



UMC GUIDE RECREATION PARKS & LEISURE

University of Missouri-Columbia Extension Division

Model Bylaws For Missouri Administrative Park Boards

Organized Under Sections 90.500-90.570
Missouri State Statutes

BY ANTHONY J. ZITO, State Extension Recreation Specialist

PROPOSED BYLAWS FOR THE
_____, MISSOURI, PARK AND RECREATION BOARD

(These bylaws are appropriate for Missouri communities served by administrative boards without full time professional leadership, established under sections 90.500 - 90.570 Missouri State Statutes.)

Article I: NAME OF THE BOARD

This Board shall be called the _____, Missouri, Park and Recreation Board.

Article II: PURPOSE OF THE BOARD

The purpose of the _____ Park and Recreation Board is to provide for the leisure recreation opportunities and facilities for all residents of _____. They shall be vested with the power, duties and obligations necessary to accomplish this purpose. They shall be charged with full responsibility for the recreation programs and park facilities under their direction.

Article III: MEMBERSHIP

Section 1: The Membership of the Board shall be nine, of which three shall be appointed each year by the Mayor, with approval of the Council. Board members shall hold office for three years and until their successors are appointed.

Section 2: Board members shall be residents of the city of _____.

Section 3: No member of the municipal government of the city of _____ shall be a member of the Park and Recreation Board.

Section 4: The Mayor may, by and with the consent of the Council, remove any member of the Park and Recreation Board for misconduct or neglect of duty.

Section 5: Vacancies occasioned by removal, resignation or otherwise, shall be reported to the Council, and shall be filled in like manner as original appointments, except that the term of office is restricted to the unexpired term of office. No member of the Park

and Recreation Board shall receive compensation as such.

Article IV: OFFICERS

Section 1: The officers of this Board shall be a President, a Vice-President, a Secretary and a Treasurer. The Board of Directors shall elect the officers at the organization meeting in June to serve for one year or until a successor shall be elected and qualified.

Section 2: The Park and Recreation Board shall make and adopt Bylaws, rules and regulations for its own guidance proceedings as may be expedient not inconsistent with Ordinance # _____ approved the _____ day of _____ 19 _____, by the City Council of _____, Missouri.

Article V: MEETINGS

Section 1: Regular meetings shall be held the _____ of each month during the year unless otherwise agreed upon by the Board.

Section 2: Special meetings may be called by the President or on the written request of at least two members.

Section 3: All regular meetings are to be held at _____.

Section 4: The meetings shall convene at 7:30 p.m. unless otherwise agreed.

Section 5: The first regular meeting in June of each year shall be called the organizational meeting. The purpose of this meeting shall be the election and installation of officers, the presentation of the annual report, reviewing the inventory report, and other business that may need to come before such meetings.

Section 6: Five members shall constitute a quorum at any regular or special meeting.

Section 7: All meetings are open to the public.

Section 8: Meetings shall be conducted in accordance with procedures prescribed in the Bylaws and decisions reached only after full consideration and debate on the issue in question.

Section 9: The following shall be the order of business of the Park and Recreation Board but the Rules of Order may be suspended and any matters considered or postponed by action of the Board.

Section 10: Order of Business.

1. Call to order.
2. Roll Call.
3. Consideration of minutes of last regular meeting and of any special meetings held subsequently and their approval or amendment.
4. Reports of Officers.
5. Reports of Standing Committees.
6. Reports of Special Committees.
7. Unfinished Business
8. Petitions and Communications.
9. New Business.

Article VI: DUTIES AND RESPONSIBILITIES OF THE BOARD.

Section 1: General duties and responsibilities.

- a. Be responsible for the improvement, supervision, care and custody of the parks.
- b. Appoint all employees and determine their duties, functions, and salaries.
- c. Select a recreation executive or Director if appropriate and determine the scope of his powers and duties.
- d. Interpret the recreation and park services of the department to the community and interpret the needs and desires of the community to the City Council.
- e. Determine and establish the general policies to be followed in carrying out the purpose for which the Board was established.
- f. Periodically evaluate:
 1. The progress of acquisition and development programs.
 2. The effectiveness of recreation programs.
 3. The level of maintenance of park areas.
 4. The work of employees responsible to the Board.
- g. Aid in coordinating the Recreation services and programs of other agencies, both public and private, providing recreation in the community.
- h. Accept or reject after due consideration all private donations in any form in accordance with that which the board believes is in the best interest of the citizens of the city of _____.

Section 2: Financial duties and responsibilities.

- a. The Board shall prepare and present to the City Council an annual budget sufficient to finance the program of Recreation and Parks the Board feels is necessary for the welfare of the residents

of the city of _____. The budget shall be submitted to the City Council at the time designated by the Council to hear the requests.

- b. The Board shall annually recommend to the City Council a budget for capital improvements (acquisition and development) in accordance with the Master Plan for Parks and Recreation for the City, and request an allocation from the General Fund sufficient to provide for these needs as planned.
- c. The Board shall have exclusive control of the expenditures of all moneys collected and deposited to the credit of the park fund. All moneys received by the board shall be deposited in a separate account to the credit of the _____ Park and Recreation Board and shall be kept separate and apart from all other moneys and accounts of the City of _____, Missouri. It shall be drawn upon by the proper officers of the Park and Recreation Board with properly authenticated vouchers.

