

Woodsboro / New Midway Recreation Council Bylaws



Table of Contents

Approved Amendments..... 2
 Article I – Name 3
 Article II - Purpose 3
 Article III – Basic Policies 3
 Article IV – Incorporation 4
 Article V - Membership 5
 Article VI -Officers and Their Election..... 5
 Article VII – Duties of Officers..... 6
 Article VIII – Elected Officers..... 7
 Article IX -Program/Activity Coordinator..... 8
 Article X -Standing Committees 10
 Article XI – Nomination of Officers 11
 Article XII -Vacancies 11
 Article XIII - Suspension or Removal From Office 12
 Article XIV –Annual Meeting 13
 Article XV - Dissolution 13
 Article XVI - Amendments 14
 Signatures of Approval:..... 14

Approved Amendments

| Article/Section | Date Submitted | Date Approved |
|-----------------------------|------------------------|----------------------|
| All Articles/Section | August 20, 2013 | |
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Article I – Name

The Recreation Council shall be known by the name of Woodsboro New Midway Recreation Council (WNMRC) being part of the Department of Recreation and Parks of Frederick County. This organization shall hereinafter be referred to in these bylaws as WNMRC. WNMRC is located at PO Box 303, Woodsboro, Maryland 21798

Article II - Purpose

Section 1

The WNMRC is a non-commercial, nonsectarian, nonpartisan and nonprofit organization. The WNMRC is an organization with the purpose of building a public recreation program, using public school buildings, grounds, parks and facilities, volunteers and local organizations, both public and private to stimulate interest in promoting and furthering the cause of recreation.

Section 2

Notwithstanding any other provisions of these articles, this organization shall not carry on any activity, which is not permitted to be carried on by an organization exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States Internal Revenue Law.

Article III – Basic Policies

Section 1

These bylaws shall establish the operating guidelines, policies and procedures for implementing the plans of the WNMRC.

Section 2

The Council shall be organized to provide fair, safe, healthy, and quality activities for the benefit of the community; managed by an Elected Officers.

- a. A Sports Program/Activity Coordinator shall manage all programs and activities.
- b. The Council shall, at a minimum, have committees for Field Improvements, Special Programs/Activities, Grievance and Bylaw/Nomination as applicable.
- c. The Council's fiscal year shall be July 1st to June 30th.

Article IV – Incorporation

Section 1

This Recreation Council shall be incorporated.

Section 2

The article of organization of this local recreation council shall include:

- a. The bylaws of such organization and;
- b. The certificate of incorporation or articles of incorporation of such organization

Section 3

Bylaws of this incorporation shall include an article on amendments.

Section 4

Bylaws of this local recreation council shall include a provision establishing a quorum.

Section 5

Each officer or board member shall be an active member of the recreation council activities.

Section 6

The bylaws of this recreation council shall prohibit voting by proxy, mail (including electronic communications), or absentee.

Section 7

This local recreation council shall have bonding and liability insurance. All sports programs shall have additional accident coverage as required by governing leagues.

Section 8

This local recreation council shall keep such permanent books of account and records as shall be sufficient to establish the gross income, receipts and disbursements of the organization.

Article V - Membership

Section 1

Eligibility for Membership in the Council shall be in accordance with one or more of the following:

- a. Parents or Guardians of all children participating in activities supported by the WNMRC;
- b. All individuals in the community who participate or contribute to the success and purpose of the council;
- c. Affiliate membership is open to any civic, service, religious, educational or community organization that is willing to participate in Council activities and/or projects and to show community interest.
 - i. An Affiliate must appoint a member of their organization to act as a representative at Council meetings
 - ii. A representative from each Affiliate Organization must attend a minimum of 4 meetings during the WNMRC fiscal year in order to maintain their position with the WNMRC.
- d. The Frederick County Parks and Recreation Coordinator and local Town Representative are recognized as the liaisons between the community at large and the WNMRC. The Frederick County Parks and Recreation Coordinator and local Town Representative shall be a non-voting member of the council and its Elected Officers.

