

# **Bylaws of the Oakland Recreation Commission**

## **Purpose**

The Recreation Commission shall regulate the proper use of all playgrounds and recreational places within the Borough as defined by NJSA-40:12-1 et seq. and Chapter 2 Section 2-7.1 of the code of the Borough of Oakland.

## **Goals**

The board shall provide organized programs for the proper use of these playgrounds and will administer said programs to provide recreational activities on said land for all users of above facilities. It shall manage, develop, implement and evaluate a wide variety of recreation programs and activities for the Borough of Oakland.

## **Article I Definitions**

The following definitions are used in these by-laws:

1. The Board: Shall mean as the Board of Recreation Commissioners;
2. Commission: Shall mean the members of the Board of Oakland Recreation Commissioners as appointed by the Mayor;
3. Members: Shall mean the members of the Board of Recreation Commissioners;
4. Committee: Shall mean a selection of members, not less than two, to fulfill a particular function of the Board;
5. Standing Committee: Shall be permanent Committees and will consist of Commission members only, unless approved by the Board;
6. Special Committee: Shall be temporary Committees, convened as necessary, and may contain non-Commission members.

## **Article II Powers and Responsibilities of the Board**

1. Initiate and supervise studies of local conditions and needs affecting recreation;
2. Recommend the acquisition, design and improvement of additional areas and facilities for recreation;
3. Initiate and supervise the administration of a broad program of recreation activities and services to meet the needs and desires of the community in accordance with rules, regulations, and policies set out by agreement of the Board;
4. Establish and maintain cooperative relationships with the State and other local recreation agencies and officials;
5. Recommend employment of all permanent or temporary salaried and non-salaried personnel as per NJSA 40:12-6 and Section 2-7.7g. All voluntary personnel - including coaches - are appointed and serve at the discretion of the sport commissioner.
6. Determine and recommend all service, participation; and recommend admission fees;
7. Adopt suitable rules of conduct for the use of all recreation facilities and the conduct of all persons while on or using same;

8. Will impose appropriate disciplinary action against any person or organization which violates these rules of conduct while on or using same;
9. If all 9 Commissioner Spots are not occupied, the members of the Commission propose - and the Board votes - to assign acting coordinators for a particular sport or activity.
10. In the event a Board member or members are also members or otherwise affiliated with an outside organization or endeavor intended to directly or indirectly support or help (financially or otherwise) Oakland Recreation Sports and/or Programs, Board member or members shall not vote or otherwise influence any proposals or items related to Oakland Recreation sports and/or programs; and its operation.

### **Article III Meetings**

1. Regular meeting schedule of the Recreation Commission shall be determined at the annual re-organization meeting (as outlined in Article III number 3) and held at the Danny D'Elia Recreation Center, unless agreed upon by the Board at the previous meeting;
2. A majority of the members shall constitute a quorum;
3. The Annual Re-Organization Meeting shall be held the first Monday after the Oakland Mayor and Council's Re-Organization Meeting for the purpose of election officers and voting for acceptance of the By-laws. A quorum is necessary; designation of Commission and Committee assignment will be made at the regular January monthly meeting;
4. A quorum being present, the order of business at the regular meetings of the Commission shall be as follows:
  - a. Pledge of Allegiance;
  - b. Open public meeting announcement;
  - c. Roll call;
  - d. Open to public;
  - e. Approval of the minutes of the last meeting or special meeting;
  - f. Report of the Treasurer;
  - g. Report of Commissioners;
  - h. Report of Standing Committees;
  - i. Report of Special Committees;
  - j. Communications to the Board;
  - k. Old business;
  - l. New business;
  - m. Open to the public;
  - n. Adjournment.
5. Special meetings will be called upon the written request of any two Commissioners and follow the Sunshine Laws by asking Borough of Oakland to post meeting announcement. All Commissioners must be notified of the meeting forty-eight (48) hours in advance of said meeting and a public notice of the meeting shall be posted. A quorum is required. Any decision or action voted on at this meeting will be in effect until the next regular meeting, at which time it will be subject to review and final approval by the entire Board;
6. Workshop meetings can be convened at the discretion of the Board;

7. Any members who “fail to attend” at least 50% of the monthly Commission meetings during the year shall be ineligible for election as an officer for that year or the subsequent year. Current officers will resign position. Officers have the opportunity to avoid a “fail to attend” mark by a) participating remotely (via speaker-phone &/or web meeting); or b) submitting a complete written report of their sport (on the appropriate form) at least 2 days prior to the meeting that meets minimum requirements for “participation”. If the report is voted “incomplete” by the majority of board, that commissioner is then given a “fail to attend” mark; c) provides a reasonable explanation for absence which is accepted by the commission.
8. Will abide by Oakland Resolution 11-133 Attendance Policy.

