

BY-LAWS

of the

NORRISVILLE RECREATION COUNCIL

As Amended
Revised January 2014

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of the
NORRISVILLE RECREATION COUNCIL

ARTICLE I

NAME

SECTION 1. The name of this organization shall be the NORRISVILLE RECREATION COUNCIL. The boundaries of the Norrisville Recreation Council will be at the discretion of the Board of Directors.

ARTICLE II

OBJECT

SECTION 1. The object of this organization is:

- A. To formulate policies, advise, recommend, promote and maintain public recreation activities in this community in cooperation with the Department of Parks and Recreation and agreements governing public recreation and parks in Harford County and the state of Maryland.
- B. To build the public recreation and parks program into and about public schools, grounds, and facilities by identifying it with all public and private organizations having to do with public welfare, education, family relations and prevention of juvenile delinquency.
- C. To offer leadership in coordinating and correlating all those activities of a similar nature in the community to obtain a maximum benefit for the citizens of this community.
- D. To conduct a public recreation program making use of the physical properties available primarily in the Norrisville Recreation area.
- E. It shall be the purpose of the Norrisville Recreation Council to provide recreation and creative activity for the residents within the geographical area, and that the aid of existing organizations be solicited in the accomplishment of this purpose.

ARTICLE III

MEMBERSHIP/PARTICIPATION

SECTION 1. Non Voting General Membership

One is considered a non voting member in good standing of the Norrisville Recreation Council if they actively participate

SECTION 2. Voting-General Council

- A. General council voting privileges shall be limited to Officers, Directors, and one Chairperson for approved activities. This group shall constitute the voting membership of the Norrisville Recreation Council.
- B. Members with voting privileges shall be limited to one vote each; or may designate an alternate for the purpose of voting
- C. The President or presiding officer shall cast his/her vote only to break a tie.
- D. There shall be no provisions for voting by written proxy.
- E. A majority of all votes shall be necessary to constitute acceptance of the motion on the floor.

SECTION 3. Voting-Board of Directors

- A. A quorum, which is a majority of eligible Board members, is required to conduct a meeting of the Board of Directors.
- B. Each elected member of the Board shall be entitled to one (1) vote.
- C. The chairperson or presiding officer of the Board of Directors shall cast his vote only to break a tie.
- D. There shall be no provisions for voting by written proxy.
- E. An activity Chairperson or his representative may be requested by the Board of Directors to attend ant meetings concerning that activity.

ARTICLE IV

OFFICERS

SECTION 1. The General Council officers of the Norrisville Recreation Council. An individual may hold only one elected office.

- A. The Norrisville Recreation Council shall elect a President from among its members. The term of the President shall be for two (2) years, and a member shall be eligible for re-election to the office of the President.

- B. The Norrisville Recreation Council shall elect a Vice President from among its members. The term of the Vice President shall be for two (2) years, and a member shall be eligible for re-election to the office of the Vice President.
- C. The Norrisville Recreation Council shall elect a Secretary from among its members. The term of the Secretary shall be for two (2) years, and a member shall be eligible for re-election to the office of Secretary.
- D. The Norrisville Recreation Council shall elect a Treasurer from among its members. The term of the Treasurer shall be for two (2) years, and a member shall be eligible for re-election to the office of Treasurer. The Norrisville Recreation Council shall require the Treasurer to give Corporate Bond in such amount as it may determine for the faithful performances of the duties of his/her office, including the collection and accounting for all sums of money due the Norrisville Recreation Council.

SECTION 2. The Board of Directors of the Norrisville Recreation Council:

- A. The Norrisville Recreation Council shall elect from among its members, two (2) Directors each year for a term of two (2) years, and they shall be eligible for re-election to the office of Director.
- B. The Board of Directors is composed of the four (4) General Council Officers and the four (4) elected Directors.

SECTION 3. The Board Officers

- A. The President of the Norrisville Recreation Council shall be the Chairman of the Board of Directors.

