

# BYLAWS OF THE CAPE ST. CLAIRE RECREATION COUNCIL, INC.

## **Article I NAME**

The name of this organization shall be Cape St. Claire Recreation Council, Inc.

## **Article II PURPOSE**

1. The purpose of the Corporation is to provide adult leadership, guidance, and management in the formation of organized community athletic activities in an effort to promote and instill leadership qualities; The concepts of teamwork among our youth; To provide organized and sponsored activities to help combat juvenile delinquency; To encourage and develop positive athletic competition between communities and other amateur athletic organizations and the development of basic athletic and social skills.
2. To direct and/or conduct the raising and solicitation of funds, whether through subscription, sale of goods or services, donations, membership fees or any other lawful means. All of the funds of the Corporation shall be used exclusively for the above purposes and no part of the funds shall inure to the benefit of any member or officer of the Corporation, or any other corporation.
3. Upon dissolution of the Corporation, all 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 the federal government, or to a state or local government for a public purpose. Any such assets not so disposed of shall be disposed of by the Circuit Court of the County in which the office of the Corporation is then located, exclusively for such purpose or to such organization or organizations, as said Court shall determine, which is organized and operated exclusively for such purposes.

## **Article III MEMBERSHIP**

1. Any adult, 18 years or older, may become a member of the Cape St. Claire Recreation Council, Inc.
2. To attain voting rights on motion other than having to do with the election of officers, the member shall have attended a minimum of three (3) general membership meetings out of the previous twelve (12) general membership meetings. To attain voting rights on election of officers, the member shall have attended a minimum of four (4) general membership meetings out of the previous twelve (12) meetings. Board of Directors and Sports Commissioners are eligible to vote upon election or appointment.
3. The Articles of Incorporation and Bylaws of the Corporation may be amended by two-thirds (2/3) vote of the membership present who are eligible to vote in accordance with Article III, Section 2, of these Bylaws at a regularly scheduled meeting. All proposed amendments to the Articles of Incorporation and the Bylaws of the Corporation shall be presented at a

# BYLAWS OF THE CAPE ST. CLAIRE RECREATION COUNCIL, INC.

general membership meeting and displayed in a public place until it is voted upon at the next regularly scheduled meeting.

4. Fees for participation in each sponsored activity are established by the Board of Directors. Any change in the established fees are subject to a three quarters (3/4) vote of the membership present who are eligible to vote in accordance with Article III, Section 2, of these Bylaws at a regularly scheduled meeting.

## Article IV BOARD OF DIRECTORS

1. Corporate Officers. The executive powers of the Corporation shall be vested in a Board of Directors which shall be composed of the following Corporate Officers: President, Vice President, Secretary, and Treasurer. These officers are to be elected at the first annual meeting of the Corporation to serve without compensation for one (1) year or until their successors shall be elected.
2. In the case of a vacancy occurring in the Board of Directors, except for the President during any year, the Board of Directors is authorized to elect a new member to fill the vacancy for the remainder of that term. The vacancy in the office of President shall be filled by the Vice-President.
3. Directors may be removed before the completion of their term of office provided all of the following conditions are met:
  - a. A motion must be made by a director and seconded by a member at a regular meeting.
  - b. Fifty percent (50%) of those members eligible to vote in elections must be present at the meeting and they must vote for the removal of the Director by at least two thirds (2/3) majority.
  - c. Succession to the office vacated by the removal of a Director shall comply with the provisions of Article IV, Section 2, of these Bylaws, except that in no case shall the Director so removed succeed himself in office.
4. Duties of Officers - The Officers and appointed Managers of the Corporation shall have the following duties:
  - a. **President:** The President has the overall responsibility for all activities of the Corporation. The President shall preside at the monthly general meeting of the Corporation held each month and at all special meetings of the Board of Directors. In his absence his duties devolve upon the Vice-President. The President shall have the further duties and authority as the Board of Directors shall have from time to time direct. The President shall have the authority to delegate appropriate duties to members of the Board. The President shall also act as a liaison with the Anne Arundel Department of Recreation and Parks. The President, with input from each Sport Commissioner shall develop an annual budget to be presented at the October regular meeting. The budget will be voted upon by the general membership present at the meeting who are eligible to vote in accordance with Article II, Section 2 of these Bylaws at the annual meeting held in November of each year.
  - b. **Vice-President:** The Vice-President shall, in the absence of the president, preside at the general meetings of the Corporation and the special meetings of

## BYLAWS OF THE CAPE ST. CLAIRE RECREATION COUNCIL, INC.

the Board of Directors. The Vice-President shall be responsible for the Parental/Coach Appeal Process as laid out in Article XII of these by-laws. The Vice-President shall also have such further duties and authority as the President or the Board of Directors may from time to time direct.

