

# Town of Lebanon Recreation Commission

---

## BY-LAWS

---

*The mission of the Lebanon Recreation Commission is to provide a comprehensive array of high quality athletic and recreational programs for residents of the town on a year-round basis, without bias to race, income, age sex, or ability.*

*The Recreation Commission is charged by the Board of Selectman with the responsibility of developing recreational programs and enhancement of recreational facilities associated with sponsored programs on various Town owned land or buildings and to manage the "Aspinall Property".*

---

### Article I Commission Make Up

- Section 1 The Commission shall consist of nine members.
- Section 2 Said members shall be appointed by the Town Selectmen and will be of a term not to exceed three years per appointment.

### Article II Commission Officers

- Section 1 The Commission shall, at its annual meeting (the fourth Monday in November), elect by majority vote of a quorum of its membership, a Chairman, a Vice-Chairman, a Secretary and a Treasurer.
- Section 2 The officers will comprise the Executive Committee.
- Section 3 The Term of office will be for two years. Elections in even number years will be for Chairman and Treasurer. Elections in odd number years will for Vice-Chairman and Secretary.
- Section 4 A majority vote of the Commission Members would be necessary to remove a person from office during the terms of office.
- Section 5 The Chairman shall preside at all meetings of the Commission and of the executive committee. In the absence of the chairman the Vice-Chairman shall preside in his/her place.
- Section 6 The Secretary shall keep the minutes of all meetings and see that said minutes are filed with the Clark of the Town of Lebanon within the time constraints of the freedom of information rulings of the State of Connecticut.
- Section 7 The Treasurer shall report to the Commission the budgeted balances as provided by the Town Treasurer, and make recommendations as necessary.

# *Town of Lebanon Recreation Commission*

---

## Article III. Executive committee & Special Meetings

- Section 1 The Executive Committee shall be entrusted with full power of the Commission when a special decision is necessary and a quorum of the Commission cannot be formed.
- Section 2 A special meeting will be called of the entire Commission to act upon a special decision when necessary.
- Section 3 Upon the lack of a quorum at a special meeting the Chairman can ask the Executive Committee to go into session A quorum of three officers will be necessary at an executive committee meeting to act upon issues.

## Article IV. Committee Make Up

- Section 1 Committees will be appointed by the chairman and consist of at least one member of the Commission
- Section 2 The Recreation Director acting as ex-officio to all committees can be authorized to collect and expend moneys as necessary by the committee chairman.
- Section 3 Duties of the committees shall be defined by the members of the Commission at a regular meeting of the Recreation-Commission.
- Section 4 The Chairman shall be an ex-officio member of all committees.

## Article V. Meeting & Notifications

- Section 1 Regular scheduled meeting will be the fourth Monday of every month
- Section 2 The annual meeting will be the fourth Monday of November
- Section 3 The Secretary will notify each member by mail of time and place along with an agenda of the coming meeting. With the exception of a Special Meeting which can be mustered by other means.
- Section 4 A quorum consisting of a majority of its members will be necessary to conduct a meeting.
- Section 5 Members who miss three consecutive meetings will be submitted to the Executive Committee for removal or stay with reason.

## Article VI. Fund Accountability

- Section 1 All funds received by the Commission and held by committees will be deposited to the credit of the Commission in a depository approved by the Commission.
- Section 2 The Commission may authorize the bonding of individuals who have access to funds.
- Section 3 All funds will be accounted for by the committee chairman and the chairman will submit a detailed report within one month after the close of the function.

# *Town of Lebanon Recreation Commission*

---

## Article VII. Recreation Director

- Section 1 The Commission shall employ a director whose function will be to carry out the direction of the Recreation-Commission.
- Section 2 The director will report to the Commission at its regular meeting of the status of events and upcoming events.
- Section 3 The director will be an ex-officio member of all committees.

## Article VII. Budget Allocation

- Section 1 Allocation of the expenses will be designated by a majority vote of the Commission in the form of a budget, at the July meeting.
- Section 2 Committee chairpeople will be allowed to spend the allocated amount of money designated to the function they chair.
- Section 3 The director may spend money as needed with approval of the Committee Chairperson to run a function not to exceed the amount allocated to that function.

## Article IX. By-Law Amendment

- Section 1 The bylaws may be amended by a quorum of the Recreation-Commission at a regular scheduled meeting as long as the agenda of the warned meeting states that it is an agenda issue.

[revised: 11/22/04]

# Town of Lebanon Recreation Commission

---

## Business Policy and Practices

---

The following are the policy and practices of the Lebanon Recreation Commission, Lebanon, Connecticut. The following practices are to be accepted manner by which the Commission will conduct any financial agreements or arrangements. Primarily these agreements will be between town, as represented by the Commission and vendors or suppliers for supplying goods and services needed to conduct sponsored activities.

### Article I.

- Section 1 All payments or authorizations to pay or expend funds under any recognized activity sponsored by the Recreation Commission must follow Article VIII of the Recreation Commission By-Laws.
- Section 2 The defined Policy & Practices shall be reviewed at the July meeting of the Recreation Commission.
- Section 3 Articles within the Business Policy & Practices may be amended at any warned meeting.
- Section 4 All bills/invoices/orders shall be sent to the business address of the Recreation Commission. The business address for the Recreation Commission shall be:  
*Recreation Department Phone: (860) 642-4085*  
*Town of Lebanon Fax:(860) 642-7716*  
*579 Exeter Road*  
*Lebanon, CT 06249*

### Article II.

- Section 1 Each Sub-Committee will be responsible for keeping track of or staying within the defined apportionment allotted for that sub-committee. A listing of budgeted items or activities may be found on the Treasurer's Report.

### Article III.

- Section 1 Payment of submitted invoices or bills shall require two signatures prior to being submitted for payment.
  - (a) One signature being a member of the Recreation Commission whom is also a member of the respective Sub-Committee overseeing that activity.
  - (b) The second signature being that of the Recreation Director for the Town of Lebanon. In the absence of, or in lieu of, the prior being superior, the Chairman of the Recreation shall be authorized to co-sign all invoices/bills.
- Section 2 In the case where the Recreation Director is the organizing body for an activity/event/trip, the cosigner will be the Recreation Commission Chairman.

### Article IV.

- Section 1 Only the Recreation Coordinator, Subcommittee Chairman, and the Chairman of the Recreation Commission shall be authorized to purchase from businesses.
- Section 2 All purchases beyond that which is authorized by the Recreation Commission and made as an addendum to an activity/event/trip shall be brought to the Commission for approval. The commission shall not be responsible for any payment (in full, partial or interest) which approval has not been secured.
- Section 4 All pricing and /or discount policies must be stated on the registration form for any program or event. Any and all exceptions to this policy must be approved by a majority vote of the Recreation Commission.