

**CONSTITUTION**  
**of the**  
**GREATER PIKESVILLE RECREATION COUNCIL, INC.**  
**(revised May 28, 2013)**

**Article I**

-Name, Principal Office, and Boundaries-

- Section 1. The name of this organization shall be GREATER PIKESVILLE RECREATION COUNCIL, INC., incorporated under the laws of the State of Maryland.
- Section 2. The principal office shall be located in Wellwood International Magnet School, 2901 Smith Avenue, Baltimore Maryland 21208.
- Section 3. The geographic boundaries of the Greater Pikesville Recreation Council are as follows: Beginning at the intersection of Greenspring Valley Rd. and Falls Rd.; Eastern Boundary- From Greenspring Valley Rd.; south on Falls Rd. to city line. Southern Boundary- City line, then west then south to Western Maryland Railroad track; follow railroad tracks to a point just east of Rocklyn Ave., then in straight line southwest to Alter St. and Danlou Dr. Follow Alter St. (houses both sides to Liberty Rd. council) to Campfield Rd., northwest on Campfield Road to Buckingham Rd. to Gwynn Falls (north side houses to Pikesville). Follow Gwynn Falls to the beltway. Western Boundary- Beltway north to Old Court Rd., west on Old Court Rd. to Winands Rd., northwest on Winands Rd. to McDonogh Rd. to Reisterstown Rd., north on Reisterstown Rd. to Greenspring Valley Rd., east on Greenspring Valley Rd. to Falls Road.

**Article II**

-Purpose, Authority, and Charitable Status-

- Section 1. This organization is formed for purposes:

- (a) To formulate policies, advise, recommend, promote and maintain public recreation affairs in the community in cooperation with the Baltimore County Board and 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.
- (b) To build the public recreation programs in and about the public schools, grounds, and facilities by identifying them with all public and private organizations having to do with public welfare, education, family relations and solution of youth problems.
- (c) To offer leadership in coordinating and correlating all those activities of a recreational nature in the community to obtain maximum benefit for the citizens of the community.
- (d) To conduct a public recreation program, making use of the physical properties available in the area.
- (e) To provide recreational and creative activities for the residents within the area defined above without regard to race, creed, color, religion, disability, or national origin.
- (f) To solicit and encourage donations of money, equipment, and/or property for the benefit of the community recreation programs.
- (g) To pursue the aforementioned objectives in an effort to supplement the services of local government by reducing vandalism, community deterioration, juvenile delinquency, and community tensions caused by prejudice and discrimination.

Section 2. The authority of the Greater Pikesville Recreation Council, Inc., is derived from its affiliation (as stated in Article II, Section I (a)) – with the Baltimore County Board of Recreation and Parks, and the Baltimore County School Board, both of which are organizations established by state and local law.

Section 3. (a) The council is organized exclusively for charitable, religious, educational, and recreational purposes, including, for such purposes, the making of distributions to organizations under

Section 501(c)(3) of the Internal Revenue code (or the corresponding section of any future Federal tax code).

- (b) No part of the assets of the council shall inure to the direct benefit of, or be distributable to its members, trustees, directors, officers or their private persons, except that the Greater Pikesville Recreation 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.
- (c) No substantial part of the activities of the council shall be the carrying on of propaganda or otherwise attempting to influence legislation, and the council shall not participate in or intervene in  
in  
(including the publishing or distribution of statements) any political campaign on behalf of, or in opposition to any candidate for public office.
- (d) Notwithstanding any other provision of these articles, the council shall not carry on any other activities not permitted to be carried on by:
  - (1) An organization exempt from Federal income tax under Section 501(c)(3) the Internal Revenue Code (or corresponding section of any future Federal tax code
  - (2) By an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future Federal tax code.
- (e) Upon the dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future Federal tax code, or shall be distributed to another recreation council, or the Baltimore County Department of Recreation and Parks, the Federal government, or to a state or local government, for a public purpose.

