

URBANA RECREATION COUNCIL

(est. 1981)

CONSTITUTION

Article I – Name

Section 1. The name of this organization shall be the Urbana Recreation Council, hereafter referred to as “URC”was changed throughout the document

Section 2. The URC shall be and is hereby affiliated with the Frederick County Division of Parks and Recreation in accordance with the laws and agreements governing public recreation in Frederick County and the State of Maryland and is subject to those laws and agreements insofar as they affect and prescribe the functions of the local organization.

Article II – Purpose

Section 1. The purpose of the URC shall be to develop a well-rounded recreation program opportunity for the people of the community; to effect proper coordination of all agencies and organizations in the community interested in recreation; to help finance, publicize, and evaluate year-round programs of recreation for all age groups; to exercise all the powers conferred upon the Council by the Frederick County Government or any agency thereof.

Section 2. No part of the earnings of the organization shall inure to the benefit of or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

Section 3. Notwithstanding any other provisions of these articles, this organization shall not carry on any activity which is not permitted to be carried on by an organization exempt from Federal income tax under section 501c(3) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States Internal Law.

Article III – Membership

Membership of the URC will be open to any adult 18 years or older; regardless of sex, race, religion, nationality, gender, political persuasion or any other protected characteristic if they reside within close proximity of the boundaries of principal operation in southeastern Frederick County, who supports the by-laws, objectives, rules, and regulations of the organization.

Article IV – Officers

Section 1. The Council Board shall consist of Executive Council Officers including a President, Vice President, Secretary, Treasurer, and one (1) At-Large Officer. These officers will form the five (5) member Council Board where each officer is eligible to serve once nominated and elected a term limit of 2 years with a maximum of 3 consecutive terms in the same role (maximum of 6 years in the same role) commencing on 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.

The Executive Council and Program Directors/Commissioners will be eligible to cast one (1) vote when applicable as members of the Council Board. Members of the Executive Council shall recuse themselves from voting where conflict of interest may occur (i.e. member of Executive Council and a Program Director/Commissioner) and be eligible to cast only one (1) vote.

Section 2. The officers of the Council Board will be elected from its membership by ballot or a majority vote of the Council members present at the Annual Meeting. A Nominating Committee will be appointed at least two (2) months prior to the Annual Meeting, and nominations will be taken at least one (1) month prior to the Annual Meeting.

Section 3. If no nominations are available at the time of elections to fill an office, an officer may be appointed by the Council Board until a nomination becomes available. This appointment is subject to the Appointee's acceptance.

Section 4. The duties of the Council Board will be as follows:

President:

Conducts all meetings of the members, has general supervision of the affairs of the Council to preserve order and enforce the by-laws of the association. He or she shall sign or counter-sign all certificates, contracts, and other instruments of the Council as directed by the Council Board and approved by the County. He or she will be responsible for having the URC financial records and accounts examined annually and upon change of the Treasurer. The examination will be conducted by an auditor or auditing committee of no less than three (3) members. The President shall oversee all monies in the name of the Council. The Treasurer's annual report will be signed by the President as a statement of fact at the end of the report. He or she will perform all other duties as are incident to his or her office, or are required of him or her by the Council to include appointing chairpersons for all committees in the event of a tie.

Vice President:

Assists the President and assumes the President's duties in his or her absence. If a vacancy in the Presidency occurs during the normal term of office, the Vice President shall assume the duties of that position until the vacancy is filled by Executive appointment. The Vice President shall have responsibility for all council registrations.

Treasurer:

The Treasurer shall be charged with responsibility of maintaining all books of Council monies as reported by authorized Program's Financial Coordinator(s). The Treasurer and or Program's Financial Coordinator shall disburse Council funds in payment of the just demands against the Council, or as may be ordered by the Council's Board, taking proper vouchers for such disbursements. The Treasurer shall gather a post-season and a fiscal year-end report from Program's Financial Coordinators. The Council Treasurer shall render a Council financial statement for each regular Council meeting and perform all acts incident to the position of

Treasurer, subject to the control and audit of the Executive Council Officers. The Council Treasurer will submit records to the Division of Parks and Recreation when requested.

Secretary:

The Secretary shall issue notice of all meetings. He or she is responsible for taking all meeting minutes, attendance records, and time records of each meeting, and maintaining a permanent record of them and other pertinent URC documents. The Secretary shall issue a copy of meeting minutes to the Division of Parks and Recreation for each Council meeting. The Secretary shall be responsible for all Council correspondence and other duties as required by the Council.

