

**HEIDELBERG TOWNSHIP  
PARK AND RECREATION BOARD BYLAWS**

**Board Procedures and Member Guide**

Article I. NAME

Section 1.01 This Board is known as the Heidelberg Township Parks and Recreation Board (referred to as “Board”). The Board was organized by the Heidelberg Township Board of Supervisors (referred to as “Supervisors”) and exists as a parks and recreation board pursuant to Section 2204 of the Second Class Township Code.

Article II. PURPOSE

Section 2.01 Advise the Board of Supervisors on all matters pertaining to parks, open space, and recreation lands and programs and the operation and maintenance of such lands in Heidelberg Township (collectively, the “Park”), and

Section 2.02 Advise the Board of Supervisors in order to foster a meaningful and satisfying program of leisure and recreational activities and events for the residents of Heidelberg Township in a manner that will preserve the Township’s natural and historic resources for the enjoyment of future generations.

Article III. MEMBERSHIP

Section 3.01 The Board shall have five voting members, appointed by the Supervisors, who shall be qualified electors and residents of Heidelberg Township. Each member shall have one vote.

Section 3.02 The Board may also have one alternate member, appointed by the Supervisors, who shall be a qualified elector and resident of Heidelberg Township. Such alternate member shall have the right to participate in all meetings of the Board, but may not vote unless, by reason of absence or disqualification of any other member, a quorum is not reached, and the alternate member is designated as voting alternate member by the chairperson.

Section 3.03 The Board may recommend individuals for appointments. The Board Secretary shall submit appointment recommendations to the Board of Supervisors after the Board has approved them at a meeting. Normally it is good practice to make several recommendations for any opening. Member appointments are the sole prerogative of the Board of Supervisors and individuals may be selected for appointment from the Board’s recommendations or other sources.

Section 3.04 Members serve five (5) year terms, which shall conclude on December 31 of their fifth year. Terms of office shall be staggered in such a manner that at least one but no more than two expire annually.

Section 3.05 All persons appointed shall serve their full term unless they voluntarily resign or are removed by the Supervisors for disqualification, malfeasance or nonfeasance of duty.

Section 3.06 Vacancies shall be filled in the same manner as original appointments except the term of membership is restricted to the unexpired term of the member being replaced.

Section 3.07 Board members are volunteers who serve without monetary compensation. Members may be reimbursed for expenses incurred because of participation in conferences and workshops as approved by the Township Manager (“Manager”) in accordance with current Township policies.

#### Article IV. OFFICERS

Section 4.01 The officers of this Board shall be Chairman, Vice Chairman and Secretary. The Officers shall be elected at the organization meeting in January to serve for one year or until a successor shall be elected. Vacancies in office shall be filled at the next meeting by special election.

- (a) Chairman. The Chairman shall preside at all meetings, appoint focus groups, call special meetings when he/she deems it advisable, represent the Board at public affairs, and perform all such duties as usually handled by a Chairman, except when such duties are properly delegated. The Chairman may succeed himself or herself and shall be elected from among the members who have served more than one (1) year.
- (b) Vice Chairman. The Vice-Chairman of the Board performs all duties of the chairman in their absence. The Vice-Chairman is responsible to see that all focus groups function as directed by the Board Chairman.
- (c) Secretary. The Secretary shall perform the usual duties pertaining to the office. The Secretary shall keep or cause to be kept a full and true permanent record of all meetings of the Board at both regular and special meetings. The Secretary shall also attend to all correspondence as may be required by the Board.

#### Article V. MEETINGS

Section 5.01 Regular meetings are held the third Tuesday of each month, unless otherwise agreed upon by the Board.

Section 5.02 Special meetings may be called by the Board Chairman, Manager, or on the written request of at least two (2) Board members. The Manager will provide a minimum of five (5) days’ notice

to members.

Section 5.03 All regular meetings are held at the Heidelberg Township Municipal Office, 6424 York Road, Spring Grove, PA 17362.

