

**CONSTITUTION of the  
SEVENTH DISTRICT RECREATION COUNCIL**

**ARTICLE I**

**-Name and Area-**

- Section I     The name of this organization shall be the SEVENTH DISTRICT RECREATION COUNCIL, hereinafter referred to as the Council.
- Section II.    The principal office shall be located in the Hereford High School Recreation Center at 17301 York Road, Parkton, MD 21120.
- Section III.   The area served by this Council shall be bounded by the Maryland-Pennsylvania state line (north), Baltimore-Harford county line (east), Middletown Road (west), and Monkton-White Hall Roads (south), hereinafter referred to as the Community.

**ARTICLE II**

**-Purpose and Authority of the Council-**

- Section I.     This organization has been formed as a non-profit organization for the following purposes:
- A. To build and conduct public recreation programs, making use of the physical properties available in this area.
  - B. To provide recreational and creative programs without regard to race, gender, creed, color, or national origin.
  - C. To offer leadership in coordinating and correlating all those activities of a recreational nature in the Community to obtain maximum benefit for the citizens of this Community.
  - D. To formulate policies, recommend, promote, maintain, and advise public recreation affairs in this Community in cooperation with the Baltimore County Department of Recreation & Parks and the Baltimore County Board of Education, in accordance with the laws and agreements governing public recreation in Baltimore County and the State of Maryland.
  - E. This Council will not, as a substantial part of its activities, attempt to influence legislation, or participate to any extent in a political campaign for or against any candidate for political office.
  - F. To operate the Council exclusively within the meaning of a “non-profit organization” 501(C) (3) of the Internal Revenue Code.

Section II. The authority of the Council is derived from its affiliation, as stated in Article II, Section I (D), with the Baltimore County Board of Recreation & Parks, and the Baltimore County Board of Education, both of which are organizations established by state and local law.

### ARTICLE III

#### -Membership and Voting-

Section I. Membership shall be open to all persons, 18 years of age and older, within the area served by the Council (Article I, Section III); all families who have children attending Seventh District Elementary School and all families who participate in Council activities.

Section II. An Active Member is a Member with an attendance record of no less than five (5) Council meetings during a rolling 12-month period, and no more than three (3) consecutive absences. The secretary of the Council shall keep track of attendance records. Only Active Members are allowed to vote. Voting can be taken either in-person or by proxy. A proxy vote is defined as someone approved by the Active Member to vote on a specific issue as instructed by the Active Member. Notification must be made to the President prior to the meeting date.

Section III. The Council shall be governed by Roberts Rules of Order, as amended from time to time.

Section IV. Voting privileges for all Active Members shall be as stipulated in the By-Laws.

Section V. Executive Board membership shall be restricted to the Officers enumerated in Article IV of the Constitution. Chairpersons of special committees may be made members of the Executive Board for the duration of a special committee function by simple majority of the Executive Board. Baltimore County Department of Recreation & Parks representatives are ex-officio (non-voting) members of this committee, as is the immediate past president of the Council.

Section VI. People of the Community may present their views on programs which shall be in turn referred to the proper committee or program Chairperson. These people shall be allowed no voting privileges unless they are Active Members of the Council.

Section VII. Affiliate Programs are Members of the Council. Affiliate Members are defined as a group or club that must be affiliated or associated with a Baltimore County Department of Recreation & Parks Council in order to use Baltimore County facilities. Affiliate Members keep a separate treasury from the Council, have their own Constitution and By-Laws, are required to make an annual donation of Three Hundred Dollars (\$300.00) to the Council. Instatement, suspension, and

reinstatement of Affiliate Members shall be the sole discretion of the Council. Any activity failing to meet Council requirements may be suspended by the Executive Board. Reinstatement shall only be obtained by a personal appearance before the Executive Board and a vote by the Board. The duties of Affiliate Members shall be as follows:

- A. Remain Members of the Council.
- B. Submit annual financial reports and semi-annual status reports to the Council. All activities of the Members must conform to the non-profit status as defined by Section 501(C) (3) of the Internal Revenue Code.
- C. Submit facility request forms in accordance with Baltimore County Department of Recreation & Parks guidelines and show proof of liability insurance. Use of facilities shall be secondary to the needs of the Council and abide by Baltimore County Department of Recreation & Parks Code of Ethics. When using facilities, they must be left clean and in the same operating conditions as found.
- D. Operate no program that is similar to existing Council programs to avoid existing program competition. Priority for use of any/all facilities shall be secondary to that of the needs of the Council.
- E. Representatives from Affiliate Programs who meet attendance requirements for Active Members as defined in Article I, Section II of this Constitution will have individual voting privileges. No voting privileges will be granted to the Affiliate Program itself.

#### ARTICLE IV

##### -Executive Board and Officers-

- Section I. The Executive Board of this organization shall be the five designated Officers of the Council.
- Section II. Officers of this organization shall be a President, Vice-President, Corresponding Secretary, Treasurer and a Member-at-Large.
- Section III. All Officers shall be elected or re-elected by secret ballot at the June meeting and shall continue in office for one (1) year starting with the August meeting. Simple majority of votes wins the office. Election of Officers shall be in-person voting only, except under extraordinary circumstances.
- Section III. Vacancies in office shall be filled by appointment by the Officers. In case of a vacancy in the Presidency, the Vice-President automatically becomes President. A new Vice-President shall be elected at the next regularly constituted meeting of the Council with approval of the Executive Board. (Missing four (4) consecutive monthly meetings constitutes a vacancy.)

Section IV. Removal of Officers shall be initiated by petition of the membership and approved by two-thirds majority of the voting membership other than a removal by a vacancy.

## ARTICLE V

### -Duties of Executive Board and Officers-

The duties shall be as follows:

#### Section I. A. EXECUTIVE BOARD

1. Acts in the name of the Council in matters specifically referred to it by Active Members of the Council.
2. Meets annually to develop the strategic goals and objectives for the upcoming year.
3. Ensures that any actions or votes taken by the Executive Board are subject to ratification by Active Members of the Council at the next Council meeting.
4. Maintains accurate minutes of any Board meetings.
5. Hears grievances and appeals from Community members.
6. Represents the Council to outside organizations, institutions, and/or agencies.

#### Section II. B. PRESIDENT

1. Establishes meeting agendas.
2. Calls the meeting to order at the appointed time.
3. Presides and maintains order at all meetings.
4. Announces the business in its proper order.
5. States all questions and put them to a vote.
6. Announces the results of every vote and the next business in order.
7. Impartially assigns issues to the floor.
8. Creates other committees and assign duties as deemed necessary with the approval of the Executive Board.
9. Appoints and dissolves committees as needed.
10. Participates ex-officially on all committees.
11. Works with Executive Board to develop the annual strategic goals and objectives and in turn presents them to the Council.
12. Breaks a tie vote during regular Council meetings.
13. Represents the Council, or appoints a designee, at community invitations
14. Protects the rights of each Active Member.

Section III. C. VICE-PRESIDENT

1. Becomes the President for the unexpired term if the office of the President is vacated for any reason.
2. Assists the President in the general supervision of the Council.
3. Presides in the absence of the President and performs his/her duties.
4. Notifies Chairpersons of their duty to attend monthly Council meetings if they were absent from the meeting.
5. Presents monthly financial information if the Treasurer is unavailable and the information is available.
6. Monitors and reports on the Council's strategic goals and objectives.
7. Develops and implements plans for increasing Council meeting attendance.
8. Assists the Treasurer in appointing Active Members:
  - a. at the June meeting to examine and audit the Council's common funds so as to provide a report to the President by August 1<sup>st</sup>.
  - b. to examine and audit the accounts of each program upon submission of the program's final report.

