

**GLOVERSVILLE RECREATION DEPARTMENT  
BY-LAWS (as approved March 27, 2014)**

**ARTICLE I**

**Name**

The name of this organization shall be the Gloversville Recreation Department.

**ARTICLE II**

**Purpose and Philosophy**

**Section I**

The Gloversville Recreation Department is a city department serving the City of Gloversville, the head of which is the Gloversville Recreation Commission. The purpose of the Gloversville Recreation Department is to provide and/or coordinate recreational and social activities and events for all citizens of the City of Gloversville.

**Section II**

The mission of the Gloversville Recreation Department is to provide quality recreational and social activities and events for all members in our ever-growing community.

**ARTICLE III**

**Name of Advisory Board**

This organization shall be known as the Gloversville Recreation Commission.

**ARTICLE IV**

**Objective**

The Gloversville Recreation Commission is created for the purpose of planning, coordinating and organizing all Gloversville Recreation Department recreational and social activities and events to City of Gloversville residents.

## **ARTICLE V**

### **Membership**

#### **Section I**

The Gloversville Recreation Commission shall consist of a minimum of five and a maximum of seven voting adult members who shall be appointed by the Gloversville Common Council upon recommendation of the Mayor of Gloversville.

- A. Voting members shall be adult residents of the City of Gloversville.
- B. Commission members shall be representative of the clientele it serves.
- C. There shall be a maximum of two youth members, with no voting power, on the Commission, who shall be appointed by the Gloversville Common Council upon recommendation of the Mayor of Gloversville.
- D. The Director of Recreation shall not have voting power except in a case of a tie and shall be provided with veto power, which a majority of Commission members can override.
- E. There shall be two liaisons from the Gloversville Common Council on the Commission, with no voting power, to offer support and recommendations to the Commission.
- F. There shall be a Chairperson of the Commission elected on an annual basis by the Commission, who shall work under the direction of the Director of Recreation and may facilitate meetings upon request of the Director.
- G. There shall be a Recording Secretary of the Commission elected on an annual basis by the Commission who shall work under the direction of the Director of Recreation and will keep all meeting minutes and notes. The Recording Secretary will keep all records of votes and approvals.
- H. There shall be a Treasurer of the Commission elected on an annual basis by the Commission who shall work under the direction of the Director of Recreation and will keep all financial records and notes. The Treasurer will prepare an annual budget.
- I. The City of Gloversville department staff (i.e. Finance Department, City Clerk, and Department of Public Works) will be available to assist and provide expertise to the Director of Recreation and the Commission as any other city department.

#### **Section II**

The full term of office for Commission Members shall be three years.

- A. The terms of the Chairperson, Recording Secretary and Treasurer shall be for one year.

- B. The Chairperson, Recording Secretary and Treasurer may be re-elected to the office by the Commission.

## **ARTICLE VI**

### **Desired Qualities for Commission Members**

#### **Section I**

- A. Some knowledge of recreational and social activities that would be available in the community.
- B. The ability to plan, coordinate and organize recreational and social activities in the community.
- C. The willingness to attend board meetings on a regular basis and to serve on a committee as needed.
- D. The availability and desire to help out with the Gloversville Recreation Department activities and events.

#### **Section II**

The composition of the Gloversville Recreation Commission is designated as follows:

#### **Voting Adult Members (7)**

Any City of Gloversville resident 18 years or age or older

#### **Nonvoting Youth Members (2)**

Any City of Gloversville resident enrolled in school

- Students must maintain passing grades in order to remain an active member
- Students must remain enrolled in school in order to remain an active member
- Students that graduate during their appointment may remain an active member until their term expires

#### **Gloversville Common Council Liaison (2)**

#### **Non-voting General Members (no limit)**

Any City of Gloversville resident willing to volunteer for recreational and social events and activities planned by the Commission.

## **ARTICLE VII**

### **Commission Members Powers, Duties and Responsibilities**

#### **Section I**

Director of Recreation

- A. Director will be responsible directly to the Mayor of Groversville
- B. Act as a liaison between the administrative and legislative bodies in the City of Groversville in respect to the solution of issues regarding the Groversville Recreation Department.
- C. Work in cooperation with the Commission to plan, coordinate and organize all Groversville Recreation Department recreational and social activities and events to the City of Groversville residents.
- D. Coordinate recreational and social activities and events with the other agencies to provide to City of Groversville residents.
- E. To meet all other responsibilities as outlined in Director of Recreation job description.
- F. In the absence of a Director of Recreation, the Chairperson of the Groversville Recreation Commission will act as a liaison between the administrative and legislative bodies in the City of Groversville and coordinate recreational and social activities and events with the other agencies.

