

**CONSTITUTION OF THE  
COCKEYSVILLE RECREATION AND PARKS COUNCIL**

(All previous documents bearing the above title are hereby rescinded. All documents bearing the above title that do not bear a date and signatures of the Executive Board in office on that date are considered null and void.)

**ARTICLE I  
NAME AND SERVICE AREA**

SECTION I           The name of this organization, founded January 1953, shall be the Cockeyville Recreation and Parks Council, hereinafter referred to as the Council.

SECTION II           The area served by this Council shall be bounded as follows: Beginning from same at the intersection of York Road and Thornton Mill Road and running thence due west to Falls Road; then running and binding on Falls Road southerly to a point due west of the intersection of York Road and Landstreet Road; thence running due east and passing through Dulaney Valley Road northerly to intersect a line drawn due east from the place of beginning; thence running and binding on said line so drawn, reversely due west to the point of beginning. This area shall hereinafter[,] be referred to as the Service Area. The address of the Council shall be 10401 Greenside Drive, Cockeyville, Maryland 21030.

**ARTICLE II  
PURPOSE OF THE COUNCIL**

SECTION I           The purpose of this Council is:

1. To formulate policies; advise, recommend, promote and maintain public recreation affairs within the service area in cooperation with the Baltimore County Department of Recreation and Parks and the Baltimore County Board of Education in accordance with the laws and agreements governing public recreation in Baltimore County and the State of Maryland.

2. To build the public recreation 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. Additional goals include to lessen the burdens of local government, reduce vandalism, minimize community deterioration, break down prejudices and discrimination and lessen neighborhood tensions.
3. To offer leadership in coordinating and correlating all those activities of a similar nature to obtain a maximum benefit for the citizens living within the service area.
4. To conduct a public recreation program making use of the physical properties within the service area that is open to the general public without regard to race, color, creed or national origin.
5. To solicit the aid of other existing organizations in providing recreation and creative activities for the residents of the service area.
6. To operate the Council exclusively for charitable purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code (or the corresponding provisions of any future United States Internal Revenue Law.)
7. To ensure that no part of the assets of the Council shall inure to the benefit of, or be distributed to, its members, trustees, officers or other private persons, except in reasonable compensation of services rendered in furtherance of its stated objectives.
8. To ensure that this Council will not, as a substantial part of its activities, attempt to influence legislation[,] or participate to any extent in a political campaign for or against any candidate for political office

### ARTICLE III OFFICERS AND BOARD OF DIRECTORS

#### SECTION 1

The officers of this Council shall be six (6) in number: the President; the Executive Vice-President; the Vice-President, Athletics (athletic programs and activities); the Vice-President, General (non-athletic programs and activities); the Treasurer; and the **Secretary**.

SECTION II a) The Board of Directors (Executive Board) shall be **TEN (10)** in number; The Executive Board shall consist of the **six (6)** elected officers, four (4) Directors at large (**ALSO SELECTED BY ELECTION**) and *[one (1) teen representative]* **WITH THE REPRESENTATIVE OF THE DEPARTMENT OF RECREATION AND PARKS AS AN “EX-OFFICIO MEMBER.**

*b) The teen representative’s vote will be recorded on all matters voted on by the Board but will not affect the outcome of votes taken.*

SECTION III All officers and directors of the Executive Board elected in accordance with Article VIII hereof shall continue in office for one (1) year (or less, if the elections are held subsequent to the January meeting), or until their successors are elected to office or until they are removed from the office of the Executive Board in accordance with Section V of this article.

SECTION IV Any officer or elected director of the Executive Board may be elected to successive terms in office.

SECTION V Any officer or director of the Executive Board may be removed from office at any regular meeting of the Council by a 2/3s vote of the members present, providing a quorum exists at the **COUNCIL** meeting; provided, **MOREOVER**, that such vote may not be taken unless such removal action has been presented to the Council at a regular Council meeting in the month preceding the taking of such vote.

SECTION VI Any in-term vacancy for an officership or directorSHIP on the Executive Board may be filled by the Executive Board in accordance with Article V of this Constitution.