Section IV. D. SECRETARY

1. Keeps minutes of all monthly meetings and special meetings of the Executive Board and the Council.
2. Keeps and maintain contact register of both the Council and the Executive Board membership (name, title, addresses, phone numbers, and e-mail addresses).
3. Keeps records of the attendance to support voting rights as specified in the By-Laws.
4. Keeps all meeting records of the Council, and a file of all essential records, which shall be transferred to his/her successor at the close of the term.
5. Uses available means (Web site, school sign, local paper) to notify the Community and Council Members of regular monthly or special meetings at least one week in advance of the next meeting.
6. Drafts and circulates the meeting minutes after each monthly Council meeting. Best efforts will be made to distribute the minutes within 10 days, but no later than the end of the month.
7. Distributes such mailings as the Executive Board or Council may direct. Assists with mail distribution to appropriate program Chairpersons.

Section V. E. TREASURER

1. Receives, safely keeps, disburses, and supervises all financial aspects for the Council.

2. Maintains and presents a financial statement at each monthly Council meeting of income and expense records for each individual program and the general fund. In his/her absence the Vice-President shall present the financial report if the report is available.
3. Keeps accurate records in order to present to the Council financial report for the fiscal year.
4. Receives and retains copies of all approved program budgets for reference when processing deposits and disbursement requests.
5. Notifies the Council of any programs experiencing financial difficulties or questionable financial activities.
6. Prepares account activities for IRS reporting and filing for each calendar year, including all activities from January through December of each year. Completes, revises, and mails IRS 990EZ returns before due date of April 15<sup>th</sup> of each calendar year. Keeps a copy of annual IRS returns for filing and recording.
7. Forwards all IRS notices or statements to the Executive Board upon receipt.
8. Assists the Vice-President in appointing Active Members:
  - a. at the June meeting to examine and audit the Council's common funds so as to provide a report to the President by August 1<sup>st</sup>.
  - b. to examine and audit the accounts of each program upon submission of the program's final report.
9. Trains replacement for approximately three (3) months prior to vacating office, when possible.

Section VI. F. MEMBER-AT-LARGE

1. Abides by the Council's Constitution and By-Laws and remains an Active Member of the Council.
2. Attends Executive Board meetings.

ARTICLE VI

-Amendments-

Section I. Amendments to the Constitution shall be presented to the Council in writing one (1) month prior to being submitted to a vote. Two-thirds majority of voting membership is required for passage. Council-approved Amendments must then be submitted to Baltimore County Department of Recreation & Parks for final approval. Amendments will go into effect immediately following final approval.

ARTICLE VII

-By-Laws-

Section I. Amendments to the By-Laws shall be presented to the Council in writing one (1) month prior to being submitted to a vote. Two-thirds majority of voting membership is required for passage. Council-approved Amendments must then be submitted to Baltimore County Department of Recreation & Parks for final approval. Amendments will go into effect immediately following final approval.

ARTICLE VIII

-Dissolution-

Section I. Upon dissolution of the Council, the Executive Board shall, after paying and making provision for the payment of all the liabilities of the Council, dispose of all the assets of the Council in accordance with the guidelines set forth under Section 501 (C) (3) of the Internal Revenue Code.

**BY-LAWS of the**  
**SEVENTH DISTRICT RECREATION COUNCIL**

ARTICLE I

-Meetings-

- Section I. Regular meetings shall be held monthly (usually the first Wednesday of each month), subject to weather and building availability, with the exception of July when there will be no regular meeting held. The time will be designated by the incoming President, as approved by the Council, at the June meeting of the Council, as approved by the Council, unless otherwise ordered by the Executive Board. Preferred location of monthly meetings shall be Seventh District Elementary School unless specified at prior meetings.
- Section II. The Executive Board shall meet at a minimum of once a year to develop and set annual strategic plans and goals for the Council.
- Section III. Executive Board meetings shall be held one (1) week prior to the regular meetings, if necessary. Three (3) Members of the Executive Board constitute a quorum for Executive Board meetings.
- Section IV. Special meetings of the Officers and Council may be called when deemed necessary by the President or a simple majority of the Officers. All Active Members of the Council shall be notified in advance of the meeting, as to the time, place and business to be discussed at said meeting.
- Section V. A quorum must be present to conduct business at all times. A quorum exists when there are at least five (5) Active Members at scheduled monthly meetings.

