



RECEIVED FOR RECORD
Aug 24, 2015 09:00:00A
WENDI DUSABLON
TOWN CLERK
HIGHGATE, VT

HIGHGATE PARKS & RECREATION
BY-LAWS
Article I. Board of Parks & Recreation

The Highgate Parks and Recreation Board shall consist of seven members.

Length of Term:

Each member of the board will serve for a term of two years.

Vacancies:

Board member's term will expire and a successor shall be voted on by the existing board members.

Article II. Officers

Officers on the Board of Parks and Recreation shall be elected on a biennial basis at the July Board Meeting.

Chair Person

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 chair person from a board meeting, the Secretary shall act as chair.

Secretary

The Secretary of the board shall be the Clerk of the Board. The Clerk shall keep records of meeting minutes, write letters on behalf of the board, issue notices of all regular and special meetings. The clerk will also post meeting minutes within 5 days of the meeting with the Town Clerk.

Promote parks, recreation and program opportunities for people of all ages to gather, celebrate and engage in activities that encourage health, well-being, community and the environment. We believe community is created through people, parks and programs.

Treasurer

The treasurer shall have charge of all funds and income including the appropriations received by the Town of Highgate and shall report at each meeting the state of funds. S/he shall have custody of all evidence of debt or investments and shall see that proper precautions are taken for their safekeeping. S/he is also responsible for timely submission of bills for payment to the Town Treasurer associated with the operation of Highgate Parks and Recreation. S/he will also provide the board's accounting books on an annual basis to the Town of Highgate for an annual audit and Town Report.

General Board Member Responsibilities

The Board is responsible for the following:

1. Adopting and implementing the written policies and by-laws to govern operations of Highgate Parks and Recreation. These are to be reviewed and updated on a yearly basis.
2. Attendance and participation at monthly board meetings. Must attend 75% of meetings per year.
3. Working for financial support of Highgate Parks and Recreation: preparing a yearly operation budget and presenting to the town voters.
4. Planning for the future development of Highgate Parks and Recreation.
5. Informing the select board of the maintenance needs of buildings and grounds.
6. Assist in and overseeing fundraising events for Highgate Parks and Recreation.

Article III. Meetings

Board Meetings

Regular meetings of the Board shall be on the first Tuesday of each month at 6:30pm unless otherwise specified by the board. Notice of these meetings will be posted in three public locations within the town.

Order of Business:

Promote parks, recreation and program opportunities for people of all ages to gather, celebrate and engage in activities that encourage health, well-being, community and the environment. We believe community is created through people, parks and programs.

The order of Business at a regular meeting of the board shall be as follows: A) Call to order B) Public Comments C) Approval of minutes D) Treasurer's Report E) Old Business F) New Business G) Next Meeting H) Executive session (if needed) I) Adjournment

RECEIVED FOR RECORD
Aug 24, 2015 09:00:00A
WENDI DUSABLON
TOWN CLERK
HIGHGATE, VT

Notice of Special Meetings

When necessary, the Chair Person, may call a special meeting of the Board. The special meetings must be warned at least 24 hours in advance by posting in three public locations within the town of Highgate. A quorum of the Board must attend the special meeting to conduct business.

Quorum

A quorum shall consist of three Board members present at any meeting.

Article IV. Amendment of By-Laws

New by-laws may be adopted and any by-law amended, by majority vote of the members of the Board at any meeting.

Promote parks, recreation and program opportunities for people of all ages to gather, celebrate and engage in activities that encourage health, well-being, community and the environment. We believe community is created through people, parks and programs.