

Copake Memorial Park Commission Bylaws

ARTICLE I – NAME AND AUTHORIZATION

A. NAME

The name of the Committee shall be known as the Copake Memorial Park Commission, herein after known as the Commission.

B. AUTHORIZATION

The Commission exists as a non-profit organization by authorization of the Town of Copake Town Board and may be modified or abolished by the action of the Town of Copake Town Board.

ARTICLE II – PURPOSE AND FUNCTION

A. PURPOSE

The purpose of the Commission shall be to act as a representing body of the Town of Copake in the functional operation of the Copake Memorial Park.

B. FUNCTION

The function of the Commission shall be to present and discuss policies that affect the Park, develop events, to encourage citizen participation, and approve events held at the Park by individuals or other organizations.

ARTICLE III – MEMBERSHIP

A. MEMBERS

1. The Copake Memorial Park Commission shall be comprised of eleven members voted in by the existing members of the Commission and approved by the Town Board.
2. Openings for Commission membership shall be posted by the Town Clerk.
3. Commission members will be selected based on their qualifications and willingness to serve. Members will be selected without regard of race, creed, national origin, age, sex or the presence of a disability.

B. ELIGIBILITY

Members of the Commission shall be current residents of the Town of Copake.

C. APPOINTMENTS

1. Members shall be appointed initially for a three year term. There is no limit to the number of terms that a member may serve. The term period shall run from January to December.
2. It is the responsibility of the Commission to fill any vacancy as quickly as possible.

D. VACANCIES

1. A member's position shall become vacant when:
 - a. A member is absent from 33% of the regularly scheduled meetings in a given calendar year, regardless if such absence is excused or unexcused. All absences will be duly recorded in the meeting minutes. Absences from emergency or special called meetings will not be recorded against a member in calculating the percent of absences. Special exceptions on the removal of members for absences may be made by the Chairperson of the Commission when the absences are due to health or time-limited extenuating circumstances and the absences do not affect the ability of the Commission to maintain a quorum, or
 - b. when a member no longer meets the membership requirements, or
 - c. when a member's term expires, or
 - d. when a member resigns
2. The Chair shall immediately, upon receipt of resignation or when advised of a vacancy, notify the Town Clerk.
3. Should a resignation be submitted to a Commission member, they will immediately notify the Chairperson and the Chairperson will immediately notify the Town Clerks office.

E. MEMBER RENEWAL

Members shall submit a Letter of Interest to the Town Board 30 days prior to the date of the December meeting. This Letter of Interest shall be read at the December meeting and voted upon to make a recommendation to the Town Board for approval. Chairperson will submit this recommendation to the Town Board.

ARTICLE IV - ORGANIZATION

A. OFFICERS

1. The Commission shall elect from its members a Chairperson, Co-Chairperson, Secretary, Public Relations Officer, Purchasing and Inventory Officer, Scheduling and Booking Officer.
2. Officers shall be elected for a term of one (1) year at the December meeting and shall assume the office beginning immediately following the December meeting.

3. The officers shall perform the duties as prescribed by the Copake Memorial Park Commission Bylaws.

B. QUORUM

A majority of the Commission shall constitute a quorum to hold a meeting or take any action.

C. VOTING RIGHTS

Each member shall be entitled to one (1) vote and shall cast that vote on each item submitted. Proxy votes and absentee ballots shall not be permitted. Members shall only abstain from a vote when there is a valid conflict of interest addressed by the Commission.

ARTICLE V - OFFICERS AND DUTIES

A. CHAIRPERSON

1. It is the Chairpersons responsibility to ensure compliance with the Bylaws. The Chairperson will notify members of removal from the Commission for noncompliance. Specific questions of conflict of interest will be addressed by the Town Attorney.

2. The Chairperson shall immediately, upon receipt of a resignation or when advised of a vacancy, notify the Town Clerk.

3. The Chairperson may approve special exceptions on the removal of members for absences at regularly scheduled meetings when the absences are due to health or time-limited extenuating circumstances and the absences do not affect the ability of the Commission to maintain a quorum.

B. CO-CHAIRPERSON

The Co-Chairperson shall perform the duties of the Chairperson in the absence of the Chairperson.

C. SECRETARY

It is the Secretary's responsibility to record the minutes of the meeting, type and e-mail them to the Commission members, the Town Clerk and the person maintaining the Town of Copake web-site.

