



# SOUTH FAYETTE T O W N S H I P

A Community Growing Together

## Community Day Committee Application

Parks & Recreation Department  
Paula Simmons, Recreation Director  
psimmons@sftwp.com / 412-221-8700 x17  
www.southfayettepa.com

### APPLICANT INFORMATION

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

If an employee/representing a local business in South Fayette Township:

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Why are you interested in being a member of the South Fayette Community Day Committee?

---

---

---

Briefly describe your present and past community involvement and/or interests (including voluntary, social, business and professional).

---

---

---

*By signing or typing my electronic signature below, I acknowledge that I have read and agreed to the South Fayette Community Day Committee guidelines.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please submit this application to Parks and Recreation Director Paula Simmons at [psimmons@sftwp.com](mailto:psimmons@sftwp.com) or mail to: Paula Simmons / 515 Millers Run Road / Morgan, PA 15064

# South Fayette Community Day Committee Guidelines

---

## Article I – Name and Purpose

- Section 1      The name of the committee shall be South Fayette Community Day Committee, a subcommittee of the Parks and Recreation Board.
- Section 2      The purpose of the South Fayette Community Day Committee is to plan an annual South Fayette Community Day for the township and community, as well as to provide a place for local businesses and service organizations to come together to interact with the community and promote their organizations. The main purpose of the committee includes, but is not limited to:
- Raising funds to cover costs of the event;
  - Promoting the event to the community;
  - Organizing entertainment and activities; and
  - Securing vendors.

## Article II – Membership

- Section 1      Committee membership is open to South Fayette Township residents, South Fayette Township employees and South Fayette Township business employees. This committee does not have a written policy that discriminates against individuals seeking membership on the basis of race, color, or religion.
- Section 2      All members are on a volunteer basis.
- Section 3      Committee members will submit applications to the Parks and Recreation Board for approval.
- Sections 4      Members will serve for a term of one (1) year.

## Article III – Officers

- Section 1      The officers shall consist of a Chairperson, Vice Chairperson, Secretary and Treasurer. The South Fayette Township Recreation Director will act as Township Staff Liaison. One Parks and Recreation Board member will be a board representative.
- Section 2      All officers will serve for one (1) year.
- Section 3      The officers shall be elected by a majority vote of members of the South Fayette Community Day Committee at the January meeting or yearly review meeting as to be set at a later date voted on by the members.

Section 4 A simple majority of the members can remove any officer from office.

#### Article IV – Duties of Officers

Section 1 The Chairperson shall preside at all meetings and prepare the agenda.

Section 2 The Vice Chairperson shall serve in the Chairperson’s absence or at his/her request.

Section 3 The Secretary shall take roll of the members, keep accurate record of the minutes and proceedings, and perform other duties as may be required. The Secretary will keep track of all votes, yes or no, at each meeting and make reports available to all members upon request.

Section 4 The Treasurer shall receive and then disburse all monies received by the South Fayette Community Day Committee to South Fayette Township. The Treasurer will keep accurate records of donations, sponsors, receipts, disbursements and balances.

#### Article V – Meetings

Section 1 Regular meetings of the South Fayette Community Day Committee will be held once a month. A repeating day and time will be determined at the January or yearly review meeting.

Sections 2 A simple majority must be present for voting or business to be done.

Sections 3 A special meeting may be called by any member of the committee or by a majority vote of the committee. At least five (5) days prior to any special meeting, all members must receive notification of said meeting.

Section 4 All meetings will follow Roberts Rules of Order. Parliamentary procedure shall apply in all disputes.

Sections 5 At regular meetings of the South Fayette Community Day Committee, the following will be the order of business:

- A. Welcome by the Chairperson
- B. Minutes of Previous Meeting
- C. Treasurer’s Report
- D. Unfinished Business
- E. New Business
- F. Open Discussion
- G. Adjournment

#### Article VI – Finances

Sections 1 South Fayette Township will establish a budget under (452) Participant Recreation 01-452-247 Community Day in the general fund.

Section 2 All expenditures must be approved, with signature, by the South Fayette Township Parks and Recreation Director. South Fayette Township will pay all expenses.

Sections 3 All donations, sponsorships and vendors fees will be deposited by South Fayette Township into (367) Recreation. Checks shall be made payable to SOUTH FAYETTE TOWNSHIP.

#### Article VII – Amendments

Section 1 Any proposed amendments to these bylaws shall be signed and presented in writing to the Chairperson for consideration. The changes will then be read and a copy given to all members of the committee at the next general meeting, at which the members will vote on the proposed amendments. The majority rules.

Sections 2 The recommended changes will be presented to the Parks and Recreation Board for final approval. Approved amendments will become effective immediately.