

# WESTMINSTER AREA RECREATION COUNCIL (WARC)

## BYLAWS

### **ARTICLE I — NAME, AFFILIATION, PURPOSE, AND OFFICES**

Section 1. Name. The name of this organization shall be the Westminster Area Recreation Council (WARC).

Section 2. This organization shall be and hereby is affiliated with the Carroll County Recreation & 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 agreements, insofar as they affect and prescribe the functions of the local organization. The Council shall comply with all County policies and procedures as required by the Carroll County Department of Recreation and Parks.

Section 3. Purpose. WARC is organized to promote, coordinate, sponsor, and support recreational programs for residents of Westminster and surrounding communities.

Section 4. Nonprofit Operation. WARC shall operate exclusively for charitable and community purposes consistent with Maryland nonprofit governance standards. No part of the net earnings shall be paid to the benefit of any private individual except for reasonable compensation for services rendered.

### **ARTICLE II — MEMBERSHIP**

Section 1. Eligibility. Membership shall be open to any person or organization who is voted in by WARC.

Section 2. Voting Members. Voting members must attend at least five (5) regular meetings in the preceding twelve (12) months unless waived for good cause. Attendance is captured at every meeting in order to keep records for this compliance.

Section 3. Rights. Voting members may vote, hold office (if eligible), and serve on committees.

Section 4. Removal. Members may be removed for cause by a two-thirds (2/3) vote following written notice and opportunity to respond.

### **ARTICLE III — MEETINGS**

Section 1. Regular Meetings. WARC shall hold 10 meetings per year (minus July and December). Meetings shall be open to the public and always accessible.

Section 2. Annual Meeting. The May meeting shall serve as the Annual Meeting for elections and annual financial reporting.

Section 3. Special Meetings. Special meetings may be called by the President or three voting members with at least seven (7) days' notice.

Section 4. Quorum. A quorum shall consist of five (5) voting members, including at least two (2) officers.

Section 5. Voting. Unless otherwise specified, actions require a majority vote of voting members present.

Section 6. Parliamentary Authority. Meetings shall be conducted according to Robert's Rules of Order, Newly Revised.

Section 7. Remote Participation. Meetings may be conducted electronically when members can simultaneously communicate and/or or be used temporarily in place of in-person meetings if there is a COVID-like situation.

#### **ARTICLE IV — GOVERNING BODY AND EXECUTIVE COMMITTEE**

Section 1. Authority. Governance rests with the voting membership and the Executive Committee between meetings.

Section 2. Executive Committee. The Executive Committee consists of the President, Vice President, Secretary, and Treasurer.

Section 3. Powers. The Executive Committee may act on urgent matters between meetings but may not amend bylaws or dissolve WARC. Any and all actions will be reported to the WARC in the following meeting.

Section 4. Executive Committee Quorum. Three (3) officers constitute a quorum.

#### **ARTICLE V — OFFICERS**

Section 1. Officers. Officers include President, Vice President, Secretary, and Treasurer.

Section 2. Terms. Officers serve one (1) year beginning June 1.

Section 3. Election. Officers are elected at the Annual Meeting in May by majority vote. The president votes only to break any ties.

Section 4. Removal. Officers may be removed for cause by a two-thirds (2/3) vote following written notice and opportunity to respond.

Section 5. Vacancies. Interim appointments may be made by the Executive Committee until the next meeting.

Section 6. Duties. Officers shall perform duties customary to their offices, including presiding, recording minutes, financial management, and enforcement of bylaws.

#### Section 7. Duties of Officers

A. President: Presides over meetings; calls special meetings; appoints ad hoc committees; represents WARC; ensures enforcement of bylaws.

B. Vice President: Assists the President; assumes duties of the President if absent; supports committee leadership as assigned.

C. Secretary: Records minutes; maintains bylaws and records; issues meeting notices; maintains official correspondence as assigned. Maintains official attendance of members at meetings. Add approved minutes to the Department of Recreation and Parks.

D. Treasurer: Maintains financial accounts; receives and disburses funds as authorized; provides financial reports; prepares annual financial report. Will present a financial statement at each Council meeting, with a copy submitted to the Department of Recreation and Parks.

### **ARTICLE VI — COMMITTEES**

Section 1. Standing Committees. Public Relations and Budget and Finance Committees shall be maintained.

Section 2. Additional Committees. The President may appoint ad hoc committees with Council approval.

Section 3. The Facility Committee assesses the usage of various facilities, including gyms, schools, and fields, to determine how they are utilized each season and by whom. This evaluation aims to identify potential improvements in space utilization, ensuring that these resources are effectively allocated to meet community needs.

## **ARTICLE VII —SPONSORED PROGRAMS**

Section 1. WARC approval is required for any program requesting to use the WARC EIN

Section 2. Bank records must be made available to WARC. It is essential to ensure that these records are accessible for review and compliance purposes.

Section 3. General Fund Contribution. Each program shall contribute a set amount determined by the Council per registrant per session to the General Fund. This fee can be revised by majority vote by the Council.

Section 4. Noncompliance. Sponsors may face discipline, suspension, or termination following notice and review.

Section 5. All new activities require approval from the recreation council to be recognized as council-sponsored programs. This requirement also applies to any extension of an existing program, such as transitioning from a seasonal to a year-round sport.

## **ARTICLE VIII — SANCTIONED PROGRAMS**

Section 1. Finances running through another 501(c)3 would be permitted use through a memorandum of agreement, standard agreement provided by the County.

Section 2. Bank records must be made available to WARC. It is essential to ensure that these records are accessible for review and compliance purposes.

Section 3. Noncompliance. Sponsors may face discipline, suspension, or termination following notice and review.

Section 4. All new activities require approval from the recreation council to be recognized as council-sponsored programs. This requirement also applies to any extension of an existing program, such as transitioning from a seasonal to a year-round sport.

## **ARTICLE IX — FINANCIAL MANAGEMENT AND CONTROLS**

Section 1. Deposits. All funds shall be deposited in WARC accounts.

Section 2. Authorized Signatures. Checks or payment instruments require two authorized signatures (Treasurer, President, or Vice President).

Section 3. Financial Reporting. The Treasurer shall provide updates at regular meetings and an annual report. Must also be present the fiscal report to the Department of Recreation and Parks (July 1 – June 30)

Section 4. Annual Audit. Completed at the conclusion of each fiscal year.

## **ARTICLE X — CONFLICTS, NONDISCRIMINATION, AND RECORDS**

Section 1. Conflict of Interest. Individuals with financial interest in a transaction must disclose and recuse from voting.

Section 2. Nondiscrimination. WARC shall not discriminate on any basis protected by law.

Section 3. Records. WARC shall maintain minutes, financial reports, agreements, and inventories. Voting members may inspect records upon reasonable request.

## **ARTICLE XI — INTERNAL DISPUTE RESOLUTION AND APPEALS**

Appeals will initially be addressed at the program level. If a satisfactory resolution is not achieved, individuals may escalate their appeal to the Council level. Should dissatisfaction persist, the case will then be referred to the Carroll County Department of Recreation and Parks for further consideration.

## **ARTICLE XII — DISSOLUTION**

Should this Council be dissolved, its assets would be used first to pay all outstanding debts and obligations of the Council. The balance would be distributed to another Carroll County recreation council or to the Department of Recreation and Parks with the purpose of serving the communities of Westminster.

## **ARTICLE XIII — AMENDMENTS**

These bylaws may be amended by a two-thirds (2/3) vote of voting members present at a regular meeting, provided written notice is given at least fourteen (14) days prior.

Approved, March 30, 2026 - Lisa Householder Carroll *LHC*