

URBANA RECREATION COUNCIL

BY-LAWS

Article I – Sites of Principle Operation

The principal operations for this Council will include, but not be limited to, communities within Southeastern Frederick County, Maryland which focus on attendance areas of Urbana, Centerville, Green Valley, Kemptown, and Sugarloaf elementary schools, Urbana and Windsor Knolls middle schools and Urbana, Oakdale and Linganore high schools. The Council is recognized by the Frederick County Board of County Commissioners as a voluntary arm of the Frederick County Division of Parks and Recreation and will operate according to the advice of the Division. A sanctioned URC program must have seventy percent (70%) of participation from the principal site of operation.

Principal address

The principal office of URC is:
Urbana Recreation Council
3520 Sugarloaf Parkway
Suite F-03 #122
Urbana, MD 21704

Section 1.04 Mailing address

The mailing address of URC shall be maintained at the local post office.

The mailing address for notices shall be:
Urbana Recreation Council
3520 Sugarloaf Parkway
Suite F-03 #122
Urbana, MD 21704

Article II – Officers

Section 1. The governing body of the Council Board shall consist of Executive Council Officers: President, Vice President, Secretary, Treasurer and one (1) At-Large Officer. These officers will form the five (5) member Executive Council Board.

Section 2. The Council Board consists of the officers of the Council, for a term of two (2) years. The Council Board shall be elected from its membership by a majority vote of the Council members present at the November annual membership meeting of each calendar year. A Nominating Committee will be appointed at the September meeting, and nominations will be taken at the October meeting. These officers will take office January 1st.

Beginning in the year 2017, in order to stagger the nomination, election and term of the Council Board officers, the following will occur:

- a. Vice President and Treasurer will initially serve a one year term. After the one year term these positions will be opened for re-election or for new candidates seeking to serve in

these roles. After this initial one year term, these positions will default to the term and term limits described in Section 1. above.

- b. President, Secretary and At-Large officers will follow the term and term limits described in Section 1. above.

Program Directors/Commissioners shall be voting members of the Council Board and be appointed by the Council Board as necessary. Program Directors/Commissioners shall have no fixed term of office and will serve only at the discretion of the Council Board.

From time to time, URC will develop new sports or other programs on a trial or interim basis. During the trial or interim basis, an Interim Program Director/Commissioner will be appointed by the Council Board. An Interim Program Director/Commissioner shall not be considered a member of the Council Board. However and after 2 continual years of operation or existence, the interim or trial period will be lifted and the sport will be considered permanent. At that time, the Interim Program Director/Commissioner will be subject to the above election procedures and be a member of the Council Board. Notwithstanding anything herein to the contrary, upon the unanimous decision of the Council Board, the two-year requirement may be waived.

A background check, which may include a consumer as well as investigative report, will be conducted in accordance with Frederick County Recreation Council procedures to determine eligibility for acting as a member of the Council Board.

Section 3. The term of office will be for two (2) years. Officers may serve three (3) consecutive terms.

Section 4.

Program Directors/Commissioners: Recommend coaches and assemble coaching staffs; make sure background checks on coaches and parent volunteers have been completed; ensure all coaches, parents, volunteers, and participants have received and signed codes of conduct, Provide support, guidance and development opportunities for coaches; keep communication open between parents, coaches, and Council Board members; maintain and manage equipment inventory and coach's supplies, and coordinate equipment distribution; Coordinate officiating; Maintain and be responsible for his/her budget; Provide quarterly budget reports, reconciliations, and other budget information to Council Board and or when requested and in a reasonable time period; Serve as a contact person for vendors and suppliers for equipment reconditioning, equipment purchasing and uniforms; and To reconcile disputes within each Directors/Commissioners respective sport. Each Director/Commissioner has the authority to resolve any issue confronted him/her, providing that the Director/Commissioner is not involved in the dispute. Appeals may be made to the Executive Council Board.

