

SUMPTER TOWNSHIP

PARKS AND RECREATION

MISSION STATEMENT

It is the mission and direction of the Parks & Recreation commission to provide an environment that is appropriate for the recreational activities that occur within all of the public parks and facilities of Sumpter Township, to establish and set in place the rules and regulations that will ensure a safe and enjoyable recreational experience, to encourage the effective use of all the parks and recreational facilities within the Sumpter Township, and to provide all citizens of the Township programs that focus on enhancing the quality of life in Sumpter Township.

SUMPTER TOWNSHIP PARKS AND RECREATION COMMISSION
CONSTITUTION

**ARTICLE I
NAME**

The name of this organization shall be the Sumpter Township Parks & Recreation Commission and shall hereinafter be referred to herein as the "Commission".

**ARTICLE II
PURPOSE**

The purpose of the Commission shall be to control and manage the recreational parks and facilities of the Township of Sumpter and to carry out the Mission Statement set forth above. In furthering this purpose, the Commission shall:

1. Formulate policies and procedures for the Parks and Recreation Commission under the supervision and control of the Sumpter Township Board of trustees; including drafting and adopting a five year plan with future plan updates park improvements and operations.
2. Adopt rules and regulations to foster and encourage the effective use of the parks and recreational facilities of Sumpter Township subject to the approval by the Sumpter Township Board of Trustees.
3. To originate, plan, and implement recreational programs and activities which will enrich the community and enhance the quality of life of the people of Sumpter Township.

**ARTICLE III
MEMBERSHIP**

1. The commission shall consist of thirteen (13) members, who shall be appointed by the Sumpter Township Board of Trustees. All members shall serve at the pleasure of the board as further set forth below. In addition to the thirteen member commission, one liaison of Sumpter Township Board of Trustees and unlimited alternate members shall be appointed to serve at all regular or special board meetings. The liaison will be appointed by the Township Board of Trustees and shall be a non-voting member except as otherwise provided herein. The alternates shall be able to participate in all discussions of the Parks and Recreation Commission meetings but shall have no voting right on any item unless the alternate member is sitting specifically in place of an absent Commission member. The Commission shall determine the order that the alternate members shall be selected to fill temporary vacant seats of the Commission. Once the Parks and Recreation Commission meeting is called to order and an alternate member(s) is selected to fill a vacant seat for that meeting, that alternate member(s) shall have the right to maintain that seat and vote for the duration of that meeting. This right shall not

extend to any meeting recess or delay to another date beyond the scheduled date of that meeting.

2. The term of the Commission members shall be for a period of three (3) years and shall commence upon the first day following the appointment of the member by the Township Board of Trustees. The term shall expire three years from the commencement date unless extended by majority vote of the Township Board of Trustees. In order to maintain experienced Commission members in the future, the initial term for the original Commission members shall be staggered terms as determined by the Township Board of Trustees during the initial appointments. The alternate Commission members shall all serve for a three (3) year term and these initial terms shall also be staggered as determined by the Township Board of Trustees.
3. The Township Board may, from time to time, appoint members to the Commission to fill any vacancy to serve out any unexpired term if the Board deems such to be appropriate. A membership on the commission shall be declared vacant when a member submits a written resignation to the Parks and Recreation Commission chairperson or to the Sumpter Township Board of trustees. A membership may be deemed a vacancy if the member has three (3) consecutive non-excused absences from regularly scheduled Parks and Recreation Commission meetings and the Township Board of Trustees remove said Commission member by a majority vote. A member may be excused from a meeting if an officer of the Commission is provided notice prior to the meeting. Notwithstanding anything stated to the contrary herein, the Township Board of Trustees may remove any Commission member prior to the expiration of that member's term, by majority vote of the Township Board, with or without cause.
4. The Township Board shall require that all potential individuals that are considered for appointment to the Commission submit to a background check administered by the Sumpter Township Police Department. The results of the background investigation shall remain confidential. The Township Board may however, use the results of the background investigation in deciding any potential appointment.

ARTICLE IV MEETINGS

1. Regular meetings of the Parks and Recreation Commission shall be held on the third Wednesday of each month at a location determined from time to time by the Commission. If necessary to attend to unfinished business, the Chairman of the Commission may call a special meeting. Special meetings shall be scheduled at such a date and time as the Chairman shall specify provided however, that for any such meeting, members must be notified of the special meeting at least twenty-four (24) hours prior to the meeting and provided a copy of the proposed meeting agenda. The notice shall be delivered along with a copy of the agenda and the date, time and location of the meeting. Delivery of the notice shall be to the members address provided to the secretary of the Commission by each member. The agenda may not be amended unless all thirteen Commission members are present for the commencement

of the meeting. If alternate members are utilized the meeting agenda may not be amended.

