

A RESOLUTION OF COMMUNITY CENTER COMMISSION BY-LAWS:

STANDING COMMITTEES:

Standing committies include:

1. Finance
2. Youth
3. Senior Citizens
4. Building and grounds
5. Programs
6. Fund raising

All committies shall be standing and appointed by the Chairperson.

AGENDA (regular meetings)

1. Meeting called to order.
2. Roll call of commission members
3. Approval of previous meeting minutes
4. Approval of bills and monthly Treasurers report
5. Old business
6. New business
7. Community input
8. Buffalo Community Center Relations Committee (B.C.C.R.C.)
9. Motion to adjourn the meeting

AGENDA (special meetings)

1. Meeting called to order
2. Roll call of commission members
3. Business to be discussed
4. Motion to adjourn the meeting

The commission will adopt such rules and regulations to abide by. These will be included in the Commission by-laws. These may be amended by Commission members at meetings with a two thirds (2/3) majority vote on the item discussed.

ADOPTION

These by-laws and rules and regulations shall be adopted at a regular meeting of the Commission and shall amend or void previous by-laws and shall become effective when adopted by the two thirds (2/3) majority vote.

SPECIAL ITEMS AND GUIDELINES:

1. A member must live within twenty five (25) miles of the Buffalo city limits.
2. The membership is limited to fifteen (15).
3. Special meetings may be called at any time as deemed necessary by the Chairperson or a quorum. These meetings are to be posted with an agenda included. Nothing is to be discussed except the topic or topics on the agenda.
4. Regular meetings will be held once a month.
5. Five (5) members will be elected by the Commission annually.
6. These by-laws are to be read and reviewed annually.

OFFICER TITLES AND DESCRIPTIONS:

1. CHAIRPERSON:
The Chairperson is to preside over all meetings and the Community Center Commission board. All temporary appointments of offices will be the Chairpersons duty.
2. VICE CHAIRPERSON:
The Vice Chairperson is to preside as the Chairperson in the absence of that person and have all the powers and duties of the Chairperson.
3. SECRETARY:
The Secretary shall be in charge of all the books, records and reports of the Commission. He/she shall also send all notices, prepare all documents, prepare a monthly meeting agenda and prepare minutes of such meetings to be approved at the regular monthly meetings.
4. TREASURER:
The Treasurer shall be responsible for all funds of the Community Center Commission and will give monthly reports of these funds at regular meetings for the Commissions approval. He/she will record receipts and expenditures in accordance with the Commissions rules and regulations. The Treasurer will pay the bills of the Commission and building upon receiving them to avoid any late fee penalties.
5. BAR MANAGER:
The Bar Manager will have the duties of operating and maintaining the bar at the Center's functions. The duties include booking of all parties rented at the Center; order all alcohol; inventory of alcohol (monthly by-law), and schedule bartenders to work at these functions. Bartenders are to be selected from Commission members before non-members. It is also deemed that no Commission member is to tend bar at another family members function. The Bar Manager must open the bar and close the bar at every function unless other arrangements have been made.

1. All Commission members must attend nine (9) meetings per year and work bingo when assigned. If a member misses working more than three (3) times and has not made arrangements for someone to work for them, the member will be asked for a resignation. Members who do not work bingo and do not find a replacement will not be able to tend bar for one month. Each member must do his/her share of responsibilities as these positions are all voluntarily accepted.
2. No one Commission member is to spend over \$50.00 without a 2/3 Commission member approval. This excludes normal expenses that are supply orders for the kitchen, bingo, bar and cleaning supplies.
3. The Community Center property is not to be taken from the building grounds.
4. The Commission members are responsible for detailing the responsibilities of the cleaning personnel and to provide a contract including all details to give to the person hired for the cleaning position.
5. No Commission member shall be allowed to use vulgar language at any time on the building property. If such a problem arises, the member will be asked to resign. As previously stated, these positions are all volunteer.
6. The kitchen manager is to post a schedule two (2) weeks in advance of who will be working in the kitchen.
7. The bingo manager is to post a schedule two (2) weeks in advance of who will work bingo on Monday nights.
8. All deposits and checks are to be deposited immediately after all functions with no exceptions. There will be a \$25.00 fee for any returned checks.
9. A bar report containing work dates, bartenders instructions, refund information, choice of liquor for the Bride and Groom, along with the dollar amount of alcohol desired, is to be included for all events involving the bar.
10. A bar inventory, as well as an alcohol policy, is to be enforced as these rules must be followed to keep our alcohol license. An inventory is to be done on a monthly basis.
11. No alcohol is to be taken out of, or brought into, the Center for any reason. (This excludes the beer delivery drivers).
12. An agreement is to be drawn up in a contract form for all functions, including a building policy, key arrangements, and any special instructions. A clause is to be included stating that the security deposit will be held for improper procedures.
13. The Commission members will be allowed to rent the building one (1) time during a calendar year from January 01 to December 31. The building will be available for active Commission members of at least six (6) months, for a fee of \$50.00. The rental to members will be used only for themselves or their immediate family members. One member will not be allowed to give their special rental to another member. All alcohol must be purchased at the amount set forth in the rental agreement. A Commission member will not be allowed to tend bar at a family members function.

14. A monthly report and bills are to be presented to the Commission each month for approval.
15. The Commission membership has been designated at fifteen (15) members.
16. Leave of absence: If a Commission member applies for a leave of absence, he/she is expected to submit a letter explaining the reason and is expected to return within the thirty (30) days designated. If the member is holding a Commission office and the member is unable to return, he/she must forfeit the position. The Commission member may apply for a vacant position when one becomes open.

Passed by the City Council of Buffalo, IA, this 08th day of September, 1997.

Approved and signed by the Mayor of Buffalo, IA, this 08th day of Sept., 1997.

Signed: _____

Phil C. Hoover, Mayor, Buffalo, IA

Attest: _____

Carol A. Bernauer, City Clerk, Buffalo, IA