ARTICLE II

-Fiscal Year-

- Section I. The Council's operating fiscal year shall run from July 1st of the calendar year through June 30th of the succeeding year. The IRS filing year for the Council is from January 1st through December 31st of each calendar year. The IRS tax return filing date is April 15<sup>th</sup> of each calendar year.



## ARTICLE III

### -Financial Policies-

- Section I An annual budget for programs and the Council's general fund shall be formulated in the following manner:
- A. Program Chairpersons shall present a projected budget for each program year. This budget shall itemize all anticipated income and expenditures. The Chairperson shall present a final report of all income and expenditures at the closure of the program. This report should correspond with the Treasurer's program report. Any discrepancies shall be brought to the attention of the Treasurer.
  - B. Projected and final program budgets shall be reviewed and approved by the Chairperson and Council. The Program Chairperson is responsible for turning over for review all appropriate documentation within two (2) months of conclusion of the program. The auditor appointed by the Vice President must complete the audit within two (2) months of receipt of all appropriate documentation.
  - C. An annual budget shall be formulated by the Executive Board outlining income and expenses. This budget shall be presented for acceptance by the Council no later than the October meeting.
  - D. The approved budget shall be the responsibility of the Council. It shall be the responsibility of the Treasurer to monitor each program account and notify the Chairperson(s) and the Council of any activity exceeding the approved projected budget.
  - E. The budget for a new or proposed program not included in the annual budget shall be submitted by the person requesting the new program in sufficient time to permit adequate review by the Chairperson, Executive Board, and the Council.
  - F. Each Council program shall be assessed five percent (5%) of program registration fees with said assessments applied to the general fund to support general administrative operating expenses as well as approved Council-wide projects and equipment purchases.
  - G. Individual programs may carry over their balance from one operating fiscal year to the next. However, the amount carried over shall be no greater than \$3,000.00 for three (3) consecutive years. All monies in excess of \$3,000.00 shall be deposited into the Council's general fund. Special exceptions must be approved by the Executive Board.

- Section II. There shall be one Treasury for the Seventh District Recreation Council.
- A. The Treasurer shall keep separate activity accounts with the Treasury.
  - B. All checks shall require the signatures of two (2) Executive Board Members. One being of the Treasurer and the other signature being either the President or Vice-President of the Council.

- C. An audit of the financial records shall be made at the end of each operating fiscal year, and when a change in the office of Treasurer is made at any time other than a normal election. The Vice-President shall appoint program Chairpersons to audit other programs within the Council to ensure that each program's financial records are reviewed for consistency and accuracy.
- D. At the time of submission of the books for the annual audit, the Treasurer shall submit an annual report to the Council accounting for all Council receipts and expenditures for the past operating fiscal year.

Section III. The operation of the Council Treasury shall be in accordance with the following:

- A. All funds derived from each program shall be deposited in the Council treasury within one week of the time received in a manner prescribed by the Treasurer.
- B. All expenditures of money, property or both not approved in the annual budget shall require approval by the Council.
- C. All invoices of the Council shall be paid by check. Payment of invoices should not be made without verification by the program Chairperson of the receipt of goods or services and of the amount of the invoice.
- D. Checks may not be issued in advance of receipt of goods or services without a written check request voucher prepared by the program Chairperson.
- E. The President may have a discretionary petty cash fund not to exceed \$250. The Executive Board may allow a program a petty cash fund not to exceed \$250. These funds may be replenished to their original amount upon the submission and approval of a petty cash report with adequate documentation to substantiate the report.

