

Town of Vassalboro Maine

Vassalboro Recreation Committee By-Laws

Mission Statement: The Recreation Committee is committed to giving all Vassalboro children the opportunity to participate in group and individual athletic programs that encourage healthy lifestyles while keeping all participants safe.

Preamble: Whereas, in all regulated organizations, certain rules and regulations (By-laws) are adopted as necessary for effective operation. Therefore, we the members of the Vassalboro Recreation Committee, an organization established by the Town of Vassalboro, do, for the purpose of furthering the objective for which we have united, agree to support the following By-Laws, as approved by the Vassalboro Select board.

Article One: Title and Purpose

1. The organization shall be known and designated as the Vassalboro Recreation Committee, with oversight only by the Vassalboro Select board.
2. The purpose of the Committee shall be to:

Provide and operate the following youth sports programs:

Baseball
Softball
Soccer
Basketball

Oversee field operations, maintenance, improvements and overall land use at the Town's recreation property located on Bog Road, in conjunction with the Vassalboro Select board, the Town Manager and with the help of the town Public Works, if available.

Hear complaints and decide upon action.

Hear requests and decide upon use of the recreation fields by other entities per the policy and contract.

Article Two: Membership

1. Committee Membership consists of 8 voting Members, appointed annually by the Vassalboro Select board.

2. Board appointed Committee terms begin on July 1st and ends on June 30th.
3. Appointments made by the Vassalboro Select board to fill a vacancy end on the vacated member's original term expiration date.

Article Three: Meetings

1. Committee meetings will be held monthly by the Committee Members, unless predetermined that a meeting is not necessary for that month.
2. Meeting times and dates may be changed for the convenience of Committee Members with a minimum of 1 weeks' notice.
3. Meetings will be held at the Vassalboro Town Office.
4. All meetings shall be open to the public.
5. Minutes for the permanent public record shall be prepared for all meetings held and kept at the Town Office.
6. Minutes shall be approved (as presented or as corrected) at the Committee's next regular meeting.
7. If the secretary is absent for a meeting, a quorum of the Committee in attendance at the meeting shall appoint a recording secretary for the purpose of recording and signing the minutes for that meeting.
8. A Quorum is defined as the majority of the entire Committee.
9. A quorum must be present for a vote to take place.
10. Agendas will be posted on the town's website to give the public ample amount of time to attend.

Article Four: Officers, Elections, and Removal from Office

1. Committee Officers shall consist of a Chairperson, Treasurer, Secretary, Soccer Commissioner, Basketball Commissioner, Baseball Commissioner, Softball Commissioner, and Snack Shack Commissioner.
2. The Chairperson is appointed by the Vassalboro Select board with recommendations from the Recreation Committee.
3. The Committee elects all other Officers to their positions.

4. Elections will be held annually on the first week of July during the Committee's regular meeting.
5. Transition of newly elected Officers will take place two weeks after the election.
6. If an Officer (Commissioner) becomes vacant within their term (Chairperson Excluded), the Committee shall elect another committee member to fill the vacancy until original expiration date.
7. Committee concerns regarding performance of an Officer are made to the Chairperson, Select board and town manager in executive session. Before any discussion, confirm the issues over said officer falls under misconduct, failure to perform specific position duties, or failure to attend meetings.
8. Failure to attend meetings shall consists of:
 - a. Missing 3 or more consecutive meetings
 - b. Missing 50% of meetings, over a 6-month period
9. Once all relevant facts, attendance records, or documentation of the alleged issue are gathered, then the matter can be added to the committee meeting agenda. Within reasonable notice of at least 1 week minimum.
10. A vote can be held for the removal of an officer **after** the Vassalboro Select board reviews and makes the final say over the pass/failed motion in open session.
11. Recreation committee members must follow the portions of the Personal Handbook addressing drugs and alcohol, harassment, discrimination, hostile work environment, courtesy, and professionalism, fitness for duty and use of municipal vehicles shall apply equally to those working as volunteers for Town of Vassalboro.

Article Five: Duties of the Officers

It is the duty of all Members to attend the Committee meetings unless excused by the Chairperson.

The order of communications for the Recreation Committee is the following: coaches to commissioners, commissioners to Chairperson, Chairperson to Youth Sport Coordinator, Youth Sport Coordinator to Town Manager or other entities that need to be involved at the Town Managers discretion.

The Chairperson's duties shall include, but not limited to:

1. Facilitating all recreation sports programs and fields in conjunction with the Youth Sports Coordinator and the Town Manager.
2. Requesting funds from the Town and reviewing the use of these funds.
3. Receiving complaints and having the authority to step in when league rules are not applicable; otherwise, they must follow league rules.
4. Meeting with Town authorities to inform them of progress.

5. Preparing meeting agendas in coordination with the Secretary and Youth Sports Coordinator.
6. Moderate Committee meetings by following the agenda and maintaining meeting order.
7. Monitoring the follow-through on actions taken at Committee meetings.
8. Working on upkeep and maintenance of recreation facilities with Town Public Works Foreman and the Town Manager.
9. Addressing vandalism, broken and dangerous equipment within the recreation program.
10. Chair cannot be Treasurer or Secretary due to order of communications.

