

**BYLAWS
OF
FLORIDA PARK SERVICE RANGER ASSOCIATION, INC**

ARTICLE I – NAME AND DEFINITION

The name of this Corporation is Florida Park Service Ranger Association, Inc. which was established in 1989. All references to the Association within these Bylaws shall mean the Florida Park Service Ranger Association.

All references to the Florida Park Service in these Bylaws shall mean the Florida Department of Environmental Protection, Division of Recreation and Parks and its predecessor and successor agencies.

ARTICLE II – PURPOSE AND OBJECTIVES

The Association is organized as a public charity for charitable purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, 1986, or the corresponding provision of any future federal law. Such purposes include but are not limited to:

- A. To foster a continued close personal relationship among current and former Florida Park Service employees.
- B. To engage in activities and programs which directly or indirectly benefit the Florida Park Service and its employees.
- C. To support and further the mission of the Florida Park Service.
- D. To make available the considerable expertise of its membership in an advisory capacity, as requested.
- E. To provide members with up-to-date information regarding events which may affect them or the Florida Park Service.
- F. To further the good of the Florida Park Service wherever possible and perpetuate the spirit of unity, service and mutual benefit among its membership.
- G. To make provisions for rendering appropriate financial assistance through the James A. Cook Humanitarian Relief Fund to distressed members of the Association and current and former employees of the Florida Park Service.

ARTICLE III – MEMBERSHIP

There shall be four classes of membership in the Association. Admission shall be contingent upon qualification in the appropriate class as follows:

- A. Regular Membership - Any individual who at any time has attained permanent status with the Florida Park Service, or in a position of direct line authority over the Florida Park Service. Spouses, widows or widowers of individuals eligible for regular membership on the above basis may also be admitted to regular membership. - Any Regular Member may obtain Lifetime membership status by paying the lump sum equivalent of 20 years of annual dues in advance.

- B. Associate Membership - Any individual, not otherwise eligible for membership, including OPS and volunteers or those who have demonstrated a commitment to the Florida Park Service. Any Associate Member may obtain Lifetime membership by paying the lump sum equivalent of 20 years of annual dues in advance.
- C. Partner Membership – Businesses or organizations who support the mission of the Association or Florida Park Service and whose membership is approved by the Board.
- D. Honorary Membership - Those Regular Members who have served the Association, its members, or the Florida Park Service in an exemplary fashion and who may be nominated by any Regular member a minimum of 30 days prior to the annual meeting and confirmed by the Board. Spouses, widows or widowers of individuals eligible for regular membership may also be considered for Honorary Membership.

ARTICLE IV - DUES AND VOTING PRIVILEGES

- A. Membership dues are as follows: Regular and Associate-\$15 Annually; Lifetime Regular and Lifetime Associate \$300, Honorary-Free; Partner-\$50 Annually.
- B. The fiscal year for the Association shall be from January 1 through December 31. Annual dues will be considered in arrears if not paid by April 15.
- C. Regular and Honorary Members have voting rights and shall be entitled to all the benefits and privileges of the Association.
- D. Associate, and Partner Members shall have no voting rights or right to hold office. They shall be entitled to all other benefits and privileges of the Association.

ARTICLE V - OFFICERS AND BOARD

- A. Officers - Officers of the Association shall consist of a President, a Vice President/President Elect, a Treasurer, a Secretary, and immediate Past President. All officers and directors shall be a Regular or Honorary Member with 5 years or more service in the Florida Park Service and shall be elected by a majority of voting membership at an annual meeting.
- B. Board - The Association shall have a Board of Directors (Board) composed of the President, Vice President/President Elect, Treasurer, Secretary, immediate Past President, five Directors and Executive Director.
 1. The President shall be Chairman of the Board. The Board shall be the administrative governing body of the Association and shall have full power to act on all matters related to the Association.
 2. Members of the Board shall receive no compensation for carrying out their duties. The Board may adopt policies providing for reasonable reimbursement for expenses incurred in conjunction with carrying out Board responsibilities.
 3. Election and Term of Office
The election of the officers and directors shall be at an annual meeting and conducted in the following manner: Members may make nominations in writing to the Chairman of the Nominations Committee 45 days prior to the Annual Meeting. At the Annual Meeting, all nominations received shall be presented to the Membership. If only one nomination for

each office or directorship is received, voting shall be by voice. If more than one nomination is received for an office or directorship, that particular office or directorship shall be voted on by written ballot. Ballots shall be collected and counted by the Board. All officers and directors shall take office at the close of the annual meeting and shall remain in office until their terms expire.

