

TITLE 2**BOARDS AND COMMISSIONS, ETC.****CHAPTER****1. RECREATION BOARD.****CHAPTER 1****RECREATION BOARD****SECTION**

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2-101. Establishment of organization and purpose. The Surgoinsville Recreation Board (S.R.B.), is hereby established. The purpose of this supplementary organization will be to plan, develop funding, and carry out recreational activities and programs for the town. Additionally it will maintain, and whenever possible, improve facilities and equipment entrusted to its care. The organization will be governed by the board of commissioners appointed by the Board of Mayor and Aldermen of the Town of Surgoinsville. (Ord. #18-2002, Aug. 2002)

2-102. Membership of the Surgoinsville Recreation Board. The board of commissioners of the Surgoinsville Recreation Board shall be composed of five (5) members, residents of the general community of Surgoinsville. One (1) member will be appointed, and four (4) members elected by the board of mayor and aldermen. This will compose the full Surgoinsville Recreation Board. Thereafter, at the July meeting of the board of mayor and aldermen, new elections will be held to fill expiring terms on the Surgoinsville Recreation Board.

(1) The first member of the S.R.B. shall be a member of the board of mayor and aldermen of the town and this person shall serve concurrently with his term of office and shall be appointed by the mayor, with the consent of the remaining members of the board of mayor and aldermen.

(2) The remaining members will be elected to the S.R.B. by the board of mayor and aldermen by recorded open vote, with two (2) individuals receiving

the greatest number of votes to serve four (4) year terms, and the next two (2) highest votes getting to serve two (2) year terms.

(3) One (1) member of the board may be a full-time employee of the Hawkins County Board of Education to represent the school system's interests on the board.

(4) The Mayor of Surgoinsville may, with the consent of the board of mayor and aldermen, remove any member of the S.R.B. for misconduct or neglect of duty.

(5) Vacancies occasioned by removal, resignation, or otherwise, shall be reported to the board of mayor and aldermen and shall be filled in like manner as the original appointments, except that the length of time of the appointment shall be restricted to the unexpired term of the vacated office. (Ord. #18-2002, Aug. 2002)

2-103. Charge and responsibilities of the board. (1) The Surgoinsville Recreation Board shall have the following general duties and responsibilities:

(a) Be responsible for the supervision and care of the recreational facilities of the town.

(b) Appoint all Surgoinsville recreation employees, except as provided in § 2-107, and determine their functions, duties and salaries.

(c) Determine the recreation programs to be provided to the community through open meetings and citizen input and interpret the needs and desires of the community of such programs.

(d) Periodically evaluate:

(i) The acquisition and progress of development programs.

(ii) The effectiveness of existing recreation programs.

(iii) The level of maintenance of various park areas.

(iv) The quality of work provided by employees responsible to the Surgoinsville Recreation Board.

(e) Aid in coordinating the recreational services and programs of their agencies, both public and private, that provide recreation opportunities in the community.

(f) Accept or reject after due consideration all private donations in any form in accordance with that which the board believes in the best interest of the citizens of Surgoinsville.

(g) No member of the Surgoinsville Recreation Board and no member of the Surgoinsville Board of Mayor and Aldermen shall receive compensation as such.

(h) Report periodically to the board of mayor and aldermen the status and progress of the endeavor.

(i) No member of the Surgoinsville Board of Mayor and Aldermen or the Surgoinsville Recreation Board shall be allowed to be head coach of a ball team.

(2) The Surgoinsville Recreation Board shall have the following financial charge and responsibilities:

(a) The board shall prepare and present to the board of mayor and aldermen, for approval, a proposed annual budget for revenues and expenditures sufficient to support the coming fiscal year's recreational programs and activities, for upkeep of equipment and facilities, and other items the Surgoinsville Recreation Board feels necessary to achieve the purposes of the organization. This proposed budget may request an allocation from the town's general fund to help meet these needs. The Surgoinsville Recreation Budget shall be submitted to the recorder's office one (1) week before the March meeting of the board of mayor and aldermen.

(b) At the same time the S.R.B. shall submit to the board of mayor and aldermen a proposed budget for capital improvements for the parks and recreation facilities of the town, and may request an allocation from the general fund sufficient to provide for these needs as planned, or suggest other funding means.

(c) The Surgoinsville Recreation Board of Commissioners shall have exclusive control of the expenditures of all monies collected, and for those monies approved for deposit to the recreation fund by the board of mayor and aldermen.

(d) The board shall insure that all cash, checks, etc. received are deposited to the proper accounts within three (3) working days. Petty cash or "change" funds of one hundred dollars (\$100.00) or less are exempted from this requirement. Bank statement reconciliations should be completed each month by the recorder's office or by the Surgoinsville Recreation officer who does not sign the checks. (Ord. #18-2002, Aug. 2002)

2-104. Election of officers and their duties. (1) Annually, upon the appointment of new members, the board shall elect from their membership a president, vice-president, treasurer and secretary. Additional officers may be elected as required. The president can serve no more than two (2) consecutive years at a time.