2. All regular and special meetings of the Parks and Recreation Commission shall be open to the public, as contemplated by and pursuant to the Michigan Open Meetings Act.
3. Seven members shall be required to constitute a quorum. If a quorum is not present, alternate members shall take the place of the absent members for the purpose of establishing a quorum and conducting business for that meeting only. Once a quorum is reached, no further alternate members shall be seated. The alternates shall take the place of an absent member in the order determined by the Commission as set forth above.

ARTICLE V DUTIES

The duties of the Parks and Recreation Commission members shall be as follows:

1. To establish the policies of and manage the business, property, programs and affairs of the Parks and recreation commission of Sumpter Township.
2. To maintain a close and constant liaison between the citizens of Sumpter Township and Sumpter Township Board, so as to advise the Township Board of the needs and priorities of the people with regard to recreational activities.
3. To work closely with the Sumpter township Auditor to ensure that its books and records are audited annually, and be able to present a financial report to the Township Board of Trustees at the first meeting of each fiscal year.

ARTICLE VI OFFICERS

The officers of the Parks and Recreation commission shall consist of a Chairman, a Secretary, a treasurer and a Co-Chairman. All officers shall be elected by a majority vote of the Commission from and among its membership, and shall serve for a period of two years. No officer shall serve beyond their current term unless reappointed by the Township Board of Trustees. The election of officers shall occur at the Organizational Meeting as defined below. No officer shall immediately succeed him or herself in the same office for more than one term, except, if nominated and approved by two-thirds (2/3) of the active membership.

Duties of the Officers

1. Chairman. The Chairman shall preside over all meetings of the Commission, have general supervision and direction of all the affairs of the Commission, subject to the order of the Township Board; and is authorized to sign and acknowledge on behalf of the Commission, all instruments requiring the signature and acknowledgment of the Commission.

2. Secretary. The Secretary shall keep and preserve the records, books and papers of the commission's proceedings.
3. Co-Chairman. The Co-Chairman shall, in the absence of the Chairman, preside over meetings of the commission.
4. Treasurer. The Treasurer shall keep and preserve the books and records of the revenues and expenditures of the Sumpter Parks and Recreation Commission.

ARTICLE VII EXECUTIVE COMMITTEE

The Executive Committee shall consist of the Chairman, Secretary, Co-Chairman, and Treasurer. The Executive Committee shall have authority to take day to day action on behalf of the Commission, provided their actions are ratified at the next regular or special meeting of the full Commission. The Executive committee shall be limited to One Thousand (\$1,000.00) in expenditures between regular or special Commission Meetings wherein the expenditure is an agenda item and approval of the same by the Township Board of Trustees. Under no circumstances shall the Executive committee accumulate expenses in excess of One Thousand (\$1,000.00) Dollars without prior approval of the Parks and Recreation Commission and Township Board of Trustees. The liaison member appointed to the Parks and Recreation commission shall vote to break any tie votes of the Executive Committee.

ARTICLE VIII ORGANIZATION MEETING

An organizational meeting of the Commission shall be held on the third Wednesday of the month of October. At such meeting, officers shall be elected and such committees as are deemed necessary to carry out the business of the Commission shall be appointed. All committees shall be recommending bodies to the Parks and Recreation Commission.

ARTICLE IX COMMITTEES AND TASK FORCES

The Chairman shall appoint such committees and task forces as shall be deemed necessary by the Board to carry out the work of the commission. All committees and task forces shall report to the Chairman upon request, and shall present reports to the Board at all regular and special meetings as deemed appropriate. The Chairman shall be an ex-office member of all committees and task forces. All meetings of any committee shall be open to the public and posted as contemplated by and pursuant to the Michigan Open Meetings Act.

ARTICLE X PARLIAMENTARY PROCEDURE

Meetings shall be conducted informally unless a member raises a point of order, at which time the rules of formal parliamentary procedure shall be followed. The current edition of Robert's

Rules of Order shall govern the Commission in such event, except where special rules adopted by the Commission, or mandated by the Sumpter Township Board provide otherwise.

**ARTICLE XI
AMENDMENTS**

Subject to the approval by resolution of the Sumpter Township Board, the Constitution and/or By-Laws may be amended by a two-thirds vote of the Commission members present at any regular board meeting, provided the proposed amendment has been presented and read at the meeting immediately preceding, and further provided that the agenda of the meeting contains a notice which states that an amendment to the Constitution and/or By-Laws shall be voted upon.

**ARTICLE XII
DISOLUTION**

Dissolution of the Commission may only be affected by a proper resolution of the Sumpter Township Board.

Effective October 11, 2011