

April 10, 2024

# *Melody Gardens*

Recreation and Activities Committee

RAC

Governing Document

## *Who are we and what is the purpose of RAC?*

We are the Recreation and Activities Committee (RAC) of Melody Gardens, a Board of Directors approved group of residents whose role it is to enhance the quality of life for residents through the coordination of various recreation activities and to instill a sense of community within the park.

RAC is responsible for overseeing all recreational activities, events and programs that cater to the diverse needs and interests of its residents. RAC oversees residents' use of the hall as well as lending out assets of the hall to residents.

RAC is responsible for the communication of all recreational activities, events and programs using all available means such as a monthly calendar, park mailbox, and with a view to the future for electronic notices to residents, a managed RAC owned Facebook page, and various multimedia platforms as example.

RAC is responsible for maintaining and communicating the RAC Governing Document to all residents by posting a copy on the hall bulletin board, posting on the Melody Gardens website and with a look to the future for additional electronic communication to residents of the park.

RAC manages its own finances and collects fees to run the various programs while ensuring financial transparency through regular reporting. RAC is a subcommittee of the Board of Directors for Melody Gardens.

## *How are new RAC members recruited?*

Anyone wishing to serve as a RAC representative is free to approach a member of the RAC Committee by self-nomination. The current committee will meet to evaluate the request.

The group will be seeking a person willing to work within the goals and values of the RAC governing document. A RAC vote will take place to determine if the person's name should be brought forward to the Board of Directors for their approval.

For any RAC member vacancies, the RAC Committee will seek volunteers from the residents to fill the position following the same process above.

## *Membership, Meetings and use of the Hall and its Assets*

To be a member of RAC you must be a shareholder of Melody Gardens.

Meetings of RAC shall be held the third week of each month November to April inclusive or as deemed necessary by RAC.

Monthly meetings of RAC are for committee members only. While Shareholders may attend to observe, those in attendance should conduct themselves properly so as not to disrupt/disturb the meeting. Adopted minutes of any meeting will be available to any resident upon request.

Any Committee, group or individual desiring to use the recreation facilities or the hall shall coordinate such activities through RAC. Any resident wishing to borrow any hall property (as an example), tables and metal chairs for personal use, are available to borrow for a resident's use as long as they coordinate the request through the RAC chairperson or vice-chairperson **prior** to removing anything from the hall.

Any requests for use of the hall itself for any personal/private event will not be approved by RAC.

## *Summer Activities*

Summer activities shall be coordinated by a RAC Committee member who is a full-time resident and in consultation with the other RAC members.

The RAC Committee may appoint a summer resident to assume the role of coordinating a summer activity should a full-time RAC member not be available.

## RAC Committee Structure

*The RAC consists of a Chairperson, Vice-Chairperson, Secretary, Treasurer, and a Purchaser.*

*Any new members joining and being accepted by the Board of Directors for RAC will be offered positions at large should all roles defined below be filled at that time. RAC can determine then how to appropriately assign new members duties and roles.*

*An odd number of total members on the RAC Committee will be maintained to keep with the voting structure of the group.*

## Finances

*The financial year for RAC is the same as MGROC.*

*All committees shall present a pre-event budget for approval by RAC if RAC funds are requested to support an event. Following an event, a financial report shall be made to the RAC Treasurer by the leader of the event.*

*Any purchase for a single event or group amounting to more than \$100.00 must be pre-approved by the RAC committee.*

*All monies received by the Association through any committee or from any other source shall be deposited in the RAC bank account.*

## *Volunteer Activities and Duties*

*The RAC may authorize standing committees and define the powers of each.*

*The RAC may authorize additional special committees as necessary.*

*The following list of activities/events may or may not occur from year to year, for example:*

*90<sup>th</sup> Birthday party*

*Activities Banquet*

*Cards and Games – various*

*Christmas Party*

*Crafts*

*Exercise Classes*

*Yard Sale Day*

*Monthly – coffee hours, decoration of hall by monthly committee, special events*

*by monthly committee*

*New Years Eve celebration*

*Park Picnic*

*Shuffle-board*

*Trivia Games*

*Karaoke*

Open Mics

Park Games Day

Art Class

Darts

Any New Events

The RAC Committee shall meet to decide the format and special committee assignment for all activities for each month throughout each season.

All residents are encouraged to participate as volunteers for any program within each month.

All residents have equal rights to volunteerism and participation in all activities.

## *Duties of RAC Officers*

### **CHAIRPERSON**

The Chairperson shall announce 48 hours ahead of all meetings of the RAC via notice on the hall bulletin board

The Chairperson shall preside at all monthly meetings of RAC

The Chairperson shall inform residents of all upcoming events including times and dates for the events, ticket sales and will do so by announcements during weekly coffee hour, through hall bulletin board announcements and by monthly calendars and flyers distributed throughout the park mailboxes with a look to the future where electronic distribution could replace current formats.