4. All Board members will serve two-year terms and may succeed themselves for additional two-year terms at the pleasure of the voting membership. The Officers, Director of Recognition & Awards and Director of Events & Park Support are elected in odd numbered years. The three Directors At Large are elected in even numbered years. Vacancies which occur during the year will be filled through appointment by the Board for the duration of the term.
5. At any regular or special meeting, any Board member may be removed by majority vote of the remaining Board for failure to carry out the duties of the office as prescribed by these Bylaws, conduct detrimental to the Association, or for lack of sympathy with the stated purpose of the Association.

C. Duties of the Board of Directors

1. PRESIDENT: The President shall act as presiding officer at all meetings of the organization. The President shall be a non-voting, ex-officio member of all committees except the Nominating Committee. The President shall convene the Board whenever the affairs of the Association demand or upon the request of any three members of the Board. The President may appoint temporary committees to act during his term of office.
2. VICE-PRESIDENT/ PRESIDENT ELECT: The Vice-President/President Elect will perform all duties and exercise all powers of the President when the President is absent or is otherwise unable to act. The Vice-President/President Elect will assist the President and serve as chairman of the Membership Committee. In the event of circumstances leading to vacancy of the office of President before expiration of the full term, the Vice-President/President Elect shall immediately assume the office of President with all its powers and duties.
3. SECRETARY: The Secretary will keep minutes of all meetings of the Board, be the custodian of the corporate records, give all notices as required by law or by these Bylaws, and generally perform all duties incident to the office of Secretary and any other duties as may be required by law, by the Bylaws, or which may be prescribed by the Board. All records for the Association will be turned over to the incoming Secretary by the outgoing Secretary within 30 days of the election of a new Secretary.
4. TREASURER: The Treasurer shall be responsible for the proper financial transactions of the Association. The Treasurer will establish a checking account in the name of the Florida Park Service Ranger Association, Inc. and will maintain all financial records in a manner which can be easily audited by a Certified Public Accountant. The Treasurer shall pay current expenditures for the administration of the Association. A financial statement and proposed budget for the upcoming year shall be presented annually to the membership for approval.
5. PAST PRESIDENT: The Immediate Past President will serve as the Chair of the nominations committee and may perform other duties as assigned by the President. In the event the President is re-elected, the immediate predecessor will continue to serve as immediate Past President.

6. DIRECTORS: The Directors shall perform such duties as assigned to them by the President or as designated by these Bylaws. One Director shall be elected to serve as Chairman of each of the following committees: Events & Park Support and Recognition & Awards. There shall be three Directors At Large who shall serve at the direction of the President.
7. AGENTS AND EMPLOYEES: The Board may choose to appoint, compensated or not compensated, an Executive Director or other agent for the Association, who shall serve at the pleasure of the Board and as ex-officio, non-voting member of the Board. The Executive Director shall be responsible for all management functions and shall manage and direct all activities of the Association as prescribed by the Board.

ARTICLE VI - COMMITTEES

The Association shall have the following standing committees and such other temporary committees deemed advisable by the Board and appointed by the President.

