

**CONSTITUTION AND BY-LAWS  
OF THE  
JOPPATOWNE RECREATION COUNCIL, INC.**

**ARTICLE I.**

**NAME AND BOUNDARIES**

SECTION I- NAME: The name of this Organization shall be the Joppatowne Recreation Council, Inc. (JRC)

SECTION II- BOUNDARIES: The boundaries of the Joppatowne Recreation Council, Inc. are as follows:

- A) East: Gunpowder River
- B) West: Route 7 (all inclusive)
- C) North: Route 152 (all inclusive)
- D) South: Bradshaw Road
- E) "All inclusive" means any residence on the subject road or any residence dead-ending onto subject road.

**ARTICLE II.**

**MISSION**

SECTION I- Mission: The mission and purpose of this Organization is:

- A) To develop, assist, promote and maintain Public Recreation Programs and Services in cooperation with Harford County Department of Parks and Recreation and the Harford County Board of Education.
- B) To act as a liaison and participate in independent programs, the community, and the County Government in an effort to promote public welfare, education, and family relations.

**ARTICLE III.**

**MEMBERSHIP**

SECTION I- Membership: Membership is defined as anybody in good standing (good standing is defined as any member attending at least three of the past four general meetings) within the community who is at least 18 years of age or older.

SECTION II- Voting Membership: Voting membership is defined as anyone holding a position on the Executive Board of this Organization and/or any representatives of the independent programs that are in good standing. No proxies will be allowed at any time.

SECTION III- Membership Policy: All memberships are without regard to race, sex, creed, color, religion, age or national origin in accordance with the Laws and Agreements governing Public Recreation in Harford County and the State of Maryland. In addition, the Organization is Organized for Nonprofit and/or Charitable Purposes under Section 501 (Article C) (3) of the Internal Revenue Code.

#### ARTICLE IV.

#### BOARD OF DIRECTORS

SECTION I- Executive Board: The Executive Board shall consist of four (4) officers: President, Vice-President, Secretary, and Treasurer. In addition, there are four (4) Board of Directors.

#### ARTICLE V.

#### OFFICER'S AND DIRECTOR'S DUTIES

SECTION I- Attendance: All elected officers and directors are required to attend the meetings as outlined below. Any officer and/or director that is unable to attend any meeting is required to contact the President. An officer or director who is absent for more than 2 meetings without just cause may be asked to resign.

SECTION II- Duties: All duties performed by officers and directors are collaborative with the Constitution of the Organization.

- A) President: The President shall preside at all meetings of the General Membership, the Executive Board, special meetings, and the President's Meetings. S/he shall supervise all matters pertaining to the Organization; appoint such committees and agents as necessary; sign all legal documents of the Organization, together with the Secretary and Treasurer; perform other duties consistent with this position not violating the Constitution.
- B) Vice-President: The Vice-President shall exercise such authority and perform such duties as delegated to him/her by the President or are assigned by the Executive Board. In the absence of the President, the Vice-President shall perform the duties of the President. Perform other duties consistent with this position not violating the Constitution.
- C) Secretary: The Secretary is to keep a record of attendance for all meetings. In addition, the Secretary keeps minutes of all meetings. Attendance shall be made a part of the Minutes of the Meetings. Minutes are to be issued to meeting attendees. Further duties include: issue notices of meetings to General Members and the Executive Board. See that all notices are duly given in accordance with the Provisions of the By-laws or as required by law. And in general, shall perform all duties incident to such office. And from

time to time, perform other duties as assigned by the Executive Board. Perform other duties consistent with this position not violating the Constitution.

