

By-Laws of the College Park Boys and Girls Club, Incorporated

Approved February 1991.

Amended November 1994; April 16, 2001; November 16, 2004.

ARTICLE I – NAME

The name of this organization shall be the College Park Boys and Girls Club, Incorporated.

ARTICLE II – PURPOSE

Section 1. OBJECTIVE: The objective of this organization is to promote the highest standards in physical fitness, mental alertness, social living, and educational and cultural values. The aim is to teach all youth members to understand and practice the principles of sportsmanship, fair play, and good citizenship. The fulfillment of this objective promises a better future for our community and for our country.

Section 2. OPPORTUNITIES: The organization will make available to all youth members a program of various county, county intramural, and intramural athletic and social activities.

ARTICLE III – MEMBERSHIP

Section 1. YOUTH: Any boy or girl who resides within the area prescribed by the Prince George's County Boys and Girls Club, Inc., in accordance with its apportionment plan, having reached his/her fourth (4th) birthday prior to January 1 of the current year, and who is between the ages of four (4) and eighteen (18) inclusive, and who has paid the annual prescribed dues for the current year. *(Amended November, 1994)*

Section 2. ADULT, VOTING: Anyone eighteen (18) years or over, who resides within the area prescribed by the Prince George's County Boys and Girls Club, Inc., in accordance with its apportionment plan and/or who has a child currently participating in the College Park Boys and Girls Club and has paid the prescribed dues for the current year, will become an adult voting member of the organization. *(Amended November 16, 2004)*

Section 3. ADULT, NON-VOTING: Adults who do not meet criteria in Section 2, but wish to volunteer with the Club should be registered under this section. In certain cases, a youth (15 years or older) may be registered as an adult member, but will not have a voting status or be eligible to run or hold an elected position until their eighteenth (18th) birthday. *(Amended November 16, 2004)*

Section 4. HONORARY: Honorary non-voting memberships may be extended, at the discretion of the Board of Directors, upon the recommendation of any adult member.

Section 5. LIFETIME: In the event of the death of a parent or guardian of a youth member, the organization may grant a lifetime membership for the youth members(s) of that family. This special membership will remain in effect until the youth member reaches his or her age

limit or until the youth(s) are legally adopted. The organization reserves the right to withdraw the lifetime membership upon discovery of a new guardianship.

ARTICLE IV - MEMBERSHIP FEES

Membership fees will be determined by the Board of Directors and approved by the General Membership. Any changes to the membership fees shall constitute an amendment, and be subject to Article XIII of these by-laws.

ARTICLE V. MEETINGS

Section 1. GENERAL MEMBERSHIP: A General Membership Meeting will be held within ninety (90) day of any proposed amendments to these by-laws, for the purpose of acting upon said proposal(s), and, unless otherwise specified by the voting membership or by the Board of Directors, a regular General Membership meeting of the organization will be held quarterly.

Adult members will be notified in writing of all General Membership meetings at least thirty (30) days prior to each meeting.

General membership meetings will be presided over by the Executive Officers.

Fifteen (15) adult voting members shall constitute a quorum for the general membership meeting.

Section 2. BOARD OF DIRECTORS: Unless otherwise specified by the voting membership or by the Board of Directors, a regular Board of Directors meeting will be held monthly.

Five (5) Board of Directors members shall constitute a quorum.

(Amended November 16, 2004)

The general membership may attend but cannot address the Board without formal recognition.

Section 3. SPECIAL BOARD OF DIRECTORS: Special Board of Directors meetings shall be called by the President, if necessary, or upon written petition of five (5) or more Board Members. A written petition shall be presented to the board no fewer than five (5) days prior to the Special Board of Directors Meeting. The petition shall be signed by all petitioners including the five (5) board members. The time, location, and date of the Special Board of Directors Meeting shall be determined by the President or designee and shall be announced to all board members and interested parties. The presence of two-thirds (2/3) or more of the serving Board Members shall be required to constitute a quorum.

Prior to any vote taken at the Special Board of Directors Meeting and after presentation of the written petition and related documents, the President or designee shall call for a "Closed Meeting" with only Board Members in attendance. The petitioners, unless Board Members,

will be asked to leave the special meeting while voting takes place on any of the motions. Any motion being voted on shall be in the form of a secret ballot.

Result of the vote will be announced immediately to the petitioners. All decisions of the Board will be final unless another motion on the subject is introduced and voted upon at a future board meeting.

Section 4. SPECIAL MEMBERSHIP: Special general membership meetings may be called at any time by the President, and must be called upon written petition of fifteen (15) voting members with ten (10) days of the receipt of the petition.

Section 5. COMMITTEE: Committee meetings will be called by the Committee Chair or President as needed.

