



BY-LAWS

ARTICLE I – NAME

SECTION 1 The name of this recreation council shall be Winfield Recreation Council (“Council” for the remainder of these By-Laws).

SECTION 2 This organization shall be and is hereby affiliated with the Carroll County Department of Recreation and Parks in accordance with the laws and agreements governing public recreation in Carroll County and the State of Maryland, and is subject to those laws and agreements, insofar as they affect and prescribe the functions of the local organization.

SECTION 3 Should this Council be dissolved, assets shall be distributed either to another Carroll County recreation council or the Carroll County Department of Recreation and Parks.

ARTICLE II – PURPOSE

SECTION 1 The purpose of the Council is to organize and support community recreation programs in cooperation with the Carroll County Department of Recreation and Parks.

ARTICLE III – MEMBERSHIP

SECTION 1 Membership is open to any person or organization supporting Winfield community recreation.

SECTION 2 Each program designates one voting representative. To vote, a program must attend at least 6 of the 9 meetings over the past year.

SECTION 3 Council Members, including all Executive Board Members and all Program Representatives, are subject to the Discipline Adverse Action Policy (DAAP).

ARTICLE IV – OFFICERS

SECTION 1 The Executive Board of the Council shall consist of the President, Vice President, Secretary, Treasurer, Facilities Manager, Webmaster, and Member at Large. No reimbursement shall be paid to any officer for their duties on this board unless approved by all members of the executive board of the Council.

SECTION 2 The Executive Board of the Council shall be elected at the annual meeting of the Council in June by vote of the designated representatives for each program who have met the meeting requirements (see Article III, Section 2) and the current Executive Board, with the exclusion of the Member at Large. The Executive Board Members will hold a 2-year office and be staggered: President, Secretary, and Facilities Manager, then Vice President, Treasurer, and Webmaster. The Member at Large will be voted on by the Executive Board for special projects as needed.. That position will cease at the end of the project which is set by the board.. Each program and Executive Board Member has 1 vote. No Executive Board member may vote for a position for which he/she has been nominated.

SECTION 3 It is also required that six (6) meetings must be attended out of the 9 meetings to hold office within the Council. This can be waived by the Executive Board Members in the event that there are not the necessary volunteers.

SECTION 4 The duly elected Executive Board is the governing body of the Council and, in accordance with the Grievance Procedures, will decide by majority vote (half plus one) all issues pertaining to the Council and its programs in the best interest of the Council at large. The Executive Board shall determine if any issues need to be presented to the Council members for a vote by the representatives from each program. If, however, the majority of programs request that an issue be brought to the full Council, an issue must be presented to and voted on by the entire Council.

Executive Board decisions that violate or infringe upon the By-Laws of the individual Council Programs or Organizations must be presented to the entire Council for discussion and vote.

SECTION 5 Vacancies shall be filled by a vote of the entire Council with the exception of the Member at Large position, which will be appointed by the Executive Board when needed.

ARTICLE V – DUTIES OF THE OFFICERS

SECTION 1 The President shall preside at all meetings of the Council and of the Executive Board.

SECTION 2 The Vice President shall act as the President and shall perform the duties of the President in his/her absence.

SECTION 3 The Secretary shall record the minutes of the meetings of the Council and submit copies of all minutes to the Executive Board and to the Webmaster for publication on the Council's website.

SECTION 4 The Treasurer shall have custody of all funds of the Council, shall keep a full and accurate account of all Council receipts and expenses. He/she shall present a financial statement at each Council meeting with beginning balances, receipts, and expenditures to the Secretary to be included with the monthly minutes.

SECTION 5 The Webmaster shall maintain and update the council's website. The scope of this site includes descriptions of programs, Council and Program contact information, and links to other Program sites as applicable. He/she will maintain an email distribution list compiled from addresses supplied by Programs and others who subscribe.

SECTION 6 The Facilities Manager shall be responsible for coordinating the use of resources and equipment needed to keep the outdoor facilities used by the Council and all of its programs in safe working order. This includes working with other programs and the Department of Recreation and Parks to schedule use of equipment for field maintenance, recommending and managing changes needed for facilities upgrades or improvements.

SECTION 7 The Member at Large shall be responsible for special projects deemed necessary by the Executive Board.

ARTICLE VI - COUNCIL SPONSORED PROGRAMS

SECTION 1 All new activities and programs must be approved by the entire Council (Executive Board and programs) by majority vote (half plus one) to be permitted as a Council-sponsored program. This request shall be made at a general meeting of the Council.

SECTION 2 Each Council-sponsored program must have one representative attend Council meetings. Each program must attend six (6) of 9 meetings in a calendar year.

SECTION 3 Each Council-sponsored program must complete a Program Activity and Financial report each year and submit to the Council Treasurer, President, and Community Coordinator, or a designated representative. This form will be maintained by the Treasurer and made available to all programs by request. The activity information is supplied to the County Coordinator, who files an annual report with the Carroll County Department of Recreation and Parks.

SECTION 4 The Winfield Recreation Council reserves the right to withdraw sponsorship of any program by majority vote of the entire Council.

