

Community Recreation and Education Commission By-Laws

Lakewood Recreation

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COMMISSIONS AND LAKEWOOD RECREATION STAFF

Lakewood Board of Education
Betsy Bergen Shaughnessy, President
Edward Favre, Vice President
Linda G. Beebe
Michael J. Callahan
Emma Petrie Barcelona

Coordinator of Community Recreation & Education Department
Fitness Facility & Indoor Track
Leslie Favre Krogman

Lakewood Community Recreation & Education Commission
Maureen Dowell, President
Bill Fraunfelder, Vice President
Art Gold
Matthew Markling
Joe Stolitza
Tom Zigman
(Vacancy)

LAKEWOOD COMMUNITY RECREATION AND EDUCATION COMMISSION
BY-LAWS

1. Name

1.1. Lakewood Community Recreation and Education Commission (CREC)

2. Organization

2.1. The Lakewood CREC is an appointed commission governed by the Lakewood Board of Education.

3. Mission

3.1. As a volunteer citizen commission, we provide direction and innovative ideas to the Community Recreation and Education Department that will meet the needs of youth and adult communities and ensure growth, access, continuous learning opportunities, and safe enjoyment of the community recreation and education resources.

3.2. To support the Lakewood Recreation and Education Department's vision to create an environment which will provide a well rounded, positive experience for our youth and adult participants through education and recreation opportunities that will enhance the community at large.

4. Membership

4.1. The Lakewood Community Recreation and Education Commission shall consist of seven (7) Lakewood Resident members. (B.P. 9601)

5. Terms of Office

5.1. Members of the Lakewood Community Recreation and Education Commission are appointed by the Board of Education for three-year terms. (B.P. 1221.1)

6. Election of Officers

6.1. The Lakewood Community Recreation and Education Commission shall elect one (1) of its member's president and another vice-president.

6.2. They shall also appoint a recording secretary who will serve continuously until otherwise directed by the Commission. The recording secretary shall be the Secretary of the Lakewood Community Recreation and Education Department.

6.3. The president and vice-president shall serve for one (1) year and until their successors are elected and qualified.

6.4. Election of officers shall take place no later than the regular December meeting of the Lakewood Community Recreation and Education Commission each year.

7. Appointment of Commission

7.1. The Lakewood Community Recreation and Education Commission shall, by majority vote of those members present, nominate a candidate for membership to the Lakewood Community Recreation and Education Commission.

7.2. Said nomination shall be endorsed and forwarded by the Commissioner of Recreation to the Superintendent of Schools for consideration by the Board of Education. (B.P. 1221.1)

8. Attendance

8.1. Members of the Lakewood Community Recreation and Education Commission are expected to maintain regular attendance to scheduled meetings.

8.2. Absences in excess of three (3) meetings in one calendar year, or three (3) unexcused absences, shall be deemed sufficient to terminate membership on the Lakewood Community Recreation and Education Commission.

8.3. Should a Lakewood Community Recreation and Education Commission member fail to meet the attendance requirements, a majority vote of the Lakewood Community Recreation and Education Commission members present shall be sufficient to forward to the Board of Education notification that said member has been dropped from the Commission due to failure to meet attendance requirements.

9. Vacancies

9.1. The Board of Education shall appoint a member to fill any vacancy caused by death, non-residency, resignation, failure to meet attendance requirements, or otherwise. (B.P. 1221.1)

10. Sub-Commissions

10.1. A majority vote of the Lakewood Community Recreation and Education Commissioners shall appoint representatives to the sub-commissions as may be deemed necessary.

10.2. All Sub-Commission members must follow the By-laws of the Lakewood Community Recreation and Education Commission along with any additional rules or procedures as set forth by individual sub commissions.

