

**BY-LAWS**

**ARTICLE I – NAME**

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| SECTION 1. | The name of this recreation council shall be Winfield Recreation Council (Council for the remainder of these By-Laws). |
| SECTION 2. | This organization shall be and is hereby affiliated with the Carroll County Department of Recreation and Parks in accordance with the laws and agreements governing public recreation in Carroll County and the State of Maryland and is subject to those laws and agreement, in-so-far as they affect and prescribe the functions of the local organization. |
| SECTION 3. | Should this Council be dissolved, assets shall be distributed either to another Carroll County recreation council or the Carroll County Department of Recreation and Parks. |

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|  | **ARTICLE II – PURPOSE**

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| SECTION 1. | The purpose of this Council shall be to build a public recreation program using public school buildings, grounds, parks, facilities, volunteers and local organizations, both public and private, to stimulate interest in promoting and furthering the cause of recreation. |

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**ARTICLE III – MEMBERSHIP**

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| SECTION 1. | Membership shall be open to any person and/or organization with a desire to further recreation in the community and who shall be subject to the constitution and By-Laws of this Council. |
| SECTION 2. | Each Council program shall have a designated representative who shall have one vote on behalf of the members of their program in the elections of officers to the Executive Board and on any issue that is put before the membership by the Executive Board. A requirement of attendance of 6 out of 10 meetings in the previous 10 months by any representative of that program must be met in order for a program representative to vote. |
| SECTION 3. | Council Members, including all Executive Board Members and all Program Representatives are subject to the Discipline Adverse Action Policy (DAAP). |

**ARTICLE IV – OFFICERS**

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| SECTION 1. | The Executive Board of the Council shall consist of President, Vice President, Secretary, Treasurer, Facilities Manager, Webmaster, and Member at Large. No reimbursement shall be paid to any officer for their duties on this board by the Council. |
| SECTION 2. | The Executive Board of the Council shall be elected at the annual meeting of the Council in January by vote of the designated representatives for each program who have met the meeting requirements (see Article III, Section 2) and the current Executive Board, with the exclusion of the Member at Large. The Executive Board Members will hold a 2-year office and be staggered: President, Secretary, and Facilities Manager then Vice President, Treasurer, and Webmaster. The Member at Large will be voted on by the Executive Board for special projects. That position will cease at the end of the project. Each program and Executive Board Member has 1 vote. No Executive Board member may vote for a position for which he/she has been nominated. |
| SECTION 3. | It is also required that six (6) meetings must be attended out of the previous 10 meetings to hold office within the Council. This can be waived by the Executive Board Members in the event there are not the necessary volunteers.  |
| SECTION 4. | The duly elected Executive Board is the governing body of the Council and, in accordance with the Grievance Procedures, will decide by majority vote (half plus one) all issues pertaining to the Council and its programs in the best interest of the Council at large. The Executive Board shall determine if any issues need to be presented to the Council members for a vote by the representatives from each program. If, however, the majority of programs request that an issue be brought to the full Council, an issue must be presented to and voted on by the entire Council. Executive Board decisions that violate or infringe upon the By-Laws of the individual Council Programs or Organizations must be presented to the entire Council for discussion and vote.  |
| SECTION 5. | Vacancies shall be filled by vote of the entire Council with the exception of the Member at Large position, which will be appointed by the Executive Board when needed. |

**ARTICLE V – DUTIES OF THE OFFICERS**

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| SECTION 1. | The President shall preside at all meetings of the Council and of the Executive Board. |
| SECTION 2. | The Vice President shall act as the President and shall perform the duties of the President in his/her absence. |
| SECTION 3. | The Secretary shall record the minutes of the meetings of the Council and submit copies of all minutes to the Executive Board and to the Webmaster for publication on the Council's website. |
| SECTION 4. | The Treasurer shall have custody of all funds of the Council, shall keep a full and accurate account of all Council receipts and expenses. He/she shall present a financial statement at each Council meeting with beginning balances, receipts, and expenditures to the Secretary to be included with the monthly minutes. |
| SECTION 5. | The Webmaster shall maintain and update an internet website. The scope of this site includes descriptions of programs, Council and Program contact information, and links to other Program sites as applicable. He/she will maintain an email distribution list compiled from addresses supplied by Programs and others that subscribe. He/she will also promote new technology where possible to keep the area residents informed about programs, news and information of interest to the community. |
| SECTION 6. | The Facilities Manager shall be responsible for coordinating the use of resources and equipment needed to keep the outdoor facilities used by the Council and its programs in safe working order. This includes working with other programs and the Department of Recreation and Parks to schedule use of equipment for field maintenance, recommending and managing changes needed for facilities upgrades or improvements. |
| SECTION 7. | The Member at Large shall be responsible for special projects deemed necessary by the Executive Board. |

