

CENTRAL CARROLL RECREATION COUNCIL
CONSTITUTION & BY-LAWS

ARTICLE I - Name

- Section 1. The name of this organization shall be the **Central Carroll Recreation Council**.
- Section 2. This organization shall be and hereby is affiliated with the Carroll County Department of 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, in-so-far as they effect and prescribe the functions of the local organization.
- Section 3. The Council shall comply with all County policies and procedures as required by the Carroll County Department of Recreation and Parks.
- Section 4. 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 the Department of Recreation and Parks.

ARTICLE II - Purpose

- 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 and to maintain and improve Sandymount and Deer Park facilities.

ARTICLE III – Membership

- Section 1. The council shall consist of the general membership and an elected Executive Board.
- Section 2. 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 3. To be eligible to vote, a member must be at least 15 years old and have attended four (4) of the previous seven (7) council meetings.
- Section 4. The Community Coordinator is recognized as a liaison between the community at large and the Recreation Council. The Community Coordinator shall be a non-voting member of the Council and its Executive Board.

Section 5. Membership in the Council is available in the following categories: Individual, Tier 1 or Tier 2 Program.

Individual membership is open to any person with a desire to further the purpose of the Central Carroll Recreation Council.

Tier 1 Sponsored Program: any program whose financials are controlled by the Council, i.e., all deposits and expenditure are handled by the Council treasurer.

Tier I Instructional Programs: any program where the instructor is being paid on a percentage basis or hourly rate per their contract with the Recreation Council. Their funds are controlled by the Council treasurer.

Tier 2 Sponsored Program: any civic, service, religious, educational or community organization, which is willing to participate in Council activities and/or projects and show community interest. A Tier 2 program has its own bank account and does not rely on the Council treasurer for deposits and expenditures. The program may have an elected leadership board with written guidelines and procedures in addition to but not conflicting with the recreation council by-laws.

All Programs must appoint a member of their organization to act as a representative at Council meetings.

ARTICLE IV - Election of Officers

Section 1. The Executive Board of the council shall consist of the President, Vice-President, Secretary and Treasurer and three (3) Members at Large.

Section 2. Executive Board nominations are taken during the annual April meeting of the general membership. Only those persons who have attained voting membership status may be nominated.

Section 3. Voting for the Executive Board takes place at the annual May meeting and all officers assume their duties at the conclusion of the May meeting.

Section 4. The President, Vice President, Members-at-Large, Treasurer and Secretary are eligible to serve an unlimited number of terms of office.

Section 5. Any board member who misses two (2) consecutive meetings may have their office declared vacant by the Executive Board.

Section 6. Vacancies on the Executive Board, occurring prior to the next election, shall be filled by the Council's voting membership at the next regularly scheduled meeting.

ARTICLE V - Duties of Officers

- Section 1. The President shall preside at all meetings of the council and of the Executive Board. He/She shall perform other such duties as prescribed in these By-Laws or assigned to him or her by the Council or Executive Board and shall coordinate the work of the Officers and committees of the Council in order that the objectives are promoted.
- Section 2. The Vice-President shall act as an aide to the President and shall perform the duties of the President in his/her absence or disability of that officer to act and shall perform such other duties as may be prescribed by the Executive Board. The Vice President shall keep an up-to-date record of voting members.
- Section 3. The Secretary shall record the minutes of all meetings of the Council and Executive Board and submit copies of all minutes to the Department of Recreation and Parks. The minutes shall be made available at the next regularly scheduled meeting. The Secretary shall maintain an up-to-date record of the council members.
- Section 4. The Treasurer shall have custody of all funds of the Council, shall keep a full and accurate account of receipts and expenditures, and shall make disbursements in accordance with authorization by the Council or the Executive Board, and shall carry such other duties as, from time to time, may be assigned to him or her by the Executive Board. He/she shall present a financial statement at each Council meeting with a copy submitted to the Department of Recreation and Parks with the meeting minutes or at other times when financial information is requested. The Treasurer's accounts shall be examined by an independent auditor who has been authorized by the Executive Board when a new Treasurer is elected or at any other time upon request of the Executive Board or the Department of Recreation and Parks. All investments of Council funds other than into the General Checking Account must be approved by the Executive Board.
- Section 5. The Members-at-Large shall serve as voting members of the Executive Board and perform other duties as assigned.

ARTICLE VI - Council Programs

- Section 1. All new activities must obtain the permission of the recreation council to conduct the new program as a council program.
- Section 2. All programs must be represented at the monthly meetings. Representation can be by the program director or anyone they designate to represent their program to participate in Council discussions and update on the program's status.