The Treasurer's duty is to work with the Chairperson, Youth Sport Coordinator and Town Manager to manage the department funds.

The Secretary's duty is to take minutes of Committee meetings; submitting them to the Committee for approval and for permanent retention at the Town Office.

Commissioner's Duties:

1. Commissioners are volunteers who oversee specific programs.
2. They report directly to the Chairperson.
3. They are responsible to give the Chairperson copies of all schedules, financial statements, and any other paperwork the Chairperson deems necessary.
4. Upon request by the Chair, yearly Treasurer's reports will be submitted within a reasonable timeframe.
5. Commissioners are responsible for making sure that participants are safe, setting up schedules, notifying the Chairperson of accidental incidents, training coaches, assigning players to teams, promote and facilitate sign-ups, distributing background check paperwork to coaches, notifying the Chairperson to whom the background paperwork has been given, getting copies of emergency contacts to all coaches and all other components that are necessary to run the programs.
6. In the instance of soccer, baseball and softball, they are responsible for working with other volunteers to oversee all aspects of running the snack shack and getting the fields marked and ready for games.
7. In the case of Basketball, they meet with the athletic director of the school and Youth Sports Coordinator to coordinate gym time.

As mandated reporters, you must report any or all instances that have reasonable cause to suspect that a child has been, or may be, abused or neglected. Per the Department of Health and Human Services no child can be physically taken from the scene, a call and reports must be filed through the Child Abuse Reporting number 1-800-452-1999. All recreation committee members are required to have the proper training and proof of certificate, a copy of said certificate must be

sent to the Youth Sports Coordinator to where it will be kept on file until expiration date is passed. The town will provide training resources upon request or renewal.

Article Six: Drug and Alcohol Policy

1. Tobacco products, including but not limited to cigarettes, cigars, vapes, snuff, dip, and chewing tobacco are prohibited at the Town of Vassalboro Recreation Fields.
2. Cannabis products, including but not limited to flower, joints, vapes and all other associated cannabis paraphernalia are prohibited at the Town of Vassalboro Recreation Fields.
3. Any parent, coach, volunteer or chaperone that has been observed consuming alcohol and/or drugs in the presence of the Vassalboro Rec Fields or is representing the Town of Vassalboro shall be reported (please refer to the order of communications). Any adult guilty of this offense may be subject for course of action as determined at the Town Manager discretion.

Article Seven: Program and By-Law Amendments

1. Recommendations for additions, deletions, or changes to any sports program rules, or any other approved Committee procedure shall be brought before the Committee for review and final determination. A Majority vote of the Committee is required to approve or reject any recommended additions, deletions, or changes.
2. These by-laws may be amended at any regular meeting by a majority vote and then must be approved by the Vassalboro Select board.

Article Eight: Overrule or Override Authority

1. An individual Committee member, or any group of individual Committee Members, shall, under no circumstances, have the authority to overrule or override any subject matter that was discussed and/or voted on by the Committee as a whole without an advertised meeting of the Recreation Committee.
2. The Committee, at any meeting, may (by majority vote) overrule or override any prior decision made by a majority vote of the Committee.

Article Nine: Adoption and Effective Date of Recreation Committee By-Laws

The foregoing By-Laws shall become effective immediately upon Vassalboro Select board approval.

Article Ten: Program Revenues and Expenditures

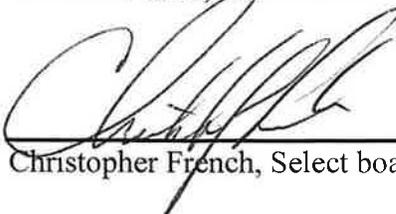
1. In compliance with the Town Auditor's recommendations, all the recreation funds, including (but not limited to) all revenues from snack sales, donations, fundraisers, and player fees, will be entered into the Town's bookkeeping system.
2. The individual bank accounts for all Vassalboro recreation programs shall be closed by the respective account manager, and all funds must be turned in to the Town Office for proper credit to a revenue account named for the respective sport. These revenue accounts will be established by the Town Bookkeeper.
3. The Chairperson and Recreation Committee may collectively discuss with Town Manager on how to equitably divide the remainder of the annual town appropriation not already designated for field maintenance, insurance, utility services, and sanitary disposal, to support the needs of each sport program to ensure each program's longevity and viability.
4. Supply purchases for each sport will be made at vendor locations where charge accounts have been established by the town, unless the purchaser is willing to wait for reimbursement in accordance with the timing of the bi-weekly Treasurer's warranty.
5. All recreation department invoices will be paid through the Town Treasurer's Warrants and authorized by a majority of the Vassalboro Select board as required by law.
6. The balances of all recreation department accounts at the end of a fiscal year will be carried forward into the next fiscal year for the purpose for which the money was originally intended.

These bylaws were accepted by the Vassalboro Select board on 1/22/26.



Frederick Denico, Chairman of the Vassalboro Select board

Michael Poulin, Select board



Christopher French, Select board