

Franklin Recreation Board

By-Laws

10/9/2017

Article I This association shall be called the Franklin Recreation Board.

Article II The object of this board is to coordinate and promote recreation and program opportunities for Franklin residents of all ages that encourage health and well-being.

Article III **Membership**

Section 1 The membership of the Board shall consist of five Members, all of which shall reside in the town of Franklin.

Section 2 All new Members of the Board shall submit a letter of interest to be reviewed and selected by existing Board members, with final approval given for membership by the Town of Franklin Selectboard.

Section 3 In the event of the resignation of any Board Member, the Board Chairperson shall ask for nominations to fill the Board vacancy. Names of nominees will be handled as provided in Article III, Section 2.

Section 4 In the event that a Board Member's actions do not align with mission of the Franklin Recreation Department, the Board can vote to make a recommendation to the Town of Franklin Selectboard that the individual be removed from the Board.

Section 5 A Board Member's term shall be for two consecutive years. A member's term shall expire on July 1 of his/her second year of membership except as provided in Article III, Section 4.

Section 6 Terms of Members elected to positions, which have been vacated, shall expire on the normal expiration date of the position vacated.

Section 7 Terms of two Board Members shall expire every year.

Section 8 Board Members have voting authority on Franklin Recreation Board business matters.

Section 9 The Franklin Recreation Board may choose to enroll the services of Advisory Committee Members.

- Section 10 Advisory Board Members may be:
- Individuals possessing specific knowledge or abilities desired by the Board.
 - Individuals who have a specific interest in assisting the Board carry out its mission.
- Section 11 Advisory Board Members have no voting authority on Franklin Recreation Board business matters.
- Section 12 Advisory Board Members shall be appointed by the Franklin Recreation Committee for a term not to exceed one year.

Article IV Meetings

- Section 1 The regular meeting held in July of each year shall be known as the Organization meeting. The purpose of this meeting shall be for election and installation of officers (Chairperson, Vice Chairperson, Secretary, Treasurer, and Community Coordinator). Bylaws will be updated and reviewed at this annual meeting.
- Section 2 A quorum of the Board shall be present at any regular or special meeting.
- Section 3 All meetings are open to the public. Copies of the minutes are to be posted by the office of the Franklin Town Clerk.
- Section 4 Members shall familiarize themselves with Robert's Rules of Order. Meetings shall be conducted and policies enacted within this framework.

Article V Officers

- Section 1 Chairperson
The Chair of the Board shall preside at all meetings, appoint all committees, authorize calls for any special meetings, and generally perform the duties of a presiding officer. In the absence of the Chairperson from a board meeting, the Vice Chairperson shall act as Chair.
- Section 2 Vice Chairperson
The vice chair performs all the duties of the Chair in the absence of the Chair.

- Section 3 Secretary
The Secretary shall be the clerk of the board. The clerk shall keep record of the meeting minutes, write letters on behalf of the Board, issue notices of all regular and special meetings. The clerk shall also post minutes within 5 days of the meeting with the Town Clerk.
- Section 4 Treasurer
The Treasurer shall turn over all funds/income to the Town Treasurer who is charged with custody of such funds. The Treasurer shall report at each meeting the state of the funds. The Town Treasurer shall have custody of all evidence of debts or investments and shall see that proper precautions are taken for their safekeeping. S/he is also responsible for timely submission of bills for payments to the Town Treasurer associated with the operation of Franklin Recreation. The Town Treasurer will prepare a warrant to be signed by the Recreation Board for approval of bill payments.
- Section 5 Community Coordinator
The Community Coordinator serves as a liaison between the community and Franklin Recreation Board ensuring that the Board is responsive to the community's needs and goals.

Article VI Member Responsibilities

Board members will:

- Section 1 Adopt and implement the written bylaws and policies to govern operations of Franklin Recreation. These are to be updated and reviewed on a yearly basis.
- Section 2 Attend and participate at monthly board meetings. A member will attend 75% of meetings. If a member misses three consecutive monthly meetings the member can be considered for termination, and the Board shall ask for nominations to fill the vacancy.
- Section 3 Work for financial support of Franklin Recreation: prepare a yearly budget and present to town voters.
- Section 4 Plan for the future development of Franklin Recreation.
- Section 5 Assist in and oversee fundraising events for Franklin Recreation.

- Section 6 Review duties and responsibilities of the Program Director annually.
- Section 7 Advertise, accept, and review applications for the position of Program Director.
- Section 8 Make recommendations as to the purchase or construction of new or additional recreation facilities and/or equipment.
- Section 9 Attend the annual Town Meeting in March for the purpose of answering voter questions which may arise concerning Recreation matters and the proposed recreation budget.
- Section 10 Prepare an annual inventory of equipment.

Article VII Amendments

- Section 1 Public notice of the proposed amendments to the Franklin Recreation Bylaws shall be posted at the Franklin Town Clerk. A 7 day comment period to the proposed amendments shall ensure on the date the notice is posted at the Town Clerk's office.
- Section 2 These Bylaws may be amended at any regular or special meeting of the Board by a majority vote of members present and voting, provided notice of the proposal amendment has been given in writing to all Board members at least 7 days prior to said meeting.

Article VIII Operating Funds

- Section 1 The Board shall have the authority to accept gifts and donations. All monies so donated shall be forwarded to the Board Treasurer to be placed in the Recreation Fund.

Article IX Fiscal Year

- Section 1 The fiscal year of the Board shall extend from July 1 to June 30.

Article X Recreation Budget

- Section 1 The annual budget for the coming fiscal year must be approved by the Voters at the annual Town Meeting. A copy of the proposed Recreation Budget for the coming fiscal year must be submitted to the Selectboard for publication in the Town Report and for presentation to the Voters of the

Town of Franklin for approval at the annual Town Meeting.

Section 2 The Recreation Fund will be expended for programs and functions as approved by the Franklin Recreation Board.

Article XI Expenditures

Section 1 All pending expenditures for the Recreation Board must be approved by the Board before contracting for same, with the exception of payroll for seasonal employees of the Franklin Recreation.