See Attachments A & B)

(C) The Officers shall be elected on a rotation of every two years. The Secretary and Vice President shall be up the same year. The following year the President and Treasurer shall be up for re-election.

(D) The annual election will occur at the March meeting. Eligibility to vote is paid membership by the third Friday of February.

- 8.05 Any officer may resign by written notice to the Secretary and President of the corporation. This notice shall contain the date the resignation is to take effect.
- 8.06 A vacancy of any elected office shall be filled by appointment of the Board of Trustees for the unexpired term.

## **ARTICLE IX Committees**

- 9.01 The corporation, upon recommendation of the Board of Trustees and by approval of the membership, shall form various committees for the furtherance of the corporation. When it is found that an additional committee or committees are necessary, individuals interested in the newly formed committee shall volunteer their time and services. Each committee formed shall have a chairperson and other officers as it feels necessary.
- 9.02 Committees may not solicit on behalf of the corporation without prior approval of the Board of Trustees.
- 9.03 When an individual chooses to resign from a committee of which they are presently a member, they should present a written resignation to that committee, who will then pass the resignation on to the Board of Trustees.

## **ARTICLE X Meetings**

- 10.01 An organizational meeting of the Friends shall be held on the first Tuesday of April for the installation of newly elected officers and trustees and to address any other business of the Friends.
- 10.02 Regular monthly meetings of the Friends shall be held on the first Tuesday of each month. Date, time, and place of these meetings shall be given to the membership at least one (1) week in advance, in addition to other functions sponsored by the Friends.
- (A) Any regular meeting may be changed by a simple majority vote of the membership, or at the discretion of the Board of Trustees.
- 10.03 Special meetings of members may be called by the President or the Board of Trustees provided notice specifying date, time, place, and purpose of the meeting is given to all members at least one (1) week prior to said meeting.
- (A) No business other than that specified in the notice shall be considered at any special meeting.

**ARTICLE XI**  
**Voting**

- 11.01 A quorum shall consist of those members present in person, or by proxy, for the transaction of business at any meeting.
- 11.02 At any meeting of the Friends, any member shall have the right to vote by proxy. A member may appoint another member as proxy by an appropriate written designation and proxy. Any such proxy shall be valid only for that single meeting for which it shall have been given. Any proxy shall be filed by a member with the Secretary before such meeting has been called to order.

**ARTICLE XII**  
**Indemnification**

- 12.01 The Corporation shall indemnify any person to the extent permitted under Section 1702.12 of the Ohio Revised Code as now stated or hereafter revised, including but not limited to, any person who was or is a party, or is threatened to be made a party, to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative, investigative or by or in the right of the corporation by reason of the fact that the person was or is a trustee, director, officer, employee or agent of or a volunteer of the corporation as a director, trustee, officer, employee or agent of or volunteer of another corporation, domestic or foreign, non-profit or for profit, partnership, joint venture, or other enterprise.
- 12.02 The Indemnification authorized herein is not exclusive of and is to be in addition to any other rights granted such persons.
- 12.03 The corporation shall have the power to purchase and maintain insurance or furnish protection on behalf of or for any such person, whether or not the corporation would have the power to indemnify such person under the provisions of the Article.

**ARTICLE XIII**  
**Parliamentary Authority**

- 13.01 Robert's Rules of Order, Newly Revised, shall be the parliamentary authority where applicable and where there is no conflict between said rules and the rules of the corporation.

**ARTICLE XIV**  
**Amendments to the Bylaws**

14.01 The Bylaws may be amended at any regular or special meeting of the Friends by a simple majority vote of the members present in person, or by proxy, at a duly called meeting, provided written notice of the proposed amendments have been given to the members at least thirty (30) days prior to the meeting.

**ARTICLE XV**  
***Friends of the Darke County Park District, Inc***  
***Endowment Program***

15.01 THE PURPOSE

The Endowment Program of the Friends of the Darke County Park District, Inc., whose address is P.O. Box 801 Greenville, Ohio 45331, (hereafter referred to in this document as "The Endowment Program"), is established as a standing committee for the purpose of providing opportunities to make charitable gifts to the Friends of the Darke County Park District, Inc. (hereinafter referred to as the "Friends") which will become a permanent endowment of financial support and a living memorial. The Endowment Program is intended to provide a means whereby gifts to the Friends may be held in perpetuity with a portion of the annual earning used for the support of the mission of the Darke County Park District, Inc.

