

The Senior Recreation Council

Constitution

Article I - Name

- Section 1.* The name of this organization shall be the Frederick County Senior Recreation Council, hereafter referred to as "SRC".
- Section 2.* The SRC shall be and hereby is affiliated with the Frederick County Bureau 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, in-so-far as they affect and prescribe the functions of the local organization.

Article II - Purpose

- Section 1.* The purpose of the SRC shall be to develop a well-rounded recreation program for all the seniors of Frederick County, Maryland; to effect proper coordination of all agencies and organizations in the community interested in recreation for seniors; to help finance, publicize, and evaluate year-round programs of recreation for seniors.
- Section 2.* No part of the net 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 provision 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 501(c)(3) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States Internal Revenue Law.

Article III - Membership

- Section 1.* Membership of the SRC consists of any interested Frederick County resident 50 years of age or older who either participates in any of the recreational programs sponsored by the council or provides a continuing desirable or necessary service to the council.
- Section 2.* Individuals already accepted in a program before September 10, 1996 due to oversight or previous decisions are 'Grandfathered' and allowed to remain in the program into which they were originally accepted provided that they remain continuously active in that program.

Article IV - Officers

- Section 1.* The officers of the Council shall consist of at least a President or Chairman, Vice

President or Vice Chairman, Secretary, and Treasurer. These officers will form the Executive Body, the Board of Directors.

Section 2. The Executive Body of the Council will be elected from its membership by a majority vote of the Council members present at the Annual Meeting. A Nominating Committee will be appointed at least two months prior to the Annual Meeting, nominations will be taken at least one month prior to the Annual Meeting.

Section 3. The term of office for officers shall be at least one year. If no nominations are available at the time of elections to fill an office, an officer may be appointed by the Executive Body until a nomination becomes available. This appointment is subject to the Appointee's acceptance.

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

President or Chairman: Conduct all meetings of the members, have general supervision of the affairs of the Council to preserve the 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 Executive Body and approved by the County. He or she shall 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, and voting in the event of a tie.

Vice President or Chair: Assist the President and assume 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 keep regular books of all Council monies and also be charged with the responsibility of maintaining a bank account in the name of the Council. The Treasurer shall disburse Council funds in payment of the just demands against the Council, or as may be ordered by the Council's Executive body, taking proper vouchers for such disbursements. The Treasurer shall sign all checks issued by the Council or see that such checks are signed by two out of three authorized representatives from the Council. The Council Treasurer will submit monthly and year-end financial records to the Bureau of Parks and Recreation.

Secretary: The Secretary is responsible for taking all meeting minutes and maintaining a permanent record of them. The Secretary shall issue a copy of meeting minutes to the Bureau 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 the Chairman's discretion. Keeping attendance records and time records of each meeting also.

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 Body. Any vacated office, whether by the above means or by resignation, shall be filled by Executive 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 Body; a notice of such meetings shall be published via newsletter, press release, public announcements, fliers, or any combination thereof, at least two weeks in advance of said meetings.

Section 2. Special meetings may be called by the President or twenty-five percent of the membership provided 10 days written notice is given to Council members; that notice will include the purpose of the special meeting.

Section 3. The Executive Body is to oversee the day to day operations of the Council and to settle any disputes within the Council. The Executive Body 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 as interpreted by the Chairman. Meetings shall follow the agenda specified: 1. Call to order; 2. Reading of the minutes of the last meeting; 3. Reading of the Treasury Financial Report; 4. Committee reports; 5. Old business; 6. New business; 7. Motion for adjournment.

Article VI - Standing Committees

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

Article VII - Finances

Section 1. The Council will collect fees as follows: Registration fees (financial hardships 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 Executive Body shall designate.

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

Article VIII - Amendments

The Constitution may be amended at any annual meeting by 2/3 vote of the delegates to the Council present at said meeting. Written notice of the amendment shall have

been presented to all Council members not less than 15 days prior to the said meeting. All amendments must be presented to the Bureau 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 the Frederick County Bureau of Parks and Recreation to be spent as it sees fit on activities for senior citizens according to sections 2 and 3 below. If the Council’s Executive Committee has folded, this decision will be the last individual to hold the office of President.

