

THE REGULATIONS
Of the
MAKKOVIK RECREATION
COMMITTEE
2005

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Regulations
of the
MAKKOVIK RECREATION COMMITTEE

1. These regulations shall be called the Regulations of the Makkovik Recreation Committee and hereafter known as the "Regulations".
2. THE MAKKOVIK RECREATION COMMITTEE
 - a) The Makkovik Recreation Committee established on the second day of June, 1997, with full sanctions and support of the Community of Makkovik, shall be the agency responsible for recreation and leisure activities in the community of Makkovik. With the main Agency being the Recreation Director and Assistant Recreation Director.
 - b) The Committee shall be governed by and operate pursuant to these Regulations.
3. Objectives
The objectives of the Recreation Committee shall be:
 - a) In conjunction with the Recreation Director and Assistant Recreation Director, plan, supervise, and maintain for the benefit of citizens of all ages resident in the community of Makkovik, the following:
 - i) recreation facilities (the gym and bathrooms at J.C.E.M School)
 - ii) recreation equipment
 - iii) recreation programs
 - b) to promote participation by the public in all organized programs, and in the regular use of recreation facilities.
 - c) In conjunction with the Recreation Director and Assistant Recreation Director, plan and develop future recreational programs:
 - d) To co-operate with other organizations which have the same or similar objectives as the Recreation Committee;
 - e) To seek, accept, acquire and obtain from any municipal, provincial or federal government any assistance (Finances, programs) which may be an advantage in meeting the objectives of the Committee
 - f) To raise funds from other available sources to meet the objectives of the Committee ie. Charge to all dances.
 - g) To utilize all income and property of the Committee to further the objectives of the Committee.
 - h) To Publicize, for the benefit and information of the public through all available means, all plans having any relation to recreation administration, programs, facilities, and equipment;
 - i) To print and publish any materials that the committee may think desirable for the promotion of its objectives;
 - j) To encourage the public to volunteer their services for the operation and supervision of all programs provided by the committee.

4 THE RECREATION COMMITTEE

- (a) membership on the Committee will be elected members
- (i) There will be at least seven and not more than nine members, plus one member appointed from the Town Council. If there are not enough persons running to fill the Committee, the Recreation Director and Assistant Recreation Director will try to find persons to serve on the Committee.
- (ii) Every member shall seek to further, to the best of his or her ability, the objectives and interests of the Committee and shall observe the Regulations of the Committee.
- (b) Eligibility
To be eligible for election, individuals must be ordinary residents of the community and sixteen years of age or older
- (c) Term of Office
 - (i) The term of office for each member of the committee shall be for two years.
 - (ii) There will be a chairperson, vice-chairperson, treasurer and secretary.
- (d) Dismissal
Any member of the Committee who is absent from three consecutive meetings without a legitimate reason or who fails to support the work of the Committee, ie complains about Committee decisions is subject to dismissal.
- (e) Vacancies
The Committee shall appoint a person from the community to fill the vacancy for the rest of that person's term.
If one half of the Committee is dissolved there will be a by election.

DUTIES

- (i) Duties of the Chairperson
 - To prepare the Agenda with the secretary
 - To convene and conduct all meetings of the Committee in a business like fashion
 - To guide discussion of matters set out in the agenda
 - To keep order
 - To ensure decisions represent the informed judgment of the majority and to support those decisions
 - To be patient and tactful and respect the views of all concerned
 - To ensure meetings begin and end on time
 - To allow the vice-chair the opportunity to gain experience as chairperson.
- (ii) Duties of the Vice Chairperson
 - To assist the chairperson in the carrying out of his/her duties.
 - To convene and preside over meetings in the absence of the chairperson
- (iii) Duties of the Secretary
 - To be responsible for all correspondence and notices of meetings
 - To prepare accurate and clear records of all meetings

- to ensure a complete record of all correspondence is kept ;
- to assist in the preparations of an agenda ;
- to have a knowledge of the rules and procedures of the meetings.

(iv) Duties of the Treasurer

- to be responsible for all monies received by the Committee;
- to ensure that an accurate, up-to-date record of all receipts and expenditures is kept (should be the person to contact for all Committe rentals);
- to ensure an annual audit is conducted by the town manager on the finances of the Committee;
- to prepare and submit financial statements to the Committee (every three months).

The duties of the members of the Committee shall be:

- to attend meetings regularly;
- to arrive at the meeting on time;
- to be familiar with, have a good understanding of, and promote the objectives of the Committee;
- to participate in discussion, planning and decision-making;
- to never dominate discussion;
- to encourage other members to participate in the discussions;
- to assist the chairperson in keeping the meeting on track;
- to accept group decisions;
- to support policies and decisions made.

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REGULAR MEETINGS

Rules for the conduct of regular meetings of the Committee are as follows:

- (i) Meetings of the Committee shall be held no less than once per month.
- (ii) Meetings of the Committee shall be no longer than three hours for each sitting.
- (iii) Meetings of the Committee shall be at the call of the chairperson, or at the call of any two members.
- (iv) A quorum for meetings shall consist of the majority of the total number of members. If, after the first half hour following the time set for the meeting, a quorum is not in attendance, the meeting shall be cancelled. When a meeting is cancelled in this way, those members present shall set the date and time for the next meeting and shall advise other members.
- (v) Decisions of the Committee shall be made by the moving of motions and resolutions.
- (vi) In absence of the chairperson or vice-chairperson, the members present shall select from among themselves a person to chair the meeting, as long as there is a quorum in attendance.

