

**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**

- A. 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:
- B. To foster a continued close personal relationship among current and former Florida Park Service employees.
- C. To engage in activities and programs which directly or indirectly benefit the Florida Park Service and its employees.
- D. To support and further the mission of the Florida Park Service.
- E. To make available the considerable expertise of its membership in an advisory capacity, as requested.
- F. To provide members with up-to-date information regarding events that may affect them or the Florida Park Service.
- G. To further the good of the Florida Park Service wherever possible and perpetuate the spirit of unity, service, and mutual benefit among its members.
- H. 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 is 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 that 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 - BOARD OF DIRECTORS AND OFFICERS**

- A. BOARD OF DIRECTORS - The Association shall have a Board of Directors (Board) composed of the President, Vice President/President-Elect, Treasurer, Secretary, Immediate Past President, an Executive Director, and up to ten Directors. The Association shall strive to attain two Directors from each Florida Park Service district and a mixture of current, retired, and former Florida Park Service employees.
- B. OFFICERS
1. Officers of the Association shall consist of a President, a Vice President/President-Elect, a Treasurer, a Secretary, and an immediate Past President.
  2. All officers shall be a Regular or Honorary Member with 5 years or more of service in the Florida Park Service and shall be elected by a majority of the voting membership at an annual meeting.
- C. NOMINATIONS & ELECTION
1. Members may make nominations in writing to the Chair of the Nominations Committee 45 days prior to the Annual Meeting.
  2. The election of the Directors and Officers shall be at an annual meeting. All nominations received shall be presented to the Membership.
  3. Voting shall be by voice by members present at the meeting. If more than one nomination is received for an Officer, the vote shall be by written ballot. Ballots shall be collected and counted by the Board.
  4. All Directors and Officers elected shall take office at the close of the annual meeting.
  5. In case of an unexpected vacancy in the Board, the Directors, by majority vote, may elect a director to serve until the next election of Directors.
- D. TERMS
1. All Board members will serve two-year terms and may succeed themselves for additional two-year terms at the pleasure of the voting membership.
  2. Terms will be staggered such that half of the total Board is elected in any given year.

The President, Vice President/President Elect, Treasurer, Secretary, and three Directors are elected in odd-numbered years. The remaining seven Directors are elected in even numbered years. Vacancies that occur during the year will be filled through appointment by the Board for the duration of the term.

3. At any regular or special meeting, any Board member may be removed by a 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.

E. DUTIES OF THE BOARD

1. PRESIDENT: The President shall be Chair of the Board and shall act as the 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/her 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 Chair of the Membership Committee. In the event of circumstances leading to a vacancy of the office of President before the 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 that 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 the 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 approved by the board to serve as Chair of each of the committees listed in these Bylaws.
7. EXECUTIVE DIRECTOR: 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 an 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.

## **F. 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. Committee Chairs will be elected at the first meeting of the Board following the Annual Meeting. Committee members are selected by the respective Committee Chair.

- 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 Chair of this committee will be elected by the Board and 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 Chair 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.
- C. JAMES A. COOK HUMANITARIAN RELIEF FUND COMMITTEE: The Chair of this committee will be appointed by the President and approved by the Board. The Chair will select at least two other Association members to serve on the committee. To ensure consistency in the distribution of funds the Chair will continue to serve as long as the incumbent and the Board approve. Criteria and nomination procedures for the James Cook Humanitarian Relief Fund are attached to these By-Laws and may be amended by the Board.
- D. EVENTS AND PARK SUPPORT COMMITTEE: The Chair of this committee will be elected by the Board and 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.
- E. NOMINATING COMMITTEE: The Immediate Past President will serve as Chair of this committee. The Chair will select at least three other members to serve on the committee. The committee 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 the Board with the slate of candidates for approval and recommendation to the membership. In the event of the absence of an immediate Past President, the Chair of this committee shall be appointed by the President.
- F. FPSRA SCHOLARSHIP AND PROFESSIONAL DEVELOPMENT COMMITTEE: The Chair of this committee will be appointed by the President and approved by the Board. The Chair will select at least two other Association members to serve on the committee. To ensure consistency in the distribution of funds the Chair will continue to serve as long as the incumbent and the Board approves. Criteria and nomination procedures for the FPSRA Scholarship and Professional Development Fund are attached to these By-Laws and may be amended by the Board.
- G. FINANCE COMMITTEE: The Chair of this committee will be elected by the Board and will select at least two other members to serve on the Committee. The committee will be responsible for planning, overseeing, and tracking investments of the Association. The Treasurer will serve as a standing member of this committee.
- H. PARTNERSHIP COMMITTEE: Partnership Committee: The Chair of this committee will be elected by the Board and will select at least two other members to serve on the committee. The committee will be responsible for planning, growing, and maintaining partnerships and sponsors.