### ARTICLE III

## -Membership and Voting-

- Section 1. Individual membership in the council shall consist of all persons, at least 18 years of age, interested in supporting and promoting recreational activities and facilities in the Greater Pikesville Community, as defined under Article I, § (3). Dues for individual membership to the council shall be set by the Executive Committee at its last meeting of the fiscal year, and shall be due prior to the first meeting of the following fiscal year. Individual members in good standing, as defined in the by-laws, shall have the right to vote.
- Section 2. A council sponsored program is a program operated by volunteers. Each program shall have one vote as set forth in the by-laws.
- Section 3. The following organizations within the Greater Pikesville Community, as defined under Article I, § (3), may appoint a representative to serve as a non-voting member without the assessment of dues:
- (a) Public and private school PTA's/PTSA's.
  - (b) Community/Neighborhood Associations.
  - (c) Houses of worship.
  - (d) Service organizations.
  - (e) Charitable organizations.
- Section 4. An Affiliate Program is a program operated by an independent contractor who may appoint a representative to be a non-voting member.
- Section 5. Non-Affiliate Programs are groups of individuals who use the fields and or facilities within the GPRC Inc. boundaries. Non-Affiliate Programs are unable to vote.
- Section 6. All officers of the Greater Pikesville Recreation Council Inc. are automatically allowed to vote at any meeting at which such officers are in attendance.

Section 7. Executive Committee membership shall be restricted to the officers enumerated in Article IV of the constitution and three members-atlarge.

Section 8. There shall be no proxy voting.

## ARTICLE IV

### -Officers-

Section 1. Officers of this organization shall be a President, First Vice-President, Second Vice-President, Third Vice-President, Secretary, Treasurer, and three Members-at-Large. The officers shall constitute the Executive Committee.

Section 2. Officers shall be elected by ballot, for two-year terms, at the May meeting, in odd years and starting July 1.

**Section 3. A vacancy, except for president, shall be filled for the unexpired term by a person elected by a majority of the executive committee. In case of a vacancy in the office of president, the First VicePresident shall become President, and the Second Vice-President shall become First Vice President. A new Second Vice-President shall be elected at the next regularly constituted meeting of the Council. (Missing four (4) consecutive monthly meetings without being excused constitutes a vacancy.)**

**Section 4. The executive committee, by a 2/3 vote of the members present and voting, may remove from his/her position any officer who fails to perform designated duties outlined in these bylaws or the current standing rules, fails to attend four consecutive meetings without being excused, violates the basic policies, misrepresents the positions of the organization or acts in any other way which is detrimental to the mission and purposes of this organization as outlined in Article II of its constitution. When removal is contemplated, the officer shall be advised by certified mail**

**at least ten (10) days prior to the meeting of his/her right to appear before the executive committee at that meeting. Such removal constitutes a vacancy in that office.**

## **ARTICLE V**

### **-Powers and Duties-**

The duties of the officers shall be as follows:

#### Section 1. (A) President

1. Call the meetings to order at the appointed time.
2. Preside at meetings of the Executive Committee, general meetings, special meetings; and maintain order at all meetings.
3. Announce the business in its proper order.
4. State all questions, motions, and put them to a vote.
5. Announce the results of every vote.
6. The President shall only vote in the event of a tie.
7. Be impartial in assigning the floor and make every effort to protect the rights of each member.
8. Appoint and dissolve standing committees as needed with the approval of the Executive Committee. Appointments of special committees are at the discretion of the president.
9. Shall be an ex-officio member of all committees except the nominating committee.
10. The President shall be the primary spokesperson for the Council in all Community and Board of Recreation and Parks matters.

11. The President shall perform such other duties as may be described in the by-laws or as assigned by the Executive Committee.

Section 2. (B) First Vice President (Executive)

1. If the office of President is vacated for any reason, the First Vice-President becomes President for the unexpired term.
2. It shall be the duty of a Vice President appointed for such purpose by the President to serve as the Chair of any Planning & Capital Improvements Committee.
3. Shall preside in the absence of the President.
4. Shall perform any other duties assigned by the Executive Committee.

(C) Second Vice President (Financial)

1. Shall assume the position of First Vice President as outlined in Section 2. (1).
2. Shall provide a periodic review of all council programs to insure compliance with financial policy and objectives.
3. Shall preside in the event of the absence of the President and First Vice President.
4. Shall oversee fundraising activities.
5. Shall help the treasurer prepare the annual budget.
6. Shall perform any other duties assigned by the Board of Directors.

