

BY-LAWS
OF THE
VALLEY FALLS RECREATION COMMISSION
U.S.D. #338
VALLEY FALLS, KS 66088

Amended August 9, 2019

This Recreation Commission shall be governed by the General Statutes of Kansas, 1987, Chapter 12, Article 19. The State of Kansas Recreation Enabling Act.

Article I. Meetings

Section 1.1 Regular Meetings

Regular Meetings of the Commission shall be held monthly at the hour and the place designated in the notice, or by a vote of the Commission Board changing it. In the event that day is a legal holiday or other circumstances dictate, the day and time may be changed by a vote of the Commission Board. All Regular Meetings shall be open to the public and follow the provisions outlined in the Kansas Open Meetings Law.

Section 1.2 Special Meetings

Special Meetings of the Commission may be called at any time by the Chairman or by five members of the Commission. All Special Meetings shall be open to the public and follow the provisions outlined in the Kansas Open Meetings Law.

Section 1.3 Annual Budget Hearing

The Annual Budget Hearing meeting of the Commission shall be held at an hour and day to be determined by the Recreation Commission Board. All Budget Hearing Meetings shall be open to the public and follow the provisions outlined in the Kansas Open Meetings Law.

Section 1.4 Quorum

A majority of the Commission members shall at all times constitute a quorum.

Section 1.5 Rules of Order

Roberts Rules of Order shall be observed in conducting meetings of the Commission.

Section 1.6 Order of Business

The following shall be the order of business of the Recreation Commission, but the rules or order may be suspended and any matters considered or postponed by action of the Board of Commissioners.

1. Call to Order
2. Approval of Minutes
3. Treasurer's Report
4. Communication from public
5. Introduction of Guests
6. Old Business
7. New Business
8. Miscellaneous
9. Executive Session
10. Adjournment

Article II: Members and Terms

Section 2.1 Members

The Recreation Commission consists of a five (5) member board. Four (4) members shall be appointed by the Unified School District #338 Board; and one (1) at-large Board member shall be appointed by the four (4) appointed members of the Recreation Commission Board.

Section 2.2 Term of Board Members

The term of these Board members will be from July 1 to June 30 of the following year. Terms shall be four years.

Refer to Statute Chapter 12, Article 19.

Section 2.3 Resignation or Removal

Members may resign at any time by giving written notification at any official meeting of the Commission. If the term being vacated was appointed by the Unified School District #338 Board, the Superintendent of Schools shall be notified within seven (7) days of the vacancy and the Unified School District #338 Board will appoint a replacement to fulfill the term. In the event the vacancy is the position appointed by the Recreation Commission, the Recreation Commission shall appoint a replacement to fulfill the remainder of the term. Members of the Recreation Commission may request removal of any member that cannot abide by, or fulfill the position, as it relates to the efficiency of the board and its operations, per unanimous vote.

Section 2.4 Recommendation for Appointment

The Recreation Commission may make a recommendation of no more than three names to the Unified School District #338 Board to fill any expired term or vacancy that may occur on the Recreation Commission. The recommendation shall be made no later than June 30 for annual appointments and not more than 30 days after a vacancy should occur. The Unified School District #338 Board is under no obligation to honor the recommendation.

Section 2.5 Commission Appointment Terms

Members of the Board of Commissioners shall be allowed to serve consecutive terms as long as a unanimous vote by all members is incurred.

Article III. Officers

Section 3.1 Election of Officers

The Recreation Commission shall, at the annual meeting, elect the following officers to serve for one year from the date of the annual meeting and until their respective successors' have been duly elected and qualified.

Chairman

Vice-Chairman

Secretary

Section 3.2 Special Elections

In the event of a failure for any reason to elect the said officers or in the case of a vacancy occurring in any office, an election may be held at any regular or special meeting; a notice of such election having been given in the notice or call of the meeting.

Section 3.3 Duties of the Chairman

The Chairman of the Board of Commissioners shall preside at all meetings of the Recreation Commission and shall perform the other duties ordinarily performed by that officer. The Chairman shall sign all duly authorized and approved claims.

Section 3.4 Duties of the Vice-Chairman

The Vice-Chairman of the Board of Commissioners, in the absence of the Chairman, shall perform all the duties of the Chairman of the Commission.

Section 3.5 Duties of the Secretary

The Secretary shall be responsible for the accuracy of the minutes at all regular, annual and special meetings. In the absence of both the Chairperson and Vice-Chairperson, the Secretary shall perform the duties of the Chairperson until such time as the Chairperson or Vice-Chairperson is able to fulfill the requirements of the office.

Article IV. Commission Policies

Section 4.1 Amendments

Commission by-laws and policies may be amended at any regular meeting of the Commission by a majority vote of the entire Commission. Policies will not be amended without prior notice, having been given at least one regular meeting prior to the action being taken after.

Section 4.2 Fiscal Year

The fiscal year of the Recreation Commission shall begin July 1 and shall continue until midnight, June 30 of the following year.