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**ARTICLE I – Name**

The name of this organization shall be the Towson Recreation Council (TRC).

**ARTICLE II – Area**

The responsibility and jurisdiction of this council shall extend to and throughout the area bounded on the south by the Baltimore City line, on the east by the west side of Loch Raven Boulevard, on the north by the south side of Burke Avenue, and on the west by the east side of Falls Road.

**ARTICLE III – Purpose**

The object and purpose of the TRC shall be:

1. To formulate policies for and to advise, recommend, promote, and maintain an adequate and balanced public recreation program in the Towson Community in cooperation with the Baltimore County Board of Education and Baltimore County Department of Recreation and Parks, in accordance with the laws and agreements governing public recreation in Baltimore County and the State of Maryland.
2. To promote said public recreation program by the use of such facilities as school-recreation centers and park areas.
3. To encourage and solicit the participation and cooperation of existing organizations and individuals in the community in the accomplishment of the objectives of the TRC by cooperating with all public and private organizations having to do with public welfare, education, family relations, and problems that affect the juvenile population.

**ARTICLE IV – Membership**

1. Membership in the Towson Recreation Council shall be open to the following:
  - (a) To any person over 18 years of age who resides within the aforesaid TRC boundaries and who, in any manner or capacity, is a participant in any member program.
  - (b) To any interested community, educational, service, recreational, or other similar program, located within the aforesaid TRC boundaries.
  - (c) The principal of each school located within the aforesaid TRC boundaries shall ex officio be a member of TRC.
  - (d) The Regional Coordinator, Community Supervisor, Activity Coordinator, and the Baltimore County Center Director shall, ex officio, be members of TRC.
2. Although not to be encouraged, associate membership in the Towson Recreation Council, without voting privileges, shall be open to any interested program that, although not desiring full membership, nevertheless desires to use the facilities under the jurisdiction of TRC and for which use TRC approval is required.
3. Any interested individual or program desiring membership, or associate membership, in TRC shall make written application for such membership to the Executive Board of TRC. All applications for membership by individuals or programs shall specify:
  - (a) The name, type, and purpose of the organization or activity.
  - (b) The facilities desired to be used.
  - (c) Dates, times, and nature of proposed use of the desired facilities.
  - (d) Approximate number of persons to be using desired facilities.
  - (e) An affirmation that the program shall be responsible for any damage, other than ordinary wear and tear, caused by its members to the facilities provided by TRC.
  - (f) The name, address, and telephone number of the Program Commissioner or otherwise denoted leader of the program.
  - (g) A proposed budget, together with the proposed source of income.

- (h) Such additional information as may be required from time to time by the Board of Directors.
- 4. Upon approval of an application for membership by both a majority vote of the Executive Board or a majority vote of the members entitled to vote at a General Board meeting, the applying organization, activity, or individual shall thereupon be and become a member of TRC.
- 5. Upon the approval of applications for associate membership by a majority vote of the Board of Directors and the general membership, the applying program shall there upon be and become an associate member of TRC. Since TRC facilities are intended primarily for use by its member organizations and activities, the Executive Board's approval of any associate membership may be subject to such express conditions and/or restrictions as the Executive Board may deem advisable, and the Executive Board may terminate such associate membership at any time by a majority vote of both the Executive Board and a majority vote of the members entitled to vote at a General Board meeting.
- 6. Membership in TRC may be forfeited by:
  - (a) Failure to pay dues as set forth in Article VI hereof.
  - (b) Failure of an activity or organization to appoint a Program Commissioner and be represented at meetings.
  - (c) Failure of an individual, activity, or organization to abide by any applicable rule or regulation adopted by the Executive Board or the Board of Directors.
- 7. Towson Recreation Council has the right to refuse participation in any volunteer role based upon the unsuccessful results of required background check(s) at any time. See ARTICLE XIV, item seven.
- 8. TRC Program Commissioners, board members, coaches and all other volunteers and individuals associated with TRC shall not provide the private email addresses of TRC participants to outside organizations or athletic clubs for marketing purposes.