- A. EXECUTIVE COMMITTEE: The President, Vice President/President Elect, Treasurer, Secretary, and immediate Past President are the Executive Committee and are responsible for managing the day-to-day activities of the Association.
- B. RECOGNITION AND AWARDS COMMITTEE: The Director of Recognitions and Awards will serve as Chairman of this committee. The Chairman shall select two other members to serve on the committee. This committee shall be responsible for receiving nominations for various awards and citations. Nominations for awards may be submitted to the Chairman at any time and if approved shall be presented at the next Annual Meeting or other appropriate occasion. This Committee shall also make recommendations to the Board for new awards and criteria, as well as recommending awards and citations to be given as part of a membership event. Criteria and nomination procedures for the Carlos Maxwell Award and the Joe Knoll Heritage Award are attached to these By-Laws and may be amended by the Board.
 - a. JAMES A. COOK HUMANITARIAN RELIEF FUND COMMITTEE: This Committee is a sub-committee of the Recognition and Awards Committee. The Chairman of this committee will be appointed by the President and approved by the Board. The Chairman will select at least two other Association members to serve on the committee. To ensure consistency in distribution of funds the Chairman will continue to serve as long as the incumbent and the Board approves. Criteria and nomination procedures for the James Cook Humanitarian Relief Fund are attached to these By-Laws and may be amended by the Board.
- C. EVENTS AND PARK SUPPORT COMMITTEE: The Director of Events and Park Support will serve as Chairman of this committee. The Chairman will select at least three other members to serve on the Committee. The committee will be responsible for planning meetings, events or gatherings of the Association membership.
- D. NOMINATING COMMITTEE: The Immediate Past President will serve as Chairman of this committee. The Chairman will select at least three other members to serve on the committee and will be responsible for soliciting input from the Board and the membership in preparing a slate of candidates for expiring offices. This committee will provide to the Board, the slate of candidates for approval and recommendation to the membership. In the event of the absence of an immediate Past President, the chairman of this committee shall be appointed by the President.

ARTICLE VII – MEETINGS

A. MEMBERSHIP MEETING

1. The Association will hold an Annual Meeting the spring of each year for the purpose of conducting business, presenting awards and holding the Arnold Kuenzler & Family Annual Auction. When possible, the Meeting should be held in a state park and the location moved around the state.
2. Notice of the time and place of the Annual Meeting of the Association will be provided to the membership electronically.
3. Special meetings of the Association may be called by the Board or by the membership. A petition by 10% of the Association membership will be required to call a general meeting of the Association.

B. BOARD MEETING

1. Except as may be expressly provided otherwise in these Bylaws, a majority of the Board shall constitute a quorum for the transaction of all business at any meeting of the Board. An affirmative vote of a majority of the Board constituting such a quorum shall be necessary to pass any resolution or take any action unless a higher vote is specifically required by these Bylaws. Each member of the Board shall possess one (1) vote in matters coming before the Board.
2. Meetings of the Board may be called by the President or by petition of any three Board members. As an alternative to a regular meeting, the Board may conduct official business by conference call or similar means.
3. Any Action required to be taken by the Board may be accomplished via the use of email. A statement describing the proposed action shall be circulated to all Board members. Approval of the action requires an affirmative vote by a majority of the Board. Copies of the emails will be retained by the Secretary per IRS regulations.

ARTICLE VIII – OWNERSHIP

- A. All the assets and earnings of the Association shall be used exclusively for its exempt purposes, including the payment of expenses incidental thereto. No part of any net earnings shall inure to the benefit of any employee of the Association or be distributed to its Directors, Officers, or any private person, except that the Association shall be empowered to pay reasonable compensation for services rendered and make payments and distributions in furtherance of the purposes set forth in Article II of these Bylaws.
- B. Upon dissolution of the Association, the Board shall, after paying or making provision for payment of liabilities of the Association, including the costs and expenses of such dissolution, dispose of all the assets of the Association exclusively for the exempt purposes of the Association or distributed to an organization described in Section 501(c)(3) or 170(c)(2) of the Internal Revenue Code, 1986 or the corresponding provisions of any future federal law, as shall be selected by the Board. None of the assets will be distributed to any officer or director of the Association. Any such assets so disposed of shall be disposed of by, and in the manner designated by, the state court having jurisdiction over the matter.

