

# WESTMINSTER AREA RECREATION COUNCIL (WARC)

Westminster, Maryland 21157

## BY-LAWS

### Article 1- Meetings

- Section I. A regular meeting of WARC shall be held once a month from August through May, a total of 10 meeting annually. The meetings will be conducted at a site which shall be accessible to the public.
- Section II. Special meetings may be called, as needed, by the president, provided seven (7) days notice is given to all Council members.
- Section III. The regular meeting held in May shall be the Annual meeting, at which time officers shall be elected, all programs reviewed, and the Treasurer shall submit the annual report.
- Section IV. Meetings shall be promptly called to order by the presiding officer; meetings shall be conducted according to general rules of parliamentary procedure.
- Section V. All meetings will be conducted addressing issues on the meeting agenda. Items and issues not appearing on the agenda may not be introduced until the next meeting. Old Business or new business, which is anticipated in advance of a meeting, shall be submitted to the Secretary for inclusion in the minutes to be sent to all voting members. New items may be submitted to the Secretary for inclusion on the agenda immediately, prior to a meeting. Once a meeting has begun, the agenda may be opened to include other items only by a two-thirds vote of members present.

Recreation 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 a recreation 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

### Article II- Committees

Section I. In addition to the Executive Committee, there shall be- three standing committees: Public Relations, Equipment, and Budget and Finance.

A. Public Relations Committee shall consist of a chairman who shall be the vice-president of WARC, and at least two members-at-large selected by the chairman from volunteers.

1. Purposes of this committee shall be:

- a. To promote awareness of Council program within the community serve by WARC;
- b. To survey the recreational needs and resources of the community;
- c. To promote good will between WARC and the community which it serves, including agencies and organizations in the community which are interested in recreation.

2. Responsibilities of this committee include:

- a. Includes the coordination of information to be presented in the annual program announcements.
- b. Includes the preparation of periodic program announcements.
- c. Includes coordination media release regarding WARC events and programs.
- d. Includes activities to enlist new members
- e. Includes any other activities to support the purposes of the committee.
- f. Includes the completion of a Community Recreation Surveys and review them annually and revise as needed.
- g. Includes outreach into the community to assess unmet recreational needs.
- h. Includes establishing an ongoing, working relationship with the Community Coordinator so that inquires about new programs

made to the Coordinator may be reported promptly to the Committee.

- i. Includes recommending the development of new programs to the Council.
  - j. Includes responding to inquiries from the community regarding existing programs.
  - k. Includes recommending the recipient of an annual donation of funds and/or services to worthy and needy individuals and/or public, non-public organizations which epitomize the ideals of the community service and fair play in recreation implicit in the purposes of the WARC.
  - l. Includes requesting an amount of money for the above purposes to be budgeted, by submitting the request to the Budget and Finance Committee.
  - m. Includes coordinating the necessary arrangements for presentation of any donations.
- B. Equipment Committee shall consist of a chairman, who shall be the Secretary of WARC, and at least two voting members-at-large selected by the chairman from volunteers.
1. Purposes of this committee shall be:
    - a. To maintain a current and accurate inventor of all equipment which is the property of WARC;
    - b. To maintain an accounting of where equipment is stored;
    - c. To generally assess the condition of equipment;
    - d. To review requests from sponsors for purchase of equipment, which exceeds income generated by the program, and make recommendations to WARC.
  2. Responsibilities of the committee shall be:
    - a. To compile and maintain an equipment inventory;



### Article III- Sanction

Section I. One of the primary capacities of the WARC is the ability to sanction a recreation program. "Sanction" means to give the authoritative approval and consent of ARC to a sponsor to operate his/her program as an accepted program within the WARC.

Benefits of sanction include:

- A. The right to the use of available facilities, as per the Joint Use Agreement.
- B. The right to have the Community Coordinator arrange for the use of said facilities.
- C. The right to claim association with WARC.
- D. The right to have the Community Coordinator hire instructors within the program and to coordinate personnel.
- E. The right to coverage by and insurance applicable for sanctioned recreation programs.
- F. The right to publicity for the program in periodic flyers.
- G. The right to publicity for hiring instructor in vacant positions.
- H. The right to an accurate accounting of accumulated funds and expenditures.
- I. The right to have payroll duties performed by the Treasurer of WARC.
- J. The right to have approved purchase of equipment billed to WARC and aid tax free.
- K. Any other benefits of sanction, not mentioned above.

Section II. A sponsor may be sanctioned followed his presentation to the WARC by a majority vote of voting members present at a regular meeting.

### Article IV-Sponsorship

Section I. A sponsor refers to a person/group who assumes responsibility for planning and coordinating recreation program.

Section II. Qualifications of a sponsor include:

- A. The ability to follow ideals, policy, and procedures of WARC.
- B. The ability to plan and coordinate the recreation program which it sponsors.

Section III. To obtain WARC sponsorship one must,

- A. Appear before the council at a regular meeting and present:
  - 1. A brief resume;
  - 2. An outline of the program, including goals, objectives and proposed schedule;
  - 3. The anticipated registration fee;
  - 4. An anticipated budget.
- B. The Executive Board will hold the request for sanction for 30 days, or until the next regularly scheduled meeting before action will be taken by the Council.
- C. If sanctioned by a majority vote of the Council the sponsor must sign a contract pledging to support the ideals, policies, and procedures of WARC, and to fulfill the responsibilities of sponsorship described by the By-laws.