SECTION 4. Removal of members of the Board and General Council

- A. A two thirds vote by the Board of Directors will be required to remove any elected member of the Board of Directors, council officer, council member, or committee chairman for a just cause.

SECTION 5. Vacancies in office will be filled by special appointment by the Board of Directors. Members appointed will serve the remaining portion of the unexpired term of their predecessor.

SECTION 6. Upon retirement from office, all officers of the organization shall turn over all organizational material to their successors.

SECTION 7. Committees

All committees and their chairmen shall be appointed by the President.

SECTION 8. A Nominating Committee of three members, appointed by the President, shall nominate persons for offices. No person shall be nominated without giving prior consent. Any voting member of the council may make a nomination. A list of nominees shall be presented to the council at least 30 days prior to the annual meeting. Officers shall be elected at the Annual Meeting and shall be installed at the following meeting.

ARTICLE V

DUTIES OF OFFICERS

SECTION 1. The duties of the Officers shall be as follows:

A. President

1. Call the meetings to order at the appointed time.
2. Preside at all meetings, if possible.
3. Announce the business in its proper order.
4. State all questions and put them to a vote.
5. Announce the result of every vote and the next business in order.
6. To be impartial in assigning the floor.

B. Vice President

1. To assist the President in any way necessary.
2. To be general program chairman in charge of all council programs.
3. In the event the President passes away or resigns the Vice President becomes President for the unexpired term.
4. To preside at any meeting in the absence of the President.

C. Secretary

1. Keep a record of the proceedings, which is called the minutes.
2. Keep records of the organization.

3. Furnish committees with all papers referred to them.
4. Carry on correspondence for council officers.
5. Keep register or roll of members and their attendance.
6. Publish or notify members of meetings.
7. Notify officers, committees, and delegates of their appointments if they are absent.

D. Treasurer

1. Receive and safely keep all funds of the organization and pay out same on the order of the General Council.
2. Make a monthly report of receipts and disbursements.
3. Disbursements of funds shall be made on the signature of the Treasurer and/or President.

E. Elected Directors (4)

1. Assist in policy formulations of the organization.
2. Accept special assignments from the President.

ARTICLE VI

NOMINATION OF OFFICERS

SECTION 1. The nominating committee shall consist of at least three (3) members, appointed by the President at the May meeting preceding the annual meeting or at an earlier meeting at the discretion of the President.

SECTION 2. The duties of the nominating committee shall be:

- A. Select a list of candidates.
- B. Report at the June meeting.

SECTION 3. No restrictions shall be placed on the selection of nominees other than they be members of the Norrisville Recreation Council.

ARTICLE VII

ELECTION OF OFFICERS

SECTION 1. Time of Election.

All elections shall take place at the annual meeting of the organization, the meeting to be held the second Wednesday of September.

SECTION 2. Manner of Election

All officers shall be elected by receiving the highest number of votes cast for the office at this annual election.

- A. Voting shall be by secret ballot. The President shall cast a secret ballot which shall be used only in the event of a tie vote.
- B. Members of the council must attend at least two monthly meetings during the Norrisville Recreation Council fiscal year (September, November, January, March, and May) to be eligible to vote.

SECTION 3. Counting Votes

- A. All 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 the nominating committee.

ARTICLE VIII

INSTALLATION OF OFFICERS

SECTION 1. Time

- A. The officers shall be installed and take office at the meeting following the election.

By Whom:

- B. The installation of officers shall be made by the chairman of the nominating committee or designated alternate.