- D) Treasurer: The Treasurer shall have custody of all moneys and securities of the Organization and shall maintain books of account related hereto. S/he shall disburse the funds of the Organization in payment of the just demands against same, as directed by the Program Chairs and maintain a record of vouchers for such disbursements. S/he will provide reports to Executive Board and Program Chairs concerning all transactions pertaining to the office of Treasurer. S/he will prepare the General Fund Budget according to the bylaws. The Treasurer is responsible to prepare the {Federal 990 MD tax form and file report with charitable organization of MD}. The Treasurer is responsible for the receipt and distribution of all mail received by the Council at its mailing address: P.O. Box 95, Joppa, MD. 21085. In addition, the Treasurer turns over the books for audit as soon as possible after the fiscal year ending of June 30. Perform other duties consistent with this position not violating the Constitution.
- E) Board of Directors: The Director assists with special assignments within the community and with individual programs as deemed appropriate by the Executive Board and/or President. In addition, a Director serves as a facilitator during policy formulation. Perform other duties consistent with this position not violating the Constitution.

## **ARTICLE VI.**

### **ELECTIONS**

Section I- Annual Elections: The annual election of the Executive Board of the Organization shall be held in April. The Election Committee shall be responsible for conducting the election according to the terms and conditions contained in these Bylaws. The term of office shall be July 1- June 30 for a two-year period. Newly elected members should shadow current members until taking office, and all outgoing officers or directors must turn over all materials pertaining to the Organization at the final meeting.

Section II- Election Committee: The Election Committee shall be comprised of three members of the Organization appointed by the President. Members qualified to serve on the Election Committee shall include members in good standing with the Organization and have no immediate familial relationship with any person nominated as a candidate for office (*i.e.* parent, child, and sibling). The term of the Election Committee members shall be as determined by the President. Any vacancies arising on the Election Committee will be appointed by the President. If, during the preparation for, on the date of the election, any member of the Election Committee is determined to have a familial relationship with any candidate for office, the Election Committee member shall be removed and, if appropriate time permits, a substitute appointed by the President. The election shall continue as planned. No consideration may be given to the lack of qualification of any Election Committee member raised after the date of the election.

The purpose of the Election Committee shall be to conduct, at a minimum, an annual election for the Board of Directors and Officers including, but not limited to, advertising the election, soliciting candidates for available offices, acknowledging the receipt of nominations, creating ballots for the election, monitoring the physical location and process of the election to ensure confidentiality of voting and a single vote per eligible voter, counting the ballots, establishing whether any invalid ballots exist during the counting of the ballots (*e.g.* ballots containing two votes for a single office shall be deemed invalid for that office), announcing the election results for each office and position, documenting and maintaining the outcome of the election results, and ensuring the announcement of the outcome of the election to all members.

Section III- Notice of Annual Election and Solicitation of Candidates: The Election Committee shall advertise the date and time of the annual elections for the Organization and shall solicit candidates to run for available offices through Board Meetings, the website, and/or through articles included in the local newspaper

Section IV- Nominations: All nominations for offices must be submitted in writing by a member of the Election Committee, a minimum of three days in advance of the announced election date for such nominations to be included on the ballot for the election to be held on said date. Additional nominations may be made from the floor at the April meeting, provided the nominee is present and accepts.

Section V- Election Process: The order of business for the annual elections will be as follows: General Membership Meeting, Voting, Tallying of Votes, Announcement of Results.

Section VI- Follow-up Election: In the case of a tie for any position, a separate election will be held, for the tied position only, within two weeks of the General Election. All other positions will stand as counted. The process to be followed for the follow-up election shall be established by the Executive Board but should mirror the annual election process as much as possible, except as to time frame.

## **ARTICLE VII.**

### **MEETINGS**

Section I- General Membership Meetings: General Membership Meetings will be held the fourth Monday at 7:00 p.m. of the following months: January, April, July, and October.

Section II- Executive Board Meetings: Executive Board Meetings will be held on the fourth Monday at 7:00 p.m. of the following months: February, March, June, September, and November.

Section III- Special Meetings: On an as needed basis.

Section IV- Program-Specific Special Meetings: May be called by the Executive Board of the Organization or by the Program. This shall be a closed meeting.

Section V- Quorum: A quorum at a regular or special General Membership meeting or Executive Board meeting shall be established if a majority of the current officers and directors of the Organization are in attendance.