- c. **Secretary**: The Secretary shall keep the minutes of all regular meetings of the Corporation and all meetings of the Board of Directors; shall maintain and keep the Corporate Seal and all records of the Corporation except the books of account; shall take attendance at all Corporation meetings and maintain a current list of all voting members; shall post all notices of meetings; maintain a list of all committee appointments; and attend to all the correspondence of the Corporation. The Secretary shall have further duties as the President or the Board of Directors may from time to time direct.
  - d. **Treasurer**: The Treasurer shall be responsible for the receipt and collection of all funds of the Corporation, pay all authorized obligations and make a report of receipts, disbursements, and financial status at each regular meeting. The Treasurer shall be responsible for preparing yearly tax forms, a year end statement, and coordinating with a recognized Certified Public Accountant to audit the books of the Cape St. Claire Recreation Council, Inc. The Treasurer shall have further duties and powers as the President or Board of Directors may from time to time direct.
5. The past President shall sit with the Board of Directors of the Corporation as an advisor for a period of one (1) year.
  6. Nominating Committee: To nominate candidates for offices, a nominating committee shall be created in September of each year and consist of three (3) members appointed by the President. They will present a slate of candidates at the October regular meeting.
  7. Elections: Elections shall be held at the November regular meeting. The officers shall be elected by secret ballot to serve for one (1) year or until their successors are elected. Their term in office shall begin January 1, following the annual meeting at which they are elected.
  8. Eligibility: All nominees for office and officers of the Corporation shall be members of the Corporation in accordance with Article III of these Bylaws.
  9. The Board of Directors has the authority to administer and direct those sports supported by the Cape St. Claire Recreation Council. Any rules to be distributed for a particular sport by a Commissioner are subject to review and approval by the Board of Directors.
  10. If a Board member has children participating in a Cape St. Claire Recreation Council sport, the fee will be waived for said children. Reimbursement of one half of the sports fee plus all overhead and processing costs will be reimbursed to the sport from the General Fund for said children.

### Article V MEETINGS

1. **Regular Meetings**: The regular meetings shall be held on the first Thursday of each month unless otherwise ordered by the membership of the Board of Directors. The time and place shall be determined by the Board of Directors.
2. **Annual Meeting**: The regular meeting in November shall be known as the Annual Meeting and shall be for the purpose of electing officers, receiving reports of officers and committees, voting on the next year's budget, and for any other business that may arise.

## BYLAWS OF THE CAPE ST. CLAIRE RECREATION COUNCIL, INC.

3. Special Meetings: Special meetings can be called by any member of the Board of Directors, or upon written request of one (1) member of the Corporation. The purpose of the meeting shall be stated in the call. Except in cases of emergency, three (3) days notice shall be given.
4. A quorum shall consist of seven (7) members of the Corporation.

### Article VI DUTIES OF MEMBERS

It shall be the duty of each member of this Corporation to foster and promote the object of the Corporation through attendance at regular meetings and cooperate with the Board of Directors when called upon to perform personal services necessary to the successful accomplishment of the objectives of the Corporation.

### Article VII AMENDMENTS

1. The Corporation reserves the right to make from time to time any amendment of its charter which may now or hereafter be authorized by law, including any amendment of its charter which may become necessary for the Corporation to retain its status as a nonprofit, tax exempt Corporation because of change, revision, or requirement under Section 501(c)(3) of the Internal Revenue Code.
2. These Bylaws can be amended at any regular meeting of the Corporation by a two-thirds (2/3) vote of membership present who are eligible to vote in accordance with Article III, Section 2 of these Bylaws.

### Article VIII ALLOCATION OF FUNDS

1. The President or Treasurer may commit non-budgeted corporation funds up to two hundred and fifty dollars (\$250.00) without Board of Director approval. Those funds expended shall be reported at the general membership meeting.
2. For allocations or commitments beyond two hundred fifty dollars (\$250) a majority of the Board's approval is required.