Section 6. RULES OF ORDERS: Meetings will be governed by “Roberts Rules of Order” (latest edition) unless specifically covered herein.

A Board Member (with the exception of the President or Acting Chairperson) shall assume the responsibilities of parliamentarian and that the Parliamentarian shall enforce the Roberts Rules of Order (or set of abbreviated rules) at all board, special, and general membership meetings. The Parliamentarian shall establish predetermined time limits and rules for conduct.

Section 7. REGULAR ORDER OF BUSINESS: The following shall be the regular order of business at all General Membership meetings of the College Park Boys and Girls Club, Incorporated.

- Reading of the Minutes
- Treasurer’s Report
- Girls Athletic Director’s Report
- Boys Athletic Director’s Report
- Committee Reports
- Old Business
- New Business
- Adjournment

ARTICLE VI - MANAGEMENT

Section 1. EXECUTIVE OFFICERS: The Executive Officers of the organization will be President, Vice-President, Recording/Corresponding Secretary, and Treasurer.

Executive Officers will be elected by the voting membership to serve a one (1) year term.

Section 2. BOARD OF DIRECTORS: The Board of Directors shall consist of the Executive Officers, the immediate Past President, six (6) Board Members, and the Boys Athletic Director, Girls Athletic Director, Equipment Director, and Social Director.

Board Members are to be elected by voting membership to serve a staggered two (2) year term. *(Amended November, 1994)*

Boys Athletic Director, Girls Athletic Director, Equipment Director, and Social Director are to be elected by voting membership to serve a one (1) year term. *(Amended November, 1994)*

Section 3. ELIGIBILITY OF ELECTED OFFICIALS: Only those individuals who have been enrolled as adult **voting** members for at least three (3) months prior to nomination and election, will be eligible to hold an official office in the organization.

Section 4. DUTIES OF EXECUTIVE OFFICERS:

PRESIDENT: The President shall preside at all general membership, executive officers and board of directors meetings. The President may only cast a vote to resolve a tie vote and as a member in the general elections. The President shall perform all other duties usually pertaining to that office.

VICE PRESIDENT: The Vice President shall act as an aide to the President, and shall perform all duties of the President in the absence of that officer in case of incapacity to perform the duties of this office, until such time as the President can resume normal duties. In the event of a vacancy to the President's office, the Vice President will assume the office of President. *(Amended November, 1994)*

SECRETARY: The Secretary shall keep accurate minutes and attendance of all executive officers, board of directors, membership, and special meetings of the organization. The Secretary shall be responsible for all correspondence of the organization.

TREASURER: The Treasurer shall receive all monies for the organization and deposit all funds in such banks as designated by the Board of Directors in the name of the College Park Boys and Girls Club, Inc.; shall keep a detailed account of all receipts and disbursements and submit same for audit at the first meeting of the new Board of Directors or as soon as possible after election.

ATHLETIC DIRECTORS: The Athletic Directors are responsible for overseeing all athletic programs, and for selecting commissioners for all sports. The Athletic Directors have specific duties to acquire field time permits, gym usage times, etc., and to provide umpire/referee services for all related programs.

The Athletic Directors are responsible for insuring that all coaches obtain necessary training and/or certificates.

The Athletic Directors are responsible for preparing and submitting budget related items as well as making monthly reports to the Board of Directors.

The Athletic Directors are responsible for maintaining the Code of Ethics and to review and respond to complaints. *(Amended November, 1994)*

EQUIPMENT DIRECTOR: The Equipment Director is responsible for purchasing, maintaining, distributing, collecting, inventorying, storing, and disposing of all athletic equipment, uniforms, medical kits, and supplies. The Equipment Director shall make plans for effective return of athletic equipment, uniforms, and medical kits on loan to players and/or coaches. *(Amended November 16, 2004)*

The Equipment Director must prepare and submit a budget for all related items.

SOCIAL DIRECTOR: The Social Director is responsible for planning the awards banquets, and other social activities as approved by the Board of Directors. The Social Director must prepare and submit a budget for all social activities. *(Amended November 16, 2004)*

At the expiration of term of office, all officers and chairpersons shall deliver to their successors any books, papers, and other property of the organization in their possession.

Section 5. If the President resigns, he forfeits his seat and vote as immediate past president on the Board of Directors.

ARTICLE VII - ELECTIONS

Section 1. The Nominating Committee shall solicit all available nominees from the eligible voting members for each office. No member of the Nominating Committee may be nominated by action of the Nominating Committee. Additional nominations may be made from the floor at the elections.

The chairperson shall investigate each candidate as to their eligibility, and membership status. Members of the Nominating Committee must relinquish their position on the committee to be eligible for nomination.