10.3. Sub Commission members may serve on more than one commission.

10.4. Standing Sub-Commissions are as follows:

10.4.1. Youth and Adult Athletic Commission

10.4.2. Youth Programs and Education Commission

10.4.3. Adult Programs and Education Commission

10.4.4. LCBA-Board of Directors

10.4.5. LRST

10.4.6. LUFC-Board of Directors

11. Committees

11.1. A majority vote of the Lakewood Community Recreation and Education Commissioners shall appoint or provide for the election of all committees of the Lakewood Community Recreation and Education Commission as from time to time may be deemed necessary, and may serve as a member of such committees.

11.2. The committees may include members of the Recreation Department administration.

11.3. All Committee members must follow the By-laws of the Lakewood Community Recreation and Education Commission along with any additional rules or procedures as set forth by individual committees.

11.4. Committee members may serve on more than one committee.

11.5. Standing Committees are as follows:

11.5.1. Finance/Audit Committee

11.5.2. Marketing/Communications Committee

11.5.3. Fundraising/Development Committee

11.5.4. Programs Committee

11.5.5. Athletics Committee

12. Scope of Authority and Duties of all Members

12.1. The Lakewood Community Recreation and Education Commission and its sub commissions and committees shall:

12.1.1. Be the governing body of all athletic and education programs sponsored by the Community Recreation and Education Department of the Board of Education.

12.1.2. Work with the Lakewood Community Recreation and Education Department in the formulation of rules, regulations, schedules, and such other matters as may be necessary to program operation.

12.1.2.1. Familiarize themselves with all appropriate policies, rules and regulations of the Lakewood Community Recreation and Education Department and the Board of Education.

12.1.2.2. Have a general knowledge of recreational aims and objectives of the Lakewood Community Recreation and Education Department.

12.1.3. Act in a judicial manner regarding disputes, protests, and other matters, which may be brought to its attention and may appoint sub-commissions to assist in the operation of the various athletic and education programs. Any appeal lodged regarding a decision of a sub-commission will be heard and decided upon by the Lakewood Community Recreation and Education Commission.

12.1.4. Establish and collect such reasonable entrance and participation fees as may be necessary to help offset the costs of the various programs under its jurisdiction.

12.1.5. Further help offset program costs through fundraising activities, securing sponsorships, and by any other means which may meet with the approval of the Board of Education. (B.P. 1221.1)

12.1.6. Circulate all marketing, communications and promotions in support of the Lakewood Recreation and Education Department

12.1.7. Carry on correspondence and communicate with other persons or entities on behalf of Lakewood Recreation and Education Department, CREC, sub commissions, and committees.

12.1.8. Vote and act in the Lakewood Community Recreation and Education Commission meetings impartially for the good of the community and the participants.

12.1.9. Represent the Lakewood Community Recreation and Education Commission and the Lakewood Community Recreation

and Education Department to the public in such a way as to promote both interest and support.

12.1.10. Refer suggestions, complaints, or criticisms from participants or citizens to the Public Comment portion of the Lakewood Community Recreation and Education Department or designated representative.

12.1.11. At its discretion, adopt, revise or rescind policies as are deemed necessary and in the best interests of the program, participants, and the community.

12.1.12. Not act upon any matter in which they have a material, personal or financial interest or relationship that presents a conflict of interest.

13. Duties of President

13.1. The president of the Lakewood Community Recreation and Education Commission shall:

13.1.1. Preside at Lakewood Community Recreation and Education Commission meetings.

13.1.2. Responsible for educating all on the mission, bylaws, and standing rules of CREC

13.1.3. Assures all Commissioners, Sub-Commissioners and Committee Members are trained for their positions.

13.1.4. Communicates with Secretary to send out upcoming meeting notifications

13.1.5. Perform all duties imposed by the by-laws

13.1.6. Perform such other duties prescribed by the Lakewood Community Recreation and Education Commission, and Lakewood Recreation and Education Department

14. Duties of the Vice-President

14.1. The vice-president shall:

14.1.1. Assist the President in performing all duties as outlined in the bylaws, and any other duties as may be delegated by the president, commissioners, and Lakewood Recreation and Education Department.

