

# **READFIELD RECREATION ASSOCIATION**

## **Board of Trustees**

### **BYLAWS**

#### **Article I: Name**

- Section I: Title: The committee shall be called the Readfield Recreation Association Board of Trustees and hereinafter shall be referred to as the Board.
- Section II: The town shall approve a Readfield Recreation Association Reserve Account for the purposes of fund raising and distribution in accordance with the town treasurer and State law.

#### **Article II: Purpose.** The purpose of the Board shall be to:

- Section I: Organize and establish recreational and athletic activities for Readfield use, and/or under Inter-local Agreements.
- Section II: Appoint a Recreational Director, a paid position nominated by the Board and approved by the Town Selectmen in accordance with town personnel policies and procedures.
- Section III: Advise and assist the Recreation Director as needed in order for him/her to effectively carryout his/her duties. Oversee the recreation activities and supervise with Town Manager any recreation personnel for the town of Readfield.
- Section IV: Review all programs, activities, and actions of the Recreational Director to assure that they meet the goals and objectives as established by the Board.
- Section V: The Board's goal is working toward self-sufficiency through membership and registration fees.

#### **Article III: Membership**

- Section I: Appointments to the Board are on a volunteer basis. The Readfield Selectmen will approve the initial Board members. Once this Board is established, the Selectmen and the board will approve any changes of membership by members from Readfield.
- Section II: Representation. The Board shall not have less than 5 and not more than 9 members.
- Section III: The initial members of the Board will be staggered between three 3-year terms, two 2-year terms, and two 1-year terms for members and one 3-year term, and one 2-year term for the alternates. Thereafter all terms will be for three years.

Section IV: Attendance. Attendance is required at all Board meetings. Membership shall be terminated automatically if two consecutive meetings have been missed without Board approval that there were acceptable excuses for absence without notification.

#### **Article IV: Leadership**

Section I: Officers. The officers of the Board shall be Chairperson, Vice Chairperson, Treasurer, and Secretary.

Section II: Election of officers should be held at the first meeting of the first existing Board. In years to follow, elections should be held every June and officers are to hold their position no less than one year.

Section III: Duties of Officers

A. Chairperson. The Chairperson:

1. Will preside at all meetings.
2. Will appoint special committees as the need arises. These committees may include advisory committees focusing on specific activities.
3. Will call the meetings to order.
4. Will read the minutes of the last meeting.
5. Is responsible for enforcement of rules of the Board.
6. Is responsible for authorizing any expenditure exceeding \$150.00.
7. Has the right to vote especially when the decisive vote has the ability to make a difference between action and no action.
8. Ends the meeting with announcement of adjournment.
9. Will consult with town manager to provide supervision of recreation director.

B. Vice Chairperson. The Vice Chairperson will:

1. Perform the duties of the Chairperson in his/her absence.
2. Enforce the Rules of order and act as Parliamentarian as needed to ensure order at meetings.

C. Secretary. The Secretary will:

1. Keep records of attendance.
2. Keep roster of all Board members' name, address, and phone number.
3. Copy minutes of past meetings and distribute copies of minutes to Board members.

4. Schedule the next meeting of the Board.

D. Treasurer. The Treasurer will:

1. Keep accurate records of income, assets, and liabilities for all monetary transactions contained in Readfield Recreation Association Reserve Account. The Trustees of the account shall have the authority to spend funds raised or appropriated which do not exceed the balance and are in accordance with the scope of the recreation purposes for which the account was created.
2. Have records available at all meetings.
3. Submit an Annual Report to the Town of Readfield, and any other town as provided in an applicable Inter-Local Agreement, each year.

**Article V: Expenditures.**

Section I: The Recreational Director has the authority to make a single purchase without prior approval not to exceed \$50.00. No more than 3 purchases for any one purpose shall be made without the prior approval of the treasurer.

Section II: The Treasurer must authorize any single purchase made by the Recreational Director in excess of \$50.00.

Section III: The Chairperson must approve any purchase or debit from the account that exceeds \$150.00.

**Article VI: Meetings.** The Board shall hold numerous meetings each year. The minimum number of meetings required is 4/year.

**Article VII: Quorum.** One half plus one of the members shall constitute a quorum. A quorum is needed for the transaction of elections and business transactions.

**Article VIII: Amendments.** An amendment of these bylaws may be made by:

Section I: Initial reading of the proposed amendment at a Board meeting.

Section II: A second reading of the proposed amendment is required at the next Board meeting. A discussion of the proposed amendment is held, any amendments to the amendment are outlined, and a final disposition to reject or accept the proposed amendment is decided.

Section III: If the amendment is accepted a vote is then taken. All active Board members must be present for a vote on amendments.

Section IV: A vote of two-thirds of the membership is required.

Section V: Final approval by the Readfield Board of Selectmen

## **Article IX: Affiliations**

- Section I: To recommend to the Readfield Board of Selectmen that the town execute an "Interlocal Agreement" with any such other town within School Union#42 should they wish to participate in the recreational activities offered by the Readfield Recreation Association for a fee to be established within the "Interlocal Agreement". Each municipality will be entitled to have one representative to serve as an advisor on the Readfield Recreation Board of Trustees. Interlocal committee member(s) will be a voting member concerning Interlocal related issues.
- Section II: Fee shall be calculated by a written number of participants with all actual costs figured into the fee, including but not limited to Director fee- pro-rata, admission, registration, transportation, league or admission dues etc.
- Section III: Any fees collected and not allocated shall remain part of the Readfield Recreation Association Account. If participation is less than expected, fees collected will not be refunded. If participation increases and is within servable range, additional fees will be collected.
- Section IV: Other issues will be resolved in as much a mutually agreeable way as possible and if there is not written policy or procedure for any situation the Director may act on behalf of the Board of Trustees until such time as a policy or procedure can be established.

## **Article X: Acceptance of Gifts of Real Property**

**Section I:** In the event real property is offered for recreational use, the Board of Trustees shall decide whether to recommend that the Town accept or reject such gift on condition that if accepted such real property be held in escrow until accepted or rejected at the next town meeting.