Each candidate presented by the Nominating Committee will sign a statement to confirm that he/she is a candidate for the position nominated. Individuals nominated from the floor during the regular November Membership Meeting must be present at the time of their nomination.

Section 2. Elections shall be conducted by the President or designee at the regular General Membership meeting in November of each year.

Section 3. Voting shall be by secret ballot. No proxy or absentee votes will be allowed. All votes will be counted at the same time. The candidate(s) for each office receiving the most votes for the office shall be declared duly elected.

Adult memberships accepted after September 1st will be ineligible to vote in the current year elections.

Section 4. Except for the President, vacancies among the officers shall be filled for the unoccupied term by a majority vote of the Members of the Board of Directors present at any meeting of the Board of Directors.

ARTICLE VIII - COMMITTEES

The President shall appoint from time to time, with the approval of the Board of Directors, those committee chairpersons deemed necessary to carry out the activities of the Club.

The President shall be a member, ex officio, of all committees.

All committees shall operate under the supervision of the Board of Directors. The Board of Directors is responsible for approving and adopting any committee recommendations.

Minutes of committee meetings shall be kept and written reports filed with the Board of Directors by the committee chairperson, upon completion of the activity.

ARTICLE IX - FINANCE

Section 1. BUDGET: A budget covering anticipated receipts and expenses for the coming year shall be prepared by the Budget Committee. The budget will be approved by the Board of Directors and submitted for approval to the membership at the first membership meeting each year. (Amended November, 1994)

Section 2. FUNDS MAINTENANCE: Funds needed for the day-to-day operations of the organization shall be kept on deposit in a checking account. Additional funds to be invested by the Treasurer, with the approval of the Board of Directors, are to be maintained in insured, interest bearing securities or accounts. All funds are to be deposited in any bank having an office in the State of Maryland.

Section 3. SUPPLEMENTAL EXPENDITURES: Supplemental expenditures over one hundred (\$100.00) dollars may be made from time to time only by the Board of Directors, as required, provided the funds are available.

Section 4. EMERGENCY EXPENDITURES: Expenditures of one hundred (\$100.00) or less must be approved by the President before they are incurred.

Section 5. ANNUAL AUDIT: The President shall appoint three qualified persons to audit the Treasurer's records each year.

Section 6. All monies received by, solicited for, or donated to the College Park Boys and Girls Club, Incorporated, for a specify activity or sport must be approved by the Board of Directors prior to any such action being taken. (Amended, April 16, 2001)

ARTICLE X - DISCIPLINARY ACTIONS

Section 1. REMOVAL OF MEMBERS: For any cause detrimental to the welfare of the organization, any adult or youth member may be removed from office and/or membership in the organization, by resolution submitted by the Board of Directors in writing at a general membership meeting, and passed by a two-thirds (2/3) majority of voting members attending said meeting.

Section 2. REMOVAL OF OFFICERS: Two (2) consecutive absences from board meetings, without good cause, may result in any Officer being removed from office, and the office being declared vacant, upon the action of the Board of Directors.

Section 3. NOTIFICATION: Any disciplinary action can only be effected after due consideration and ample opportunity has been given the individual to be heard.

Section 4. CODE OF ETHICS: All members of the College Park Boys and Girls Club shall follow the "Code of Ethics" and "Guidelines of Conduct for Youth and Adult Members of the CPBGC" as set forward by the Board of Directors. Copies of the "Code" and "Guidelines" will be disseminated to each club member and will be subject to review on an annual basis. *(Amended November 16, 2004)*

ARTICLE XI - POLICY

Policies of the organization which set forth regulations for the operation of the organization shall govern the members of the organization when not inconsistent with the charter and the by-laws thereof. The Board of Directors sets and approves all policies.

Any policies developed and implemented by any director or committee should be reviewed on an annual basis.

ARTICLE XII. SPORTS RULES AND STANDARDS

A set of Club rules and standards shall be written and implemented (by the sports commissioners and a select committee to include coaches of the specific sport) in each sport of the College Park Boys and Girls Club. These rules shall be established as a working document in each sport and shall include guidelines for rules, standards, ethics, waivers (if appropriate exceptions to the rules), etc. These rules and standards once approved by the Board of Directors shall be disseminated to all concerned parties including coaches, parents, scorekeepers, etc., prior to the start of the specific season and be implemented at the beginning of the season.

ARTICLE XIII. AMENDMENTS

These By-Laws may be amended at any General Membership meeting of this organization upon the affirmative vote of two-thirds (2/3) of the voting members present, provided that

any proposed amendments have been posted on the website at least thirty (30) days prior to the meeting at which the action will be taken or that such action is contemplated.

(Amended November, 1994; November 16, 2004)