14.1.2. Act as standing president in the absence of the president and perform all duties as outlined in the bylaws.

15. Duties of the Recording Secretary

15.1. The recording secretary shall:

15.1.1. Attend all meetings of the Lakewood Community Recreation and Education Commission and shall keep accurate records of the proceedings, recording the minutes in a prescribed manner.

15.1.2. Send to the members of the Lakewood Community Recreation and Education Commission notices of all regular and special meetings.

15.1.3. Act as the corresponding agent of the Lakewood Community Recreation and Education Commission, preserving copies of all correspondence.

15.1.4. Transmit copies of all votes, orders, resolutions and documents which are to be sent to members of the Lakewood Community Recreation and Education Commission, governmental agencies, and others as by custom or required by law or the by-laws.

15.1.5. At least monthly, the recording secretary shall submit to the Lakewood Community Recreation and Education Commission a financial statement covering the financial transactions of all funds.

15.1.6. Work with other members of the Recreation Department staff, as needed to prepare the Lakewood Community Recreation and Education Commission agendas.

15.1.7. Perform all other duties by custom, by-laws, or by direction of the Lakewood Community Recreation and Education Commission.

15.2. In the absence of the recording secretary at a meeting of the Lakewood Community Recreation and Education Commission, the Lakewood Community Recreation and Education Commission shall name one of its members, or another member of the Recreation Department staff, to act as recording secretary.

15.3. Communications, papers, and documents relating to the business of the Lakewood Community Recreation and Education Commission or belonging to it will be kept on file at the Lakewood Community Recreation and Education Department.

16. General Meetings

16.1. Meeting Requirements

16.1.1. The recording secretary shall send to all members of the Lakewood Community Recreation and Education Commission advance notices of all meetings – regular and special including meeting agenda and previous month's meeting minutes. Ensure public notices are sent out via the Treasurer's office with a minimum of three days notice, and post all meeting dates and approved minutes to the website.

16.1.2. Meetings of the Lakewood Community Recreation and Education Commission may be open to the public.

16.1.2.1. The public may be invited to attend Lakewood Community Recreation and Education Commission meetings and will be given limited time to voice opinions or problems.

16.2. Regular Meetings

16.2.1. The regular meeting of the Lakewood Community Recreation and Education Commission shall, unless otherwise ordered, be held at 6:00 PM on the last Tuesday of each month.

16.2.2. CREC will recess during the month of December

16.3. Special Meetings

16.3.1. The president, recording secretary, Commissioner of the Lakewood Community Recreation and Education Department or by any three members, may call a special meeting of the Commission by serving a written or verbal notice of the time and place of such meeting upon each member of the Lakewood Community Recreation and Education Commission with at least twenty-four hour notice prior to meeting.

16.4. General Meeting Agenda shall include minimum:

16.4.1.1. Call to Order, Roll Call
Approval of minutes from previous meeting
Public Comment
Reports of President, VP, Secretary
Report of Lakewood Recreation and Education Commissioner
Subcommission/Committee Reports
Old Business
New Business

16.5. Parliamentary Procedure

16.5.1. For the general transaction of business, the ordinary parliamentary rules shall be observed, and, in case any disputed

question shall arise, Robert's Rules of Order, Revised, shall be taken as authority.

16.6. Quorum

16.6.1. At all meetings, a majority of the members present of the Lakewood Community Recreation and Education Commission shall constitute a quorum for the transaction of business.

16.6.2. On all matters brought before the Lakewood Community Recreation and Education Commission for its decision, a majority vote of the members present shall be sufficient to enact or reject any such matter. If a majority of all members present vote "aye" the president shall declare the motion carried.

16.6.3. Every member must vote upon every question on which the roll is called unless excused by the chair. Should there be any objection however, to such an excuse, he or she shall be compelled to vote unless excused by a vote of the majority of the members present.

17. Amendments

17.1. Notification of proposed revisions shall be sent to all Lakewood Community Recreation and Education Commission members at least 14 days prior to the meeting at which action is to be taken on said revisions.

17.2. Proposed revisions shall be adopted with majority vote of Commission Members or with a majority vote from the Lakewood Board of Education.