

CARROLL MANOR RECREATION COUNCIL, INC.
BY-LAWS

ARTICLE I- NAME & GEOGRAPHIC BOUNDARIES

- SECTION 1: The name of this organization shall be the *Carroll Manor Recreation Council*, hereafter referred to as “CMRC,” located at 3605 B Sweet Air Road, Phoenix, MD 21131. CMRC is organized as a nonprofit, and/or charitable purposes under applicable provisions of the Annotated Code of Maryland and under Section 501(c)(3) of the Internal Revenue Code of 1986.
- SECTION 2: The boundaries of this organization’s jurisdiction are as follows:
North & West: Beginning from the Harford County line, Old York Road to Paper Mill Road. Paper Mill Road to Loch Raven Reservoir to Cromwell Bridge Road.
South & East: Cromwell Bridge Road to Glen Arm Road. Glen Arm Road to Bottom Road, Bottom Road to the Harford County Line. Harford County line from Bottom Road to Old York 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 organization is twofold:
- (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 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;
 - (c) The Carroll Manor Recreation 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-MEMBERSHIP

- SECTION 1: The general membership of CMRC shall consist of all interested persons at least 18 years of age.
- SECTION 2: Voting privileges shall be extended to any member who has attended at least three regular Council meetings during the preceding year.
- SECTION 3: All officers of CMRC are automatically allowed to vote at any meeting at which such officers are in attendance.
- SECTION 4: Affiliate Members are defined as groups, clubs or service organizations that provide recreational or sports programs to citizens of Baltimore County community and have formalized an association with CMRC by vote of the CMRC Board. Affiliate Members of joining recreation councils shall not be affiliated with CMRC unless the affiliation process set out below has been followed. These groups must be affiliated or associated with a Baltimore County Department of Recreation & Parks Council to use Baltimore County facilities for their recreational and sports programs. The primary purpose of any group, club or service organization that becomes an Affiliate Member must be to provide sports and recreational opportunities to the community and not operate for other purposes. Affiliate Members must not offer any programs that are similar to CMRC programs or compete with the success of CMRC programs in any way. Affiliate Members' use of facilities are secondary to the use of the facilities by CMRC. An Affiliate Member and its representative are not entitled voting rights merely by reason of its affiliation with CMRC.

To become an Affiliate Member of CMRC, a group must, in the following order:

1. Obtain a sponsor that is a voting member of CMRC as evidenced in writing.
2. Have a signed petition by 50 community members supporting the proposed program.
3. Contact the Executive Committee and discuss the proposed program in person.
4. Obtain the unanimous support from the Executive Committee.
5. Present the program and budget to the full body of CMRC in person.
6. Obtain the support, by vote, of a majority of the voting members.

Affiliated Members are required to:

1. Abide by CMRC BY-LAWS, policies, procedures and all other governing documents.
2. Operate a separate treasury from CMRC.

3. Operate under their own BY-LAWS, not conflicting with or superseding CMRC governing documents.
4. Make an annual donation to CMRC, as established by the Executive Committee annually
5. Make immediate payment for any cost incurred by the Council or Baltimore County or by a facility including, but not limited to, custodial fees, utility fees, advertising costs, and all other fees and costs.
6. Attend regular meetings for CMRC.
7. Submit periodic budgets and financial reports (including copies of all receipts) to CMRC. Year-round programs must submit a budget and financial report at the January and July meetings every year. Seasonal programs must submit a budget and financial report at the direction of the board. All Affiliate Member programs must be audited by an independent auditor annually (at their expense) and present the audit results to CMRC.
8. Operate as an organization described in Section 501(c)(3) of the Internal Revenue Code, or, with the approval of the Executive Committee and a favorable determination that the affiliation will not jeopardize the exempt status CMRC, another organization described in Section 501 of the Internal Revenue Code.
9. Submit facility request forms in accordance with Baltimore County Department of Recreation & Parks guidelines.
10. Show proof of liability insurance coverage in the amount of \$500,000 or such greater amount as recommended by the Executive Committee or required by the Department of Recreation and Parks.
11. Demonstrate successful results from criminal background checks, if required.
12. Abide by Baltimore County Department of Recreation & Parks policies, rules, and guidelines.
13. Maintain facilities in as good or better condition than prior to the Affiliate Member's use of the facilities.