CONDUCTING MEETINGS

The agenda (Regular meetings)

- (i) Agendas for the meetings of the Committee shall be prepared by the chairperson in consultation with the secretary.
- (ii) Committee members may submit items for the agenda.
- (iii) The agenda may be changed by the Committee at the beginning of the meeting.

MOTIONS AND RESOLUTIONS

- (i) To move a motion, a member shall address the chair by either standing or raising his/her hand;
- (ii) The chairperson shall recognize the member;
- (iii) The member shall state the motion, if there is no seconder, there is no motion;
- (iv) When a motion is seconded, the chairperson shall repeat the motion, if, after calling three times for discussion, there is no discussion on the motion, the chairperson shall again repeat the motion. The chair will then ask those in favour to raise their hands. The Secretary shall count the votes in favour of the motion. The chairperson shall then ask if anyone is opposed to the motion and shall ask those who are contrary minded to raise their hand. The Secretary shall count the votes opposed to the motion. The Chairperson shall then announce the result of the vote, stating whether the "motion is carried" or the "motion is defeated";
- (v) Each member shall have one vote;
- (vi) In the case of a tie vote, the Chairperson shall break the tie.
- (vii) A motion carried by the majority of the Committee becomes binding on all members of the Committee regardless of whether a member voted for or against it;
- (viii) When a motion or amendment has been acted upon by majority vote, it cannot be discussed again at the same meeting unless a motion is passed to reconsider it;
- (ix) If the Committee wishes to rescind any motion it has previously made, a motion to rescind, if adopted, will nullify the previous motion regardless of the amount of time elapsed;
- (x) All debatable motions can be amended, providing the amendment does not change the text of the motion;
- (xi) An amendment can be amended, but an amendment to the amendment cannot be amended.

TAKING THE MINUTES

- i) The secretary shall
 - Write accurate and clear records of the meeting;
 - Follow the correct format for minutes;
 - Ensure the security and permanence of meeting records;
- ii) The contents of the minutes of all meetings shall include:
 - date, time, place and type of meeting
 - members present or absent
- iii) All motions and resolutions must be recorded exactly as stated, with the names of the mover and the seconder.
- iv) The original minutes shall be kept in a safe place and shall be open for public inspection upon request.

FINANCES

- a) The fiscal year for the Committee shall be from May 1st to April 30th each year.
- b) The Recreation Director and Assistant Recreation Director, in conjunction with the Committee, shall prepare applications for grants from the provincial government.
- c) The Committee shall operate local fundraising activities on a regular basis to meet the objectives of the Committee.
- d) The Committee shall set such rental, entrance, utilization and program registration fees as is reasonable for the use of its facilities, equipment, and programs.
- e) The Committee shall ensure that all its revenues are expended:
For the purpose for which they were budgeted;
To meet the objectives of the Committee by:
 - Providing programs for all age groups in the community;
 - Maintaining and operating all existing facilities (cleaning Gym)
 - Maintaining all existing equipment;
- f) Teams traveling will get \$25 per player, for up to \$225
- g) Recreation Committee will donate to people in need ie. Funerals, Travel, ect.

Controls

- i) The Committee (with the Recreation Director and Assistant Recreation Director) shall be responsible for the supervision of all programs and activities taking place;
- ii) Supervisors of the Committee programs and activities shall report any accidents, injuries and inappropriate behavior to the proper authorities;
- iii) The Committee shall ensure that the supervisors of all programs adhere to the objectives of the Committee.
- iv) Persons who break Committee rules at the Gym are subject to suspension from All Recreation activities. First offence- one week, second offence- two weeks, third offence- out for the rest of the present schedule. Serious offences may result in a stiffer consequence and it will be the responsibility of the Recreation Director, Assistant Recreation Director and the Recreation Committee to determine the action to be taken.

AMENDMENTS

- a) The Committee at any annual, regular or special meeting, may adopt, revise or repeal these Regulations, provided that (15) days notice has previously been given to the secretary and communicated by him/her to the members at least one week (7 days) prior to the holding of such a meeting.

Banking

- (i) The Committee shall maintain a bank account;
- (ii) All revenues shall be deposited into the bank account, with the exception of Petty Cash which should not exceed one hundred dollars;
- (iii) The Committee shall maintain a chequing account from which all expenditures (over five dollars) are to be paid;
- (iv) There will be three members as signing officers;

Accounting

- (i) The Committee shall keep true and accurate accounts of all monies received and expended by the Committee;
- (ii) The Committee shall prepare financial statements of revenues and expenditures once every three months;

Auditing

- (i) On or before April 15 of each year, the Committee shall submit to the municipal manager for audit, a statement of its financial affairs for the preceding fiscal year;
- (ii) The annual Audit shall be performed for the following reasons:
 - To ensure the accounts balance;
 - To ensure that funds are being expended in the proper manner and for the purpose for which they were budgeted;
 - To ensure that all revenues are being expended to further the objectives of the Committee;
 - To assist the Committee in obtaining funds from other sources by providing those sources with an accurate accounting of the Committee's financial position;
 - To provide the public with an accurate record of how public funds are being expended;

PROGRAMS

- (i) The Committee shall strive to provide well-organized programs for residents of all ages in the community;
- (ii) The Committee shall through every available means, encourage the public to volunteer their services in order to provide the community's needs;
- (iii) The Committee shall advertise all its programs and schedules through whatever means are considered appropriate.