**SECTION VII TO BE ELIGIBLE FOR ELECTION TO THE BOARD OF DIRECTORS, A CANDIDATE MUST BE A MEMBER ELIGIBLE TO VOTE IN THE SAME ELECTION (ARTICLE IV, SECTION VI)**

ARTICLE IV  
MEMBERSHIP

- SECTION I All persons residing within the service area described in Article I, Section II are eligible for membership in this Council.
- SECTION II A current roster of active members shall be maintained by the **Secretary** at all times.
- SECTION III A member shall be an active member and eligible to vote on any and all matters affecting this Council if they have taken an active part in the affairs of the Council. An “active part in the affairs of this Council” is defined as having attended at least three (3) regular Council meetings within the preceding twelve (12) months, as determined by the Executive Board in accordance with Article IV, Section II. Attendance at the current meeting will constitute the third occurrence of attendance if the person has attended two previous meetings **IN THE PREVIOUS ELEVEN (11)[twelve(12) MONTHS**. Attendance is defined as having signed the sign-in sheet distributed at each meeting. The Department of Recreation and Parks’ area superintendent or his/**HER** authorized representative, shall be an ex-officio (non-voting) member of the Council.
- SECTION IV The Executive Board shall rule as to whether a person is qualified to vote.
- SECTION V Members of the Department of Recreation and Parks staff serving the Cockeysville Recreation Council area are precluded from voting at Council meetings. This proscription applies to the community supervisor, center directors and secretaries.
- SECTION VI MEMBERS ELIGIBLE TO VOTE IN ELECTIONS MUST HAVE ATTENDED A MINIMUM OF THREE (3) MEETINGS IN THE IMMEDIATELY PRECEDING CALENDAR YEAR. ATTENDANCE AT THE JANUARY (OR ANY SUBSEQUENT MEETING AT WHICH ELECTIONS ARE TO BE HELD) WILL NOT CONSTITUTE THE THIRD OCCURRENCE OR ATTENDANCE, THIS FOR ELECTIONS ONLY.**
- SECTION VII PROXY VOTES FOR ELECTIONS WILL BE PERMITTED, PROVIDED THE FOLLOWING:**

- A. THE MEMBER IS RESTRICTED FOR HEALTH REASONS, IS OUT OF TOWN OR HAS A BONA FIDE EMERGENCY, AS DEFINED FROM TIME TO TIME BY THE EXECUTIVE BOARD, WHICH PREVENTS THAT MEMBER FROM ATTENDING THE ELECTION MEETING. THE DECISION OF THE LEGITIMACY OF A PROXY REQUEST REMAINS WITH THE EXECUTIVE BOARD.**
- B. THE PROXY IS SUBMITTED IN WRITING TO THE RECREATION OFFICE BY JANUARY 5 OF THE ELECTION YEAR, DULY SIGNED BY THE MEMBER AND SUBMITTED ONLY BY THE MEMBER TO THE RECREATION OFFICE, EITHER IN PERSON OR BY MAIL.**
- C. VOTES MAY ONLY BE REGISTERED FOR CANDIDATES ON THE BALLOT EFFECTIVE WITH THE DECEMBER MEETING PRECEDING THE ELECTION.**

**SECTION VIII PROXY VOTES WILL NOT BE ALLOWED FOR A MATTER OTHER THAN ELECTIONS. IN ORDER TO VOTE ON ANY OTHER ISSUE, THE MEMBER MUST BE PRESENT AT THE MEETING UPON WHICH THE ISSUE IS TO BE VOTED.**

ARTICLE V  
EXECUTIVE BOARD

- SECTION I The officers and directors shall constitute the Executive Board. *[The Department of Recreation and Parks' Area Superintendent, or his authorized representative, shall be an ex-officio (non-voting member) of this Board.]*
- SECTION II The Executive Board shall act in the name of the Council at in matters specifically referred to it by the members of the Council at any regular meeting, in matters specifically stated under the Council's Constitution or By-laws and in matters of urgency or emergency when time or circumstance do not permit the convening of a regular or special meeting. The President of the Council shall serve as Chairperson of the Executive Board.
- SECTION III All actions and votes taken by the Executive Board are subject to ratification by the members of the Council at the next regular meeting of the Council.
- SECTION IV Minutes of the Executive Board are mandatory and such minutes, including the results of any votes or actions taken by the Board must be

read to and approved by the Council at the regular meeting immediately following any Board meeting.

SECTION V In order for the Executive Board to take any action or to vote on any issue, at least six (6) Board members must be present at the Board meeting, such number constituting a quorum.

SECTION VI Although regularly scheduled Executive Board meetings should be held with an open invitation to any member of the Council to attend and participate in any topic to be discussed, only Executive Board members shall be entitled to vote on Board issues.

