



MYRTLE BEACH POLICE DEPARTMENT

ADMINISTRATIVE REGULATIONS AND OPERATING PROCEDURES

Subject: *Recreation Committee*

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Approved By:

PURPOSE

To establish written guidelines governing the functions of the Recreation Committee and operation of the Police Clubhouse.

DISCUSSION

The Recreation Committee is established for the benefit of all employees of the Police Department to provide organized social interaction and insure that the property entrusted to our Department/employees, located on the Intracoastal Waterway, is properly maintained and presentable for the use and enjoyment of all employees of this Department. Employees who volunteer for appointment as a member of the Committee should be dedicated to this purpose and willing to devote the time and effort needed for it to be successful. Scheduled committee meetings are compensable.

PROCEDURE

1. RECREATION COMMITTEE

- A. The Recreation Committee shall consist of five (5) employees of the Myrtle Beach Police Department. To initially establish the Committee, the Chief of Police will post an announcement seeking interested volunteers and will appoint five members to the Committee from the announcement.

- B. A list of active volunteers will be maintained by the Chief of Police to fill any vacancy that may occur. Any employee may submit a letter of interest in volunteering for the Committee at any time to the Chief of Police.
- C. There are no set term limits associated with appointment to this Committee.
- D. Each January 1, the Committee members will elect a Chairperson and a Vice-Chairperson. These officers will hold their positions for a period of one year and can serve a maximum of 2 years if re-elected. If for any reason an officeholder leaves his/her position for whatever reason, as soon as the Committee vacancy is filled, an election will be held to fill the vacant officer position and that individual will hold that office until January 1 of the following year.

2. DUTIES AND RESPONSIBILITIES OF OFFICERS

- A. Chairperson:
 - 1) Responsible for planning, scheduling and holding Committee meetings when deemed to conduct Committee business.
 - 2) Responsible for preparation of the annual budget for the financial needs of the Committee.
 - 3) Co-signs checks for payment of expenses incurred.
 - 4) Liaison between Clubhouse owners and Committee for Committee business.
 - 5) Liaison between Committee and the Chief of Police for social events planned by the Committee.
- B. Vice Chairperson:
 - 1) Responsible for recording minutes of each scheduled meeting, maintaining records and documents pertaining to committee business, and preparing reports and correspondence for the committee.
 - 2) Acts as Chairperson, assuming those responsibilities, in the absence of the Chairperson.
 - 3) Authorized to co-sign checks for payment of expenses incurred if Chairperson is unavailable.
- C. Treasurer:
 - 1) The Treasurer shall be a member of the Administrative Support Staff for the Chief of Police and does not serve as a voting member of the Committee.
 - 2) Maintains the financial records of the committee.

- 3) Assists the Chairperson with the formulation of the annual budget and files monthly reports on financial status of Committee's account with the Chairperson.
- 4) Prepares bank deposits and checks for payment of expenses incurred in the operation of the Recreation Committee or Police Clubhouse.
- 5) Co-signs checks for payment of expenses incurred.

3. DUTIES AND RESPONSIBILITIES OF RECREATION COMMITTEE MEMBERS:

- A. Arrange social functions for the Police Department employees and families including fund-raisers, outings, parties, etc.
- B. Act as an Advisory Board and oversee the operation of the Police Clubhouse, hereafter referred to as the Clubhouse.
- C. Oversee the collection and distribution of funds collected expressly for the Recreation Fund.
- D. Assist the Chairperson in the development of the Recreation Committee Annual Budget with the Clubhouse as the priority item in the budget.

4. CLUBHOUSE

- A. The Recreation Committee will act as overseer for the Police Clubhouse. Specific responsibilities include:
 - 1) Identify the needs of the Clubhouse as relate to:
 - a) repairs
 - b) ongoing maintenance
 - c) utilities & insurance
 - d) upkeep and cleanliness
 - e) budgetary needs.
 - 2) Adopt rules and regulations for the Clubhouse.
 - 3) Maintain a liaison with the Clubhouse owners and the Chief of Police.
 - 4) Organize and arrange for repairs to and maintenance of the Clubhouse.
 - 5) Pay the bills for the Clubhouse.
 - 6) Organize and arrange for clean-up and upkeep of the Clubhouse.

5. RECREATION FUND

- A. The Recreation Committee will be responsible for overseeing the maintenance of a bank account for the Recreation Fund at a local bank. All funds obtained through donations, fund-raisers, sales of merchandise, etc. will be deposited into the account. All expenditures, with the

exception of monthly or yearly pre-approved utility and insurance payments, must be voted on by the full committee and approved unanimously. The Clubhouse expenses must come first. All other expenditures must be secondary to the Clubhouse costs. If the Department holds an annual Department Christmas Party, the Recreation Committee will be responsible for organizing it; however, the Recreation Fund will not fund the event. If the Recreation Fund is financially able and the Committee approves the expenditure, the Committee may elect to donate funds to the party.

6. BUDGET

- A. An annual budget, based on a calendar year, shall be prepared by the Committee as stated in Duties & Responsibilities above and approved by the Chief of Police prior to the disbursement of any funds from the Recreation Fund.
- B. A new annual budget will be submitted to the Chief of Police each year by February 1.
- C. The priority of the budget will be the Clubhouse, and all other expenses will be secondary.

7. RULES AND REGULATIONS

- A. The Clubhouse rules and regulations must be reviewed and approved by the Chief of Police and adopted by the Committee. A copy will be posted in the Clubhouse. Any changes to the rules and regulations must be approved unanimously by the full Committee.
 - 1) The Clubhouse may not be reserved by anyone for exclusive use on Saturday or Sunday from March 1st through November 1st. During other times, any employee wishing to reserve the Clubhouse should coordinate their request through the Chairperson or Vice Chairperson of the Recreation Committee.
 - 2) Personnel should limit the number of guests (not including family members) so as not to infringe upon the rights of other employees to enjoy the Clubhouse facility. Common sense and consideration for others should be your guide.
 - 3) All guests are to be accompanied by a member of this department while on the property. No one can give permission to use the facility without the employee being present at all times.
 - 4) Each employee is responsible for the actions and conduct of their family members and guests. The use of profanity or display of any lewd or inappropriate behavior is prohibited.
 - 5) Each employee is responsible for the removal of litter created by their use of the facility. Some trash receptacles will be provided for

employee use; however, it is the responsibility of the user to remove the trash from the premises within 24 hours after use and place the trash receptacles inside the building on the enclosed back porch.

- 6) It shall be the responsibility of the last employee leaving the Clubhouse to ensure that the facility is secured and that the utilities (if applicable) and appliances are turned off.
 - 7) Keys to the Clubhouse will be available from the Chairperson or Vice Chairperson of the Recreation Committee for employees reserving the Clubhouse for a function. Employees with personal keys to the facility are responsible for the cost and usage of their key.
 - 8) The Clubhouse may not be used, leased or rented out to any other group or organization due to lease and liability reasons.
- B. Any violations of the above rules and regulations may result in the loss of access to the facility. If any employee feels that he/she cannot comply with these rules, it is strongly recommended that they not plan to use the facility.