At-Large Officer:

Duties of the At-Large Officer shall be determined by the Council Board's Executive officers. Some of these duties could include but not be limited to: fundraising, communications (website maintenance, email blasts and mailings, etc.), county recreation department or community/schools (VOU, Highlands, other HOAs) liaison, etc.

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.

Section 5. In the event an officer fails to perform that officer's duties or is absent under one of the following conditions: A) without notice for 2 consecutive meetings; or B) with notice for 4 consecutive meetings; that office shall be deemed vacated unless an exception is made by the Executive Council Officers. Any vacated office, whether by the above means or by resignation, shall be filled by Executive Council Officers appointment until the next regularly scheduled Annual Meeting. Any person who has been appointed to a vacated office is eligible to serve the term of office if elected into it following the appointed term.

Article V – Meetings

Section 1. Regular meetings of the Council shall be held as specified by the Executive Council Officers; a notice of such meetings shall be published via newsletter, press release, public announcements, fliers, or any combination thereof, at least two (2) weeks in advance of such meetings.

Section 2. Special meetings may be called by the President or twenty-five percent (25%) of the membership provided five (5) days written notice is given to Council members. That notice will include the purpose of the special meeting.

Section 3. The Council Board is to oversee the day-to-day operations of the Council and to settle any disputes within the Council. The Council Board will meet according to stipulations in the by-laws.

Section 4. The business transacted at a regular meeting of the Council shall follow the order established by Robert's Rules of Order, Current Version. Meetings shall follow the order specified:

1. Call to order; 2. Reading, approval or correction of the minutes of the last meeting; 3. Reports of officers, boards, and standing committees, 4. Reading of the Treasury Financial Report; 5. Special Committee reports; 6. Special orders, 7. Old or Unfinished business and general orders; 8. New business; 9. Motion for adjournment.

Article VI – Standing Committees

Standing committees shall be formed as necessary at the direction of the Council Board to address affairs not specified in this constitution.

Article VII – Finances

Section 1. The Council will collect fees as follows: Registration fees (financial hardship will be discretely considered on a case-by-case basis), fund-raising, and donations.

Section 2. The Council monies shall be deposited in the name of the Council in such bank or banks as the Council Board shall designate.

Section 3. The fiscal year of the Council shall begin on the first day of July of each year.

Article VIII – Amendments

The Constitution and By-Laws may be amended at any meeting specified by the Council. They may be amended by two-thirds (2/3) vote of the members of the Council present at said meeting. Written notice of the amendment shall have been presented to all Council members not less than fifteen (15) calendar days prior to the said meeting. All amendments must be presented to the Division of Parks and Recreation prior to presentation to the Council.




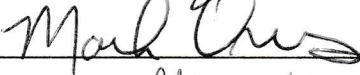
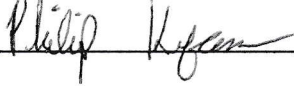
Article IX – Dissolution

Section 1. If the Council decides to become inactive by not electing or appointing Officers to fill vacancies and remains inactive, all monies in the bank or otherwise due the Council will revert to a charity, community cause, or the Frederick County Division of Parks and Recreation to be spent as the chosen entity sees fit according to sections 2 and 3 below. If the Council’s Executive Board has folded, this decision will be made by the last individual to hold the office of President.

Section 2. Upon dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501c(3) of the Internal Revenue Code of 1986, or corresponding section of any future Federal tax code, or shall be distributed to the Federal, state, or local government for a public purpose. Any such assets not so disposed of shall be disposed of by a court of competent jurisdiction, in the county in which the principal office of the organization is then located, exclusively for such purposes.

Section 3. In the event of dissolution of the corporation, the residual assets of the corporation will be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code of 1986, or corresponding section of any future Federal tax code. Provided, however, that the corporation shall at all times so long as a mortgage on the corporation’s property is held or insured by the Secretary of Housing and Urban Development have the power to convey its property to the Secretary of Housing and Urban Development or his nominee, for exclusively public purposes.

Constitution Signatures:

President	<u></u>	Date: <u>6/19/18</u>
Vice President	<u></u>	Date: <u>6/19/18</u>
Secretary	<u></u>	Date: <u>6/19/18</u>
Treasurer	<u></u>	Date: <u>6/19/18</u>
County Representative	<u></u>	Date: <u>6/19/18</u>