

CITY OF MEDFORD
RECREATION COMMISSION*
BYLAWS

Council Revisions Adopted: 1-3-12

Definition

The purpose of the City of Medford Recreation Commission is to:

- ◆ Provide a framework for support to organizations or activities that provide a recreation program based in Medford.
- ◆ Recreation Commission to coordinate City run programs with volunteer run programs.
- ◆ To advise the City of Medford Common Council on matters related to recreation programming.
- ◆ Provide planning support for continuity amongst recreation programs based in Medford.
- ◆ Cooperating with school, volunteer, and community agencies in regard to planning, programming and use of community facilities.

Membership

- A. Any organization or activity that wishes to request funds from the City of Medford Recreation Commission must meet the following requirements:
- (1) The program or activity is based within the City of Medford.
 - (2) The organization or activity must provide a recreation function that is open to all youth participants of all skill levels under the age of 19.
 - (3) The organization or activity must meet one of the following definitions:
 - (a) Volunteer-run organization where officers, coaches, and organizers are not paid. Umpires, referees, and groundkeepers are exempt.
 - (b) Non-profit 501(C3) organizations where no officers, coaches, and organizers are paid. Umpires, referees, and groundkeepers are exempt.
 - (c) The City of Medford funding would not be available for all-star/select teams.
 - (4) The organization or activity may charge a reasonable registration fee to its participants. Organizations are encouraged to provide a discount to City of Medford participants. Organizers must include on their registration forms that they receive money from the City of Medford Recreation Commission.

Membership Continued

- (5) Must complete a *Request for Program Funding*. The application form shall include, but is not limited to the following:
 - (a) Purpose of the program.
 - (b) Anticipated number of participants.
 - (c) Anticipated registration fee amount.
 - (d) Program goals and objectives.
- B. The *Request for Program Funding* will be available at the City Hall during regular business hours. Completed forms should be returned to City Hall.
- C. The Recreation Commission Members shall review and approve or disapprove all applications for funding.

Recreation Commission Members

The Recreation Commission Members shall consist of the Mayor, and four Mayoral appointees of which at least one must be a member of the Medford City Council.

Authority

The City of Medford Recreation Commission shall be an advisory body.

Officers

The Commission will elect a Chair, Vice Chair and Secretary at its first annual meeting.

Terms

Commission members shall be appointed to two-year terms.

Meetings

The Commission may hold meetings, as it deems appropriate at the call of the Chair, Vice Chair, or Mayor.

Quorum

A quorum of three (3) members is necessary for the transaction of any Recreation Commission business.

Annual Budget

- (A) The Recreation Board of Directors will develop an annual budget that will be presented to the City of Medford Common Council for approval.

- (B) Any unused funds as of December 31st shall be transferred to a Segregated Recreation Nonlapsing Account. Funds in the Segregated Recreation Nonlapsing Account can then be transferred to the Recreation Commission Budget upon approval by the Common Council.

Allocation of Funds

- A. In order to qualify for funding, the organization or activity:
- (1) Must meet the eligibility requirements in the Membership section.
 - (2) Complete and submit a *Budget Request* form by March 15th of the current budget year. Under no circumstances will late requests be accepted. Forms are available at City Hall during regular business hours.
 - (3) A representative of the submitting organization must be present at the allocation meeting or the grant submission will be denied.
 - (4) Agree to provide the Recreation Commission with the following at the end of their “season”:
 - (a) An end-of-the-year budget showing expenses and how the money received from the Recreation Commission was used.
 - (b) The number of participants that were involved in the program receiving recreation funds.
- B. The Recreation Commission Members will then review and approve or disapprove the request(s) for funding.

Rules of Order

The Commission may establish its own rules of order, but all meetings are subject to the open meetings and open records statutes of the State of Wisconsin.

*On October 21, 2002, Council renamed the “Summer Recreation Commission” to “Recreation Commission”.