#### **Article IV Election of Officers**

1. At the Annual Meeting in January, the members of the Commission shall elect from its membership a Chairman, a Vice-Chairman;
2. A Treasurer and Secretary shall also be elected, who may or may not be a member of the Commission; in the case of a Secretary who is not a member of the Board, the Board may agree on a salary to be paid to the Secretary subject to the Salary Ordinance of the Borough of Oakland and approval of the Mayor and Council;
3. Election will be by a majority vote of the Board;
4. Terms will be for one year;
5. 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 Commissioners.

#### **Article V Duties and Responsibilities of Officers**

1. The Chairman shall:
  - a. Preside at all meetings;
  - b. Sign such official papers as are prepared or approved by the commission;
  - c. Call special meetings at the discretion of the Chair or upon the written request of any two Board members;
  - d. Sign all payrolls and vouchers for payment of same, and sign vouchers for payment of bills;
  - e. Cause to be prepared and submitted an annual budget estimate with the advice and aid of the Finance Committee and will submit it;
  - f. Submit a selection of Commissioners and Committee members to be submitted for approval by the full board at the first regular meeting in January;
  - g. Nominate Chairs of all Standing and Special Committees, upon whom the Board will vote. Majority vote earns approval.
2. The Vice-Chairman shall perform the duties of the Chairman in the absence of the latter;
3. The Treasurer
  - a. Shall perform the duties as specified by NJSA 40:12-1-9 under which this Board operates;

- b. Shall deliver a proposed budget annually.
- 4. The Secretary
  - a. Shall notify the members of all meetings;
  - b. Keep a written record of all meetings;
  - c. Call special meetings upon request of the Chairman;
  - d. Record all votes by member and attach to minutes;
  - e. Make a copy of the record of all meetings available to all Board members and the Council Liaison to the Board.
  - f. Shall render a monthly financial report;
- 5. The Acting Coordinator
  - a. Shall manage aspects of a given sport or activity for which they are assigned;
  - b. Shall be present at Commission meetings to give a report on the sport or activity;
  - c. Shall not be allowed to vote on any Commission motion.

## **Article VI Recreation Department Roles & Responsibility**

### **I RECREATION SECRETARY**

#### **1. Purchase Requisitions**

- 2. Processes all Recreation Requisitions and PO's. and vouchers. Initiates background check reimbursements directly. Provides spreadsheet updates to commissioners targeting official payment dates on all blankets. Secures Certificates of Liability for Game Tournaments as requisitions are submitted. Coordinates repairs to recreation equipment, i.e., scoreboards, etc.

All communications with recreation vendors regarding borough payment, order issues, warranties etc. will be through the recreation secretary.

#### **3. Field Rental Requests**

Receives and communicates with all field use applications and checks with commissioners as to the field availability.

Collects fees for field usage.

Commissioners only communications with rental applications is through recreation secretary for field availability. Inquiries for rentals will not be directed to any commissioner but to recreation secretary.

Posts on Google Calendar all field rental uses, controls field lights for field rental usage.

#### **4. Coaches Certification**

Schedules Rutgers Certification Classes and prepares venue and orders materials.  
Applies for Kanka Grant and coordinates all mandatory requirements filed annually with the foundation.

Communicates with prospective Background Check Applicants helping them to fulfill this obligation, and collecting information on those who pass from the police department.

Collects all concussion-training certificates.

Once a prospective coach completes and successfully passes all three requirements, sends list of names to designated commissioner.

Prepares and distributes coaching lanyards to recreation commission.

Will receive a list from recreation commissioners to cross check against approved coaches list.

#### **5. Accepts and process payments for sports, camps, clinics and tennis badges**

All payments collect by Recreation Commissioners will be handed to secretary or left in borough mail slot 48 hours after commissioner accepts funds

#### **6. Communications with Schools**

All communications with schools including but not limited to field and or gym usage; fliers and all necessary documentation; approvals for all recreation distributions to be sent through schools.