### Article IX SELECTION AND RESPONSIBILITIES OF COMMISSIONERS

1. A Commissioner(s) will be appointed/removed by the President with approval of two thirds (2/3) of the remaining Board of Directors. One commissioner will be appointed for each of the following sports or other positions: baseball, basketball, Bay Head Park, Cape Park, cheerleading, football, fund-raising, rugby, soccer, track & field and wrestling.
  - a. Commissioners will be appointed in their respective sport/position annually, with budget due dates and voting consistent with registration starts based on the following schedule:

## BYLAWS OF THE CAPE ST. CLAIRE RECREATION COUNCIL, INC.

Season	Sports/Management Commissioner Positions	Commissioner Appointed In (month)	Budget Due by to BOD	Budget Voted On By Membership	Registration Starts In
All	Bay Head Cape Park Fundraising	December 1 <sup>st</sup>	February 1 <sup>st</sup>	March	n/a
Spring	Baseball Cheerleading (Spring) Soccer (Spring)	December 1st	January January November	January January December	February February January
Summer	Rugby Track & Field	December 1st	March March	April April	May May
Fall	Cheerleading (Fall) Football Soccer	December 1st	April March March	May April April	June May May
Winter	Cheerleading (Winter) Basketball Wrestling	December 1st	July July July	August August August	October September September

These commissioners shall serve for one (1) year from the date listed above or until their successors are appointed. Past commissioners who have demonstrated responsibility as commissioner will be considered first. These commissioners, however, are not automatically reappointed. Sports with multiple seasons will only have one commissioner, who is responsible for all seasons that are played within that year.

2. The commissioner of each sport is responsible for the organization and structure of that particular sport, selection of the coaches and coordination with the treasurer for the purchase of equipment and uniforms.
3. Commissioners are responsible for registrations, placing players on rosters, refunding registration fees when necessary, the purchase and distribution of equipment and uniforms, the management of special events, and concessions for each season of their sports. They may assign assistant commissioners to these tasks when he chooses, however, the sport commissioner appointed by the Board of Directors and approved by the membership is ultimately responsible for all those he appoints beneath him.
4. Registrations:
  - a. Via standard operating procedures, registrations are accepted online with credit card payments. This online registration system (our website, currently with TeamSportsInfo) is the organizations official database of record.
  - b. Any walk up, registrations paid by check or cash (at the commissioners discretion), must be entered by the commissioner into the organizations database of record and enter that the registration was paid.
5. Commissioners shall submit a budget (based on the table above) prior to each season/year which will show all revenues and expenses to be undertaken for his area of responsibility. He may exceed the projected expenses by 10% as long as the purchase will not go above the estimated revenues in that season and there is sufficient savings within the sport to cover the

## BYLAWS OF THE CAPE ST. CLAIRE RECREATION COUNCIL, INC.

expense. If there is a need to expend funds not on the approved budget, over 10%, he shall first get authority from the Board of Directors.

6. Any protests, arguments, disagreements, etc. should be directed to that particular sport commissioner. His/her decision are normally final, however, appeals may be heard by the Board of Directors at their discretion.
7. The Commissioner shall ensure that all home playing fields, etc. are as safe as possible for play.
8. The Commissioner shall ensure that all equipment when issued for that sport is safe and certified, if needed.
9. The Commissioner shall attend or send a representative to all county meetings for that particular sport.
10. The Commissioner or his representative shall attend all Recreation Council meetings.
11. The Commissioner shall have a meeting at the beginning of his/her sport with the head coaches to instruct them on their duties and responsibilities for the upcoming season.
12. The Commissioner shall publish an information packet for parents and coaches at time of registration for his/her sport, which shall be placed on the Recreation Council's website.
13. Commissioners will assist in the Recreation Council fund raising activities as necessary, to be determined by the Board of Directors.
14. If a Commissioner has children participating in a Cape St. Claire Recreation sport, the sport fee will be waived for said children. Reimbursement of one half of the sport fee plus all overhead and processing costs will be reimbursed to the sport from the General Fund for said children.
15. Concessions for any given sport will be run by the commissioner of that sport or person(s) he delegates that responsibility to. An estimated budget shall be submitted to the Treasurer prior to the sport season in which the concession stand will occur. This estimate will include the cost of items to be bought (including non-sellable supplies), the menu and prices that will be charged, and the approximate revenue to be earned.

### **Article X SELECTION OF HEAD COACHES (MANAGERS)**

1. An individual must be eighteen (18) years of age or older to be eligible for selection as a head coach.
2. Head coaches will be selected by their respective Sports Commissioner from candidates meeting the age requirements and based upon the following priorities:
  - a. Past head coaches who have demonstrated responsibility in coaching and in maintenance and return of equipment and uniforms. These coaches, however, are not automatically reinstated.
  - b. Active participants in the activities and functions of the Recreation Council.
3. If a head coach has a child participating in a sport the same season, the sport fee will be waived for one child at the discretion of the commissioner based on necessity. Full or Partial reimbursement of the sport fee will be at the discretion of the sport commissioner. Reimbursement for sports fees will come from the budget of the sport receiving the benefit of the coaching. Assistant Coaches (non-head coach volunteers) shall not receive reimbursement for sport fees.

