

**TOWNSHIP OF UPPER  
RECREATION COMMITTEE  
BY-LAWS**

**ARTICLE I - Name**

Recreation Committee of the Township of Upper.

**ARTICLE II - Purpose**

The Recreation Committee shall serve as the advisory body for the Department of Recreation and the Township of Upper. The Committee shall suggest policies to the Department and the Governing Body, within its powers and responsibilities as stated in these by-laws. The Committee members shall serve as liaison between their activity and this Committee.

**ARTICLE III - Membership**

**Section 1:** The Upper Township Committee shall appoint the members. Membership shall consist of one representative and one alternate appointed by Upper Township Committee for each of the following activities:

- A. Baseball
- B. Basketball
- C. Certifications
- D. Cheerleading
- E. Dog Park
- F. Football
- G. Hockey
- H. Lacrosse
- I. Skate Park
- J. Softball
- K. Soccer
- L. Wrestling

In the event a private nonprofit organization wishes to raise funds from Upper Township residents engaged in one of these activities (registration fees, etc.) or utilize Township facilities or programs in connection with such activity the nonprofit organization must be authorized to do so by the Township Committee. Nonprofit organizations supporting one of these activities may also ask that their representatives be appointed to the Recreation committee for that activity. The Township Committee, in its sole discretion, may appoint members of such organizations to represent the activity. Any nonprofit organization permitted to utilize Township facilities and participate in Township programs shall do so at the sole discretion of the Township Committee. Such authorization may be withdrawn by the

Township Committee at any time. Any such nonprofit organizations is required to provide the following:

- A. Proof that the organization is a validly formed and existing nonprofit corporation organized and existing under the laws of the State of New Jersey and in good standing. The organization must provide a copy of the certificate of incorporation of the organization together with other documentary evidence that the corporation is in good standing. The Township may also require a copy of the by-laws of the organization.
- B. Proof that the organization has qualified and is currently qualified as a nonprofit corporation under both federal and state law. The organization must provide a copy of the IRC 501c(3) registration and confirmation.
- C. Proof that the organization remains in good standing with the State and maintains its nonprofit status during the period of use of the Township facilities. In other words, the organization must, upon request, provide to the Township documentary evidence attesting to such facts. In addition, the organization must provide proof that the organization has registered under the New Jersey Charitable Registration Act and has filed the appropriate annual forms in this regard.
- D. The organization must provide reports from the organization to the Township delineating that the activities of the organization are undertaken in furtherance of its public purpose, the approximate value or cost, if any, of such activities in furtherance of such purpose and an affirmation of the continued tax exempt status of the nonprofit organization pursuant to both state and federal law.

**Section 2.** The Department Head and the Supervisor of Recreation will also be voting members on the Recreation Committee.

**Section 3.** Members shall serve a one-year term and may be eligible to serve additional terms.

**Section 4.** A member may not represent more than one organization at a time.

**Section 5.** Only one member of each organization or alternate shall be entitled to vote at all bi-monthly or special meetings.

**Section 6.** In the event a Committee member is unable to attend a bi-monthly or special meetings, his or her alternate may attend in his place.

**Section 7.** If a member ceases to be a regular member of his duly authorized nonprofit organization, he shall also cease to be a member of the Recreation Committee.

**Section 8.** No person or organization shall be denied membership because of race, color, National origin, religion, sex, age, or mental or physical disability.

## **ARTICLE IV - Officers**

- Section 1.** The officers of this Committee shall be a Chairperson and a Vice-Chairperson elected by and from the Recreation Committee membership. Upper Township Committee will appoint a Corresponding Secretary.
- Section 2.** The officers of this Committee shall be elected at the January meeting each year to serve a term of one year or until their successors shall be elected.
- Section 3.** It shall be the duty of the Chairperson to preside at all meetings of the Recreation Committee, maintain order, appoint all committees subject to the approval of the Recreation Committee and see that the officers and committees perform their respective duties.
- Section 4.** In the absence of the Chairperson, the Vice-Chairperson shall perform all duties of the Chairperson.
- Section 5.** The Corresponding Secretary shall attend to all correspondence of the Recreation Committee and shall keep the Chairperson accurately informed of all correspondences of the Recreation Committee.
- Section 6.** An officer may be removed from office for cause by the affirmative vote of two-thirds of the Recreation Committee. The officer to be removed shall not have a vote concerning his dismissal.
- Section 7.** A vacancy caused by death, resignation, disability, or removal of an officer shall be filled by Upper Township Committee.
- Section 8.** The Recording Secretary will be the Staff representative and will not be a voting member or officer.

## **ARTICLE V - Meetings**

- Section 1.** There shall be bi-monthly meetings of the Recreation Committee to be held the fourth Thursday of January, March, May, July, September and the third Thursday of November. Meetings are held at the Municipal building in the courtroom at 8:00 pm.
- Section 2.** Special meetings may be called by the Chairperson or from a member of the Recreation Committee.
- Section 3.** 50 % plus 1 constitutes a quorum.
- Section 4.** If a quorum is not met, the meeting will be informational only.

## **ARTICLE VI - Minutes and Records**

- Section 1.** The written minutes of all meetings shall be distributed on a timely basis and shall be kept on file at the Recreation Department office and available to the public.
- Section 2.** All written records of the Recreation Committee shall be maintained by the Recreation Department in a safe and secure location for a minimum of ten years.

