

CONSTITUTION AND BY-LAWS
OF THE
LUTHERVILLE-TIMONIUM RECREATION COUNCIL
121 RIDGELY ROAD
LUTHERVILLE, MARYLAND 21093

Adopted: December 15, 1964

Amended: May 5, 1971

April 2, 1974

September 15, 1974

February 3, 1981

September, 1985

March, 1986

June 23, 1987

November, 1998

(changes are shown as underlined.)

ARTICLE I

NAME AND BOUNDARIES

SECTION I: The name of this Organization shall be Lutherville-Timonium Recreation Council (LTRC)

SECTION II: The Boundaries under this organization's jurisdiction will be:

Eastern Boundary - Providence Road

Southern Boundary - Beltway (I-695)

Western Boundary - Falls Road

Northern Boundary - An Imaginary line drawn East and West of Chantry Road.

(provide map here)

ARTICLE II

OBJECT

SECTION I: The object and purpose of this Organization is:

- (A) To Recommend, Promote, and Maintain Public Recreation Programs and Services without regard to Race, Sex, Creed, Color, Religion, Age or National Origin in this Community in cooperation with the 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. In addition, the Lutherville-Timonium Recreation Council (LTRC) is Organized for Nonprofit and/or Charitable Purposes under Section 501 (C) (3) of the Internal Revenue Code.
- (B) To Build the Public Recreation Program into and about public Schools, Grounds, Parks and Facilities by identifying it with all Public and Private Organizations having to do with Public Welfare, Education, Family Relations, and Prevention of Juvenile Delinquency. To lessen the Burden of Local Government by reducing Vandalism, Community Deterioration, to break down Prejudice and Discrimination, and to lessen Neighborhood Tensions.
- (C) This 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 I: The Regular Membership of this Organization shall generally consist of all interested persons at least 18 years of age in the Greater Lutherville-Timonium Council Area. Voting privileges shall be granted to all persons attending AT LEAST 60% of the regular Council Meetings during the preceding 12 month period. Attendance shall be kept and recorded by the Corresponding Secretary in the Minutes of each Council Meeting.
- SECTION II: All Officers and Members of the Board of Directors shall automatically be allowed to vote.
- SECTION III: The President or Duly Elected Representative of any Service Organization, including PTA's and Community Associations within the Jurisdictional Boundaries of the Lutherville-Timonium Council Area shall have voting privileges as per Section I of this Article.
- SECTION IV: To encourage Teen participation in Council matters, all Youth programs are invited to nominate interested and capable teen-age youths to serve as program representatives and/or County Recreation and Parks Board Teen Representative.
- SECTION V: Any Organization or Planned Activity desiring to Affiliate with and become a Member of The LTRC will be required to present to the Board, a Constitution and/or By-laws, Organization, and Budget to Govern that Activity, and to Comply with the Financial Procedures established by these By-laws, prior to Membership.

ARTICLE IV

BOARD OF DIRECTORS

- SECTION I: The Board of Directors shall consist of Elected Officers of this Organization; The Immediate Past President (2 Year Term), and Nine At-Large Members (2 Year Term), elected from the General Membership, Five in the Odd Years, and Four in the Even Years, and May include a representative from each of the existing schools within the Council Boundary
- (A) The School District Representative shall be the Principal or His Duly Authorized Representative.
 - (B) The Program Coordinator and Community Director may serve as Ex-Officio Members.
 - (C) A Quorum for Board Meetings shall consist of 50%.
- SECTION II: The Board of Directors will have the Power to fill a Vacancy before the Expiration of any Elected Term. All Elected Officers or Directors who are absent for more than Two Meetings of the Board of Directors without just cause may be asked to resign.
- SECTION III: The Board of Directors shall have Full Power and Authority to Determine Policy and Conduct Affairs of the Organization. Any Action by the Board of Directors may be Rescinded at the next General Meeting by a Two-Thirds Majority Vote.