There will be at least one (1) Director/Commissioner, or other representative, at meetings sponsored by the leagues in which URC is affiliated. The Director/Commissioner shall represent the interests of the URC in these meetings and shall report to the Council Board on their proceedings. Additional Director/Commissioner duties may be specified at the direction of the Executive Council Board.

The individual Program Directors/Commissioners shall have the power to expel, suspend, censure, or admonish any member of URC, upon any charge affecting the members' honor, conduct, or violation of the Constitution and Governing Authority (provided the charge is made in writing and signed by the person making said charge) and after hearing thereon. Any written charge or charges against any member shall be provided to the Director/Commissioner, who shall, within two (2) days, review the matter for consideration. After due consideration of the evidence at hand, the Program Director/Commissioner shall, within a reasonable time, arrive at a decision and notify all persons concerned, including URC President, in writing of the Program Director/Commissioner's decision. In the event that the judgment of the Program Director/Commissioner is adverse to the accused, the accused shall have the right to appeal the decision to URC Executive Council Board. If the accused has been expelled or suspended by the Program Director/Commissioner, and the accused is a coach, assistant coach, then the accused shall be relieved of his/her position pending the outcome of his/her appeal. Likewise, if the accused is a parent or other volunteer, said parent/volunteer shall abide by the Program Director/Commissioner's decision pending the outcome of his/her appeal. Any member that fails to abide by the decision of the Council Board may result in that individual being removed from the activity associated with URC.

Article III - Meetings

Section 1. A regular meeting of this Council shall be held monthly unless otherwise specified by the President of the Board.

Section 2. The regular meeting held in November shall be the Annual Meeting.

Section 3. A quorum for Council meeting shall consist of the members of the Council present at a duly called meeting of the Council with at least two (2) officers present.

Article IV – Membership

Section 1. Members who may vote for general Council matters are any parent, or guardian, having a child or children, who have registered in a minimum of one seasonal URC Recreation Program in the prior year or an individual having attended at least three (3) out of twelve (12) of the preceding meetings, who are in good standing as described in the Constitution are considered voting members.

Section 2. Each member of the Council in good standing shall be entitled to one (1) vote per household. Membership runs from January 1 to December 31 each year. Any voting member who has not paid his/her obligations relating to registration of his/her child(ren) in full may have his/her membership automatically terminated, and shall be requested to remove his/her child from the activity in which he/she is participating. In the event a member is terminated for non-payment, or has otherwise withdrawn their membership while in good standing, said member may be reinstated only upon the payment of such money or conditions as may be imposed by the Executive Officers. Registration fees for a member may be waived at the discretion of a Program Director/Commissioner and notification to the President or elected member of the Executive Council, if the payment of same would work an undue hardship upon the member.

Article V – Standing Committees

Section 1. Standing committees shall be formed as necessary at the direction of the Council to address affairs not specified in these by-laws.

Section 2. The chairperson of each committee shall present a plan of work to the Executive Committee for approval. No committee work shall be undertaken without the majority consent of the Executive Board.

Article VI – Finances

No financial obligation in excess of \$5,000.00 may be entered into without the written approval of the initiating member and at least two (2) additional members of the Executive Council Board.

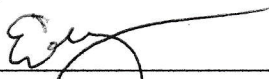


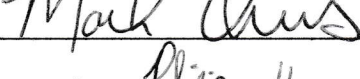

Article VII – Amendments

An amendment to the Constitution or By-Laws must be voted upon within two (2) months of its initial proposal to the Council or it will be withdrawn from consideration.

Article VIII – Miscellaneous

All Council policies, instructor contracts, Council transactions, etc. are public information and shall be presented and open for questioning at regular Council meetings before being voted upon and put into effect.

By-Law Signatures:

| | | |
|-----------------------|---|---------------|
| President |  | Date: 6/19/18 |
| Vice President |  | Date: 6/19/18 |
| Secretary |  | Date: 6/19/18 |
| Treasurer |  | Date: 6/19/18 |
| County Representative |  | Date: 6/19/18 |