- I. COMMUNICATIONS COMMITTEE: The Chair of this committee will be elected by the Board and will select at least two other members to serve on the committee. The committee will be responsible for promoting and marketing the Association through social media, merchandising, and other forms of publicity.

## **ARTICLE VII – MEETINGS**

### **A. MEMBERSHIP MEETING**

1. The Association will hold an Annual Meeting in 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. If the annual meeting is not conducted in person, an electronic meeting will be held.
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 members 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 electronically.
3. Any action required to be taken by the Board may be accomplished electronically. 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. Electronic copies 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. Members of the Board shall receive no compensation for carrying out their duties, except as provided for in Article V, paragraph E.7. The Board may adopt policies providing for reasonable reimbursement for expenses incurred in conjunction with carrying out Board responsibilities.
- C. 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.
- D. The Association shall keep correct and complete books and records of account and shall keep minutes of the proceedings of all meetings 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.
- E. 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.

- F. The Board may authorize the Association to pay expenses incurred by, or to satisfy the 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 the amount paid and expenses incurred in settling any such action or threatened action.
- G. 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 that 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 that accomplish one or more of its tax-exempt purposes.
- H. 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.
- I. 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 another 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 of 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 14 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 a majority vote of the members present. Mail-in votes from current members, received by the 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 1, 2023. and constitute a complete copy of the Bylaws of the Association.

Secretary \_\_\_\_\_  
Secretary

Date: April 1, 2023

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
4. FPSRA Scholarship and Professional Development Fund
5. Park Ranger of the Year Award



## **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 for 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.

#### **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 the Florida Park Service Ranger (or Alumni) Association, Florida Institute of Park Personnel or National Recreation and Parks Association, or other park-related organizations.
- c. Serve on a policy, management, or representative committee of the Florida Park Service.
- d. Serve as Chair of a committee of the Florida Park Service or park-related organization.
- e. Serve as an instructor for the Florida Park Service.

#### **1. 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 wrote a report on the same.
- d. Made an outstanding contribution to the profession that will affect its philosophy or practice, not included in the above.
- e. Actively promoted the Florida Park Service image and encouraged 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 Chair of the Awards Committee a minimum of 30 days prior to the award being 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 Chair 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. 04-01-23



## **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 for 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 the 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 Chair of the Awards Committee a minimum of 30 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 Chair 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 another item that relates to the nomination or nominee, with a value not to exceed \$100.

Rev 04/01/23



## **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 one (1) satisfactory year 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 at a time may be awarded to an individual for any single cause during any 12-month period. Multiple grants can be awarded to an individual under severe circumstances.
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 Chair is appointed by the President of the Association and approved by the Board. The Chair will select at least two other Association members, who may or may not be members of the Board, to serve on the Committee.
7. The Committee is responsible for evaluating the Nomination and determining if the Grant criteria are 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 Chair 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 ensuring the check, electronic transfer (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.

Rev 04/01/23

## **FPSRA SCHOLARSHIP AND PROFESSIONAL DEVELOPMENT FUND**

**PURPOSE:** The FPSRA Scholarship and Professional Development Fund (Scholarship and PD Fund) was established in 2022 for the purpose of providing financial assistance (Grants) to current members of the Florida Park Service and members of the Florida Park Service Ranger Association (Association) and their legal dependents for costs associated with continuing education and professional development.

### **PROFESSIONAL DEVELOPMENT**

#### **CRITERIA**

1. This category is for professional development that would further the knowledge, skills, or abilities of the applicant to better perform their current job or prepare them for promotional or expanded opportunities.
2. Eligibility for Professional Development Grants is limited to active full-time employees of the Florida Department of Environmental Protection, Division of Recreation and Parks who have completed their probationary period.
3. Funds could be requested to pay for direct professional development expenses, such as tuition, books, materials, certification fees, travel expenses, and other related costs.
4. Only one Grant may be awarded to an individual during any 12-month period.
5. No single Grant shall exceed \$500.
6. Awards will be made on a reimbursement basis or direct payment to the institution or vendor. Reimbursement requests must be made within 60 days of the expense. Request for direct payments must be received 21 days before their due date.
7. Applications are accepted throughout the year and are considered as they are received.
8. Applications are evaluated by the FPSRA Scholarship Committee (Committee). The Committee Chair is appointed by the President of the Association and approved by the Board. The Chair 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.
9. The Committee is responsible for evaluating applications and determining if the Grant criteria are met. They will obtain additional information if necessary and decide if a Grant should be awarded and the Grant amount.
10. The recommendation of the Committee must be unanimous.
11. Changes to the FPSRA Scholarship Grant Application Criteria & Procedures may be made by a majority vote of the Board of the Association and the Committee Chair.

### **PROFESSIONAL DEVELOPMENT**

#### **PROCEDURES:**

1. Applications are to be made using the FPSRA Scholarship Application and Review Form to ensure adequate information is provided to evaluate the request. The completed application is to be forwarded to the President of the Association. The President will then forward the

application to the Chair of the Committee.