Section 3: Planning Duties and Responsibilities

- a. Prepare a master plan for acquisition and development for an adequate system of parks, facilities, and recreation programs for the residents of the city of _____.
- b. Investigate and determine the needs and interest of the community for recreation facilities and programs and provide a recreation program to meet these needs.

Article VII: DUTIES OF OFFICERS

Section 1: President:

- a. The President shall preside at all meetings of the Board. The President shall appoint all committees, represent the Board at public affairs and shall maintain the dignity and efficiency of the Board in all possible ways. He shall perform the other duties ordinarily performed by that office.
- b. The President shall present to the City Council the Board's annual report at the first council meeting in May of each year as outlined in Ordinance No. _____.
- c. The President shall sign all vouchers approved for payment by the Board.
- d. The President of the Board shall present to the City Council an annual report. Such report shall be presented at the first Council Meeting of May of each year, and shall consist of:
 1. The condition of their trust as of the first day of May that year.
 2. The various sums of money received by the Park and fund, and any other sources.
 3. The sums of money expended by the Board and for what purposes.
 4. The results of an annual audit of the income and expenses of the Park Board funds, performed by a certified public accountant.

5. All such portions of said report as related to the receipt and expenditure of money shall be verified by affidavits.
- e. The President shall prepare or cause to be prepared a manual for each member of the Board including the following information.
 1. A copy of the Enabling Legislation under which the board operates.
 2. Copy of ordinance authorizing the park and recreation board.
 3. Bylaws of the board.
 4. List of fees and charges used by the department.
 5. Copy of last year's expenses.
 6. Copy of current annual budget.
 7. Site plans of each park area owned and operated by the city and a list of their facilities and equipment.
 8. Salary schedules for employees.
 9. Copy of last annual report.
 10. Agreements in writing for use of any area or facility not owned by the city.
 11. Other reports that may be submitted to the Board.
 12. Any other information helpful in acquainting new board members of the procedures and operation of the park board.

Section 2. Vice-President:

The Vice-President of the Board in the absence of the President shall perform all duties of the President. In absence of both the President and Vice-President, the Board shall elect a temporary president pro tempore who shall perform the duties of the president. The Vice-President shall be charged with the responsibility to see that all standing and temporary committees function as planned by the Board.

Section 3: Secretary:

The Secretary shall perform the usual duties pertaining to the office. The Secretary shall keep or cause to be kept a full and true permanent record of all meetings of the Board. This includes regular and special meetings plus reports of standing committees and shall be the custodian of all documents committed to his care. The Secretary shall issue or cause to be issued notices of regular and special meetings.

Section 4. Treasurer:

- a. The Treasurer shall keep or cause to be kept a complete and accurate record of all receipts and expenditures of park funds.
- b. The Treasurer shall make a financial report at each regular meeting, showing income and expenses for the month.
- c. The Treasurer shall make all deposits to the credit of the Park Fund, City Treasurer, _____, Missouri, keeping one deposit slip and furnishing a duplicate to the City Treasurer.

- d. The Treasurer shall present to the Board at the regular monthly meeting unpaid bills. After the Board authorizes bills to be paid the Treasurer shall issue authenticated vouchers signed by the Treasurer and President, to the proper officers of the Town of _____ for payment.
- e. The Treasurer shall be chairman of the standing committee on finance.

Article VIII: COMMITTEES

Section 1: Standing Committees: There shall be three Standing Committees.

1. Committee on finance.
2. Committee on buildings, grounds, and equipment.
3. Committee on programs.

Section 2: Appointment of Committees: The Standing Committees shall be appointed by the President of the Board at the annual meeting or as soon thereafter as possible, and serve until their successors are appointed and qualified.

Section 3: Personnel of Committees: Each Committee shall consist of not less than two members of the Board with the chairman of the committees.

Section 4: Committee Reports: A record of the actions of each committee shall be kept by the chairman of the said committee and shall be reported in writing to the Board at its next meeting for action by the Board.

Section 5: Duties of Committee on Finance:

- a. This committee is responsible to the Board for complete and accurate records required to comply with City Ordinance No. ____ dealing with finance.
- b. The committee shall recommend fees and charges to be used and shall be responsible for the preparation of the Annual Budget for consideration by the Board.
- c. The Treasurer shall be a member of this committee.

Section 6: Duties of Committee on Buildings, Grounds, and Equipment.

- a. This committee shall exercise supervision over the care and control of all buildings, grounds, and equipment within the park system.
- b. The committee shall investigate and determine the need for new facilities and equipment or renovation of existing buildings and equipment and for expansion and improvement.
- c. This committee shall prepare the master plan for acquisition and development of park areas and make the best possible use of all land under the control of the board. Landscaping and beautification shall also be charged to this committee. Parking lots, location of new facilities, etc. shall be finalized by this committee for Board action.

Section 7: Duties of the Committee on Programs:

This committee shall exercise supervision over all recreation programs within the park system. They shall also plan a program of recreation based on the expressed needs and interests of the community residents and recommend to the Board those programs which they feel should be implemented within the available finances and facilities of the Board. This committee shall work closely with the finance committee on program fees and charges to insure

sufficient financing within the total park and recreation budget.

Article IX: AMENDMENTS

These Bylaws may be amended at any regular meeting of the Board by a majority vote of the entire Board, provided previous notice of the nature of any proposed amendment shall have been given at least one regular meeting before the action thereon shall be taken.