

HERMON RECREATION COMMITTEE BY-LAWS

ARTICLE 1. Name

Section 1. This group shall be called the “Hermon Recreation Committee.”

ARTICLE 2. Purpose & Mission

Section 1. The Committee’s purpose is to identify and recommend improvements to the Recreation Director concerning Hermon's recreational facilities and programming.

Section 2. The Mission Statement of the Committee is to provide residents of Hermon with recreational opportunities that enrich their social, physical and intellectual experience while they interact as a connected community. Hermon Recreation’s combined goals will be to provide gatherings which foster fitness and wellness in an atmosphere that is positive, safe and accessible for all Hermon residents to enjoy. *A “Community Center” is a specific goal of the Recreation Committee.*

ARTICLE 3. Membership

Section 1. The Committee is to be made up of nine (9) regular members and two (2) alternates.

A quorum of 5 regular members, or regular members and alternates totaling five must be present in order to make voting decisions at a meeting. Meetings will be conducted for discussions and informational purposes only when minus a quorum.

Section 2. The term of office for members shall be three years from July of the year that he/she was appointed. Membership shall be staggered.

Section 3. Each year, in the month of June, the “Officers” shall recommend new members to succeed all outgoing members. All members will be residents of the Town of Hermon. Elected members will need to be formally appointed by the Town Council.

Section 4. In the event of the resignation of any Committee member, his/her death, his/her inability to serve, the Officers shall recommend an individual to finish any unexpired term that remains. The Chairperson shall submit a written request for this appointment to the Officers, as soon as possible, after a vacancy occurs. The Town Council will formally appoint all Recreation Committee members as necessary.

Hermon Town Council adopted April 19, 2007

Section 5. The Town Manager and Recreation Director may be Ex-officio members of the Committee. Other employees of the Town of Hermon may also be considered ex-officio members of the board if invited to attend in that capacity.

ARTICLE 4. Meetings

Section 1. Regular meetings shall be held on the second Monday of each month during the year.

Section 2. Special meetings shall be called by the Committee Chairperson as needed.

Section 3. Regular meetings shall commence at 7:00PM and run no later than 8:30 PM. An agenda for each regular meeting will be posted and made available for inspection 7 days before the meeting.

Section 4. The regular meeting held in July of each year shall be known as the Annual Meeting. The purpose of this meeting shall be the election and installation of officers, including: Chairperson, Vice-Chair, Secretary, and Financial Advisor.

Section 5. All regular meetings are open to the public.

ARTICLE 5. Officers

Section 1. The officers of the Recreation Committee shall be Chairperson, Vice Chair, Secretary, and Financial Advisor. Officers will be elected at the annual meeting in June.

ARTICLE 6. Duties of Officers

Section 1. The Chairperson shall preside at all regular meetings.

Section 2. The Vice Chair in the absence of the Chairperson, shall have the same duties as the Chairperson.

Section 3. The Secretary shall keep recorded minutes of Committee proceedings. He/she shall read all official communications to the Committee; write correspondence as directed; and keep on file important letters and replies.

Section 4. The Financial Advisor shall keep an accurate record of all financial documents of the Committee and report at every regular meeting or when necessary.

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ARTICLE 7. Elections

Section 1. All officers shall be elected by nominations at the regular June meeting. A majority vote of the Recreation Committee members at the July meeting shall constitute an election.

ARTICLE 8. Duties of Members

Section 1. It shall be the duty of each member of the Recreation Committee to take an active part in the direction of the committee's activities and to act in whatever capacity he or she may be called.

Section 2. All members shall serve without remuneration.

ARTICLE 9. Sub-Committees

Section 1. Special sub-committees shall be appointed by order of the Recreation Committee as needed. Such committees' membership is not restricted to Committee's members.

ARTICLE 10. Amendments

Section 1. These By-laws may be amended at any regular meeting by a vote of the Recreation Committee, provided notice of the proposed amendment has been given in writing to all committee members at least fourteen (14) days prior to said meeting. Final approval of any suggested by-law change must be made by the Hermon Town Council.

ARTICLE 11. Community Requests

Section 1. Community requests must be submitted with supporting documents and be listed as an agenda item at least 7 days before consideration.

Section 2. The Recreation Committee is advisory to the Recreation Director and cannot expend funds or request the same without the approval of the Director. All funding requests made by the Recreation Director must adhere to the Town's purchasing policy.

Section 3. Majority vote is required on any spending item before it is referred to the Recreation Director for final approval.

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Section 4. All construction related items with regards to significant “buildings” shall be presented to the *Building Committee* for advisement in order to promote consensus building and cooperation between committees. “Significant” projects related to “buildings” are defined by the Town’s purchasing policy.

Section 5. All recreational related items with regards to programming, capitol improvement projects or new construction of facilities must be initially presented to the Recreation Committee for review.