

LUTHERVILLE-TIMONIUM RECREATION COUNCIL

BY-LAWS

Adopted: December 15, 1964

Amended:

May 5, 1971

April 2, 1974

September 15, 1974

February 3, 1981

September, 1985

March, 1986

June 23, 1987

November, 1998

November 24, 2015

ARTICLE I – Name and Geographic Boundaries

- SECTION 1: The name of this organization shall be *Lutherville-Timonium Recreation Council*, hereafter referred to as “Council”, located at 121 East Ridgely Road, Lutherville, Maryland 21093. The Council is a tax exempt organization as determined by the Internal Revenue Service on June 25, 1987 according to Section 501(c)(3) of the Internal Revenue Code.
- SECTION 2: The geographic boundaries under this Council’s jurisdiction will be:
Eastern Boundary - Providence Road
Southern Boundary - Beltway (1-695)
Western Boundary - Falls Road
Northern Boundary - An imaginary line drawn east and west of Chantry Road.
- SECTION 3: Authority to operate as a Council is derived from the Baltimore County Department of Recreation & Parks.

ARTICLE II – MISSION

- SECTION 1: The mission of this Council is:
- (A) To promote and provide recreational programs and activities for both youth and adults in cooperation with the Baltimore County Department of Recreation and Parks and the Baltimore County Public Schools without regard to race, gender, color, religion, national origin, ethnicity, age, disability, sexual orientation, or sexual identity;
 - (B) To oversee educational, athletic, and artistic programs which promote healthy lifestyles, physical fitness, team-building skills, social development, friendly competition, intellectual growth, and/or mental health.

ARTICLE III – GENERAL MEMBERSHIP

SECTION 1: Members of the Council must be at least eighteen (18) years of age and will consist of the members of the Board of Directors and Program/Activity Chairpersons.

ARTICLE IV - BOARD OF DIRECTORS

SECTION 1: FUNCTION: The Board of Directors shall have full power and authority to conduct the affairs of the organization and develop policies and procedures that provide for the good of the Council. Copies of any and all policies and procedures established by the Council shall be made available for public review at the local office of the Department of Recreation & Parks and/or on the official webpage of the Council.

SECTION 2: NUMBER OF DIRECTORS: The Board of Directors shall consist of the officers of the organization, the immediate past president, and no less than six (6) or more than ten (10) at-large members.

SECTION 3: REMOVAL FROM OFFICE: Directors who are absent for more than two meetings of the Board of Directors within a twelve (12) month period, without just cause, may be asked to resign. The Board may remove any director at their sole discretion, with or without cause, by a two thirds majority vote.

SECTION 4: DISCIPLINARY ACTION: The Board is empowered to take disciplinary action against any program for their failure to comply with any policy, procedure, requirement, and/or decision of the Board, or the Baltimore County Department of Recreation & Parks. Such action may include, but is not limited to, the imposition of a monetary penalty, suspension of the program, and/or revocation of the program's authority to operate.

SECTION 5: VACANCIES: The Board of Directors will have the power to fill a vacancy on the Board by a majority vote.

SECTION 6: RESCISSION: Any action by the Board of Directors may be rescinded at the next Council Meeting by a two-thirds vote of the general membership.

ARTICLE V – OFFICERS: DUTIES AND RESPONSIBILITIES

SECTION 1: The Officers of this Council shall consist of a President, Administrative Vice-President, Activities Vice-President, Secretary, and Treasurer. The Officers shall be responsible for the daily operation of the Council subject to, and answerable to, the Board of Directors.

SECTION 2: PRESIDENT: It shall be the duty of the President to preside at all meetings of the Council and of the Board of Directors; appoint committees as necessary; ensure compliance with all rules, regulations, policies, and procedures of the Baltimore County Department of Recreation & Parks; and, perform the duties that are necessary in the normal conduct of the business of the organization.

SECTION 3: ADMINISTRATIVE VICE-PRESIDENT: The Administrative Vice-President shall perform the duties and function of the President at their request or during their absence, and when so acting, shall have the powers and authority of the President; and, have such other powers and duties as determined by the President.

SECTION 4: ACTIVITIES VICE-PRESIDENT: It shall be the duty of the Activities Vice- President to perform the duties and function of the President at their request or during their absence and the absence of the Administrative Vice-President, and when so acting, shall have the powers and authority of the President; and, have such other powers and duties as determined by the President.

SECTION 5: SECRETARY: It shall be the duty of the Secretary to keep minutes of the Board of Directors and Council meetings; to record the attendance at all meetings and include the attendance as part of the minutes; serve as custodian of the official records of the organization; ensure the timely distribution of all notices affecting the

organization and, have such powers and duties as determined by the President. Should the Secretary be absent, the presiding officer will appoint another member to assume the responsibilities of the Secretary.