Instatement, suspension, and reinstatement of Affiliate Members shall be the sole discretion of the Council. Any Affiliate Member program that fails to meet Council expectations may be immediately suspended by the President or the Executive Committee at any time. Requests for reinstatement shall be entertained by the Executive Committee only after a personal appearance before the Executive Committee and a unanimous vote by the Executive Committee.

Affiliate Member status may be immediately and permanently revoked by a majority vote of the Executive Committee at any time.

SECTION 5: A quorum for meetings of the general membership of CMRC shall consist of five voting members.

SECTION 6: Members of CMRC shall pay no membership dues.

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 CMRC. Copies of all policies and procedures established by CMRC shall be made available for public review.

SECTION 2: NUMBER OF DIRECTORS: The Board of Directors shall consist of the four executive board members, and no less than four (4) or more than ten (10) elected at-large directors, which may include the immediate past president.

SECTION 3: REMOVAL FROM OFFICE: Directors that are absent for more than three meetings of the Board of Directors within a twelve (12) month period, without just cause, may be asked to resign. Requests for resignation shall be approved by a majority vote of the Board. The Board may remove any director at their sole discretion, with or without cause, by two thirds (2/3) 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 programs' 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 until the next election of officers and directors.

SECTION 6: RECISSION: Any action by the Board of Directors may be rescinded at the next Council Meeting by a two-thirds (2/3) vote of the Board of Directors.

SECTION 7: BOARD COMPOSITION: All members of the Board of Directors shall be volunteers. In the event the board feels it necessary to compensate a board member, that member will be non-voting member.

ARTICLE V-EXECUTIVE BOARD OF DIRECTORS

SECTION 1: The Executive Board of Directors for CMRC shall consist of a President, Vice-President, Secretary and Treasurer.

- SECTION 2: All officers, with the exception of the Treasurer, shall be elected for a term of one year and may not exceed five consecutive terms while in the office. The Treasurer shall be elected for a term of one (1) year and may not exceed three (3) consecutive terms. The Vice-President shall assume the office of the President when the President's term has expired. The Board of Directors may fill a vacancy of an officer created before the expiration of his term. The officers shall be the operation officials of the council, subject to and answerable to the Board of Directors. The executive board members shall not be permitted to serve as a program chairperson during their term.
- SECTION 3: PRESIDENT: It shall be the duty of the President to preside at all meeting of CMRC 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. The President shall have prior experience in the organization as a program chairperson, officer, or director. The President shall have the authority to delegate to the Vice President such powers and duties as the President deems appropriate.
- SECTION 4: VICE-PRESIDENT: It shall be the duty of the Vice-President to perform the duties and function of the President when requested by the President, during the President's absence, or whenever the Office of the President is vacant. In addition, the Vice President may perform such duties and act with such authority as may be delegated by the President. The Vice-President shall perform periodic facility reviews and coordinate facility needs with the President and Community Supervisor. The Vice-President shall have prior experience in the organization as a program chairperson, officer, or director.
- SECTION 5: SECRETARY: It shall be the duty of the Secretary to keep minutes of the Board of Directors and CMRC meetings, to record the attendance at all meetings and include the attendance as part of the minutes. The Secretary shall be the custodian of the official records of the CMRC; ensure the timely distribution of all notices; and have such powers and duties as determined by the President. Should the Secretary be absent from any meeting of the Board of Directors or the CMRC, the President 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 funds, receipts, and disbursements of CMRC; ensure prompt deposit of all monies received in the appropriate financial institution; ensure compliance with the financial procedures of CMRC; provide a timely accounting of the financial condition of CMRC; perform the normal duties associated with the position of treasurer; supervise the activities of the

CMRC accountant or bookkeeper; ensure compliance with all applicable tax regulations, and perform additional duties as determined by the President.

