

BYLAWS OF THE POLONIA PARK COMMISSION

ARTICLE 1. NAME

The name of the commission is Polonia Park in the Town of Sharon, Portage County, WI located at: 1687 County Road KN Custer, WI 54423.

ARTICLE 2. PURPOSE AND DUTIES

The purpose of the commission will be to advise and inform the Sharon Town Board on all matters regarding:

1. The development of the town park, playground, ball diamond, and recreational facilities
2. Make comprehensive plans & maps of Polonia Park for the development, improvement, equipment, and maintenance of park
3. Improvements in the maintenance, operation and general welfare of the town park, playground and recreational facilities and their use by the public
4. Some of the functions of the commission shall be to work with outside consultants, help with the design and layout of the park, and long range planning
5. Accept, in the name of the town, grants, conveyances and devises of land and bequests and donations of money to be used for the park located in the town
6. Write grant applications.
7. Work with contractors.
8. Establish regulations for the use and enjoyment of the park by the public.
9. Any other functions deemed necessary involving the park.
10. The committee must follow WI State Statutes concerning the following:
 - a. Proper meeting notices;
 - b. Election of officers;
 - c. Open meeting laws;
 - d. Meetings must be run by proper parliamentary procedure;
 - e. Have an agenda for each meeting.

The commission shall outline a general plan of development for the park and playground, including landscaping, trails, building(s), and equipment. The commission shall submit the plan to the Sharon Town Board for approval.

ARTICLE 3. LEGAL POWERS

The legal powers of the commission are stated in Wis. Stat. § 60.66.

ARTICLE 4. TAX EXEMPT

The Polonia Park Commission, in the Town of Sharon, is a Wisconsin local government body.

ARTICLE 5. MEMBERSHIP

- A. The park commission is composed of seven members. The first five members were appointed by the Sharon board in January 2022. Additional members applied and were voted in as part of the Polonia Park commission effective December 2023.
- B. Each member shall take and file the official oath.
- C. A member serves of their own free will. Members shall serve a term of 5 years. The members shall be appointed for staggered terms based on the year in which they are appointed.
- D. At each meeting, roll call will be taken to identify each park commission member in attendance to count their vote.
- E. A member who seeks to resign from the commission shall submit a written resignation to the park commission chair and Sharon Town Board chair. When possible, the resignation should allow for 30-day notice.

ARTICLE 6. PARK OFFICERS

- A. The **park officers** of the commission shall consist of a chair, treasurer, and secretary, all of whom shall be elected by and serve on the park commission. Each officer shall have the authority and shall perform the duties set forth in the bylaws.
- B. **Term of office:** Each officer shall serve a two-year term of office.
- C. **Election of the officers** will occur at the October meeting in odd years by a majority vote.
- D. **Removal and resignation:** The Sharon Town Board may remove an officer at any time with or without a cause. Any officer may resign at any time by giving written notice to the Polonia Park commission and Sharon Town Board. Any resignation shall take effect at the date of the receipt of notice or at any later time specified in the notice. The acceptance of the resignation shall not be necessary to make it effective.
- E. **Chair:** The chair shall be the chief volunteer of the Polonia Park commission. The chair shall lead the park members in performing its duties and responsibilities, including, if present, presiding at all meetings, and shall perform all other duties incident to the office or properly required by the Sharon Town Board.

ARTICLE 7. DUTIES OF OFFICERS

- A. The **chair** shall preside over committee meetings, represent the commission at ceremonial functions, and approve each final meeting agenda.
- B. In the absence of the chair, the treasurer shall perform all duties of the chair.
- C. **Treasurer:** It shall be the responsibility of the treasurer to keep and maintain, or cause to be kept and maintained, adequate and accurate accounts of the Polonia Park including receipts, disbursements, assets, and other matters customarily included in

financial statements. The treasurer shall be responsible for ensuring the deposit of money. Also, the treasurer shall disburse the funds of the Polonia Park with approval by the Sharon Town Board and require a second signature on the check by the park chair. Each month a copy of the bank statements shall be provided to the Sharon Town Board or whenever they request it.

- D. **Secretary:** The secretary, or his/her designee, shall be the originator of all records and documents of the park commission. The park chair will be the custodian of all records and documents of the park commission, which are required to be kept at the Sharon town hall office and on file in hard copy or electronic format.

