

# **GLEN ROCK RECREATION BOARD**

## **BY-LAWS**

### **Article 1. NAME OF ORGANIZATION**

Section A. This organization shall be known as the GLEN ROCK RECREATION BOARD.

### **Article 2. MISSION STATEMENT**

Section A. "The Glen Rock Recreation Board is dedicated to developing, preserving, managing, maintaining and protecting the Glen Rock Park and acquiring park lands so we may offer a wide variety of leisure and recreation opportunities to the Glen Rock community."

### **Article 3. GOALS OF THE BOARD**

A. To maintain the highest quality of park and recreation services.

B. To pursue the acquisition of private or public property and/or funding for the purpose of creating, enlarging, and improving the public park, recreational areas and facilities within the community.

C. To promote the expansion and addition of recreation programs and activities in the Borough.

D. To maintain a sound fiscal long term plan and annual budget for the Glen Rock Recreation Board.

E. To pursue private and public donations, grants and fund raising to achieve the goals of the Board.

F. To periodically evaluate and assure that the services of the Glen Rock Recreation Board are consistent with its goals and objectives.

### **Article 4. RESPONSIBILITIES OF THE BOARD**

A. To advise in the, development, construction, improvement, maintenance, and regulation of new and existing park and recreational facilities.

B. To provide the monthly Treasurer's report to the Glen Rock Borough Council. To provide all original income and expense documentation to the Borough Office to comply with the Open Records Act and the annual audit of Borough records.

C. Ensure compliance with the Pennsylvania Borough Code, the Open Records Act, and other applicable laws regarding governing bodies.

**Article 5. ESTABLISHMENT OF RECREATION BOARD**

A. There is hereby created a Recreation Board in and for the Borough of Glen Rock in accordance with the authorization of Ordinance No. 205 (72-12) and was amended by Ordinance 318(90-6) of the Council of the Borough of Glen Rock, which states:

“BE IT ENACTED AND ORDAINED, and it hereby is enacted and ordained by the Council of the Borough of Glen Rock, York County, Pennsylvania, by the authority of the same, as follows:

Section 1 There is hereby created a Glen Rock Recreation Board, Said Board shall have all the powers and duties conferred upon it by law and any other powers vested in it by law, ordinance or direction of Borough Council.

Section 2. The Glen Rock Recreation Board shall consist of five (5) members who shall be appointed by Borough Council and shall serve without pay.

Section 3. The Glen Rock Recreation Board may receive and expend for its proper purposes any gifts, grants and appropriations of money from any other source, including Commonwealth, Federal or local funds, and may contract with governmental or private agencies or individuals with respect thereto; provided however, that it shall not accept funds which must be returned or repaid, or spend, commit or require funds for which the Borough could be liable for payment unless approval of the Borough Council is first obtained.

Section 4. The Glen Rock Recreation Board shall report annually during the month of October to the Borough Council, and at other times upon request of Borough Council, showing its transactions and recommendations.”

**Article 6. APPOINTMENTS AND TERMS OF OFFICE**

A. The Glen Rock Recreation Board shall consist of five (5) members, two (2) of the members may be members or appointees of the Southern York County School Board.. Further, should the number of members of the Board change in the future, that the majority of members must be residents of Glen Rock Borough. The other members may be from the Southern York County School District. The

members of the Recreation Board shall be appointed by Borough Council for an initial term of three (3) years or until their successors are appointed. Members may be reappointed for additional term/s of three (3) to five (5) years such that the expiration of the term remains staggered with at least two (2) other members. As much as practical, terms of members shall be staggered in such a manner that one (1) expires annually.

a. All persons appointed to the Recreation Board shall serve their full terms unless the members shall voluntarily resign or shall be removed by Borough Council for dereliction or neglect of duty. Vacancies on the Recreation Board occurring otherwise than by the expiration of a term of a member shall be filled for a term of up to three years such that the expiration of the term remains staggered from at least two (2) other members.

b. Terms will begin January 1<sup>st</sup> and end on December 31<sup>st</sup>.

B. Service Without Pay. The members of the Recreation Board shall serve without pay.

C. Attendance. Members are required to notify the Chairman in advance of inability to attend meetings: Members with three (3) consecutive absences, without notification to Chairman or Vice-Chairman, may be asked to resign or should be removed as a member.

#### Article 7. **BUDGET AND MANAGEMENT OF FUNDS**

A. Annual Budget and Report. The Recreation Board, each October, shall annually submit for approval to Borough Council a proposed budget for the ensuing year, setting forth all proposed expenditures, salaries and programs. It shall be the duty of the Recreation Board to submit the proposed budget and annual report to Borough Council, including an analysis of the community recreation areas, facilities; and leadership, with particular reference to the extent and adequacy of the program and its effectiveness in view of the public expenditures involved and public needs to be met. The annual report should include an update to the Recreation Board's Long Range Plan. The Recreation Board shall not in any manner obligate the Borough for the payment of any Borough funds until the same is appropriated by Borough Council.

B. The Borough Treasurer will pay all Recreation Board expenses from an account established for Recreation Board bills, programs and services.

C. The Borough Council must approve all invoices over \$500.

#### Article 8. **ELECTION OF OFFICERS**

Section A. At the first meeting in January, the members of the Recreation Board shall elect from its membership a Chairman, Vice-Chairman, Secretary and Treasurer.

## Article 9. **DUTIES OF THE OFFICERS**

### Section A. Duties of the Chairman

- a. The Chairman of the Board shall preside at the meetings of the Board and shall perform other duties ordinarily performed by that officer;
- b. To call special meetings upon request of two (2) members;
- c. To act as or assign a liaison between the Glen Rock Recreation Board and the Borough Council.

### Section B. Duties of the Vice-Chairman

The Vice-Chairman of the Board in absence of the Chairman shall perform all the duties of the Chairman of the Board.

### Section C. Duties of the Secretary

The Secretary shall perform the usual duties pertaining to this office. The Secretary shall keep or cause to be kept a full and true record of all the meetings of the Board and of all the meetings of standing committees of the Board and of such meetings as shall be requested of him/her.

### Section D. Duties of the Treasurer

The Treasurer shall present the monthly financial report and submit a final summary to the Board for the prior year at the first meeting in January. The Treasurer shall perform the financial responsibility duties.

## Article 10. **MEETINGS**

A. Regular meetings of the Recreation Board shall be held on third Tuesday of each month, except for the months of July and December, at 1 Manchester Street, Glen Rock, Pennsylvania 17327, unless otherwise agreed upon by the Board. The June and August meetings are held at the park unless there is inclement weather.

B. A majority of the members shall constitute a quorum.

C. The order of business at meetings of the Board shall be as follows:

- a. Call to Order
- b. Approval of Minutes
- c. Treasurer's Report
- d. Correspondence
- e. Courtesy of the Floor
- f. Chairman's Report
- g. Old Business
- h. New Business
- i. Announcements
- j. Adjournment

Article 11.       **FEES**

- A. All revenue shall be deposited into the Glen Rock Recreation Board account.
- B. The Board shall have the authority to charge fees for recreational programs and the rental of facilities and equipment.

Article 12.       **AMENDMENTS**

All amendments to these By-Laws must be proposed in writing at a regular meeting of the Board and acted upon at the next regular meeting. Changes will then be forwarded to the Borough Council for final approval.