



# NCRC BYLAWS

Revised: September 2014

**NORTH CARROLL RECREATION COUNCIL**

**BYLAWS**

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**APPROVED AMENDMENTS**

<b>Date</b>	<b>Description</b>
<b>JANUARY 1989</b>	HONORARY MEMBERS
<b>MAY 1990</b>	PUBLICITY BOARD
<b>MAY 1992</b>	CHECK SIGNATURE; SCHOLARSHIP BOARD
<b>MAY 1993</b>	FACILITY PLANNING BOARD
<b>MAY 1997</b>	Article I – Membership Article III – Executive Board Article VII – Program/Activity Coordinator Article VIII – Standing Boards Article IX – Nomination of Officers Article X - Duties of Officers Article XIII – Annual Meeting Article XIV – Dissolution
<b>OCTOBER 2001</b>	Article I - Membership Article II - Organization Article III – Executive Board Article IV - Officers Article VI - Community Coordinator Article VII – Program/Activity Coordinator Article VIII – Standing Boards Article IX – Nomination of Officers Article X - Duties of Officers Article XIII – Annual Meeting Article XIV – Dissolution
<b>JANUARY 2004</b>	Article IX – Nomination of Officers
<b>JUNE 2004</b>	Article IX – Nomination of Officers
<b>DECEMBER 2005</b>	Article III – Executive Board #12
<b>JANUARY 2006</b>	Article VII – Program/Activity Coordinator #1
<b>JANUARY 2009</b>	Article I – Membership # 4 Article IV – Officers # 2
<b>MAY 2013</b>	Article I – Membership Article II – Organization Article III – Executive Board Article VI – Program Coordinator Article VII – Standing Boards Article VIII – Nomination of Officers Article IX - Duties of Officers Article XII – Annual Meeting Article XIII – Dissolution
<b>SEPTEMBER 2014</b>	Article I – Membership #5 Article III – Executive Board #5, #6 Article IV – Officers #2 Article VI – Program Coordinator #2, #5, #,6 #17, #18

## COUNCIL NAME & PURPOSE

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The Recreation Council shall be known by the name of North Carroll Recreation Council (NCRC) being part of the Department of Recreation and Parks of Carroll County. These bylaws shall establish the operating guidelines, policies and procedures for implementing the intent of the NCRC's constitution and the plans of Department of Recreation and Parks of Carroll County. The North Carroll Recreation Council is a non-commercial, nonsectarian, nonpartisan, and nonprofit organization. The NCRC 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. No one person or group of persons, other than the Executive Board, may represent the North Carroll Recreation Council.

## ARTICLE I - MEMBERSHIP

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1. Eligibility for Membership in the Council shall be in accordance with the following:
  - (a) Parents or Guardians of all children participating in activities supported by the council.
  - (b) All individuals in the community who participate or contribute to the success and purpose of the council.
  - (c) Sponsored 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. A Sponsored (or Member Sponsored) program must appoint a member of their organization to act as a representative at Council meetings.
2. Membership shall be evidenced by a North Carroll Membership number issued upon completed online application or response to a manual application. Members are responsible for printing membership cards except, in instances, where members do not have online access. In this instance, the Membership Coordinator will print and mail the membership card to the member.
3. A membership fee may be assessed, as determined by the Executive Board.
4. A representative from each Sponsored (or Member Sponsored) Organization must attend a minimum of 6 meetings during the NCRC fiscal year in order to maintain their program's position with the North Carroll Recreation Council.

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5. NCRC Program Sponsorship Definitions

<b>NCRC Program Sponsorship Definitions</b>
<p><b><u>NCRC Sponsored Programs:</u></b></p> <ul style="list-style-type: none"><li>✓ Attends and is active at NCRC Program Meetings, in accordance with NCRC Bylaws.</li><li>✓ Bank Account co-managed by NCRC Treasurer</li><li>✓ Reports Budget/Inventory in accordance with NCRC Bylaws.</li><li>✓ Reports Participation in accordance with NCRC Bylaws.</li><li>✓ Receives 1st &amp; 2nd Priority for Field Permits/Facility Usage</li></ul>
<p><b><u>NCRC Member Sponsored Programs:</u></b></p> <ul style="list-style-type: none"><li>✓ Attends and is active at NCRC Program Meetings, in accordance with NCRC Bylaws.</li><li>✓ Bank Account not co-managed by NCRC Treasurer</li><li>✓ Reports Financial information Post Event Completion and in accordance with NCRC Bylaws.</li><li>✓ Reports Participation information Post Event Completion and in accordance with NCRC Bylaws.</li><li>✓ Receives 3rd Priority for Field Permits/Facility Usage</li></ul>
<p><b>***Sponsored Organizations must follow all requirements and guidelines of Article-1 to maintain NCRC Membership. Organizations that fail to comply will have membership terminated with publicly notice of the program's termination from NCRC.</b></p>

# NORTH CARROLL RECREATION COUNCIL

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### ARTICLE II - ORGANIZATION

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The Council shall be organized to provide fair, safe, healthy, and quality activities for the benefit of the community.

