

# Plaistow Recreation Commission

Plaistow, New Hampshire 03865

\*\*\*AS ADOPTED AND EXECUTED BY REC COMM AND BOS\*\*\*

This version of the Plaistow Recreation Constitution and Bylaws is hereby adopted on April 9, 2008 to take effect as of said date. Any previous Constitution(s) and Bylaws are hereby revoked, and the within documents shall be this entity's directive.

## CONSTITUTION

ARTICLE 1 This organization shall be called the Plaistow Recreation Commission, (hereinafter, "Commission").

### ARTICLE 2 MISSION STATEMENT

1. The mission of this Commission, in concert with the Board of Selectmen, town employees and other available resources, as established by RSA 35-B is:
  - a. To plan year round recreational programs for the residents of Plaistow;
  - b. To correlate the recreational activities provided by other local civic organizations into a unified recreation program;
  - c. To assume the responsibility of the functioning of recreation programs by attending and assisting at same; and,
  - d. To maintain, improve and develop recreational parks, playgrounds and recreational facilities.

### ARTICLE 3 MEMBERSHIP

1. The membership of the Commission shall be seven (7) citizens. All members shall be residents of Plaistow.
2. Terms of the office for charter members shall be according to RSA 35-B:4, but subsequent appointments will be for 3 years and expire on March 31 of the proper year.
3. Any prospective member shall attend two (2) meetings, be reviewed by the Commission and approved by majority vote of the Commission prior to the Commission recommending said individual for appointment.

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4. Vacancies, as they occur, will be filled by the Board of Selectmen based on recommendations for appointment by the Commission.
5. The Commission may accept citizens to serve as alternates to the Commission. There shall be no limit as to the number of alternates the Commission may have. Any prospective alternate shall attend two (2) meetings, be reviewed by the Commission and approved by majority vote of the Commission prior to acceptance as an alternate. An alternate will not be a voting member of the Commission except in the absence of a Commission member. Voting rights of the alternate members will be assigned based on their seniority. An alternate will be subject to removal in the same manner as a member as stated in sub-sections 7 and 8 below.
6. The Board of Selectmen will appoint an ex-officio member from the Board to serve as a non-voting liaison to the board. This liaison will attend all regular and special meetings.
7. It will be the duty of each member to take an active part in the direction of the board. If a member is absent from three (3) consecutive meetings without acceptable reasons and notification of absence, the member may be considered resigned at the discretion of the Commission.
8. If any member is deemed not to live up to the Mission Statement of the Commission, said member will be reconsidered as a member by majority vote of the full Commission for recommendation to the Board of Selectmen for removal and replacement.

### ARTICLE 4 MEETINGS

1. Regular meetings shall be held at least once a month on a predictable schedule.
2. Special meetings shall be called by the chairman upon request of two (2) members.
3. Regular and special meetings are held at the Plaistow Town Hall or other location and are open to the public.
4. The regular meeting held in April of each year shall be known as the Organizational Meeting. The purpose of this meeting will be election of chairman, vice-chairman and secretary.
5. The regular meeting in August shall be for the preliminary review of the budget and September shall be for final budget review.

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6. 50% existing member attendance will constitute a quorum at any regular or special meeting.
7. All meetings shall be conducted with respect to the opinions of others.

## ARTICLE 5 OFFICERS

1. The officers of this Commission shall be chairman, vice-chairman and secretary. At no time will one member hold more than one position.
2. These officers shall be elected at the Organizational Meeting each year for a one (1) year term.
3. In the absence of the chairman, the vice-chairman will be considered the temporary chairman. If both the chairman and vice-chairman are absent, the members present shall appoint a temporary chairman.

## ARTICLE 6 DUTIES OF OFFICERS

1. The chairman shall preside at all meetings of the Commission.
2. The chairman will represent the Commission at public affairs and shall maintain the dignity and efficiency of the board in all possible ways. If the chairman is found to be misrepresenting the consensus opinions of the Commission, the chairman can be removed by a majority vote of the entire Commission membership. The chairman shall be responsible for forwarding all recommendations for Commission member (re)appointment to the Board of Selectmen in a timely manner.
3. The vice-chairman shall have all the powers of the chairman if the chairman is unable to perform their duties. The vice-chairman will assume the role of treasurer for Commission financial matters if the need arises.
4. The secretary shall keep the minutes of all meetings and handle correspondence as needed. A record of all meeting minutes will be available at each meeting. The secretary will keep a file containing all Constitution and Bylaws and any amendments thereto and all minutes of the meetings and a scrapbook of all news articles which shall be made available to any member of the Commission for review upon request. In addition, the Secretary shall maintain a list of all Commission members which includes their contact information and individual term appointment/expiration dates. Likewise, a

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list of all alternates and their acceptance date for seniority voting privilege(s) shall be kept by the Secretary.