15.02 ADMINISTRATION of Endowment Program Committee

(A) The Endowment Program will be administered by the Endowment Program Committee of the Friends, (hereinafter referred to as the "Committee"), under authority granted by the Board of Commissioners of the Darke County Park District. The Committee shall consist of the President of the Friends, the Treasurer of the Friends, a Commissioner from the Darke County Park District and two (2) representatives chosen by the Friends at their organizational meeting. Each representative will serve a term of two years. Initially, one of the two charter representatives chosen will serve a one year term while the other serves a two year term. Subsequent representatives chosen by the Friends will then serve a full two (2) year term on the Committee.

- (B) The Committee shall have an annual organizational meeting each June, the time and place to be announced by giving each member of the Committee not less than thirty (30) days written prior notice of the date, time and place of said meeting. At each annual organizational meeting, the Committee shall elect a chairperson (not to be the Park Board Commissioner), who shall assume his/her respective office upon election. The chairperson shall hold office until the next annual organizational meeting, or until his/her successor has been duly elected. The Committee shall elect such other officers and sub-committees as it deems to be necessary from time-to-time.
- (C) The Committee shall be responsible to oversee the growth of The Endowment Program and shall be the trustees and fiduciaries for the same. The Committee members shall serve without the necessity of bond.
- (D) The Committee's chairperson shall invest the funds of The Endowment Program at the direction of the Committee. The chairperson and the Friends Treasurer shall be authorized to withdraw income from The Endowment Program at the direction of the Friends.
- (E) Meetings of the Committee shall be held semi-annually and at such other times as are determined to be necessary by the Committee in order to efficiently conduct the business of the Committee. Meetings may be called by the Chairperson, Commissioners of the Darke County Park Board, or upon the request of three (3) or more members of the Committee. At all meetings, including the annual organizational meeting, the majority of the Committee shall constitute a quorum, which number shall be required for approval or disapproval of any action of the Committee. No action or recommendation of the Committee shall be in conflict with the Mission of Darke County Park District and the Friends. At the discretion of the Chairperson, meetings may be held in digital format.
- (E) The Committee shall cooperate with the Friends Board of Trustees in assuring that the annual audit process is followed. The Committee shall make a full report no less frequently than semi-annually to the Board of Trustees and the Board of Commissioners of Darke County Park District and annually to the General membership of the Friends ~~at~~ the organizational meeting.

### 15.03 DISTRIBUTION OF INCOME

- (A) Annual earnings from The Endowment Program not distributed by the Committee during the calendar year may be recapitalized into The Endowment Program principal by the Committee. Earnings, when capitalized, shall become a permanent contribution to the principal and shall not be available for subsequent disbursement;
- (B) Not less than twenty-five percent (25%) of the annual earnings shall be recapitalized into The Endowment Program principal until the sum of TWO HUNDRED FIFTY THOUSAND DOLLARS (\$250,000.00) is accumulated; and,
- (C) The annual earnings which are not recapitalized into The Endowment Program principal shall be utilized at the direction of The Darke County Park Board of Commissioners according to the stated purposes herein.

### 15.04 BORROWING FROM THE ENDOWMENT PROGRAM

Notwithstanding that the purpose of The Endowment Program is for the conservation of principal and accumulated earnings to provide a lasting fund to aid, support and strengthen the Darke County Park District and its physical facilities, a portion of The Endowment Program, by three-fourth (75%) Vote of the general Friends membership, may be used as collateral for the Darke County Park District to secure a loan from a commercial bank or other lending agency or provide money necessary in securing Grants for the Parks.

### 15.05 POWERS AND DUTIES OF THE COMMITTEE

The Committee shall have the following powers and duties pertaining to The Endowment Program:

- (A) To promote giving to The Endowment Program.
- (B) To accept or reject any gift, bequest, or devise shall be at the sole discretion of the Darke County Park Board of Commissioners.
- (C) To manage The Endowment Program, this shall include, but not be limited to:
  1. Proper acknowledgment of the gift;
  2. Payment of local, state and federal taxes and fees, if applicable;
  3. Maintain a record of donors and gifts.
  4. Record the receipt and expenditures of The Endowment Program;
  5. Distribute income;
  6. Maintain a record of the assets in The Endowment Fund

