

**CRPR**  
Centre Region Parks and Recreation  
Authority Board

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An agency of the Centre Region Council of Governments.  
*Serving the Borough of State College and the Townships of College, Ferguson, Harris and Patton.*

## BYLAWS OF THE CENTRE REGION PARKS AND RECREATION AUTHORITY

*A Municipal Authority established in 1970 to serve the Centre Region Council of Governments*

### **Bylaws Committee:**

Chris Hurley, Chair

Kathy Matason

Jim Dunn, Ph.D.

*Ronald J. Woodhead, Director*

The bylaws were updated to respond to the following factors:

- to more accurately reflect historical practices,
- the 2013 renaming of the Authority,
- the assimilation of the CRPR Board responsibilities to the Authority Board. the increased responsibilities and assets as assigned by the five participating municipalities, and
- to provide a framework for additional responsibilities as may be authorized by the COG General Forum.

### Document History

Draft #1 - 26 Mar 2014

Draft #2 - 27 Mar 2014 – incorporated committee inputs

Draft #3 - 08 May 2014 – presented for Board discussion

Draft #4 - 11 Jun 2014 – updated with Board suggestions

**Approved by Board action on 17 Jul 2014**

# BY-LAWS OF THE CENTRE REGION PARKS AND RECREATION AUTHORITY BOARD

## ARTICLE I BACKGROUND / AUTHORIZATION / ORGANIZATION

### Section 1. Background

The Authority Board was originally incorporated in 1970 as the "Centre Regional Recreation Authority" as an entity of the Centre Region Council of Governments. In 2013 the five participating municipalities officially approved (1) renaming the organization to the "Centre Region Parks and Recreation Authority" and (2) the transfer of the duties assigned to the former "Centre Region Parks and Recreation Board" to the Authority. Additional background on the Authority and COG is hereby incorporated as Attachment #1. The provisions of these bylaws shall remain subject to all Commonwealth statutes regarding municipal authorities, as may be amended.

### Section 2. Appointments

The Board shall consist of six volunteer members, each appointed as a resident and a representative of their respective municipality, as follows:

State College Borough	1	
Township of College	1	
Township of Ferguson	1	
Township of Harris	1	
Township of Patton	1	
State College Area School District	1	(appointed by S.C. Borough Council)

### Section 3. Terms

Terms of all appointments to the Authority Board shall correspond to the five (5) year terms established by the Authority's Articles of Incorporation (1970) and as later amended. Appointments to replace a current appointee to the Authority Board shall be for the remainder of the unexpired term only. After the initial term has been completed, re-appointment for a full 5-year term is the option of the appointing municipality. There are no Authority-imposed duration limits on a volunteer's service on the Authority Board.

### Section 4. Attendance and Alternates

In order to provide effective representation of each municipality and guidance for agency operations, each member of the Board shall not be absent for more than three consecutive months or for more than five months each calendar year. In that case, the municipal board will be asked to appoint a new representative to serve the unexpired term of absent member.

In the case of scheduled absences, an alternate (liaison member) may be named by each municipality to attend the Board meetings in lieu of the regular appointee; however any alternate shall serve in a non-voting capacity.

**Remote Participation:** As authorized by state law, a member may participate in Board meetings electronically (via live video and/or audio) with the following conditions:

- Members participating remotely shall serve in a non-voting capacity.
- The meeting minutes should reflect that the member participated remotely.
- There must be a quorum physically present at the meeting. The remote member may not be counted to meet the quorum requirement.
- The remote member must be able to clearly hear and be heard in the meeting room.
- In order to provide effective representation for their municipality, in no case shall one individual participate remotely for more than three consecutive months or for more than five months in each calendar year. In this case, the municipal board will be asked to appoint a new representative to serve the unexpired term of that member.

#### **Section 5. Authorization**

The Board shall act as a policy-making Board to the Centre Region Parks and Recreation Agency and in an advisory capacity to the Centre Region Council of Governments in all matters pertaining to parks and recreation, and cooperate with other government agencies and civic groups in the advancement of sound parks and recreation operations, programming and planning. The following documents provide additional historical background on the responsibilities authorized by the participating municipalities:

1. 1970 Authority Articles of Incorporation
2. 1974 COG Articles of Agreement for the Centre Region Parks & Recreation Board
3. 1978 COG Resolution #78-3 "Role of Parks and Recreation Board."
4. The COG Park Acceptance Policy (1988)
5. Bylaws Attachment #1
6. Bylaws Attachment #2 (COG Parks Capital Committee Responsibilities)

#### **Section 6. Office Address**

The location of the principal office of the Authority is currently the Centre Region Council of Governments Building, 2643 Gateway Drive #1, State College, PA 16801. The Authority Board may by proper resolution designate any other place as the office of the Authority.

