

COMMISSION BY-LAWS

ARTICLE I NAME

SECTION 1 The name of this organization shall be the St. Andrew's Parish Parks & Playground Commission, as stipulated by Act 51-281 of the General Assembly of South Carolina in June 1945 and its amendments.

ARTICLE II COMMISSION MEMBERSHIP

SECTION 1 Only residents of the St. Andrew's Public Service District are eligible for membership to the Commission and may make their intentions known by application to the Charleston County Council.

SECTION 2 Commissioners of the St. Andrew's Parish Parks & Playground Commission are appointed by the Governor of the State of South Carolina upon recommendation of the Charleston County Council.

SECTION 3 The Commission shall consist of five members. Each member of the Commission will serve staggered terms for a period of three years.

ARTICLE III OFFICERS OF THE COMMISSION

SECTION 1 The officers of the Commission, shall be a Chair, Vice-Chair and Secretary.

SECTION 2 The officers shall be elected by the Commission during its June meeting. Terms of office shall be one (1) year, beginning July 1 of the same year. They may succeed themselves.

SECTION 3 In the event of the resignation or death of any officer, the Commission shall elect a successor to complete the remainder of the term at the next commission meeting.

ARTICLE IV DUTIES OF THE OFFICERS

SECTION 1 The Chair shall preside at all meetings of the Commission and shall perform such other duties as determined by the Commission; he/she shall be an ex-officio member of all committees; he/she shall sign all contracts and other instruments made by the Commission; the Chair shall sign all disbursements with the Vice Chair, or Secretary, or any Commissioner. The Chair shall supervise, direct and evaluate the Executive Director.

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- SECTION 2 The Vice Chair shall act as Chair in the absence of the Chair; he shall sign all disbursements with the Chair or Secretary or any Commissioner.
- SECTION 3 The Secretary of the Commission shall conduct such correspondence as the Commission may direct; he shall sign all disbursements in the absence of the Chair or the Vice Chair; he shall perform such other duties as determined by the Commission.

ARTICLE V DUTIES OF COMMISSION MEMBERS

- SECTION 1 All members of the Commission shall consider it a civic duty to attend all meetings and shall endeavor to make fair and just decisions to the benefit of St. Andrew's Parish Parks & Playground Commission.
- SECTION 2 Commissioners may request an excused absence from the Chair (or his designee) if there is a legitimate conflict that will prevent the Commissioner from attending. If an excused absence is granted, it should be recorded as such in the Commission minutes.
- SECTION 3 All members of the Commission shall act as advocates for St. Andrew's Parish Parks & Playground Commission and for the parks and recreation profession.

ARTICLE VI MEETINGS

- SECTION 1 The administrative year shall begin on the first day of July and end on June 30.
- SECTION 2 The stated meetings of the Commission shall be held on the fourth Thursday of each month unless otherwise ordered by the Commission.
- SECTION 3 Special meetings may be held at any time or place at the call of the Chair or upon request by two other members of the Commission.
- SECTION 4 A quorum shall consist of three members, which is a majority of the members of the Commission.
- SECTION 5 The Chair, on his own initiative or at the request of other members may direct the Executive Director to poll the members of the Commission on any matters requiring Commission action, where action is necessary before the stated meeting of the Commission and it is deemed inadvisable to call a special meeting, provided that the number voting shall not be less than a majority of the Commission. The result of such poll shall constitute the action of the Commission, and shall be so reported to the Chair, and shall also be incorporated in the minutes of the succeeding stated meeting of the Commission.

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SECTION 6 The order of business of the Commission shall be as follows:

Invocation and Pledge of Allegiance to the Flag

- I. Public Comment
- II. Approval of minutes of preceding meeting.
- III. Financial Report
- IV. Executive Director Report
- V. Department Reports
- VI. Department Proposals
- VII. Unfinished Business
- VIII. Committee Reports
- IX. New Business
- X. Adjournment

ARTICLE VII COMMITTEES

SECTION 1 The Chair may appoint such committees, standing or special, as may be authorized by the Commission.

ARTICLE VIII BUDGET, FUNDS & EXPENDITURES

SECTION 1 The fiscal year of the Commission shall begin on the first day of July and end on June 30. The operating funds of any fiscal year for the Commission shall be obtained from taxes and fees levied upon those property owners within its boundaries for this purpose.

SECTION 2 The Executive Director shall prepare and submit to the Commission, at such time as they may direct, an annual budget, itemizing the appropriations necessary for equipment, supplies, salaries, and maintenance of facilities under its direct supervision and necessary in the operation of its recreation program as determined by the Commission. Upon the approval of the Commission, the budget shall be forwarded to the Charleston County Council for its approval.

SECTION 3 The Charleston County Treasurer shall hold monies in a separate account apart from regular funds, and shall account for all such funds in accordance with state laws governing use of tax levies for special purpose districts.

SECTION 4 The Commission shall provide the Charleston County Council with a mid-year budget review, and shall provide an annual fiscal audit by certified public accountants.

SECTION 5 The Commission shall have the authority to accept gifts and donations.

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- SECTION 6 The Commission shall establish all funds required for the operation of its facilities. The first fund shall be the General Fund which will be funded by tax dollars in addition to fees, charges, grants and other revenues. The second and third funds shall be the Business Type Activity Fund for the operations of the Family Fitness *Plus!* and eTrak-plus, which will be funded by membership fees and other revenue. There shall also be a petty cash fund at both the Playground Road and Family Fitness *Plus!* locations. The accounts will be in the amount of two hundred dollars and shall be administered by the Executive Director and FFP General Manager and/or his designees who will be required to provide receipts to replenish the funds.
- SECTION 7 The Executive Director shall have the authority to contract for all budgeted supplies, equipment, etc., up to \$20,000.00 and non-budgeted items up to \$1,000 without approval of the Commission. However, he shall be held accountable to the Commission for such action and purpose. All pending expenditures over \$20,000.00 for the Commission must be approved by the Commission before contracting for same, with the exception of bi-weekly payment to personnel.
- SECTION 8 All checks for disbursing of funds shall be signed by two (2) authorized persons. (Authorized persons include the Chair, the Vice Chair and the Secretary of the Commission or any Commissioner.)

ARTICLE IX COMMISSION TRAVEL

- SECTION 1 The Commission budgets for three members to attend the annual National Recreation and Parks Association (NRPA) Congress. The three attendees each year will be determined by the Commission. All other travel by Commissioners must be approved by the full Commission.
- SECTION 2 All Commissioners may be issued credit cards under an agency account as approved by each Commissioner. Charges on cards must be for Commissioner travel expenses only and must fall within the guidelines of the Travel and Subsistence Policy, Section 4, Policy 19 found at www.standrewsparks.com/policymanual. Commissioners will have the option of making his/her own travel arrangements or having staff arrange for him/her. Receipts must be submitted for all expenses within two weeks of purchase. Of course, all efforts should be made for economical solutions to travel.

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ARTICLE X AMENDMENTS

SECTION 1 These By-Laws may be altered, amended or repealed at any stated meeting of the Commission by a majority of the entire Commission, provided notice of the proposed amendment has been given in writing to all Commission members at least 7 days prior to said meeting.