

FWARC BY-LAWS

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**The Fort Washington Area Recreation Council, Inc.
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BY-LAWS

OF

THE FORT WASHINGTON AREA RECREATION COUNCIL, INC.

ARTICLE I- NAME

The name of the organization shall be The Fort Washington Area Recreation Council (FWARC), Inc. (the “Council”).

The active membership of this Council shall consist of all adults (18 years of age or older) interested in the Council’s classes, activities or programs, residing within the boundaries of The Fort Washington Area Recreation Council, Boys & Girls Club (FWARC-BGC), whose dues are in good standing as provided by the By-Laws.

ARTICLE II-ORGANIZATION

Section 1 - Board of Directors

The number of members of the Board of Directors (the “Board”) shall be as specified in Article IV of the Articles of Incorporation and shall have attended at least four (4) consecutive Board of Directors’ meetings.

A. Duties

The duties of the Board shall be:

- (i) To elect the officers of the Council;
- (ii) To establish and implement the Council’s policies;
- (iii) To maintain the Council as an organization, organized and operated for the charitable and educational purpose, within the meaning of Section 501©(3) Internal Revenue Code of 1954
- (iv) To plan, establish and implement financial and other plans necessary to conduct the Council’s activities;
- (v) To oversee and evaluate the Council’s programs, activities, policies and relations with interested groups, individuals and entities;

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- (vi) To commit council funds for duly authorized purposes in accordance with these Articles and By-Laws;
- (vii) To act, or appoint others to act, as liaison with representatives of the Prince George's County Boys and Girls Club, Inc. (PGCBGC), the Maryland-National Capital Park and Planning Commission (M-NCPPC), or such other individuals, organizations or entities, as may be necessary for the Board to carry out its duties or to further the Council's purpose;
- (viii) To volunteer at least five (5) hours per month; and
- (ix) To appoint a Sports Director for a term of two (2) years, who shall direct and guide the activities of the Sports Commissioners.

B. Election

The active members present of the Council shall elect the Board at the Bi-Annual meeting.

C. Term of Office

The Board shall assume office at the close of the Bi-Annual meeting and shall serve until close of the next Bi-Annual meeting. Members of the Board may serve for any number of terms.

D. Vacancies

Vacancies on the Board shall be filled by election by the majority of the remaining Directors. Such election must be held at any time the Board is composed of less than eight members. The term of any Director so elected shall terminate at the close of the next Bi-Annual meeting.

Section 2 - Officers

Officers of the Council shall be; President, Vice President, Secretary, and Treasurer, unless otherwise specified in Article IV of the Articles of Incorporation.

A. Duties- The duties of the officers shall be as follows:

1. President

The President shall preside at all meetings of the Board and General Meetings and shall be responsible for developing, carrying out, and evaluating the Council's policies, programs, and activities; acting as the Council's representative to the Maryland-National Capital Park and Planning Commission; maintaining good communications and relations with the Maryland-National Capital Park and Planning Commission, the Prince George's County Boys and Girls Club, Inc. or other organizations affiliated with or interested in the Council; may appoint special committees to study specific subjects for a specified period of time; and shall perform all other duties usually pertaining to the office.

2. Vice President

The Vice President shall act in the absence of the President and shall perform such other duties prescribed by the President, from time to time, in accordance with FWARC By-

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Laws. In the event of a vacancy in the office of the President, the Vice President shall act as President until a new President has been elected and assumes office.

3. Treasurer

The Treasurer or his/her designated representative shall be responsible for: maintaining the Council's financial books and records, the preparation and filing of all tax returns, the establishment and maintenance of separate checking, savings, or investment accounts, for uniform deposits, volunteer fees, the pre-school program; and such other purposes as the Board deems appropriate; issuing checks as authorized, notifying the Board and President that a Sports Commissioner has exceeded his/her budget authority; should review all expenditures with appropriate Sports Commissioners in a timely manner, prior to payments; and performing all other duties usually pertaining to the office.