Section 2. Upon dissolution of the organization, assets shall be distributues 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, 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.

Signatures:

Chairman _____ Date ____/____/____

Vice-Chairman _____ Date ____/____/____

Secretary _____ Date ____/____/____

Treasurer _____ Date ____/____/____

Board Member _____ Date ____/____/____

Board Member _____ Date ____/____/____

Board Member _____ Date ____/____/____

Board Member _____ Date ____/____/____

Board Member _____ Date ____/____/____

County Representative _____ Date ____/____/____

The Senior Recreation Council

By-Laws

Article I - Program Participation

- Section 1.* Unless authorized by the Executive Body, program participation is defined by the Constitution Article III, Section 1 - Membership.
- Section 2.* The Executive Body can vary these program participation requirements for each case with a simple majority vote by the Directors present.

Article II - Officers

- Section 1.* The governing body of the Council shall be a 9-member Board of Directors.
- Section 2.* The Board of Directors shall be elected at the annual meeting of the Council from the membership present and each member shall serve a two-year term. Five member and four member Board groups shall be elected on alternate years thus providing a nucleus of experienced Board members each year.
- Section 3.* The Board of Directors shall immediately, after the annual meeting at which they have been elected, select from their ranks in a closed meeting, Board members to serve as Chairperson, Vice Chairperson, Secretary, and Treasurer.
- Section 4.* The Board shall hold a minimum of 4 closed meetings per year that will be called by the Chairperson.
- Section 5.* The Board shall oversee the operations of standing and special committees, approve new programs and guide the council in fulfilling its purpose.
- Section 6.* The duties of the officers and the committee chairpersons shall be as decided by the Board.
- Section 7.* The Chairperson shall prepare the agenda for the regular or special membership meetings in cooperation with the Board.
- Section 8.* Vacancies shall be filled by vote of the remaining Board Members.

Article III - Meetings

- Section 1.* A regular meeting of this Council shall be held monthly unless otherwise specified by the Chairperson of the Board.
- Section 2.* The regular meeting held in September shall be the Annual Meeting.
- Section 3.* A quorum for the Council meeting shall consist of the members of the Council present at a duly called meeting of the Council with at least two officers present.

Article IV - Committees

- Section 1.* The Chairman, with the approval of the Board, shall appoint as needed, Chairpersons of the following Committees: Finance, Membership, Communications, Special Events, Programs (each program new and existing,) and Facilities.
- Section 2.* The Chairman shall appoint Chairpersons of any additional committees authorized by the Board.

Article V - Expenditures

Section 1. The Chairman or acting Chairman may authorize expenditures for activities of the Council up to \$100 for any single purpose. The Board can authorize expenditures over \$100 on an emergency basis but continuing expenditures that will be more than \$100 (with the exception of newsletter mailings) must be approved at a meeting of the Council.

Section 2. After a limited time, based on the discretion of the Board of Directors, programs are to be self sustaining. New programs may be funded by the Council upon approval of the Board, however, funding for expansion of a program is to be considered as a separate issue by the Board. All requests for funding over \$100 must be submitted to the Board in writing.

Article VI - Board Policy/Interpretations

Section 1. By-laws, policy, or interpretations of the Constitution, as determined by the Board of Directors, are to be either published separately to accompany the Constitution until the next annual meeting or, if pertinent, be added to the By-Laws.

Section 2. Interpretations of the Constitution are to be submitted as amendments as defined in Article VIII of the Constitution.

Signatures:

Chairman _____ Date ____/____/____

Vice-Chairman _____ Date ____/____/____

Secretary _____ Date ____/____/____

Treasurer _____ Date ____/____/____

Board Member _____ Date ____/____/____

Board Member _____ Date ____/____/____

Board Member _____ Date ____/____/____

Board Member _____ Date ____/____/____

Board Member _____ Date ____/____/____

County Representative _____ Date ____/____/____