(D) Third Vice President (Membership)

1. Shall promote and oversee all tournaments using the GPRC Inc.'s fields and facilities.
2. Shall help create new programs to meet the needs of the Pikesville community.
3. Shall interview prospective program applicants.
  - a. Have the applicants fill out the necessary paperwork;
  - b. Review all paperwork to ensure compliance;
  - c. Provide budgets to the treasurer for review;
  - d. Provide a recommendation to the Board on the prospective program.
4. Shall perform any other duties assigned by the Board of Directors.

Section 3. (E) Secretary

1. Keeps minutes of all general council, Executive Committee, and special meetings of the Executive Committee or general membership.
2. Keeps a register of all members in good standing to support voting rights as specified in the Bylaws, and records attendance at all meetings.
3. Perform other duties as may be prescribed in the Bylaws or assigned by the Executive Committee.
4. Notify programs and Officers of scheduled and special meetings.
5. Distribute such mailings as the Executive Committee or Council may direct.



6. Handle such correspondence as the Executive Committee or Council may direct.
7. Notify chairpersons of their duty to attend regular meetings if they were absent from regular meetings.

Section 4. (F) Treasurer

1. Supervises all financial affairs of the Council
2. Records deposits and make disbursements in accordance with Council financial procedures as outlined in by-laws
3. Keeps full and accurate records of all council accounts and presents financial statements to the Executive Committee and general membership at each general meeting.
4. Presents an annual budget to the Executive Committee prior to the beginning of the fiscal year.
5. Coordinates long-range financial planning for the Council.
6. Chairs the Finance Committee.
7. Complies with IRS guidelines as stipulated in the by-laws.
8. Complies with internal and external guidelines as stipulated in the by-laws.
9. Conforms to all Local, State and Federal fiduciary requirements.
10. Performs such other duties as may be prescribed by the Executive Committee.

**ARTICLE VI**

-Amendments-

Amendments to the constitution shall be presented to the Council, in writing, at least thirty days prior to being submitted to a vote. A two-thirds majority of the voting membership is required for passage, which is then subject to approval by the Baltimore County Board of Recreation and Parks before final adoption.

## **ARTICLE VII**

### **-By-Laws-**

Amendments to the bylaws shall be presented to Council in writing at least thirty days prior to being submitted to a vote. The Bylaws may be amended by a simple majority vote at a regularly scheduled meeting.

## **ARTICLE VIII**

### **-Dissolution-**

Should this council be dissolved, its assets shall be distributed either to another recreation council, another organization exempt under Section 501(c)(3) of the Internal Revenue code, or the Baltimore County Department of Recreation and Parks.

**BY-LAWS**  
**of the**  
**GREATER PIKESVILLE RECREATION COUNCIL, INC.**  
**(revised October 12, 2011)**

**ARTICLE I**

**-Meetings-**

- Section A.
1. General meetings shall be held monthly unless changed by the Executive Committee and notice given at least one week in advance.
  2. All general meetings shall begin at 7:30 PM on the fourth Tuesday of each month, unless otherwise ordered by the Executive Committee or the Pikesville Area Community Supervisor.
  3. All general meetings shall be held at Pikesville Middle School (Library), unless otherwise ordered by the Executive Committee or the Pikesville Area Community Supervisor.
  4. Executive Committee meetings shall be held a minimum of nine (9) times per fiscal year in August, September, October, November, January, February, March, April and May.
  5. Notification of the general meetings shall be posted to the website, as well as listed in the Pikesville Area Community Supervisor's office.
  6. The President may call special meetings of the Executive Committee, providing a minimum three-day notice, at any time deemed desirable or necessary.
  7. In the case of a severe weather event that closes Baltimore County Public Schools, on a scheduled meeting night, that meeting will be cancelled and rescheduled.

## Section B. Quorum

1. Twenty-five (25%) percent of members in good standing shall constitute a quorum for any general meeting.
2. A majority of Executive Committee members shall constitute a quorum at any Executive Committee meeting

## Section C. Voting—Good Standing

1. Any individual mentioned in Article III, § (1), of the Greater Pikesville Recreation Council Inc.'s constitution attending five (5) general meetings within a 12-month rolling period is determined to be a member in "good standing."
4. A Council sponsored program as mentioned in Article III, § (4), of the Greater Pikesville Recreation Council Inc.'s Constitution, attending Seventy-five percent of general council meetings in a rolling 12 month period is determined to be a member in good standing.