**ARTICLE V – Voting**

- 1. Each member program (except associate members) shall be entitled to one vote, which vote shall be cast by the Program Commissioner or other designated representatives of each program.
- 2. Each of the elected members of the Executive Board shall be entitled to one vote, but the President or the other presiding officer shall cast his or her vote only when necessary to break a tie vote.
- 3. Each school principal shall be entitled to one vote, which vote shall be cast by said principal or by his or her designated representative.
- 4. A general member is defined as any parent who has a child participating in the program. A general member does not have voting privileges. General members are welcome to attend, and may express opinions at monthly board meetings, but cannot vote for board members unless they qualify as a voting member.
- 5. A voting member is defined as any adult 18 years of age or over, who has attended 50% or more of the board meetings in the twelve (12) months prior to the annual meeting and who shares the objectives as outlined in Article XVI of the by-laws.
- 6. Only one vote may be cast by any one person in attendance at any meeting.
- 7. Major programs should have a vote at all times.
- 8. A majority vote shall be sufficient to take any action or pass any motion, unless otherwise specified in these by-laws.
- 9. Whenever a majority vote is required by these by-laws, it shall unless otherwise stated be a majority of those members present and eligible to vote, provided a quorum is present.

**ARTICLE VI – Dues**

- 1. Each individual member shall pay annual dues at such rate as shall be determined by the

- majority vote at a General Board meeting.
2. Each member organization or activity shall pay annual dues based upon the number of its own members or participants, at such rate as shall be determined by majority vote at a General Board meeting.
  3. School principals, the Baltimore County Area Superintendent, and the Baltimore County Center Director, who are ex officio members as aforesaid, shall not be required to pay dues.
  4. Dues for individual members shall become payable at the date of the January general membership meeting. Dues of all member organizations or activities shall become due and payable as of the first meeting of that program in the current year, or as of the opening date if the program is engaged in a sport and has a regular schedule of games.

#### **ARTICLE VII – Board of Directors**

##### *Section A – Membership*

The Board of Directors shall consist of the following:

1. The elected Executive Board.
2. The immediate past President for a period of one (1) year past the end of his or her term.
3. No fewer than three (3) Commissioners of member organizations or activities.
4. The Regional Coordinator and/or Community Supervisor shall be present but have no vote.

##### *Section B – Election & Term*

The members of the Board of Directors shall elect annually at the November meeting of the Executive Board as provided in Article IX hereof, and shall take office January 1 of the following year, and shall serve for a period of one year, or until their successors have been duly elected and installed.

##### *Section C – Voting – Quorum*

1. Each member of the Board of Directors shall be entitled to cast one vote except the Baltimore County Area Superintendent and Center Director, who shall act merely in an advisory capacity. The President or presiding officer shall vote in the event of a tie.
2. Five (5) voting members of the Board of Directors shall constitute a quorum.

##### *Section D – Meetings*

The newly elected Board of Directors shall hold its organizational meeting within the first two (2) weeks of January each year. At that meeting the board shall adopt a schedule for the regular general membership meetings and for the Board meetings during the ensuing year. They shall also set the dues for the coming year. Directors' meetings shall be held at least once every two months. Special meetings of the Board of Directors may be called at any time by the President.

##### *Section E – Powers*

1. The Board of Directors, in addition to the powers and duties expressly conferred upon them by these by-laws, shall have the full power and authority to determine policy and conduct the affairs of the Executive Board in the interim between regularly scheduled meetings of the Executive Board. A majority vote only is required unless otherwise provided herein.
2. All actions taken by the Board of Directors shall be reported at the general board meeting at the next regularly scheduled meeting, and any executive action of the Board of Directors may be rescinded by majority vote.

**ARTICLE VIII – Executive Board***Section A – Members*

The Executive Board shall consist of a President, Vice President, Secretary and Treasurer and any Members-at-Large nominated and voted on at any general board meeting. The total composition of the Executive Board should equal an even number of members.

*Section B – Term*

1. The Executive Board shall be elected annually at the November meeting of the General Board and shall take office as of January 1 of the following year. They shall serve for a period of one year, or until their successors have been duly elected and installed. The Board of Directors may fill a vacancy in any office that becomes vacant prior to the expiration of said officer's term.
2. It shall be the duty of the Nominating Committee of the Board to nominate candidates for the Executive Committee. Nominations will be solicited by the TRC six (6) weeks prior to the election. A call for nomination will take place at the September board meeting. In lieu of a Nominating Committee, the current Executive Committee will request an open call to programs and Board members for nominations.
3. Members at large shall have the same term of office as other members of the Executive Board.