ARTICLE IX - FUNDS

- A. All monies received by the Association shall be used and administered for the purposes set forth in Article II of these Bylaws. The Board will approve a Financial Policy for the purpose of authorizing expenditures to conduct the business of the Association.
- B. The Board shall designate the bank or banks for depository and drawing purposes.
- C. The Board shall approve the annual budget of the Association and any amendments thereafter.
- D. The Board may authorize any officer or officers, or agent or agents, to enter into any contract or execute and deliver any instrument in the name of, and on behalf of, the Association. Such authority may be general or confined to specific instances.
- E. No loans shall be contracted on behalf of the Association and no evidences of indebtedness shall be issued in its name unless authorized by a resolution of the Board. Such authority may be general or confined to specific instances.
- F. All checks, drafts, or other orders for the payment of money, notes, or other evidences of indebtedness issued in the name of the Association shall be signed by such officer or officers, or agent or agents, of the Association and in such manner as is from time to time determined by resolution of the Board.
- G. All funds of the Association not otherwise employed shall be deposited from time to time to the credit of the Association in such banks, trust companies, or other depositories as the Board may select.
- H. The Treasurer may accept on behalf of the Association any contribution, gift, bequest, or device as may be consistent with the established purposes of the Association and as may be permitted by any applicable local, state, or federal law.
- I. Funds donated specifically for the James A. Cook Humanitarian Relief Fund shall be tracked separately and expended solely as per the criteria attached.

ARTICLE X - GOVERNANCE AND MANAGEMENT

- A. The business and property of the Association shall be managed by the Board.
- B. The Board shall have control and management of the affairs of the Association with authority to engage and discharge employees and agents, fix salaries, admit, suspend or expel Board members, create and appoint committees, and do everything necessary and desirable in the conduct of the business of the Association, and in accordance with the Bylaws.
- C. The Association shall keep correct and complete books and records of account and shall keep minutes of the proceedings of all meeting of its Board, a record of all actions taken by the Board without a meeting and a record of all actions taken by committees of the Board. In addition, the Association shall keep a copy of the Association's Articles of Incorporation and Bylaws as amended to date.
- D. The Board may authorize an officer or officers, agent or agents, to enter into any contract or execute any instrument in the name of and on behalf of the Association and such authority may be general or confined to specific instances. Unless so authorized by the Board, no officer, agent or

other person shall have the power or authority to bind the Association by any contract or engagement to pledge its credit or to render it liable for any purpose or to any amount.

- E. The Board may authorize the Association to pay expenses incurred by, or to satisfy judgment of fine rendered or levied against, a present or former member of the Board, officer or employee of the Association in an action brought by a third party against such person (whether or not the Association is joined as a party defendant) to impose a liability or penalty on such person for an act alleged to have been committed by such person while a member of the Board, officer or employee, or by the Association or by both; provided the Board determines in good faith that such member of the Board, officer or employee was acting in good faith within what he or she reasonably believed to be the scope of his or her employment or authority and for a purpose which he or she reasonably believed to be in the best interest of the Association or its Board members. Payments authorized hereunder include amount paid and expenses incurred in settling any such action or threatened action.
- F. The Board has adopted and shall periodically review a Conflict of Interest policy to protect the Association's interest when it is contemplating any transaction or arrangement which may benefit any director, officer, employee, affiliate, or member of a committee with board-delegated powers. Each director, principal officer and member of a committee with governing board delegated powers shall sign a statement which affirms such person:
 - 1. Has received a copy of the conflicts of interest policy,
 - 2. Has read and understands the policy,
 - 3. Has agreed to comply with the policy, and
 - 4. Understands that the Association is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.
- G. All members of the Board shall adhere to the Association's Code of Conduct policy and shall sign a statement acknowledging the receipt of, and the understanding of the policy.
- H. The Officers, Directors, committee members, employees, and persons served by this Association shall be selected entirely on a nondiscriminatory basis with respect to age, sex, race, religion, national origin, and sexual orientation. It is the policy of the Association not to discriminate on the basis of race, creed, ancestry, marital status, gender, sexual orientation, age, physical disability, veteran's status, political service or affiliation, color, religion or national origin.