#### Article IV

##### -Internal Appeals Procedure-

Section I. Any person having a grievance with, or wishing to appeal a decision of, any program or aspect of the administration of the Seventh District Recreation Council shall adhere to the following steps or procedures:

- A. The initial step should be to resolve the grievance or appeal at the program Chairperson level.
- B. If still dissatisfied, a grievance or appeal may be presented to the Executive Board of the Council. This can be accomplished by requesting the President to place the item on the agenda of the next Executive Board meeting.
- C. If still dissatisfied, a grievance or appeal may be presented to the general membership of the Council by submitting the grievance or appeal, in

writing, to the Council President and requesting the item be placed on the agenda of the next regular Council meeting.

- D. Should the general membership of the Council vote to support the grievance or appeal, the Council may then direct the Executive Board to reconsider the grievance or appeal.
- E. The decision of the Executive Board, after such action, shall be final.

The above steps are for the “Internal Appeals Procedure.” However, the Baltimore County Board of Recreation & Parks does have a provision for hearing appeals which are not able to be resolved at the Council level.

## ARTICLE V

### -Programs-

- Section I. The Council shall appoint all program Chairpersons. An Active Member must recommend all new incoming Chairpersons. A Chairperson is an unpaid volunteer.
- Section II. The Chairpersons of all programs are expected to attend Council meetings and be prepared to report on the activities of their program. Chairpersons shall present for Council approval a Proposed Budget and flyer prior to any advertising of the program; present a Status Report during the program; and present a Final Report including a Final Budget within two (2) months of the program’s conclusion. In addition, Chairpersons are expected to develop, amend, and/or keep program procedures up-to-date.
- Section III. Each program Chairperson shall turn over to his successor an up-to-date account of the program’s activities and files of all important records and correspondence. Any future program recommendations are also requested from the outgoing Chairperson to assist and aid the program.
- Section IV. Each program Chairperson shall plan, organize, manage, and operate program activities utilizing the human, natural, and financial resources of the Community served. The Chairperson ensures that all program activities comply with applicable government regulations, and permit and facility use guidelines.
- Section V. Each program Chairperson shall make an effort to ensure the safety of all participants and the public.
- Section VI. Each program Chairperson is empowered by the Council to resolve program problems, complaints, grievance, appeals, crisis, and disputes before referring issues to the Council.

Section VII. Each program Chairperson is responsible for maintaining a balanced program budget and must have sufficient funds for normal growth and improvement at all times.

## ARTICLE VI

### -Statement of General Duties of Program Chairperson(s)-

#### Section I. Duties common to all Chairpersons.

- A. Coordination – Each Chairperson is required to work with the Baltimore County Department of Recreation & Parks representative, hereafter called Community Supervisor to:
- i. Coordinate program activities with school programs to ensure janitorial services and payment for such services is negotiated and resolved.
  - ii. Complete necessary permit forms for use of the school or county facilities. All permits must be signed by the Community Supervisor. The Community Supervisor submits the permits to the respective facility for facility management approval (e.g., school principal).
  - iii. Ensure program is in agreement with any applicable policies for program activity.
  - iv. Secure paid leadership for activities, if applicable.
  - v. Make arrangements for storage and upkeep of all equipment or materials used by the program.
- B. Publicity – Each Chairperson is responsible to make known, via school or PTA newsletters, Web site, local newspapers, school signs and/or the Community Supervisor, any and all pertinent information regarding the programs' activities in sufficient time for proper dissemination. This includes information to be sent to the area schools for weekly publication through the Community Supervisor.
- C. Assistance – Each Chairperson is responsible for obtaining volunteer assistance for pursuing their program.
- D. Registration - Each Chairperson shall manage program registration in the following manner:
- i. All money received must accompany a deposit form so that exact records can be kept by the Treasurer.
  - ii. The registration funds will be forwarded to the Treasurer for deposit in the Council's bank account.
  - iii. Notice of registration dates must be distributed to all potential participants at least one to two weeks prior to registration. Registration notices should be submitted to the Community Supervisor, who will distribute a notice of registration for each program, including publication in local newspapers and area schools.
  - iv. Registration may be held in-person, on-line, or by email, at the discretion of the Program Chairperson.
  - v. Establish a registration dates, including a registration cut-off date, if appropriate.
  - vi. Participants are registered regardless of skill level.