*Section C – Duties*

The Executive Board shall perform such duties and have such powers as ordinarily pertain to their respective offices in organizations of this type, and they shall perform such other duties as directed by the Board of Directors.

**ARTICLE IX – Election of Executive Board & Directors**

1. The Executive Board shall be elected annually through review, open discussion and nominations, as needed, at the November general board meeting, and their respective terms of office shall commence as of January 1 of the ensuing year.
2. A candidate must receive fifty-one percent (51%) of the total votes cast in order to be elected. Should more than two (2) candidates be on the ballot for any one office, and none receive 51% of the votes, a run-off election shall be held between the two candidates receiving the highest number of votes on the first ballot.
3. All Executive Board and directors holding office at the time that these by-laws are adopted shall remain in office until their successors are duly elected and installed, in accordance with these by-laws.

**ARTICLE X – Removal of Executive Board & Program Commissioners**

1. Executive Board Members and Program Commissioners will be required to attend 50% of the successive board meetings or regular scheduled general meeting within the year's period. Program Commissioners may appoint a Designee to represent the respective Program in lieu of the Program Commissioner's attendance. Attendance by the Designee would carry all rights and responsibilities of the respective Program for the purposes of that meeting. Should an Executive Board Member or Program not be able to fulfill these responsibilities, additional actions and / or penalties may result including but not limited solely to removal from office by majority vote of the Executive Board of the General Board. Removal of Executive Board members can occur through general consensus of the General Board at closed door General Board meetings.
2. Should any Program Commissioner of a member program fail to perform any duties applicable to all Program Commissioners, or fail to abide by any applicable general rules and/or regulations adopted by the Executive Board, the Board of Directors may require all activities or organization represented

by said program to appoint a new Commissioner, if necessary, or a new Commissioner may be appointed by general consensus of the Executive Board, should the program be unable to appoint a new Commissioner.

**ARTICLES XI – Meetings**

1. The annual mandatory general meeting shall be held in November of each year, at which meeting the election of the Executive Board shall take place.
2. The Executive Board is required to send notice at least four (4) weeks in advance to communicate an open general board meeting to all members of TRC soliciting agenda items and nominees.
3. Regular general meetings of the Executive Board shall be held at least every two (2) months, on such dates and at such time as shall be determined by the Executive Board. Special meetings of the Executive Board may be called at the discretion of the Board of Directors upon not less than five (5) days written notice to the members, which notice shall specify the purpose for which the special meeting is being called.
4. Majority of the members authorized to vote who are present at the meeting constitute a quorum at any regular or special meeting of the Executive Board.
5. Any positions or elections being voted on at the annual mandatory general meeting may be decided by a majority vote of the voting members present.
6. The Board of Directors shall meet as set forth in Article VII hereof.

**ARTICLE XII – Finance**

1. The Treasurer shall have custody of all funds of the organization and shall report on status of same at all regular Board and general meetings. Funds of the organization shall be kept in such banks or savings and loan associations approved by the Board of Directors.
2. All proposals for raising funds must have Executive Board approval.
3. The fiscal year of the Executive Board shall be from January 1 to December 31. In September of each year, the financial records of the TRC shall be reviewed by a Certified Public Accountant, and the accountant's report shall be submitted in writing to the President and Board of Directors by November 1.
4. Programs will be provided by the Treasurer or their appointee the programs' respective financial reports at least quarterly.

**ARTICLE XIII – Amendments**

Amendments to the by-laws may be adopted, at any regular meeting of the membership, by a majority vote of those voting members present, provided that such amendment has first been submitted in writing to the Board at large for approval or disapproval, and the recommendation of the Board as to its adoption or rejection shall be stated to the membership at said regular meeting.

**ARTICLE XIV – Program Policies**

Decisions specific to each program's day-to-day operations should be made by the respective Program Board and Commissioner.