#### **Section 7. Corporate Seal**

The corporate seal of the Authority shall contain the name of the Authority, the words "State College, Pennsylvania" or "State College, PA" and be in the form of a circle.

## **ARTICLE II MEETINGS**

### **Section 1. Regular Meetings**

The regular meeting of the Centre Region Parks and Recreation Authority Board shall be scheduled at the convenience of the Board, at least monthly January through December at locations to be advertised in accordance with state law.

### **Section 2. Notice of Meetings**

Notice of all regular meetings shall be provided to each member of the Board at least four days prior to each meeting.

### **Section 3. Special Meetings**

Special Meetings may be called at any time by the Director of Parks and Recreation and/or at the request of the Chair or Vice-Chair of the Board.

### **Section 4. Quorum**

A majority of the Board shall at all times constitute a quorum.

### **Section 5. Rules of Order**

General parliamentary rules, as specified in *Robert's Rules of Order* shall be observed in conducting meetings of the Board.

## **ARTICLE III OFFICERS**

### **Section 1. Election of Officers**

The Board shall elect the following officers each January to serve for one year from the date of election: Chair, Vice-Chair, Secretary and Treasurer.

### **Section 2. Special Elections**

In the event of a failure for any reason to elect any of the said officers, or in case a vacancy shall occur in any of the said officers for any reason, then an election may be held at any regular or special meeting.

### **Section 3. Duties of the Chair**

The Chair of the Board shall preside at the meetings of the Board, and shall perform the other duties ordinarily performed by that office.

### **Section 4. Duties of the Vice-Chair**

The Vice-Chair of the Board, in the absence of the Chair, shall perform all the duties of the Chair. In the absence of both the Chair and the Vice-Chair, the Board shall elect an Interim Chair who shall perform the duties of the Chair.

**Section 5. Duties of the Secretary and the Treasurer**

A staff member shall be assigned by the Director to perform the routine duties on behalf of these officers, subject to their respective approvals.

**ARTICLE IV COMMITTEES OF THE BOARD**

**Section 1. Appointment of Committees**

When appropriate, the Chair may appoint members of the Board to serve on committees or select a Board member to head a committee to be formed by the appointed Board member.

**Section 2. Advisory Committees**

The Board may from time to time appoint advisory committees. The personnel of such committees may be composed of members of the community, representatives of community organizations and clubs, staff or others as may be specified by the Board. Guidelines or bylaws with respect to each committee's purpose, responsibilities and duration shall be prepared prior to the naming of committee members.

**ARTICLE V FINANCES**

**Section 1. Overview**

With respect to finances, it is acknowledged that the Authority is not operated as an independent body, but rather as an extension of the Centre Region Council of Governments and on behalf of the participating municipalities – within the framework of the COG organization. The annual budget requests for CRPR operations and capital projects are separated both by function (agency operations, nature center, senior center, regional parks and aquatics) and by capital/operations. As a 501c3 entity, the Authority is charged with expanding solicitations for non-municipal funds for identified aspects of the operations and capital projects as well as establishing user fees that may be associated with authorized operations. The Authority:

- Shall have full responsibility for the administration of operations and capital projects as approved by the COG General Forum.
- Will review, analyze and recommend to the COG Parks Capital Committee any such addition or program that will require additional municipal resources.

**Section 2. Operating Budgets**

The proposed annual operating budgets for each function of the Authority shall consist of:

- Expenses related to maintenance / repairs, safety inspections, program operations, publicity / promotions, insurance, staffing and administration.
- Revenue from municipal contributions, fees and charges, donations, sponsorships and grants (designated to offset the costs for specialized operations and programs).

Following Authority Board review and endorsement, the proposed operating budgets are then included in the annual COG budget review and approval process.

**Section 3. Capital Project Budgets**

The proposed annual capital budgets for each function of the Authority shall consist of:

- Expenses related to acquisition, planning, financing, development or renewal of authorized equipment and facilities.
- Revenue from municipal contributions, donations, sponsorships and grants.

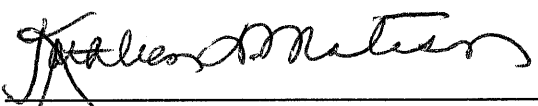

Following Board review and endorsement, the proposed capital budgets are then included in the annual COG budget review and approval process.

The Authority or staff may also make recommendations to each municipality with respect to capital projects or capital repairs that are advisable for their respective park facilities.

