NEWTON RECREATION COMMISSION

 2 Town Hall Road

NEWTON, NH 03858

Per RSA 35B:5 IX, Commission Bylaws

BYLAWS:

Article 1: In accordance with RSA Chapter 35-B, see attached, this organization shall be the Newton Recreation Commission.

Article 2: The object of this commission is (1) to plan year-round recreation programs/activities for the residents of Newton; (2) to work with other boards/groups relating to recreational activities and, (3) to maintain, improve and develop recreational parks, playgrounds, facilities and programs.

Article 3: Membership

Section 1: Terms shall be in accordance with RSA 35B:4. Town Ordinance of 1974 stating five (5) members, one (1) member to be an ex-officio from the Board of Selectman.

Section 2: Members shall be residents of Newton, NH.

Section 3: It will be the duty of each member to take an active part in the direction of the board. If a member is absent more three (3) consecutive meetings, without contact and notification of absence, the remaining members will recommend to the Selectmen a replacement awaiting to fill the unexpired term.

Article 4: Meetings

Section 1: Regular meeting shall be held twice a month, the first and third Monday, unless otherwise scheduled by the chairman. Meetings will be posted at least 24 hours in advance in two (2) public places and are open to the public.

Section 2: Special meetings shall be called by the chairman upon request of two (2) members.

Section 3: The first meeting in April will be known as the Organizational Meeting. The purpose of this meeting will be the election of the officers. The first meeting in October shall be for budget approval. Budgets are due to the Selectmen by November 1 for approval in the town operating budget.

Section 4: Three (3) members will constitute a quorum at any regular or special meeting per RSA 35B:4, amended 1993.

Article 5: Officers

Section 1: The officers shall be elected at the April meeting each year.

Section 2: All officers shall be elected by a majority vote of those present.

Article 6: Duties of officers and members

Section 1: The chairman shall preside at all meetings of the Commission, appoint all committees and represent the commission at public affairs.

Section 2: The vice-chairman shall preside as in Section 1 when the chairman is unavailable.

Section 3: The secretary shall keep the minutes and files of all meetings, handle correspondence as needed, notify members of special meetings or changes and keep a file of all news articles, publicity, etc. All files are to be kept at the Town Hall in the Commission files.

Section 4: At the discretion of the Commission a treasurer position may be created. The treasurer shall keep financial records of the Commission budget, petty cash and committee needs. A status report will be given at each meeting.

Section 5: All members, including officers, will be required to chair at least one project per year and attend meetings as in Article 3, Section 4.

Article 7: Committees

Section 1: Special committees shall be appointed by the chairman as the need may arise. Such committees shall not necessarily be restricted to members of the Commission. The chairman of any special committee shall be a member of the Commission. Committees may handle their own correspondence. Copies and files are to be kept in the Recreation Commission files.

Article 8: Expenditures

Section 1: All expenditures that have been budgeted for in the approved operating budget must follow the purchase policy.

Section 2: A member/committee may expend funds only for purposes of its program or event. A special meeting must be called if over expenditure is inevitable.

Section 3: Purchases made by credit card must follow the Credit Card Policy. A member of the Commission or the Secretary will meet with the Town Administrator to make a credit card purchase.

Section 4: The Chairman or designee shall review, sign and date all invoices to authorize payment. The budget expense account to which the expense will be posted will be noted on each bill.

Article 9: Revolving fund

Section 1: Appropriate receipts/paperwork must accompany requisitions.

Section 2: The Commission must follow the Town of Newton Purchase Policy with the exception that requisitions must accompany all expenditure requests.

Section 3: Requisitions must be submitted to the selectmen by the first and/or third Monday of the month if not sooner following the requisition procedure

Article 10: Amendments

Section 1: These bylaws may be amended at any regular or special meeting by a majority vote of the full Commission, provided notice of the proposed amendment has been given in writing to all members at least seven (7) days prior to the meeting.

Date Accepted: July 16, 2018

Members Accepting:

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| Steve St. Cyr, Chairman | Vanessa Burrill, Vice Chairman |
| Matthew Burrill, Selectmen’s Ex-Officio | Christine Kuzmitski |
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