2. The Committee shall evaluate each Application 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. If the President concurs with the Committee's recommendation, they will notify the Secretary and Treasurer by email with instructions to process the Grant.
4. The Treasurer and Secretary will be responsible for ensuring the check and cover letter are delivered promptly as per instructions on the Application Form.
5. The Secretary will archive appropriate e-mails, attachments, and the finalized Application Form and package together for filing and records retention for any future IRS audit.

### EDUCATION SCHOLARSHIP

#### CRITERIA

1. This category is for post-secondary education which includes colleges, universities, trade schools, institutes of technology, and any other facility that offers an academic degree or certificate.
2. Priority would be given to those applicants pursuing education in natural resources, parks, recreation, or related field of study.
3. Eligibility for Education Scholarships is limited to active members of the Florida Park Service Ranger Association and their legal dependents, and active full-time employees of the Florida Department of Environmental Protection Division of Recreation and Parks and their legal dependents.
4. Funds may be used to pay for post-secondary education expenses, such as tuition, books, materials, and other related costs.
5. Only one scholarship may be awarded to an individual during any 12-month period.
6. No single scholarship shall exceed \$1,000. The applicant must document enrollment in a post-secondary education institution to receive scholarship payment.
7. Scholarship will be based on GPA, letters of recommendation, relevant work experience, quality of application, and extracurricular activities.
8. Applicants will submit two letters of recommendation specific to this scholarship.
9. This category would be open from January 1 through March 1 of each year. This scholarship would have a competitive review process with the highest-ranking application(s) being announced at the FPSRA Annual Meeting in April.
10. Applications are evaluated by the FPSRA Scholarship Committee (Committee). The Committee Chair is appointed by the President of the Association and approved by the Board. The Chair 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.
11. The Committee is responsible for evaluating applications and determining if the scholarship



criteria are met. They will obtain additional information if necessary and decide if a scholarship should be awarded.

12. The recommendation of the Committee must be unanimous.
13. Changes to the FPSRA Scholarship Application Criteria & Procedures may be made by a majority vote of the Board of the Association and the Committee Chair.

#### EDUCATION SCHOLARSHIP

##### **PROCEDURES:**

1. Applications are to be made using the FPSRA Scholarship Application and Review Form to ensure adequate information is provided to evaluate the request. The completed application is to be forwarded to the President of the Association. The President will then forward the application to the Chair of the Committee.
2. The Committee will hold all applications until March 2 and then evaluate them based on the above criteria. The Committee will rank the applications in order first, second, third, etc. The Committee will determine this ranking by unanimous vote. The Committee Chair shall notify the President, in writing, of the Committee's recommendations of which scholarships to award.
3. If the President concurs with the Committee's recommendation, they will notify the Secretary and Treasurer by email with instructions to process the scholarship.
4. The Treasurer and Secretary will be responsible for ensuring the check and cover letter are delivered promptly as per instructions on the Application Form.
5. The Secretary will archive appropriate e-mails, attachments, and the finalized Application Form and package together for filing and records retention for any future IRS audit.

### **Park Ranger of the Year Award**

Park Ranger of the Year is awarded annually to an exceptional Florida Park Service employee who exemplifies the Ranger First attitude; Service to the land and to the public who use the land and Service Above Self. All Florida Park Service employees, regardless of official position title, who were employed during the award period and nomination period are eligible.

Nominations will include the nominator's name and email address, the employee's name, position, years of FPS service, park/office, a 100-word description of the employee and their role at their park/office, a 250-word description as to why the nominee exemplifies the Ranger First attitude with specific examples that demonstrate Ranger First, and a 100-word statement from someone in the nominee's supervisory chain attesting to the worthiness of the nominee.

A panel of judges will be comprised of individuals selected by the President. The judges will review nominations in six groups representing the five districts and one group representing the District/Central offices. The 1st, 2nd, and 3rd place awardees will be determined for each group. The 1st place nominee from each of the six groups will receive the Ranger of the Year Award for their group.

The six Park Ranger of the Year group awardees will be invited to the FPSRA Annual Gathering for the presentation of their awards and where the statewide Ranger of the Year will be announced. The FPSRA Executive Committee will select a single statewide Ranger of the Year from the six 1st place group awardees.

### **Timeline**

January 3 to February 5: Park Ranger of the Year nomination period announced and opened.

February 9: Nominations will be packaged and sent to the judges.

February 23: Judge reviews completed.

February 27: Top 6 awardees sent to Executive Committee. The six awardees will be notified and invited to the Annual Gathering.

March 2: Park Ranger of the Year determined by the Executive Committee

Annual Gathering: Park Ranger of the Year Awards presentation

Rev 4/1/23

Rev 11/01/22

Rev 6/23/22

Rev 4/6/19