



**HICKS COUNCIL
BY-LAWS
January 2001**

PURPOSE OF THE ADVISORY COUNCIL

Subject to the City Commission and the Park Board policy, the Recreation division of the Tulsa Parks Department directs a broad recreation and leisure program for the City.

The recreation program serves the total community, pre-school through senior citizen, twelve months a year.

Each community center has an Advisory Council to assist staff in an advisory manner, to identify specific needs of the community in all areas of recreation, to carry out plans by volunteering services, raising funds and promoting interest.

The Advisory Council is the legal body authorized by its Policies and Procedures Agreement with the Park Board and the City Commission to raise and expend funds for the recreational needs within the center's recreation community, in accordance with the Board and financial procedures.

The goal of the Advisory Council is to involve all community residents to take part in identifying leisure needs, program planning and program leadership.

The Policies and Procedures Agreement explains the guidelines for the Advisory Council operations. It is the responsibility of the professional staff in the community center to develop and coordinate this structure in each community center.

The Park Board sets forth this authority in the following Council Policies and Procedures Agreement.

RULES OF THUMB FOR THE ADVISORY COUNCILS

- * REPRESENTATION SHOULD BE COMMUNITY WIDE
- * COUNCILS SHOULD BE GUIDED AWAY FROM THE POSITION OF MAKING DEMANDS IN SUCH A MANNER THAT CONFRONTATIONAL CONDITIONS EXIST
- * KEEP ACCURATE RECORDS – Meeting Minutes & Financial Accounts
- * MEETINGS SHOULD BE MADE PUBLIC
- * SELECTION OF MEMBERS SHOULD BE MADE KEEPING IN MIND THE NEED FOR ACTION-ORIENTED PEOPLE
- * COUNCILS SHOULD NOT BECOME A MEANS FOR SPECIAL FACTIONS TO PROMOTE CONCERNS OR SELF-INTEREST
- * DELIBERATIONS SHOULD NOT CONCERN ITEMS THAT ARE THE FULL RESPONSIBILITY OF THE CENTER STAFF AND THE PARK ADMINISTRATORS

EXECUTIVE ADVISORY COUNCIL OPERATIONS & PURPOSE

With several levels of supervision in large agencies and centralized administration, government decision making has gotten too far removed from the people it serves. One way of continuing to involve citizens at the “grass roots” level is through the committee process. The Advisory Council is a committee of representatives of the centers major interest areas whose officers are elected from the community in an election year.

The Advisory Council assists the center staff by volunteering to carry out plans, raise moneys and promote interest. In this way the talent, ability and support can be gained which might not otherwise be available, and citizens actions becomes a process of planning with the community center in mind.

ELECTION OF OFFICERS:

Election of officers is held annually, no later than February 1. A full term is from February 1 through January 31. If a vacancy occurs during the term of office a temporary assignment will be made by the President until an election is held.

Members who fail to attend a majority of official meetings in any one year or who has missed three (3) consecutive meeting in any one year will forfeit their membership. For this section, a year will be February 1 to January 31. Meetings are considered official only if they are conformance with Article IV – Meetings.

OFFICERS:

President
Vice President
Treasurer
Secretary

NOMINATING COMMITTEE:

The President shall appoint a nominating committee of 2 officers and 1 general member, to select the candidates for the annual community council elections.

The nominating committee will select at least 2 officers for each office. This slate will be prepared and presented one month prior to the election date.

The nominating committee will secure the permission of the candidate to offer their names and poll the membership for additional nominations prior to finalizing the slate of nominees.

The Advisory Council Officers will be elected by the general membership; which is composed of people from the general public.

VOTING:

The Officers may vote on any board issue; the President doing so only to break a tie vote or to establish a quorum.

Anyone in the community is invited to attend the council meetings and may present and discuss the topics before the advisory council. The Advisory Council members are the only voting members.

FEES AND FUND RAISING:

The Council may raise and expend funds according to the established agreement between the City Commission and the Park Board. Tulsa Parks and the City regulations must be complied with in the relationship to the raising and reporting funds.

MEETINGS:

Regular public meetings of the Council shall be held, unless otherwise agreed on by the Council. All meetings shall be publicized.

Meetings are scheduled for the first Monday of each month, excluding summer, at 6 p.m. Roberts Rules of Order are used as authority for conducting meetings. Minutes of all meetings are taken and copies are mailed to the Council members, the original is sent to the Resource Manager and a copy is kept at the Center.

A majority, or 51%, of the Council members shall constitute a quorum.