ARTICLE IX

MEETINGS

- SECTION 1. The main business of the Norrisville Recreation Council will be conducted by the General Council.
- SECTION 2. Regular meetings shall be held the second Wednesday in the months of September, November, January, March, May, and June at 7:00 pm at the Norrisville Recreation Center meeting room or other approved location.
- SECTION 3. The order of business shall be:
- A. Call to order
 - B. Introduction of guests and members
 - C. Reading of minutes
 - D. Presidents report
 - E. Treasurers report
 - F. Activity reports
 - G. Parks and Recreation report
 - H. Old business
 - I. New business
 - J. Adjournment
- SECTION 4. In the event that the General Council can not come to a decision on a particular matter of business, a motion may be made to refer the business to the Board of Directors, who will make the final decision.
- SECTION 5. The annual meeting shall be the September meeting of each year.
- SECTION 6. Special meetings may be called by the President at any time deemed desirable or necessary.
- SECTION 7. All meetings shall be conducted in accordance with Roberts Rules of Order.

ARTICLE X

ACTIVITY CHAIRPERSONS

- SECTION 1. Each activity sponsored by the Norrisville Recreation Council shall be represented by an Activity Chairperson.
- SECTION 2. An Activity Chairperson may volunteer, be nominated by a council member, or be appointed by the President.
- SECTION 3. An Activity Chairperson or his representative shall be requested to attend the meeting of the Board of Directors on any business concerning his/her activity.
- SECTION 4. An Activity Chairperson or his/her representative is required to give a monthly report of his/her activity to the council.
- SECTION 5. All income and expenditures for the activity must be handled through the council treasury which will keep a separate account for the program as detailed in the financial procedures.
- SECTION 6. An activity's publicity, posters, "flyers", etc. must acknowledge sponsorship by the Norrisville Recreation Council and Harford County Parks and Recreation.
- SECTION 7. The Chairperson shall report a complete inventory at the beginning of the season to the Board of Directors. The Chairperson should present pertinent needs for the season and receive direction from the Board for expenditure or not. Provide to the Board two weeks upon season completion a complete equipment inventory.
- SECTION 8. Activity organizers must submit to the council, a written presentation which will include a properly prepared realistic budget and an outline summary of the activity's scope. This presentation and budget must be submitted to the Recreation Council prior to the start of the activity.
- SECTION 9: An Activity Chairperson must ensure that his coaches and assistant coaches complete a background check prior to the start of the season.
- SECTION 10: An Activity Chairperson must keep participant registrations for the last four (4) years of his/her program.
- SECTION 11: It is the policy of the Norrisville Recreation Council that all sports programs participate in providing the Council athletes that complete the sports season with a memorable gift in all programs to include 5-6, 7-8, and U-8 clinic programs.

ARTICLE XI

FINANCIAL POLICIES

- SECTION 1. The fiscal year of this organization shall be from September 1 of a given year through August 31 of the following year.
- SECTION 2. Activities shall be self-supporting.
- SECTION 3. Derivation of Funds
- A. All fund-raising activities of money, gifts, and/or property shall first be approved by the General Council.
 - B. Funds derived from activity programs shall be transmitted thru the activity Chairperson to the council Treasurer for deposit.
 - C. If large sums of money are to be collected over the week-end or a holiday; advance notice should be given to the Treasurer to allow use of a night deposit box.
- SECTION 4. General Fund
- The purposes of the General Fund are to finance new and existing activities when needed, to promote special events and activities for the benefit of the community and other miscellaneous items required for the operation of the council.
- SECTION 5. Special Funds may be created, reviewed, and approved by the General Council.
- SECTION 6. Funds may be placed in a commercial or savings bank in order to earn maximum interest.
- SECTION 7. Accounting of Funds
- A. An accounting of all general funds shall be made by the Treasurer at each monthly meeting.
 - B. All invoices shall be sent to the council Treasurer's mailing address.
 - C. All invoices shall be paid by check. Checks must be signed by the Treasurer and/or President.
- SECTION 8. The Treasurer's books shall be audited annually as of September 30. Special audits may be authorized by the General Council and the Board of Directors.
- SECTION 9. Activity Funds
- A. Routinely each activity chairperson shall be responsible for reporting, within 30 days, income and expenses for his/her activity for inclusion in the Treasurers

permanent record.