1. The Council shall be managed by an Executive Board.
2. The Council's interactions with the community and other organizations shall be through at least one community coordinator.
3. The Council shall consist of programs and activities each managed by a program/activity coordinator.
4. The Council shall, at a minimum, have Boards MEMBERSHIP, PROGRAM/ACTIVITIES, PUBLICITY, GRIEVANCE and SCHOLARSHIP.
5. The Council's fiscal year shall be July 1 to June 30.

### ARTICLE III - EXECUTIVE BOARD

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1. The Executive Board shall be the governing body of the Council. All responsibilities not specifically assigned or delegated by these bylaws shall rest with the Executive Board or as delegated by the Executive Board.
2. The Board shall consist of the elected officers and three board members elected at large. If a vacancy ever occurs on the board, the President has the right to approve someone to fill that vacancy.
3. The Vice President, Secretary, Treasurer and three elected Members shall have one (1) vote each. In the event of a tie, the President shall cast the final vote. All vote results by the board will be reported at the North Carroll Recreational Council Meeting.
4. The members at large shall be elected by the eligible members at the Council's annual meeting. A majority vote shall be sufficient to elect. The term of office shall be for (2) two years. The term shall begin on July 1 and shall end on June 30 of the second year. An individual may serve as many terms as elected.
5. The North Carroll Recreational Council shall conduct an NCRC Planning Meeting monthly on the 1<sup>st</sup> Wednesday of each month. The President or next highest ranking officer shall preside. All monthly NCRC Planning Meetings are by invitation only.
6. The North Carroll Recreational Council shall conduct an NCRC Program Meeting monthly on the 2<sup>nd</sup> Wednesday of each month. The President or next highest ranking officer shall preside. All monthly NCRC Program Meetings will be open to the general public.
7. The officers shall prepare an agenda for each meeting, which must be distributed to each Board member, prior to the meeting.
8. The President or the Board, by majority vote, shall have the authority to call additional meetings as deemed necessary. Three (3) days advanced notice must be given to each Board member.

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9. The President or the Board, by majority vote, may cancel a meeting for reasons beyond the Council's control.
10. Attendance at Board meetings is mandatory for Board members. Any Board member who misses (2) two consecutive meetings or (4) four meetings within a (12) twelve month period may be removed from the Board by a majority vote. Any Executive Board member may present any individual's name to the Board at the next regularly scheduled meeting following the violation of this subsection. Any position left open by removal under this subsection shall be declared vacant.
11. The meeting shall be conducted in an orderly fashion, following the agenda prepared by the Executive Board.
12. The Executive Board Members may not hold a position of Program/Activity Coordinator while in office.
13. Executive Board Members must be active members of the North Carroll Recreational Council, in good standing.

## ARTICLE IV - OFFICERS

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1. The elected officers shall be President, Vice President, Secretary and Treasurer.
2. To be eligible for election as an elected officer a Member must have served (1) one term as an Executive Board Member. This requirement can be waived by the majority vote of the Executive Board or in lieu of too few volunteers.
3. The officers shall be elected by the eligible voters (eligible voters are as classified: 18 years of age and have attended (6) six meetings in the previous (12) twelve months to the election) at the annual meeting. 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 1 and shall end on June 30 of the second year. 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 Executive Board. All officers must be active members of the North Carroll Recreation Council.
4. The officers shall have the responsibility to the Membership of the North Carroll Recreation Council to manage the Council in accordance with these bylaws and any other policies or procedures, as may be established by the Executive Board.

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## ARTICLE V - COMMUNITY COORDINATOR

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1. The Community Coordinator is a voting member of the NCRC.
2. The Community Coordinator is not a voting member of the Executive Board.
3. The Community Coordinator is paid by the Department of Recreation and Parks of Carroll County responsible to the Department of Recreation and Parks of Carroll County and the North Carroll Recreation Council.

