

Town of Amherst, NH
Amherst Recreation Commission Bylaws
Amended July 26, 2016

Name Amherst Recreation Commission

Mission To represent the recreation interests of residents of all ages and abilities and to support the work of the Amherst Recreation Department with respect to providing a variety of recreational activities and facilities.

Membership

When first established, terms of the members shall be for one, 2, or 3 years, and so arranged that the terms of approximately 1/3 of the members will expire each year, and their successors shall be appointed for terms of 3 years each. Any member of the commission so appointed may, after a public hearing, if requested, be removed for cause by the appointing authority. A vacancy occurring otherwise than by expiration of a term shall be filled for the unexpired term in the same manner as an original appointment. Members of the recreation commission shall be residents of the city or town which they represent. Members may serve on other municipal boards and commissions.

Voting Members: The Amherst Recreation Commission shall consist of no less than 3 and more than 7 seven voting members appointed by the Amherst Board of Selectmen.

Non- Voting Members: Ex-officio members shall be appointed by their respective Board as follows: Board of Selectmen Representative, Souhegan School Board Representative, and Amherst School Board Representative

Alternate Members: Alternate members may be appointed by the Amherst Board of Selectman for a term of one (1) year. When the alternate serves in the absence or disqualification of a regular member, the alternate shall have full voting powers. Alternate members must be age 18 or older. There is no limit to the number of alternates serving at any given time.

The Recreation Director shall be a non-voting member and shall serve during tenure with the Amherst Recreation Department.

Qualifications Voting members shall be residents of Amherst , 18 and older, who have a broad interest in parks, recreation and leisure activities for residents of all ages and abilities. Members are not required to be registered voters.

Members need not be associated with a particular sport, activity or age group to be considered for appointment.

Officers The officers of the Amherst Recreation Commission shall be Chairperson, Vice Chairperson, and Secretary.

Election of Officers

The Amherst Recreation Commission shall elect one voting member to fill each of the officer positions at the first meeting in accordance with the Town of Amherst fiscal calendar.

Meetings The Amherst Recreation Commission shall meet monthly at the Amherst Recreation Department office, 4 Cross Road, Amherst, NH.

Meetings will be generally conducted according to Robert’s Rules of Order.

Quorum A quorum will be established when a simple majority of voting members are present. In the absence of a voting member, an Alternative Member may be seated by the Chair as a full voting member at any regular or special meeting.

Attendance Members must notify the Chair or the Recreation Department in advance of a scheduled meeting if they are unable to attend.

The Amherst Recreation Commission may make a recommendation to the Amherst Board of Selectman to replace any member who misses three (3) consecutive meetings or more than fifty percent (50%) a year.

The Amherst Recreation Commission may request the Amherst Board of Selectman to review a member appointment for consideration of removal from the Commission when presented with extenuating circumstances. Any such decision is to be made by the Amherst Board of Selectmen.

Members may request a leave of absence from the Amherst Board of Selectmen when an extenuating circumstance arises. A leave of absence may be granted for a period of no longer than six months at which time the Amherst Board of Selectmen will excuse the member and appoint a replacement.

The Amherst Recreation Commission may recommend a replacement candidate to the Amherst Board of Selectmen in the event a vacancy occurs.

Responsibilities

Duties of Officers

Chairperson:

Call and preside over all regular and special meetings of the Amherst Recreation Commission.

Serve as ex-officio member of all committees and attend any or all meetings upon notification and provide necessary resources.

Set agenda for all regular and special meetings of the Amherst Recreation Commission with the Recreation Director.

Provide special instructions to subcommittee chairperson.

Serve as the official and public spokesperson of the Amherst Recreation Commission. The Chair may designate another voting member of the Amherst Recreation Commission to act as the official Amherst Recreation Commission spokespersons to address specific topics or issues as appropriate.

No policy position or vote shall be represented as being the position or vote of the Amherst Recreation Commission unless the Amherst Recreation Commission has formally approved such policy position or has formally taken such vote.

The Chair may execute documents or correspondence on behalf of the Amherst Recreation Commission, in concurrence with the Recreation Director, provided that the requirements of the above paragraph are not violated.