- B. Funds within each activity shall be committed only upon the approval of the activity chairperson.
- C. Purchases can not exceed income without prior approval of the council.
- D. All material and equipment purchased by an activity is the property of the council.

SECTION 10. All contributions to other organizations or parties shall be first approved by the General Council.

SECTION 11. Any contract or agreement that may result in a financial gain or loss to the council, must be reviewed by the General Council prior to entering into contract or agreement, and shall be set forth in Article III.

ARTICLE XII

DUES

There shall be no dues.

ARTICLE XIII

BACK GROUND INVESTIGATIONS

SECTION 1. All Officers, Chairpersons, Coaches, Assistant Coaches, and Instructors must complete a background check prior to the beginning of their program.

SECTION 2. The Board of Directors will appoint a background coordinator to act as a liason with the background check company.

SECTION 3. Guidelines listed in the National Association of Youth Sports, "Background Screening in Youth Sports" will aid in determining whether an applicant is qualified to participate.

SECTION 4. The background check coordinator will only be notified that an applicant has passed or failed his/her background check. No specifics will be released by the background check company. The applicant will be notified that there was a "flag" in his background check and he/she will be notified to contact the company to obtain the reason for the flag. Only the applicant can give the background company permission to release the full results to the Board of Directors who will make the final decision on whether the applicant will be

allowed to participate in Norrisville Recreation Council activities.

ARTICLE XIV

APPEAL PROCEDURE

SECTION 1. (Step 1) In the event an individual is suspended or terminated from any recreation council program and the problem cannot be resolved by informal means, a written report of the circumstances surrounding the event(s) leading to the action shall be submitted by the complainant to the President of the Norrisville Recreation Council within twenty-four (24) hours of the notification. Within seventy-two (72) hours from receipt of the written reports, a meeting of the Board of Directors and the complainant shall be convened to conduct a hearing to review the evidence and render a decision in the matter. Such decision shall be rendered in writing, within twenty-four (24) hours of the close of the hearing.

(Step 2) Should either party feel the decision rendered by the recreation council is unsatisfactory, they may appeal to the Harford County Parks and Recreation Council's Presidents' Committee within three (3) working days from the date of issuance of a written decision. Such appeal shall be served in writing to:

Committee Chairman
Harford County Parks and Recreation Councils' Presidents' Committee
C/O Harford County Dept. of Parks and Recreation
702 North Tollgate Rd
Belair, Md 21014

A five (5) member panel shall be randomly selected from the Harford County Parks and Recreation Councils' Presidents' Committee and a hearing scheduled at a time and a place mutually convenient for all parties. However, a hearing shall be convened no later than seven (7) working days from the date of notification of appeal.

In no event shall any President serve on the panel if the geographical jurisdiction of his recreation council is contiguous to the recreation council whose complaint is to be heard.

The members of the panel shall elect a chairperson who shall conduct the hearing and shall be non-voting, except in the event of a tie, in which case he shall cast the decisive vote.

In conducting the hearing, the panel shall have the authority to call for any evidence, written or oral; and, the parties affected shall be afforded a full opportunity to present

any evidence, written or oral, which may be pertinent to the complaint.

An award shall be issued in writing within two (2) working days of the close of the hearing and may be issued without opinion. The decision of the panel shall be final and binding on all parties and may be enforced by any court of competent jurisdiction.

While time is of the essence in resolving any dispute, it may not be possible to meet the time limits prescribed.

Therefore the time limits expressed in this procedure may be extended by mutual agreement of the parties, expressed in writing, signed, and dated by them.

This portion of the By Laws entitled, "Appeals Procedures", has been developed by the Presidents' Committee of the Harford County Department of Parks and Recreation.

ARTICLE XV

AMENDMENTS

The By Laws may be amended or revised at any regular council meeting by two-thirds vote of those present, provided that the proposed amendment has been submitted in writing and read to the organization at the preceding regular meeting before being voted upon.

