

LAFAYETTE RECREATION COMMITTEE
BY-LAWS



**Serving the Communities of
Franconia, Sugar Hill and Easton**

LAFAYETTE RECREATION COMMITTEE

BY-LAWS

These by-laws are adopted to enhance the efficient operation of Franconia, Easton and Sugar Hill recreational facilities, activities, and programs, as well as providing guidelines for Committee members and Recreation Department staff.

These rules and regulations may be altered, amended, or repealed at any regular Committee meeting by majority vote of the Committee. Any by-law that conflicts with NH Revised Statutes Annotated, at present or in the future, shall be declared void.

MISSION STATEMENT

The Lafayette Recreation Committee's (LRC) mission is to provide a variety of recreational programs and activities to all residents of Franconia, Easton and Sugar Hill. Lafayette Recreation will encourage and challenge all age groups therefore promoting personal growth, social development and a healthier lifestyle.

LRC members shall be appointed by the Board of Selectmen of each town; Franconia three, Easton two, Sugar Hill two, and one representative from Lafayette Regional Elementary School, either the principal or the principal's designee, for a total of eight committee members. They shall remain in good standing by attending at least 70% of the monthly meetings and participating on subcommittees.

The LRC shall review the state of all programs, activities, and facilities. The LRC shall establish all policies of operation, recommend, and promote public parks and recreation in the Towns, in accordance with the laws governing public recreation in the State of New Hampshire. While meeting these purposes, the Committee shall take into consideration the recommendations of the Directors. It shall advise the Directors as a group, rather than as individuals. Committee members shall deal officially with the Recreation staff only through the Directors.

All Committee members in good standing shall receive 50% off the cost of their children to attend recreation activities.

MEETINGS

The Committee shall meet regularly on the first Thursday of each calendar month, unless such schedule is amended by vote of the Committee.

AGENDA

The Directors shall produce a written agenda for each regular Committee meeting. Committee members with items for the agenda shall submit them to the Directors prior to the day of the meeting. The Directors shall add items that may arise in the interim period before the meeting.

OFFICERS

Committee members shall elect officers by majority vote, on an annual basis. Officers elected shall include Chairman, Vice-Chairman, and Secretary.

Elections shall be held at the first Committee meeting after the official appointments are made by the Board of Selectmen (approximately mid – late March).

DUTIES OF OFFICERS

Chairman: The Chairman shall preside at all Committee meetings; sign such official papers as may be required; prescribe voting and other procedures; appoint committees; and call special meetings, when necessary.

Vice-Chairman: The Vice-Chairman shall take over the duties of the Chairman in the event of his/her absence.

Secretary: The Secretary shall take the minutes of each Committee meeting and record all votes taken by the Committee. The minutes shall be submitted to the Director within 144 hours (6 days) after the close of the meeting. Minutes shall be approved by vote of the Committee.

In the absence of the Secretary, the Chairman shall appoint an Acting Secretary.

BUDGET

The Directors will propose an annual budget in sufficient time for review and approval by the Committee, prior to submission to the Board of Selectmen and/or a Municipal Budget Committee.

OPERATING BUDGET

- 1) The Committee is responsible for reviewing the operational budgets submitted by the Directors, setting priorities, and approving final budget numbers before submission to Town Administration.
- 2) LRC Members are expected to participate in the presentation of the budget to the Town Administration and Budget Committee.
- 3) The LRC shall present its budget in gross budget fashion (pursuant to state law) in which both expenses and all offsetting revenues are clearly denoted (RSA 32:5) to both the Board of Selectmen and Budget Committee per town policy. Once money has been appropriated the LRC can spend said money in accordance with town policies and procedures.

TOWN MEETING

As necessary, the LRC may be required to participate in Town Meeting in discussions involving Recreation (i.e. warrant articles, budget)

AD HOC COMMITTEES/ SUBCOMMITTEES

1. The Committee, by majority vote, may establish sub-committees or working groups to conduct special assignments as required by the Committee.
2. The Chairperson and a Director shall be ex-officio members of all committees and may attend any or all meetings, be notified of meetings, and will provide necessary resources to subcommittees

3. When subgroups are established, the committee must:
 - Provide a clear purpose and develop goals for sub-committees and working groups
 - Establish sub-committee and working group membership. Members are not required to be members of the Committee but must be residents in good standing for a town committee or residents of the defined region for regional committees
 - Put forward a timeline for the sub-committee or working group being established

FUNDRAISING

Fundraising and profit-making events sponsored and/or supported by the three towns through its resources, employees, and related activities must ensure a record of complete and public accounting, accurate role description of those involved, and the best possible value for our Townspeople and visitors.