Section IV. Responsibilities of sponsorship:

The sponsor shall:

- A. Establish goals/objectives of the program.
- B. Appear twice before the Council, at the beginning and completion of the programs. This will allow the Council to anticipate the nature and scope of the program, and will inform the Council as to how the program met its goals/objectives.
- C. Establish registration fees.
- D. Develop an annual budget.
- E. Prepare a schedule and arrange for a location with the Coordinator.
- F. Register participants.
- G. Manage the funds of the program:

1. All programs must work towards being financially self-sufficient, except those with an approved deficit budget. If a program is operating at a deficit, the sponsor must appear before WARC and request additional funds.
2. Unless otherwise specified, all monies generated by program registration must be forwarded to the Treasurer of the Council.
3. Any other monies generated by a program from raffles, bake sales, etc., may be turned over to WARC and credited to the account of the program.
4. Any monies generated by a program or its affiliate which is not turned over to WARC must be accounted for by sending an annual financial statement to the Budget and Finance Committee. These funds are to be used solely to support the goals and objectives of the program.
5. Accumulated funds credited to a program's account may be disbursed to that program when said disbursements is recommended by the Budget and Finance Committee and approved by Executive Committee.

#### H. General Fund:

1. Each program is must pay a fee of \$1.00 per registrant, per session, as a contribution to the General Fund.
2. At the end of each session, sponsors must notify the Treasurer as to the number of participants in the program.
3. At the end of the Fall Session, monies in any program accounts in excess of \$500.00 may be transferred to the General Fund.
4. At the end of each recreation sessions, accounts in excess of \$100.00 may be transferred to the General Fund.
5. If a program is terminated, all monies will be transferred to the General Fund.
6. Disbursements of General Funds are divided into three categories:
  - a. Annual expenditures
  - b. Special projects
  - c. Donations

#### I. Management of equipment and supplies:

1. An inventory of all equipment and the storage locations of said equipment must be presented to the Secretary in writing within two weeks of the beginning of the program.
2. Requests for the purchase of equipment/supplies in excess of a program's accumulated funds must be submitted to the Budget and Finance Committee, which will review the request and make recommendations to the WARC.
3. All equipment purchased from the WARC treasury for the programs sanctioned by WARC becomes the property of the WARC. As such, the equipment Committee may request that any and all equipment used in a program be submitted to that committee within fourteen (14) days of a written request for same being presented to a program's sponsor.

J. Relationship with instructor(s):

1. The sponsor shall hire paid instructors (whose salaries are subject to negotiation and contracting with Coordinator).
2. The sponsor shall appoint voluntary instructors.
3. The sponsor shall train instructors as to the goals, objectives of the program.
4. The sponsor shall monitor the work hours of each instructor in the program.
5. The sponsor shall monitor the attendance for the program.

K. Manage Publicity

1. The sponsor shall submit program information to the Public Relations Committee within appropriate time frames.
2. The sponsor may submit press release directly to local media.

Section V. Benefits of sponsorship accrue from becoming the coordinator of a sanctioned program.

Section VI. Failure to comply with the above sections will result in the sponsor's being referred to the Executive Committee to determine disciplinary action to be resented to the general membership

## Article V- Instructors

Section I. An instructor is a voluntary or paid employee of WARC, fulfilling the duties of program instructs as described in the By-Laws.

Section II. Qualifications of an instructor include:

- A. The ability to follow the ideals, policies and procedures of WARC.
- B. Relative proficiency in skills relevant to the program area.

Section III. Paid instructors are hired by the program sponsor for the duration of a program. Instructors may be re-hired if agreed upon mutually by the sponsor, instructor and Community Coordinator. Voluntary instructors are appointed by the program sponsor and reappointed for the duration of the program.

Section IV. Wages for instructors will be established by the Community Coordinator and the sponsor, and presented to the instructor in a contract to be signed by the Instructor.

Section V. The responsibilities of the instructor include:

- A. Operating the program according to the goals and policies of WARC.
- B. Promptly and regularly begin and end the program, in accordance with the publicize schedule.
- C. Assume full responsibility for activities occurring at the program site, and for proper use of facilities under his/her CEO supervision.
- D. Execute the program plan as developed by the sponsor and sanctioned by the Council.
- E. Complete all necessary paper work and submit it in a timely manner.
- F. Assume responsibility for proper use of equipment, which is safe, to be used for the purposes for which it is intended.
- G. Report to the sponsor regarding attendance, hours worked and inventory of equipment.

- H. Complete an accident report following any injury which in the prudent judgment of the instructor is more than a superficial injury. The report must be completed within 24 hours and two (2) copies submitted to the President, and one (1) copy submitted to the Department of Recreation and parks.
- I. Establish and communicate a cancellation procedure which the instructor must implement in the event of cancellation.

Section VI. The instructor shall not purchase equipment or supplies without obtaining funds from the sponsor for that express purpose.

Section VII. The instructor shall manage equipment such that it is stored safely, properly maintained, safely utilized, and returned to the program sponsor upon demand; requests for purchasing new equipment are to be made to the program sponsor.

#### Section VIII. Dismissal of Instructor

If an instructor fails to fulfill his/her responsibilities, he/she will receive a written reprimand from the Coordinator, upon the Coordinator's is made aware of such failure. In the event of continued failure to fulfill the responsibilities of being an instructor, the Coordinator and instructor will meet with the Executive Committee to discuss dismissal of the instructor. Dismissal may be accomplished by a majority vote of the Executive Committee.

#### Section IX. Benefits of being an Instructor.

- A. Paid Instructors: members of his/her immediate family may participate in the instructor's program free of registration
- B. Voluntary Instructors: Members of his/her family may participate in the instructor's program free of charge, and shall receive a \$10.00 discount per person, per program (not session) per year.

#### Section X. Formal Internal Appeals

All or any appeals resulting from a denial for sponsorship or to resolve program conflicts/disputes will be referred to the Executive Committee for appropriate action.