

APPENDIX B

**Crescent Township
Parks and Recreation Board**

BY-LAWS, RULES AND REGULATIONS

Source: www.crescenttownship.com/

ARTICLE I. NAME

- A. This Board is known as the Crescent Township Parks and Recreation Board hereinafter referred to as the "Park Board".

ARTICLE II. PURPOSE

- A. Assist the Crescent Township Board of Commissioners to enhance the community opportunities to fulfill their needs.
- B. Serve as a liaison between the Board of Commissioners and the Citizens of the Township.

ARTICLE III. MEMBERSHIP

- A. The Park Board shall consist of five (5) voting members appointed by the Board of Commissioners from the Township at large. Each member shall have one (1) vote. One (1) alternate may also be appointed and would be entitled to vote only in the absence of a regular member.
- B. The Commissioner appointed to the Parks and Recreation shall serve as a liaison to the "Park Board" but shall not be entitled to vote.
- C. Members shall serve five (5) year terms which shall conclude on December 31st of their fifth year. Terms of office shall be staggered in such a manner that at least one (1) expires annually. Vacancies shall be filled by the Board of Commissioners in like manner as original appointments except the

term of office is restricted to the un-expired term of the member being replaced.

- D. The Board of Commissioners may, at the recommendation of the "Park Board", remove any member for misconduct or neglect of duty.

ARTICLE IV. OFFICERS

- A. The Officers of this Board shall be a President, Vice President, Treasurer and Secretary. The Officers shall be elected at the organizational meeting in January to serve for one year or until a successor shall be elected. Vacancies in office shall be filled by special election.
- B. President. The President shall preside at all meetings, appoint committees, and call special meetings when he/she deems it advisable.
- C. Vice President. The Vice President in the absence of the President shall perform all the duties of the President.
- D. Treasurer. The Treasurer shall keep a true and permanent record of all funds both collected and dispersed.
- E. Secretary. The Secretary shall perform the usual duties of the office and shall keep a full and true permanent record of all meetings of the Board, both regular and special meetings.

ARTICLE V. MEETINGS

- A. Regular meetings shall be held the fourth Tuesday of each month unless otherwise agreed upon by the Board.
- B. All regular meetings are to be held at the Municipal Building, 225 Spring Run Road, Crescent, PA 15046.
- C. The meetings shall convene at 7:00 p.m. unless

APPENDIX B

- otherwise agreed.
- D. Three (3) voting members shall constitute a quorum at any regular or special meeting.
- E. All meetings are open to the public.
- F. The following shall be the order of business;
 - a. Call meeting to order
 - b. Reading of the Minutes of prior Meeting
 - c. Attend to any Old Business
 - d. Attend to any New Business
 - e. Reading of any Correspondence
 - f. Board Member Comments
 - g. Public Comments
 - h. Adjournment

ARTICLE VI. GOALS & RESPONSIBILITIES OF THE BOARD

- A. Plan and conduct the Calendar of Events for the current year.
- B. Keep the Township Secretary informed and updated on the plans for these events so that he / she can answer questions directed to the Township Office by the citizens, media and update our Township Web Site ([Http://www.crescenttownship.com](http://www.crescenttownship.com))
- C. All activities and / or changes be presented to the Commissioner, before being acted upon.
- D. Upon the conclusion of events conducted by the Park Board, the Township Secretary should be given all important details, so that he / she may inform the media.
- E. Keep the Township Public Works Department and Public Safety Department informed as to any special needs for events planned.
- F. Coordinate all planned expenditures with the

Township Secretary, to be certain we remain within our budget.

ARTICLE VII. AMENDMENTS

- A. These by-laws may be amended by the membership at a meeting at which there is a quorum, held after reasonable notice to the members of the Board and upon concurrence of the Crescent Township Board of Commissioners.