

**GREENWAY JOINT RECREATION ASSOCIATION**

Hodgins-Berardo Arena, Coleraine, MN 55722

**BY-LAWS**

Revised June 15, 2015

**ARTICLE I MEETINGS**

**SECTION 1.01 – Meetings:** There shall be twelve (12) monthly meetings of the board during the course of each fiscal year. The meeting shall be held on the 3<sup>rd</sup> Monday of each month at 7:00 pm; or if that date shall fall on a holiday then on the next Monday<sup>1</sup>. The meeting shall be held in the Hodgins-Berardo Arena in the City of Coleraine or at any other location as approved by the Executive Committee.

**SECTION 1.02 – Notice Of Meetings:** (a) Written notice stating the place, day and hour of the meeting shall be advertised in the official publication of the board [Scenic Range News Forum] at least ten (10) days prior to the meeting. (b) In the case of a special meeting, the place, day and hour and the purpose or purposes for which the meeting is called shall be posted at the meeting place and each board member or governmental unit shall be duly notified

**SECTION 1.03 – Voting:** At each meeting of the Association, each contributing municipality or governmental unit shall be entitled to one vote only by a duly appointed representative or alternate. It is the responsibility of the participating units to notify the secretary of the Association in writing confirming their official appointment.

**SECTION 1.04 – Special Meetings:** A special meeting of the board may be called at any time upon request of the president or by a majority of the board of directors. Business transacted at all special meetings shall be confined to the purpose for which the meeting is called.

**SECTION 1.05 – Absence of Officers:** In the absence of any officer, the board can designate from those in attendance, officers to conduct the business of the meeting.

**SECTION 1.06 – Order of Business:** The usual order of business shall be as follows:

- 1) The meeting is called to order by the president at the time and on the date of the meeting.
- 2) Roll call – quorum being present, the meeting proceeds with business.
- 3) Reading by Secretary of the minutes of previous meeting and the consideration and approval.
- 4) Treasurers report.
- 5) Report of officers.
- 6) Report of committees.
- 7) Consideration of communications.
- 8) Unfinished business.
- 9) New business.
- 10) Motion to adjourn.

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<sup>1</sup> Implemented 1/19/2015.

## **ARTICLE II BOARD STRUCTURE**

**SECTION 2.01 – Election:** The board shall annually elect a president, a vice president, a secretary, and a treasurer at its August meeting. It is not necessary for the elected officers to be a duly appointed voting representative. A nominating committee will be appointed by the board at its May meeting to submit a slate of officers for consideration to the membership.

**SECTION 2.02 – Other Officers:** The board may appoint such other officers and agents as it shall deem necessary from time to time who shall hold their offices for such terms and shall exercise such powers and perform such duties as shall be determined from time to time by the board.

**SECTION 2.03 – Terms of Office:** Officers of the Association shall hold office for one year or until their successors are chosen and qualified in their stead. President and Vice President shall serve no more than two (2) consecutive terms of the same office. Treasurer and secretary have no limit on the number of consecutive terms they can serve in the same office. Any officer elected or appointed by the board of directors may be removed by the affirmative vote of the whole board of directors with or without cause.

**SECTION 2.04 – Salaries:** Salaries of all officers of the Association shall be none with the exception of the secretary and treasurer. The secretary and treasurer shall be supplied with necessary equipment and supplies, reimbursed for their expenses and mileage, and given a salary if authorized.

**SECTION 2.05 – President:** (a) The president shall be chief executive officer of the Association; he/she shall preside at all meetings of the Board of Directors and shall see that all orders and resolutions of the board are carried into effect. (b) He/she shall execute all contracts and other legal document. (c) He/she shall be an ex officio member of all standing committees and shall have the general powers and duties of supervision and management usually vested in the office of president of an association.

**SECTION 2.06 – Vice President:** The vice president shall, in the absence or disability of the president, perform the duties and exercise the powers of the president, and shall perform such other duties as the Board of Directors shall prescribe.

**SECTION 2.07 – Secretary:** The secretary shall attend all sessions of the Board of Directors and record all votes and minutes of all proceedings in a book kept for that purpose: also shall perform like duties for the standing committees when required. He/she shall give, or cause to be given, notice of all meetings of the Board of Directors or president, under whose supervision he/she shall be.

**SECTION 2.08 – Treasurer:** (a) The treasurer should have the custody of the Association funds and securities, shall keep a full and accurate account of the receipts and disbursements in books belonging to the Association, and shall deposit all monies and other valuable affects in the name and to the credit of the Association, in such depositories as may be designated by the Board of Directors. (b) The treasurer shall act as liaison between the board and the professional accounting firm retained for accounting purposes. (c) He/she shall disburse the funds of the corporation as may be ordered by the board, taking the proper vouchers for such disbursements and shall render to the president and directors, at the regular meetings of the board, or whenever they may require it, an account of all his/her transactions as treasurer

and of the financial condition of the Association. (d) In case of his/her death, resignation, retirement or removal from office, all books, papers, vouchers, money and other property, of whatever kind in his/her possession or under his/her control, belonging to the Association, shall be restored to the Association.

**SECTION 2.09 – Vacancies:** If the office of any officer becomes vacant by reason of death, resignation, retirement, disqualification, removal from office or otherwise, the directors then in office, although less than a quorum, by majority vote, may choose a successor or successors, who shall hold office for the unexpired term in respect of which such vacancy occurred.

**SECTION 2.10 – Executive Committee:** The Board of Directors shall, at this August meeting, by two thirds (2/3) majority affirmative action of the board, designate five (5) or six (6), and no more than one member from any political subdivision, individuals to constitute an executive committee which shall have and exercise the authority of the board in the management of the business of the Association. Any such executive committee shall act only in the interval between meetings of the board and shall be subject at all times to the control and direction of the board. This committee shall meet at the call of any of its committee members. Due to the nature of the Association’s ongoing business, this committee shall consist of the Board President, treasurer and three (3) or four (4) additional board appointed members. The recreation director shall be the ex officio member of the board.

**ARTICLE III MONIES**

**SECTION 3.01 – Budget and Levy:** It shall be the duty of the executive committee to present to the board of directors, at the August meeting, a prepared budget for the coming fiscal year, and a proposed levy for the next calendar year. It will be the responsibility of each appointed representative of the participating governmental units to submit such proposed levy to the respective unit in time for approval prior to the levy certification deadline: September 15.

**ARTICLE IV AMENDMENTS**

**SECTION 4.01 – Amendments to By-laws:** These by-laws may be amended or altered by the vote of a majority of the whole board of directors at any meeting, provided that notice of such proposed amendments shall have been given to the directors during three consecutive meetings prior to the vote.

**Revision Adopted June 15, 2015**

\_\_\_\_\_ **President** \_\_\_\_\_ **date**

\_\_\_\_\_ **attest** \_\_\_\_\_ **date**