

NORTHVALE RECREATION COMMITTEE BYLAWS
NORTHVALE, NEW JERSEY 07647
(Revised February 2017)

The purpose of this document is to set down the general and specific program rules of the Northvale Recreation Committee (herein called "REC"). This document was revised in January 2008, and most recently revised in February 2017.

Article I – Objective

The objective of REC shall be to promote the development of youth through the organized sports offered by REC with emphasis on teaching skills, improving individual and team play and promoting good sportsmanship all around.

This objective can best be achieved through 1. the concerted effort of all the individuals who have agreed to take positions of responsibility in our REC Program, including but not limited to the Committee members, League Commissioners, Coaches and Parents who must stress, through example, that competition can be a positive learning experience whether in victory or defeat, and 2. giving all participants an equal amount of playing time, regardless of skill level.

Article II – Officers of the Committee

The Northvale Recreation Committee shall consist of at least seven (7) Northvale or Rockleigh residents each of which will serve in one of the following capacities: Chairperson (herein called "NRC"), Secretary, Program Commissioner and Assistant Program Commissioner of the following Recreation activities: Baseball, Softball, Basketball, Soccer and Jr. Marksmanship. Existing Program Commissioners shall be permitted to hold their current positions, regardless of residency, until which time they choose to vacate their position. At that time the bylaws as written will then be executed.

Voting members are the Secretary and each Program Commissioner with the NRC voting only to break a tie. In the event a Program Commissioner is absent, their Assistant Program Commissioner can vote on their behalf.

All officers will be elected by a majority vote of REC and will hold their position until which time the individual wishes to step down or has been asked to leave per Article V below.

Article III – Duties of the Officers

Section 1. Duties of the Chairperson (NRC)

- A. The Chairperson can only vote to break a tie on any issue.
- B. The Chairperson will supervise the overall operation of the Programs, conduct all meetings and represent REC before the Mayor and Council.
- C. If a Program Commissioner is not operating the program consistent with the rules of REC, or in the best interest of that program and children, the Chairperson will bring this matter to the attention of REC for their recommendation.
- D. The Chairperson will control purchasing by giving permission for all purchases consistent with budgeted amounts.
- E. The Chairperson will insure that all complaints comply with the bylaws of REC.
- F. The Chairperson will oversee and assist, if necessary, in coordination and operation of any special events.

Section 2. Duties of the Secretary

- A. The Secretary will notify all REC officers of all meetings.
- B. The Secretary will take minutes of all meeting and keep them on file at the Borough of Northvale. Each officer will receive a copy of the minutes prior to the next scheduled meeting. These minutes will serve as a record of decisions and appointments made by REC.
- C. The Secretary will obtain a list of coaches from each Program Commissioner and then forward the lists to the Northvale Police Department and the Borough of Northvale representative for verification of the required certifications and fingerprinting.

- D. The Secretary will print and distribute registration forms for all sports when necessary.
- E. The Secretary will send out letters to any sponsors.

Section 3. Duties of the Program Commissioner

- A. The Program Commissioner will be responsible for all matters pertaining to their sport. Any major changes to any existing programs must first be brought to REC for approval.
- B. The Program Commissioner will update REC about the progress of their season and any potential problems or complaints at each regularly scheduled REC monthly meeting.
- C. The Program Commissioner with the help of the Assistant Program Commissioner will select all coaches and assistant coaches needed for that program and will be responsible for insuring that all league rules set forth by that individual sport's governing body are adhered to for the operation of that program each year.
- D. The Program Commissioner will assist the Secretary in ensuring that all coaches and assistant coaches have completed all required certifications and fingerprinting.
- E. The Program Commissioner will ensure that all coaches adhere to their league rules about "playing athletes across and/or up" and that no changes to team rosters are made without the prior knowledge of the Program Commissioner.
- F. The Program Commissioner will make all umpire/referee assignments or use an authorized service for the duration of each season and any playoff/tournament extension to said season.
- G. The Program Commissioner will decide if any awards/trophies will be awarded at the end of the season and will facilitate the purchase of said awards/trophies if their budget allows with the approval of the NRC.

