

GREENWICH TOWNSHIP
WARREN COUNTY
NEW JERSEY

321 Greenwich Street
Stewartsville, NJ08886

**RECREATION COMMISSION
BY-LAWS**

PREAMBLE:

Whereas, in all regulated organizations, certain rules and regulations (By-Laws) are adopted as necessary for effective operation. Therefore, we the members of the Greenwich Township Board of Recreation Commissioners, an organization established by the Greenwich Township Committee, do, for the purpose of furthering the objective for which we have united, agree to support the following By-Laws.

In the following Articles, the Greenwich Township Board of Recreation Commissioners will be referred to as the "Greenwich Township Recreation Commission," or the "GTRC"; the Greenwich Township Committee will be referred to as the "Township Committee".

ARTICLE ONE: TITLE AND PURPOSE.

1. The organization shall be known and designated for purposes of these by-laws as the Greenwich Township Recreation Commission, (GTRC), Warren County, New Jersey.
2. The purpose of the GTRC shall be as set forth in the Greenwich Township Code, Section 2-02.1 et seq. and NJSA 40:12-1 et seq. The GTRC shall seek the development of a broad variety of recreation programs, facility requirements and services to meet the recreational needs of the residents of the community.

ARTICLE TWO: MEMBERSHIP

1. The GTRC shall consist of not less than three (3) nor more than seven (7) members appointed by the Mayor. Upon appointment, each member will serve a five (5) year term. All terms shall expire on the 31st day in December and shall continue until a successor has been appointed and qualified.
2. Any member who, without notifying the President, fails to attend 50% of the regular meetings during any twelve (12) consecutive months or who misses three (3) consecutive meetings shall be deemed to have resigned. It shall be the duty of the President to inform the Board and Mayor in writing of such vacancy.
3. Resignations shall be made in writing to the President of the GTRC with a copy forwarded to the committee liaison.
4. Vacancies may be filled by appointment of the Greenwich Township Committee for the duration of the term.
5. Two (2) alternate members will be appointed by the Board to serve on Recreation GTRC. The alternate member shall vote in the absence of a regular member. If the GTRC has a fully seated quorum, the alternate shall not vote. The alternate member shall have the ability to participate at all meetings. In the event of a vacancy of a regular member, the alternate shall be appointed to fill such vacancy's term.

ARTICLE THREE: MEETINGS

1. GTRC meetings will be held at 7:00 p.m. on the third Wednesday of each month.
2. Meeting times and dates may be changed by the GTRC for the convenience of GTRC members.
3. Meetings will be held at the Greenwich Township Municipal Building.
4. All meetings shall be posted and shall be open to the public.
5. Minutes for the permanent public record shall be prepared for all meetings held.
6. Minutes shall be reviewed via email to expedite reviewing, accepting and posting of the minutes and formally approved and accepted at the GTRC's next regular meeting.
7. If the official GTRC Secretary is absent from a meeting, a quorum of the GTRC in attendance at the meeting shall appoint a recording secretary for the purpose of recording and signing the minutes for that particular meeting.
8. Quorum: One more than half of the seated membership shall constitute a quorum. The number of votes necessary to make decisions at all meetings shall be a majority of those present except that a lesser number may call a meeting to order for the purpose of setting a new meeting or may vote to adjourn a meeting.
9. GTRC shall have a consistent formatted agenda for regularly held meetings
10. Special meetings of the GTRC shall be called by the President or at the written request of four members. At least 48 hours public notice must be given, in accordance with the Open Public Meetings Act.

ARTICLE FOUR: COMMITTEE OFFICERS, ELECTIONS, and REMOVAL FROM OFFICE.

1. The GTRC officers shall consist of: a President, Vice-President, Secretary and Treasurer from among its members.
2. The President shall be selected from among its members by the GTRC, subject to appointment by the Township Committee. The President shall be the head of the Recreation Commission.
3. The GTRC shall elect all other officers to their positions.
4. Elections will be held annually in January during the GTRC's first regular meeting.
5. Installation of newly elected officers will take place within two weeks after the election, and, in the case of the President, upon appointment by the Township Committee.
6. Members must be present to be nominated for an office, or the member may submit a letter to the secretary, stating the office or offices that they will accept.
7. If an office other than President becomes vacant, the GTRC shall elect another member to fill the vacancy for the remainder of the term. The election may be postponed until the Township Committee fills the vacated membership position.
8. To fill a vacancy, on the GTRC, the GTRC may make an appointment recommendation to the Mayor. The new member shall serve for the term of the vacated member.
9. If the office of President becomes vacant, the GTRC may make an appointment recommendation to the Township Committee.
10. After review of the GTRC's recommendation, but at their own discretion, the Township Committee shall appoint a President (*who becomes the Committee department head*) to serve the remainder of the vacated term.
11. The GTRC, at a regular or special meeting, may approve a recommendation for removal of an officer for misconduct or for failure to perform the duties of their office, with final decision made by the Township Committee.
12. The GTRC, at a regular or special meeting, may approve a recommendation for the removal of an officer, or of a non-officer member, for failure to attend meetings. [Failure to attend meetings shall consist of: (a) missing three or more consecutive meetings, or (b.) missing 50% of meetings (regular and special) over a period of 3 months, with final decision made by the Township Committee.
13. GTRC recommendations for removal of an officer, or a non-officer, member are made to the Township Committee, who shall make the final decision for removal or retention.

ARTICLE FIVE: DUTIES OF THE OFFICERS.

It is the duty of all members to attend the GTRC meetings unless excused (for good reason) by the President. All duties listed shall include but are not limited to what is documented.