- vii. Participants with medical conditions that restrict activity or who are on medication will require a release from a physician.
- viii. A signed registration form, in accordance with Baltimore County Department of Recreation & Parks guidelines, must be completed prior to program participation.
- E. Meetings – Each Chairperson is responsible to conduct program meetings with volunteers and/or paid leadership, as required or applicable, to ensure ongoing continuity and coordination of the program.
- F. Payment of Invoices – All invoices shall be submitted on a check request form, signed by the Chairperson, to the Treasurer within one month of receipt. Expenditures must be within the approved program budget.
- G. Records – All program Chairpersons are required to keep the following accurate records: annual budget, report of program plans and implementations, details of supplies, contracts, receipts, and expenditures, year-end inventory, end-of-year financial report, roster of all program participants, and recommended plans for the next year.

## ARTICLE VII

### -New Programs-

- Section I. New programs may join the Council based on the following procedures.
- A. An outline of the new program plan and budget must be presented to the Council President.
  - B. The President will place the new program on the next available Council meeting agenda.
  - C. The President will present the new program Chairperson who will then present the program plans and budget.
  - D. All new programs must comply with the current Council Constitution and By-Laws and all applicable Baltimore County Department of Recreation & Parks guidelines.
  - E. New programs cannot conflict or compete with any current Council programs.

## ARTICLE VIII

### -Dues-

- Section I. Members shall pay no dues.

## ARTICLE IX

### -Voting-

Section I. Voting privileges will be granted to all Active Members with the exception of the President. The President does not vote except to break a tie.

## ARTICLE X

### -Nomination of Officers-

Section I. The Nominating Committee shall consist of three (3) Active Members appointed by the President at the March meeting.

Section II. The duties of the Nominating Committee shall be:

- A. Select a list of candidates for each office, ideally at least two.
- B. Obtain proposed candidate's permission to place his or her name for nomination.
- C. Report at the May meeting the list of candidates. At this meeting nominations may also be made from the floor.

## ARTICLE XI

### -Election of Officers-

Section I. Manner of Election - All Officers shall be elected by a simple majority of all votes cast for the office at the annual election in June.

- A. Voting shall be by secret ballot.
- B. All Active Members of the Council attending the meeting shall be eligible to vote.

Section II. Counting Votes.

- A. Votes shall be counted immediately following the voting.
- B. Counting of votes shall take place at the place of voting.
- C. The counting of votes shall be done by two (2) tellers appointed at the meeting by the President.
- D. The number of votes shall be recorded and tallied at the time the official count is taken.

ARTICLE XII

-Amendments-

Section I. Amendments to the By-Laws shall be presented to the Council in writing one (1) month prior to being submitted to a vote. Two-thirds majority of voting membership is required for passage. Council-approved Amendments must then be submitted to Baltimore County Department of Recreation & Parks for final approval. Amendments will go into effect immediately following final approval.

Section II. All Active Members of the Council shall be notified in advance, that a change in the By-Laws will be discussed at the next regular Council meeting.

Witness, therefore, the signatures of the Executive Board Members duly testifying that the Constitution and the By-Laws and their respective amendments have been presented and ratified by the required two-thirds majority of the Active Members of the Council.

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President Date

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Vice-President Date

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Secretary Date

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Treasurer Date

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Member-at-Large Date