Vice Chairperson

In the absence of the Chairperson from any meeting or in case of disability of the Chairperson, the Vice-Chairperson shall assume the duties of the Chairperson.

Secretary

In the absence of the Chairperson and the Vice Chairperson from any meeting, the Secretary shall assume the duties of the Chairperson for the duration of that meeting.

Record and publish the minutes of all meeting of the Amherst Recreation Commission.

Duties of Amherst Recreation Commission

Represent the general public with regard to Amherst recreational services.

Become informed about parks and recreation programs and issues at the local, state, and national level and advocate which will positively or adversely affect recreation for Amherst residents.

Foster awareness of the social, cultural, economic, environmental and personal benefits of a comprehensive public recreation program for the residents of Amherst.

Identify the recreational needs for the Town of Amherst by assessing and evaluating existing services, i.e. adult population, special needs population, non-profit groups, athletic venues, etc.

Evaluate policy issues and make recommendations to the Amherst Board of Selectmen on facility and recreation program policies.

Administer policies and procedures as directed by the Amherst Board of Selectmen

Adopt a strategic recreation master plan and through periodic review, update and make recommendations to the Amherst Board of Selectmen.

Adopt a community improvement plan and through periodic review, update and make recommendations to the Amherst Board of Selectmen.

Adopt a capital cost assessment structure to help pay for the capital improvement plan and make a recommendation to the Amherst Board of Selectmen.

Advise the Amherst Board of Selectmen on the acceptance of any gift, grant, bequest, or donation for the recreation program.

Provide clear purpose to any sub-committee or groups as defined by the Amherst Recreation Commission.

Hear appeals and input with regard to recreation programs and/or policies.

Committees

The Amherst Recreation Commission may establish ad-hoc sub-committees or working groups to conduct special assignments as required. Amherst residents may be appointed by the Recreation Commission as members of a working group and they shall serve until such group completes its work or is dissolved by the Recreation Commission. These committees and working groups will be chaired by a member of the Amherst Recreation Commission. They will not be required to have a quorum of Amherst Recreation Commission members.

Relationship with Recreation Director

The Director serves as non-voting ex-officio member with the right to contribute to the meeting discussions.

The Director should make reasonable effort to be present at all meetings of the Amherst Recreation Commission, as an advisory officer.

The Director is responsible to keep Amherst Recreation Commission members informed on department projects and activities; shall furnish copies of all pertinent documents, make regular reports, maintain permanent records and serves as the communication link between the Recreation Department, Amherst Recreation Commission and the Amherst Board of Selectmen.

The Amherst Recreation Commission may offer suggestions and comments on the performance of the Recreation Director to the Town Administrator for potential inclusion in any performance evaluation of the Recreation Director by the Town Administrator.

As the Amherst Recreation Commission professional advisor, the Director is expected to keep them abreast of technical advances, as well as park and recreation techniques. To be successful in this task it is anticipated that the Director will participate in professional park and recreation organizations and to attend conventions and meetings of said organization as approved by the Amherst Board of Selectmen.

Amendments

These By-Laws may be amended or restated as necessary by the Amherst Board of Selectmen or the Amherst Recreation Commission at any regular or special meeting thereof; provided, however, the proposed amendment, addition, alteration or repeal is stated in the notice 30 days prior of such meeting and approved by the Board of Selectmen. Any such changes will not be considered final until adopted by the Amherst Board of Selectmen.

Policy and Procedures

Communication Guidelines

These guidelines are to assist the Amherst Recreation Commission members to interact with each other and with the Department staff. They are intended to promote a positive relationship between the Amherst Recreation Commission and the Department staff and create a professional atmosphere of mutual respect and cooperation.

Be open and honest while always remembering to respect the point of view of other members and staff even though it may be different than your own.

Actively support department programs and initiatives wherever possible.

The Recreation Director is responsible to manage the department's operation and staff. Any communication directed to the staff should be communicated by the Director or Town Administrator in the Director's absence.

The following policies and standard operating guidelines are available at the Amherst Recreation Department's web site www.amherstrec.org or may be obtained at the Amherst Recreation Department's office.

Program Scholarship Policy

Zero Tolerance Policy Facility

Use Fee Policy

Registration Policy & Late Fee Policy

Cancellation Policy

Refund Policy Photo

Policy