Article VI -Officers and Their Election

Section 1

The elected officers shall be President, Vice President, Secretary and Treasurer.

Section 2

The eligible voters at the annual meeting shall elect all officers. Eligible voters are as classified as meeting the following requirements:

- a. 18 years of age, and;
- b. Actively engaged in council program(s)/activities within the last 12 months and;
- c. Have attended two previous consecutive meetings in the past 12 months

A majority vote of those present shall be sufficient to elect. The term of office for all officers shall be (2) two years. The term shall begin on July 1st and shall end on June 30th of each term. No individual can serve more than (2) two consecutive

terms in the same elected position. However, these restrictions may be waived by the majority vote of the General Membership.

Section 3

The officers shall have the responsibility to the Membership of the WNMRC to manage the Council in accordance with these bylaws, local, state and federal laws.

Article VII – Duties of Officers

Section 1 - President

- a. The President shall be the senior officer of the Council. The President shall preside at all meetings. He/She shall exercise and perform all the powers and duties usual and incidental to the office of President. He/She shall have the authority to call or cancel any meeting.
- b. The President, subject to the majority approval of all officers, shall appoint individuals to all positions as required by these bylaws.
- c. The President, after consultation with the Treasurer, shall have the authority to disburse funds, approve purchases and make purchases not specifically approved in a budget, in the best interest of the Council. Any expenditures or purchases made under this authority must be specifically identified and communicated at the next meeting.
- d. An elected Officer must countersign the disbursements of funds.

Section 2 - Vice President

- a. The Vice President shall act on behalf of the President and perform all duties of the President in his/her absence. He/she shall act as chairman of any committee at the request of the President.

Section 3 - Secretary

- a. The Secretary shall be responsible for maintaining the official records of the Recreation Council. The Secretary shall take and transcribe minutes of meeting, maintain the official rules, regulations, procedures and bylaws of the Council. The Secretary shall be responsible for all official communications, reports and/or announcements to the membership.

Section 4 - Treasurer

- a. The Treasurer shall maintain accurate and organized financial records for the Council. He/she shall submit monthly, at the monthly meeting, a report presenting the financial status of the Council.
- b. The Treasurer, in conjunction with all Program/Activity Coordinators, prepares a balanced budget yearly for submittal and approval to the Officers. This budget must be submitted to the Officers no later than the Annual Meeting.
- c. The Treasurer shall have the authority to establish checking accounts and other investment accounts at a federally insured institution. He/she shall have the authority to disburse funds according to an approved budget.
- d. An elected Officer must countersign the disbursement of funds.
- e. The WNMRC shall supply the Treasurer with an insurance policy or the funding for a policy to cover the activities of the Treasurer to protect both parties.
- f. No other individual shall have the authority to disburse funds, raise funds, approve purchases, make purchases or commit the Council in any way unless specifically identified and authorized by the Officers.

Article VIII – Elected Officers

Section 1

The Elected Officers shall be the governing body of the Council. All responsibilities not specifically assigned or delegated by these bylaws shall rest with the Elected Officers or as delegated by the Elected Officers.

Section 2

The Vice President, Secretary, Treasurer shall have one (1) vote each. In the event of a tie, the President shall cast the final vote.

Section 3

The eligible members at the Council's annual meeting shall elect the officers at large. A majority vote shall be sufficient to elect. The term of office shall be for (2) two years. The term shall begin on July 1st and shall end on June 30th of the second year.

Section 4

President and Secretary shall be elected on even years; Vice President and Treasurer shall be elected on odd years.

Section 5

The Officers shall meet monthly on the 3rd Tuesday of each month. The President shall preside. All monthly meetings will be open to the general membership.

Section 6

The officers shall prepare both a Consent and Discussion agenda for each meeting, which must be distributed to each member, prior to the meeting.

Section 7

The President, by majority vote, shall have the authority to call additional meetings as deemed necessary. Three (3) days advanced notice must be given to each Program/Activity Coordinator or General Membership as applicable.

Section 8

The President may cancel a meeting for reasons beyond the Council's control.