## **II RECREATION COMMISSION**

Run all sports Programs

Designates all coaches, directors and coordinators.

Schedules the lights for all their recreation programs

Schedule Google Calendar for all recreation programs

Assigns building key locking system and communicates programming with DPW

Designated commissioner receives, posts to website and disseminates approved coaching list received from recreation secretary

Fills out Purchase requisition form including and BID information and/or quotes necessary; commissioner then recreation chairman sign and deliver to recreation secretary for processing.

Will submit all requisitions to recreation secretary 6 weeks prior to needing item.

Communicates directly with DPW on all field issues.

Communicates with Commission Chairman or Treasurer on issues of budgetary questions, fee schedules and other issues not related to what is defined above under recreation secretary's title. Prepares annual budgetary request to Recreation Treasurer.

Communicates with borough clerk for all parking lot issues, submission of meeting minutes and all other recreation related communications.

Will submit all monies collected to the recreation secretary within 48 hours of collection and prepare deposit report of said monies.

Will submit a list a preliminary coach list of a particular sport to the recreation secretary prior to the season so list may be crossed checked against coaching requirements. A finalized coach list; required by the Kanka Grant we obtain every 3 years and by the BOE for those sport activities held at their facilities, is due 3 weeks after season start.

Notification of all Recreation deliveries must be emailed to recreation secretary and recreation chairman simultaneously by DPW or whomever accepts delivery, until the borough can create a system where all commissioners can be emailed simultaneously of all deliveries (similar to the system the borough has for council email). Until such time chairman will forward to commissioner of sport whose deliveries pertain to. Commissioner will reply to recreation secretary within 8 days on status of order.

Flier distributions: The Commission Chair will email seasonal submission deadlines to all Commissioners at least a month in advance. These deadlines must be met so the Recreation Secretary has ample time to seek BOE approval, copy and distribute fliers in a timely manner.

## Article VII Committees

1. The Chairman shall submit for approval by a majority vote of the Board, the members of all Committees;
2. The Chairman shall be an ex-officio member of all committees, and as such, notified of all committee meetings;
3. The following shall be the standing committees:
  - a. Finance Committee – Shall consist of three (3) members of the Commission, shall be chaired by the Treasurer, shall recommend and advise in the preparation of the Budget; review all budgets; recommend signup and usage fees in October; review financial records prepared by the Treasurer;
  - b. Personnel/Grievance Committee – Shall consist of Full recreation Commission; shall review personnel for all salaried and volunteer positions - permanent and temporary. Objections shall be discussed with the respective Commissioner and, failing resolution, shall be brought to the Board;
  - c. Conduct Committee – Shall consist of 3 Recreation Commissioners. It will act as a sub-committee of the Commission to evaluate any behaviors that may be deemed inappropriate and/or unsportsmanlike, at the Commission's discretion. The Conduct Committee may act in bringing forth a grievance to the Grievance Committee against a member of the community who violates the Zero Tolerance or Code of Conduct to the Commission in accordance with Article VII;
  - d. Policy Committee – Shall consist of three (3) members, shall make recommendations of guidelines, policies and regulations, codes of conduct and usage guidelines concerning the various activities under the control of this Commission as per NJSA 40:12-6. All policies, rules and regulations shall be approved by a majority vote of the Board and a written record of such policies will be given to each Commissioner. This Committee shall keep updated records concerning all policy decisions. Upon Recreation Commission passage of a policy change, the newly adopted policy will be sent to Mayor and Council for their adoption;
  - e. Bylaws Committee – Shall consist of three (3) members, shall review and recommend changes to the Recreation Commission bylaws annually. Will follow Borough of Oakland and State Statutory changes to make sure Oakland Recreation Commission is compliant.
4. All members of the above Standing Committees shall serve a one (1) year term. If after 2 consecutive terms, the chairperson of the same standing committee (Finance Chairman not withstanding) wants to continue his/her role - AND the Board unanimously approves via vote – he/she shall continue for another one (1) year term;
5. **The following shall constitute the Sports Committees.** This list is just a guideline and is not meant to limit the number or descriptions thereof of activities or the combinations of activities to be assigned to a particular