Section 4. Duties of the Assistant Program Commissioner

- A. The Assistant Program Commissioner will assist their Program Commissioner in all duties stated above and be able to perform said duties in the absence of their Program Commissioner.

Article IV – Meetings

The Northvale Recreation Committee will meet each month at the Municipal Building or any such other place as the Chairperson directs. The meetings will be conducted under the "Sunshine Law" and "Robert's Rules of Order" will be observed. Notice of these meetings and any exceptions shall be posted at the Municipal Building.

Meetings are open to hear from any individual pertaining to any recreation program or concern.

Three (3) REC officers shall constitute a quorum for voting in any meeting. If the quorum is not met, the meeting may still be held but no voting shall take place. There will be no proxy voting.

All REC officers are required to attend at least eighty percent (80%) of all meetings per year. Failure to comply with this is cause for a recommendation to remove the person from REC.

Article V – Removal of a Northvale Recreation Committee Officer

On recommendation of REC, a vote will be taken on whether to dismiss an officer of this committee following a description of why such action is warranted. All known information will be given to the entire REC and after unlimited discussion a motion can be made by the Chairperson (or the Secretary if the Chairperson is the one being considered) for dismissal. The motion must be carried by a majority vote.

Article VI – Field Assignments

Anyone interested in using the recreation fields for non-recreational sponsored sports/events must fill out the appropriate paperwork and submit it back through Borough Hall. All decisions will be made in conjunction with the NRC and the Borough of Northvale on an individual basis with preference given to programs with the greatest percentage of Northvale residents involved. Fees and permits deemed appropriate will be implemented.

Article VII – The Northvale Recreation Announcement Board

The REC board is to be used for Recreation matters only. Any other group wishing to use the board must first seek approval from REC.

Article VIII – Prospective New Programs

Any prospective new recreation sponsored program must be brought to a REC meeting and voted in by a majority vote. If there is no Program Commissioner for that sport/program, one must be appointed before the start of the new sport/program and be voted in as per Article II. However, if the prospective new recreation sponsored program does not require a Program Commissioner, ie. a skills clinic, then none will be appointed and the program will run under the direction of REC.

Article IX – Registration to Sports/Programs

Registration forms will be distributed by the Northvale Recreation Committee Secretary for all sports/programs unless provided online. The time and place of registration will be set by the Program Commissioner. Required fees will be paid at the time of registration with a fee of \$25 for late registrations. After the first game of a season, no one will be permitted to register without the agreement of the Program Commissioner and the Coach of affected team and registration fees will not be pro-rated.

Article X – Unsportsmanlike Conduct

All coaches will sign a coach's code of conduct form at the beginning of each season. All participants and parents/guardians will sign a player's and parent's code of conduct form at the time of registration.

In the event that anyone (coaches, players or parents) fails to conform to said agreements, disciplinary actions can be used at the discretion of the Program Commissioner and the NRC including but not limited to the following in any order or combination:

1. Verbal warning issued by the Program Commissioner and/or the NRC.
2. Written warning issued by the Program Commissioner and/or the NRC.
3. Immediate ejection from the current youth sports event issued by the Program Commissioner and/or the NRC.

An appeal of any action taken by the Northvale Recreation Committee may be submitted in writing to the Northvale Borough Hall by filling out the Complaint/Appeals form and attending a disciplinary meeting set up by the Northvale Recreation Disciplinary Committee (comprised of the NRC, Neutral Program Commissioner and Council Liaison) within two weeks of submission. If the outcome is not favorable, a final appeal can be forwarded to the Mayor and Council for review.

Article XI – Smoking

No person shall smoke within the boundaries of any playing field during games and practices involving athletes 18 years of age and under and pursuant to the Laws set forth by the State of New Jersey.