D. PUBLIC RELATIONS OFFICER

1. It is the Public Relations Officer's responsibility to notify the area newspapers, other publications, and specified websites of upcoming events held at the Park.

2. Sending of Thank you notes to specified individuals or groups is also a responsibility of the P.R.O.

3. Notify the Town Clerk of upcoming special meetings, meeting date changes, and meeting location changes far enough in advance for the meetings to be advertised 72 hours prior to the meeting.

E. PURCHASING AND INVENTORY OFFICER

1. The Purchasing and Inventory Officer is responsible for the ordering of all supplies for all events held by the Commission. Advance orders shall be approved by the Commission.

2. The Purchasing and Inventory Officer is responsible for keeping an up to date Inventory of all supplies used by the Commission that are stored in the Community Center. This inventory shall be maintained on the computer in the Community Center office and available to any Commission member.

3. The Purchasing and Inventory Officer will have a Wal-Mart credit card for use at Wal-Mart or Sam's Club. Other purchases can be made from approved suppliers that have an active account for the Town of Copake or after receiving approval from the Town Board.

4. A record of all purchases will be submitted at each regular meeting.

F. SCHEDULING AND BOOKING OFFICER

1. The responsibility of the Scheduling and Booking Officer is to co-ordinate the scheduling of Park events with the rental of the Community Center.

2. To reserve the Community Center for residents and non-residents for approved functions.

a. To provide the renter with the rules and regulations of the Community Center.

b. To obtain a signed agreement from the renter.

c. To collect the rental fee and deliver it to the Town Clerk.

3. To supply a calendar of events for the upcoming month at each regular meeting.

4. To make sure that a Commission member is available to open and close the Community Center for each event as necessary.

5. To request permission from the Commission for other functions not previously approved.

C. REMOVAL

When an officer has been absent or has not performed the duties of that office for three consecutive meetings, that officer may be removed from office by the Commission with a majority vote at a regularly scheduled meeting.

ARTICLE VI - COMMISSION OPERATIONS

A. AUTHORITY

The Commission shall have no authority other than as stipulated by the Bylaws and approved by the Town Board.

B. OPERATIONS

1. The Commission will meet routinely based upon an adopted meeting schedule which will be provided to the Town

Clerk's Office. The meeting date may be changed by the Chairperson with notification in advance by e-mail to the Commission members. Special meetings may be called by the Chairperson or by a majority of the Commission members. The Public Relations Officer will notify the Town Clerk's Office to advertise the meeting 72 hours in advance of the meeting.

2. All meetings will be open to the public. For advertising purposes, the Commission will provide to the Town Clerks office a schedule of their meetings and will insure minutes are available to the public in accordance with the Town of Copake Policy Manual.
3. All meetings shall be conducted in accordance with Robert's Rules of Order.
4. Special meetings of the Commission may be called by the Chairperson with the purpose of the meeting stated.
5. Copies of the minutes shall be e-mailed to the Town Clerk in accordance with the Town of Copake Policy Manual.

ARTICLE VII – FUNDING

A. COPAKE MEMORIAL PARK COMMISSION FUNDING

1. The Copake Memorial Park Commission raises funds in a variety of ways to finance projects to improve the Park. These funds are held and managed by the Town of Copake.
2. A Petty Cash Fund of \$100 shall be maintained by the Commission and managed by a Commission member designated by the Commission.

B. COPAKE MEMORIAL PARK FUNDING

1. Monies for Community Center and Park maintenance shall be budgeted for in the Town of Copake annual budget.
2. Monies for Community events shall be budgeted for in the Town of Copake annual budget and allocated by the Commission with permission of the Town Board.

ARTICLE VIII - BYLAWS AND EFFECTIVE DATE

A. CHANGES

1. These Bylaws may be amended at any regular meeting by a majority vote of the membership provided that the amendment(s) has (have) been submitted in writing at the previous regular meeting.
2. Any change to the bylaws shall be reviewed and approved by the Commission and filed with the Town Clerk's Office for approval by the Town Board.

B. EFFECTIVE DATE

1. These bylaws shall become effective upon adoption by the Copake Memorial Park Commission and approved by the Town Board.
2. A copy of the Copake Memorial Park Commission Bylaws shall be given to each newly appointed member at the beginning of their initial term.