

# By-Laws

## Spring City Parks and Recreation Commission

### ARTICLE I: NAME

This organization shall be know as the Spring City Parks and Recreation Commission of the Town of Spring City, Tennessee.

### ARTICLE II: PURPOSE

#### Section 1

This commission is to serve as an advisory body to the Board of Mayor and Commissioners of the Town of Spring City, Tennessee for the purpose of providing the governing body advice and guidance, and to provide a conduit for input from the general population as to the effective creation, operation, and maintenance of parks and recreation facilities and or recreation programs for said town.

### ARTICLE III: MEMBERSHIP and TERMS

#### Section 1

The Membership of the board shall consist of seven original members appointed by the mayor for staggered terms of seven years. At the time of the original seven appointments, to initiate the staggered terms, one member will be appointed for one year, one for two years, one for three years, one for four years, one for five years, one for six years and one for seven years. Thereafter, all appointments or reappointments will be for terms of seven years.

#### Section 2

The membership of the board shall be representative of all sections of the community.

#### Section 3

There shall be a ninety (90) day probationary period for each newly appointed member.

#### Section 4

Any member who misses three consecutive regularly scheduled meetings without valid cause such as hospitalization under a doctors care or death of self or immediate family etc. shall be recommended for dismissal by said board.

#### Section 5

In the event of a vacancy on the board the current Park and Rec. board will be responsible for finding new appointees to be recommended to the Spring City Board of Mayor and Commissioners. That recommendation will be provided to the mayor in writing during or prior to the workshop, preceding the regular City Commission meeting.

## **Section 6**

In addition to the duly appointed membership of seven members, this commission has the discretion of using volunteers from the community in order to carry out any special projects.

## **Section 7**

Members must be of good moral character and community standing. Any member not conducting his or herself in and an honorable and ethical manner shall be removed from the board by the majority of the vote of this same board.

# **ARTICLE IV: OFFICERS AND DUTIES**

## **Section 1**

At the first meeting of the commission subsequent to it's creation, newly elected members shall elect from the membership. A chairperson, vice-chairperson, and secretary/treasurer. They will preside over all commission meetings in this order in the event of absenteeism; chairperson, vice-chairperson, and secretary.

## **Section 2**

Other duties of each officer shall include:

### **Chairperson**

- Prepares the agenda for commission meetings.
- Presides at commission meetings.
- Calls for motions at appropriate times.

### **Vice-Chairperson**

- Presides in the absence of the chairperson.

### **Secretary/Treasurer**

- Takes minutes at all Park and Recreation Commission meetings. Distributes said minutes to all board members, a signed copy to the Mayor and Commissioners, in addition to a signed copy to the Administrative Assistant at City Hall.
- Keeps accurate financial records of all funds and deposits funds with the City Recorder in a timely manner.

# **ARTICLE V: MEETINGS**

## **Section 1**

All meetings of the Spring City Park and Recreation Commission shall be held in accordance with the open meeting laws of the state.

## **Section 2**

The Chairperson may call special called meetings with the concurrence of a majority of commission members in agreement.

## **Section 3**

The Parks and Recreation Commission shall meet on the second Monday of every month at 6:30pm unless otherwise decided in advance by the majority.

**Section 4**

A quorum at any meeting will be a majority of the membership present.

**Section 5**

No member shall be voted or appointed to the board under the age of twenty-one (21).

**ARTICLE VI: SPECIAL PROJECTS AND FUNDING**

**Section 1**

The Spring City Parks and Recreation Commission may develop and carryout special projects to enhance the community.

**Section 2**



No funds raised by the Park and Recreation Board shall be appropriated without majority agreement of the Park and Recreations Board and the Board of Mayor and Commissioners.

**Section 3**



All funds raised in the name of the Park and Recreation Board of Spring City shall be deposited in the appropriate account maintained by the City Recorder in a timely fashion. Where these funds may be accessed through proper and legal and accounting procedures.

**Section 4**

No one member of the Spring City Park and Recreation board or the Board of Mayor and Commissioners may in any way benefit financially from any transactions or funds made by the Park Board.

**ARTICLE VII: AMENDMENTS**

Any of these by-laws may be changed, amended, or replaced at any meeting of the Park and Recreation Commission by a 2/3 majority vote of the membership providing each member has been duly notified in advance of the intent to do so.

THESE BY-LAWS ARE ADOPTED ON \_\_\_\_\_ TO REPLACE AND SUPERCEDE ANY PREVIOUS BY-LAWS FOR THE SPRING CITY PARKS AND RECREATION COMMISSION.

NOTE: A COPY OF THE CURRENTLY ADOPTED BY-LAWS WILL BE KEPT ON FILE AT CITY HALL

Signatures: \_\_\_\_\_  
Chairperson                      Vice-Chairperson                      Secretary