To meet the Council's financial needs, the Treasurer has the authority to transfer funds between Council accounts. The Treasurer can, with the approval of the President, expend up to \$500 for Council activities. The Board must approve any expenditures or groups of related expenditures in excess of \$500. The Treasurer shall be bonded.

4. Secretary

The Secretary shall give notice of all meetings of the Board and General Meetings; and shall be responsible for taking the minutes of all Board and General Meetings, maintaining the Council's non-financial records, including the By-Laws and Articles of Incorporation, corresponding with individuals, groups, or entities affiliated with, or interested in, the Council's programs or activities, and such other duties as may be required by the office.

B. Election

The Board shall elect the officers of the Council at a meeting held immediately after the Bi-Annual meeting. Only duly elected members of the Board are qualified for election to Council office.

C. Term of Office

Officers of the Council shall serve a term of two (2) years until the close of the next Bi-Annual meeting and may be re-elected except that no individual may serve as President of the Council for more than two consecutive terms.

D. Vacancies

Vacancies among the officers shall be filled by a majority vote of the Board at the next meeting following the time at which the vacancy occurs.

Section 3 – Registrar

The President appoints the Registrar (with the approval of the Board). The Registrar or his/ her duly authorized representative, shall be responsible for:

- (i) Planning and attending registration sessions held for the purpose of registering participants for a Council activities;
- (ii) Collecting fees from registrants and issuing cards or receipts for same;

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- (iii) Remitting funds obtained to the Treasurer;
- (iv) Maintaining a current list of Active Members of the Council, including their home addresses, and email addresses and; telephone numbers
- (v) Notifying the Prince George's County Boys and Girls Club, Inc., of participants in the County team programs;
- (vi) Notifying the County team coaches of any additional duties prescribed by the Prince George's County Boys and Girls Club, Inc;
- (vii) Supplying County identification cards for team players to all County team coaches; and
- (viii) All other duties pertaining to the office.

Section 4 - Sports Director

The Sports Director shall be appointed by the Board and shall serve a term of two (2) years and direct and guide the activities of the Sports Commissioners. The Sports Director with the approval of the Board shall appoint a Sports Commissioner for a term of two (2) years, a Sports Commissioner for each sport offered by the Council.

Section 5 – Sports Commissioner

With respect to his/her sport, each Commissioner shall be responsible for:

- (i) Appointing an assistant (must be a Board member) ;
- (ii) Organizing and supervising teams;
- (iii) Making arrangements for appropriate facilities and equipment;
- (iv) Providing coaches for each team, who will teach team members the prerequisite skills;
- (v) Evaluating his/her sport program and making appropriate recommendations to the Sports Director;
- (vi) Operating with an approved budget;
- (vii) Submitting supplemental budget request to the Board, should the need arise;
- (viii) Selecting coaches and instructors for County teams;
- (ix) Obtaining any special equipment or uniforms that may be required for County team(s);
- (x) Distributing County team playing schedules;
- (xi) Obtaining adequate facilities for all County team games and practice sessions, and such other activities and functions as are necessary for the County team(s) to effectively compete in their respective sport, and ensuring that all County

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team(s) coaches be responsible for providing appropriate instructions to team(s) members, coordinating the transportation for County team(s) to and from “away” games, abiding by the established FWARC Code of Ethics, and informing players and parents of the Code and appropriate sportsmanship requirements

Section 6 - Active Members

Any family registered with the FWARC for activities for the previous calendar year.

Section 7 - Impeachment and Removal from Office

Any officer or member of the Board may be impeached by a vote of two-thirds of the members of the Board, or by presentation to the Board of a written petition signed by at least 51 percent of the Active Members. Any officer or Board member impeached shall be disqualified from retaining membership on the Board. Individual Board members will automatically be removed following two (2) consecutive unexcused Board meeting absences or being absent for a total of five (5) Board meetings per annum.