## ARTICLE VI - PROGRAM COORDINATOR

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1. Any new/replacement Program Coordinator shall be formally nominated by the current Program Coordinator and confirmed by the Executive Board. In case of no nomination or a volunteer presents, then the Executive Board shall be responsible for the new appointment.
2. The Program Coordinator of Sponsored (or Member Sponsored) program shall serve until resignation or until removed in accordance with these by-laws.
3. No other individual shall have the authority to disburse funds, raise funds, approve purchases, make purchases or commit the Program in any way unless specifically identified and authorized by the Program Coordinator.
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.
5. Program Coordinator shall be responsible for submitting to the Department of Recreation and Parks of Carroll County & NCRC President/Vice President an Accident/Incident Report within 24 Hours.
6. All Participation Reports must be submitted within 14 days post program season completion.
7. Attendance at Council monthly meetings for the Program Coordinator or a representative is **MANDATORY**. This requirement applies (2) two months prior to the start, during the program activity/season, and (1) one month after the program/activity schedule.
8. Each Program Coordinator shall prepare and submit to the Executive Board for approval, at least 60 days prior to any activities involving participants, a budget outlining all income and expenditures. An inventory report to the Treasurer showing all property and assets of the program must be submitted at least 60 days following the close of the season. It is the responsibility of the coordinator to maintain a balanced budget throughout the course of the program. If at any time it is deemed necessary to have a negative balance it must first be approved by the Executive Board.



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9. Items to be purchased by council programs that were not included in its program budget must be approved by the Executive Board before that money is allocated.
10. All purchases or disbursements must be documented and provided to the Treasurer.
11. Each activity shall have established rules/policies/procedures which will provide for a safe, fair, healthy, and quality operation.
12. The Program Coordinator may contract an independent instructor or obtain an instructor through another organization subject to written notification to the Executive Board. \*Note: Any paid instructor must have a Background check as is required via Department of Recreation and Parks of Carroll County.
13. Each Program shall establish its own fees and registrations, schedule necessary facilities via the Community Coordinator, handle publicity through North Carroll Recreation Council.
14. 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 North Carroll Recreation Council and the Department of Recreation and Parks of Carroll County.
  - (a) In the event a program wishes to leave the NCRC or dissolve, the Program Coordinator must notify the Executive Board within 90 days of anticipated move or dissolution in writing. All intellectual (i.e. web sites) and physical property and assets of the program are the property of the NCRC and the Department of Recreation and Parks of Carroll County.
  - (b) In the event a program dissolves, the program property and assets remain in place for a period not to exceed 5 years, at which time, if the program remains inactive, the assets are disbursed into the NCRC General Account. Executive Board will vote on disbursement of property.
15. The NCRC will hold the domain rights for all program web sites.
16. It is illegal for an NCRC Program to allow a non-sanctioned or unofficial NCRC Program to leverage gym or field time without written prior approval of the NCRC Executive Board. If a Program Coordinator violates this rule, they will be personally responsible for any fraud, property damage, or injuries that occur due to the violation.
17. Programs having greater than 50 participants are required to establish a governing board consisting of at least a president, treasurer, secretary, and coordinator(s) for in-house, travel, boys, and girls participants.
18. Program Coordinators, like the Executive Board, **must be** members in good-standing of NCRC.

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### ARTICLE VII - STANDING BOARDS

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Each Board shall consist of at least one member appointed by the President and approved by the Executive Board. The term of office shall be for one year and may be re-appointed for additional terms.

#### MEMBERSHIP

The Board shall have the responsibility for maintaining the official membership records of the NCRC, for coordinating new membership drives and any other areas generally associated with a Membership Board.

#### WAYS AND MEANS

The Board has the responsibility for overseeing the financial activities of the Council including the auditing of the books on a yearly basis.

#### PROGRAM/ACTIVITY

- (a) The Board has the responsibility for assisting and reviewing all new programs or activities before presentation to the Executive Board. The Board should make sure that all new programs or activities have a budget, rules, procedures, policies, inventory and schedule recommendation before presentation to the Executive Board.
- (b) The Board has the responsibility for assisting and overseeing all approved programs/activities.

#### PUBLICITY

The Board has the responsibility for coordinating all Council publicity. The Board shall establish regular communications with the general membership.

#### GRIEVANCE

The Board has the responsibility for reviewing all grievances before presentation to the Executive Board. The Board is to ensure follow-up until full closure of the grievance.

#### SCHOLARSHIP

- a) The Board shall consist of a chairperson appointed by the President and approved by the Executive Board. The term of office shall be two (2) years and the individuals can be appointed for additional terms with the approval of the Executive Board, with no term limits.

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- b) The Board shall have responsibility for conducting the Council's Scholarship Program. The Program must be carried out in a fair and equal manner according to the Executive Boards approved guidelines.
- c) The Boards responsibilities include, but are not limited to: Defining Program Structure, Qualification Requirements, Funding Requirements, Selection Criteria, Award Amounts and Announcement Procedures. The Board, each year, shall submit for approval by the January Executive Board Meeting, any proposed changes to the program or guidelines.
- d) The Board shall have complete responsibility for selecting the recipient(s) and maintaining confidentiality until official announcement.