1. By-Laws: By-laws should be reviewed at least annually with members, preferably at each program's annual meeting. A committee designated by the Program Commissioner and Board should also review these by-laws prior to the Program's annual meeting for consistency.
2. Policies:
  - a. All programs will have a common set of policies that will be general in nature with wide applicability. Policies have lower precedence than by-laws and higher precedence than

meeting motions. Policies should be reviewed at least annually, by a committee designated by the Commissioner and approved by the Program Board.

- b. Individual program policies, inclusive of but not limited to, evaluations, tournaments, coaching selections, playing time, etc., shall be created and approved by the Program Board and members, respectively.
  - c. Program policies shall be created “top down.” Policies shall be voted on by the Program Board, for the good of the program.
3. Meetings:
- a. The Program Board will meet no less than three (3) times per year as determined by the seasonal calendar.
  - b. Meeting time, location, and the agenda will be distributed to coaches and Program board members by the Program Commissioner prior to the Program board meeting.
  - c. Special meetings may be called at any time by the Program Commissioner. The board must be notified seven (7) days prior to special meetings, except in case of emergency, in which case proper procedures must be followed to give Program board members notice. No decision may be made at any meeting unless a quorum is present.
  - d. The Program Commissioner will develop the meeting agenda items. Agenda items may be added prior to the meeting by contacting the Program Commissioner three (3) days in advance of the regularly scheduled meeting date.
  - e. The Program Board members shall be entrusted with the duty of carrying on the work of the program. The Program Commissioner shall act in capacity of Chief Executive Office for the program and shall preside over the board meetings.
  - f. An attendance sheet will be circulated at each board meeting and recorded by the Program Secretary.
  - g. Meeting minutes shall be kept by the Program Secretary. Meeting minutes shall be distributed prior to the next board meeting.
  - h. The Program Board must at least hold one meeting annually which will be open to the public. The Program Board shall encourage participation by friends of the program by advertising their meetings, times, dates, and locations.
  - i. Programs will hold open elections that are advertised to their membership at the Program’s annual meeting. The annual meeting shall be held prior to the beginning of the Program’s regular season on a date and public location to be determined by the Program Commissioner and approved by the Executive Board. Notice of the Program’s annual meeting shall be provided to all general members at least thirty (30) days prior to such meeting via email and posted to the Program page on the TRC website. The Commissioner shall receive nominations from the floor for each position. Board members shall be elected by majority vote of voting members present at the annual meeting.
  - j. All terms are for one year. All members are free to run again annually.
4. Meeting Motions:
- a. Meeting motions, as recorded in the board minutes, have lower precedence than by-laws or policies.
  - b. Before a motion is put to the floor, the Program Commissioner will vote to determine if a motion is program specific. Simple majority wins.
  - c. If any board member appeals the decision, the entire board will vote to determine if a motion is program specific. Simple majority wins.
5. Voting:
- a. A quorum is a majority of the Board.

- b. Boards are empowered to transact such business of the program as they may deem necessary.
  - c. If a quorum is not present, the board may still conduct business. The business will be documented in the meeting minutes and shall be ratified with approval of the meeting minutes.
  - d. Passing motions require a simple majority of the quorum.
  - e. All board members shall have one vote.
  - f. The votes may be taken by voice, by standing, by board member's name, or by ballot. The Program Commissioner shall determine voting method on a case-by-case basis.
  - g. Proxy voting is allowed on agenda items. Proxy voting forms can be sent by email in the forms of (1) an electronic motion and (2) vote to all board members one week in advance of the board meeting. Votes will be returned electronically, and proxies must be received by the Program Commissioner, with a copy sent to the Secretary, two (2) hours prior to the start of the scheduled meeting.
6. Program Finances
    - a. The program shall operate financially within the guidelines as set forth by the TRC. The program shall submit an annual budget to program board members for approval. At the end of the fiscal year, Program Treasurer shall submit financial statements to the Program Board members for review and approval.
  7. Background Checks
    - a. All programs will mandate the annual screening of Commissioners, Board Members, Head and Assistant Coaches, Umpires, Referees, Instructors and Assistant Instructors, Volunteers with any interaction with children, and Volunteers who have access to confidential information.
    - b. Screening will occur in compliance with the Baltimore County Department of Recreation and Parks Volunteer Background Check Program.
    - c. Age does not play a factor in screening requirement. All program members of any age must be screened on an annual basis.
  8. Web Compliance – Programs will utilize TRC-designated software to conduct registration including completion of the Code of Conduct, Waiver, Background Check, and Payment of program fees.
  9. TRC Assessment – TRC will assess a fee of program participants per registration for any sport.
  10. Scheduling Conflicts – Program Commissioners must work with their in-season counterparts to minimize conflict and effectively communicate agreement regarding scheduling conflicts to both parents and coaches. A designated Executive Board member must be included on all communications regarding scheduling conflicts.