- (D) To have an annual audit of The Endowment Program and provide a copy of the Audit Report to the Darke County Board of Park Commissioners and to the Board of Trustees of the Friends.
- (E) To present a report to the Board of Trustees of the Friends and to the Darke County Board of Park Commissioners not less frequently than semi-annually;
- (F) To present an annual report to the general membership of the Friends;
- (G) To pursue prudent investment of The Endowment Program.
- (H) To invest the funds in The Endowment Program, it is suggested to be made in the following types of accounts:
  - 1. Federal Government Securities;
  - 2. Deposits in institutions guaranteed by FDIC or FSLIC;
  - 3. Grade AAA and AA corporate bonds; and
  - 4. Publicly traded securities.
- (I) To maintain a reasonable securities investment balance, between those with a potential for growth and those with the potential for income;
- (J) To avoid any conflict of interest between the management of The Endowment Program and personal interests.
- (K) To employ and discharge legal counsel, certified public accountants, investment counsel and other professional advisors and agents;
- (L) To pay all expenses incurred in the administration of The Endowment Program, including reasonable compensation to accountants, depositaries, investment counsel and attorneys;
- (M) To create security interests in The Endowment Program by mortgage, pledge or otherwise.
- (N) To retain for any period of time, without limitation, and without liability for loss or depreciation in value, any property transferred to the Committee, including partnership interests (whether general, special, or limited) even though the Committee could not properly purchase the property as an endowment program investment and through its retention might violate principals of investment diversification;

- (O) To perform all other acts necessary for the proper management, investment and distribution of The Endowment Program; and,
- (P) To exercise in person or by general or limited proxy, all voting and other rights, powers, and privileges and to take all steps to realize all benefits with respect to stocks or other securities.

#### 15.06 LIABILITY OF MEMBERS OF THE COMMITTEE

In the absence of gross negligence or fraud, no member of the Committee shall be personally liable for any action made or omission with respect to The Endowment Program.

#### 15.07 MERGER, CONSOLIDATION, or DISSOLUTION OF FRIENDS or DARKE COUNTY PARKS

- (A) In the event of the dissolution of the Friends, the assets of the Endowment Program shall be transferred to the Darke County Park District.
- (B) In the event of the dissolution of the Darke County Park District, the Friends would seek to affiliate with a like agency to carry out the purpose of the Endowment Program.

(C) In the event the Darke County Park District is lawfully merged or consolidated with any other Park District, all the provisions hereof in respect to The Endowment Program shall be deemed to have been made on behalf of the merged or consolidated Park District which shall be entitled to receive all the benefits of The Endowment Program and shall be obligated to administer the same in all respects and in accordance with the terms thereof.

#### 15.08 AMENDMENTS

It is the intention of the Friends that The Endowment Program hereby created shall be perpetual, although the Friends reserve the right to amend these rules and regulations in any manner whatsoever, or to terminate The Endowment Program, provided that any such amendment or decisions to terminate The Endowment Program shall be effective only upon the recommendation of the Darke County Park District Board of Commissioners, and majority vote of the Friends Board of Trustees.

If the Endowment Program is terminated, disposition of the assets of The Endowment Program all be consistent with the directives of the Darke County Parks Board of Commissioners and consistent with any specific restrictions placed on any contributions to The Endowment Program as to those assets.

**ARTICLE XVI**  
***Friends of the Parks of the Darke County Park District, Gift Shop***

16.01

- A) The Friends of the Darke County Parks gift shop shall be run by a manager chosen by the Board of Trustees. The Trustees shall hold interviews for potential candidates.
  
- B) The Gift Shop Manager (GSM) position will be on a volunteer basis only. The manager is expected to keep the gift shop open during regular building hours and when requested for special occasions. The manager will also keep shelves and displays clean and organized, keep track of inventory, entering or removing inventory, ordering new products, and any other duties so designated by the Board of Trustees.
- C) The Trustees may remove the GSM if they feel there is a need without explanation.
- D) The GSM will provide a semi-annual report to the Trustees.
  
- E) A Committee shall be formed to help oversee the running of the gift shop. The Gift Shop Committee shall:
  - 1. Consist of the GSM, one Trustee, and one park employee
  - 2. Help the GSM with duties and programming
  - 3. Help with making decision for sales
  - 4. Trustee member is the liaison between Board of Trustees and GSM
  - 5. Committee is under the ruling of the Trustees and their Bylaws.
  
- F) The Gift Shop is leased from the Darke County Park System on a year to year basis. Each year the lease is to be signed by the sitting president.

Revised/Accepted February 2022

## Attachment A to Bylaws

### Membership Application Renewal Letter

#### **Hello Friend!**

The Friends of the Darke County Parks thank you for your past membership. The time has arrived to renew your membership for the coming year.