ARTICLE 8. NUMBER OF COMMISSION MEMBERS

- A. Polonia Park shall have a commission consisting of seven members as established by annual town meeting per WI Statute § 60.66.
- B. All legal powers shall be exercised by or under the authority of the park commission and the affairs of Polonia Park shall be managed under the direction of the park commission.
- C. The initial five park commission members were appointed by the Sharon board in January 2022.
- D. A park commission member serves of their own free will.
- E. A park commission member must be a Town of Sharon, Portage County resident.
- F. The election of officers will be held at the October meeting for a two-year term starting in October 2023 and other members shall be appointed for staggered terms.
- G. **Vacancies:** due to resignation, death, or removal shall be filled by the Sharon Town Board, subject to the maximum number of members.
- H. **Regular meetings:** the park commission shall have a minimum of ten (10) regular meetings each calendar year, or as necessary. These meetings shall be held upon four days' notice by electronic mail or forty-eight hours' notice delivered personally or by telephone to the commissioners. If sent by electronic mail, the notice shall be deemed to be delivered upon its deposit in the mail or transmission system. Notice of meetings shall specify the place, day, and hour of the meeting. The park commission shall also follow the Wisconsin Open Meetings law.
- I. **Special meetings:** may be called by the chair, treasurer, or secretary or any two other park members. A special meeting must be preceded by at least two days' notice to each park member of the date, time, and place, but not the purpose of the meeting.
- J. **Quorum:** A majority of the park commission members in the office immediately before the meeting shall constitute a quorum for the transaction of business at that meeting. No business shall be considered by the park commission at any meeting for which a quorum is not present.

- K. **Majority vote:** The act of most of the park commission members present at a meeting at which a quorum is present shall be the act of the commission.
- L. **Participation:** In a regular or special meeting using any means of communication by which all park commission members participating may simultaneously hear each other during the meeting including in person, a virtual meeting, or by telephonic conference call.
- M. **Compensation:** Park commission members receive no compensation for carrying out their duties as members.

ARTICLE 9. COMMITTEES/WORKING GROUPS

The park commission may designate one or more committees/working groups each consisting of two or more members for specific tasks. Any designated committee/working group, shall have the authority of the commission, except that no committee/working group may:

- Take any final action on matters which also requires Sharon Town Board approval or approval of a majority of all park commission members.
- Fill vacancies on the park commission or in any committee/working group.
- Appoint any other committee/working groups.
- Quorum requirements of the full park commission do not apply to working groups.
- Amend or repeal Bylaws or adopt new Bylaws.
- Approve any transaction to whom anyone of the park commission members have financial interest.
- Each committee/working group shall meet on a regular basis or at least bimonthly.
- Each committee/working group shall report to the park commission meeting after each meeting.
- If the park chair is not a member of the committee/working group, the chair may participate in a meeting of the committee/working group as a non-voting member.

ARTICLE 10. MINUTES

The secretary shall be responsible for all minutes of each meeting of the park commission in which business shall be transacted. If the secretary is unavailable, the park chair shall appoint an individual to act as the secretary at the meeting. The secretary or the appointed individual shall prepare the minutes of the meeting which shall be delivered to the park commission and the park chair will place in the minute books. A copy of the minutes shall be delivered to each park member via either email or fax within five days after the close of each park meeting.

ARTICLE 11. VOTING

Each park commission member shall only have one vote.

ARTICLE 12. LOANS

The Polonia Park commission shall not accept any loan of money, unless approved by the Sharon Town Board. No loans or advances shall be contracted on behalf of Polonia Park and no note or other evidence of indebtedness shall be issued in its name unless and except as the specific transaction is authorized by the Sharon Town Board. Without the express and

specific authorization of the Sharon Town Board, no park commission member may enter any contract or execute and deliver any instrument in the name of and on behalf of the Sharon Town Board.

ARTICLE 13. FISCAL YEAR

The fiscal year for Polonia Park shall end on December 31st.

ARTICLE 14. REVISIONS

These bylaws may be adopted, amended, or repealed by the majority vote of the Sharon Town Board, subject to Article 15.

ARTICLE 15. AMENDMENT OF BYLAWS

A bylaw amendment is not effective unless approved by the Sharon Town Board and Polonia Park chair.

Executed on the **DAY** of **MONTH** in **YEAR**, in the Town of Sharon, Portage County and in the State of Wisconsin.

The bylaws were approved by the Town of Sharon chair, supervisors, and Polonia Park chair.


Date: March 3, 2025 Month/day/year

Adopted by the Polonia Park Commission: March 3, 2025 Month/day/year

Adopted by the Sharon Town Board: March 10, 2025 Month/day/year



Jeffrey Check, Sharon chair



Curtis Gagag, Supervisor



William Gibbs, Supervisor



Lori Printz, Polonia Park chair