Future programs include multimedia, a RAC owned and managed Facebook page, and electronic notices to resident's mailboxes as examples.

The Chairperson shall prepare reports for the MG Board of Directors monthly meeting through a RAC financial and activities report.

The Chairperson will cast the deciding vote in the case of a tie.

The Chairperson will be responsible to collect all key holder's keys prior to their leaving the park for the season and will deliver all keys, checkbooks, and any cash on hand at the end of each season to the office Manager to hold at the office until the team returns.

## **VICE-CHAIRPERSON**

The Vice-Chairperson shall assume the duties of the Chairperson in his/her absence.

When no Chairperson or Vice-Chairperson is available, a member shall assume the duties.

The Vice-Chairperson shall assist the team with duties as needed while the team is present and working. The Vice-Chairperson, who is presently a permanent resident of Melody Gardens, shall oversee the summer activities for the park in conjunction with the other committee members, from a distance, and with summer residents. Approval to write cheques or use cash on hand will continue to be a joint decision like happens during the winter season (at least two persons involved for full transparency).

## **SECRETARY**

The Secretary shall record the minutes of all meetings, specifically the monthly meetings and all other RAC meetings called by the Chairperson.

The Secretary shall handle all official correspondence.

The Secretary shall maintain the Secretary Book and present it for use by the RAC.

The Secretary shall issue a copy of all adopted meeting minutes to the Board of Directors Liaison person for RAC.

The Secretary shall keep an updated copy of the Board approved RAC Governing Rules Document on the hall bulletin board for all residents.

## **TREASURER**

The treasurer shall keep records of all financial receipts and disbursements.

The Treasurer shall prepare a monthly financial statement to be included in monthly meetings.

The Treasurer shall prepare an annual financial statement to be available for the committee and upon request by any resident.

When the treasurer is not available the RAC may appoint an acting Treasurer.

The Treasurer shall maintain the checkbook and will write the cheques having the Chairperson or Vice-Chairperson sign the cheque for best practice and full transparency reasons.

During the summer months the checkbook and any cash on hand will be provided by the treasurer and the Chairperson to the Office Manager who can give access to the Vice-Chairperson who presently resides in Melody Gardens, when these items are needed to run the summer program.

## *Ticket Sales for RAC Dances*

96 tickets to be sold in keeping with fire regulations. A date will be posted and announced for ticket sales.

Tickets will be sold during coffee hour to residents and renters for 2 consecutive weeks.

Tickets will be sold to residents and renters first. Those residents will be permitted to purchase one ticket per person with the following exception: Single households will be allowed 2 tickets.

In the event there are still tickets available, tickets will be sold to guests staying with a resident or renter of the park; followed then by those outside of the park. A sign-up sheet for these persons wishing to request tickets if they are still available will be provided during all resident tickets sale days so that their guests get first come first serve priority should tickets be available after week two sales are completed.

Saved and assigned seating is no longer in effect until a time that RAC sees the need again.

## *RAC Department*

The following are guiding principles for all activities and relationships between RAC and the residents of Melody Gardens:

Differences of opinion shall be respected by all members of RAC and from all residents in the community.

Courtesy and respect between RAC members and residents are expected.

Unruly behavior, name calling, and threats of any kind will not be tolerated.

- Any instances will be reported to the RAC Chairperson or Vice-Chairperson or their delegate.
- Persons accused can appear before RAC, explain the circumstances, and offer apologies.
- Repeating inappropriate behavior on 3 occasions will result in non-participation of activities.
- Members of RAC accused of inappropriate behavior on 3 occasions will be asked to resign from the position.
- Any related activities in relation to unruly behavior may risk being shut down by RAC.
- In extreme cases, individuals can be asked not to attend any RAC sponsored events.

For all RAC assigned events and activities executed by non RAC member special committee volunteers:

- There needs to be an assigned leader, responsible for the finances, the meetings, and the communication with RAC.
- All related meetings are open to all residents.
- All meetings should be limited to time and scope.
- All meetings should be conducted with respect for all concerned.

RAC members should encourage new residents to participate in events.

Members of RAC, where available, are expected to assist in setting up before and cleaning up after events.

RAC members are encouraged to assist those in need within the community, particularly our vulnerable.

Smoking is not permitted in any community owned building.

Use of alcohol in any community building is restricted to RAC approved events.

## *Amendments*

These rules and regulations may be amended or revised by the RAC Committee in conjunction with the Board of Directors as deemed necessary.

These rules and regulations shall become effective immediately on adoption by the members of RAC and the Board of Directors and shall supersede all previous rules and regulations.