ARTICLE VI -ELECTION OF OFFICERS & DIRECTORS

SECTION 1: TERM OF OFFICE: Except for the Treasurer, the Board of Directors shall be elected for a one (1) year term and can serve no more than five (5) consecutive terms. The Treasurer shall be elected for a term of one (1) year and may not exceed three (3) consecutive terms.

SECTION 2: No later than April, the President shall appoint a three-member nominating committee who shall prepare and submit a slate of officers and directors to the general membership 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 general meeting in June and officers and directors shall take office on July 1.

ARTICLE VII-MEETINGS

SECTION 1: COUNCIL MEETINGS: Regular meetings of CMRC shall be held at a minimum of five months per year. Meetings shall be held in the months of April, May, and June. Other meetings shall be held and scheduled at the discretion of the Board of Directors. The meetings shall be open to the public and publicized 30 days in advance.

BOARD MEETINGS: Meetings of the Board of Directors shall be held at the discretion of the Board.

SPECIAL MEETINGS: Special Meetings may be called at any time at the discretion of the President with as much notice as possible.

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 FOR PARLIAMENTARY PROCEDURES should be followed as closely as possible at all meetings, unless overruled by a 2/3 vote of the Board of Directors

SECTION 4: AGENDA: The agenda shall be set by the Council and Board of Directors.

SECTION 5: QUORUM:

BOARD OF DIRECTORS: A quorum of the Board of Directors shall consist of any three members. Any member unable to attend a meeting of the Board may assign his/her proxy in writing, email 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 CMRC meeting shall consist of the members attending.

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 Board of Director members. Election voting is extended to any member in good standing and attended at least three regular council meetings during the preceding twelve (12) months may vote.

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.

SECTION 9: VIRTUAL MEETINGS: Virtual meetings may be conducted at the discretion of the CMRC Board of Directors.

ARTICLE VIII-PROGRAM 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 CMRC.
- (B) Proposals for new programs must be submitted in writing to the Board of Directors in the form and manner they prescribe. Persons proposing a new program must present their proposal in person to the Board of Directors at a regularly scheduled Board meeting. Approval of a proposal and authorization of a program requires a majority vote of the Board.
- (C) Program staff, either paid or volunteer, serve at the pleasure of the Program Chair and/or the CMRC Board of Directors and may be removed, with or without cause, at the sole discretion of the program Chair or the CMRC 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, or the Baltimore County Public Schools by a majority vote of the Board. The Board may revoke the authorization of any program for said non-compliance by a two-thirds (2/3) vote of the Board.
- (E) Program chairpersons shall be approved by the Board of Directors on an annual basis, every active youth program shall have a program chairperson or co-chairpersons.
- (F) Any participant of a CMRC program must register via the approved registration system of the council. Violations may result in suspension or termination of a program.
- (G) All registration funds must be collected via the approved registration system of the council.

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 CMRC, the Baltimore County Department of Recreation & Parks, and/or 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 CMRC or the County shall prevail over the program's policy or procedure.
- (C) The program chairperson, or a designated representative, shall attend a minimum of 60% of Council meetings.
- (D) The program chairperson is to provide an annual report to the CMRC summarizing program activities while the program is active.

SECTION 3: Prior to the inception of a program activity, the following shall occur:

- (A) Operating procedures for each activity shall be submitted to the Program Chairperson and subsequently submitted to the Board of Directors for approval.
- (B) An annual budget shall be submitted to the Treasurer and subsequently submitted to the Board of Directors for approval.