1. Six weeks prior to an event, the Boards of Selectmen (BOS), shall be informed as to:
 - a. The parties involved
 - b. The role of the Towns, including their staff and resources;
 - c. Anticipated expenses;
 - d. Non-profit and profit-making status of those involved;
 - e. Planned distribution of all revenue;
 - f. Any possible conflict of interest among the parties.
2. Three weeks subsequent to an event, a written accounting shall be submitted to the BOS detailing all income and donations, expenses, and distribution of any profits.
3. The Lafayette Recreation Committee in agreement with the Boards of Selectmen from Franconia, Sugar Hill & Easton will decide the allocation of any profits to the towns.

If there are any disagreements regarding the event, the parties in disagreement shall contact all parties at least 30 days in advance of the event to resolve the problem.

PROGRAMS

All programs will be evaluated periodically by the LRC to determine need and effectiveness. New programs shall be reviewed and approved by the LRC. All programs are operated exclusively under the direction of a Director.

HIRING PRACTICES

For purposes of continuity, this section shall be divided into Permanent Employees (e.g. Parks and Recreation Director, Youth Director); Seasonal Employees (e.g. lifeguards, rink attendants, etc.); and Temporary Employees (e.g. special projects, contracted individuals, “fill-in” help, etc.).

Permanent Employees: Interviews and hiring of permanent employees shall be conducted by the LRC, except as delegated to the Director. Hiring shall be by majority vote of the LRC, with input and representation from the Franconia, Easton and Sugar Hill Board of Selectmen on the interview committee and shall comply with all Town personnel policies.

Committee members need to perform annual evaluations of the directors, to be kept within the director's personnel file.

Seasonal Employees: The Director shall schedule and conduct interviews of applicants for seasonal positions, as directed by the LRC. Commissioners may participate in interviews. The Director shall make recommendations and review qualifications with the LRC at a regular meeting. Hiring shall be upon the terms and conditions, as set by the LRC.

Temporary Employees: The Director shall hire temporary employees as directed by the LRC, except when, at the discretion of the Director, such hiring needs to be done before a regularly scheduled LRC meeting. In such cases, the Director shall report such hiring to the LRC at its next regular meeting.

DUTIES OF THE PARKS AND RECREATION DIRECTOR

The Director shall carry out the policies established by the Recreation Committee and serve as technical advisor to the Committee. The duties of the Director shall include:

Administration: To administer the work of the Committee according to its established policies and to supervise an efficient administrative organization providing maximum service at reasonable cost.

Planning and Research: To conduct studies of local conditions and needs affecting recreation and to suggest immediate and long-range plans to meet those needs; to check the effectiveness of the LRC's service; and to keep informed on developments in the field.

Public Relations: To interpret the programs, their philosophy and objectives through every suitable means; to establish and maintain cooperative planning and working relationships with all local community, governmental, and private agencies.

Staff: Working with the Youth Director to recruit, recommend the employment of, organize, train, and supervise all personnel, including volunteers; to assign duties and maintain good relationships between the staff members; and to report to the LRC on all personnel matters requiring disciplinary action.

Program: To develop a broad program of activities and services to meet the needs and desires of the public, as reviewed by the LRC; and to supervise the organization and conduct of the programs.

Finance: To direct the expenditures of LRC funds in accordance with the budget appropriations and the policies of the Towns; and to prepare budget estimates and to supervise the keeping of complete and accurate financial records for the LRC.

Areas and Facilities: To recommend or direct the acquisition, design, construction, and operation of recreation areas and facilities under the control of the Committee, and to arrange for their proper maintenance and operation.

Records and Reports: To keep careful and complete records of activities, services, personnel, and property; to prepare regular and special reports; and to prepare a written agenda for each regular Committee meeting.

DUTIES OF THE YOUTH DIRECTOR

The Youth Director shall carry out the policies established by the LRC and serve as technical advisor to the Committee. The duties of the Youth Director shall include:

Summer Program. This includes hiring counselors, setting up and scheduling activities, transportation, safety standards.

Baseball/Softball, Soccer and Basketball Programs. This includes obtaining participants, coaches, referees, uniforms, scheduling and collection of fees.

- Communicates with participants, parents, staff and volunteers to obtain cooperation and success of the programs. Resolve conflicts and problems impeding success.
- Prepares an annual budget in coordination with the Recreation Committee and works within this budget. Maintains accurate records of attendance, payments and incident reports. Keep inventory of equipment, supplies and uniforms.
- Plans all youth recreation activities. Considers the need of the three communities as a whole and presents “new growth” programs to the Committee
- Responsible for ensuring a safe and healthy environment for staff, volunteers and participants.
- Knowledge of modern recreation practices and procedures.
- Ability to establish and maintain effective working relationships with other Town departments, employees, the media and general public.

Background investigation and criminal records check

The LRC shall conduct a thorough investigation into the past employment history and other applicable background, of anyone considered for employment with the Lafayette Recreation Department. This investigation shall be completed upon a condition of employment.

He/she shall pay all fees and costs associated with the fingerprinting process and/or the submission or processing of the request for the Criminal Records Check, unless otherwise determined by the Board and when hired will be reimbursed.

Adopted: 1/13/2014