

**BYLAWS  
OF  
SHELBYVILLE – SHELBY COUNTY  
PARKS & RECREATION BOARD**

*Revised: January 25, 2006*

The Shelbyville – Shelby County Parks and Recreation Board is governed by Chapter 97 of the Kentucky Revised Statutes and the Resolution to establish a City-County Recreational Board, dated January 20, 1970, of record in Fiscal Court Order Book 1967, Page 344.

**ARTICLE I**

**Section 1: Annual Meeting**

The annual meeting of Shelbyville – Shelby County Parks and Recreation Board shall be held on the second Tuesday of December of each year at a time and place to be designated by the Board.

**Section 2: Regular Meetings**

The regular meeting shall be held on the second Tuesday of each month at the hour of 7:00 p.m. at the Clear Creek Family Activity Center in Clear Creek Park, Shelbyville, Kentucky, or other place and time designated in the call. If any such meeting falls on a holiday, the meeting shall be rescheduled at a time and place designated at the previous regular meeting.

**Section 3: Special Meetings**

Special meetings may be called by the Chairman whenever he/she deems it necessary or when requested by any three (3) members of the Board.

**Section 4: Notice of Special Meetings**

Each board member shall be notified at least two (2) days prior to any special meeting. Said notice shall be issued by the Secretary, and shall be in writing setting forth the time, place and purpose of the meeting. Other means of notification may be used such as telephone; however, this may not substitute for the above provision.

### **Section 5: Meeting Announcements**

All meetings of the Board shall be announced in advance whenever practicable through the news media of the City – County giving the date, time and place of said meeting. It shall be the duty of the Secretary of the Board to execute this policy.

### **Section 6: Quorum**

A majority of the Board shall constitute a quorum for the transaction of business.

### **Section 7: Rules of Order:**

General parliamentary rules, as given in ROBERT’S RULES OF ORDER, as modified by rules and regulations, shall be observed in conducting meetings of the Board.

### **Section 8: Order of Business**

1. Call to Order
2. Welcome of Guests
3. Park Property Reports
4. Department Head Reports
5. Committee Reports
6. Unfinished Business
7. New Business
8. Approval of minutes from previous meeting
9. Approval of Financial Reports
10. Approval of Transfers
11. Board Member comments & announcements
12. Adjournment

## **ARTICLE II**

### **OFFICERS**

#### **Section 1: Election of Officers**

At the annual meeting, the Board shall elect from its membership the following officers, who shall serve in said capacity for four (4) years from date of election, and until their respective successors have been duly elected:

Chairman  
Vice-Chairman  
Secretary  
Treasurer

## **Section 2: Special Elections**

In the event a vacancy shall occur in any of the said offices for any reason, then an election may be held at any regular or special meeting. A notice of such election shall be given in the notice of the call of the meeting.

## **Section 3: Special Agents**

The Director of Parks and Recreation shall be the chief executive officer of the Board, but shall not be a member of the Board, and shall not be entitled to vote.

# **ARTICLE III**

## **DUTIES OF OFFICERS**

### **Section 1: Duties of Chairman**

The Chairman of the Board shall preside at all meetings and shall otherwise perform the duties ordinarily performed by that officer. The Chairman shall be an ex officio, non-voting member of all committees.

### **Section 2: Duties of Vice-Chairman**

The Vice-Chairman shall preside in the absence of the Chairman at any meeting when the Chairman is absent or disabled and shall perform all the duties of the Chairman of the Board at these times.

### **Section 3: Duties of Secretary**

The Secretary shall perform duties required by law, keep or cause to be kept a full and true record of all meetings of the Board and all committees, and shall be the custodian of all documents committed to his/her care. The Secretary shall issue or cause to be issued notice of all regular and special meetings as herein before provided.

### **Section 4: Duties of Treasurer**

The Treasurer shall be a designated signature for all checks for the Parks Department and serve on all committees regarding financial matters for the Board.