Section 9

The meeting shall be conducted as established by Robert's Rules of Order, Current Version, following the agenda prepared by the Elected Officers as specified:

- a. Call to order
- b. Reading of the minutes of the last meeting
- c. Reading of the Treasury Financial Report
- d. Consent Agenda (Committee Reports)
- e. Old Business
- f. New Business
- g. Motion for Adjournment

Article IX -Program/Activity Coordinator

Section 1

The President shall appoint Program/Activity Coordinators for each approved program or activity. The appointees are subject to the approval of the Elected Officers at the next regularly scheduled meeting. The appointees should be actively involved in the Council's activities. Each Council Sponsored Program should have an organized structure to guide and plan the activities of that program.

Section 2

The Coordinators and Affiliates shall serve until resignation or until removed in accordance with these bylaws.

Section 3

Each Coordinator must be confirmed each year by an affirmative vote of the Elected Officers. This vote shall take place during the annual meeting in May. In the event a Coordinator is not confirmed, his/her position shall be declared vacant.

Section 4

Coordinators shall have the responsibility to manage their program or activity in a way to develop good, fair, and quality activities for the participants. The Coordinator shall appoint other volunteers to assist in the management of the program or activity.

Section 5

Attendance at Council monthly meetings for the Program/Activity Coordinator or a representative is mandatory. If (2) two consecutive meetings are missed without representation the Coordinator may be removed.

Section 6

Each Coordinator shall prepare and submit to the Elected Officers for approval a budget outlining all income and expenditures at the April monthly meeting.

- a. It is the responsibility of the Coordinator to maintain a balanced budget throughout the course of the program. At any time it is deemed necessary to have a negative balance it must first be approved by the Elected Officers.

Section 7

Items to be purchased by council programs that were not included in its program budget must be approved by the Elected Officers before that money is allocated.

Section 8

All purchases or disbursements must be documented and provided to the Treasurer.

Section 9

Each activity shall abide by the governing league rules/policies/procedures, which will provide for a safe, fair, healthy, and quality operation.

Section 10

The Coordinator may contract with an independent instructor or obtain an instructor through another organization subject to the approval of the Elected Officers.

Section 11

The Coordinator, in conjunction with the approval of the Elected Officers, shall establish its own fees, schedule necessary facilities, handle publicity and conduct all registrations.

Section 12

Any program or activity sponsored by the Council is considered to be conducted by the Council and shall be publicized accordingly. All property and assets of any program are the property of the WNMRC.

Article X -Standing Committees

Section 1

Each Committee shall consist of at least one member appointed by the President and approved by the Elected Officers. The term of office shall be for one year and may be re-appointed for additional terms as applicable. Committees may remain vacant until a member has been appointed with the exception of the Grievance Committee.

Section 2 – Membership

The committee shall have the responsibility for maintaining the official membership records of the WNMRC, for coordinating new membership drives and any other areas generally associated with a membership committee to include but not limited to:

- a. Coordination with local Elementary/Middle School Events
- b. Coordination with local Elementary/Middle School PTA/PTSA organizations
- c. Local community event organizers

Section 3 - Ways And Means

The committee shall have the responsibility in conjunction with the Treasurer for preparing a balanced budget for each fiscal year. Additionally the committee has the responsibility for overseeing the financial activities of the Council including the auditing of the books on a yearly basis.

Section 4 - Fundraising

The committee shall have the responsibility in conjunction with the Treasurer for preparing a balanced budget for each fiscal year. Additionally, the committee has responsibility for organizing and coordinating all Council fund raising activities.

Section 5 - Program/Activity

The committee has the responsibility for assisting and reviewing all new programs or activities before presentation to the Elected Officers. The committee should make sure that all new programs or activities have a budget, rules, procedures, policies and schedule recommendation before presentation to the Elected Officers. The committee has the responsibility for assisting and overseeing all approved programs/activities.

Section 6 - Grievance

The committee consists of the Vice President and two appointed members. The committee has the responsibility for reviewing all grievances before presented to the Elected Officers. The committee is to ensure follow-up until full closure of the grievance.