SECTION 6: TREASURER: The Treasurer shall have charge of, and be responsible for, all monies, funds, receipts, and disbursements of the organization; ensure deposit of all monies received in the appropriate financial institution; ensure compliance with the financial procedures of the Council; provide a timely accounting of the financial condition of the organization; perform the normal duties associated with the position of treasurer; supervise the activities of the Council accountant; ensure compliance with all applicable tax regulations, and, perform additional duties as determined by the President.

ARTICLE VI - ELECTIONS

SECTION 1: TERM OF OFFICE: The President shall be elected for a two (2) year term and can serve no more than two (2) consecutive terms. All other Officers shall serve a term of one (1) year; At-Large-Board members shall serve a term of two (2) years with five (5) members elected in the odd years and four (4) members elected in the even years.

SECTION 2: NOMINATING COMMITTEE: The Nominating Committee shall submit a slate of Officers and Board members to the Board of Directors at the April meeting. The nominations shall be submitted to the Council membership by the Nominating Committee at the May meeting. Nominations from the floor may be made at either the April or May meetings. Any person so nominated must be present to accept the nomination or have provided written consent at the time of nomination.

SECTION 3: Elections shall be held at the May meeting by those in attendance and those elected will commence their term of office on June 1st.

ARTICLE VII – MEETINGS

SECTION 1: COUNCIL MEETINGS: Regular meetings of the Council shall be held in the months of September, November, January, March, and May.

BOARD MEETINGS: Meetings of the Board of Directors shall be held in the months of October, February, April, June, and August. A Board meeting may be scheduled by the President in December if needed.

SPECIAL MEETINGS: Special Meetings may be called at any time at the discretion of the President.

SECTION 2: NOTIFICATION: The Secretary will be responsible for notifying members of any meetings and determining the form and manner of the notice.

SECTION 3: ***ROBERT'S RULES OF ORDER*** shall be followed at all meetings.

SECTION 4: QUORUM:

BOARD OF DIRECTORS: Any official action of the Board shall require a quorum consisting of a majority of Board members. Any member unable to attend a meeting of the board may assign his/her proxy in writing, E-mail being acceptable, to another member. Any proxy so assigned may be used to constitute a quorum. Vacancies on the Board will not be counted in establishing a quorum.

COUNCIL MEETING: A quorum for a Council meeting shall consist of the members attending.

SECTION 5: AGENDA: The agenda for Council and Board meetings will follow the below format:

- CALL TO ORDER
- APPROVAL OF MINUTES
- FINANCIAL REPORT
- CORRESPONDENCE
- STAFF REPORT
- COMMITTEE REPORTS
- OLD BUSINESS
- NEW BUSINESS
- PROGRAM REPORTS
- OPEN FORUM
- ADJOURNMENT

SECTION 6: Any proposal made by an individual requiring action by the Board of Directors must be submitted in writing to the Board at least ten (10) days prior to the Board meeting.

SECTION 7: VOTING: Voting privileges are extended to any member in good standing.

SECTION 8: Any program which is not represented at a minimum of 60% of Council Meetings during the fiscal year may be suspended from activity by a majority vote of the Board of Directors.

ARTICLE VIII - COMMITTEES

SECTION 1: The President shall appoint members to the following Standing Committees as follows:

- (A) NOMINATING COMMITTEE: This Committee shall consist of three (3) persons, selected by the President, who shall prepare and submit a slate of officers and members of the Board of Directors to the general membership as specified in *Article VI – Elections*.
- (B) FINANCE COMMITTEE: This Committee shall consist of at least three (3) members including the Treasurer, Administrative Vice-President, and one (1) member of the Board appointed by the President.

SECTION 2: The President may appoint additional committees as needed, determine the scope of their duties and responsibilities, and set a time frame for interim and/or final reports.

SECTION 3: Reports of all Standing Committees must be submitted to the general membership at their regular meetings. These reports may be submitted verbally by committee members, or may be submitted to the President or Administrative Vice-President in written form prior to the meeting.

ARTICLE IX - PROGRAMS/ACTIVITIES

SECTION 1: PROGRAMS:

- (A) No program or activity shall be initiated, renewed, or continued without a volunteer Program/Activity Chairperson to serve as the liaison between the program/activity and the Council.
- (B) Proposals for new programs must be submitted in writing to the Vice-President of Activities in the form and manner prescribed. Persons proposing a new program must present their request in person

to the Board of Directors at a regularly scheduled Board meeting. Approval will require a majority vote of the Board.

- (C) Program staff, either paid or volunteer, serve at the pleasure of the Program Chair and/or the LTRC Board of Directors and may be removed, with or without cause, at the sole discretion of the Chair and/or the LTRC Board.
- (D) The Board of Directors may suspend any program for non-compliance with any law, legal requirement, policy, procedure, rule, and/or regulation of the Council, Baltimore County Department of Recreation & Parks, and/or the Baltimore County Public Schools by a majority vote of the Board. The suspension may be lifted once the program comes back into full compliance upon Board approval. The Board may revoke the authorization of any program for said non-compliance by a two-thirds majority vote of the Board.