Section 3. In person representation at monthly meetings is mandatory for (4) of the previous seven (7) Council meetings. Failure of a program to comply will result in that program being placed in Probation Status with the Council for their next program year. At the end of the probation year if that program did not attend four (4) of the previous seven (7) meetings, they will lose their program status with the Council.

Section 4. Representation at the balance of Council meetings can be in person or by submitting a program status report by email prior to the scheduled meeting to either a board member or the community coordinator.

The email report should include the following information:

- Is your program in session
- Number of participants
- Concerns the Council needs to be aware of
- Comments on prior month's meeting notes or proposes month's agenda

Section 5. Tier 1 sponsored programs may have their own elected officers and/or a program coordinator to guide and plan the activities of that program. The Executive Board shall vote/approve program coordinators. These individuals are responsible for the rules and regulations of that program and those of the Central Carroll Recreation Council and the Carroll County Department of Recreation and Parks.

ARTICLE VII - Finances

Section 1. The Council's fiscal year shall run from July 1 to June 30.

Section 2. The Council shall arrange for an audit of its books in accordance with article V-Duties of Officers, Section 4.

Section 3. All individual Council programs shall prepare a budget to be submitted and approved prior to the beginning of the operation of that program.

Section 4. Items to be purchased by a Council Tier 1 sponsored program that were not included in its program budget must be approved by a quorum of the Executive Board before that money is allocated. The Executive Board members may be contacted by telephone or email to expedite this process. A Board member then contacts the Treasurer to direct him/her to disburse the requested funds.

Section 5. Donations requested by any organization shall be reviewed on a case-by-case basis and shall be voted on by general membership.

Section 6. Any excess funds raised by Tier 1 programs shall be deposited into the Council's General Fund account.

Section 7. All checks, drafts or orders for the payment of money issued in the name of the Council, must be signed by a designated member of the Executive Board. The designated members are as follows: President, Vice President and Treasurer.

Section 8. Tier 1 Sponsored programs are required to submit a \$2 per player fee for General Funds and a \$3 per player fee for Background Checks. Field sports must submit an additional \$5 per player fee for the Field Fund. Total is \$5 per indoor player and \$10 per outdoor player. Funds will be deducted by the Council treasurer from each program when their registration is closed. Fall and spring being separate seasons.

All Tier 2 Sponsored programs are required to submit a \$2 per player fee for General Funds and if a field sport, an additional \$5 per player fee for the Field Fund. Total is \$2 per indoor player and \$7 per outdoor player. Funds are to be submitted to the Council treasurer by the end of each program's season with fall and spring being separate seasons.

In addition, all Tier 2 Sponsored programs are required to submit \$3 per player for Background Checks, payable to the Carroll County Commissioners and mailed directly to Carroll County Dept. of Recreation and Parks, 300 S. Center St. Westminster MD. 21157, Attn: Bureau Chief of Recreation

ARTICLE VIII - Internal Appeals Procedure

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

Section 1. The Council holds its general membership meetings on the second Tuesday at 7:00pm during the following months: January, March, April, May, August, September and November. Additional meetings may be scheduled on an as needed basis by the President of the Council. Additionally, meetings may be cancelled, moved or rescheduled as deemed appropriated by the Council President. Reasonable efforts will be made to inform the general public of the schedule changes.

Section 2. The location of the Council's regularly scheduled meetings during the school year shall be at Mechanicsville Elementary School Media Center. The August meeting shall be held outdoors at Sandymount Park.

Section 3. The Executive Board shall meet directly following the general membership meeting, at the same location as needed.

Section 4. All Council activities (including programs and meetings) will be canceled in the event Carroll County Public Schools are closed or close early due to inclement weather. The meeting may be rescheduled to another location and/or date.

ARTICLE X - Quorum

Section 1. A quorum shall consist of at least five (5) of the voting members of the Council.

Section 2. A quorum of the Executive Board shall consist of a majority or five (5) of the members of the Executive Board.

ARTICLE XI - Amendments

Section 1. These By-laws may be amended at any regular meeting of the Council by vote of a quorum, provided notice of the proposed amendment is presented to all council members at the previous meeting.

Section 2. The Vice President will make every attempt to notify all voting members of proposed changes to the by-laws before they are voted upon.

ARTICLE XIII - Rules of Order

Section 1. Recreation council meetings shall be run in a manner that is generally consistent with Robert's 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.