

# **CHARLES CARROLL RECREATION COUNCIL**

## **CONSTITUTION & BY-LAWS**

### **ARTICLE I - Name**

- Section 1.** The name of this organization shall be the Charles Carroll Recreation Council.
- 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 the Myers District.

### **ARTICLE II - Purpose**

- Section 1.** 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 1/2 (one-half) of the meetings in the

**previous year 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 and Treasurer with 3 Members at Large.**

**Section 2. The Executive Board shall be elected by the membership annually during the month of April with the President voting only to break any ties.**

**Section 3. Vacancies shall be filled by membership vote.**

#### **ARTICLE V - Duties of Officers**

**Section 1. The President shall preside at all meetings of the council and of the Executive Board.**

**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 of all minutes to the Department of Recreation and Parks.**

**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 will 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. Members at Large may be assigned to serve on special committees or undertake special projects to serve the needs of the organization.**

#### **ARTICLE VI - Council Sponsored Programs**

**Section 1. All new activities must obtain the permission of the recreation council to conduct the new program as a council sponsored program. This request shall be made by a program representative**

annually at a general meeting of the recreation council.

**Section 2.** Each council sponsored program must have a representative regularly attend recreation council meetings.

#### **ARTICLE VII - Finances**

**Section 1.** The Council's fiscal year shall run from July 1 – June 30.

**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 two of the following; Treasurer, Vice-President, 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 second Thursday of each month at 7 PM.

**Section 2.** The location of the Council's regular meetings shall be the Charles Carroll Community Center (C4).

#### **ARTICLE X - Quorum**

**Section 1.** A quorum shall consist of at least 1/3 of the voting members present of the Council.

#### **ARTICLE XI - Amendments**

**Section 1.** This constitution 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 at least 25 days.

#### **ARTICLE XII - Coordinators/Committees**

**Section 1. The council membership shall have and elect the coordinators and representatives such as the following:**

**(list coordinators & areas of responsibility)**

**Section 2. Standing committees authorized by the Council shall be appointed by the President with the persons' permission and approved by the Council.**

### **ARTICLE XIII - Rules of Order**

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

**DATE ADOPTED February 18, 2025**

*Approved, October 5, 2017 by Lisa Carroll, Bureau Chief of Recreation*