### **Article XI CODE OF ETHICS/RULES FOR COACHES**

## BYLAWS OF THE CAPE ST. CLAIRE RECREATION COUNCIL, INC.

1. The objective of a coach is to instill in the youth of his/her team the ideals of fair play, honesty, loyalty, respect for authority, courage, discipline, and good sportsmanship.
2. A coach shall not use profanity on or around the playing field/court.
3. A coach will not use alcoholic beverages or tobacco products on or around the playing field/court.
4. A coach will not unduly harass or intimidate a game official or another team.
5. A coach will not pull or dismiss the team from the playing field/court during a game in a manner that is detrimental to good sportsmanship.
6. A head coach is responsible for the following:
  - a. Attending all games and practices at the designated time. If unable to attend or be on time, head coach will ensure that an assistant coach will be there on time.
  - b. Not leaving a practice and/or game until all participants are picked up by their guardian or transportation has been arranged.
  - c. Setting forth all ground rules of discipline to the players at first practice or at a special meeting prior to the first practice.
  - d. Not using physical force on any player.
  - e. Ensuring that his or her team is available for picture taking day at the prescribed time, date, and location.
  - f. Obtaining all equipment and uniforms from the equipment manager and arranging for its immediate return at the conclusion of the season or by the prescribed date.
  - g. Picking up and distributing any items for sale (candy bars, raffle tickets, etc.) to the players, collecting the money, and returning the money to the fund raising coordinator or the Treasurer by the prescribed date. It is recommended that the coach appoint a team Mom or Dad to help administer these plus other activities.
  - h. Picking up all paper, bottles, etc. from the area after a game or practice,
  - i. It is recommended that coaching shirts be worn to all games.
  - j. Ensuring that his/her team wear full uniforms and equipment issued by Cape St. Claire Recreation Council. Players not in full uniform will not be allowed to participate.\* No sweat suits, shorts, etc., can be bought for, donated, or obtained in any manner for a particular team. \* If a parent wishes to provide his/her child's equipment for a particular sport, it must be of equal to or better quality that equipment issued by the Cape St. Claire Recreation Council. All parent-provided equipment must be certified by the sport commissioner to meet CSCRC standards.
  - k. All County Team players will play a minimum, of one-half (1/2) or other minimum based on county rules for that sport, of every game except for children with health problems or due to disciplinary action. All clinic and intramural team players will play a minimum of one-half (1/2) of every game except for children with health problems or due to disciplinary action. Any coach, with Sport Commissioner can petition the Board for an exception to the rule.
  - l. Providing a schedule, in writing, for practices and games to each player prior to the start of the season.
  - m. Attending Recreation Council meetings during their respective seasons so they will be aware of all activities. The meetings are held the first Thursday of each month, at a time and place determined by the Board of Directors.

## BYLAWS OF THE CAPE ST. CLAIRE RECREATION COUNCIL, INC.

7. Coaches may be suspended at any time for infractions contained in the Article XI by their Sports Commissioner. Decisions may be appealed in accordance with Article XII.
  - a. Any coach dismissed will not be eligible to coach any Cape team in any sport for the remainder of the current season lasting through the end of the following year's season.

### **Article XIII PARENTAL/COACH APPEAL PROCESS**

In the event that a commissioner's decisions to issues are not accepted by an individual coach or parent of a registered player; He/she may appeal the commissioner's decision to the Board of Directors. The complainant(s) shall use the following procedure:

1. The complaint must be in writing and state all relevant facts about the issue or problem at hand.
2. The complaint shall be submitted to the Vice-President via email or the postal service to the Council's officially listed address online.
3. The Board of Director's shall investigate and decide to act or not to act. In either case, the Vice-President shall inform the complainant(s) of the Board decision within 30 days of receipt of the complaint.
4. A log of complaints and their resolutions will be maintained by the Vice-President for each year and filed with Secretary at the end of each year.



# BYLAWS OF THE CAPE ST. CLAIRE RECREATION COUNCIL, INC.

## REVISION TRACKING

3/6/02 - Added rugby to Article XI

2/10/03 - Converted format from Wordpad to Microsoft Word. No changes to verbiage.

11/09/03 –

1. Article XI section 12 updated from "in that particular sport" to "in a sport in the same season." Stated reimbursement would come from general board fund.
2. Article XII section 3 updated to include sport fee waived to correspond with number of teams coached.
3. Article XII section 4 - newly added.

08/04/2011 – Many updates made based on current business model of the Cape St. Claire Recreation Council.