

**TITLE 21
STURGIS COMMUNITY CENTER**

(Title 21 replaced in its entirety effective 5/27/06, Ordinance 2006-11)

(Title 21 repealed in its entirety effective 7/19/08, Ordinance 2008-14)

Chapters:

21.01: General Provisions

21.02: Sturgis Community Center Board and Regulations

**Chapter 21.01
GENERAL PROVISIONS**

SECTIONS:

21.01.01: Scope and Purpose

21.01.02: Definitions

21.01.01: SCOPE AND PURPOSE

The purpose of this Title is to set forth certain policies and regulations relating to the administration of the Sturgis Community Center.

21.01.02: DEFINITIONS

RESERVED

Chapter 21.02
STURGIS COMMUNITY CENTER BOARD AND REGULATIONS

- 21.02.01: Board Created
- 21.02.02: Membership, Qualifications and Compensation
- 21.02.03: Appointment and Terms of Members
- 21.02.04: Filling of Vacancy
- 21.02.05: Purposes and Powers
- 21.02.06: Meetings of Board and Quorum
- 21.02.07: General Powers of the Board and Copies of Board Proceedings as Evidence
- 21.02.08: Custody and Disbursement of Community Center Funds and Petty Cash Fund
- 21.02.09: Annual Report by Community Center Board to City Council and Records
Subject to Inspection
- 21.02.10: Annual Budget
- 21.02.11: Organization
- 21.02.12: Staff
- 21.02.13: Duties and Powers of Manager
- 21.02.14: Expendable Trust Fund for Community Center and Memberships for Needy
Children

21.02.01: BOARD CREATED

There is hereby created for the City of Sturgis a community center board to be known as the Sturgis Community Center Board as authorized by SDCL 9-52-1.

21.02.02: MEMBERSHIPS, QUALIFICATIONS AND COMPENSATION

The Board shall consist of 7 members, 6 of whom shall be legal residents of Sturgis. One member may be appointed who is a resident from outside the city limits of the City. Three of the 7 members shall be members of the City Council, and said members of the City Council shall report to the Board on an annual basis. One of the 7 members shall be a member of the Sturgis Area Arts Council. The members shall serve without pay and shall be appointed to the Board as it is hereinafter provided. All members of the Board shall be members of the Community Center.

21.02.03: APPOINTMENT AND TERMS OF MEMBERS

The Mayor shall appoint the two City Council members to the Board, each of whom shall serve a term of one (1) year. The Mayor shall recommend and the City Council shall appoint each of the other members of the Board for a term of three (3) years. Appointments shall be made as they expire on the first Monday of May.

21.02.04: FILLING OF VACANCY

In case of any vacancy in membership of the Board due to death, resignation, or otherwise, a successor shall be appointed to fill the unexpired portion of the terms of the member he or she replaces. If a member of the Board fails to attend three (3) regular consecutive meetings without a valid excuse, his or her seat on the Board shall be deemed vacant.

21.02.05: PURPOSES AND POWERS

The Board shall supervise the operation of the Community Center and of the finances thereof, in accordance with Sturgis City Ordinances and the laws of the State of South Dakota.

21.02.06: MEETINGS OF BOARD AND QUORUM

The Board shall hold regular meetings at least once a month and shall hold special meetings upon twenty-four (24) hours notice of call by the president to the other members, which notice may be waived by such members. Four (4) members shall constitute a quorum and may, by resolution or motion at any meeting duly held, authorize the action within the power of the Board.

21.02.07: GENERAL POWERS OF THE BOARD AND COPIES OF BOARD PROCEEDINGS AS EVIDENCE

The Board shall have the power to contract for supplies and services, including promotion, necessary to the operation and maintenance of the Community Center, and for the rental of the same or any part thereof; to fix and collect rentals and charges for admission; to schedule and determine priorities among activities proposed to be conducted in the Community Center; to allow claims for supplies and services necessary to the operation and maintenance of the Community Center; and to do all other things necessary and proper, to assure the maximum use of the Community Center for the general welfare of the municipality and its inhabitants and industries, and the sufficiency of the revenues thereof for the payment of all proper charges thereon and to incur expenses for promotion of the Community Center both within the State and without the State.

Copies of proceedings of the Board, certified by its appointed secretary, shall be competent as evidence in any legal action or proceedings, as authorized by SDCL 9-52-23.

21.02.08: CUSTODY AND DISBURSEMENT OF COMMUNITY CENTER FUNDS AND PETTY CASH FUND

All funds pertaining to the Community Center shall be placed in the custody of the Finance Officer and shall be expended only upon warrants drawn by the Finance Officer, pursuant to allowance by the Community Center Board of duly verified claims; provided, that a petty cash fund may be maintained in such amount and for such expenditures and in the custody of such officer or employee as the Board shall determine. A verified account of expenditures from such fund shall be submitted monthly to the Board, which may thereupon authorize issuance of a warrant covering such expenditures.

21.02.09: ANNUAL REPORT BY COMMUNITY CENTER BOARD TO CITY COUNCIL AND RECORDS SUBJECT TO INSPECTION

The Community Center Board shall make an annual report to the City Council by February 1st of each year of its acts and all its expenditures, showing the condition of all affairs under its control, and its records, books, papers and accounts shall at all reasonable times be subject to inspection by the Mayor, Finance Officer, any committee appointed by the City Council or Mayor for that purpose, or any citizen. Additional reports shall be submitted as may be requested by the City Council.

21.02.10: ANNUAL BUDGET

The Community Center Board shall submit to the City Council on or before July 1 of each year a proposed itemized budget for the succeeding fiscal year in the form prescribed for other city departments, and further, the Mayor may request a preliminary budget prior to that date and the Board shall comply with said request.

21.02.11: ORGANIZATION

The Board shall at its first organization meeting and at each first meeting in May of subsequent years, elect from its membership the officers it may deem necessary.

21.02.12: STAFF

The hiring of any staff member deemed necessary by the Community Center Board shall be subject to the approval of City Council. In addition, the compensation offered to any such staff member shall be approved by the City Council.

21.02.13: DUTIES AND POWERS OF MANAGER

The Board shall establish and be responsible for the manager and staff and shall define the duties and powers of the manager and staff.

21.02.14: EXPENDABLE TRUST FUND FOR COMMUNITY CENTER AND MEMBERSHIPS FOR NEEDY CHILDREN

An expendable trust fund shall be created to pay memberships to the Sturgis Community Center for needy children. The fund shall consist of donations received for that purpose and shall be administered by a committee appointed by the Mayor.

The Board appointed by the Mayor shall select children for membership, which selection shall be sent to the Community Center Board for approval and if approved, to the City Council for payment through said account.

(Title 21 replaced in its entirety effective 5/27/06, Ordinance 2006-11)