Section VI- Agenda: The agenda of all meetings shall include the review and acceptance of the minutes by vote of the previous General Meeting and Executive Board Meetings, and any special meetings called, excluding Program-specific Meetings. Bulleted Items: Treasurer's Report, Reports from Program Chairs, Staff Reports, Old and New Business Reports, and Readings of any Correspondence shall be included.

Section VII- Procedures: Roberts Rules of Order for Parliamentary Procedure shall be followed at all meetings.

## **ARTICLE VIII**

### **PROGRAMS**

Section I- Program: Definition- Any activity serving the community and approved by the Voting Members will be included as a Council Program.

Section II- Organization requirements:

- A. A program will be run by an elected Board or a Voting Member Approved chairperson. A list of newly elected Board Members will be submitted to the Organization within ten days of election.
- B. Programs run by Boards must advertise for and hold open meetings to elect officers and set by-laws.
- C. Each program must have a representative present at all General Meetings. Either an officer from a program's Board or the chairperson will be the representative. Representatives are responsible for furnishing relative information back to the respective program.
- D. The bylaws and/or rules of conduct of a program must be on file with and approved by the Executive Board.

Section III- Precedence: As a general rule, youth programs have priority over any and all adult programs in terms of fields, storage, etc.

Section IV- Program Funding:

- A. All programs must present an annual operating budget to the Executive Board for approval by the June Council Meeting, unless an extension is granted.
- B. All programs must be self-supporting, inclusive of county funds, and may not operate at a deficit without prior Executive Board approval.

- C. All expenditures must be covered by the approved budget. All contributions or donations by programs must be accompanied with a letter or receipt of stated monies in conjunction with the rules set forth under Section 501 (Article C) (3) and have prior approval of the Executive Board.
- D. All funds must be deposited with the Harford Bank within ten (10) days of receipt. All deposit slips and registration forms must be submitted to the Treasurer within (10) days.
- E. Payments of all Independent Contractors must be approved, in advance, by the Executive Board. In the event that a contractor takes over for another Contractor between Council meetings, the new Contractor may be paid up the prior rate until the first Council meeting after the conditional appointment.
- F. Fundraisers:
  - Fundraisers not approved in the budget, must be approved by Voting Members.
  - As the Council is limited by law to four (4) raffles a year, requests for raffles should be included in the budget submissions to assure consideration of all interested programs. All programs are required to receive a license with the sheriff's office. No 50/50 raffles are allowed by law.

## **ARTICLE IX**

### **GENERAL FUND POLICY**

Section I- Purpose: The purpose of the General Fund is to finance new and existing activities when needed, and to promote special events and other miscellaneous items required for the operation of the Council. Monies advanced to new or existing programs shall be replaced within the current activity period. Expenditures from the General Fund include, but are not limited to the following:

- Administrative fees and general meeting fees
- Office supplies such as P.O. Box, postage, deposit slips and registration forms
- Annual donations to scholarship fund {\$1,000}
- Annual donations to Chemical Free Cruise
- Audit {\$2,500}
- Appreciation dinner
- Cash Registers

Section II- Assessment: Each program will contribute to the General Fund by means of an annual assessment, the amount to be ascertained by the Executive Board and included in the itemized budget of the activity.

Section III- Budget: The Treasurer will construct an annual budget to be approved and voted on by the Executive Board.

## **ARTICLE X**

### **AMENDMENTS**

Section I- Amendments: Proposals for amending or repealing the by-laws, or of any portion thereof, may be introduced at the request of the Board of Directors or by any Member in good standing at any General Membership meeting. Such proposals shall be made in the form of a motion and shall be acted upon accordingly. If a proposal to amend or repeal the by-laws is approved by the Board of Directors, such proposal is formulated into precise wording for a motion to achieve the desired result. Said motion shall be presented by the Board of Directors to the General Membership at the next general meeting of the Corporation, provided due notice of such meeting has been given to the members at least twenty-one days prior to the meeting. At least a two-thirds majority of the votes cast by the General Membership present and in good standing at said meeting is needed to amend or repeal the by-laws.