Section 5.04 Meetings will convene at 6:00 p.m. unless otherwise agreed by the Board.

Section 5.05 The first regular meeting in January of each year is the organizational meeting. The purpose of this meeting is to elect officers, review the annual report and all other business.

Section 5.06 Three (3) voting members constitute a quorum at any regular or special meeting.

Section 5.07 Board action requires the concurrence of a majority of voting members present at a properly convened meeting with a quorum in attendance. The Board is not required to take action on any matter that was not specifically listed on the agenda.

Section 5.08 All meetings are open to the public and shall be held and conducted in accordance with provisions of the Pennsylvania Sunshine Act. The schedule of the Board's regular monthly meetings shall be advertised one time each year in the Evening Sun or other such public notice advertisement. Notice for all special meetings shall be published once as required by the Sunshine Act.

Section 5.09 The following shall be the order of business of the Board. These rules of order may be suspended, and any matters considered or postponed by Board action. (a) Call to Order

- (b) Public Portion
- (c) Prior Meeting Minutes
- (d) Focus Group Reports
- (e) Old Business
- (f) New Business
- (g) Board Member Comments
- (h) Adjournment

Section 5.10 The Manager shall prepare and distribute an agenda for all meetings. Any member or other person may request that the Manager include an item on the agenda. Requests shall be submitted to the Manager at least five business days prior to the meeting date.

## Article VI. DUTIES AND RESPONSIBILITIES OF THE BOARD & MEMBERS

Section 6.01 Finances: The Board ensures that adequate funds are available to meet program requirements by 1) The Board provides the Manager with input for the Township's budget process at their August meeting; and, 2) The Board may actively work with the Heidelberg Township Recreation Association (referred to as "HTRA" or "Charity") or any other charitable

organization to supplement the budget through a variety of methods including: conducting joint fund raising events, soliciting sponsorships and donations, etc. The Charity shall act as the finance arm for fundraising efforts, as further described in Article IX. COORDINATION WITH 501c3 CHARITY. To be effective all Board members and the Charity must take an active hands-on role in this process. Funds raised will be designated for specific projects.

Section 6.02 Conduct Activities: Members assist volunteers to conduct activities. This may involve a range of responsibilities from running an entire program to helping volunteers where assigned. Members are encouraged to be involved in as many programs as possible especially special events. Help with major fundraising events is expected.

Section 6.03 Meeting Attendance: Members are expected to attend and take an active role in all meetings. The Supervisors may remove any member who misses three or more regular meetings in any twelve (12)-month period.

## Article VII.

## COMMUNICATION GUIDELINES

Section 7.01 Listed below are guidelines to help Board members interact with each other and with Township staff. These guidelines are important to make the most out of the Board-Staff relationship. The guidelines are intended to create a professional atmosphere of mutual respect and cooperation.

Section 7.02 Share information openly and without judgement. When seeking expert advice and/or opinions, include all members. It is permitted to hold a closed gathering "solely for the purpose of collecting information or educating agency members about an issue", however, all deliberations about that information must be held in a public meeting. Remember that every member of the Board brings their own perspective, approach, and valuable input. All decisions are made by majority vote, and no individual member(s) has the right to make decisions for the group.

Section 7.03 Be open and honest while always remembering to respect other member, volunteer, community, and staff points of view even though it may be different than your own.

Section 7.04 Actively support Township programs and initiatives whenever possible.

Section 7.05 Board members are volunteers who accepted an appointment to assist the Township. This assistance is provided by the Board at its meetings, through Board committees or by individual members helping staff with defined tasks. Members are not authorized to issue orders or instructions to staff. The Manager is responsible for directing Township operations and staff.

Section 7.06 All Board or member requests with township employees should take place either at meetings or with knowledge and approval of the Manager. Following this channel of

communication is very important because of the Manager’s need to coordinate a large volume of work in the Township that originates from many sources in addition to the Board.

Section 7.07 No one should ever knowingly embarrass any volunteer, staff or board member nor put them “on the spot.” The Board should be protective of the Township, while remembering that they have an obligation to serve the public.