SECTION VII The Executive Board is empowered to act on behalf of the Council at any Executive Board or special meeting on matters of a temporary or emergency nature. Such actions are effective immediately and remain in effect until the next regular meeting of the Council at which time **THE ACTIONS** *[they]* must be ratified by a vote of the Council.

#### ARTICLE VI COMMITTEES

SECTION I a) All sponsored programs and activities of this Council shall be administered by a committee.  
b) The President shall be an ex-officio member of all committees except the nominating committee.  
c) The President shall ensure that a list of all committees and their chairperson is maintained.

SECTION II a) Each committee chairperson, or his/**HER** representative, shall submit a report at *[t]*each regular meeting of the Council as to program activities during the preceding month.  
b) The committee chairperson shall submit in writing and obtain Executive Board **AND COUNCIL** approval of the activity budget before any funds are expended or committed to be expended before the program or activity is considered as being approved by the Council. All funds collected for a Council program are for the operation and maintenance of that program. Should a program decide to contribute funds to another organization not connected to the Council and outside its budget submittal, these contributions may be made but require the approval of the Board of Directors and the Council prior to any commitment or distribution of funds.

SECTION III A nominating committee shall be appointed by the President at least three (3) months prior to the election of officers and *[D]* directors of the Executive Board.

ARTICLE VII  
MEETINGS

SECTION I

a) Regular meetings **OF THE COUNCIL** shall be held the second Monday of each month, excepting July and August, during which months no meeting will be held.

b) The Executive Board will meet once a month, prior to the regular Council meeting, at a time and place established by the Executive Board. All ~~[e]~~Executive Board meetings are generally open to the general membership (Article IV, Section VI), except when the Executive Board determines, on a necessary basis, that the meeting will be limited to the officers and directors of the Executive Board.

c) Committee chairpersons shall determine if and when meetings are required for their particular program or activity, with the proviso that at least two **(2)** meetings will be held annually, one prior to the onset of activities and one at the conclusion of activities.

d) Special meetings of the Executive Board and Council may be called when deemed necessary by the President or a majority of the Executive Board. All members of the Council will be properly notified at least five (5) days in advance of such meetings, either Executive Board or Council special meetings.

**E) IF ANY MEETING OF THE COUNCIL SHOULD FALL ON A COUNTY HOLIDAY, THE MEETING WILL BE POSTPONED TO THE THIRD (3<sup>RD</sup>) MONDAY OF THAT MONTH. THE STAFF WILL PROVIDE THAT INFORMATION ON THE NOTICE OF MEETING MAILED TO MEMBERS .**

SECTION II

Meetings shall start at eight o'clock, p.m. (8:00 p.m.) unless ordered otherwise by the President or committee chairpersons.

SECTION III

A quorum must be present to conduct business at a regular or special meeting. A quorum for such meetings shall be present when at least three (3) officers and at least five (5) other members are present.

SECTION IV Council meetings shall be open to the general public. Any person not actively involved with the Council may address the Council by being placed on the agenda for any regular meeting. To be placed on the agenda, said person shall contact the Council President, or in his absence, the **Secretary**, preferably one (1) week in advance of the regular meeting of the Council.

ARTICLE VIII  
ELECTIONS OF THE EXECUTIVE BOARD

SECTION I The election of officers and directors of the Executive Board shall take place at the regular meeting in January. A quorum, as defined in Article VII, Section III, must exist for there to be a valid election.

SECTION II If the elections, for whatever reason, cannot be held at the January meeting, they shall be scheduled for the next regular meeting of the Council that is held, at which a quorum duly exists, without the requirement for further written notice to the members of the Council.

SECTION III A majority of all votes cast shall constitute an election.

SECTION IV In the event that only one person is nominated for each position on the Executive Board, the election shall be conducted by a vote of acclamation by the members of the Council.

**SECTION V VOTING SHALL BE BY SECRET BALLOT IF THERE IS MORE THAN ONE (1) CANDIDATE FOR AN OFFICE OR MORE THAN FOUR (4) CANDIDATES FOR DIRECTOR.**

ARTICLE IX  
AMENDMENTS TO THE CONSTITUTION OR BY-LAWS

SECTION I This Constitution may be amended or repealed at any regular meeting of the Council by a two-thirds (**2/3**) vote of the members present, provided that a quorum duly exists (Article VII, Section III).

SECTION II The By-~~/L~~laws to this Constitution may be amended or repealed at any regular meeting of the Council by a majority vote of the members present, provided that a quorum duly exists (Article VII, Section III).

