

Town of Vassalboro Maine

Vassalboro Recreation Committee By-Laws

Mission Statement: The Recreation Committee is committed to giving all Vassalboro children the opportunity to participate in group and individual athletic programs that encourage healthy lifestyles while keeping all participants safe.

Preamble: Whereas, in all regulated organizations, certain rules and regulations (By-laws) are adopted as necessary for effective operation. Therefore, we the Members of the Vassalboro Recreation Committee, an organization established by the Town of Vassalboro, do, for the purpose of furthering the objective for which we have united, agree to support the following By-Laws, as approved by the Board of Selectmen.

Article One: Title and Purpose

1. The organization shall be known and designated as the Vassalboro Recreation Committee, with oversight only by the Town Selectmen or the Town Manager.
2. The purpose of the Committee shall be to:

Provide and operate the following youth sports programs:

Field Hockey

Baseball

Softball

Soccer

Basketball

Provide and operate any other sports, recreation or health programs

Oversee field operations, maintenance, improvements and overall land use at the Town's recreation property located on the Bog Road, in conjunction with the Town Selectmen and the Town Manager.

Hear complaints and decide upon action.

Hear requests and decide upon use of the recreation fields by other entities.

Article Two: Membership

1. Committee Membership consists of a minimum of 5-7 voting Members, appointed annually by the Board of Selectmen.
2. Board appointed Committee terms begin on July 1st and ends on June 30th.
3. Appointments made by the Selectmen to fill a vacancy end on the vacated member's original term expiration date.

Article Three: Meetings

1. Committee meetings will be held monthly by the Committee Members, unless predetermined that a meeting is not necessary for that month.
2. Meeting times and dates may be changed for the convenience of Committee Members with a minimum of 1 week notice.
3. Meetings will be held at the North Vassalboro Fire Station.
4. All meetings shall be open to the public.
5. Minutes for the permanent public record shall be prepared for all meetings held and kept at the Town Office.
6. Minutes shall be approved (as presented or as corrected) at the Committee's next regular meeting.
7. If the secretary is absent for a meeting, a quorum of the Committee in attendance at the meeting shall appoint a recording secretary for the purpose of recording and signing the minutes for that particular meeting.
8. A Quorum is defined as the majority of the entire Committee.
9. A quorum must be present for a vote to take place.

Article Four: Officers, Elections, and Removal From Office

1. Committee Officers shall consist of a Chairperson, Treasurer, Secretary, Soccer Commissioner, Basketball Commissioner, Baseball Commissioner, Softball Commissioner, Field Hockey Commissioner and Snack Shack Commissioner.
2. The Chairperson is appointed by the Vassalboro Town Selectmen and is classified as the Recreation Director.
3. The Committee elects all other Officers to their positions.
4. Elections will be held annually on the first week of July during the Committee's regular meeting.
5. Transition of newly elected Officers will take place two weeks after the election.
6. If an Office becomes vacant (Chairperson Excluded), the Committee shall elect another person to fill the vacancy.
7. The Committee, at a regular or special meeting, may approve a recommendation for removal of an Officer (from Office only, not from the Committee) for misconduct or for failure to perform duties of their Office.
8. The Committee, at a regular or special meeting, may approve a recommendation for the removal of an Officer for failure to attend meetings. (Failure to attend meetings shall consist of: a. missing 3 or more consecutive meetings, or b. missing 50% of meetings over a period of 6 months.
9. Committee recommendations for removal of an Officer are made to the Chairperson, and a Committee vote shall make the final decision for removal or retention.

Article Five: Duties of the Officers

It is the duty of all Members to attend the Committee meetings unless excused by the Chairperson.

The Chairperson's duties shall include, but not limited to:

1. The Recreation Director oversees all of the recreation programs, fields, commissioners, volunteers, and financial statements with the Town Manager.
2. He/She requests funds from the Town and oversees the use of these funds.
3. He/She takes complaints and has the authority to step in when league rules are not applicable; otherwise he/she must follow league rules.
4. He/She meets with Town authorities to inform them of progress.
5. He/She schedules the recreation fields and snack shack for outside events and has the authority to implement use conditions.
6. He/She will follow through with results on all background check information from the required person in the Town.
7. He/She prepares meeting agendas
8. He/She will moderate Committee meetings by following the agenda and maintaining meeting order.
9. He/She will monitor the follow through on actions taken at Committee meetings.
10. He/She will work on upkeep and maintenance of recreation facilities with Town Public Works Foreman and the Town Manager.
11. He/She will address vandalism, broken and dangerous equipment within the recreation program.

