

BY-LAWS OF

PLUNKETTS CREEK TOWNSHIP

RECREATION COMMISSION

PLUNKETTS CREEK TOWNSHIP RECREATION COMMISSION

BY-LAWS

Article I

Title - Plunketts Creek Township Recreation Commission

Definition: A board of from five (5) to ten (10) responsible and dedicated members, appointed by the Township Supervisors.

Purpose: It shall be the purpose of the Commission to provide and supervise recreational activities for all age groups, with emphasis on the youth.

Responsibility: It shall be the responsibility of the Commission to:

(1) Conduct a properly organized business meeting each month and submit a report of each meeting to the Township Supervisors.

(2) To maintain a balanced checking account and accurately and thoroughly account for all expenditures.

(3) To promptly pay all debts acquired by the Commission.

(4) To maintain at least a five (5) member Board

Article II

## Membership

Item 1. All members shall be 21 years of age and shall reside within the township.

Item 2. New members shall be acquired by a recommendation of 2/3 of the membership and an official appointment by the Township Supervisors.

Item 3. Each member shall be reinstated by popular vote on the first regular meeting following the members anniversary date.

Item 4. Any member wishing to resign shall do so by submitting their resignation in writing to the Township Supervisors or the Secretary of the Recreation Commission.

Item 5. Inactive members may be removed from the Commission by a 2/3 vote of the membership. This shall be done whenever a member moves from the township or is inactive for over six (6) months.

## Article III

### OFFICERS

Item 1. The officers of the Commission shall consist of a Chairman, Co-Chairman, Recording Secretary, and a Treasurer.

Item 2. Nomination of officers shall be made one month prior to the January meeting.

Item 3. Election shall be held by written ballots on the first regular meeting of the new year.

Item 4. However, by a 100% approval of all active members, officers may rotate the duties in the following manner. (1) A new Treasurer is agreed upon by popular consent. (2) The Treasurer accepts the duties of the Secretary. (3) The Secretary accepts the duties of the

Co-Chairman. (4) And the Co-Chairman accepts the duties of the Chairman. (5) The Chairman becomes a regular member.

Item 5. When an election of officers is held, at least two (2) candidates should be nominated for each office.

Item 6. In the event of a tie when more than two (2) candidates were considered, the candidate with the lesser votes shall be dropped from the ballot. If on the second ballot a majority is still not reached, then the most junior member shall not vote and an election should then be declared.

Item 7. Any officer of the Commission who becomes deficient in the performance of the duties of that office, may be removed from that office by 2/3 vote of the active members.

Item 8. The election of the Chairman and the Co-Chairman shall be done on the same ballot, with the candidate receiving the most votes becoming Chairman and the candidate receiving the next highest votes, the Co-Chairman.

Item 9. Candidates for offices shall be active members with a minimum of four (4) months service to the Commission.

#### Article IV

##### DUTIES OF OFFICERS

Item 1. Chairman:

(A) It shall be the duty of the Chairman to preside at all meetings and to keep order therein.

(B) The Chairman shall have no vote except in the case of a tie vote among voting members.

(C) The Chairman shall appoint all Committees.

(D) The Chairman shall have a prepared agenda for each regular meeting. The Chairman shall contact each member prior to the meeting to obtain items for the agenda.

Item 2. Co-Chairman:

(A) It shall be the duty of the Co-Chairman (in the absence of the Chairman) to perform all duties of the Chairman.

(B) It shall be the duty of the Co-Chairman to oversee the committee heads and to give a monthly report on the status of the committee.

Article IV cont'd

Item 3. Secretary:

(A) It shall be the duty of the Secretary to keep full and detailed minutes of the proceedings.

(B) The Secretary shall take care of the necessary written correspondence of the Commission.

(C) The Secretary shall keep a correct roll of the membership and take roll call at all meetings.

(D) The Secretary shall maintain a written monthly report that is submitted by the Treasurer.

Item 4. Treasurer

(A) It shall be the duty of the Treasurer to keep accurate account of all money received and paid out by the Commission.

(B) The Treasurer shall submit a written monthly report on the state of the funds and financial activity to the Secretary.

(C) The Treasurer shall submit all bills to be paid to the members

at the regular meetings for review and approval.

(D) The Treasurer shall pay all bills as soon as practical upon approval by the membership.

(E) The Treasurer shall pay all bills by check.

Last revised 09/2005