

# Royalton Recreation Commission By-Laws

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**PURPOSE AND AUTHORIZATION:** The objectives of the Royalton Recreation Commission

The purpose of the Royalton Recreation Commission is to seek the development of a broad variety of recreation programs, facilities, and services to meet the total needs and demands of the residents of the community.

**NAME:** The Commission/Board shall be known as Royalton Recreation Commission.

## MEMBERSHIP

1. The members of the Recreation and Parks Commission shall be appointed by the Select board for terms of 3 years.
2. The Commission shall consist of seven (7) members who must be citizens and residents of the Town of Royalton.
3. Thereafter all such appointments, except to fill vacancies shall be for a term of three (3) years, and shall run from August 1<sup>st</sup> to July 31<sup>st</sup> of the calendar year.
4. All appointments for the purpose of filling vacancies occurring otherwise than by expiration of term, shall be made by the Select board upon recommendation of the Commission and shall be for the unexpired term.
5. Members of the Commission shall serve without pay.
6. Immediately after appointment, the members of the said Commission shall meet and elect a Chairperson and such other officers as may be necessary for a period of two (2) years.

*Disqualification:* No member of the Commission shall appear for or represent any business, firm, corporation or another entity in any matter pending before the Commission. If the member is directly or indirectly interested in a financial sense, and such member shall disqualify himself/herself from voting stating the reason therefore. When disqualification is questioned, the Commission shall make the final decision.

## OFFICERS:

The officers of the Royalton Recreation Commission shall consist of a Chairperson, Secretary, and Treasurer (oversees our budget with Town Treasurer), all of whom shall be voting members of the Commission. They shall carry out those functions normally performed by similar officers of similar organizations and such other functions as may be assigned to them by the Commission from time to time. The Chair may form or disband ad hoc committees as required.

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## **QUORUM:**

One more than half of the seated memberships shall constitute a quorum. The number of votes necessary to make decisions at all meetings shall be majority of those present except that a lesser number may call a meeting to order for the purpose of setting a new meeting or may vote to adjourn a meeting.

## **MEETINGS:**

*Regular Meetings:* The Commission shall hold regular meetings on fourth Monday of every month and shall have the power to adopt rules and regulations for the conduct of business within its jurisdiction and shall keep a record of all its proceedings.

*Annual Meetings:* The annual meeting of the Commission shall be held during the month of August for the purpose of election of officers and other pertinent business.

*Special Meetings:* Special Meetings of the Commission shall be called by the Chair. At least 24 hours notice must be given (meeting must be warned).

All ordinances, resolutions, or parts thereof in conflict with the provisions of this resolution are hereby repealed, and this resolution shall take effect and be enforced from and after the earliest date allowed by law.

## **Information to submit to the Select Board:**

At regularly designated time shall submit to the Select board an estimate of the anticipated revenues and expenditures for the ensuing fiscal year to be approved in whole or in part by the Select Board and to be included in the Town budget.

Shall operate within the budget as approved and expenses therefore shall be payable by Town Treasurer.

File quarterly reports giving a complete accounting of monies received and expended.

No later than December 1<sup>st</sup> of each year, shall make a written report to the Select board as to the work of the Commission and the adequacy of this resolution as a basis for operation. The review shall contain any recommendations the Commission wishes to make to this resolution.

May establish an office and shall be used to maintain accurate records of the Commission's work. They shall keep a record of the minutes of all meetings, procedures, and accounts of the Commission and such records shall be open to the public. Such records must be filed within five (5) days to the Select board and the committee members as required by the state statute.

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## **DUTIES OF THE COMMISSION:**

- 1.** The Commission shall cooperate with the Select board in the development, management, operation, and maintenance of recreational areas and facilities, and shall be charged with the supervision and maintenance of playgrounds, play-fields, and other recreation and park activities, areas and facilities.
- 2.** Shall have the power to expend for this purpose any funds appropriated by the Town of Royalton for such purpose and any funds donated or bequeathed for recreation and/or park purposes by private individuals or organizations.
- 3.** Shall be charged with the responsibility of providing an adequate and a wholesome recreation program for people of both sexes and all ages.
- 4.** Has the power to employ a Director of Recreation and Parks who is properly qualified in experience and education in recreation and/or park work, and such other personnel as the Commission deems proper. The salaries of said personnel shall be fixed by the Commission.
- 5.** Conduct outdoor and indoor recreation activities and facilities on the grounds and in the buildings in charge of the School Admin, subject to its consent of its use.
- 6.** May call upon any other department of the Town of Royalton government for assistance in performing its duties. Any questions as to what shall constitute of proper request for assistance shall be decided by the Select board.
- 7.** Shall have the authority to conduct (with approval of the Select board), at reasonable charges, such facilities for amusement, refreshment or transportation of the public as are suitable for park and recreation purposes, and may let privileges therefore, but such privileges shall be subject to the supervision and control of the Commission.
- 8.** With approval of the Select board, may make all contracts to carry out the objectives and purposes of the Commission. Shall have other powers and perform other duties that may be necessary for the proper administration of the affairs of the Commission.
- 9.** May solicit or receive for receipt by the Town, gifts, bequests or other personal property or any donation to be used, principal or income for the municipal, recreation, or park purposes.
- 10.** Will turn in any monies received from an event within five (5) days to the Town Treasurer after the event is held.
- 11.** Shall operate within the budget as approved and expenses thereof be payable to the Town Treasurer.