The Treasurer's duty is to work with the Recreation Director and Town Manager to manage the department funds.

The Secretary's duty is to take minutes of Committee meetings; submitting them to the Committee for approval and for permanent retention at the Town Office.

Commissioner's Duties:

1. Commissioners are volunteers who are in charge of specific programs.
2. They report directly to the recreation director.
3. They are responsible to give the recreation director copies of all schedules, financial statements, and any other paperwork the recreation director deems necessary.
4. Yearly Treasurer's reports will be due to the recreation director, 2 weeks after each program's awards ceremony.
5. Commissioners are responsible for making sure that participants are safe, setting up schedules, notifying the recreation director of accidental incidents, training coaches, assigning players to teams, promote and facilitate sign-ups, distributing background check paperwork to coaches, notifying the recreation director to whom the background paperwork has been given, getting copies of emergency contacts to all coaches and all other components that are necessary to run the programs.

6. In the instance of soccer, baseball and softball they are responsible for working with other volunteers to oversee all aspects of running the snack shack and getting the fields marked and ready for games.
7. In the case of Basketball they meet with the athletic director of the school and coordinate gym time.
8. They are responsible for finding their replacements and training them unless an emergency arises or if a commissioner is removed from his/her duties.

Article Six: Drug and Alcohol Policy

1. Tobacco products, including but not limited to cigarettes, cigars, snuff, dip and chewing tobacco are prohibited at the Town of Vassalboro Recreation Fields.
2. Any parent, coach, or chaperone will not consume alcohol in the presence of any program participant during games, practices, or events/trips when the teams are representatives of the Town of Vassalboro. Any adult guilty of this offense will be suspended from all involvement with any Town of Vassalboro sponsored Recreation program for one (1) year, from the date of infraction.

Article Seven: Program and By-Law Amendments

1. Recommendations for additions, deletions, or changes to any sports program rules, or any other approved Committee procedure shall be brought before the Committee for review and final determination. A Majority vote of the Committee is required to approve or reject any recommended additions, deletions, or changes.
2. These by-laws may be amended at any regular meeting by a majority vote and then must be approved by the Selectmen.

Article Eight: Overtake or Override Authority

1. An individual Committee member, or any group of individual Committee Members, shall, under no circumstances, have the authority to overrule or override any subject matter that was discussed and/or voted on by the Committee as a whole without an advertised meeting of the Recreation Committee.
2. The Committee, at any meeting, may (by majority vote) overrule or override any prior decision made by a majority vote of the Committee.

Article Nine: Adoption and Effective Date of Recreation Committee By-Laws

The foregoing By-Laws shall become effective immediately upon Selectmen's approval.

Article Ten: Program Revenues and Expenditures

In compliance with the Town Auditor's recommendations, effective October 15, 2012, all of the recreation funds, including (but not limited to) all revenues from snack sales, donations, fundraisers,

and player fees, will be entered into the Town's bookkeeping system. The individual bank accounts for all Vassalboro recreation programs shall be closed by the respective account manager, and all funds must be turned in to the Town Office for proper credit to a revenue account named for the respective sport. These revenue accounts will be established by the Town Bookkeeper. Each sport commissioner will have the authority to expend the funds from their revenue account for their program, being careful not to expend their account below a zero balance. The Recreation Director and Recreation Committee will collectively decide by majority vote on how to equitably divide the remainder of the annual town appropriation not already designated for field maintenance, insurance, utility services, and sanitary disposal, to support the needs of each sport program to ensure each program's longevity and viability. Supply purchases for each sport will be made at vendor locations where charge accounts have been established by the town, unless the purchaser is willing to wait for reimbursement in accordance with the timing of the bi-weekly Treasurer's warrant. A petty cash fund will be established. All recreation department invoices will be paid through the Town Treasurer's Warrants, and authorized by a majority of the Vassalboro Board of Selectmen as required by law. The balances of all recreation department accounts at the end of a fiscal year will be carried forward into the next fiscal year for the purpose for which the money was originally intended.

These changes in the recreation program bookkeeping practices will ensure continuity for the various recreation programs, since volunteer coaching staff changes every few years as the players grow up and move on to other programs, and the parents follow the programs where their children are enrolled.

These bylaws were accepted by the Town of Vassalboro Selectmen on 10/25/12.



Robert Browne, Chairman of the Board of Selectmen



Lauchlin Titus, Selectman



Phillip Haines, Selectman