ARTICLE V

OFFICERS...DUTIES AND RESPONSIBILITIES

- SECTION I: The Officers of this Council shall consist of a President, Administrative Vice-President, Activities Vice-President, Recording Secretary, Corresponding Secretary, and Treasurer. The Officers shall be the Operating Officials of the Council, Subject to and Answerable to the Board of Directors.
- SECTION II: All Officers shall be Elected for a Term of One (1) Year or until their Successors are Duly Elected.
- SECTION III: PRESIDENT. It shall be the Duty of the President to Preside at all Meetings of the Organization's Membership and of the Board of Directors, and to Perform such Duties as ordinarily pertain to the Office.
- SECTION IV: ADMINISTRATIVE VICE-PRESIDENT. It shall be the Duty of the Administrative Vice-President to Preside at all Meetings of the Organization's Membership and of the Board of Directors in the Absence of the President, and to Perform such Duties as ordinarily pertain to the Office.
- SECTION V: ACTIVITIES VICE-PRESIDENT. It shall be the Duty of the Activities Vice-President to preside at all Meetings of the Organization in the Absence of the President and the Administrative Vice-President. The Activities Vice-President shall be Responsible for the Performance of all Sponsored Activities.
- SECTION VI: RECORDING SECRETARY. It shall be the Duty of the Recording Secretary to keep Minutes of the Board of Directors and of General Membership Meetings and to Issue Same at Said Meetings.
- SECTION VII: CORRESPONDING SECRETARY. It shall be the Duty of the Corresponding Secretary to Record the Attendance at all Meetings. Such Attendance shall be made a part of the Minutes of the Meeting. Further Duties shall be to: Issue Notices of Meetings to Council Membership and the Board of Directors, See that all Notices are Duly Given in Accordance with the Provisions of the By-Laws or as Required by law, And in General, shall Perform all Duties Incident to such Office, And From Time to Time, Perform other Duties as may be Assigned by the Board of Directors or the President.
- SECTION VIII: TREASURER. It shall be the Duty of the Treasurer to have Custody of all Funds of the Organization and to Account for the same when Requested at any of the Meetings of the Organization or Meetings of the Board of Directors, and to Perform such Duties as ordinarily Pertain to the Office. To supervise the activities of the Council Accountant. (See Financial Procedures Addendum.)

ARTICLE VI

ELECTION OF OFFICERS

- SECTION I: The Nominating Committee shall Submit a Slate of Officers and Membership of the Board to the Board of Directors in April. The Nominations shall be Submitted to the

General Membership by the Nominating Committee in May. Elections shall be held at the May Meeting and Officers shall Take Office in June.

SECTION II: Nominations from the Floor may be made at either the April or May Meetings. The Person Nominated must be present or His Written Consent must be Presented at the time of Nomination.

ARTICLE VII

MEETINGS

SECTION I: Regular Meetings of the Council shall be Held in each of the Following Months: September, November, January, March, and May.
Regular Meetings of the Board of Directors shall be held in each of the Following Months: August, October, February, April, and June.
A Board meeting may be scheduled by the President for December if needed.
The Dates for Those Meetings will be Designated in August of each year in a Printed Calendar Form and sent to all Board Members and Activity Chairpersons.

SECTION II: Special Meetings may be called at any time at the Discretion of the President. The Corresponding Secretary will be Responsible for Notifying Members.

SECTION III: Any Council program which is not represented at a minimum of 60% at General Meetings during the fiscal year MAY be suspended from activity by a majority vote of the officers and Board of Directors.

SECTION IV: The Fiscal Year for this Organization shall be from September 1 Through August 31.

ARTICLE VIII

AGENDA

SECTION I: The Agenda of all Meetings shall include the Reading of the Minutes of the Previous General and Board of Directors Meetings, and any Special Meetings called. Treasurer's Report, Reports from Activity Chairpersons, Staff Reports, Old and New Business Reports, and Readings of any Correspondence shall be included as Agenda Items.

SECTION II: The Final Item on the Agenda of Regular General 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 shall be Limited to Three (3) Minutes. In the interest of Prudent Time Management, The Presiding Officer has the Right to Limit the Number of Presentations at any Meeting.

SECTION III: Proposals by Individuals must be Presented in Writing Prior to a Board Meeting if said Proposal is to be Acted upon by the Board.

SECTION IV: ROBERTS RULES OF ORDER FOR PARLIAMENTARY PROCEDURE shall be followed at all Meetings.

ARTICLE IX

COMMITTEES

SECTION I: The Following Standing Committees may be Appointed by the President with the Advice and Approval of the Board of Directors. Committees May be added as needed.

- (A) NOMINATING COMMITTEE: This Committee shall Consist of Three (3) Persons, Selected by the President, Who shall Prepare and Submit a Slate of Officers and Members of the Board of Directors to the General Membership as Specified in Article VI.
- (B) FINANCE & INVESTMENTS COMMITTEE: This Committee shall Consist of Three (3) Members: The Treasurer, Administrative Vice-President, and One (1) Member of the Board Appointed by the President. Their Duties shall be:
 - (1) Supervise the Expenditures of the General Fund of the LTRC Within the Operating Budgets. The President, upon taking Office, shall Submit the Operating Budget to this Committee for Review. After such Review, this Committee shall Submit Said Operating Budget to the Board for Their Views and Approval.
 - (2) To prepare and submit to the Board for their approval, the Capital Budget. To Recommend to the Board for Their Consideration, Investment of Available Funds as the Circumstances or Opportunity may Warrant.
 - (3) To Review and Report to the Board at least Quarterly on Performance of the Investments.
- (D) PARKLAND COMMITTEE: Three (3) members, selected by the President, will develop a Plan for the Acquisition, Development and Improvement of Department of Recreation and Parks land within LTRC jurisdiction. Will aid in the Plan Development of Regional Parks.
- (E) YOUTH ATHLETICS COMMISSION:

SECTION II: Reports of all Standing Committees must be Submitted to the General Membership at Their Regular Meetings. These Reports may be Submitted Verbally by Committee Members, or may be Submitted to the President or Administrative Vice-President in Written Form Prior to the Meetings.