## **ARTICLE VII - Parliamentary Authority**

The Committee shall be governed by Robert's Rules of Order, Revised, unless otherwise provided for in these By-Laws.

## **ARTICLE VIII - Rules and Regulations**

### **Section 1. Coaches**

- A. All coaches shall take the National Youth Sports Coaches Association certification classes.
- B. All coaches shall be fingerprinted as per the Policy of Upper Township.
- C. All coaches shall turn in a team roster with children's name, parents phone number and jersey number to the Recreation Department within two weeks of first game played.
- D. There will be zero tolerance for bad behavior from any coach while coaching a practice, game or when children are present.
- E. All head coaches must return uniforms and equipment to the Recreation Department within two weeks after the sport has ended.
- F. There will be no smoking on the fields when children are present.
- G. Absolutely no alcohol/illegal drugs are permitted on Township property.

### **Section 2. Players**

- A. Team members shall conduct themselves in a proper manner and show respect to all coaches, officials and the opposing team.
- B. Team members shall be responsible for their uniform and equipment.
- C. There will be zero tolerance for bad behavior from any team member on or off the field/court while at a sporting event.

### **Section 3. Parent/Spectators**

- A. Parents are responsible to return their child's uniform to the coach or Recreation Department within two weeks after the sport has ended.
- B. All Spectators shall conduct themselves in a proper manner and show respect to all coaches, officials, Upper Township team members and the opposing team on and off the field/court.
- C. There will be zero tolerance for bad behavior from any spectator on or off the field/court while at a sporting event.
- D. Absolutely no alcohol/illegal drugs are permitted on Township property.

## **ARTICLE IX - Finance**

- Section 1.** The financial records of each authorized nonprofit organization shall be reviewed annually, and upon request, by the Department Head of Recreation and the Supervisor of Recreation. These records shall be turned in by January 31 of each calendar year. The records shall include but not be limited to of a copy of:

- A. Checking accounts - a copy of the register with receipts to back up any checks written for cash.
- B. Savings accounts - a copy of bank statements with a receipt to back up any monies not deposited to the checking account.
- C. These records are to be signed off by the President, Vice President, Secretary and the Treasurer.

**Section 2.** No funds from Upper Township shall be spent on an organization without the review being completed.

**Section 3.** In the event an organization dissolves, all assets will be transferred to an IRC 501(c)(3) organization.

## **ARTICLE X - Procedures**

### **Section 1. Complaints**

- A. In the event a complaint is filed with NYSCA against a coach. A special review committee shall be set up to hear the complaint. The meeting will be taped and a written transcript with results of the hearing will be sent to NYSCA Headquarters. If everyone is in agreement with the results of the hearing the case is closed. If not the tape is sent to NYSCA headquarters and they will make the final decision. In the event the ruling is against the coach his or her coaching certification will be withdrawn and he or she will no longer be permitted to coach in Upper Township. The review committee shall be appointed by the Recreation Committee and shall be made up of volunteers that have been involved in sports, or have sat on a board and no longer coach, or a member of the community that has knowledge of the sport.
- B. In the event a complaint is filed with the Recreation Department. The person will go back to the organization and go before that organization's board. If the complaint is not resolved the next step would be for the person to contact the Supervisor of Recreation and a meeting will be set up with: the Department Head of Recreation, the Supervisor of Recreation, President of the organization, coordinator of age/group the complaint is filed on, the person that has filed the complaint and the coach the complaint has been filed against. The decision of this committee is final.

### **Section 2. Finger Printing**

- A. In the event a background check prevents a person from coaching he or she can request a hearing. The committee reviewing this matter consists of: the Mayor, the Department head of the Recreation Department and the Supervisor of Recreation. After hearing and review of the information provide by the applicant, this committee will make a decision and the committee's decision is final. This process is further described, and subject to, the separate policy adopted by the Township Committee requiring criminal background checks.

**Section 3. Zero Tolerance of bad behavior**

- A. Any coach that has a complaint lodged against him will meet with the board of the organization he or she is coaching. If the complaint is not resolved or the Recreation Committee is not satisfied with the way it was handled the next step would be for the person to contact the Supervisor of Recreation and a meeting will be set up with: the Department Head of Recreation, the Supervisor of Recreation, President of the organization, coordinator of age/group the complaint is filed on, the person that has filed the complaint and the coach the complaint has been filed against. The decision of this committee is final.
- B. Any Player that has a complaint lodged against him will meet with the Department Head of Recreation, the Supervisor of Recreation, President of the organization, coordinator of age/group the complaint is filed on, the person that has filed the complaint and the Player the complaint has been filed against. The decision of this committee is final.
- C. Any Parent/Spectator that has a complaint lodged against him or her will meet with the Department Head of Recreation, the Supervisor of Recreation, President of the organization, coordinator of age/group the complaint is filed on, the person that has filed the complaint and the Parent/Spectator the complaint has been filed against. The decision of this committee is final.

**ARTICLE X - Special Committees**

Special committees may be appointed for such purposes as deemed necessary.

**ARTICLE XI - Amendments**

All amendments to these by-laws must be proposed in writing and acted upon at the next regular Recreation meeting then presented to the Township Committee.

**ARTICLE XII Township Committee**

The Recreation Committee and its members as well as all coaches, parents, spectators, nonprofit organizations and their members and officers recognize that the Township Committee may, at any time it deems appropriate, change its policies, programs and personnel (including Recreation Committee Members, coaches and volunteers) with respect to any recreational activity of the Township.