President

- Schedule all regular and special Recreation Meetings with Township Clerk.
- Preparing meeting agendas including listing all Program and Sub-Committee requests.
- Moderating GTRC meetings by recognizing the public for individual comments; following the agenda and maintaining meeting order.
- Monitoring participant registrations for the various sport programs and activities and processing them for program follow through.
- Retrieving GTRC mail and miscellaneous documents from the GTRC's mailbox and completing follow through as required.
- Work with the GTRC's Treasurer in preparing budget recommendations for presentation to the GTRC (as a whole); and present the final draft (within the required time frame) to the Township Committee for approval.
- Monitor the follow through on actions taken at GTRC meetings (with sub-committees, Township Office, etc.).
- Ensure that Policy & Procedures are followed.
- Help to resolve any disputes that may arise.

Vice President

- In the President's absence, become acting-President.
- Be prepared to support the President in all Recreation functions and activities, as necessary.
- Oversee various recreation programs and/or events as deemed by the president.

Secretary

- Record the Minutes at each regular monthly meeting and also special meetings of the GTRC.
- Distribute draft minutes prior to next meeting for review by Board members and ensure final approved copy is filed and is posted on the GTRC web site.
- Ensure final copy is delivered to Greenwich Recreation and Greenwich Township Clerk.
- Track action items for proper follow up.
- Maintain files for all Rec matters including Minutes, Correspondence, Insurance, Coaches info, Treasurer's Reports, Committee Reports, etc.

Treasurer

- Overseeing the finances, which includes:
 - Monitoring budget statements to determine that expenses are not over-budget and that revenues are not under-budget;
 - Working with the Township Chief Financial Officer in preparing required budget amendments;
 - Obtaining fiscal year budget worksheets from the Township Office,
- Working with the President to prepare fiscal year budget drafts for GTRC (as a whole) finalization.
- Being responsible for presenting a statement of Recreation Program revenues and expenditures at the GTRC's regular monthly meeting.

Commissioners

- Assist the President, Vice-President, Secretary, and the Treasurer in the performance of their duties.
- Support sporting and other recreation events by serving as liaison, attend or work events as determined by GTRC.

All Members of GTRC

- Meeting attendance - If you can't make a meeting, call a board member at least 2 hours before the meeting.
- Missing 4 consecutive meetings is understood that your membership has ceased unless other communications have been made.
- Quorum – decisions or changes will not be made if a majority of the authorized members are not present. If Board has vacant positions during regular meetings, quorum will be met when more than 50% of members are present. Meetings should run about 3 hours.
- Facilitating - Meetings will follow a basic agenda every month. Once the agenda items are complete, the meeting can open up to general discussions and current issues. Agenda times may be alternated if all in attendance agree.
- Everyone participates - Use of laptops and other devices should be limited to making presentations, keeping notes, or looking up relevant information.
- Start and finish on time - Don't punish the prompt by making them wait for stragglers or reward late-comers by repeating discussions or revisiting decisions.
- One conversation at a time - Show respect for others by listening to their point of view and refraining from side conversations.
- Silence is agreement - It is unacceptable to remain silent during a meeting and then later say you don't agree with the group decision.
- Different opinions are welcome - Contrary views need to be encouraged to support robust decision-making and to prevent group-think.
- Challenge ideas, not individuals - Emotions can run high and criticism can turn personal if attendees aren't reminded to focus on the issues.
- Disagree in private; unite in public - Irrespective of how individuals voted, once a decision has been agreed to everyone should support it and speak with one voice outside of the meeting. Also known as the Vegas rule (what happens in Vegas, stays in Vegas.)
- Do what you say you'll do - Individuals are accountable for following through on agreed actions and the group should hold each other mutually accountable.

ARTICLE SIX: PROGRAM REVENUES AND EXPENDITURES.

1. The Township Committee and the Chief Financial Officer will have fiduciary responsibility for the recreation trust fund and the GTRC will have oversight.
2. Budgets and annual budget reports will be maintained and reported.

ARTICLE SEVEN: PROGRAM AND BY-LAW AMENDMENTS.

1. Recommendations for additions, deletions, or changes to any sports program rules, sub-GTRC guidelines, or any other approved GTRC procedure shall be brought before the GTRC for review and final determination. A majority vote of the GTRC is required to approve or reject any recommended additions, deletions or changes.
2. These By-Laws may be amended provided that:
 - i. A written request is signed by two (2) members and is presented to the GTRC (as a whole).
 - ii. A special GTRC meeting is called to consider the requested By-Laws changes and a vote is taken to place the matter on the GTRC's next regular meeting agenda for further discussion and a final decision. Or, the requested By-Laws change can be brought up at a regular meeting for discussion and a vote can be taken to set a special meeting for a final decision.
 - iii. A majority vote of the GTRC (as a whole) shall be required for adopting amendments to the By-Laws, as well as approval of the Township Committee.

ARTICLE EIGHT: OVERRULE OR OVERRIDE AUTHORITY.

1. An individual GTRC member, or any group of individual GTRC members, shall, under no circumstances, have the authority to overrule or override any subject matter that was discussed and/or voted on by the Committee as a whole.
2. The GTRC (as a whole), at a regular or special meeting, may (by majority vote) overrule or override any prior decision made by a majority vote of the GTRC.

ADOPTION AND EFFECTIVE DATE OF RECREATION COMMISSION BY-LAWS:

1. The foregoing Recreation Committee By-Laws shall be adopted by a majority vote of the Committee (as a whole) and shall be submitted to the Township Committee for final determination.
2. The foregoing By-Laws shall become effective immediately upon Township Committee approval.