## ARTICLE VIII - NOMINATION OF OFFICERS AND AT LARGE EXECUTIVE BOARD MEMBERS

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1. The President shall appoint a (3) three member Nomination Board during the month of March. The Board should select at least (2) two candidates for each position.
2. Nominations shall be completed and presented to the membership by the Nomination Board at the April meeting preceding the June Annual Meeting. All nominations must be submitted and received by the Nomination Board prior to 10pm the Tuesday preceding that April meeting. Write-ins or nominations from the floor will not be accepted.
3. The election shall take place at the June Annual Meeting, under New Business.
4. The election shall be conducted by the Nomination Board Chairman.

## ARTICLE IX - DUTIES OF OFFICERS

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### 1. *PRESIDENT*

- (a) The President shall be the senior officer of the Council. The President shall preside at all Executive Board meetings. The President shall exercise and perform all the powers and duties usual and incidental to the office of President. The President shall have the authority to call or cancel Executive Board meeting in accordance with Article III.
- (b) The President, subject to the approval of the Executive Board, shall appoint individuals to all positions as required by these bylaws.
- (c) The disbursements of funds can be countersigned by the Treasurer or the President.

### 2. *VICE PRESIDENT*

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

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#### 3. *SECRETARY*

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

#### 4. *TREASURER*

The Treasurer shall maintain accurate and organized financial records for the Council. He/she shall submit a monthly summarized financial report to each Program Coordinator, at the Executive Board meeting. The Treasurer shall submit a financial report at the Annual Meeting. The Treasurer/Executive Board shall have the authority to establish checking accounts and other investment accounts at a federally (FDIC) insured institution. The Treasurer/President shall have the authority to disburse funds subsequent to approval by the Program Coordinator or Executive Board.

## ARTICLE X - VACANCIES

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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 Executive Board at the next regularly scheduled meeting.

## ARTICLE XI - SUSPENSION OR REMOVAL FROM OFFICE

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1. Any individual (whether a volunteer, an elected officer, a paid individual or an appointee) can be suspended or removed from his/her position for actions not in the best interest of the Council.
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.
3. Suspension
  - (a) The Executive Board with the concurrence of one other elected officer may suspend an individual from his/her position until the next regularly scheduled Executive Board meeting.

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- (b) The position left open by a suspension may be temporarily filled, if necessary, by appointment by the Executive Board.
  - (c) The individual suspended will be considered by the Executive Board at the next meeting and the length of suspension determined or removal action taken in accordance with section (4) of this article.
4. Removal
- (a) Any individual in the Council may be removed from office by a two-thirds affirmative vote of the Executive Board present at a regularly scheduled meeting.
  - (b) Any Executive Board member 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.

## NORTH CARROLL RECREATION COUNCIL

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## ARTICLE XII - ANNUAL MEETING

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1. An annual meeting shall be held for the entire membership of the Council.
2. The time and place of this meeting shall be determined by the Executive Board, but it must be held during the month of June.
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.
4. An agenda shall be prepared by the officers of the Council and the meeting agenda will, at a minimum, every (2) years, include the nomination and election of officers and Executive Board at large members for the next two (2) years.
5. The President or next highest ranking officer shall preside at the meeting.
6. A Quorum will consist of ten members.
7. The meeting shall be conducted in an orderly fashion, following an agenda prepared by the Executive Board.

## ARTICLE XIII - DISSOLUTION

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1. The Council may be dissolved by unanimous vote of the Executive Board Members. The vote must in writing from all members. If a member is not present at the meeting, the vote must be obtained in writing within 30 days of the proposed motion.
2. The Assets (Cash, Equipment, Program Activities, Real Estate, ETC.), after meeting all outstanding obligations, must be distributed, to one or more of the following, in a manner determined by the Executive Board majority vote to: Department of Recreation and Parks of Carroll County.
3. Under no circumstances will any Council Assets be distributed to an individual for personal gain.
4. If the Council is dissolved in any other manner, all assets will be distributed to The Department of Enterprise and Recreation of Carroll County.

## ARTICLE XIV - AMENDMENTS

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1. These Bylaws may be amended by an affirmative, majority vote of the Executive Board on the date of the meeting the amendment is proposed.
2. The majority vote must be of all active Executive Board members whether present at the meeting or in writing. A member's vote can be obtained in writing within fourteen days from the meeting which the amendment was proposed.
3. Any proposed amendment that does not receive a majority vote within fourteen days from the Executive Board meeting it was proposed shall be deemed not approved.
4. Any approved amendment shall become effective immediately.