### ARTICLE 7 ELECTIONS

1. All officers shall be elected by ballot, nominations having been made from the floor. A majority vote of those present shall constitute an election.

### ARTICLE 8 RECREATION DIRECTOR

1. If the Commission in accordance with RSA 35-B and with town approval employs an administrative officer, such person shall be called the "Recreation Director."
2. The Commission will participate with the Town Manager in the selection of the Recreation Director. The Commission will also have input in the evaluation of the Recreation Director with the Town Manager.
3. The Recreation Director shall seek input from the Commission on issues of any significant importance. Day-to-day operational decisions will be made by the Recreation Director with the guidance of the Town Manager.
4. The Recreation Director will administer the policies set by the Commission and work toward goals set by the Commission in concurrence with those established by the Town Manager and Board of Selectmen through the Town Manager.
5. The Recreation Director will communicate at all regular meetings a "Director's Report" which will include any and all information regarding the activities for the Recreation Department and present the most recent summary of actual and budgeted expenses and encumbrances. This report may be provided in advance of the regular meetings so the Commission might attend to other pressing matters.
6. The duties of the Recreation Director shall be contained in a job description approved by the Commission, the Town Manager and the Board of Selectmen.
7. The Recreation Director will be responsible for notifying the Commission membership of all meetings.

### ARTICLE 9 COMMITTEES AND SPECIAL ADVISORY COMMITTEES

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1. The chairman, at any regular or special meeting, with the consensus of the Commission, shall have the power to appoint any Special Committees as the need may arise. Such committees shall not necessarily be restricted to members of the Commission. The chairman of any special committee shall be a member of the Commission.

## ARTICLE 10 AMENDMENTS

1. This constitution and by-laws may be amended as follows:
  - a. At any regular or special meeting;
  - b. By a majority vote of the full Commission;
  - c. Provided that such amendments have been given in writing to all members at least seven (7) days prior to the meeting; and,
  - d. Subsequently accepted by the Board of Selectmen.

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## BYLAWS

### ARTICLE 1 OPERATION FUNDS

1. The Board of Selectmen has received authority from the town meeting, under RSA 31:95-b and c to accept gifts and donations to be used for recreational activities.
2. Through the budget process, the town meeting annually approves a budget for recreation uses.

### ARTICLE 2 FISCAL YEAR

1. The fiscal year of the Recreation Department shall be January 1<sup>st</sup> to December 31<sup>st</sup>, the fiscal year of the town.

### ARTICLE 3 BUDGET

1. The Recreation Director shall prepare and present the budget to the Commission in August.
2. The Recreation Director and the Commission should reach a consensus on the budget prior to the Recreation Director's presentation to the town manager at the beginning of the budgetary season.
3. Copies of the budget requests will be submitted to the town manager for presentation to the Board of Selectmen and the Budget Committee for approval for addition to the town operating budget.

### ARTICLE 4 EXPENDITURE/REVENUE

1. The Recreation Director shall follow the town's purchasing policy.
2. The Recreation Director is responsible for the expenditure of the Recreation Department budget. All purchases by the Commission and/or its members must be made by purchase order signed by the Recreation Director and processed through the Town's standard review by the Town Manager and Board of Selectmen.
3. The Commission will advise and make recommendation to the Recreation Director to make specific expenditures for designated programs.

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4. It is the Recreation Director's responsibility to remain within the appropriated budget. Over expenditures can only be made after informing the Commission and with approval of the Town Manager and/or Board of Selectmen.
5. It is the responsibility of the Recreation Director to submit, in writing, to the Commission, at each regular meeting, a financial statement of the status of expenditures against the budget as well as a schedule of revenue.
6. The recreation funds can only be expended for lawful, recreational purposes within the total appropriation.

## ARTICLE 5 COMMISSION DUTIES

1. As outlined in RSA 35-B, it will be the duty of the Commission and the Recreation Director to seek the best qualified staff to carry on the programs planned, to interview and to recommend such staff to the Town Manager for hiring.
2. The Commission will oversee the planning of all town sponsored recreational activities within the Recreation Department.