Article XI – Nomination of Officers

Section 1 - Nominating Committee

- a. The President shall appoint a (3) three-member nomination committee during the month of February. The committee should select at least (2) two candidates for each position.
- b. Nominations shall be completed and presented to the Elected Officer by the nomination committee at the April meeting preceding the May Annual Meeting. All nominations must be submitted and received by the Nomination Committee prior to the Tuesday preceding the April meeting. Write-ins or nominations from the floor will not be accepted.
- c. The election shall take place in May at the Annual Meeting, under New Business.
- d. The nomination committee chairman shall conduct the election.

Article XII -Vacancies

All vacancies caused by resignation, death or any other reason shall be filled by appointment by the President for the balance of the term of office. All appointments are subject to approval of the Elected Officers at the next regularly scheduled meeting.

Article XIII - Suspension or Removal From Office

Section 1

Any individual (whether a volunteer, an elected officer, or an appointee) can be suspended or removed from his/her position for actions not in the best interest of the Council.

Section 2

Such actions as (but not limited to) unsportsmanlike conduct, stealing, fighting, foul language, violation of these bylaws or other Council rules, policies or regulations or failure to perform the responsibilities of the position should be considered reason for suspension and/or removal.

Section 3 - Suspension

- a. The President with the concurrence of one other elected officer may suspend an individual from his/her position until the next regularly scheduled monthly meeting.
- b. The position left open by a suspension may be temporarily filled, if necessary, by appointment by the President.
- c. The individual suspended will be considered by the Elected Officers at the next meeting and the length of suspension determined or removal action taken in accordance with Section (4) of this article.

Section 4 - Removal

- a. Any individual in the Council may be removed from office by a two-thirds affirmative vote of the Elected Officers present at a regularly scheduled meeting.
- b. Any Elected Officer may submit any individual for removal from his/her position at a regular scheduled meeting.
- c. Any individual removed from office under this article shall not be eligible for any other position in the Council and the existing position shall be declared vacant.

Article XIV –Annual Meeting

Section 1

An annual meeting shall be held for the entire membership of the Council.

Section 2

The Elected Officers shall determine the time and place of this meeting, but it must be held during the month of May.

Section 3

A reasonable effort shall be made to notify the membership by written or electronic media, mail or flyer circulation at least thirty (30) days prior to the meeting.

Section 4

The officers of the Council shall prepare an agenda, every year, to include the appointment of Program/Activity Coordinator(s), Annual Budget approval and nomination and election of outgoing officers for the next two (2) years.

Section 5

The President shall preside at the meeting.

Section 6

A Quorum shall consist of the members of the council present at a duly called meeting of the council with at least two elected officers present.

Article XV - Dissolution

Section 1

If the Council becomes inactive, it may be dissolved by a unanimous vote of the Elected Officers. The vote must in writing from all officers. If a member is not present at the meeting, the vote must obtained in writing within 30 days of the proposed motion.

Section 2

The Assets (Cash, Equipment, Program Activities, Real Estate, etc.), after meeting all outstanding obligations, must be distributed in a manner as determined by Frederick County Department of Parks and Recreation.

Section 3

Under no circumstances will any Council Assets be distributed to an individual for personal gain.

Article XVI - Amendments

Section 1

These Bylaws may be amended at any meeting specified by the council.

Section 2

Proposed amendment shall be submitted to Frederick County Parks and Recreation for approval. Written notice shall be provided to the general membership no less than fifteen (15) days prior to said meeting.

Section 3

The vote to approve the amendment must be two-thirds vote of eligible voters, as defined in Article VI, Section 2, present and voting, provided notice of the amendment, which has been approved by the Elected Officers and the Frederick County Parks and Recreation.

Section 4

Any approved amendment shall become effective immediately.

Signatures of Approval:

| Title | Print Name | Signature | Date |
|-----------------------|------------|-----------|------|
| President | | | |
| Vice President | | | |
| Treasurer | | | |
| Secretary | | | |
| County Representative | | | |