

**BY-LAWS OF THE
COCKEYSVILLE RECREATION COUNCIL**

(All previous documents bearing the above title are hereby rescinded. All documents bearing the above title that do not bear a date and signatures of the Executive Board in office on that date are considered null and void.)

**ARTICLE I
DUES**

SECTION I There shall be no dues to be a member of this Council.

**ARTICLE II
DUTIES OF OFFICERS**

SECTION I President –

1. Preside at all Executive Board and Council meetings when in attendance.
2. Call the meeting to order.
3. Announce the business before the Board or Council in the proper order.
4. Provide the President's report, if any, at each meeting.
5. State all questions and put them to a vote.
6. Announce the result of every vote, excepting elections, and the next order of business.
7. Be impartial in assigning the floor to debate or questions.
8. Protect the rights of each member
9. Assign, when appropriate, time limits to debate or presentations.
10. Represent the Council to all outside groups or interests.

SECTION II Executive Vice-President -

1. Assume the duties of the President in the absence of the President.
2. Chair any fundraising committee established by the Council. Any committee so established will have the sole responsibility and authority, subject to general Council action, for any and all fundraising activities and solicitations.
3. Recommend to the Executive Board the approval/disapproval of any individual program fundraising activities or solicitations.
4. Perform such other duties as may, from time to time, be assigned by the President.

SECTION III

Vice-President, Athletics –

1. Coordinate all athletic program activities of the Council.
2. Assist and direct athletic activity chairpersons.
3. Review, in consultation with the Treasurer and such other persons as designated by the President, all budgets submitted by individual athletic programs.
4. Ensure that such budgets are submitted by the athletic programs in a timely manner such that a review can be made prior to commencement of program activities.
5. Make recommendations to the Executive Board on the approval/disapproval of individual athletic program budgets.
6. Recommend to the Executive Board any disciplinary actions in athletic programs which may be thought necessary due to malfeasance within a program.
7. Perform such other duties as may be assigned, from time to time, by the President.
8. Chair hearings with aggrieved parties and the committee or the chairperson of an athletic program when the complaint cannot be resolved at the program level.

SECTION IV

Vice-President, General –

1. Coordinate all non-athletic program activities of the Council.
2. Assist and direct non-athletic activity chairpersons.
3. Review, in consultation with the Treasurer and such other persons as designated by the President, all budgets submitted by individual non-athletic programs.
4. Ensure that such budgets are submitted by non-athletic programs in a timely manner such that a review can be made prior to the commencement of activities.
5. Make recommendations to the Executive Board on the approval/disapproval of individual non-athletic program budgets.
6. Recommend to the Executive Board any disciplinary actions in non-athletic programs which may be thought necessary due to malfeasance within a program.
7. Perform such other duties as may be assigned, from time to time, by the President.
8. Chair hearings with aggrieved parties and the committee or the chairperson of a non-athletic program when the complaint cannot be resolved at the activity level.

SECTION V

Treasurer –

1. Receive and disburse all funds of the Council on the order of the Executive Board and Council.
2. Make a report of the receipts and disbursements of the Council at all regular Council meetings (Treasurer's report).
3. Maintain income and expense records for each individual program activity.
4. Assist program chairpersons in identifying unidentified deposits.
5. Perform such other duties as may be assigned, from time to time, by the President.

SECTION VI

Secretary –

1. Keep minutes of all Executive Board, Regular and Special meetings of the Council.
2. Maintain all records of the Council.
3. Furnish committees with all papers and other documents referred to them and the results of any Council action which affects that committee.
4. Read the minutes of the previous meeting at each Executive Board and Regular meeting of the Council, as directed by the President.
5. Notify all active members of forthcoming meetings at least one week in advance of the next meeting.
6. Notify officers, committees and members of their appointments if they were absent.
7. Prepare any external correspondence relative to Council business for the President.
8. Maintain a register of all active members of the Council.
9. Chair the nominations committee each year for the election of officers and directors to the Executive Board.
10. Perform such other duties as may be assigned, from time to time, by the President.

SECTION VII

Directors-at-large

1. Serve, as appointed by the President, on budget review committees.
2. Perform such other duties as may be assigned, from time to time, by the President.

