

**CONSTITUTION AND BYLAWS
OF THE
OWINGS MILLS RECREATION AND PARKS COUNCIL**

ARTICLE I - NAME

- Section 1 The name of this organization shall be the Owings Mills Recreation and Parks Council, hereinafter referred to as “Council”. The Council is a tax exempt organization as determined by the Internal Revenue Service according to Section 501 (c)(3) of the Internal Revenue Code.
- Section 2 The geographic boundaries of the Owings Mills Recreation and Parks Council shall be as follows:
From Dolfield Rd. and I-795, North along Dolfield Rd. to Church Rd., North along Church Rd. to Delight Rd., Northeast along Delight Rd. to Timber Grove Rd., East along Timber Grove Rd. to High Falcon Rd., North along High Falcon Rd. to Academy La., Southeast along Academy La. to Gwynnbrook Ave., East along Gwynnbrook Ave. to Garrison Forest Rd., North along Garrison Forest Rd. to Walnut Ave., East along Walnut Ave. to Greenspring Ave., East along Greenspring Ave. to Ridge Rd., Northeast along Ridge Rd. to Falls Rd. (Rt.25), Southeast along Falls Rd. to Greenspring Valley Rd. (Rt.130), West along Greenspring Valley Rd. to Reisterstown Rd. (Rt. 140), Southeast along Reisterstown Rd. to McDonogh Rd., West along McDonogh Rd. to Painters Mill Rd., North along Painters Mill Rd. to Lyons Mill Rd., West along Lyons Mill Rd. to Deer Park Rd., North along Deer Park Rd. to Dolfield Rd., Northeast along Dolfield Rd. to start point.

ARTICLE II - OBJECTIVE

- Section1 The Council’s objective shall be to stimulate, coordinate and supervise community interests in, and to provide opportunities for, wholesome play and recreation for children and adults in this area through the coordination and cooperation of all clubs, churches, groups, and individuals in this area.
- Section 2 To formulate policies, advise, recommend, promote, and maintain public recreation affairs in this community under the direction of the Baltimore County Department of Recreation and Parks.
- Section 3 This organization shall be non-partisan, non-profit, non-sectarian and non-commercial; and the Council's programs and services are open to the general public without regard to race, creed, color or national origin.
- Section 4 Owings Mills Recreation and Parks Council is organized exclusively for charitable, educational, religious or scientific purposes, within the meaning of section 501(C)(3) of the Internal Revenue Code (or corresponding section of any future Federal tax code).

ARTICLE III - MEMBERSHIP

- Section 1 The membership of the Council shall consist of any interested individual, 18 years of age or older, who is a resident of Baltimore County, and as many representatives of any club, civic organization, church, etc. as it cares to send to represent it. An organization is defined as a group of people banded together for a common purpose, who have officers and a treasury.
- Section 2 Regardless of the number of representatives of any club, civic organization, church, etc., as such organization cares to send to represent it; the organization shall have only one vote on any activity directly pertaining to it.
- Section 3 Individual members of the Council may become voting members after attending two (2) meetings of the Council. They may continue as voting members as long as they are not absent from more than three (3) meetings within a twelve (12) month period.

ARTICLE IV – ELECTIONS

- Section 1 Nominations for Officers shall be made from the floor at the October meeting. All Members eligible to vote (Article III) shall be identified by the Secretary prior to the vote
- Section 2 The election of officers will be held at the November meeting. In the event there is more than one candidate for any office, the vote for that office shall be by secret ballot. The installation of officers will take place at the same meeting. Officers terms are from November until the following October.
- Section 3 To be entitled to vote at the election meeting for officers, a member must have been actively engaged in a Council sponsored activity within the past twelve months and have, attended at least seven (7) council meetings other than the election meeting of officers. A program may have one vote cast in the election for officers if the program was represented in a minimum of seven (7) meetings.

ARTICLE V – OFFICERS DUTIES AND RESPONSIBILITIES

- Section 1 The elected officers of the Council shall consist of a President, Vice President, Secretary and Treasurer. The terms of office for all elected officers of the Council shall be one year, or until their successors are elected and duly qualified. Officers of the Council shall succeed themselves for a maximum of two terms.
- Section 2 President: It shall be the duty of the President to preside at all meetings of the Council; appoint committees as necessary; ensure compliance with all rules, regulations, policies, and procedures of the Baltimore County Department of Recreation and Parks; and perform the duties that are necessary to conduct the business of the organization.

- Section 3 Vice President: It shall be the duty of the Vice President to 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; provide appropriate oversight and evaluation of the President
- Section 4 Secretary: It shall be the duty of the secretary to keep records of the membership; record the attendance at the meetings; send out notices of the meetings of the Council; record and preserve the minutes of all Council meetings; have on hand and provide access to an electronic copy of the documents and information concerning matters of unfinished business held over from previous meetings and handle all correspondence necessary. The secretary shall present a list of eligible voters on election night to the membership at large. Records will be retained for three years.
- Section 5 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, make available and distribute a timely, written accounting of the financial condition of the organization; perform the normal duties associated with the position of Treasurer; ensure compliance with all applicable State, Federal and Local tax regulations, and perform additional duties as determined by the President. Financial records will be retained for seven (7) years.
- Section 6 The elected officers together form the Executive Committee. The Executive Committee shall have the authority to decide all Council matters requiring immediate action. Any such decisions not made at a Council meeting shall be appropriately documented and presented to the membership at the next Council meeting.
- Section 7 The Executive Committee shall be the final authority in the interpretation of provisions of this constitution and by-laws.
- Section 8 Executive Committee members that are absent from more than three (3) meetings of the Board of Directors within a twelve (12) month period, without just cause, may be asked to resign. The Committee may remove any Officer at their sole discretion, with or without cause, by a two-thirds majority vote.

