

Adopted 1972  
Revised April 1975; August 1983; 2001; April 9, 2007

**Goffstown, NH**  
**Constitution and By-Laws of The Recreation Commission**

- Article I. This Association shall be called the Goffstown Parks and Recreation Commission.
- Article II. The objective of this Commission is (1) to plan a year-round recreation program for citizens of all ages of the Town of Goffstown, NH; (2) to correlate the recreation activities provided by other local civic organizations into a unified recreation program; (3) to assume the responsibility of the functioning of a balanced recreation program; and (4) the development, operation and maintenance of present and future parks, and recreation programs.
- Article III. **Membership**
- Section 1. The membership of the board shall be appointed, consisting of at least 7 members and one alternate member of this town. These members shall be residents of the town. Each member will be appointed by the Selectmen after town meeting in March. If a member resigns before their term expires the Commission shall recommend to the Board of Selectmen. The Commission will also present names to the Board of Selectmen for approval to fill any vacancies as they occur.
- Section 2. The term of office shall be for three years.
- Section 3. The Director of Parks & Recreation is an ex-officio member.
- Section 4. The town Selectmen are ex-officio members.
- Section 5. In the event that a member is absent for 3 consecutive meetings without an acceptable reason, the member shall no longer be on the Commission.
- Article IV. **Meetings**
- Section 1. Regular meetings shall be held the 3<sup>rd</sup> Wednesday of the month during the year, unless otherwise called by the Commission.
- Section 2. Special meetings shall be called by the Chairman on or upon request of at least two members.
- Section 3. All regular meetings are to be at the Recreation Center or other municipal building.
- Section 4. Meetings shall convene at 7:00 pm unless otherwise posted.
- Section 5. The regular meeting held in April of each year shall be known as the organizational meeting. The purpose of the meeting shall be the election of officers; Chairman, Vice-Chairman. The presentation of the Annual Report will be presented by the Director at the December meeting.
- Section 6. August meeting will be the final submission of the budget.

Section 7. Four members constitute a quorum at any regular or special meetings.

Section 8. All meetings are open to the public.

Article V. **Officers**

Section 1. The Officers of this Commission shall be Chairman, Vice-Chairman. They shall be elected at the organizational meeting in April to serve a one year term.

Section 2. These Officers and the Director shall constitute an Executive Board who shall act in emergencies. This Executive Board shall meet at any time and place deemed necessary by either officer.

Article VI. **Duties of Officers**

Section 1. Chairman and Vice-Chairman shall preside at all meetings of the Commission; appoint all committees; represent the Commission at public affairs; and shall maintain the dignity and efficiency of the Commission in all possible ways.

Section 2. Any Commission member shall have the authority to conduct an inspection of recreation equipment or functions at any time and make a report to the Commission or directly to the Director.

Article VII. **Elections**

Section 1. All officers shall be elected by two nominations having been made from the floor. A majority vote of those present shall constitute an election.

Article VIII. **Duties of members**

Section 1. It shall be the duty of each member of the Commission to take an active part in the direction of the Commission's program and to act in whatever capacity he/she may be called; to be loyal in thought and deed to the welfare of recreation and to the community which it seeks to serve.

Section 2. All members shall serve without compensation.

Section 3. It is the responsibility of members to make at any time an inspection of recreation functions and equipment, and to bring a report before the Commission.

Article IX. **Amendments**

Section 1. This Constitution may be amended at any regular or special meeting by a majority vote of those present and voting, provided notice of the proposed meeting and amendment has been given in writing to all commission members at least seven (7) days prior to the meeting. Subsequent approval must be made by the Board of Selectmen.

Section 2. The By-laws, adopted to supplement this Constitution, may be amended at any regular or special meeting of the Commission by a

majority vote of the members present and voting, providing the proposed amendment has been given in writing to all Commission members at least seven (7) days prior to the said meeting.

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## **BY-LAWS**

Article I.     **Operating Funds**

Article II.    **Fiscal Year**

The fiscal year of the Commission shall extend from January 1 to December 31.

Article III.   **Budget**

The annual budget shall be presented to the Commission at the July meeting with approval at the August meeting.

The yearly budget will be submitted to the Board of Selectmen where it will be approved.

Each yearly budget will be submitted to the Budget Committee where will be approved.

Article IV.    **Duties and Responsibilities of the Director**

Section 1.     Duties

- a. It shall be the duty of the Director of Recreation to make recommendations for the position of full-time assistants or assistant.
- b. Prepare tentative budget for each fiscal year to be presented to the Commission at the November meeting (now July)
- c. Keeps account of expenditures by activities to be available to the Commission on request.
- d. To arrange such temporary help as the approved program requires
- e. To make recommendations as to the purchase or construction of new or additional recreation equipment and facilities
- f. To recommend new activities that could be sponsored
- g. To recommend and strive always to improve the recreation program.
- h. To present an annual inventory of equipment.
- i. To attend all meetings of the Commission as an ex-officio member.
- j. To attend commission meetings and to be prepared to give a verbal or written report on activities of the recreation department.
- k. To fix his signature of approval on all bills prior to presenting to the Commission
- l. To conduct himself at all times in a manner befitting the position of the Director of Recreation

- m. To maintain programs within the budget
  - n. To have responsibilities of job descriptions, programs, and implementations of programs
  - o. To oversee the maintenance and general care of facilities
- Section 2. Responsibilities
- a. To assume responsibility for the direction of all recreation activities set forth by the Commission
  - b. To see that recreation equipment is kept in the best repair
  - c. To see that all moveable equipment is placed properly in storage
  - d. To assume responsibility for the safety of all equipment
  - e. To assume responsibility for the work, conduct and efficiency of all subordinate staff members
  - f. To establish times for which the Commission may review and inspect equipment that is purchased.

**Article VII. Duties and Responsibilities of Commission Members**

- Section 1. To know why the department of recreation exists and review those reasons.
- Section 2. To keep ahead of the community, to be progressive yet close enough to be practical.
- Section 3. To work with the professional staff as partners. Expect the director to recommend the plans of operation, financing, supervision and control.
- a. Participate actively in meetings of the Commission.
  - b. Make it a point to discuss the work of the department with citizens and community groups. Get reaction from the public.
  - c. Be acquainted with the tax resources of the community.
  - d. Be acquainted with the social resources of the community.
  - e. Set aside time to visit with the professional director, or with other members of the Commission, and observe some of the activities conducted by the department.
  - f. Work with the professional director in the preparation of the department budget.
  - g. Be familiar with the recommended standards for a public recreation program, leadership and facilities.
  - h. Determine the operating policies of the department.
  - i. In accepting the appointment to the Recreation Commission, the only defensible motive that a citizen may have is that of service to the community. Commission members should have no entangling alliances with politics.

**Article VIII.** Be it known that where in the above articles there exists conflict with previous existing law, previous existing law shall take precedent.