

Resolution No. R-3-21

Bylaws of the White Township Recreation Advisory Board

ARTICLE 1. NAME

101. This Board shall be known as the White Township Recreation Advisory Board, White Township, Indiana County, Pennsylvania (referred to as "Rec. Board"). The Rec. Board was organized by the White Township Supervisors (referred to as "Supervisors") and exists as an advisory recreation board pursuant to Ordinance No. 1087 enacted March 10th, 2021.

ARTICLE 2. PURPOSE

201. The Rec. Board shall act as an advisory body for the Supervisors on topics relative to the Recreation Department but shall have no power to make policy, administrative or budgetary decisions.

202. The Rec. Board will be a forward looking body that plans and researches future projects, grant applications and programs. The Rec. Board will be tasked with gathering community and professional input to guide discussions and recommendations to the Supervisors.

204. The Rec. Board shall on occasion act as a liaison between the Supervisors, and the residents of White Township for recreation programs and facilities.

ARTICLE 3. MEMBERSHIP

301. The Rec. Board shall be composed of five (5) residents of White Township and shall represent a diverse cross section of the White Township sports and recreation community. Members shall be appointed by the Supervisors based on experience and interests for a five (5) year term, except for the initial appointments which shall be one for a one (1) year term, one for a two (2) year term, and one for a three (3) year term, one for a four (4) year term, and one for a five (5) year term to establish staggered terms. Subsequent appointments shall be for five (5) year terms.

302. Vacancies on the Rec. Board shall be declared (as described in Resolution No. R-7-15) by the Supervisors under the following conditions: 1) Completion of a Term, 2) Death of a member, 3) Resignation of a member, 4) Removal of a member for cause. After a vacancy announcement and a minimum of twenty-eight (28) days to receive and review applications, the Board of Supervisors at the next regularly scheduled meeting may fill the vacancy by majority vote. Interested White Township residents shall submit applications to the Supervisors including a cover letter and resume clearly identifying interest for serving on the Recreation Board. At a minimum the Supervisors require the following qualifications: 1) Be a United States Citizen, 2) Be at least eighteen (18) years of age, 3) Be a resident of White Township at least one year immediately preceding the appointment, 4) Be a registered voter, 5) Not have a prohibited interest in any contract with the Township or children.. The Supervisors shall consult with the Recreation Director prior to appointment of members.

303. Members shall not be eligible for reappointment after having served two (2) consecutive full terms.

304. Vacancies shall be filled for the balance of the unexpired term by appointment from the Supervisors. Recommendations for appointment may be made by the Rec. Board.

305. A member who misses more than three (3) unexcused regular meetings shall lose status as a member of the board and shall be replaced. A member should notify the Chairman of any anticipated absence prior to the meeting.

306. An orientation meeting for newly appointed members shall be conducted by the Chairman within thirty (30) days after appointment.

307. The acting White Township Recreation Director shall attend or appoint a staff member to attend all Rec. Board meetings. The Recreation director will be responsible for guiding conversations with budgets, resources, and staffing considerations in mind.

ARTICLE 4. OFFICERS

401. An annual election of Chairman, Vice Chairman, and Secretary shall be held by the board members and shall occur at the annual re-organization meeting which is the first regularly scheduled meeting of the New Year. New officers shall take office at the re-organization meeting.

402. Records, meeting minutes, and correspondence shall be maintained by an employee of White Township and will be designated by the Recreation Director.

403. Officers shall serve for one (1) year terms and shall be eligible for re-election.

404. In the event an officer's appointment to the advisory board is terminated, a replacement to this office shall be elected by the Board from its membership at the meeting following termination.

ARTICLE 5. DUTIES OF OFFICERS

501. Chairman:

The Chairman shall preside at all meetings of the Board. The Chairman shall represent the Board at public affairs, when appropriate, and present all Rec. Board recommendations to the Supervisors or appoint a designee to perform the duty.

502. Vice Chairman:

The Vice Chairman of the Board shall, in the absence of the Chairman, perform all duties of the Chairman. The Vice Chairman shall be responsible for assisting the Chairman.

503. Secretary

The secretary shall ensure that meeting notices and agendas shall be distributed to members three (3) days prior to the meetings. The Secretary shall also ensure that proper notice of all meetings shall be given to the public and the media.

ARTICLE 6. MEETINGS

601. The Rec. Board shall hold a regularly scheduled bi-monthly meeting at a time and place it shall so designate. Regular meetings should be scheduled at the annual re-organization meeting and the year's schedule advertised once in the local paper as a public meeting.

602. The Chairman may call a special meeting of the Board by giving a minimum 24-hour notice to each member and the general public. A special meeting may be scheduled upon request by a majority of the Board members.

603. A quorum of the Board shall be in attendance before action of an official nature can be taken. A quorum shall consist of a simple majority and a simple majority of the quorum in attendance shall be required to approve any motion.

604. Order of business at a regular meeting shall be as follows:

Approval of Minutes of previous meeting

Report of the Chairman

Report of Committees

Report of the Recreation Director

Old Business

New Business

Comments and requests from guests

Adjournment

605. For requesting copies of Rec. Board minutes/public documents read the White Township Right-To-Know Policy for Open Records Request - see attached Resolution No. R-18-08.

ARTICLE 7. COMMITTEES

701. The Rec. Board may organize temporary or standing committees as it deems necessary in order to carry out the responsibilities of the Board, contingent on the Board of Supervisors approval.

702. Standing committees may be appointed at the organization meeting or when deemed necessary.

703. Each committee shall consist of not less than three (3) members with the Chairman of each committee being a member of the Rec. Board.

704. Committees may be composed of members from the community, representative of civic groups, schools, and other appropriate parties. Committee members may be non-residents of White Township.

705. A record of the actions of each committee shall be kept by the Committee Chairman and reported to the Rec. Board at its next meeting.

ARTICLE 8. COMPENSATION AND EXPENSES

801. The members of the Rec. Board shall serve without compensation, but shall be entitled to re-imbusement for subsistence and travel to professional recreation meetings, conferences and workshops, with such reimbursement being made in compliance with general White Township policies.

Article 9. ANNUAL REPORT

The Rec. Board shall submit an annual report to the Supervisors, including an analysis of the adequacy and effectiveness of community recreation areas, facilities and leadership. The Rec.Board can decide the scope and content to include in the report and should contain a synopsis of work completed and planned for the future.

ARTICLE 10. AMENDMENTS

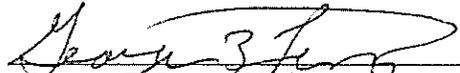
1001. Amendments to the by laws must be proposed in writing at one regular meeting and acted upon at the next regular meeting. Final approval of proposed amendments shall be the responsibility of the Board of Supervisors. The Supervisors reserve the right to amend the by laws on its own initiative.

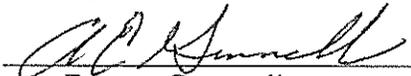
Approved by the Board of Supervisors this 10th day of March, 2021.

Attest:

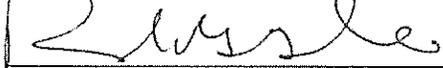

Secretary

White Township Board of Supervisors:


George E. Lenz, Chairman


A. Eugene Gemmell


Gail L. McCauley


Richard Gallo


Sandi Gillette