

## Hart Area Recreation Club By Laws

### I. Name

1. The name of the organization/agency/group shall be **Hart Area Recreation Club**.

### II. Board of Directors

1. The Board of Directors shall serve without pay and consist of up to 9 members.
2. Members must be one resident of their respective municipality and consequently will be broken down as follows: City of Hart, Hart Township, Golden Township, Elbridge Township, Weare Township, Crystal Township and one member representing the Hart Public Schools and 2 "at large" members selected by the current board members.
3. In the situation that no one is available from a municipality the board will work with the respective township to try to fill the position. If efforts have been made to the municipality then the board may elect a representative from any municipality to fill that position.
4. Rec Board members shall serve 1 year term. Some townships may appoint their representatives for longer terms. Anyone interested in being on the Rec Board should contact their respective city/township to be appointed.
5. Board will notify city/township if a vacancy is available on the board.
6. Board members with excessive absences may be dismissed from the Board by vote. In the case that this occurs the Board must notify the municipality of the new vacancy and request another designation or ask to appoint an at large.
7. Each sport will have a Coordinator that is responsible for all operations within that activity. Each Coordinator will have written responsibilities that will be approved by the board.

### III. Officers

1. The officers of the board shall consist of a Chair, Vice Chair, Secretary, and Treasurer nominated by the Board.
2. Elected officers will serve a term of one year.
3. (a) The Chair shall preside at all Board meetings, appoint committee members, and perform other duties as associated with the office.  
(b) The Vice-Chair shall assume the duties of the Chair in case of the Chair's absence.  
(c) The Secretary shall be responsible for the minutes of the Board, keep all approved minutes in a minute book, and send out copies of minutes to all.  
(d) The Treasurer shall keep record of the organization's budget and prepare financial reports as needed. No Rec Board Member including the Treasurer shall be responsible for all the accounts payable and receivable. A sound financial system that incorporates separate people that collect the money and those that deposit the money.

### IV. Committees

1. The Board may appoint standing and ad hoc committees as needed.

### V. Meetings

1. Regular meetings shall be held once per month.
2. Special meetings may be held at any time when called for by the Chair or a majority of Board members.
3. Agendas shall be provided at least 5 days in advance.
4. Organizational meeting shall be held in November each year to determine the following for the following year starting January 1<sup>st</sup>:
  - a) Confirm members for following years. If any present members do not have the desire to continue then current board members will vote on the replacement(s).
  - b) Elect officers for next year.
  - c) Designate regular meeting dates for next year
  - d) Set pay rates for coordinators
  - e) Review timelines for each sport and yearly Rec Calendar.

#### VI. Voting

1. (a) A majority of board members constitutes a quorum. (b) In absence of a quorum, no formal action shall be taken except to adjourn the meeting to a subsequent date.
2. Passage of a motion requires a simple majority (ie, one more than half the members present).

#### VII. Conflict of Interest

1. Any member of the board who has a financial, personal, or official interest in, or conflict (or appearance of a conflict) with any matter pending before the Board, of such nature that it prevents or may prevent that member from acting on the matter in an impartial manner, will offer to the Board to voluntarily excuse him/herself and will vacate his seat and refrain from discussion and voting on said item.

#### VIII. Fiscal Policies

1. The fiscal year of the board shall be January 1 to December 31.

#### IX. Amendments

1. These by-laws may be amended by a two-third vote of Board members present at any meeting, provided a quorum is present and provide a copy of the proposed amendment(s) are provided to each Board member at least one week prior to said meeting.
2. It is the intent of the Rec Club to run programs that are following the same principles of fundamentals that Hart High School Athletic programs are teaching. Therefore the Rec Club will give preference to the recommendation from High School Head Coach of that sport for the person chosen to be the Coordinator. The Rec Club welcomes the High School Head Coaches to train Rec Coaches, direct what fundamentals to teach, give specific drills to run and request specific strategies of play (such as type of offense/defense).