

**PINE CREEK TOWNSHIP – CLINTON COUNTY**

**RECREATION COMMITTEE – AMENDED BY-LAWS**

1.01 – Creation of Board; Membership: There is hereby created a Recreation Committee in and for the Township of Pine Creek, Clinton County, Pennsylvania, which shall hereafter be called the “Pine Creek Township Recreation Committee.” The Committee shall consist of nine (9) members. All members of the Recreation Committee shall serve without compensation but may be reimbursed for necessary and reasonable expenses. However, elected, or appointed officers or employees of the Township of Pine Creek shall not, by reason of membership thereof, forfeit the right to exercise the powers, perform the duties or receive the compensation of the municipal offices to be held by them during such membership.

1.02 – Purpose: The Recreation Committee shall be formed as a volunteer organization to promote a cooperative effort by resolving to provide recreational facilities, services and programs for residents of the municipality. The purpose of this organization will be to:

- A. Provide a variety of recreation opportunities to all of the residents of the area.
- B. Provide recreation opportunities to all people and all age groups, races and economic levels.
- C. Consider the needs and resources of the area in program planning.
- D. Involve the public in planning, programming and leadership.
- E. Provide adequate and safe facilities in accordance with accepted design standards.
- F. Assure that planning for recreation is a cooperative process.
- G. Achieve the coordination of recreation activities, facilities, and programs between agencies.
- H. Promote good conservation and environmental practices within the area.
- I. Guide, instruct and instill a personal code of conservation ethics throughout the area.
- J. Continually evaluate programs, facilities, and leadership.

1.03 – Powers and Duties:

A. The Recreation Committee shall maintain, operate, and supervise the public parks, playfields and all public recreation facilities and areas indoor and outdoor, owned or controlled by said Committee and contained in the following list, which may be amended by the Pine Creek Township Board of Supervisors from time to time, at the sole discretion of the Pine Creek Township Board of Supervisors:

(i) Woolrich Park, including the picnic and baseball facilities contained therein.

B. The Recreation Committee shall have the right to select and recommend the employment and/or discharge of all recreational personnel necessary to carry out and implement the provisions of this chapter, as it deems proper, whose salaries, wages and other necessary expenses, when approved by the Board of Supervisors of the Township of Pine Creek, shall be provided for through proper appropriations of the Board of Supervisors. The Board of Supervisors shall ratify the hiring and firing of all recreational personnel.

1.04 – Committee Composition / Membership:

A. The Committee shall consist of nine (9) members, appointed by the Pine Creek Township Board of Supervisors. Vacancies occurring for reasons other than the expiration of terms shall be filled as they occur for the remainder of the unexpired term.

B. The term of each member of the Committee shall be for four (4) years, or until his or her successor is appointed and qualified, except that the terms of the members first appointed pursuant to this Part shall be so fixed so that no more than three (3) members shall be reappointed or replaced during any future calendar year, subject to the absolute right of the Board of Supervisors to remove any member of the Recreation Committee at the pleasure of said Supervisors. The initial term of the members first appointed pursuant to this Part shall not be less than two (2) years, subject to the absolute right of the Supervisors to remove any such member at the discretion of the Board of Supervisors.

C. The Chairman of the Recreation Committee shall promptly notify the Board of Supervisors concerning vacancies in the Recreation Committee and such vacancy shall be filled for the unexpired term.

D. Should the Board of Supervisors decide to reduce the number of members on the Recreation Committee, such reduction shall be effectuated by allowing the terms to expire and by making no new appointments to fill the vacancy. Any reduction or increase may be by resolution.

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#### 1.05 – Officers of the Committee:

A. There shall be a Chair, Vice Chair, Secretary and Treasurer of the Recreation Committee. An annual election of the Chair, Vice Chair, Secretary and Treasurer shall be held by the Committee members and shall occur at the regular monthly meeting in January. Officers shall serve for one year from election with eligibility for re-election. New officers shall take office at the subsequent regular meeting in February. In the event an officer's appointment to the Committee is terminated, a replacement to this office shall be elected by the Committee, from its membership, at the meeting following the termination. No member shall serve in more than one (1) officer position at the same time, except that the offices of Secretary and Treasurer may be combined into a joint Secretary/Treasurer office.

#### B. Duties of the Officers –

(i) Chair: Shall preside at all meetings of the Committee; enforce order and decorum; and perform such other functions as the Committee may from time to time decide upon.

(ii) Vice Chair: Shall function as Chair at any meeting from which the Chair is absent; and perform all other functions of the Chair when the Chair is incapacitated. When both the Chair and Vice Chair are absent, those Committee members who are present shall select a temporary Chair.

(iii) Secretary: Shall take minutes of all meetings of the Committee and give an account of discussions at the next regular meeting.

(iv) Treasurer: Shall keep a true and correct account of all money belonging to the Committee which may come into their hands, and deposit it into a checking account in a banking institution elected by the Committee. They shall not disburse any money except on an order authorized by the Committee. When the checking account is set up, two (2) signatures are required. The treasurer shall keep a true and correct account of all disbursements including all cancelled checks. The Treasurer shall make a report on the condition of the monies at each meeting of the Committee and shall provide an annual detailed statement of the financial condition of the Committee. The Treasurer shall also provide a report of the financial condition of the Committee to the Board of Supervisors before each regular meeting of the Board. Upon the expiration of their term of office or the selection or appointment of a successor, they shall deliver all monies, books, and papers in their possession to the successor or to the Committee. The Committee shall conduct an audit of all activities of the checking account upon the selection/appointment of a successor treasurer. Such an audit shall be performed by a certified public accounting firm.

1.06 – Meetings and Quorum: Official meetings of the Committee shall be held monthly unless determined otherwise by the Committee. The Chair of the Recreation Committee

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or in his/her absence the Vice Chair, may call a special meeting of the Committee at any time by giving each member 24 hours' notice. The quorum of the Committee is at least one more than the number absent of the appointed members.

1.07 – Authority of the Committee: The Committee shall serve exclusively as an advisory function to the Board of Supervisors. The Recreation Committee shall prepare and present to the Board of Supervisors such recommendations pertaining to the duties established in Section 1.03, *supra*, consistent with the purpose of the Committee outlined in Section 1.02 and in accordance with the Pine Creek Township Code of Ordinances.

1.08 – Amendment of By-Laws: The within By-Laws may be amended from time to time upon a majority vote of the Pine Creek Township Board of Supervisors at any regular or special Township meeting.

**The foregoing Amended By-Laws are hereby adopted and approved by the Pine Creek Township Board of Supervisors this 12<sup>th</sup> day of July, 2023, upon approval at the regular monthly meeting of Pine Creek Township, and supersede any and all prior versions of the By-Laws of the Pine Creek Township Recreation Committee.**

ATTEST:

*Darlene S. Macklem*

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Darlene Macklem – Secretary/Treasurer

*Dean Edwards, Jr.*

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Dean Edwards, Jr. – Chairman

*John M. Reese*

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John M. Reese

*Kenneth J. Packard*

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Kenneth J. Packard

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