ARTICLE IX-FINANCIAL

SECTION 1: GENERAL FINANCIAL POLICY:

- (A) All members of CMRC shall follow the “FINANCIAL PROCEDURES” as approved by the Board of Directors.
- (B) The fiscal year for this organization shall begin on July 1st and end on June 30th of the following year.
- (C) All bank or investment accounts shall be placed under the supervision of CMRC Treasurer. No other person is authorized to open an account on behalf of CMRC or individual programs/activities, nor are they authorized to make changes to any existing account.
- (D) In addition to the Treasurer, the approval of a second board member is required for financial transactions exceeding \$5,000.
- (E) Any investment of the funds of the CMRC shall only be initiated upon the recommendation of the Treasurer to the Board. Investment actions shall require a majority vote of the Board.
- (F) All bank accounts, including the General Fund, savings and money market accounts, shall be placed under the current Treasurer.
- (G) The Treasurer may delegate limited duties to the bookkeeper(s), as set forth in the CMRC Financial Operating Manual.
- (H) Absolutely no cash or funds of any kind including but not limited to fundraising, registration fees, equipment, apparel, team fees, etc. may only be deposited by the CMRC Treasurer or bookkeeper.
- (I) No personal electronic financial transactions or transfers of any kind may be used, including but not limited to Venmo, Cash App, Apple Pay, EFTs, etc. No person or entity may hold any funds designated for CMRC or a CMRC program in an account of any kind. All CMRC designated funds must be deposited and kept in CMRC’s General Fund, in accordance with the CMRC Financial Operating Manual.
- (J) In the event of dissolution, any assets after payment of liabilities shall be distributed to the Baltimore County Department of Recreation and Parks or the Baltimore County Government.
- (K) Programs, clubs, and camps with payrolls exceeding their current account balance may face suspension or termination of their program.

SECTION 2: BOOKKEEPER

- (A) The council may employ a bookkeeper(s) to assist the Treasurer.
- (B) The bookkeeper(s) must be bonded and insured.

SECTION 3: GENERAL FUND

- (A) The purpose of the General Fund is to finance new and existing activities when needed, promote Special Events, and provide funding for the operation of CMRC. 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 General Fund by means of an assessment, the amount to be determined by the Board of Directors.

SECTION 4: ACTIVITY FUNDS

- (A) All funds derived from individual programs/activities, including cash, shall be deposited in accordance with the CMRC Financial Operational Manual. 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.

SECTION 5: FINANCE COMMITTEE:

- (A) The Treasurer and Bookkeeper will prepare the appropriate budgets annually for submission to the Board of Directors for approval.
- (B) The Treasurer and Bookkeeper will review CMRC'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.

SECTION 6: FUNDRAISING

- (A) Fundraising guidelines shall be handled in accordance with the CMRC Financial Operations Manual, but in all cases all funds shall be handled in accordance with the Sections above.

ARTICLE X - GRIEVANCES

SECTION 1: GRIEVANCES: Should a controversy, dispute, or disagreement arise, the difference shall be adjusted pursuant to steps identified in the CMRC Standard Operating Procedures document.

SECTION 2: POLICY: The Board of Directors shall maintain procedures to address any grievance that may arise. Any grievance will begin at the program

level and if needed, escalated to the Council. If no resolution is found, it is further escalated to the county.

ARTICLE XI - 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, the Financial Operating Manual, or the Standard Operating Procedures, 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. By majority vote, the Board of Directors may recommend the changes to the full Council.


SECTION 2: The President shall submit any Board recommended changes to the membership for a vote as defined by Article VII, Section 7 at the next scheduled Council meeting. Adoption will require a two-thirds vote of the eligible members as defined by Article VII, Section 7 in attendance. Any changes to the By-Laws will be submitted to the Baltimore County Board of Recreation and Parks for final approval.

ARTICLE XII – CONFLICTS OF INTEREST

SECTION 1: All CMRC Board and Council members are required to disclose any or all conflicts of interest and recuse themselves from the debate and vote of any topic where a conflict may exist. The Board of Directors by at least a 2/3 vote will determine if a conflict exists.

Adopted by the CMRC Board of Directors and Council membership

Printed Name: Jarod Picone

Signed:  Date: 3/12/26

(CMRC President)