ARTICLE XI - RESTRICTIONS ON ACTIONS

- A. Notwithstanding any other provision of these Bylaws, the Association will not carry on any activities not permitted by an organization exempt under Section 501(c)(3), Internal Revenue Code, 1986, or the corresponding provision of any future federal law, or organizations whose contributions which are exempt under Section 170(c)(2), Internal Revenue Code, 1986, or the corresponding provision of any future federal law. No part of the net earnings of the Association shall inure to the benefit or be distributable to any director, officer, member or other private person, except that the Association 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 the Articles of Incorporation and these Bylaws. The Association shall have no capital stock, pay no dividends or distribute any part of its net income or assets to any Directors or Officers. Directors or Officers shall not be liable for the debts of the Association.
- B. No substantial part of the Association's activity shall be for the carrying on of a campaign of propaganda or otherwise attempting to influence legislation. The Association shall not participate in

any political campaign, will not engage in political campaigns or attempt to influence legislation or interfere with any political campaign on behalf or in opposition to any candidate for public office.

ARTICLE XII - NOTICES

- A. All notices required by law, by these Bylaws or by present or future rules and regulations of the Association given to any Board member of the Association shall be in writing and shall be given:
By hand or electronic delivery of the notice to the Board member, or by delivery by first class mail addressed to the Board member at his or her address as it appears on the records of the Association, with postage thereon prepaid. A statement signed by the Secretary to the effect that such notice has been given in one of the above-mentioned forms shall be sufficient evidence of the delivery of said notice.
- B. Whenever any notice is required to be given pursuant to law, the Articles of Incorporation or the Bylaws, a waiver thereof signed by the party entitled to such notice, whether executed before or after the time the notice is due, shall be deemed the equivalent of giving such notice.

ARTICLE XIII - ROBERT'S RULES OF ORDER

Questions not answered by these Bylaws or other official enabling documents of the Association shall be settled according to Robert's Rules of Order.

ARTICLE XIV - AMENDMENTS TO THE BYLAWS

The Bylaws may be changed or amended by the following procedure:

- A. No amendment shall be made to these Bylaws which would cause the Association to cease to qualify as an exempt corporation under Section 501 (c)(3) of the Internal Revenue Code of 1986, or the corresponding section of any future Federal tax code.
- B. Any and all proposed amendments to the Bylaws must first be presented and approved by an affirmative vote of two-thirds (2/3) vote of the Board. Then the proposed amendments to the Bylaws shall be presented to the general membership 30 days before the Annual Meeting and made available for examination by the general membership on the Association website.
- C. Proposed amendment(s) shall be voted upon at the Annual Meeting following its presentation and will be adopted by an affirmative vote of two-thirds (2/3) of the members present at the meeting. Changes to proposed amendments may be made with majority vote of the members present. Mail in votes from current members, received by date of the annual meeting, will be allowed.
- D. Any amendment to the Bylaws becomes effective upon approval by the membership following the voting.
- E. Amendments to attachments to these Bylaws can be amended by a majority vote of the Board and do not require membership approval.

ARTICLE XV - INTERPRETATION OF BYLAWS

- A. In case of any doubt or difference of opinion as to the construction of the Bylaws, it shall be the duty of the Board to determine the construction thereof, and its decision, subject to the applicable law, shall be final.
- B. The Board shall be bound by and conform to all of these Bylaws, as they exist at the time of their joining the Association, or as they may thereafter be changed or amended.

CERTIFICATE OF ADOPTION OF BYLAWS

I do hereby certify that the above stated Bylaws of Florida Park Service Ranger Association, Inc. were approved by a majority of the members present at the Annual Meeting of the Association on April 6, 2019 and constitute a complete copy of the Bylaws of the Association.

Secretary _____
Secretary

Date: _____

Revised - 04/06/2019

Attachments:

- 1. Carlos Maxwell Award criteria and nomination procedures
- 2. Joe Knoll Heritage Award criteria and nomination procedures
- 3. James A. Cook Humanitarian Relief Fund criteria and nomination procedures



FLORIDA PARK SERVICE RANGER ASSOCIATION CARLOS MAXWELL AWARD

The Carlos Maxwell Award may be bestowed upon any individual who has contributed significantly and dedicated themselves to the Florida State Park system and has been properly nominated.