ARTICLE III
SPONSORED ACTIVITIES – EXECUTIVE BOARD

- SECTION I The following must occur for any activity to be sponsored by the Council:
1. A member of the Council must consent to act as chairperson of the activity involved; and
 2. A written budget must be prepared and submitted to the Executive Board reflecting all contemplated income and expenditures; and
 3. A brief report, reflecting the direction, scope, intent, probable participants and other relevant information, must be prepared and submitted to the Executive Board
 4. If the chairperson of the proposed activity is not yet a member of the Council, then that person must agree to become a member as soon as possible, with the appropriate Vice-President (athletic or general) or person who is both a member of the program and a member of the Council appointed by the Vice-President to serve acting as chair until the chairperson is a member.

The Executive Board, upon review and examination of the proposed activity, will make its recommendation whether to endorse that activity and present it to the Council for final ratification. It is not the general intent of the Council for the Executive Board to take any action on such proposals during the same Board and Council meeting that such presentation is made, except under the utmost emergency situations. Generally, such approvals are only made at the next regularly scheduled Board and Council meetings. Such deferral of action is encouraged, except in those cases where the activity has previously been sponsored by the Council.

SECTION II It is the responsibility of the Executive Board to obtain and review all activity budgets, including activities that have previously been sponsored by the Council and will remain as continuing activities, with each activity requiring annual approval of the Executive Board, followed by Council ratification.

SECTION III Action of the Executive Board in the approval or disapproval of sponsorship of any activity, new or old, will be presented to the Council at the regular (or special) meeting of the Council following the Executive Board meeting at which action is taken by the Executive Board on that program or activity. The Executive Board action will become final unless contrary action is taken by a majority of the Council.

SECTION IV

In the determination of sponsorship of any activity, the Board shall evaluate the activity in relation to the following criteria:

- a. determination as to the positive contribution of the activity primarily to the children and youth of the Council's service area; and
- b. a determination as to whether the activity is primarily concerned with the mental and physical growth of service area participants; and
- c. a determination as to whether the primary thrust or objective of the activity is community participation or self-service in terms of salaries or other personal benefits to those persons or organizations involved with the activity; and
- d. a determination as to whether the chairperson and participants will fulfill their obligations to the Council; and
- e. a determination as to whether the Council or recreational facilities are available for that activity without undue disruption to other activities; and
- f. a determination as to whether the activity will be duplicative of any existing or continuing activity; and
- g. a determination if an out-of-season activity will compete with an existing program to the detriment of the existing program; and
- h. a determination of any other matter the Board deems appropriate in making its final recommendation.

SECTION V

The Executive Board is empowered to study and discuss in detail those matters affecting the Council and to issue policy statements or take appropriate actions of benefit to the Council. Such statements or actions of the Executive Board shall be taken to the Council at the regular meeting following the Executive Board meeting for the acceptance or rejection by the members of the Council.

SECTION VI The Executive Board and Council will not defray from General Funds any achievement awards made to program participants after July 1, 2000. Programs wishing to make such awards must bear the cost from program operating funds.

**ARTICLE IV
NOMINATION OF OFFICERS**

SECTION I The President shall appoint a nominating committee at the regular October meeting, such committee consisting of at least three (3) members. The chairperson of this committee shall be the Corresponding Secretary. At least one (1) member of the committee must be a member of the Council not serving on the existing Executive Board.

SECTION II The duties of the nominating committee shall be to solicit a list of qualified candidates who are willing to serve on the Executive Board for a term of one (1) year. The nominating committee will present a tentative list of candidates to the Council at the regular December meeting, with a final list of candidates presented at the January meeting. The committee will strive to ensure that all major activities and programs are represented on the list of nominees.

SECTION III No restrictions shall be placed on the qualifications of nominees other than that they be active members of the Council at the time elections are held. This qualification holds that the nominee have attended a minimum of three (3) meetings in the preceding calendar year, the same requirement as for voting in the election.

SECTION IV Nominations, in addition to those presented on the final list of nominees by the nominating committee, shall be accepted from the floor at the time of election.

SECTION V All candidates so nominated shall indicate their willingness to serve prior to the taking of a vote.

**ARTICLE V
ELECTION OF OFFICERS**

- SECTION I The election of officers shall be conducted as the first order of new business at the regular January meeting of the Council.
- SECTION II If the regular January Council meeting is canceled for any reason or there is not a quorum of members present at that meeting, the election shall be postponed to the next regular meeting of the Council that is held and at which a quorum of members is present, without the requirement for written notification to the members.
- SECTION III Voting shall be by secret ballot if there is more than one candidate for an office.
- SECTION IV The tally of votes shall be conducted by the members of the nominating committee and reported by the Corresponding Secretary to the general membership.
- SECTION V Officers and directors shall be installed by the outgoing President at the meeting at which they are elected immediately following the election.
- SECTION VI The term of office for all officers and directors of the Executive Board is for one (1) year, beginning in January of each year. If an election is held subsequent to the January meeting, the term of office shall still expire the following January.
- SECTION VII In the event that elections are postponed beyond the January meeting, the Executive Board, to the extent that the current members are capable and willing to perform their duties, shall remain in office until elections can be held.