**ARTICLE XV – Program Commissionership**

1. To be eligible to be a Program Commissioner, the member must be a TRC member who has had a least two (2) years involvement in the program he/she is being nominated for; or should a Program Commissioner not be determined by the program itself, he/she may be approved by the TRC at an Executive Board meeting or a General meeting. The Commissioner may be elected by a simple majority vote of all eligible voting members present.



2. A Program Commissioner shall:
  - a. Attend at least 50% of the general membership meetings per year; if the Commissioner is not available, a representative from each major program should attend and present a verbal status report of the program. The viability of the program will be subject to the board review if the program remains unrepresented.
  - b. Prepare a program-operating budget and submit it to the executive board, before registration, for approval.
  - c. Submit a request for use of required facilities for the program to the Community Supervisor in a timely manner.
  - d. Upon budget approval, establish a registration day(s), secure a field or building permit (allow four weeks) for the registration from the P&R Community Supervisor if necessary, and prepare or assist the community supervisor in the preparation of an announcement flyer or email communication to the TRC community for the program if desired.
  - e. Conduct or supervise the program registration.
  - f. Submit all registrations funds and the registration receipt log to the treasurer, along with deposit tickets and deposit forms.
  - g. Establish the format and schedules for conducting the program.
  - h. Procure equipment for the program as identified in the operating budget and submit itemized invoices of purchases to the treasurer for payment.
  - i. During the time period when the program is active:
    - Submit a monthly report to the P&R Community Supervisor covering registration and attendance, and program problems and future plans, if appropriate.
    - Approve monthly time and attendance sheets for paid instructors.
    - Report loss or damage of program equipment and facilities to the Executive Board and the P&R Community Supervisor immediately.
  - j. Report a delinquent equipment list, by program participant, for equipment that was not returned (or reimbursement provided) to the TRC, including the approximate replacement cost of the item. These shall be provided to the Executive Board.
  - k. Email to all travel participants an end of season feedback survey to report to the Executive Board any problems the program cannot handle. This survey cannot be anonymous and must be done through the council.
  - l. Establish a board that consists at a minimum of a Commissioner, Vice Commissioner, Secretary, and one (1) board member representing each age group. Excluding the Commissioner, the board must consist of an even number of members, per Roberts Rules of Order. Any program over 50 participants must have a separate Treasurer. The Treasurer of the program will submit all money requests to the Treasurer of the Executive Board with supporting paperwork. Only if the program Treasurer is not available may the Program Commissioner submit the request. The “at large” board members will be responsible for various duties and obligations necessary in the running of the program.
  - m. The Program Commissioner may cast his/her vote, but it will be used only to break a tie vote.
  - n. Program Commissioner may not serve as acting board members for club team organizations or other recreation council programs of the same sport.
3. The Commissioner of each program is responsible for ensuring the “Responsibilities of the Coach” and “TRC Code of Conduct” are maintained by each person coaching in the program and

that all participants follow these principles of sportsmanship. If disciplinary action is to be taken, the Program Commissioner shall have the power to determine the extent and degree of discipline required. Such action may range from a verbal reprimand to expulsion from the activity for whatever time deemed necessary. ,

**ARTICLE XVI – *Coaching, Sportsmanship & Ethics***

All volunteers and individuals within TRC will follow TRC’s “Code of Conduct”, and “Sportsmanship and Code of Ethics” documents. These documents shall be maintained by the Board of TRC, and available for all registrants and members to review.