A quorum being present, the order of business at the meeting shall be as follows:

- a) Call the meeting to order
- b) Minutes of the previous meeting approved
- c) Treasurer's Report
- d) Old Business
- e) New Business
- f) Announcements
- g) Adjournment

PROGRAM PERIODS:

Spring
Jan-Feb-Mar-Apr

Summer
May-June-July-Aug

Winter
Sept-Oct-Nov-Dec

STAFF ROLE IN PROGRAM PLANNING:

The professional recreator's role is a catalyst, leader and coordinator to develop the community center's leisure services to the participants and organizations they serve.

The staff will provide leadership in the planning, organization and follow through on center sponsored programs, council activities and workshops.

The staff will plan and implement activities, projects, program ideas and organizational procedures on an ongoing basis.

The staff will share resources, suggestions and workshop ideas to implement potential activity plans.

ROLE OF THE INSTRUCTOR:

An instructor, paid or volunteer, may send a representative to attend the Council meetings to give input.

PROGRAM PLANNING:

The center staff is responsible for programming, planning and supervision of the center and its activities, in accordance with Tulsa Parks procedures.

The operational procedures and guidelines are established by the Park Board and the administrative staff of Tulsa Parks. These procedures are carried out by the center staff.

Since the recreation services are provided twelve months a year some activities are ongoing, while others are seasonal. Competitive sport seasons are established city wide to achieve the most effective use of sport fields and facilities. Several cultural, social and fitness programs are ongoing due to their popularity.

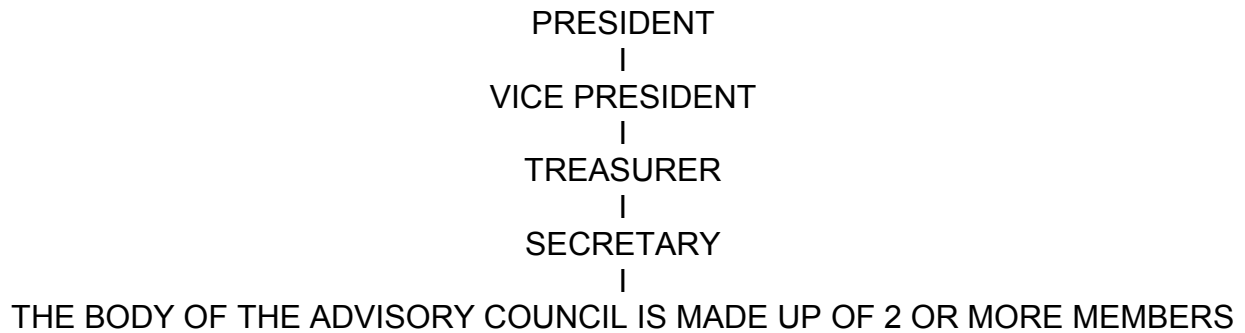
The Council at each center is actively involved in working with and advising the staff as to how to tailor their programs and activities to their community needs and interest.

HOW THE COUNCIL OPERATES

Membership on the Advisory Council shall be representative of the groups and areas within the community.

The Executive Advisory Council consists of at least 4 members with President, Vice President, Treasurer and Secretary elected in a yearly election.

The Advisory Council helps to promote the recreation process, enhance programming by setting an objective plan of action for each program period, which after implementation they also evaluate, in an advisory capacity only.



OFFICER ORIENTATION

In order to effectively train new officers on the council, the center staff will conduct an orientation program each year.

Returning officers review their duties and provide all information possible to assist new officers.

The staff will review the council procedures and structure through a workshop setting at a scheduled meeting.

Questions and answers should be an integral part of this informal workshop.

ADVISORY COUNCIL

The Advisory Council consists of at least 6 members: President, Vice President, Treasurer, Secretary and 2 general members.

The Advisory Council assists the center staff in an advisory role reviewing the center's scope and quality of services.

The Advisory Council assists in the program development and equipment acquisition by sponsoring center-wide events and fund raising projects.

EXECUTIVE OFFICERS AND DUTIES:

President

- * Presides at the Advisory Council meeting
- * Coordinates with the staff prior to the meetings on the agenda
- * One of three authorized signatures for the center's financial transactions and other business. Signature card on record at the bank
- * Has no vote unless there is a tie or to establish a quorum
- * Follows Roberts Rules of Order while conducting meetings
- * Appoints various committees as necessary
- * Performs other duties as may be prescribed by the Council and the staff

VICE PRESIDENT

- * Presides at the Advisory Council meetings in absence of the President
- * Is a voting member of the Advisory Council
- * Serves as a chairperson of the nominating committee
- * One of the three authorized signatures for the center's financial transactions. Signature card on record with the bank

SECRETARY

- * Keeps minutes of the meeting
- * List on the minutes who is present at the meeting
- * Is a voting member of the Advisory Council