**ARTICLE VI
COMMITTEES**

- SECTION I There shall be as many standing committees as deemed necessary to conduct the business of the Council. All programs, especially major athletic programs (i.e., baseball, basketball, football, lacrosse, soccer and softball) shall be administered by a committee. For youth programs, a committee should consist of at least one (1) representative per age group and, if the program sponsors both travel and in-house activities, there should be adequate representation of in-house participants.

- SECTION II There shall be no restriction on the number of committees on which a person may serve.
- SECTION III The function of the committee is to manage the finances and other business of the program or activity, ensuring adherence to Council policies and prudent financial management. To that extent, it is recommended that program committees have a committee member in charge of the program budget to work with the Council's accountant and Treasurer.
- SECTION IV The committee chairperson, or his/her designee, is responsible to report the functions, activities and financial status of that program or activity to the Executive Board and Council when called upon to make a presentation.
- SECTION V Any person participating in a program or activity, or who has a child participating in a program or activity, and who expresses a desire to participate on the committee should be so encouraged.
- SECTION VI All committee reports shall be in writing and presented to the Recording Secretary at the end of the regular meeting at which such report is presented.
- SECTION VII Each year each program or activity sponsored by the Council shall participate in a quality review of that program or activity's achievements for that year. The details required for this review will be incorporated in the Council's policies and procedures.

ARTICLE VII
ORDER OF BUSINESS AT REGULAR MEETINGS

- SECTION I The order of business at regular Council meetings shall be as follows:
1. Opening of the meeting – President
 2. Reading of the minutes – Recording Secretary
 3. President-s report – President
 4. Treasurer’s report – Treasurer
 5. Committee reports – Chairpersons
 6. Staff report – Department of Recreation and Parks
 7. Old Business
 8. New business
 - a. Election of officers (as appropriate)
 - b. Constitution/By-law amendments (as appropriate)
 - c. Executive Board actions
 - d. Other new business
 9. Adjournment

ARTICLE VIII
CONDUCT OF MEMBERS

SECTION I All members are expected to conduct themselves in a manner beyond reproach, in proper decorum, to the betterment of the programs and activities of the Council.

SECTION II Generally, when an issue of decorum or malfeasance arises in a program or activity, the committee responsible for the administration of that program or activity is expected to investigate and resolve that issue. Only if the issue cannot be resolved at this level shall the issue be addressed before the Executive Board and Council.

SECTION III

When an issue of member conduct cannot be resolved at the program or activity level, the matter may be brought to the Council for resolution. The complainant(s) is/are expected to raise their concerns to the appropriate Vice-President (athletic or general), with notice to the President and Executive Vice-President. The appropriate Vice-President may call a special meeting of the parties to the complaint if an emergency exists. All Board members will be notified of any call for a special meeting and invited to attend if they so choose. The purpose of such a meeting will be to ascertain the issues and facts of the complaint and only to render a decision in emergency conditions. All such decisions require the ratification of the Board at the next Executive Board meeting.

SECTION IV

Any special committee hearing convened by the appropriate Vice-President to resolve such issues will allow all sides to present their arguments and will make every effort to resolve the issue amicably at this level. If it cannot be so resolved, the appropriate Vice-President will present the issue to the general membership at the next regular meeting of the Council for resolution. The appropriate Vice-President is empowered to make a recommendation to the general membership as to how the Council should resolve the issue. A majority vote of the members of the Council shall be deciding.

SECTION V

If a member or participant of the Council shall be indicted by a court of law or if there is an allegation of malfeasance in the administration of a program, the President, either at an Executive Board meeting or the convening of a special meeting, may recommend to the Executive Board, on an emergency basis, that that member or participant be suspended from participation in Council programs or activities until the indictment or allegations are resolved. Where the resolution of the issue is within the control of the Executive Board and Council, every effort must be expended to resolve the issue with thirty (30) days. SECTIONS III and IV of this article are invoked to resolve that issue. All special committee decisions must subsequently be ratified first by the Executive Board and then by the Council.