SELECTION CRITERIA

Nominees for the Carlos Maxwell Award must have been employed with the Florida Park Service a minimum of ten (10) years and have a record of faithful and honorable service.

The recipient shall have demonstrated a high degree of competence in the areas with which he or she has been associated or assigned, and shall have advanced the park profession through personal innovation, foresight, planning and direct or indirect leadership.

As evidence of achievement, the nominee must meet a minimum of one (1) condition in each of the two (2) following categories; and a minimum of five (5) altogether.

1. Leadership/Committee Work

- a. Performed as an exemplary employee throughout his/her career thereby serving as a leader by example.
- b. Served as an officer at some time during his/her career in a professional organization such as Florida Park Service Ranger (or Alumni) Association, Florida Institute of Park Personnel or National Recreation and Parks Association.
- c. Serve on a policy, management or representative committee of the Florida Park Service.
- d. Serve as chairman of a committee of the Florida Park Service or park related organization.
- e. Serve as an instructor for the Florida Park Service.

2. Job Performance

- a. Served as a speaker, interpreter, moderator or panel member at least ten (10) times before groups in the interest of and for the promotion of the Florida Park Service.
- b. Authored one (1) or more articles published by a professional media.
- c. Conducted one (1) or more research projects pertaining to the Florida Park Service and written a report on same.
- d. Made an outstanding contribution to the profession which will affect its philosophy or practice, not included in the above.
- e. Actively promoted the Florida Park Service image and encourage co-workers to pursue it as a career.
- f. Promoted the social or family atmosphere tradition of the Florida Park Service.

NOMINATION PROCEDURES

1. Nominations for the Carlos Maxwell Award shall be received in writing by the Chairman of the Awards Committee before August 30 of the year in which the award is to be presented.
2. Nominations may be submitted by any current member of the Association.
3. The Awards Committee shall be responsible for evaluating the nominations and making the final selection of the recipient of the Carlos Maxwell Award. The committee chairman will notify the President of the selection.
4. No more than one (1) Carlos Maxwell Award shall be conferred in any given year.
5. The Carlos Maxwell Award shall be presented at the Annual Meeting of the Association.

Rev. 12-01-90



FLORIDA PARK SERVICE RANGER ASSOCIATION

JOE KNOLL HERITAGE AWARD

The Joe Knoll Heritage Award may be bestowed upon an individual(s) who has made a lasting and significant contribution to furthering the conservation, restoration, or interpretation of the historical or cultural heritage of Florida State Parks or the Florida Park Service Ranger Association (Association).

SELECTION CRITERIA

- Nominee(s) shall have made a long-term contribution or a specific project that contributes to the conservation, restoration, or interpretation of the historical or cultural heritage of the Florida Park Service or the Association.
- Nominees may include members of the Association, current or previous employees of the Florida Park Service and current or previous volunteers of the Florida Park Service.

The Nomination will include the following (no more than two pages):

- Nominee's name, title (if applicable), affiliation, and length of time he/she has been engaged in the activities being recognized in the nomination.
- Describe the long-term contribution or a specific project in which the individual(s) is nominated for.
- Describe the purpose and goals of the project or endeavors.
- Describe his/her activities that are relevant to the conservation, restoration, or interpretation of the historical or cultural heritage of Florida Park Service or the Association. Please provide specific examples.

NOMINATION PROCEDURES

- Nominations for the Joe Knoll Heritage Award shall be received in writing by the Chairman of the Awards Committee a minimum of 60 days prior to the Annual meeting at which the award is to be presented.
- Nominations may be submitted by any current member of the Association or any employee or volunteer of the Florida Park Service.
- The Awards Committee shall be responsible for evaluating the nominations and making the final selection of the recipient of the Joe Knoll Heritage Award. The committee chairman will notify the President of the selection.
- No more than one Joe Knoll Heritage Award shall be conferred in any given year.
- The Joe Knoll Heritage Award shall be presented at the Annual Meeting of the Association.
- The Joe Knoll Heritage Award will consist of an appropriate memento, such as a framed photograph or artwork or other item that relates to the nomination or nominee, with a value not to exceed \$100.