**ARTICLE VI AMENDMENTS**

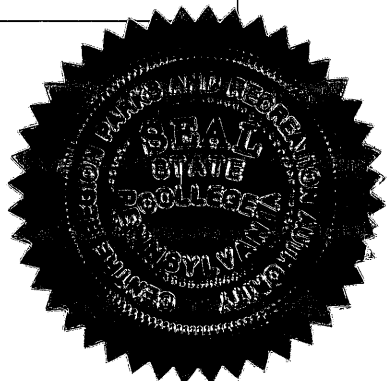
**Section 1. Amendments**

These bylaws and the reference attachment(s) may be amended at any regular meeting of the Board by a majority vote of the Board.

Approved by unanimous action of the CRPR Authority Board on 17 July 2014:	
1. Sue Mascolo, Chair, Township of Ferguson	
2. Chris M. Hurley, Vice-Chair, Township of Patton	
3. Kathy D. Matason, Secretary, Township of College	
4. Diane J. Ishler, Treasurer, Township of Harris	
5. James W. Dunn, Ph.D., Borough of State College	
6. Shannon E. Messick, SCASD	
<b>Certifications</b>	
Attest:	
	
Kathy D. Matason Board Secretary	Sue Mascolo Board Chair

**Attachment #1 Detailed Background Information**

**Attachment #2 COG Parks Capital Committee Responsibilities**



## ATTACHMENT #1 Detailed Background Information

Over the years, the duties and responsibilities assigned to the Authority Board have expanded to management oversight of operations and capital projects related to:

- the Centre Region Senior Center,
- the Millbrook Marsh Nature Center,
- two community swimming pools,
- leasing from the COG the lands of the three regional parks for financing, capital projects (development) and operations,
- leasing the Interim Parks Maintenance Facility while the Authority proceeds to develop and operate a new centralized maintenance facility as part of Whitehall Road Regional Park,
- the operations for leased sportfields at 3 elementary schools,
- acting as the official grant and donation conduit for all regional facilities and for designated municipal parks / programs (Remembrance Trees, Gift Benches, etc.),
- providing policy oversight of CRPR agency staff, programs and facility operations within the established framework of the Centre Region COG,
- with consultation of staff, determining operating fees, policies and procedures, and
- to provide for future responsibilities as authorized by the COG General Forum.

Further, the Authority has been authorized to provide the following services on behalf of the participating municipalities:

- Park operations and maintenance services at Authority-designated and municipally-owned parks and at all regional recreation facilities (including but not limited to parks, pools, senior center, nature center);
- Public recreation programs, leagues, day camps and special events across the region;
- Authorizing user fees and facility for all agency operations;
- Administering all COG-authorized capital improvement projects at regional recreation facilities including agency-operated municipal parks, those parks designated as “Regional Parks,” nature centers, swimming pools and senior citizen centers. It is noted that funding for capital improvements and capital repairs at the municipal parks remains the responsibility of the host municipality.
- The review and evaluation of proposals related to new services, activities or programs within the existing park system.

The Centre Region Council of Governments is a voluntary association of municipalities to efficiently provide specified public services to residents and visitors on their behalf. That cooperation has expanded over the years to include a popular and comprehensive menu of parks and recreation opportunities that would not be possible if offered by an individual municipality. Further, the services provided by the Authority are offered both as a “regional agency” and as the Parks and Recreation Department for each municipality. Therefore, the Authority works for each participating municipality and on behalf of all participating municipalities.

Communication between the Authority, COG/Agency staff and each municipality remains a critical part of that relationship, especially as it relates to finances and accountability. To enhance this communication, the COG General Forum created the Ad Hoc Regional Park Committee (now the COG Parks Capital Committee) to work jointly with the Authority to advance the necessary policies and financing related to the joint municipal investments in renewing the two community swimming pools and developing the three Regional Parks. While this interface presents both opportunities and challenges for all parties with respect to their roles, the basic division relates to the coordination of capital and operational funding provided by the municipalities for implementation and operations by the CRPR Authority Board and staff.

## **ATTACHMENT #2      COG Parks Capital Committee Responsibilities**

The following responsibilities were assigned to the COG Parks Capital Committee as part of the updated COG Articles of Agreement of December 11, 2008, Page 9:

*d.      Parks Capital Committee*

- i.      To recommend the designation of regional park facilities (i.e., facilities involving joint capital funding such as regional parks, swimming pools, nature centers, etc.) to the General Forum.*
- ii.     To develop and recommend a funding strategy for the planning, development, and operation of regional park facilities to the General Forum.*
- iii.    To cooperate with the Centre Regional Recreation Authority / Centre Region Parks and Recreation Board (since combined and renamed to the CRPR Authority) in the preparation of recommended master site plans for regional recreation facilities for referral to the General Forum and/or the participating municipalities.*
- iv.     To study and prepare recommendations on regional parks as requested by the Executive Committee.*