TREASURER

- * Receives bank records for all center financial activities
- * Works with the center staff in preparing the financial reports each program period to submit to the Park Board
- * Keeps accurate records and balances the bank statement each month
- * One of the three authorized signatures for the center's financial transactions, signature card on record at the bank
- * Is a voting member of the Advisory Council

STAFF

- * Attend the Advisory Council meetings
- * Copies of the meeting mailed out to the Advisory Council to be reviewed prior to the next meeting
- * Initiates new program ideas
- * Keeps copies of the minutes on file at the center and turns in copies to the Resource Manager
- * Works with Treasurer to prepare the financial report for each program period
- * Keeps accurate records and balances the bank statement each month

MEETING PROCEDURE – ARTICLE IV

Prior to the meeting an agenda is prepared by the staff and approved by the meeting chairman.

1. Call to Order

Begin in a way which orients the members:

- to one another (help them become acquainted)
- to the common task (Why are we here? What is our task?)

2. Determine if a Quorum is Present

Roll call – unless there is a special rule of the organization, a quorum is a majority of the membership, 50% + 1 (i.e. membership is 11 people a quorum is 6).

3. Old Business

- a. Reading and approval of minutes
- b. Reading of the financial report
- c. Reports of Officers
 - Boards
 - Standing Committees
 - Special Committees

4. New Business

If a group is meeting to discuss more than one problem, a good way is to list all items for discussion.

This establishes:

1. The agenda
2. Allows the group to determine priorities
3. Permits the group to take responsibility for covering all items. They can see at any given time where they are and what they have to do.

Give ample time for discussion. Attempt to reach a decision by consensus. A vote sometimes will destroy the workability of a group for any future action. The chairman must be sensitive to the mood of the group. If a formal proposal is necessary to facilitate action, the following procedure for a main motion is correct.

Main Motion

Is the main idea or resolution that the assembly is working on, such as, “ I move that we have a picnic Friday afternoon”. You can only have one main idea before the assembly at any one time. To have two main, but distinct ideas, before the assembly at one time would cause confusion; both in the discussion and in the voting.

- a) “I move _____.”
- b) “I second the motion.”
- c) Chairman states the question and asks for discussion.

Disposition of the Motion

1. Rise for Information: and ask “if there is to be no school Friday afternoon” (information necessary for the total consideration of the main motion)

*2. Amend the Motion by a 2/3 majority vote: by adding the words “in Sunset Park”

*Amendments to main motions are for the purpose of changing a motion before the motion comes up for a final vote, NOT to introduce a new motion.

3. Refer to a Committee: by so moving, in connection with the main motion, when there is not enough information.

4. Postpone Consideration: of the main motion

5. Lay it Aside: for the present, or ask for reconsideration if 2/3 agree

6. Chairman asks if ready for voting question. If there is a possibility of confusion, the chairman should be sure the members understand the effects of their vote.

7. Determine how voting will take place (i.e. voice vote, show of hands or ballot)

8. Announce the results:

- Those in favor
- Those opposed
- Motion passed or failed

Move to Adjourn

Announce future meeting time. Attempt to begin and adjourn at a pre-determined time.

Source: Jones, O’ Garfield, “Parliamentary Procedure At A Glance”.

FINANCIAL PROCEDURES

Fees And Fund Raising

1. The Advisory Council is authorized to raise and expend funds within the Community Center for the purpose of developing and expanding the recreational services to its community.
2. The community center's primary financial goal is balanced services to the community through qualified and meaningful leadership.
3. The Advisory Council shall submit to the Park Board a financial report every quarter which will include:
 - a) detailed itemization of all funds, including the source thereof
 - b) all expenditures for the preceding quarter

Vending Machines

The City, in consideration of the faithful performance of the contract, agrees and grants the Advisory Council the right to individually contract with vendors of their own choice and place within the Community Center such vending machines as the Council deems proper. All income which may result to the Council by use of the vending machine shall belong to the Council for its furthering of recreation programs within and for the community center and shall be subject to the provisions of the Council Policies and Procedures.

Bank Account

1. The Council establishes an account at a convenient bank location and will transact business by check for an accurate record.
2. The account will be balanced monthly by the Council Treasurer.
3. There will be three signature cards on file at the bank. All transactions require 2 of the 3 signatures.

RECREATION CENTER/COUNCIL FINANCIAL REPORT

1. Each Advisory Council shall submit a detailed itemization of all funds received, including the source and all expenditures made during each quarter.
2. This report is to be filed by the Treasurer/Staff and submitted to the Park Board.
3. Copies of this report are given to the President and Treasurer of the Council, upon receipt of their signature; one is kept on file at the center office.