**ARTICLE IV**  
**COMMITTEES**

**Section 1: Standing Committees**

The standing committees of the Board shall be:

Budget & Finance  
Park Property – Long Term Planning  
Personnel  
Golf  
Athletic  
Park Policy  
Family Activity Center Advisory Committee  
(herein known as FAC Advisory Committee)

**Section 2: Appointment of Committees**

Committees shall be appointed by the Chairman of the Board at the annual meeting or as soon thereafter as possible, and serve until their successors are appointed.

**Section 3: Committee Personnel**

Each committee shall consist of not less than two (2) members of the Board with the Chairman acting as ex officio.

**Section 4: Nominating Committee**

The Chairman shall appoint a nominating committee composed of three (3) Board members at the regular November Board meeting to nominate the officers to be elected by the Board at the annual meeting.

**Section 5: Special Committees**

The Chairman may appoint special committees for purposes not otherwise provided for in the duties of standing committees.

**Section 6: Minutes and Reports of Committees**

A record of the actions of each committee shall be kept by a member of each committee and shall be reported in writing to the Board, if the Board so desires.

### **Section 7: Responsibility of Committees**

Committees shall have the responsibility to investigate, review, and analyze Board functions and make recommendations to the Board for action. Committees, therefore, are not operating bodies.

### **Section 8: Duties of the Finance & Budget Committee**

The Finance and Budget Committee is charged with working with the Director of Parks in setting up the annual Parks Department budget and overseeing the monthly financial statements prepared by the accountant. The committee shall make recommendations to the Board on any amendments to the budget throughout the year. They shall present the annual budget to both Fiscal Court and the City Council for appropriation approvals. The committee shall review any capital purchases and make a recommendation to the Parks Board. They shall give financial guidance in the areas of Aquatics, Golf, any Special Programming, FAC budget and the overall General Budget.

### **Section 9: Duties of the Park Property & Long Range Planning Committee**

The Park Property & Long Range Planning Committee shall oversee park property improvements and renovations. They are to work with the Director of Parks on getting estimates and plans together to present to the Parks Board for review and approval on any property improvements or equipment needs. They shall also work with the individual sports councils or sports coordinators on their facility improvements. All sports councils or sports coordinators shall present their plans and estimates to this committee for review and approval of the Parks Board. This committee shall also make all recommendations to the Board for any long range plans for park land improvements and acquisitions.

### **Section 10: Duties of the Park Policy Committee**

The Park Policy Committee shall set policies for all parks facilities and sports leagues located on or owned by the Parks Department. They shall review policies annually and make needed changes and additions. They shall set policy for shelters, Waldrige Center, field and court usage and rentals. They shall also work with the various sports councils and sports coordinators on policy changes.

### **Section 11: Duties of the Golf Committee**

The Golf Committee shall oversee the operations of the Clear Creek Executive Golf Course. The committee shall work with both the Director of Parks and the Golf Complex Manager in the areas of budget, facility improvements and equipment purchases, setting of fees and charges and capital improvements. They shall bring all major course improvements and equipment purchase recommendations before the Parks Board for approval.

**Section 12: Duties of the Family Activity Center Advisory Committee**

The Family Activity Center Advisory Committee shall oversee the operation of the FAC and its annual budget and monthly finances. They shall work with the Director of Parks and other FAC employees in setting up recreational programs and special events for the center. The committee shall see that the facility is keeping in budget and operating to its fullest. This committee shall also help oversee new construction to the facility and shall review and make capital improvement recommendations to the Parks Board. The committee shall compile and put together an operations and policy manual for the FAC. They shall review and set all fees and charges for the facility. The committee shall establish hours of operation for the center.

**Section 13: Duties of the Athletic Committee**

The Athletic Committee is charged with overseeing athletic programs and the parks athletic staff. They shall help the Athletic Director and Assistant Athletic Director and sports councils and sports coordinators with league organization and league policy. They shall serve as a final protest hearing committee; advise in the Athletic Department spending and capital improvements; make recommendations on fees and charges increases; advise and make recommendations on outside park user field rentals and group usage; work with and oversee the operations of any athletic council and sports coordinators; and advise athletic councils and sports coordinators on policy and league operations. They must present any fundraiser activities for any sport to the Board for final approval.

**Notice:** All Committees shall meet as deemed necessary by the Parks Board, Director of Parks or the Chair of an individual committee.