Rev 3/20/06



JAMES A. COOK HUMANITARIAN RELIEF FUND GRANT NOMINATION CRITERIA & PROCEDURES

PURPOSE: The James A. Cook Humanitarian Relief Fund (Cook Fund) was established in 1994 for the purpose of providing financial assistance (Grants) to current and former members of the Florida Park Service and members of the Florida Park Service Ranger Association (Association) who have experienced financial hardship due to major medical expenses, major property loss and other similar hardships.

CRITERIA FOR GRANTS:

1. Eligibility for Grants shall be limited to: members of the Association in good standing; current employees of the Florida Park Service; retired or former employees who had at least 10 satisfactory years with the Florida Park Service and; active volunteers who have performed at least 1040 creditable volunteer hours with the Florida Park Service during the 12-month period immediately prior to the event for which the Grant is being considered. Association members shall be given priority in the approval of grants.
2. Grants may be awarded posthumously. Only immediate family members (spouse & children) of the deceased are eligible to receive Grant Funds. The Grant must be submitted no later than 90 days after the date of death.
3. Only one Grant may be awarded to an individual for any single cause during any 12-month period.
4. No single Grant shall exceed five (5) percent of the balance of the Cook Fund when the balance is less than \$10,000.00. When the Cook Fund account balance is greater than \$10,000.00 no single Grant shall exceed \$1,000.00.
5. Nominations for Grants may be made by any member of the Association or current employee of the Florida Park Service, either directly or through any member of the Board. Nominations may not be made anonymously, and a person cannot nominate themselves.
6. Nominations for Grants are evaluated by the James A. Cook Humanitarian Relief Fund Committee (Committee). The Committee Chairman is appointed by the President of the Association and approved by the Board. The Chairman will select at least two other Association members, who may or may not be members of the Board, to serve on the Committee. The Committee is a sub-committee of the Recognition and Awards Committee.
7. The Committee is responsible for evaluating the Nomination and determining if the Grant criteria is met. They will obtain additional information if necessary and decide if a Grant should be awarded and the Grant amount.
8. The recommendation of the Committee must be unanimous.
9. Changes to the James A. Cook Humanitarian Relief Fund Grant Nomination Criteria & Procedures may be made by a majority vote of the Board of the Association and the Committee Chair.

PROCEDURES:

1. Nominations are to be made using the Grant Nomination and Review Form to ensure adequate information is provided to evaluate the financial need. The nominator is responsible for ensuring there is truly a financial need. The completed Nomination Form is to be forwarded to the President of the Association. The President will then forward the Nomination to the Chairman of the Committee.
2. The Committee shall evaluate each Nomination based on the above criteria and determine the amount of the Grant, if approved, by unanimous vote. The Committee Chair shall notify the President of the Committee's recommendation in writing.
3. The President has the authority to deny or reconsider the Grant if there is cause. There must be a definable reason documented in writing for the President to change the Committee's recommendation.
4. If the President concurs with the Committee's recommendation, they will notify the Secretary and Treasurer by email with instructions to process the Grant.
5. The Treasurer and Secretary will be responsible for insuring the check (or cash if conditions warrant) and cover letter are delivered in a timely manner as per instruction on the Nomination Form.
6. Pertinent email correspondence by Committee members and the Board regarding the Nomination process should be forwarded to the Secretary and retained per IRS regulations. Should any of this procedure be accomplished by a face-to-face meeting, the meeting will be documented, including the names of those present, the place and time of the meeting, along with details of the discussions, and forwarded to the Secretary.
7. The Secretary will archive all e-mails, attachments and the finalized Nomination Form and package together for filing and records retention for any future IRS audit.

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