Section 7.08 Members must act in an ethical manner in their dealings with each other and staff. Please avoid gossiping, asking for special favors or consideration, etc.

Section 7.09 Members should always contact the Manager if they will not be able to attend a meeting or other event if they are expected. This notification is a courtesy both for staff and other Board members.

## Article VIII. COMMITTEES

Section 8.01 Members or other interested individuals are appointed to chair focus groups as needed by the Board. Appointments shall be made at the annual meeting or as soon thereafter as possible. Focus Groups chairmen serve until their successors are appointed or their function is completed.

Section 8.02 Committee chairmen reports will be presented at each board meeting. Reports will summarize all action by the focus groups since the last meeting. Interim reports shall be made to the Manager or other staff as requested or as needed to complete focus groups duties.

Section 8.03 Membership in all focus groups is open to any interested individual (does not have to be a Board member or a Township resident). Focus Groups chairmen are responsible to recruit focus group members.

Section 8.04 Focus Groups chairmen are encouraged to include as many people as needed on their focus groups.

Section 8.05 Special Committees may also be appointed at any time that the Board Chairman deems necessary to address a specific subject.

## Article IX. COORDINATION WITH 501c3 CHARITY

Section 9.01 Alignment of Purpose: The Heidelberg Township Recreation Association (HTRA) is a Pennsylvania non-profit corporation, established in 2002 around the time the Park was donated to Heidelberg Township, with the stated purpose “To raise and solicit funds to assist the development of and maintenance for recreation facilities for the residents of Heidelberg Township, York County, PA and to promote the use of such facilities for the enjoyment of township residents and others” and furthermore enjoys tax exempt 501(c)(3) public charity status

as determined by the IRS. As such, the purpose of the Charity is aligned with that of the Board, and it serves mutual best interests to coordinate our efforts. Should the purpose of the Charity or its tax-exempt status change, the Board shall re-evaluate the coordination of efforts.

Section 9.02 Event Planning: Events may be co-sponsored by the Rec Board and the Charity. Either entity may propose an event to be co-sponsored. The Rec Board Community Events Committee shall be responsible for event planning and shall coordinate early on with 1) the Volunteer Coordinator to ensure adequate event staffing, 2) the Charity Treasurer concerning necessary financial outlays/commitments for event preparations.

Section 9.03 Financial Considerations: The Charity shall be responsible for co-sponsored event funding and financial outlays/commitments (such as fundraising vendor contracts) in preparation for events. Proceeds from events may be collected by the Charity and a financial summary of each co-sponsored event prepared for review by the Rec Board at the next regularly scheduled meeting. The Charity shall maintain detailed records of financial inflows and outflows and shall present the records for examination by the Rec Board upon request.

Section 9.04 Insurance: Securing insurance for Park events shall be the responsibility of Heidelberg Township. For all co-sponsored events, the Township shall include 'Heidelberg Township Recreation Association' as additional insured and indemnify the Charity and its members.

Section 9.05 Grant writing: The Charity may serve as a Grant Writer for the Township, and will coordinate closely with the Rec Board and Township Manager to obtain the necessary plans, permissions, and technical information required to submit successful grant applications.

**Article X. CONFORMANCE WITH LAWS, ORDINANCES, RULES, AND REGULATIONS**

Section 10.01 The Board shall at all times comply with all laws, ordinances, rules, policies and regulations as may be adopted from time to time governing the Township.

**Article XI. NON-DISCRIMINATION**

Section 11.01 The Board shall not discriminate in any manner against any person by reason of race, color, national origin, religious creed, ancestry, age, sex, handicap, or political affiliation.

