

# *Town of Brownfield Recreation Committee*

## BY-LAWS

information, please visit the website ([www.brownfieldrecdept.com](http://www.brownfieldrecdept.com)), the Town Office or the Community Center. The Secretary will notify Committee members (via e-mail and/or phone) meeting dates, minutes and agendas.

- Section 2 The Annual Officer Elections Meeting shall be held in July following the Town's Annual Meeting.
- Section 3 A quorum (consisting of three members) is necessary in order to conduct a meeting. A tie vote fails.
- Section 4 All Members are eligible to vote and must be present to do so.
- Section 5 Special Meetings are meetings that are called prior to the next regularly scheduled meeting. These Special Meetings may be held with less than seven days posted notice. A quorum would still need to be present at a special meeting in order to conduct business.

### **Article IV Funds**

- Section 1 All income received by the Committee will be deposited as designated to the Town Treasurer via the Recreation Director or Committee Treasurer.
- Section 2 The Director is responsible for expending Town-approved budgeted funds.
- Section 3 Any money acquired through designated fund-raising activities can only be expended for the same. Bills to be paid out of these designated fund-raising activities require approval by a majority of Committee members.
- Section 4 Designated funds for Petty Cash (not to exceed \$100) will be available for minimal purchases and reimbursement. Receipts will be kept for yearly audit. Director and/or Committee Treasurer will be responsible for these funds.

### **Article V Recreation Director**

- Section 1 The Town of Brownfield shall employ a Recreation Director whose function will be to administer and develop recreational events and fundraisers in the community. (See Job Description for more details.)
- Section 2 The Director will update the Committee at each regular meeting on the status of events, fundraisers, third party communications and upcoming events. The Director will update the Board of Selectmen monthly on the above.

### **Article VI By-Law Amendment**

- Section 1 The By-Laws may be amended by a quorum of the Committee Members upon agenda notice stating that amendment of the By-Laws is one of the topics up for discussion.

APPROVED	DATE
1st (K)	9 July 09
2nd	
3rd	7-9-09

## Town of Brownfield Recreation Committee BY-LAWS

*The mission of the Brownfield Recreation Committee is to provide a comprehensive array of high quality athletic, educational and recreational programs for area residents on a year-round basis, without bias to race, income, age, sex, or ability. The Recreation Committee is responsible for serving in an advisory role to the Board of Selectmen in developing recreational programs as well as enhancing recreational facilities associated with town recreation programs. The Recreation Committee will also serve as a liaison between the community and the Recreation Director and assist the Recreation Director in the execution of his or her duties.*

### **Article I                      Committee Make Up**

- Section 1            Any resident can become a member of the Recreation Committee. Of these Committee members, four shall be recommended by a majority of members for appointment by the Board of Selectmen to act as Officers. Once appointed, these Officers need to be sworn in at the Town Office. When the Chair is unavailable, the Vice Chair will carry out these duties. Along with these four appointed Officers there will be a Rec. Director hired by the Town.
  
- Section 2            In the event that an Officer is unable or unwilling to fulfill his or her duties, a majority of the Committee members shall make a recommendation (in writing) to the Board of Selectmen for appointment of a replacement to fill the vacant position until the annual elections take place in July.
  
- Section 3            In the event that a Member becomes a liability to the Committee or displays conduct unbecoming of a Member, a majority vote can have that Member removed.

### **Article II                      Duties of Officers**

- Section 1            The Committee shall, at its annual election meeting (the first meeting held in July), elect by majority vote of its members present a Chair, Vice Chair, Secretary and Treasurer.
  
- Section 2            The Chair shall preside at all meetings of the Committee. The Rec. Director shall appoint members to subcommittees, shall represent the Board at public affairs, and shall maintain the dignity and professionalism of the Committee. In the absence of the Chair, the Vice Chair shall preside in his or her place.
  
- Section 3            The Secretary shall keep the minutes of all meetings and see that said minutes are filed with the Town Administrator when created.
  
- Section 4            The Treasurer shall submit a financial report to the Committee each month and reconcile said report with the Town Treasurer. Statements will be made available to the Board of Selectmen upon their request.

### **Article III                      Meeting Notifications**

- Section 1            Regularly scheduled meetings will be held at least monthly, when possible. These meetings will be posted with seven days notice to the general public. For more