

REC PARK CONSTITUTION AND BY-LAWS FOR CANAAN RECREATION COMMISSION

Article I. This association shall be called Canaan Community Recreation and Park Commission.

Article II. The objective of this Commission is (1) to provide a year-round recreation facility for all residents of all age groups; (2) to correlate the recreational activities provided by other local civic organizations in a unified recreation program; (3) to maintain and improve the parks, recreation areas, and recreation facilities and (4) to create an annual budget.

Article III. MEMBERSHIP

Section 1. The membership of the Commission shall be no less than (3) three. All members shall be residents of this town.

Section 2. The term of office of the original appointed members, shall be determined by lots as 1, 2, or 3 years and shall start in March.

Section 3. Each year, thereafter, in the month of March, the Canaan Board of Selectmen shall meet and appoint a new member for the term of three years to succeed the outgoing member.

Section 4. In the event of the resignation of any board member, or his death, inability to serve, or absence without acceptable reasons from three regular consecutive meetings, the board chairman shall fill the vacancy until the following March, at which time the civic committee mentioned in Section 3 shall appoint a member to finish any unexpired term that might remain.

Article IV. MEETINGS

Section 1. Meetings will be called by the Chairman

Section 2. A meeting held in the month of April of each year shall be known as the Organizational Meeting. The purpose of this meeting shall be the election and installation of officers, namely the chairman and secretary; the review of the annual report inventory; and other business that may need to come before such meeting.

Section 3. The meeting held in January of each year shall be for the approval of the budget for the coming fiscal year as presented by the Board of Parks and for other business that may need to come before such meeting.

Section 4. Three (3) members constitute a quorum at any regular or special meeting.

Section 5. All meetings are open to the public.

Article V. OFFICERS

Section 1. The officers of this board shall be a chairman and a secretary who shall be elected at the organization meeting in April; to serve for one year or until a successor shall be elected and qualified.

Section 2. The Town Treasurer shall be the Recreation Park treasurer.

Article VI. DUTIES OF OFFICERS

Section 1. The chairman shall preside at all meetings of the board; appoint all committees, represent the board at public affairs; and shall maintain the dignity and efficiency of the board in all possible ways.

Either he/she, the secretary, or treasurer shall approve all bills.

Section 2. The chairman shall have the authority to conduct an inspection of recreation equipment or functions at any time and to make a report to the board to get action on any shortcomings.

Section 3. The secretary shall keep a record of the proceedings of the board in a book provided by the board. He/she shall read all official communications to the board; write correspondence as directed by the board; keep on file all important letters and replies thereto; and he is empowered to

approve, in the absence of the chairman or at the direction of the chairman, all bills.

Article VII. ELECTIONS

Section 1. All officers shall be elected by voice vote, nominations having been made from the floor. A majority vote of those present shall constitute an election.

Article VIII. DUTIES OF MEMBERS

Section 1. It shall be the duty of each member of the board to take an active part in the direction of the board's program and to act in whatever capacity he may be called; to be loyal in thought and deed to the welfare of recreation and to the community which it seeks to serve.

Section 2. All members shall serve without remuneration.

Section 3. Any member is privileged to make at any time, an inspection of recreation functions and equipment, and to bring a report before the Commission.

Article IX. COMMITTEES

Section 1. Special committees shall be appointed by order of the board as needs may arise. Such committees shall not necessarily be restricted to members of the board. The chairman of any special committee shall be a member of the board, including Program, Facilities, Areas, Finance, Pool and Beaches, Equipment and Supplies, and the like.

Article X. AMENDMENTS

Section 1. This constitution may be amended at any regular or special meeting by a majority vote of those present and voting, provided notice of the proposed amendment has been given in writing to all board members at least (7) days prior to said meeting.

Section 2. The By-Laws, adopted to supplement this constitution, may be amended at any regular or special meeting of the board by a majority vote of the members present and voting, provided the proposed amendment has been

given in writing to all board members at least seven (7) days prior to the said meeting.

Article XI. USE OF FACILITY

Event organizers are required to fill out a Use of Facilities Application prior to their event. All large events require proof of liability insurance, all event organizers must provide the Town with a certificate of insurance with a minimum of \$1 million in liability coverage and name the Town of Canaan as an additional insured for the specific event.

Dated at Canaan this _____ day of _____, _____