Commissioner. Activities and assignments are subject to change by nomination by – and majority vote of – the members of the Recreation Commission; then acceptance of proposed change by the commissioner being assigned as set forth in the By-Laws. If the commissioner does not want that assignment/change and the board still votes in the majority to assign that commissioner, the commissioner will be assigned a mentor for a reasonable period. The mentor will review sports handbooks and policy manuals; and generally aid in the commissioner’s development until he/she can adequately perform the duties of the sport or activity independently:

- a. Baseball
- b. Basketball
- c. Football
- d. Golf
- e. Roller Hockey
- f. Soccer
- g. Softball
- h. Special Needs
- i. Tennis
- j. Wrestling
- k. Cheerleading
- l. Adult Sports
- m. Lacrosse
- n. Volleyball
- o. Summer Sports Camp
- p. Building and Grounds
- q. Summer Recreation Program
- r. Mountain Bike

Each Commissioner shall be responsible to report at the monthly meetings on the activities of their respective sports.

In order to be removed as Commissioner of the activities listed above in this section (5), the following must take place, in order:

- a. The Chairman and Vice Chairman provide verbal notification to the Commissioner for poor performance. The Commissioner should receive specific milestones to achieve or tasks to perform within one (1) month to return to “good standing” status. If not,
- b. The Chairman informs the Board, who votes to place the Commissioner into probationary status or extend step #1 above (assuming milestones and tasks remain) for another one (1) month.
- c. If a majority vote of the Board is probationary status, the “Performance Improvement Plan” (PIP) is enacted.
- d. If the Commissioner fails to meet the expectations of the PIP, the Board will vote once more on removal of the Commissioner of the activities or extension of the PIP (previous step). If a majority votes for removal, that commissioner is removed.



6. Special Committees – In addition to the above standing committees, the Chair or the board can nominate a special committee for such purposes as the Commission may determine. Members of these temporary committees may be nominated from within or outside the commission. The following are examples of special committees: By-Laws, Special Events or any other committee necessary to improve the development of Oakland’s recreational programs and facilities. The nominations will be made and voted on by the Board for approval.

## **Article VIII Disciplinary Action**

In case an allegation of misconduct is brought forth by a participant in the recreation program, the following procedure will be followed:

1. The allegations will be brought to the attention of the Commission of that area of responsibility. That Commissioner will bring the parties involved together to try to resolve the issue within thirty (30) days of complaint.
2. If no resolution is forthcoming, the Commissioner will submit the matter in writing to the full Recreation Commission, which will be discussed in a Personnel meeting, to be held immediately after the next Commission meeting;
3. Anyone involved in any physical or attempted physical confrontation against any player, official, spectator or league official shall be immediately prohibited from participating in any Oakland Recreation sponsored activity until the matter is heard by the Full Recreation Commission which will be discussed in a Personnel meeting, to be held after the next Commission meeting;
4. Personnel/Grievance Committee - Shall consist of the Full Recreation Commission. Decisions, resolutions and disciplinary actions will be made by recreation commissioners only after hearing and considering the recommendations of the Conduct Committee. There disciplinary actions can only be made by recreation commissioners that have sat through, heard all testimony and read all documentation presented by all parties with respects to any hearings or actions; there must be a quorum of commissioners that fall within these guidelines for any decisions, resolutions and/or disciplinary actions to occur. Those recreation commissioners that have not partaken in above set guidelines must excuse themselves from discussion and/or vote upon any resolution and/or disciplinary actions;
5. Grievances filed must be reported to Commissioner of sport/activity within 30 days of the occurrence of the alleged incident. Full Recreation Commission Grievance must be filed within 30 days of that sport’s or activity’s Commissioner receiving notification. The Recreation Commission has the right to alter the provisions found within Article VII number 5 with a majority vote.

## **Article IX Amendments**

1. Amendment(s) to the By-Laws may be proposed by any member in good standing at any Regular meeting of the Board. The discussion of the proposal should be reflected on that meeting's agenda. The proposal should be presented and discussed at that meeting. A formal vote to approve or accept the proposed amendment(s) will be held at the next scheduled meeting (assuming at least ten (10) days has passed);
2. A quorum is required.
3. Any amendment requires approval of at least two-thirds of the members in attendance.
4. Written notice of the proposed amendment shall be sent to the members by the Secretary prior to the meeting;
5. These By-Laws shall be reviewed every year at the Annual Re-organization meeting and will be adopted annually.