(2) The president shall preside at all meetings of the board and at general meetings of the organization. The president shall appoint all committees, represent the organization at public affairs, and shall maintain the dignity and respect of the Surgoinsville Recreation in all possible ways. This person shall perform the other duties ordinarily performed by a chief operating officer.

(a) The president, or his designated representative, shall present to the board of mayor and aldermen a written annual report. Such report shall be presented at the first board of mayor and aldermen meeting in July of each year, and shall consist of:

(i) The condition of the Surgoinville Recreation trust as of the last day of June of that year.

(ii) The various sums of money received by the Surgoinville Recreation fund from donors and other sources.

(iii) The sums of money expended by the board and for what purpose.

(iv) A report of an annual review of the records of income and expenses of the park board, after examination by an independent accountant.

(v) All such portions of the report as related to the receipt and expenditure of money shall be verified by affidavits.

(3) The vice-president of the board in the absence of the president shall perform all the duties of the president. The vice-president shall be charged with the responsibility to see that all standing and temporary committees function as planned by the board.

(4) The treasurer shall perform the duties of the president if the president and the vice-president are not present. This officer shall oversee the financial endeavors of the organization. A financial status report will be prepared by this officer for each regular meeting of the board. He shall disburse monies as approved by the board, aid the president in preparing the annual and other requested reports, and arrange for the accountant's review.

(5) The secretary shall be responsible for correspondence, and other communications including getting information to the public regarding Surgoinville Recreation plans and activities. (Ord. #18-2002, Aug. 2002)

2-105. Meetings of the Surgoinville Recreation Board. (1) Regular open public meetings of the Surgoinville Recreation Board shall be held once each month during the year unless otherwise agreed upon by the board, and proper notice of this change is given to the city recorder. The date and time of these meetings shall be established by the board at their August meeting, but may be changed from time to time by a majority vote of the full board. Special meetings may be called by the president, park director, the Mayor of Surgoinville, or by written request of at least two (2) members of the Surgoinville Recreation Board.

(2) The first regular meeting in August of each year shall be called the organizational meeting. At this meeting the outgoing Surgoinville Recreation Board will present the annual report, and conduct other business that may be necessary. A part of this meeting shall be devoted to the election and installation of the new fiscal year's president, vice-president, treasurer, secretary, and other officers as required.

(3) Meetings shall be conducted in accordance with Roberts Rules of Order, Revised. The only exception is that the presiding officer shall have the right to vote on any matter considered.

(4) A quorum for the purpose of lawfully conducting business will be three (3) members of the recreation board present and voting.

(5) The following shall be the normal order of business for regular meetings of the Surgoinsville Recreation Board, but the rules of order may be suspended by majority vote and any matters considered or postponed by action of the board.

Order of business:

- (a) Call to order;
- (b) Roll call;
- (c) Reading and approval of minutes of the last meeting;
- (d) Reading and approval of financial report;
- (e) Committee reports;
- (f) Unfinished business and new business;
- (g) Recognition of visitors.
- (h) Adjournment. (Ord. #18-2002, Aug. 2002)

2-106. Regulatory authority of the board. (1) The Board of Commisisoners of the Surgoinsville Recreation shall have the authority to establish rules and regulations for any recreational area owned, leased, and/or operated for these purposes for the Town of Surgoinsville. Pursuant to this regulatory authority the board may establish hours of operation and curfew of said recreation areas as well as rules of behavior within said areas. These rules and regulations shall be posted at the recreation areas and copies of the same filed at town hall.

(2) Violation of the Surgoinsville Recreation rules and regulations shall be punishable by a fine not to exceed fifty dollars (\$50.00) for each incident, and shall be tried in town court pursuant to the provisions of title 3, chapter 1, of the Surgoinsville Municipal Code. (Ord. #18-2002, Aug. 2002)

2-107. Director's position. (1) There is hereby created the office of the Director of the Surgoinsville Recreation. Said director may be hired by the Surgoinsville Recreation Board with and subject to the approval of the Board of Mayor and Aldermen of Surgoinsville. The term of employment of the director shall be concurrent with the term of office of the mayor. This position may be a part-time or full-time job.

(2) The Surgoinsville Recreation Board and board of mayor and aldermen shall consider experience, training, and education of the applicants for the position of director in their deliberations prior to the appointment of the director.

(3) The Surgoinsville Recreation Director shall have the following duties and responsibilities:

(a) The general oversight and day to day administration of the municipal recreation system.

(b) The director shall carry out the mandate of the Surgoinsville Recreation Board pursuant to their authority as heretofore set out in this chapter.

(c) Supervise and direct the daily activities of all employees of the municipal recreation system.

(d) Formulate plans for the development of new programs for the municipal recreation system to be considered by the Surgoinsville Recreation Board and the board of mayor and aldermen. (Ord. #18-2002, Aug. 2002)

2-108. Swimming activities and pool exempted. The administration and operation of the town pool and its facilities are specifically exempted from the responsibilities of the Surgoinsville Recreation at this time. (Ord. #18-2002, Aug. 2002)