

**West Carroll Recreation Council
Constitution & By-Laws**

Article I - Name

- Section 1 The name of this organization shall be the West Carroll Recreation Council and is designed to coordinate the recreation activities between the Union Bridge, New Windsor and Taneytown communities.
- Section 2 This organization shall be and hereby is affiliated with the Carroll County Recreation & 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 agreements, in-so-far as they effect and prescribe the functions of the local organization.
- Section 3 The Council shall comply with all county policies and procedures as required by the Carroll County Department of Recreation and Parks.
- Section 4 Should this Council be dissolved, its assets would be used first to pay all outstanding debts and obligations of the Council. The balance would be distributed to another Carroll County recreation council or to the Department of Recreation and Parks with the purpose of serving the communities of New Windsor, Union Bridge and Taneytown.

Article II - Purpose

- Section I 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 A requirement of attendance of 4 of the previous 12 meetings must be met in order to be eligible to vote.

Article IV - Election of Officers

- Section 1 The Executive Board of the council shall consist of the President, Vice-President, Secretary, Treasurer, New Windsor Town Liaison, Union Bridge Town Liaison and Taneytown Liaison. The Town liaison must reside within the local elementary school district of the respected town to be eligible. For example, the New Windsor and Union Bridge liaisons should reside within the Elmer Wolfe school district, and the Taneytown liaison should reside within the Taneytown Elementary or Runnymede Elementary school districts. The intent is that the Executive Board shall consist of joint membership from New Windsor, Union Bridge and Taneytown.

**West Carroll Recreation Council
Constitution & By-Laws**

Section 2 The Executive Board shall be elected by the membership annually during the month of November.

Section 3 Vacancies shall be filled by vote of the Executive Board.

Article V - Duties of Officers

Section 1 The President shall preside at all meetings of the council and of the Executive Board and attend or appoint someone to attend FoCRP Meetings.

Section 2 The Vice-President shall act as an aide to the President and shall perform the duties of the President in his/her absence.

Section 3 The Secretary shall record the minutes of all meetings of the Council and Executive Board and submit copies to the Department of Recreation and Parks, and post on the Council website.

Section 4 The Treasurer shall have custody of all funds of the Council, shall keep a full and accurate account of receipts and expenditures, and shall make disbursements in accordance with authorization by the Council. He/she shall present a financial statement at each Council meeting with a copy submitted to the Department of Recreation and Parks with the meeting minutes.

Section 5 The respective New Windsor, Union Bridge and Taneytown liaisons are the communication link to each town. The New Windsor and Union Bridge liaisons must attend or appoint someone to attend town meetings as applicable. The Taneytown Liaison will attend or appoint someone to attend the Taneytown Athletic Association meetings.

Article VI - Council Sponsored Programs

Section 1 In accordance with the Recreation council's prescribed schedule and prior to the start of the program season, all activities must present their preliminary written plan and budget. Upon conclusion, as per the schedule, each activity must then present a final report detailing the results of their season.

Section 2 In accordance with guidelines of Carroll County Recreation & Parks, an annual audit shall be performed of each sponsored program that has an independent checking account.

Section 3 The treasurer of the Council shall be named ~~granted signing authority~~ on the checking account of each sponsored program.

Article VII - Finances

Section 1 The Council's fiscal year shall run from January 1 to December 31.

**West Carroll Recreation Council
Constitution & By-Laws**

Section 2 The Council shall arrange for an annual audit of its books at the conclusion of each fiscal year.

Section 3 All checks, drafts or orders for the payment of money issued in the name of the council must be signed by the Treasurer and President.

Article VIII - Internal Appeals Procedure

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 The Council holds its regular meetings on the 2nd Monday of each month at 7 p.m.

Section 2 The location of the Council's regular meetings will be held at the Old New Windsor Middle School County Government Office building in New Windsor, unless otherwise published to the membership.

Article X - Quorum

Section 1 A quorum shall consist of at least 6 voting members of the Council, and must include 3 Executive Board Members.

Section 2 The Council President and/or Vice President may utilize electronic means (e.g., email) to accept motions, request discussion and call for votes. Voting via electronic means must meet the requirements for a quorum and should be communicated with all eligible voting members. Electronic voting may only be utilized when a decision is required prior to the next monthly meeting.

Article XI - Amendments

Section 1 These constitution and by-laws may be amended at any regular meeting of the Council by a 2/3 vote of a quorum provided notice of the proposed amendment shall have been presented at the previous regular scheduled meeting.

Article XII - Coordinators/Committees

Section 1 The Executive Board shall approve and as appropriate remove, all coordinators and representatives for all sponsored programs.

Section 2 Standing committees authorized by the Executive Board shall be appointed by the President with the person's permission and approved by the Council.

Article XIII - Rules of Order

**West Carroll Recreation Council
Constitution & By-Laws**

Section 1 Robert's Rules of Order shall govern the processing's of all meetings of this organization except as otherwise provided in these by-laws.

Recent Amendments:

08/2019: Added Taneytown to all sections that listed the local towns. Changes to Article IV, Section 1, to loosen the restriction of the residence of the town liaisons. Added new Sections 2 (annual audits) and 3 (treasurer on checking accounts) to Article VI. Added new Section 2 (electronic voting) to Article X. All other changes were considered minor wording changes.