ARTICLE III - MEETINGS

Section 1 – Bi-Annual Meetings

The Bi-Annual meeting of the Council shall be held during the third week in January at a time and place determined by the Board of Directors and announced to all Active Members at least seven (7) days prior to the date of the meeting.

Section 2 – Called Meetings

The Called Meetings of the Council shall be held (1) at a time and place as determined by the Board, and (2) within fourteen (14) days of the time of presentation to the Board of any petition executed by the membership in accordance with the Articles of Incorporation or By-Laws. Notice of any Called Meeting shall be given to all Active Members by some appropriate means at least seven (7) days prior to the date of the meeting. Such notice shall contain the agenda for the Called Meeting and business of the meeting shall be confined to that described in the agenda.

Section 3 – General Meetings

General Meetings shall be held quarterly (January, April, July and October) General Meetings shall provide an overview of the Council’s activities including financial status.

Section 4 – Board of Director’s Meetings

The Board shall meet at least once each month, at a time and place to be determined by the Board. The time and place of such meetings, when fixed or changed, shall be brought to the attention of the Active Membership. Only issues on the agenda will be discussed at this meeting.

ARTICLE IV - COMMITTEES

Section 1 – Standing Committees

- A. Media
- B. Ways and Means

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- C. By-Laws
- D. Classes and Adult Recreation Committee (CARC)
- E. Lights
- F. Ethics

Activities of any Standing Committee shall be open to members regardless of race, color, creed, national origin, or sex. A chairperson of a committee shall be a Board Member.

Section 2- Duties

In addition to duties prescribed by the President, duties of the Standing Committees shall be as follows:

- A. **Media Committee** - The Media Committee will be responsible for preparing, printing and distributing notices (including notices of meetings), advertising and otherwise publicizing Council activities.
- B. **Ways & Means Committee** – The Ways & Means Committee shall be responsible for raising revenues to finance the Council’s activities and functions.
- C. **By-Laws Committee** – The By-Laws Committee shall be responsible for reviewing, updating, correcting and submitting proposed amendments to the Council’s By-Laws to the Board for adoption and presentation to the Active Members.
- D. **Classes and Adult Recreation Committee** - The Classes and Adult Recreation Committee (CARC) will determine the need for as well as plan and implement, the youth class and adult recreation programs of the Council. These classes and programs may be open to individuals, who do not reside in the Fort Washington community, provided the applicable registration fee is paid. Classes and programs offered by CARC shall include, but not be limited to the following subjects: art, sewing, dance instruction, aerobic dance, jazzercise, pre-school, crafts, gymnastics, and exercise.

CARC shall be responsible for (1) organizing and supervising the program or class; (2) providing instructors to conduct the program or class;(3) providing appropriate facilities and (4) evaluating each program and facility.

Pre-School – CARC shall be responsible for the development and maintenance of a pre-school program. The purpose of the pre-school program is to stimulate each child’s educational development and interest as well as overall growth.

1. The pre-school shall be offered during the months of September through June and shall be open to all children ages 3 and 4. However, total enrollment shall not exceed 48.
2. A daily pre-school class shall be offered Monday, Wednesday and Friday or Tuesday and Thursday in the morning or the afternoon of each week the pre-school program is offered.

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3. An instructor shall conduct classes. Additional personnel shall be provided as needed. Class curriculum shall be developed by the instructors and shall be consistent with the program's purpose.
- E. **Lights Committee** – The Lights Committee shall be responsible for evaluating facilities used by FWARC for adequacy of lights available (indoor and outdoor) to conduct active events. Such responsibility shall include, but not be limited to, reporting to the Board, M-NCPPC and Board of Education (BOE), problems with lights at facilities & need for additional lights, repair or equipment, as may be required.
- F. **Ethics Committee** – “Ethic Rulings” adopted by committee on April 7, 1998
 1. The Ethics Committee shall be composed of three (3) persons appointed by the FWARC President. The appointees shall select the Committee Chairman. Any person serving on the committee who has a ‘Conflict of Interest’ in a specific Ethics issue under consideration by the Board shall automatically be extricated from participation.
 2. Deliberations and votes, which take place among the three Ethics Committee members, will be held strictly confidential.

