

BY-LAWS OF THE SOUTHPORT RECREATION ADVISORY COMMITTEE

1. NAME

The recreation board or advisory committee created by the City of Southport Board of Aldermen shall be known as the Southport Recreation Advisory Committee.

2. REGULAR MEETINGS

Regular meetings of the Recreation Advisory Committee shall be held on the second Tuesday of the month at 6:30 p.m. at the Indian Trail Meeting Hall.

3. CALL MEETINGS

The chairman, or in his absence the vice-chairman, may call a special meeting of the Recreation Advisory Committee at any time by giving to each member 24 hours notice of the meeting. If a meeting is held on less than 24 hours notice, each member of the Recreation Advisory Committee shall sign a waiver of notice and consent to the meeting which shall be attached to and be a part of the minutes of said meeting. It shall be the duty of the chairman to call a special meeting of the Recreation Advisory Committee whenever he is required to do so in writing by any four members of the Recreation Advisory Committee.

4. QUORUM

A majority of voting members of the Recreation Advisory Committee shall constitute a quorum.

5. ORDER OF BUSINESS

The order of business at the meetings of the Recreation Advisory Committee shall be as follows:

- Determination of a Quorum
- Approval of minutes from previous meetings
- Report by Director Report by Committee
- Old Business
- New Business
- Adjournment

6. OFFICERS

(A) **Chairman** The Recreation Advisory Committee shall annually elect a chairman whose duty shall be to preside at all meetings, to sign all official papers, to appoint committees, to call special meetings when he deems it advisable and to perform all such duties as usually bestowed upon a chairman.

(B) **Vice-Chairman** At the time of the election of the chairman, the Recreation Advisory Committee shall elect a vice-chairman to serve in the absence of the chairman. The vice-

chairman shall be elected for one year.
(C) **Secretary** Shall take minutes at all meetings.

7. TERM

The business year of the Recreation Advisory Committee shall run from July 1 through June 30

8. DIRECTOR

The director and the assistant director shall attend all meetings Of the Recreation Advisory Committee.

9. POLICY

It shall be the policy of the Recreation Advisory Committee to endeavor to make its operations and concessions self-sustaining.

10. MONTHLY REPORTS

The director shall submit to the Recreation Advisory Committee a detailed report of all activities and the administration of all departments at each regular meeting of the. Recrea Advisory Committee or as often as he may be called upon for such a report by the chairman of the Recreation Advisory Committee. This report shall be in writing and a copy shall be delivered to the City Manager and Recreation Advisory Committee members monthly.

11. MEMBERSHIP

The Recreation Advisory Committee shall consist of 6 residents from the City of Southport and one resident from the ETJ area of Southport. Each member of the Recreation Advisory Committee shall be appointed by the Board of Alderman for a term the length of that board member's term. The six resident members shall be composed of three members from Ward and three members from Ward 2. The Mayor shall appoint the member from the ETJ area. Upon expiration of the original term of office each member is eligible for reappointment to another term. Vacancies on the Recreation Advisory committee shall be filled by the Board of Aldermen. The members of the Recreation Advisory Committee shall serve without compensation.

12. ATTENDANCE OF MEMBERS

It is the consensus of the members of the Recreation Advisory Committee that the acceptance of an appointment to this Committee is the acceptance of a high public duty and of obligation of citizenship and that it is the duty of each member to attend every meeting unless prevented by sickness or a grave emergency. Upon the failure of any member to attend three consecutive regular meetings without an excuse which to the committee seems adequate, the Recreation Advisory Committee shall recommend to the Board of Aldermen that the said offending member's term be terminated and request that the Board of Aldermen fill the vacancy.

13. BUDGET

Not later than at the May meeting of each year, the director shall submit to the Committee a tentative budget for the coming year.

14. COMMITTEES

The chairman shall appoint such special committees as may be deemed necessary to expedite the business of the Recreation Advisory Committee.

15. FINANCES

The operating expenses of the Recreation Department shall be held by City for the Recreation Department to be expended by the Recreation Department as set out in its annual budget approved by the Board of Aldermen.

The payment of all bills shall be handled by the city finance department, and all city and state regulations shall be followed.

16. FEES CHARGED

The Director of Parks and Recreation shall review the resident vs. non resident fee scale yearly and compare it to other recreation departments. Upon reviewing, the director shall submit the findings to the Recreation Advisory Committee. No later than March of each year, the Director and the Recreation Advisory Committee will recommend to the City Manager and the Board of Aldermen a proposed fee schedule for the April meeting of the Board of Aldermen.