ARTICLE X

ACTIVITY CHAIRPERSON

- SECTION I: (1) No Council-Sponsored Activity shall be Initiated, Renewed, or Continued without a Volunteer Activity Chairperson to Serve as the Liaison Between the Activity and the LTRC. In Special cases, with Board Approval, a Program may be Authorized to Form or Continue without a Chairperson.

- (2) The Chairperson of each Program in the LTRC is Responsible for Ensuring that the “CODE OF REPOSIBILITIES & CONDUCT” Brochure is distributed to Each Person Coaching or Teaching in the Program and that All Participants Follow These Principles of Sportsmanship.

ARTICLE X1

ACTIVITIES

- SECTION I: Each Activity shall send at least One (1) Representative to all General Meetings.
- SECTION II: Each Activity Chairperson shall Submit a Report to the Activities Vice-President each General Meeting. This Report shall Consist of Items such as: Number of Persons Registered in the Activity, the Number of Registered Participants in the Activity, if Custodial Service is Required, Field Leadership Requirements, and Facility needs.
- SECTION III: Operating Procedures of each Activity are Subject to Policies Established by the Board of Directors.

ARTICLE XII

SECTION I: GENERAL FINANCIAL POLICY

1. All Accounts, Including Savings Accounts, shall be Placed under the Supervision of the Current Treasurer.
2. The Treasurer’s Report shall Include the Balance in All Accounts.
3. A Yearly Audit will be Conducted by a Council Audit Committee, or by an Independent Auditor, within 90 Days of the Close of the Council’s Fiscal Year and Report the Committee’s or Auditor’s Findings at the Next Scheduled General Membership Meeting of the Council. An Audit Must be Conducted at least Once every Three (3) Years by an Outside Auditor.
4. All Invoices shall be Sent to the LTRC Accountant. Invoices shall be Paid and Checks Signed by the Accountant and One of the Following Four LTRC Officers: President, Administrative Vice-President, Activities Vice-President, or Treasurer.
5. Council Deposit Slips shall be used for all Receipts and Council Voucher Forms shall be used for all Disbursements.
6. No Part of the Assets of This Council shall be used for the Benefit of, or be Distributable to its Members, Directors, Officers, or Other Private Persons, Except in Reasonable Compensation for Services Rendered in Furtherance of its Stated Objectives, as Approved by the Board.
7. Should this Council be Dissolved, its Assets must be Distributed Either to Another Recreation Council, or Another Organization Exempt under Section 501 (C) (3) of the Internal Revenue Code.
8. All Sponsored Activities of this Council shall adhere to the Financial Procedures Established by the Treasurer and set forth by LTRC.

SECTION II: OPERATING FUND.

1. The Purpose of the Operating Fund is to Finance New and Existing Activities when needed, and to Promote Special Events and Other Miscellaneous Items Required for the Operation of the Council. Monies Advanced to New or Existing Programs shall be Replaced within the Current Activity Period. Expenditures funded through the Operating Fund should include, but are not limited to,
2. Each Activity shall Contribute to the Operating Fund, by Means of an Annual Assessment, the Amount to be Ascertained by the Board of Directors and Included in the Itemized Budget of the Activity.
3. The Treasurer shall Transfer Assessments for the Operating Fund from Activity Accounts in November. Assessments will be Based upon the Activity's Prior Year's Registration.

SECTION III: ACTIVITY FUNDS

1. All Funds Derived from Individual Recreation Activities shall be Deposited by the Activity into the Common Treasury. The Income and Expense shall be Itemized (in columnar form) by Each Activity.
2. Funds within each Activity Account will be Spent Only after Funds are Available, unless the Expenditure is Previously Reviewed and Approved by the Board.
3. All Funds Remain in Activity Accounts (Except for Contributions to the General Fund), and are Carried over Yearly - Debits as well as Credits. Programs Exceeding Their Limit can be Continued Only with Approval of the Board.
4. No Activity Chairperson will Disburse Money from Current Income. A Petty Cash Fund Not to Exceed \$200.00 shall be Provided by the Treasurer upon Request of the Activity Chairperson.

ARTICLE XIII

AMENDMENTS

SECTION I: Amendments to the Constitution and By-Laws May be Adopted at Regular Meetings of the Membership by Two-Thirds Majority Vote of Those Present; Provided, However, That Such Amendment has First been Submitted in Writing to the Board of Directors for Approval or Disapproval and the Recommendation of the Board as to its Adoption or Rejection shall be Stated to the Membership at Said Regular Meeting.

