

BY-LAWS  
BOARD OF RECREATION COMMISSIONERS  
BOROUGH OF BOUND BROOK

ARTICLE I (Definitions)

1. As used in these by-laws, unless a different meaning clearly appears from the context:
  - a. The Board shall be known as the Board of Recreation Commissioners of the Borough of Bound Brook.
  - b. "Commissioner" or "Commissioners" shall mean the members of the Board of Recreation commissioners of the Borough of Bound Brook.
  - c. "Members" shall mean the members of the Board of Recreation commissioners of the Borough of Bound Brook.
  - d. "Board" shall mean the Board of Recreation Commissions of the Borough of Bound Brook.
  - e. A member may be appointed to one or more committees.
2. The Fiscal year shall be the calendar year.
3. The Treasurer of the Board shall be the official treasurer of the Borough of Bound Brook.

ARTICLE II (Duties of Board)

Members of the Board shall:

- a. Initiate and supervise studies of local conditions and needs affecting the recreation, initiate and supervise the conducting of a broad program of recreation activities and services to meet the needs and desires of the community.
- b. Recommend the acquisition, design and improvement of additional areas and facilities.
- c. Establish and maintain cooperative relationships with the State, the Bound Brook School District, and other local recreation agencies.
- d. See that as far as possible all advertised or scheduled events start on time and at the designated place.
- e. Appoint or employ all personnel.

- f. Should attend all meetings. Should a member miss three consecutive meetings without prior notification, the Commission should declare the position vacant and request that the Borough Council appoint an appropriate replacement.

#### ARTICLE III (Meetings)

1. Regular meetings of the Board shall be held on the third Tuesday of each month at the Recreation Center, Codrington Park, Bound Brook.
2. The annual meeting shall be the January meeting.
3. Four members shall constitute a quorum.
4. A quorum being present, the order of business at the meetings of the Board shall be as follows:
  - a. Roll call
  - b. Election of officers
  - c. Reading of the minutes of the last meeting
  - d. Public Comment for agenda items only
  - e. Communications
  - f. Recreation Director's report
  - g. Report of standing committees
  - h. Report of special committees
  - i. Report of treasurer
  - j. Unfinished business
  - k. New business
  - l. Public comment for non-agenda items.
  - m. Adjournment

#### ARTICLE IV (Election of Officers)

1. At the annual meeting, the members of the Board shall elect from its membership a Chairman, vice-Chairman, and secretary. In case of a vacancy during the year, an election to fill such vacancy shall be held at the next regular meeting following such vacancy, provided at least five (5) days written notice of such election shall have been sent to all the Commissioners.
2. Officers shall be elected to serve for one year, and until their successors have been duly elected and qualified.

#### ARTICLE V (Duties of Officers)

1. The Chairman shall:
  - a. Preside at all meetings.
  - b. Sign such official papers as are prepared or approved by the Board.

- c. Call special meetings upon the written request of two (2) members.
  - d. Cause to be prepared an annual budget estimate with the advice and aid of the Finance Committee.
2. The Vice-Chairman shall perform the duties of the Chairman in absence of the latter.
3. The Secretary shall notify the members of all meetings; keep a record of all meetings; and schedule special meetings upon request of the Chairman. The Secretary shall perform other routine duties as may be prescribed by the Board.

#### ARTICLE VI (Committees)

1. All standing committees shall be confirmed by the vote of the Board.
2. The Chairman shall appoint all committees, unless otherwise provided for by special resolution.
3. The Chairman shall be an ex-officio member of all committees and as such, notified of all committee meetings.
4. A Finance and Policy Committee consisting of two (2) members of the Board act according to the requirements of the borough, in the receiving and disbursement of funds. The Finance and Policy Committee shall assist the Chairman in the preparation of the annual budget and perform such additional duties as designated in these by-laws or delegated to it by the Chairman. A yearly report including a complete financial statement shall be made by the Finance and Policy Committee at the annual meeting.
5. A Pool and Personnel Committee consisting of two (2) members of the board shall consider all applicants for available positions and make recommendations to the board for appointments. The Pool and Personnel Committee is empowered to make emergency appointments, which must be confirmed at the next regular meeting of the Board. This committee may confer with the Mayor and Council of the Borough of Bound Brook on matters pertaining to personnel. Wages and salaries for personnel must be approved by the Board.
6. Other standing committees:
  - a. Facilities Committee
  - b. Program Committee
7. Special committees shall be appointed for such purposes as the board may determine and be appointed from within or outside the Board.

## ARTICLE VII (Amendments)

These by-laws may be amended at a regular meeting of the Board by a vote of approval of at least four members, provided said amendment was proposed in writing by a board member at the preceding regular meeting of the Board.

The above by-laws were approved at the 9/17/2013 regular meeting of the Board of Recreation Commissions.

Original review	3/19/2013	
1 <sup>st</sup> review	4/16/2013	
2 <sup>nd</sup> review	9/17/2013	
Added Attendance Policy in Article II		3/28/2014
Modified meeting date in Article III		6/24/2014
Modified meeting date and location in Article III		1/21/2016