

**SPOTSWOOD RECREATION DEPARTMENT**  
77 Summerhill Road, Spotswood, NJ 08884

**SPOTSWOOD RECREATION DEPARTMENT BYLAWS**

**ARTICLE I (Definitions)**

As used in these bylaws, unless a different meaning clearly appears from the context:

- 1) The Department shall be known as the Recreation Department of the Borough of Spotswood.
- 2) The Department shall consist of thirteen (13) members, plus a salaried part-time Director, and a salaried part-time Secretary. The Department will consist of nine (9) regular members with four (4) alternate members. The powers and duties of each member will be the same and all will have voting rights. An alternate member is exempt from the attendance requirement found under Article III, item 5 in these bylaws.
- 3) "Members" shall mean the members of the Recreation Department of the Borough of Spotswood. Members must reside in the Borough of Spotswood.
- 4) A member may be appointed or elected to one or more committees.

**ARTICLE II (Duties of the Department)**

Members of the Department shall:

- 1) Initiate and supervise studies of local conditions and needs affecting recreation; initiate and supervise the conducting of a broad program of recreational activities and services to meet the needs and desires of the community.
- 2) Recommend the acquisition, design and improvement of additional areas and facilities.
- 3) Establish and maintain cooperative relationships with the State, the Borough and other local agencies.
- 4) See that, as far as possible, all advertised or scheduled events start on time and at the designated place.
- 5) Appoint or employ all personnel, as required, to implement any or all recreational programs.

### **ARTICLE III (Meetings)**

- 1) Regular meetings of the Department shall be held on the second Wednesday of each month at the Borough Hall unless otherwise agreed upon by the Department.
- 2) The Chairperson or Vice-Chairperson may call special meetings upon the request of one member of the Department. Notice of a special meeting will be provided to all members with at least three (3) days notice of the prospective meeting date.
- 3) The majority of the regular members shall constitute a quorum. Quorum is defined as 5 members present at a meeting. As alternate members have voting rights, their presence counts towards a legal quorum.
- 4) A quorum being present, the order of business at the meeting of the Department shall be as follows:
  - a. Call to order
  - b. Roll Call
  - c. Reading of minutes of the last meeting
  - d. Correspondence (if applicable)
  - e. Report of active programs
  - f. Report of upcoming programs
  - g. Unfinished business
  - h. New Business
  - i. Report of Special Committees (if applicable)
  - j. Adjournment
- 5) Attendance at meetings
  - a. Regular attendance is a necessary responsibility of all Department members.
  - b. Failure of any regular member to attend three (3) consecutive meetings without good cause will require such a member to be contacted by letter from the Department to furnish an explanation of such absences.
  - c. Failure of the regular member to give satisfactory explanation (as determined by the members) by the fourth consecutive meeting will subject such member to termination from the Department, as determined by two-thirds majority of the members.
  - d. Failure of a regular member to attend six regular meetings annually may subject such member to termination from the department as per article 5.c
- 6) The Rules of Parliamentary Procedure shall apply to all meetings of the Department.

### **ARTICLE IV (Duties)**

- 1) The Chairperson shall:
  - a. Preside at all meetings
  - b. Notify the members of all meetings;

- c. Sign such official papers as are prepared or approved by the Department.
  - d. Call special meetings upon the request of one member.
  - e. Sign all vouchers for payment of same, and sign vouchers for payment of bills approved by the Department, or Director as needed.
  - f. Cause to be prepared an annual budget estimate, with the advice and aid of the part-time Director and /or members of the Department as needed. A yearly report, including a complete financial statement, shall be made to the members by the Chairperson and any other designees needed.
  - g. The Vice-Chairperson shall perform the duties of the Chairperson in the absence of the latter.
- 2) The Secretary shall keep a record of all meetings and perform other routine duties as may be prescribed by the Department.
  - 3) The part-time Director shall assist members as required; order equipment, supplies, trophies, or other materials as needed; maintain an inventory of equipment and supplies; and perform other duties as specified in the job description of the part-time Director.
  - 4) The part-time Director shall arrange for notification of programs and events to the student body of the school system, as well as solicit the cooperation of the Board of Education and the school administration; as required. The part-time Director shall assist the Chairperson in the preparation of the annual budget and perform such additional duties as is designated by these bylaws or delegated to the part-time Director by the Chairperson.
  - 5) The Committee Chairperson shall organize, coordinate, and oversee the Department programs; provide the part-time Director with the information required to order equipment, supplies, trophies, or other materials required for designated programs; provide the Chairperson with budget requirements prior to preparation of the budget; and perform such duties as required by the Chairperson of the Department.
  - 6) The Communications Liaison shall arrange for publicity required to advertise programs and other events and work with the members of the Department to promote the positive image of Spotswood Recreation and ensure its activities are known to the residents of the Borough.

## **ARTICLE V (Committees)**

- 1) The Chairperson shall appoint all committees, unless otherwise provided for by special resolution.
- 2) The Chairperson shall be an ex-officio member of all committees and, as such, notified of all committee meetings.

- 3) Any Committee established shall consist of at least three members of the Department.
- 4) A Personnel Committee may be established from time to time as needed. Such committee shall consist of three members of the Department. This committee shall consider all applicants for available positions and make recommendations to the membership for appointments. This committee shall also consider all personnel for Department membership and make recommendations to the Borough Mayor for such appointments. The Personnel Committee is empowered to make emergency appointments, which must be confirmed at the next regular meeting of the Department. The Department must approve wage and salaries for permanent and temporary personnel. An annual salary schedule will be read and approved at a regular meeting of the Department.
- 5) Special committees shall be appointed for such purposes as the Department may determine and may be appointed from within or outside the Department.

**ARTICLE VI (Amendments)**

- 1) These bylaws may be amended at a regular meeting of the Department by a two-thirds majority vote of the members present provided said amendment was proposed by a Department member at the preceding regular meeting of the Department. The bylaws must first be read, discussed and proposed for adoption at a regular meeting of the Department. In a subsequent regular meeting of the Department, the amended bylaws must be voted on for approval.
- 2) A copy of the bylaw amendments shall be provided to each member ten (10) days prior to voting for adoption. Each member shall be informed of the scheduled date for said voting ten (10) days prior to the vote.

The above bylaws were approved at the regular  
meeting of the Spotswood Recreation Department held on \_\_\_\_\_