## Section D. Responsibilities of Council Sponsored Programs and Affiliates

1. To be represented at council meetings each month as well as special meetings as they occur.
2. To be familiar with council policies, rules and regulations.
3. To provide the council with monthly reports of their organization.
4. To provide budgets to the Executive Committee for their programs.
5. To keep the council aware of the current officers.
6. To cooperate with leaders, staff and volunteers.

## Section E. Responsibilities at a Council Meeting

1. If representing an organization or program, come prepared to give a report.
2. Take back to your organization reports from other groups, which may be of interest.
3. Participate in discussions. Air your views.
4. Show respect to others while they are speaking. They too are entitled to their opinions.
5. An individual may report for more than one group, but may list only one Group on the sign-on sheet.
8. Keep the Recreation Council advised of the names and addresses of the current officers along with the changes as they occur.
8. Can submit a proposed slate of new officers to the Council for approval.

## **ARTICLE II**

### -Fiscal Year-

Section A. The fiscal year of this organization shall run from July 1st of a calendar year through June 30th of the succeeding calendar year.

#### Section B. Financial Policies

An annual budget shall be formulated in the following manner:

1. All Affiliated and Council Sponsored Program chairpersons shall present a projected budget for the coming year four (4) months prior to their program's start date. This budget shall itemize all anticipated income and expenditures. The Executive Committee shall determine the program's ability to act under the Greater Pikesville Recreation Council Inc. The chairperson shall present a final budget at the closure of their program. This budget should balance all income and expenditures with the Treasurer's

report. Any discrepancies shall be brought to the attention of the treasurer and bookkeeper.

- a. Projected and Final Program budgets shall be reviewed and approved by the Chairperson and then submitted to the Executive Committee.
- b. The Financial Committee based on the Chairperson's approved budgets and other non-activity income and expenses shall formulate an annual budget.
- c. An approved budget shall be the responsibility of the Council. It shall be the responsibility of the treasurer to notify the Second Vice President of a program that exceeds the approved projected budget.
  - a. The budget for a new or proposed program shall not be included in the annual budget.
  - b. The assessment fee for a Council Sponsored Program shall be \$5.00 per registrant. Assessments will be due thirty days after the beginning of the program's season of record.
  - c. Fees for all Non-Affiliated, Affiliated Programs, as well as individual members will be determined by a majority vote of the Executive Committee.
    - i. The Executive Committee will determine Non-Affiliate fees.
    - ii. Non-Affiliate fees are due before activities on/in fields or facilities are begun.
    - iii. The fee schedule will be kept at the Pikesville Area Community's Supervisor office.
    - iv. A Non-Affiliate will be required to post a refundable damage bond, provided no occurrences are reported.
    - v. Affiliate Program fees will be determined by the Executive Committee on an individual basis.
    - vi. Affiliate fees will be due within thirty days from the beginning of the program.

- d. Individual programs with the prior approval of the Executive Committee will be allowed fundraisers.
- e. Individual programs may carry over their balance from one fiscal year to the next.

Section C. There shall be one Treasury for Greater Pikesville Recreation Council Inc.

1. The Treasurer shall keep separate activity accounts for all programs within the Council. Petty Cash checkbooks may be approved by a vote of the Executive Committee. Funds maintained in any petty cash checkbook shall not exceed two hundred fifty (250) dollars. All deposits made by programs must be made into the GPRC general operating account. The GPRC treasurer shall be responsible for any transfer of funds to the petty cash accounts.
2. Signees on the GPRC Inc.'s bank resolution form will monitor any petty cash checkbooks.
3. All General Fund checks shall require the signatures of two of the four GPRC signatories; one of which shall be the Council treasurer.
4. Invoices and or documentation shall accompany requests for payment of goods or services. A GPRC Inc. Check Request form must accompany requests for reimbursement(s).
5. Reimbursements shall be made payable to individuals for credit card charges used for authorized program purchases

- (a) Receipts and a copy of the credit card statement shall be provided when requesting reimbursement.
- 6. The treasurer shall provide an inclusive council monetary report at every general meeting.
- 7. The treasurer shall file an appropriate 990 to the IRS every fiscal year.
- 8. Deposits: All deposits must be made at the designated GPRC financial center as determined by the GPRC Executive Committee
  - a. One copy of the deposit slip is to be kept for the program's treasurer, the top copy (validated) is to be given (sent) to the GPRC treasurer via mail, GPRC P.O. box or delivered to the Wellwood Recreation and Parks office.

