

NEW MILFORD RECREATION BY-LAWS

(REVISED 08/08/2007)

ARTICLE I.

1. As used in these by-laws, unless a different meaning clearly appears from the context.
 - a. The Board shall be known as the Recreation Commission of the Borough of New Milford;
 - b. "Commissioners" or "Commission" shall mean the members of the Board of Recreation Commissioners of the Borough of New Milford;
 - c. "Board" shall mean the Board of Recreation Commissioners of the Borough of New Milford and shall consist of seven (7) permanent members and two (2) alternates appointed by the Mayor;
 - d. Each voting commissioner in attendance shall have one (1) vote of equal importance.
2. Commissioners will avoid any personal interest, financial or otherwise in any contract purchase, sale, or activity pertaining to the Commission.
3. The Board shall operate on a calendar year basis.

ARTICLE II. DUTIES OF THE BOARD

Members of the Board shall:

- a. Initiate and supervise studies of local conditions and needs affecting recreation. Initiate and supervise the conducting of a program of recreation activities and services to meet the needs and desires of the community;
- b. Recommend to the Mayor and Council an operating and capital budget for each calendar year;
- c. Appoint or employ all permanent or temporary personnel subject to approval of the majority of the Board. The appointment or dismissal of the Recreation Director shall require a vote of approval of a minimum of five (5) Commissioners;
- d. Afford all employees an opportunity to be present for their job evaluation and review by the Commissioners;
- e. Recommend the acquisition, design and improvement of all recreational areas and facilities;

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- f. Establish and maintain co-operative relationships with the State and other local recreation agencies;
- g. Attend public meetings, work sessions and special meetings of the Commission. Members are required to attend 75% of all scheduled meetings within the calendar year. Attendance will be reviewed annually;
- h. Approve and sign all vouchers prepared by the Director. (minimum of two (2) signatures required)
- i. Act as liaison to programs and report their activities to the Board;
- j. To collect and transfer to the Boro, all proceeds of programs and distribute funds as the Board requires by means of vouchers or established Petty Cash Account.

ARTILE III. MEETINGS

- 1. Regular (public) meetings of the Commission shall be held on the first Wednesday of each month at the Recreation Building unless otherwise agreed upon by the Commission.
- 2. Work sessions shall be called on the third Wednesday of each month, unless otherwise agreed upon by the Commission.
- 3. The annual meeting shall be in January (See Article IV).
- 4. The majority of the active members shall constitute a quorum.
- 5. A quorum being present, the order of business at the public meetings of the Commission shall be as follows:
 - a. Roll call (meeting open to public)
 - b. Review and adoption of minutes of the last meeting
 - c. Correspondence
 - d. Financial report, approval of payment of bills
 - e. Liaison reports
 - f. Report of the Director of Recreation
 - g. Guests (time accordingly)

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- h. Reports of special committees
- i. Election of officers (annual meeting)
- j. Unfinished business
- k. New business
- l. Adjournment

ARTILE IV. ELECTION OF OFFICERS

At the annual meeting in January, the members of the Commission shall nominate and elect from its membership a Chairperson and a Vice chairperson. The length of office will be one year. In case of a vacancy during the year, an election to fill such vacancy shall be held at the next regular meeting following such a vacancy, provided at least five (5) days written notice of such election is given to all Commissioners.

Review of each Commissioner's responsibilities will take place at the annual meeting.

ARTILE V. DUTIES OF OFFICERS

- 1. The chairperson shall:
 - a. Preside at all meetings;
 - b. Establish the agenda for all meetings and work sessions;
 - c. Appoint all committees and liaisons;
 - d. Sign such official papers as are prepared or approved by the Commission;
 - e. Call special meetings when necessary or requested by the members.
- 2. The Vice Chairperson shall perform the duties of the Chairperson in the absence of the latter.

ARTILE VI. DUTIES OF THE RECREATION DIRECTOR

- 1. The Recreation Director shall:
 - a. Administer all recreation policies established by the Board;
 - b. Recommend the activities and services to be provided by the Commission. Plan the overall program and maintenance of all recreation property and facilities;

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- c. Coordinate maintenance of all recreational parks, playgrounds, and recreational areas belonging to the Recreation Commission in conjunction with Parks Superintendent;
- d. Attend all Recreation Commission public meetings and work sessions;
- e. Procure all facilities necessary for scheduled events authorized by Commissioners;
- f. Coordinate all registrations and maintain permanent records of all registrants;
- g. Recruit recreation staff for all programs subject to approval of Recreation Commission. Supervise and train program coordinators and evaluate performance periodically;
- h. Submit to the Board a verbal monthly program report and a written financial statement;
- i. Submit an annual report reviewing the programs for the year with projections for the coming year. The annual report shall be submitted prior to the preparation of the annual budget;
- j. Submit annual budget to the Commission for review.

ARTICLE VII. DUTIES OF A LIAISON

- a. Meet in advance with all coordinators of sports and programs and approve all expenses and special sales required for said programs;
- b. Set up and oversee all registrations;
- c. Set up teams in conjunction with program coordinator and Recreation Director;
- d. Attend any meetings concerning staff and coaches;
- e. Periodically attend assigned programs while it is in progress;
- f. Make monthly verbal report to Commission.