ARTICLE VI - MEETINGS

- Section 1 Regular meetings of the Recreation and Parks Council shall be held on the second Thursday of each month in New Town High School at 7:00PM or such other time and place as may be designated at any regular Council meeting.
- Section 2 Special meetings may be called at any time by the President or upon petition filed with the Secretary of the Council, requesting a special meeting. Said petition is to designate the object for which the meeting is to be called and signed by three (3) Council members of record. In such cases, due notice designating the purpose of such meeting must be sent to each member of the Council forty-eight (48) hours before the time set for the meeting.

Section 3 At any regular meeting or special meeting, notice of which has been properly given, three (3) members of the Executive Committee must be in attendance for the transaction of any and all business. A vote of the majority of voting members (Article III, Section 3) present at any Council meeting shall be required to pass or reject any resolution whatsoever.

Section 4 The agenda for Council and Board meetings should follow the below format:

- Call to Order
- Approval of Minutes
- Public Comments
- Correspondence
- Financial Report
- Staff Report
- Committee Reports
- Old Business
- New Business
- Open Discussion
- Adjournment

ARTICLE VII - COMMITTEES

Section 1 The President and/or the Executive Committee shall have the authority to establish any and all committees which are required to conduct the business and programs of the Council.

Section 2 There shall be no restriction on the number of committees on which a person may serve.

Section 3 All committee reports shall be in writing and presented to the recording Secretary at the end of the regular meeting at which the report is presented.

Section 4 Any member of the Council can serve as a program chairperson, pending approval of that person by a majority vote of the Executive Board. The Board has the right and obligation to approve or disapprove any program chairperson at its discretion.

ARTICLE VIII - FUNDS

Section 1 Any and all funds acquired by any group, identified with the Council shall become the property of the Council's Treasury.

Section 2 The Council's bank account shall be placed under the supervision of the Council Treasurer. No other person is authorized to open an account on behalf of the council nor are they authorized to make any changes to any existing account. Any account of the Council must contain at a minimum the names and signatures of the current President, Vice President, and Treasurer.

- Section 3 No person may open an account or use any existing personal account to transfer collected monies or income to the Council's account.
- Section 4 All volunteer funds derived from programs or projects will be deposited in the Council's account by the Treasurer. No Council sponsored activity will have a private checking account nor keep at the end of the month any funds on hand.
- Section 5 All deposits and deposit breakdown forms given to the Treasurer will be itemized clearly showing the amount and source of the money. For programs, a registration list will be turned in after the fourth week of operation with all money collected to date. Any money deposited after that time shall be accompanied by additional names.
- Section 6 All checks must be authorized and signed by the President or Treasurer AND one other Executive Committee member.
- Section 7 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.
- Section 8 An audit of the financial records shall be completed at the end of each fiscal year and when a change in the office of Treasurer is made at any time other than a normal election. The audit shall be performed by an auditing committee of no more than three council members, excluding the current Treasurer.
- Section 9 Beginning in January 2019, all programs will be assessed \$2.00 per registration each year. This assessment will not include any fundraising, sponsorships or other outside contributions to that program.
- Section 10 No part of the net earnings of the Owings Mills Recreation and Parks Council shall inure to the benefit of, or be distributed to its members, trustees, directors, officers or other private persons except that the Owings Mills Recreation and Parks Council shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of Section 501(C)(3) purposes. No substantial part of the activities of the Owings Mills Recreation and Parks Council shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Owings Mills Recreation and Parks Council shall not participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office.
- Section 11 Notwithstanding any other provision of the articles, Owings Mills Recreation and Parks Council shall not carry on any other activities not permitted to be carried on (a) by the Owings Mills Recreation and Parks Council exempt from Federal income tax under Section 501(C)(3) of the Internal Revenue Code (or corresponding section of any future Federal tax code.) or (b) by Owings Mills Recreation and Parks Council contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code (or corresponding section of any future Federal tax code.)

Section 12 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.

ARTICLE IX - AMENDMENTS

Section 1 Amendments to the Constitution and By-laws may be adopted at any regular meeting of the Council by a majority vote of the voting members present, provided however, that the amendment shall have been submitted at a regular meeting one (1) month prior to adoption.

ARTICLE X - PARLIAMENTARY AUTHORITY

Section 1 The rules contained in "Robert's Rules of Order" shall govern the Council in all cases to which they are applicable and in which they are not inconsistent with these by- laws.

ARTICLE XI – GRIEVANCES AND APPEALS

Section 1 The Executive Committee is committed to the amicable resolution of any grievance, complaint, or dispute that may arise. The Executive Committee shall establish and maintain procedures to address any grievance that may arise.

Section 2 Any person may appeal a decision made by an authorized council representative, such as a coach, manager, league chairman, program chairman, or council officer, to the next higher authority level.

Section 3 Appeals of a council officer's decision must be made in writing to the Council President for reference to the Executive Committee.

Section 4 Decisions on such appeals made by the Executive Committee can be appealed to the Board of Recreation and Parks. Unless overridden by the Director of Recreation and Parks, the Board's decision is final.