SECTION 2: PROGRAM CHAIR RESPONSIBILITIES:

- (A) Program chairpersons shall ensure that all program staff, either paid or volunteer, comply with all requirements, policies, procedures, rules and/or regulations of the council, the Baltimore County Department of Recreation and Parks, and/or the Baltimore County Public Schools as they currently exist or are amended in the future.
- (B) Operating procedures of any program/activity are not to conflict with any policy or procedure established by the Board of Directors or Baltimore County. Should a conflict arise, the policy or procedure of the Council or the County shall prevail.
- (C) Each activity shall send at least one (1) representative to all Council meetings.
- (D) Each program is to provide a status report at each Council meeting, either verbally or in writing, to include topics such as registration information, accomplishments, staffing, needs, facilities, problems, concerns, etc.

ARTICLE X - FINANCE

SECTION 1: GENERAL FINANCIAL POLICY:

- (A) All members of the Council shall follow the "*Financial Procedures*" as approved by the Board of Directors.
- (B) The fiscal year for this organization shall begin on September 1st and end on August 31st of the following year.
- (C) All bank or investment accounts shall be placed under the supervision of the Council Treasurer. No other person is authorized to open an account on behalf of the Council or individual programs/activities, nor are they authorized to make changes to any existing account. Any account of the Council must contain at a minimum the names of the current President, Vice-President, and Treasurer.
- (D) The Treasurer's Report shall include the balance in all accounts.

- (E) The Treasurer will oversee a review of the financial records of the Council according to the protocols established by the Internal Revenue Service, the State of Maryland, the Board of Directors and/or the Baltimore County Department of Recreation and Parks.
- (F) No part of the assets of this Council shall be used for the benefit of, or be distributable to its members, directors, officers, or other private persons, except in reasonable compensation for services rendered or reimbursement for legitimate expenses in furtherance of its stated objectives.
- (G) Should this Council be dissolved, its assets must be distributed either to another recreation council, or another organization exempt under Section 501 (C) (3) of the Internal Revenue Code.

SECTION 2: OPERATING FUND

- (A) The purpose of the Operating Fund is to finance new and existing activities when needed, promote Special Events, and provide funding for the operation of the Council. Monies advanced to new or existing programs shall be replaced within the current fiscal year or as determined by the Board.
- (B) Each program/activity shall contribute to the Operating Fund by means of an annual assessment, the amount to be ascertained by the Board of Directors.
- (C) The Treasurer shall transfer assessments for the Operating Fund from activity accounts in November. Assessments will be based upon the activity's prior year's registration.

SECTION 3: ACTTIVITY FUNDS

- (A) All funds derived from individual programs/activities, including cash, shall be deposited into the common treasury. A subaccount shall be established to segregate the funds of the respective programs and itemize the income and expenses.
- (B) Funds from the treasury will be dispersed as long as the program/activity has sufficient monies in their respective sub account. The Treasurer is authorized to approve any temporary shortfall. Any shortage of funds will be addressed by the Treasurer and failure to replenish the funds may result in suspension of the program by the Board.
- (C) All funds remain in the respective activity sub-account and are carried over yearly.
- (D) A Petty Cash Fund, not to exceed \$1,000.00, shall be provided by the Treasurer upon request of the Program/Activity Chairperson.

SECTION 4: FINANCE COMMITTEE:

- (A) The Finance Committee will prepare the appropriate budgets annually for submission to the Board of Director's for approval.
- (B) The Committee will review the Council's *Financial Procedures* annually and recommend changes for approval to the Board.
- (C) The Committee shall make recommendations to the Board regarding the investments of the Council.

ARTICLE XI - GRIEVANCES

SECTION 1: GRIEVANCES: The Board of Directors is committed to the amicable resolution of any grievance, complaint, or dispute that may arise.

SECTION 2: POLICY: The Board of Directors shall maintain procedures to address any grievance that may arise.

ARTICLE XII - AMENDMENTS

SECTION 1: BY-LAWS COMMITTEE: The President shall appoint a By-Laws Committee consisting of at least three (3) members of the Council upon a motion to amend the By-Laws at a Council or Board meeting. The Committee shall draft the appropriate changes and submit their recommendation to the Board of Directors in advance for a vote.

SECTION 2: The President shall submit the amendments to the membership for a vote at the next scheduled Council meeting along with the recommendation of the Board of Directors. Adoption will require a two-thirds vote of the members in attendance.

Approved by the Baltimore County Recreation & Parks Board of Directors on September 9, 2015

Adopted by the Board of Directors on October 27, 2015

Adopted by the Council membership on November 24, 2015

Signed: David Hoodin
(President)