

# **RICHFIELD JOINT RECREATION DISTRICT BYLAWS**

## **(Adopted July 10, 2014) (Modified June 26, 2017)**

### **ARTICLE I – NAME OF ORGANIZATION**

**Section 1:** The formal name of the organization is the Richfield Joint Recreation District (hereinafter referred to as "District").

**Section 2:** Appointed members of the District Board of Trustees shall be referred to individually as "Trustee" and collectively as "Board".

### **ARTICLE II – PURPOSE/MISSION**

**Section 1:** The purpose of the District shall be to provide community programming in recreational, educational, social, cultural and athletic areas; acquire property for constructing, operating and maintain parks, playgrounds, play fields and to preserve and protect real property with valuable natural features as parks and spaces for governmental, civic educational or recreational activities for the benefit of all citizens.

### **ARTICLE III – STRUCTURE OF THE DISTRICT**

**Section 1:** The District shall be composed of a Board of Trustees which shall be the governing body of the District.

### **ARTICLE IV – BOARD OF TRUSTEES**

**Section 1:** The Board shall be composed of seven (7) Trustee members. Initially two (2) subdivisions – the Village of Richfield and Richfield Township shall each appoint three (3) Trustees to represent itself. Any person over the age of 18 who resides in the Village of Richfield or in Richfield Township is eligible to be appointed as a Trustee by the subdivision in which they reside. One of the three Trustees appointed by each subdivision may be a person over the age of 18 who may, but need not, reside in either the Village of Richfield or Richfield Township. The appointed six (6) member Board shall select one (1) additional member, who is required to be a resident of the District.

**Section 2: Term of Office**

A. Initially each subdivision shall appoint and designate three (3) Trustees to represent each subdivision for respective terms of 1, 2 & 3 years.

B. Thereafter, as each term expires, the subdivision shall appoint a Trustee to fill the vacancy for a term of three (3) years.

C. The seventh (7<sup>th</sup>) member chosen by the six (6) appointed Board members

shall have a term of three (3) years.

D. Each term shall commence on January 1 and end December 31.

**Section 3: Change of Structure of District**

A. In the event that other subdivisions join the District, or in the event that participating subdivisions terminate their participation, the number of Trustees shall be increased or decreased by three with each occasion.

**Section 4: Participants**

A. The Village of Richfield and Richfield Township

B. Any person, over the age of 18, who resides in the Village of Richfield or Richfield Township, is eligible to be appointed as a Trustee from their respective subdivision. One of the three members from each subdivision may be a person over the age of 18 who does not reside in either the Village of Richfield or Richfield Township.

**ARTICLE V – GOVERNMENT**

**Section 1: Board of Trustees**

A. The business of the District shall be conducted by the Board of Trustees.

B. Unless otherwise required by law or these bylaws, a simple majority of the Board of Trustees, not counting vacancies, shall be required to pass any motion or resolution.

**Section 2: Meetings**

A. The Board shall meet on a predetermined day of each month.

B. Special meetings of the District may be called or announced by the Chairperson or the Vice-Chairperson or by any five (5) Trustees. The purpose of the special meeting must be stated. There must be a minimum 24 hour notice to each Trustee for any special meeting

C. Unless otherwise required by law or these bylaws, a simple majority of the Board of Trustees, not counting vacancies, shall be required to pass any motion or resolution.

D. Notice shall be posted at a minimum on the Richfield Joint Recreation District website at least 24 hours prior to regular and special meetings.

**Section 4-3:** Robert's Rules of Order shall govern the order of business at all meetings except as otherwise provided herein, except as otherwise provided in these Bylaws or in policies approved by the Board pursuant to these Bylaws.

**ARTICLE VI – OFFICERS**

**Section 1:** Elected officers of Board of Trustees shall be: Chairperson, Vice-Chairperson, Secretary, and Treasurer

## **Section 2: Duties**

A. **Chairperson:** The Chairperson shall preside at all regular and/or special meetings of the District and is authorized, with the Treasurer, to execute contracts and agreements approved by the Board.

B. **Vice-Chairperson:** The Vice-Chairperson, in the absence of the Chairperson, shall perform all duties of the Chairperson.

C. **Secretary:** The Secretary shall keep the minutes of all meetings, shall publish an agenda in accordance with the policies, shall arrange for proper notification and publication of all regular and special meetings of the District and shall handle all correspondence of the district.