General Philosophy: It is strongly recommended that complaints regarding alleged violations of FWARC ethical standards be initially handled informally through communications among complainant, coach, official, or fan and the commissioner of the sport. When such intervention is not deemed feasible, the subsequent procedure is recommended.

Procedure:

- (i) Complaints alleging ethics violations must be presented in writing to the Ethics Committee Chairman postmarked within fourteen (14) days of the latest incident for which a complaint is being lodged.
- (ii) The Committee shall conduct their investigation, making certain that all involved parties have the to opportunity respond.
- (iii) The Committee shall make a recommendation to the Executive Board based upon their findings.
- (iv) The Executive Board shall act upon the Committee's recommendation, using all information it deems appropriate in order to make an equitable decision. Such decisions will be made on the basis of majority vote.

Rights of Appeal

- (i) Any involved party may appeal the decision of the Ethics Committee by submitting a request for an appeal in writing to the

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FWARC Board of Directors, postmarked no later than seven (7) days after all parties have been informed of the decision

- (ii) All involved parties shall be notified of the time and location of the appeal hearing conducted by the Board of Directors at least seven (7) days in advance. All involved parties will be given an opportunity to provide testimony at the appeal hearing.
- (iii) The Board of Directors shall make final decisions in writing following the appeal hearing.

ARTICLE V- OTHER ACTIVITIES

Section 1 – Liaison

The Board shall appoint an Active Member to act as liaison between the Board and:

A. Maryland-National Capital Park and Planning Commission.

The President or his/her designated representative shall act as liaison with M-NCPPC and shall coordinate all activities conducted by the Council and M-NCPPC. The liaison shall make appropriate recommendations to the Board. The Board may not implement any changes in the Council's relationship with M-NCPPC unless approved at a general meeting, at which at least 51% of the Active Members present and voting approve the change.

B. Prince George's County Boys and Girls Club, Inc. (PGCBGC).

The President or his/her designated representative shall act as liaison with the PGCBGC and shall coordinate all activities conducted by the Council and PGCBGC. The liaison shall make appropriate recommendations to the Board. The Board may not implement any changes in the Council's relationship with PGCBGC unless approved at a general meeting, at which at least 51% of the Active Members present and voting approve the change.

ARTICLE VI – DUES AND FEES

The Board shall determine Bi-Annually:

1. Council dues and fees;
2. Dues and fees for summer programs;
3. Fees for classes and programs conducted by the CARC;
4. Volunteer fees;
5. Such other fees and dues it deems appropriate.

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All dues, fees and other funds collected by the Council shall be deposited in an insured account established by the Board.

Gratis membership shall be granted and applicable fees and dues waived, based only on financial need. Such membership may be requested by written or verbal petition to the Board. All such petitions shall be confidential.

ARTICLE VII – TAXABLE YEAR

The Council's taxable year shall be the calendar year.

ARTICLE VIII – CONDUCT OF MEETINGS

Except as otherwise provided in the Articles of Incorporation or By-Laws, meetings of the Council shall be conducted as prescribed in the most recent edition of Robert's Rules of Order.

ARTICLE IX – AMENDMENTS

Amendments to the By-Laws may be enacted by two-thirds vote of the Active Members present at a General Meeting, or by vote of two-thirds of the total Board Members present, provided that a period of at least seven (7) days must elapse between the introduction of an amendment to the By-Laws and its enactment by the Board.

ARTICLE X

With the approval of the Board, participation in any program or activity conducted under the auspices of the Council may be restricted to the immediate family of an Active Member.