



**Constitution and By-Laws  
Amended February 2012**

**ARTICLE I - NAME**

- SECTION 1. The name of this Recreation Council shall be Winfield Recreation Council.
- 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.

**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.

**ARTICLE III – MEMBERSHIP**

- 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 must be met in order for a program representative to vote.

## **ARTICLE IV – OFFICERS**

- SECTION 1. The Executive Board of the Council shall consist of President, Vice President, Secretary, Treasurer, Facilities Manager, Webmaster. No reimbursement shall be paid to any officer for their duties on this board by the Council. (Amended January 2007)
- 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. Board members will hold a 2 year office and be staggered. President/Secretary/Webmaster and Vice President/Treasurer/Facilities Manager. Each program and Executive Board Member has 1 vote. (Amended January 2007).
- SECTION 3. It is also required that (6) meetings must be attended in the previous calendar year to hold office within the Council.
- SECTION 4. The duly elected Executive Board is the governing body of the Council and will decide by majority vote all issues pertaining to the Council and it's 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 membership for a vote by the representatives from each Council.
- SECTION 5. Vacancies shall be filled by vote of the Executive Board.

## **ARTICLE V - DUTIES OF THE OFFICERS**

- 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. (Amended January 2007)
- 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. (Amended January 2007)
- SECTION 6. 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 a 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. (Amended January 2007)

SECTION 7. 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. (Amended January 2007)

## **ARTICLE VI – COUNCIL SPONSORED PROGRAMS**

SECTION 1. All New Activities must obtain the permission of the Council to conduct the new program as a Council sponsored program. This request shall be made at a general meeting of the Recreation Council.

SECTION 2. Each Council sponsored program must have a representative attend Council meetings. Each program must attend 6 of 10 meetings in a calendar year. If they do not meet these requirements, they will lose their use of facility. They 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 month 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 Coordinator who files an annual report with the Department of Recreation and Parks. A \$500 bond shall be posted by each program and held by the Council Treasurer. In the event a program does not file their report for a period of 4 months, the bond will be forfeited to the Council and use of facilities stopped until the bond is resubmitted. Indirect programs do not need to comply with this section. (Amended January 2007).

SECTION 4. The Winfield Recreation Council reserves the right to withdraw sponsorship of any program by majority vote of the Council's Executive Board.

SECTION 5. Each program shall provide 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 volunteer form. The list and forms must be submitted to the coordinator prior to the first game. (Amended January 2007)

## **ARTICLE VII – FINANCES**

- 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 it's books at the conclusion of each term of the treasurer. (Amended January 2007)
- SECTION 3. Executive Board members will be given the courtesy of 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 monthly 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. (Amended January 2007)

## **ARTICLE VIII – Internal Appeals Procedures**

- 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. Meetings shall be held on the 4<sup>th</sup> Monday of the month at 7pm at a pre determined 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. (Amended January 2007)
- 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**

- SECTION 1. A quorum shall consist of (4) voting members of the Council.

## **ARTICLE XI – AMENDMENTS**

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

## **ARTICLE XII – RULES OF ORDER**

- SECTION 1. Council meetings will be conducted pursuant to Robert's Rules of Order.