## APPENDAGE A

### CODE OF CONDUCT

The Joppatowne Recreation Council is committed to providing the citizens of Harford County with quality recreational opportunities in a safe and enjoyable environment. To fulfill this commitment, the Recreation Committee has established a **Code of Conduct**. The Code requires that individuals, including but not limited to spectators, coaches, registrants, and volunteers in Recreation Council programs and activities, conduct themselves in a reasonable manner.

Individuals may lose the right to participate in programs and activities for any of the following:

Failure to abide by program rules as established by the Recreation Committee.

- A. Failure to comply with the direction given by Recreation Committee representatives in the performance of their duties.
- B. Misuse, destruction, damage or theft of Recreation Committee property, or the property of others.
- C. Indecent or obscene conduct, including profanity.
- D. Any action, which, in the judgment of the Recreation Committee, places oneself or others at risk. This includes, but is not limited to, physical and/or verbal abuse, intimidation, and coercion, inciting others to violence or disruption, and sexual harassment. Sexual harassment includes, but is not limited to, the following: verbal or physical sexual advances, including pressure for sexual activity; unwelcome sexually motivated touching, pinching, patting or intentional brushing against; verbal harassment or abuse; and remarks or gestures of a sexual nature.
- E. Possession, use or distribution of weapons, instruments used as weapons, fireworks or explosives.
- F. Possession, use or distribution of alcohol (except by special permit), or controlled dangerous substances.
- G. Any action that disrupts or obstructs participation in a Recreation Committee program or activity.
- H. Any action that constitutes a violation of local, state, or federal law.

Violations of the **Code of Conduct** may result in disciplinary action including, but not limited to, the following:

- A. Verbal warning.
- B. Limited suspension from programs and activities.

C. Permanent expulsion from programs and activities.

An individual may face permanent expulsion without verbal warning and/or suspension if, in the judgment of the Recreation Committee, the violation is significant enough to warrant such action.

### QUALITY ASSURANCE

The purpose of this policy is to allow the Joppatowne Recreation Council and all programs offered under Joppatowne Recreation Council's domain to deliver the highest quality programs by sharing information and ideas that will improve all programs operations and delivery.

- A. Information sharing is vital between the Joppatowne Recreation Council Board and the individual programs.
- B. Individual programs within Joppatowne Recreation Council need to share all information with The Joppatowne Recreation Council Board and other program Chairpersons to allow the highest quality of programs to our participants.
- C. All programs must operate under the Joppatowne Recreation Council's Bylaws and procedures as well as their own individual program bylaws. All program chairpersons should maintain a current copy of the Joppatowne Recreation Council's Bylaws as well as make sure that the Joppatowne Recreation Council Board has a current Copy of each program's Bylaws and Policies.
- D. Chairpersons of every program should make regular reports to the Joppatowne Recreation Board especially when implementing new policies and procedures or whenever there arises a serious complaint; disciplinary procedure to include members and participants. Reports should also include problems with participants who owe monies and or equipment to a program.
- E. This sharing of information between the individual programs and the Joppatowne Recreation Council Board allows for changes to be made to program policies and bylaws to improve all our programs.
- F. Sharing of information concerning serious complaints; disciplinary procedures to include members and participants and problems with participants who owe monies and or equipment to a program allows all programs to actively prevent these people from participating in other programs. Thereby possibly recovering funds and equipment owed to a program and prevent the further loss of money/equipment to other programs by these offenders.

**SECTION VI- Violations:** All violations of these rules of conduct will be reported for subsequent by the Executive Board. Such notification must be supported by written and signed letter to the Executive Board.

The Executive Board will fully investigate all such matters, giving each person involved an ample opportunity to participate in the investigation. Based on the facts involved, the Board will determine the validity of the complaint and the appropriate course of action to be

followed. Where sufficient cause is shown, the individual (s) involved will be called before the Board and given the opportunity to account for their actions. The Board will then, by majority vote of the members present,

- Dismiss the matter completely
- Admonish the individual (s) involved, or
- Suspend or otherwise remove the individual (s) from further League participation
- Cause the team to forfeit the game or games in question