SECTION 5 Each program shall maintain a list of coaches, assistant coaches, and anyone who volunteers and works on a regular basis with children in that program. All volunteers must complete a background check per CCRP guidelines.

ARTICLE VII - FINANCES

SECTION 1 The Council's fiscal year runs from July 1 to June 30.

SECTION 2 The Council Treasurer shall arrange an independent audit of its books at the conclusion of each fiscal year. The County shall reserve the right to audit and inspect the organization's financial records after giving reasonable notice.

SECTION 3 Detailed yearly reports from each program that operates its own treasury is needed for the Program Treasurer. These reports will show the balance forward, details on income and expenses.

SECTION 4 All checks, drafts, or orders for the payment of money issued in the name of the Council must be approved by two signers approved on the bank account.

ARTICLE VIII - INTERNAL APPEALS PROCEDURES

SECTION 1 All disagreements and disputes arising from the Council's members or programs must be presented to the Council's Executive Board for a ruling before contacting the Department of Recreation and Parks.

ARTICLE IX - MEETINGS

SECTION 1 Meetings shall be held on the 4th Monday of the month at 7 pm at a predetermined location for a total of 9 months. The Council and program representatives will be notified by email of the location and time. There will be no meetings in July, December, and January.

SECTION 2 Special meetings may be called by the President, provided one-day notice is given to each Council member.

SECTION 3 The regular meeting held in February will be the annual meeting.

ARTICLE X - QUORUM

SECTION 1 A quorum shall consist of a majority plus one of the Executive Board.

ARTICLE XI - AMENDMENTS

SECTION 1 This constitution may be amended at any regular meeting of the Council by majority vote.

ARTICLE XII - RULES OF ORDER

SECTION 1 Council meetings shall be run in a manner that is generally consistent with Roberts' Rules of Order in that there should be an agenda, minutes shall be kept, and decisions shall be made after a motion and a second, followed by a vote. No version of Robert's Rules of Order shall overrule the Council's bylaws. Furthermore, the overall goal of the Department of Recreation and Parks and this Council is to promote and facilitate community involvement in the decision-making process so that the Council accurately represents its constituents.

Winfield Rec. Council Operating Policies



1. Code of Conduct

1. All volunteers and board members act with integrity and respect.
2. No harassment, discrimination, or conflict of interest permitted.
3. Violations trigger review under the **Disciplinary and Adverse Action Policy (DAAP)**.

2. Conflict of Interest Policy

1. Any board member with a personal or financial interest in a matter must abstain from voting.
2. Annual disclosure forms required.

3. Financial Operations

1. Council maintains a single general account for shared expenses and a savings account.
2. Each program maintains separate sub-ledgers but reports quarterly.
3. Receipts over \$500 require Executive Board approval.
4. The treasurer issues a quarterly financial summary to all programs.

4. Field and Facility Policy

1. Field allocation based on attendance, compliance, and need.
2. Unsafe conditions are reported immediately to the Field/Facilities Manager.
3. No unsanctioned use or subletting of equipment/ fields without approval.

5. Communications Policy

1. Meeting minutes posted within 10 days in the council's Google Drive.
2. Website and email lists updated quarterly.
3. Public statements represent the Council only when issued by the President or designee.

6. Disciplinary and Appeals Policy

1. Written complaints submitted to the Executive Board.
2. The board convenes within 14 days to review.
3. Appeals must be filed within 7 days of the decision.

7. Volunteer Screening and Safety

1. **ALL** volunteers undergo background checks per county policy.
2. The coordinator will maintain volunteer lists for county audit readiness.
3. Any volunteer failure to comply leads to program-level suspension.

8. Program Accountability

1. Annual reports due by June 30.
2. Missed reports or meetings may trigger probation and loss of field priority.
3. Reinstatement requires a majority vote and documented correction.

9. Record Retention

1. Financial records: 7 years.
2. Meeting minutes and rosters: 3 years minimum.
3. All records are stored digitally with secure access.

10. Transparency and Inclusion

1. Programs may request access to council financials.
2. All council votes are recorded in meeting minutes.
3. Encourage public comment at each regular meeting.

11. Financial Investment

Each WRC Program is required to pay annual dues to WRC based on the following:

Outdoor Programs – \$300 plus \$10.00 (includes background check) per participant

Indoor Programs - \$100 plus \$10.00 (includes background check) per participant

Current Board of Directors

(As of 5/1/2026)

President - Jordan Bird

Vice President - Gary Davis

Treasurer - Janet Davis

Secretary - Rachel Flatley

Web Master - Jackie Brown

Facilities Manager - Nick Hozik

Member at Large : N/A

WRC Program Directors

Baseball - Jackie Brown

Basketball - Kristie Kay

Field Hockey - Katie Cogle

Football - Kelly Duncan

Lacrosse - Robert Condon

Soccer - Jennifer Henneman

Softball - PJ Prosser

Wrestling - Mike Willingham

Winfield Rec Council Bylaws were approved on 5/18/2026:

Signature:

President - Jordan Bird

Vice President - Gary Davis

Treasurer - Janet Davis

Secretary - Rachel Flatley

Web Master - Jackie Brown

Facilities Manager - Nick Hozik



Member at Large : N/A