Note: If the treasurer (bookkeeper) does not receive a copy of the deposit slip, it will be listed as an unknown deposit on the Monthly Financial Statement. Unknown deposits will be transferred to the General Fund after remaining unidentified for three months. If the unknown deposit is identified after being transferred to the General Fund, the Executive Committee may vote to credit the deposit to your activity.

- b. Deposits are credited to your activity in the month deposited. If there is an error in your deposit, the treasurer will receive a Deposit Correction Notice (DCN) from the bank and will notify the chairperson.



- c. If a check in your deposit bounces, the face amount of the check, plus the bank fee, will be debited to your registration income unless otherwise noted. The bounced check will be returned to the chairperson.

#### 8. Purchases/Payments:

- a. The chairperson shall sign check Request Vouchers. Attach the original (no photocopies) invoice/order form (no statements) to the voucher. If the check is for a reimbursement of an expense and the invoice/receipt does not indicate it had been paid, then proof that expense had been paid is needed (i.e.: original cancelled check, original credit card receipt, or photocopy of credit card statement if purchased by telephone or internet), as well as the invoice/receipt. If the voucher is for prepayment of an expense, write the words "Receipt to Follow" on the voucher and remember to send the receipt to the treasurer when it is received with a notation of your activity name.
- b. If the voucher is for umpire/referee fees, the chairperson is responsible to ensure that all the monies issued have been accounted for.
  - i. If the total amount is not used, the excess must be re-deposited and categorized as unused umpire/referee fees on the deposit slip.
  - ii. Retain a copy of the check request voucher and mail the voucher and supporting documentation to the treasurer.

11. An audit of the financial records shall be made 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 the Auditing Committee appointed for this purpose under Article IV, Section IV of these by-laws. A report shall be submitted to the Council.
  
12. At the time of submission of the books for the annual audit, the treasurer shall submit an annual report to the Council accounting for all Council receipts and expenditures for the past year.
  
13. Every three years, the Greater Pikesville Recreation Council Inc. will perform a complete audit. This audit will be kept by the current Treasurer, the President of the Council, the Pikesville Area Community Supervisor, and be forwarded to the Board of Recreation and Parks.

### **Article III**

#### **-Internal Appeals Procedure-**

Any person having a grievance with, or wishing to appeal a decision of, any program or aspect of the administration of the Greater Pikesville Recreation Council Inc. shall adhere to the following steps or procedures:

1. Initially try and resolve the grievance or appeal at the program Chairperson/Commissioner level.
  
2. If unable to resolve at the program level your grievance or appeal may be presented to the Executive Committee of the Greater Pikesville Recreation Council Inc. This can be done requesting by letter that the Council President place the grievance on the agenda of the next Executive Committee' meeting.
  
3. If still not resolved, your grievance or appeal may be presented to the general membership of the Council by

submitting your grievance or appeal, in writing, to the Council President and requesting the item be placed on the agenda of the next regular council meeting.

4. Should the general membership of the council vote to support your grievance or appeal, they may direct the Executive Committee to reconsider your grievance or appeal.
5. The decision of the Executive Committee, after such action, shall be final.

The above steps are for the "Internal Appeals Procedure"; however, the Baltimore County Board of Recreation and Parks does have a provision for hearing appeals which are not able to be resolved at the Recreation Council level.

## **ARTICLE IV**

### **-Committees-**

Section A. The President, with advice and approval of the Executive Committee, shall appoint all standing committees.

Section B. The Chairpersons of all committees shall be expected to report on the activities of their committees.

Section C. At the expiration of his appointment, each committee Chairperson shall turn over to his successor an up-to-date account of his committee's activities and a back file of all important records and correspondence, plus recommendations for future efforts to be in turn submitted to the next Chairperson appointed to said committee for reference and aid for the activity.