**Article XII. AMENDMENTS**

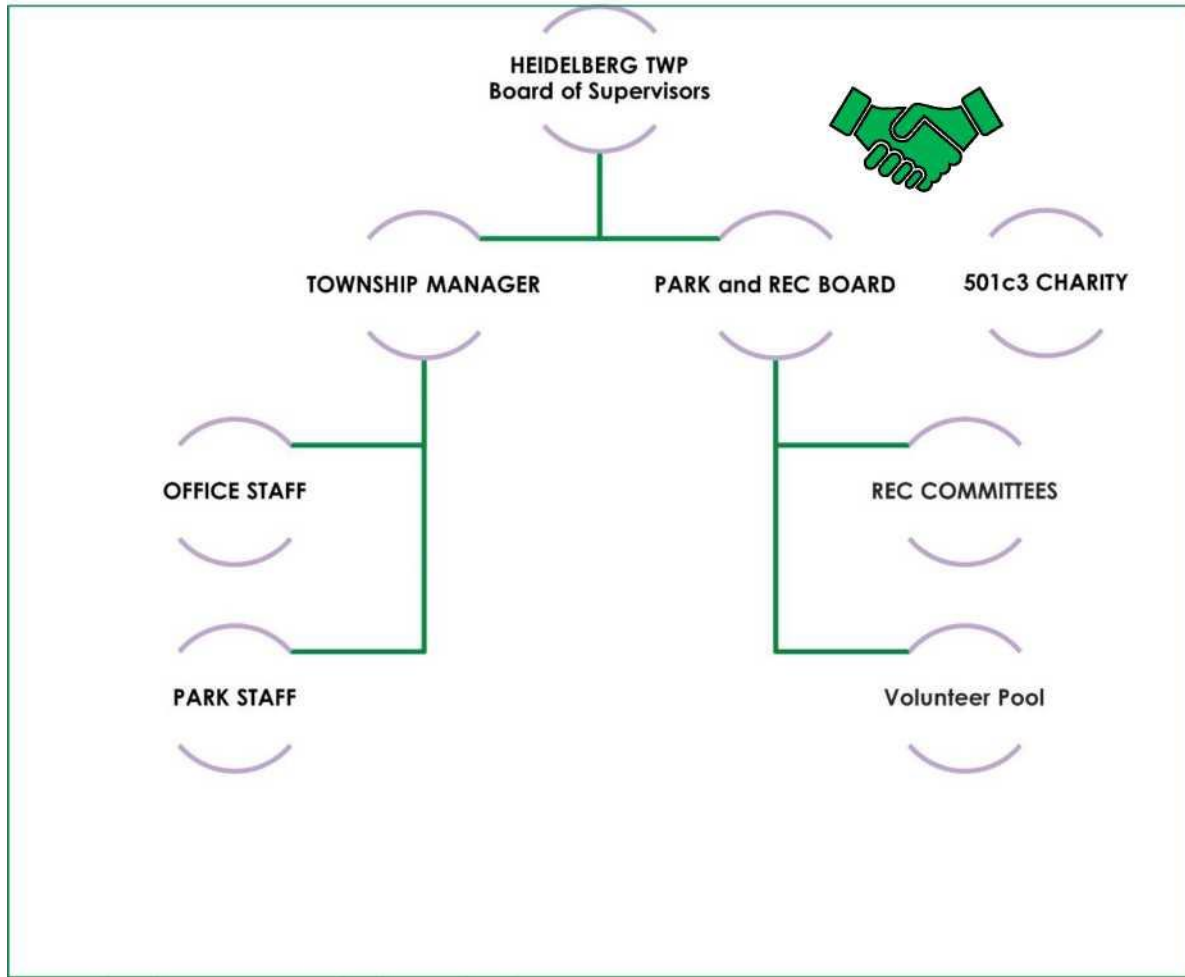
Section 12.01 The Supervisors may amend, revise or replace these procedures at any time as deemed necessary following consideration and advice and recommendation from the Board. Notice of any change will be provided to all Board members at the next regular meeting following the

change.

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Article XIII.

ORGANIZATIONAL CHART



Article XIV.

EFFECTIVE DATE

This policy was last reviewed and approved by the Board of Supervisors on the day of

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Chairman  
Heidelberg Township Board of Supervisors