

KENNETT AREA PARK AND RECREATION BOARD BYLAWS

The Name and Purposes for which this not-for-profit organization has been established are set forth in the Articles of Incorporation.

NAME

The name of this organization shall be the KENNETT AREA PARK AND RECREATION BOARD hereinafter called the KAPRB.

PURPOSES

The purpose of this organization is to promote, encourage and supervise recreational activities in the Borough of Kennett Square and the adjoining areas of Kennett, East Marlborough and New Garden Townships.

BYLAWS

ARTICLE I. BOARD OF DIRECTORS

The Board shall consist of a maximum of sixteen (16) directors, each appointed for three year terms. Up to six (6) directors may be appointed by the Council of the Borough of Kennett Square. Kennett Township, east Marlborough Township and New Garden Township shall each be encouraged by KAPRB to appoint two directors. In addition, the Board of the Kennett Consolidated School Board shall be encouraged to appoint one director. The Board of Directors of KAPRB shall appoint other directors. Every effort will be made to elect directors who reside in the Borough of Kennett Square or in a surrounding municipality. In addition, directors shall serve without compensation.

ARTICLE II. POWERS AND DUTIES OF THE BOARD OF DIRECTORS

Deriving its authority from the Council of the Borough of Kennett Square, the Board of Directors shall have full power and authority to administer and be responsible for the management of the business and affairs of the KAPRB. The Board shall receive and disburse funds, concur on all program features and policy matters as related to the main purpose of the organization, be responsible for the use and maintenance of the property of KAPRB and submit an annual report to the Council of the Borough of Kennett Square and to the United Way of Southern Chester County. In addition, the Board shall be responsible for the appointment and oversight of the Recreational Coordinator and decide on the Coordinator's compensation, do periodic reviews and evaluate the performance of the Recreational Coordinator.

ARTICLE III. MEETINGS

- A. The Board of Directors shall meet on the third Tuesday of each month, or may be called into special session at the discretion of the Chairman.

- B. The Annual Meeting of the Board shall be held in the month of February, for the purpose of electing officers.

ARTICLE IV. ELECTION OF OFFICERS

At least one month before the annual meeting in February, the Chairman shall invite the Board of Directors to nominate officers to serve for the following year. Candidates shall be selected from existing members of the Board of Directors. Elections of officers shall be held at the annual meeting.

ARTICLE V. OFFICERS

The Officers of the Board of Directors shall consist of the Chairman, Vice Chairman, Secretary and Treasurer.

ARTICLE VI. DUTIES OF THE OFFICERS

- A. **CHAIRMAN:** shall be to preside at all meetings of the Board of Directors and to perform all the usual duties incident to this office.

- B. **VICE CHAIRMAN:** shall be to preside at all meetings in the absence of the Chairman, and to perform such other duties as prescribed from time to time by the Board of Directors.

- C. **SECRETARY:** shall be to record the proceedings of all meetings. He/she shall record in the minutes of the Board the approval or confirmation of all expenditures.

- D. **TREASURER:** shall be to handle all monies of the Board, keeping proper accounts thereof. The treasurer shall be required to deposit all receipts in a proper bank account and shall make all payments by check except Petty Cash. The Treasurer shall submit all accounts to the Board for approval before making payment, except in certain special instances where the Treasurer can make payment with the approval of the Chairman, but in such instances the account shall be submitted to the next meeting of the Board for confirmation. The Treasurer shall close the Books of the Board as of December 31st in each year, and shall have them audited and shall present a Financial Statement to the Annual Meeting.

ARTICLE VII. QUORUM

Five (5) members personally present shall constitute a quorum at all meetings of the Board of Directors.

ARTICLE VIII. VOTES

Questions arising at meetings of the Board shall be decided by a majority of votes of the Directors present, and in the case of an equality of votes, the Chairman, if he/she has not already voted as a Director, shall give the deciding vote, otherwise the motion is lost for that session.

ARTICLE IX. VACANCIES IN THE BOARD OF DIRECTORS

If the office of a member of the Board of Directors becomes vacant by reason of death, resignation, disqualification or otherwise, the Board shall name a successor for the remainder of the unexpired term.

ARTICLE X. STANDING COMMITTEES

The Chairman shall appoint standing committees as deemed necessary, consisting of one member of the Board, who shall act as Chairman with power to add additional members from the Board or the community at large, with the confirmation of the Board required for such additions.

ARTICLE XI. FISCAL YEAR

The fiscal year of the Kennett Area Park and Recreation Board will be January 1st – December 31st.

ARTICLE XII. SIGNING DOCUMENTS

Any two of the following officers, Chairman, Vice Chairman, Treasurer or Secretary shall sign all documents and other instruments requiring execution by the Board unless otherwise ordered by resolution of the Board of Directors.

ARTICLE XIII. OPERATING REGULATIONS

The Board of Directors may make and enforce regulations for the economy and management of Recreation facilities for which it has responsibility; such regulations to prescribe, enforce or remit penalties for violation of such rules.

ARTICLE XIV. RECREATION CO-ORDINATOR

The Recreation Coordinator shall initiate, supervise and coordinate the overall recreation activities as related to the authority of the Board; he/she shall be the person responsible for carrying out the policies determined by the Board of Directors and shall have the right and duty to attend all meetings of the Board, and to take part in the deliberations, but he/she shall not have the right to vote.

ARTICLE XV. INTERPRETATION

Any question of interpretation of the Bylaws, rule or regulation shall be decided by the Board of Directors.

ARTICLE XVI. RULES OF ORDER

The Rules contained in Robert's Rules of Order shall govern the Board of Directors in all cases to which they are applicable, and in which they are not inconsistent with the Bylaws of the Board.

ARTICLE XVII. MAKING, REPEALING OR AMENDING BYLAWS

The Board of Directors may from time to time make further bylaws for the regulation and management of the business and affairs of the Board, and may likewise from time to time repeal or amend the present bylaws, but every such bylaws and every repeal or amendment, to be valid, must be instituted by a two-third vote of the members of the Board present at a meeting, of which two weeks prior notice has been given.