## **ARTICLE VI - COUNCIL SPONSORED PROGRAMS**

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| SECTION 1. | All new activities and programs must be approved by the entire Council (Executive Board and programs) by majority vote (half plus one) to be permitted as a Council sponsored program. This request shall be made at a general meeting of the Council. |
| SECTION 2. | Each Council sponsored program must have one representative attend Council meetings. Each program must attend six (6) of 10 meetings in a calendar year. If they do not meet these requirements, they will lose their use of facility and will have to pay a $150 fine to get back in. Indirect programs, such as field hockey, summer playground, etc., are required to attend 4 of 10 meetings. |
| SECTION 3. | Each Council sponsored program must complete a Program Activity and Financial report each year and submit to the Council Treasurer, President and Community Coordinator, or a designated representative. This form will be maintained by the Treasurer and made available to all programs by request. The activity information is supplied to the County Coordinator, who files an annual report with the Carroll County Department of Recreation and Parks. |
| SECTION 4. | The Winfield Recreation Council reserves the right to withdraw sponsorship of any program by majority vote of the entire Council. |
| SECTION 5. | Each program shall maintain a list of coaches, assistant coaches, and anyone who volunteers and works on a regular basis with children in that program. All volunteers must complete a background check. |

**ARTICLE VII - FINANCES**

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| SECTION 1. | The Council's fiscal year runs from July 1 to June 30. |
| SECTION 2. | The Council Treasurer shall arrange an independent audit of its books at the conclusion of each fiscal year. The County shall reserve the right to audit and inspect the organization’s financial records after giving reasonable notice. |
| SECTION 3. | Executive Board Members will be given the courtesy of a discount waiver of program registration fees for themselves and members of their immediate families with the exception of programs where the registration fee does not go to the Council. |
| SECTION 4. | Detailed yearly reports from each program that operates its own treasury is needed for the Program Treasurer. These reports will show balance forward, details on income and expenses. |
| SECTION 5. | All checks, drafts or orders for the payment of money issued in the name of the Council must be signed by two signers approved on the bank account. |

**ARTICLE VIII - INTERNAL APPEALS PROCEDURES**

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| SECTION 1. | All disagreements and disputes raised by the Council's members or programs must be presented to the Executive Board of the Council for a ruling before contacting the Department of Recreation and Parks. |

**ARTICLE IX - MEETINGS**

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| SECTION 1. | Meetings shall be held on the 4th Monday of the month at 7pm at a predetermined location for a total of 10 months. The Council and program representatives will be notified by email of location and time. There will be no meetings in July or December. |
| SECTION 2. | Special meetings may be called by the President provided one-day notice is given to each Council member.  |
| SECTION 3. | The regular meeting held in January will be the annual meeting. |

**ARTICLE X - QUORUM**

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| SECTION 1. | A quorum shall consist of a majority plus one of the Executive Board. |

**ARTICLE XI - AMENDMENTS**

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| SECTION 1. | This constitution may be amended at any regular meeting of the Council by majority vote. |

# **ARTICLE XII - RULES OF ORDER**

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| SECTION 1. | Council meetings shall be run in a manner that is generally consistent with Roberts Rules of Order in that there should be an agenda, minutes shall be kept and decisions shall be made after a motion and a second followed by a vote. No version of Roberts Rules of Order shall overrule the Council's by-laws. Furthermore, the overall goal of the Department of Recreation and Parks and this Council is to promote and facilitate community involvement in the decision-making process so that the Council accurately represents its constituents. |