**Section II**

**Commission Members**

- A. Appoint any committees as may be needed to carry out recreational and social activities and events.
- B. Work in cooperation with the Director of Recreation to plan, coordinate and organize all Groversville Recreation Department recreational and social activities and events to City of Groversville residents.

**ARTICLE VIII**

**Meetings/Attendance**

- A. The Commission shall convene one time per month for regular meetings on the fourth Thursday of each month.
- B. The Director of Recreation shall be empowered to postpone or reschedule a regular meeting if necessary.
- C. At least one week notice shall be given for each meeting and committee meeting.
- D. A quorum shall be a majority of the active Commission members when voting on an issue.
- E. The Director of Recreation shall be empowered to take official action on behalf of the Commission in an emergency situation (i.e. if a decision needs to be made prior to next scheduled meeting). This is subject to approval of the Commission at the next

regular meeting. If the situation requiring the emergency decision has not yet taken place, Commission can override decision with a majority vote.

- F. Each member of the Commission shall have one vote at each meeting and shall not be entitled to vote by proxy nor shall any proxy be counted in determination of the presence of a quorum.
- G. After a Commission member misses two meetings without prior notification to the Director of Recreation, the Director will send a letter to the member indicating that if they miss another meeting without notification, they will be recommended for removal from the Commission.
- H. Any Commission member who misses three or more meetings in a twelve-month period, without prior notification to the Director of Recreation, shall be considered to be an in-active member. The Commission Chairperson shall then recommend this person to the Mayor of Gloversville for removal from the Commission.
- I. In the event that a Commission member misses more than sixty percent of the meetings in a twelve-month period, that member shall be considered to be an in-active member. The Commission Chairperson shall then recommend this person to the Mayor of Gloversville for removal from the Commission.

## **ARTICLE IX**

### **Committees**

Special committees may be formed at the discretion of the Commission as needed. These committees may have members on them who are not members of the Commission. These non-member committee members shall be subject to approval by the Director of Recreation and are subject to the direction of the Commission. The Commission shall appoint a chairperson and vice chairperson for each special committee.

- When practical, it is desired that one previous chair and one new chair shall oversee committees that are on a recurring or annual basis.
- The chair of each committee shall provide a report summarizing the committees work within one month after each event. The report shall include:
  - Description of the activity
  - List of contacts needed to conduct the activity
  - Copies of permits and permissions required to conduct the activity
  - Detailed summary of income and expenditures for the activity
  - Description of other information and know-how needed to conduct the activity

## **ARTICLE X**

### **Expenditures**

- A. All discretionary expenditures require a majority vote of the Gloversville Recreation Commission at a regular or special meeting.
- B. Approvals must identify the specific item(s) for expenditure.
- C. Cash advances may be granted for specific items with approval.
- D. Reimbursements may be granted for specific items with approval.
- E. Subcommittees may maintain a cash balance during the duration of the activity for the purpose of receiving income, providing change and incidental purchases of specific items with approval.
- E. Expenditures under \$250 must have a majority vote of the Recreation Commission prior to submitting a request for disbursement.
- F. Expenditures of \$250, or more, must use the following procedure:
  - 1. An intent purchase must have a majority vote of the Recreation Commission
  - 2. The intent to purchase must be sent to the Common Council for approval at regularly scheduled council meetings
  - 3. Upon receipt of Common Council approval, the purchase process may proceed and a request for disbursement may be submitted.
- G. Requests for disbursement must be signed by the Recording Secretary and the Treasurer and be submitted to the City of Gloversville Finance Department along with a record of Common Council approval, when needed. In the event the Recording Secretary or Treasurer is a party receiving the disbursement, the Chairman will sign on behalf of the receiving party.

## **ARTICLE XI**

### **Amendments**

The Gloversville Recreation Commission's By-Laws may be amended by a simple majority vote of a quorum at any Commission meeting.

## **ARTICLE XII**

### **General Rules**

Robert's Rules of Order, Newly Revised, shall be authority in all cases to which they are applicable and not inconsistent with the by-laws.