## ARTICLE V

### -Nomination of Officers-

- Section A. The Nominating Committee shall consist of three (3) members appointed by the President and approved by the Executive Committee, at the April meeting.
1. The Nominating Committee should consist of two Executive Committee members, one being a Member-at-Large and one voting member (if applicable).
- Section B. The duties of the Nominating Committee shall be:
1. Select a list of candidates for each office.
  2. Obtain proposed candidate's permission to place his or her name in nomination.
  3. Nominations may be made from the floor in either the April or May general council meetings.
- Section C. No restrictions (see Article V § (1), (7) shall be placed on the selection of nominees other than that they shall be members of the Greater Pikesville Recreation Council Inc. area, with proper ambitions for the welfare of the Greater Pikesville Recreation Council Inc. and its activities, and have the desire to be fully aware to carry out the duties of his or her proposed office. Nominees for the Executive Committee will be limited to members in good standing who have been involved with the Council for a minimum of one (1) year. Members-at-Large have no recommended time involvement with the Council

## ARTICLE VI

### -Election of Officers-

- Section A. Manner of Election:

All officers shall be elected by a majority of votes cast for the office at the annual election during the May meeting

1. Voting shall be by secret ballot.
2. All voting members of the council attending the meeting shall be eligible to vote.
3. The Secretary will ensure that each individual member or Council Sponsored Chairperson is in good standing.

Section B. Counting Votes

1. Votes shall be counted immediately following the voting.
2. Counting of votes shall take place at the place of voting.
3. Three (3) tellers appointed at the meeting by the President shall do the counting of votes.
4. The number of votes shall be recorded and tallied at the time the official count is taken.
5. Each candidate has the right to have an observer present during the counting of the ballots.
6. Every newly elected officer of the Council must sign off that he/she has read and understands the GPRC Inc. Constitution and Bylaws.
7. Every newly elected officer of the Council must sign off that he/she has read the GPRC Inc. Conflict of Interest Policy.
8. Copies of the Executive Committees sign-off sheets for the Constitution & Bylaws, and the Conflict of Interest Policy shall be kept by the Council Secretary and Council Treasurer and presented to the Community Area Supervisor for public record.

## ARTICLE VII

### Statement of General and Specific Duties of Chairperson

#### Section A. Duties common to all chairpersons:

1. Records: All chairpersons are to keep records in the following form:
  - a. Plans for the year and budget request.
  - b. Program – A running report of implementation of plans during a year.

#### **Details:**

- (1) Sources of supplies
  - (2) Contracts
  - (3) Procedures
  - (4) Expenditures
  - (5) Receipts
2. Recommended plans for the following year and list of year-end inventories.
  3. Prepare budget estimates for Area Superintendent for the annual Board of Recreation and Parks Budget meeting (usually required June 1). Submit to Council President.
  4. Take year-end physical inventory.

5. Payment of Bills: Working within the approved budget, all bills shall be initialed by the Chairperson and submitted immediately to the Treasurer for payment.
6. Registration: Chairpersons for all activities should handle registration with money received accompanying registration form so that exact records can be kept. These funds shall be turned over to the Treasurer for deposit in the Council's bank account.
7. Participation: All chairpersons shall be ready to make status reports at regularly scheduled meetings.
8. Assistance: All chairpersons are responsible for obtaining volunteer assistance for pursuing their program. This will include chaperoning and transportation.
9. Coordination: Chairpersons are to work with the Community Supervisor to coordinate activities with the school program to ensure janitorial services and payment for such services when necessary. All chairpersons shall complete necessary permit forms for use of the school facilities, and the Community Supervisor must sign these permit.
10. Committee: Each Chairperson is responsible for calling meetings of his/her committee or board as required.

Section B. Specific Duties for Chairpersons of Seasonal Sports

1. Ensure agreement with County Board of Recreation and Parks on policies to be followed in sports activities. Contact is the Community Area Supervisor.

2. Work with Community Supervisor to secure paid leadership for activities.
3. Work with Community Supervisor to make arrangements and draw up schedules for competitive activities with other organizations.
4. Work within the budget plan with paid leaders for purchases of expendable equipment.
5. Make arrangements with Community Supervisor for storage and upkeep of all equipment.
6. Maintain accurate roster of all participants.
7. Maintain roster of available medical assistance.
8. Ensure that First-Aid services and supplies are available for all sports activities.
9. Attend all County scheduled meetings pertaining to seasonal sports.

#### Section C. Registration

This section applies to all Council Sponsored programs involving the Greater Pikesville Recreation Council Inc.

1. Open Registration
  - a. Notice of registration dates must be distributed to all children/adults at a minimum of one (1) month or greater prior to registration in order that all children/adults interested in participating may have the opportunity to register.
  - b. The Pikesville Area Community Supervisor will help activity Chairpersons placing flyers into the area County Schools.
  - c. Chairpersons will be responsible for maintaining and updating their web page.



