

Copake Memorial Park Commission Bylaws

ARTICLE I- NAME AND AUTORIZATION

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 regular members voted in by the Commission and approved by the Town Board.
2. The Commission shall be allowed to have Alternate Support Members comprising of an unlimited number of members.
3. Openings for membership shall be posted by the Town Clerk.
4. Commission Members will be selected based on their qualifications and willingness to serve. Members will be selected without regard to race, creed, national origin, age, sex, marital status, sexual preference or the presence of disability.

B. ELIGIBILITY:

1. Members of the Commission shall be current residents of the Town of Copake
2. Alternate Support Members shall be current residents of Town of Copake

C. APPOINTMENTS:

1. Commission 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 members position shall become vacant when:
 - a. When a member's term expires, or
 - b. When a member resigns.
2. The Chairperson 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 submit this resignation to the Town Board.
4. If there is an opening on the Commission, an Alternate Support Member who is a Copake Resident may apply for the position

E. MEMBER RENEWAL:

Members shall submit a Letter of interest to the Town Board 30 days prior to 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. The Chairperson will then submit this recommendation to the Town Board.

ARTICLE IV- ORGANIZATION

A. OFFICERS:

1. The Commission shall elect from its members a Chairperson, Vice-Chairperson, Secretary, Public Relations Officer, Requisition and Inventory Officer.

2. Officers shall be elected for a term of one (1) year at 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 Commission 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 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 Chairperson's responsibility to ensure compliance with the Bylaws. The Chairperson will notify members of the removal from the Commission for noncompliance
2. The Chairperson shall immediately, upon receipt of a written or emailed resignation or when advised of vacancy, notify the Town Clerk.
3. The Chairperson shall 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.
4. The Chairperson can assign other members to help Officers complete their duties if need be.
5. 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. VICE-CHAIRPERSON:

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

C. SECRETARY:

1. It is the Secretary's responsibility to record the minutes of the meeting, type and email draft minutes to the Commission members, Town Clerk and the person maintaining the Town of Copake web-site within 7 days of the meeting. If members do not have email, then the Secretary will notify Town Clerk so Town Clerk can mail the meeting minutes to those members.
2. The Secretary is responsible for emailing the previous months approved minutes to the Commission members, Town Clerk and the person maintaining the Town of Copake web-site within 7 days of the meeting. If members do not have email, then the Secretary will notify Town Clerk so Town Clerk can mail the meeting minutes to those members.
3. The Secretary is responsible for sending out any Thank You notes to specific individuals or groups with the approval of the Chairperson.
4. The Secretary shall also send out other appropriate correspondence, per request of the Chairperson or the Commission.

D. PUBLIC RELATIONS OFFICER:

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

E. REQUISITION AND INVENTORY OFFICER:

1. It is the Requisition and Inventory Officer's responsibility for the ordering of all supplies for all events held by the Commission. Advance orders shall be approved by the Commission and subsequently the Budget Officer for the Town of Copake.
2. The Requisition and Inventory Officer is responsible for keeping an up to date inventory of all supplies used by the Commission that are stored in the Park Building. This inventory shall be maintained on the computer in the Park Building Office or in a binder in Commission cabinet and available to any Commission member.
3. The Requisition and Inventory Officer will have access from Town Supervisor to use a Town credit card to purchase approved items for events. 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.

F. REMOVAL:

When an Officer has been absent and has not performed the duties of that office for three consecutive meetings and/or events, 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 approved by 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 Chairperson will notify the Town Clerk to advertise the meeting 72 hours in advance of the meeting.
2. All meetings will be open to the public. For advertising purpose, the Commission will provide to the Town Clerk a schedule of their meetings and will insure minutes are available to the public in accordance to 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.
5. Copies of the minutes shall be emailed/mailed to the Commission members, Town Clerk and the person maintaining the Town of Copake web-site within 7 days of the meeting.
6. Specific questions of conflict of interest will be addressed by the Town Attorney.

ARTICLE VII- FUNDING

A. COPENHAGEN 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 \$150.00 shall be maintained by the Town Supervisor or designated Commission member.

B. COPENHAGEN 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 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 who will then send to the Town's Attorney for approval. Once approved by the Town Attorney, the new Bylaws shall be approved by the Town Board Members. Upon approval from Town Board Members, the new Bylaws shall be filed with the Town Clerk's Office.

B. EFFECTIVE DATE:

1. These Bylaws shall become effective upon approval of 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 term from the Town Clerk at the signing of Town Employee Book.