- SECTION III Proposed amendments must be submitted in writing, read and distributed to the attending members of the Council at the regular meeting of the Council **ONE MONTH IN ADVANCE OF THE COUNCIL MEETING** *[preceding the regular meeting of the Council]* at which a vote will be taken.
- SECTION IV All active members of the Council shall be notified in advance and in writing that a change in the Constitution or By-[L]aws will be discussed at the next regular meeting of the Council. Such notice may accompany the regular notice of the meeting sent by the [staff] office **staff**.
- SECTION V All amendments to this Constitution or attached By-[L]aws that are acted upon favorably by the Council shall bear the date on which the amendment was passed and the signatures of the Executive Board in office on that date. All amendments shall be attached hereto unless the Constitution or By-[L]aws are rewritten in their entirety and so adopted by the Council.
- SECTION VI ALL AMENDMENTS APPROVED BY THE COUNCIL REQUIRE THE CONCURRENCE OF THE DEPARTMENT OF RECREATION AND PARKS PRIOR TO BECOMING EFFECTIVE.**

ARTICLE X  
AUDIT OF THE TREASURER RECORDS AND BOOKS

- SECTION I An audit of the outgoing Treasurer's records and books shall be made as soon as possible after the election of officers and directors, or termination of the Treasurer for any reason.
- SECTION II An auditing committee shall be appointed by the outgoing President and shall consist of at least one member-at-large, the outgoing President, the outgoing Treasurer, the incoming President and the incoming Treasurer. In the event of termination of the Treasurer by reasons other than election, the auditing will be as stated herein except that the current President will replace the "outgoing" and "incoming" President.
- SECTION III The Council's fiscal period shall run from January 1 of each year through December 31 of the same year.
- SECTION IV Deposit slips for depositing Council revenues may be obtained from the Recreation Office. All checks should be listed on the deposit slip or an attachment thereto. The program to receive credit for the deposit must be identified on the slip for the benefit of the Council's accountant and for the program to receive that credit.

- SECTION V Payment to creditors must be requested on “check requests” forms, also obtained in the Recreation Office. The check request may be submitted by anyone authorized to do so by the program chairperson. The form must identify the vendor, the address of the vendor, the amount of the request and the purpose of the expenditure. The form must be signed by the program chairperson and by the Treasurer as authorizing the issuance of the checks. The check may be distributed prior to the signing of the Treasurer in the interest of expeditious payment to creditors.
- SECTION VI Payment to vendors should be requested no later than two (2) weeks following the receipt of an invoice. No check request will be authorized without some form of invoice or receiving ticket. Requests for payment to independent leadership contractors, where appropriate, should be accompanied by a timesheet signed by the program chairperson.
- SECTION VII The signing of checks must be done by two members (“countersigned”) of the Board. Each year, immediately following elections, the incoming President will identify a minimum of five (5) members of the Board as authorized signers. The new Treasurer will obtain, from the Council’s bank, new signature cards and the affidavit authorizing the change in signators. The Treasurer will complete the information on the signature cards and affidavit, have the authorized signers provide their signatures on the signature cards and affidavit, followed by having the outgoing **Secretary** also sign the affidavit.
- SECTION VIII Monthly, the Council’s accountant, shall prepare and have ready for distribution, a monthly income and expense statement, with ending program balances, for each program sponsored by the Council. This financial report will be copied for the Recreation Office.
- SECTION IX All checks paid to the Council by program participants shall be made payable to “C R C” to the credit of the program in which the participants participates (i.e. C R C Football, C R C Girls Soccer, etc)
- SECTION X All checks received by program persons shall be restrictively endorsed immediately to C R C. No checks should be made payable to individuals in any program.

#### ARTICLE XI GOVERNANCE AND PARLIAMENTARY AUTHORITY

- SECTION I Roberts Rules of Order shall be the parliamentary authority of the Council.

Witness, therefore, the signatures of the Executive Board members duly testifying that these constitutional amendments have been presented and ratified by two-thirds (2/3s) of the members of the COCKEYSVILLE RECREATION AND PARKS COUNCIL:

_____ President	_____ Date	_____ Executive Vice-President	_____ Date
_____ Vice-President-Athletics	_____ Date	_____ Vice-President – General	_____ Date
_____ Treasurer	_____ Date	_____ Secretary	_____ Date
_____ Director	_____ Date	_____ Director	_____ Date
_____ Director	_____ Date	_____ Director	_____ Date

I attest that the above signatories are the elected members of the Executive Board of the Cockeysville Recreation and Parks Council and, as such, are authorized to these this Constitution on behalf of the Council.

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date