2. Establish at least two registration dates and the provision for mail registration.
3. Establish a registration cut off date at least two weeks after the last registration date. This is necessary in order that equipment and uniforms can be ordered in a timely manner.
4. Participants are registered regardless of skill level. Children with medical conditions that restrict activity or who are on medication will require a release from their doctor.
5. In order for a child or adult to participate in any activity, a signed registration form along with the waiver must be turned in to the Area Community Supervisor prior to participation.
6. All Council activity programs shall offer participation scholarships to those children or adults in need of financial help.

### **Article VIII**

#### **-Bonding and Liabilities-**

The Treasurer of the Greater Pikesville Recreation Council Inc. as well as a Sponsored Program treasurer shall be bonded.

All Affiliated programs shall provide liability insurance as determined by Recreation and Parks Directive #9 and the Executive Committee.

The Greater Pikesville Recreation Council Inc. shall have D & O insurance as well as any other insurance deemed necessary by the Executive Committee.

### **Article IX**

#### **-Parliamentary Authority-**

Robert's Rules of Order, Newly Revised, shall be the parliamentary authority for all matters of procedure not covered by the by laws, or by specific rules of procedure adopted by the Council.

## **Article X**

### **-PROCEDURES FOR PRESENTATION OR PROPOSALS TO THE EXECUTIVE COMMITTEE-**

The final item on the agenda of regular Executive Committee meetings shall be "Comments by Individual Citizens" who must register with the Secretary at the meeting prior to such time that said meeting begins. Each individual presentation or proposal shall be limited to three (3) minutes.

Any proposal must be received by the Executive Committee in writing at least seven (7) days prior to a general meeting if said proposal is to be placed on the agenda for appropriate action.

In the event that more than ten individual citizens register to speak, ten speakers will be chosen by lottery and given the opportunity to speak.

## **Article XI**

All members of the Executive Committee and all program chairpersons are required to comply with and sign the appended Conflict of Interest Policy.

Signed \_\_\_\_\_

President

December 9, 2008

# **Greater Pikesville Recreation Council Inc.**

### **Definition: Conflict of Interest Policy**

A conflict of interest arises when a person in a position of authority over an organization, such as a director, officer, or manager, may benefit personally from a decision he or she could make. A conflict of interest policy consists of a set of procedures to follow to avoid

the possibility that those in positions of authority over an organization may receive an inappropriate benefit.

### **Article I Purpose**

The purpose of the conflict of interest policy is to protect this tax-exempt organization's (Organization) interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

### **Article II Definitions**

1. Interested Person Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.
2. Financial Interest A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
  - a. An ownership or investment interest in any entity with which the Organization has a transaction or arrangement,
  - b. A compensation arrangement with the Organization or with any entity or individual with which the Organization has a transaction or arrangement,
  - or c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

**A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.**

### **Article III Procedures**

1. Duty to Disclose In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

2. Determining Whether a Conflict of Interest Exists After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.
3. Procedures for Addressing the Conflict of Interest
  - a. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
  - b. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
  - c. After exercising due diligence, the governing board or committee shall determine whether the Organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
  - d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.
4. Violations of the Conflicts of Interest Policy
  - a. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
  - b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

#### **Article IV Records of Proceedings**

The minutes of the governing board and all committees with board delegated powers shall contain:

- a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.
- b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

#### **Article V Compensation**

- a. A voting member of the governing board who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
- b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
- c. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

#### **Article VI Annual Statements**

Each director, principal officer and member of a committee with governing board-delegated powers shall annually sign a statement, which affirms such person:

- a. Has received a copy of the Conflict of Interest Policy,
- b. Has read and understands the policy,
- c. Has agreed to comply with the policy, and understands the Organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities, which accomplish one or more of its tax-exempt purposes.

**Article VII Periodic Reviews**

To ensure the Organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable, based on competent survey information and the result of arm's length bargaining.
- b. Whether partnerships, joint ventures, and arrangements with management organizations conform to the Organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

I the undersigned have read and understand the Conflict of Interest Policy. I also understand that violation of the Conflict of Interest Policy is grounds for immediate dismissal from the Greater Pikesville Recreation Council Inc.

Signed:

\_\_\_\_\_ Title: \_\_\_\_\_

Dated: This day \_\_\_\_\_ 20\_\_\_\_\_