Enclosed please find a membership application. Please note that an individual membership is still \$10, and a family membership is still \$15. All other categories are as listed on the application.

If you are submitting a family membership, please list all family members of your household that are 18 years of age and older, by first and last name (for voting eligibility).

Please return your application and payment in the envelope provided to:

Friends of the Darke County Parks  
Attention: Treasurer  
PO Box 801  
Greenville, Ohio 45331

Applications and Payments must be postmarked no later than the third Friday of February to be eligible to vote or have your name placed on the ballot in time for the March meeting.

**\*\*Also, new this year, the Friends of Darke county parks will be using RecDesk as a payment option for the membership dues.** If you are so inclined to pay digitally, please go to [darkecountyparks.org](http://darkecountyparks.org) and follow the prompts to renew your membership. There will be a small convenience fee associated with your use of your credit card. In the future, you will receive yearly reminders from RecDesk for renewal of your membership.

**Remember: A paid membership makes you eligible to run for office.** For the coming year, we are looking for candidates for the following offices: President, Treasurer, 3 trustees and 2 Endowment Committee members. **If you would like to run for office, please include a note with your renewal, or if a digital payment is made for membership, send a separate note to the above address.**

**This year, voting for offices will take place during our March meeting.** If you will not be available to vote this night, you may come to the Nature Center and ask at the Receptionist window for a ballot. You must show your identification. Your name will be checked on a list of paid members. Then you will receive a ballot to mark. Upon the completion of your vote, it will be placed in an envelope and later included in the vote tally at the March meeting. This early vote will take place the week prior to the March meeting, Monday through Friday.

We hope you will renew your membership and continue to support the Darke County Park District.

We thank you for your prompt response.

Sent by Friends of the Darke County Parks Membership/Election committee.

## Attachment B to Bylaws

### Membership Renewal and Election Process Document of the Friends of the Darke County Parks.

This Process Document shall be followed for the annual election of officers and trustees. It includes information for membership renewal by traditional mail as well as online, and its tie to voting eligibility. The intent is to make the tasks simpler for the Committee.

The Membership/Election Committee shall be appointed no later than the Friends Meeting in November of each year and consist of 2-3 active members as stated in the Friends -Bylaws (8.04). The Board of Trustees will furnish to the committee the offices up for election and a copy of this document, along with a copy of the renewal/ballot letters. The Treasurer will furnish said committee with a current copy of all active (paid) members which shall be used as the basis for mailing the applications and renewal letter. The application forms to be mailed shall be furnished by the Darke County Parks. The Friends of the Park will pay all costs associated with this process.

#### **Membership Application Renewals.**

The committee will select a Chairman at the Friends Meeting in November who will then ensure that this process is followed.

The committee will determine the number of stamps and envelopes needed for this phase and inform the Treasurer that he/she may furnish them or the money to purchase them. This number will be based on the payment method last used by the renewing member.

The membership application and renewal letter must state that for family memberships all members of the household 18 year of age and older that may wish to vote in the annual election must have their first and last names listed on the application before being returned. The renewal letter must state that the mailed applications must be postmarked by the **third Friday of February** if an individual wishes to participate in the annual election. If not mailed, it must be dropped off at the Nature Center's front desk by that **third Friday of February**.

The Treasurer will be responsible for updating the membership list from the returned applications along with the compiled Online paid renewal list. These lists can remain separate if it simplifies the task. The list(s) of paid members will be furnished to the committee for use in providing the ballots for eligible voters.

## **Election Ballots and Voting procedure**

The Membership/Election Committee, with the assistance of the Treasurer, will develop the ballot for the election. The ballot will need to be completed by the Monday of the week prior to the March meeting to allow for absentee voting before election night, our March general meeting.

Paid members, found on the updated list(s) of paid memberships will be able to vote an absentee ballot at the Nature Center if they prefer not to attend the March meeting. (See Renewal letter, attachment A, for more information.)

The March meeting of the Friends of Darke County Parks will be the time for casting a vote for the candidates on the ballot by the general membership in attendance. After the march meeting is opened and the minutes and Treasurer's report are approved by those in attendance, the meeting will recess for an appropriate period of time to allow for the marking of the ballot by those paid members in attendance.

The committee shall collect and count the votes in another room. After the results are determined for each office, the Committee will furnish the results to the Meeting during New Business. The ballots shall then be kept by the Secretary until the next Regular meeting, then be destroyed.

The committee will furnish the following statistics when reporting the results:

- How many ballots were cast by the membership
- Breakdown of votes by office