D. **Treasurer:** The Treasurer shall be responsible for the collection and disbursement of all funds of the district, for the maintenance of the District's fiscal records, all in accordance with accepted accounting principles. The Treasurer, with the Chairperson, shall make, sign and endorse in the name of the District all checks, drafts, notes and other orders for the payment of money and shall pay out and dispose of such under the direction of the District. She/he shall render an account to the District at each regular meeting of all transactions and shall arrange to be prepared and certified a financial statement at least once a year. The Treasurer and the Chairperson shall be bonded at the expense of the District at the minimum bond amount.

**Section 3:** Election of Officers. The election meeting of the Board of Trustees shall be held at a special meeting in January each year. The new officers shall take office upon the conclusion of the meeting and shall serve for one year or until election of their successors.

## **ARTICLE VII – FINANCE**

**Section 1:** The fund of the District shall be deposited in an approved banking institution in the name of the Richfield Joint Recreation District. The Treasurer shall pay all authorized expenses. One of the three officers is required to countersign each check.

**Section 2:** The fiscal year shall commence January 1, & end December 31.

**Section 3:** All District funds shall consist of:

A. General Fund with sub accounts as defined by the budget process.

B. Special Funds for each special levy.

C. Special funds for each class of revenue derived from a source other than the general.

D. By the end of the first quarter each calendar year (March 31st), a budget must be submitted and approved by the Board.

## **ARTICLE VIII – VACANCIES**

**Section 1:** Vacancies of subdivision-appointed members in the District shall be filled by the legislative authority of the subdivision from which the vacating member was appointed. Vacancies of the Board-appointed member shall be filled by majority vote of the Board.

**Section 2:** The vacancy shall be filled for the length of the unexpired term of the vacating member.

## **ARTICLE IX – DISSOLUTION**

**Section 1:** In the event of the dissolution of this District, the assets of this organization will be transferred to or distributed to the political subdivisions participating in said District at the time of the dissolution in proportion to the financial contribution each subdivision and/or its taxpayers have made to the district.

## **ARTICLE X – AMENDMENTS**

**Section 1:** The bylaws may be amended by the Trustees providing thirty (30) days written notice with the proposed amendment(s) was included and given to the Trustees.

**Section 2:** Revision of the bylaws will require notice to each subdivision and provide for a minimum thirty (30) day comment period.

## **ARTICLE XI – RULES OF CONDUCT**

### **Section 1: Meetings**

**A. Agenda of the Meeting** - The Secretary with Chairperson's approval shall prepare an agenda, or schedule of matters to be brought before the District. This agenda shall be posted and emailed to each member at least twenty-four (24) hours before any meeting. Any persons, or groups, or delegations wishing to appear before the Board shall direct a communication to the Secretary in such time that he/she will receive it not less than twenty-four (24) hours before the time of the meeting. The communication should clearly state the purpose of the appearance and the approximate number of who will appear in the group.

**B. Resolutions and Motions** - The Board shall have the power to pass resolutions and motions. Resolutions shall generally be used for matters creating a right, involving an expenditure of money, the levying of taxes, the purchase, lease, sale or transfer of property, and such other matters that involve matters of permanence. Motions shall generally be used for all matters. No resolution or motion shall contain more than one subject, which shall be clearly expressed in its title. Each such resolution or motion shall be adopted or passed by a separate vote of the District; the ayes and nays shall be entered in the minutes.

Resolutions shall be authenticated by the signature of the Chairperson and Secretary. All resolutions shall be published as follows: by posting in one conspicuous spot in each of the participating subdivisions.

**Section 2: Code of Ethics and Accountability**

A. Board members shall comply with the Richfield Joint Recreation District conflict of interest policy.

**Section 3: Compliance with Public Entity Requirements.** Board members shall comply with all state requirements and guidelines pertaining to:

- A. Conflicts of Interest
- B. Confidentiality
- C. Open Meetings
- D. Public Records

This is a true and accurate version of the bylaws adopted by the Board of the Richfield Joint Recreation District at its initial meeting on July 10, 2014.

This is a true and accurate version of the modifications accepted by the Board of Trustees for the Richfield Joint Recreation District at its Regular Meeting on June 26, 2017.

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Secretary

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Date