==========FWARC==========

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

OF

THE FORT WASHINGTON AREA RECREATION COUNCIL, INC. ADOPTED AUGUST 15, 1965, REVISED AND APPROVED BY BOARD OF DIRECTORS February 4, 2016

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 Fort Washington Area, whose Annual Dues and Fees are current,

Fort Washington – Accokeek Boys & Girls Club operate under The Fort Washington Area Recreation Council, Inc. policies and procedures.

Members of the Board of Directors who do not reside in Fort Washington cannot vote on FWARC activities.

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. In furtherance therewith, if more than thirty (30) members desire to become Board Directors, only the initial thirty (30) so qualified to meet membership requirements shall be accepted. All prospective Board members shall have attended at least four (4) consecutive Board of Directors meetings and/or have attended a majority of the Board of Directors monthly meetings for the preceding twelve (12) months, prior to Board nomination. All Board of Directors are required to have a background investigation.

Any Board of Director members not in good standing (i.e.: Outstanding Club Property; Outstanding Financial Obligations & Duties) are suspended for 30 days until they have met the requirements to be reinstated.

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;

(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 attend a majority of the Board meetings.

(ix) To volunteer at least five (5) hours per month; and

(x) To vote on a Sports Director for a term of two (2) years, who shall direct and guide the activities of the Sports Commissioners.

B. Elections
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 who have been active Board members, and/or active volunteers who have served as a coach/mentor/team administrator, for the last (12) months prior to elections and have attended at least (6) Board Meetings prior to the election of officers as a Board Member in good standing are qualified for election and to elect Officers to Council office.

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-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, in between Board Meetings 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; 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.

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 must have a background check and 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;

(iii) Remitting funds obtained to the Treasurer;

(iv) Maintaining a current list of Active Members of the Council, including their home addresses, 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 must be ASEP certified, 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 approval of the Board will appoint an Assistant Sports Director and a Sports Commissioner (must be ASEP certified) for a term of two (2) years, for each sport offered by the Council.

(i) Making arrangements for appropriate facilities and equipment.

(ii) Obtaining adequate facilities for all PG 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;

(iii) Oversees and Evaluates Commissioners' Programs

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 and ASEP certified);

(ii) Organizing and supervising teams;

(iii) Providing coaches for the Council & PG County teams, who will teach team members the prerequisite skills;

(iv) Evaluating his/her sport program and making appropriate recommendations to the Sports Director;

(v) Operating within an approved budget;

(viii) Submitting supplemental budget request(s) to the Board, should the need arise;

(ix) Obtaining, distributing, and returning all equipment or uniforms that may be required for the Council and PGCBGC team(s);

(x) Distributing PGCBGC team playing schedules and informing Sports Director of all events; and

(xi) Ensuring that all PG County team(s), coaches be responsible for providing appropriate instructions to team(s) members, abiding by the established FWARC & PGCBGC Code of Ethics, and informing players and parents of the Code and appropriate sportsmanship requirements.

(xii) Must submit an electronic request to Treasurer (with a copy to the Sports Director and President) in advance for any purchase prior to purchase and must receive approval with balance from Treasurer prior to spending.

(xiii) Conduct Team Parents meeting on Club policies, conduct and volunteer program, with notice to Secretary of any meeting.

Section 6 - Active Members
Any person 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
C. By-Laws
D. Classes and Adult Recreation Committee (CARC)
E. Budget
F. Ethics/Grievance
G. Grief
H. IT
I. Hardship

Activities or 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.\ and appointed by the President

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.

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. Budget Committee – The Budget Committee shall be responsible for reviewing, approving and submitting all proposed budgets to the Board of Directors for final approval. Budget Committee will keep track of all budgets. The committee will work with Committees Chairpersons and Sports Commissioners to revise budgets if necessary to meet the goal and priorities set by the Board of Directors. The Budget Committee shall consist of Treasure, Vice President, Sports Director and two Board of Directors. Executive Board Members and Sports Director cannot be Budget Chair.

F. The Ethics/Grievance 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.

1. 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.

a. Procedure:
(i) Complaints alleging ethics violations must be presented in writing to the Ethics/Grievance Committee Chairman postmarked within (14) days of the latest incident for which a complaint is being lodged.

(ii) The Committee shall conduct its investigation, making certain that all involved parties have the to opportunity to respond.

(iii) The Committee shall make a recommendation to the Executive Board based upon its 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.

b. Rights of Appeal
(i) Any involved party may appeal the decision of the Ethics/Grievance Committee by submitting a request for an appeal in writing to the 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.

F. Grief Committee – The Grief Committee shall be responsible for informing the Board of Directors of Members and those who have been involved in the Council's activities and community who have lost immediate family members. This Committee shall make recommendations to send flowers, cards, or other gestures of support to the families on behalf of the Council.

G. IT Committee – The IT Committee shall be responsible for developing and maintaining the information technology framework for the Council to include but not limited to databases, internet/intranet, hosting, security, the use of computers and telecommunications to retrieve, store and transmit information all within the Council's overall business needs. The Committee will perform its duties within the confines of the organization and its systems architecture and must thoroughly understand the changes in technology and their potential to impact the Council's economic outlook. Maintain historical data for the Council electronically.

I. Hardship Committee - Assisting parents who are experiencing financial challenges regarding their child(ren)'s participation with the Council's activity dues or fees. The Council will take into account the overall financial circumstances of the applicant and apply this policy consistently. The Hardship Committee will be comprised of no less than three (3) members but no more than five (5) members who are in good standing with the Council and have no outstanding balances owed and will take into account a range of factors when deciding whether the full payment of fees/charges will cause the applicant further financial hardship. An applicant can only apply for hardship assistance no more than three times, unless extenuating circumstances prevail. If applicant is approved, the Board of Directors elects to reduce or waive certain fees and/or charges which are due from parent who can successfully demonstrate significant financial hardship.

ARTICLE V- OTHER ACTIVITIES

Section 1 - Liaison

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; and
5. Such other fees and dues it deems appropriate;

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

Members hardship shall be granted and applicable fees and dues waived based only on financial need as determined by the Hardship Committee with approval by the Board of Directors. There is no payment plan for dues or fees.

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.

ARTICLE XI - PROCUREMENT

If procedures and guidelines are not adhered to in the procurement process, then procurer(s) is/are responsible for cost of procurement, not the Council. No unauthorized procurements will be borne by the Council.

A. The authorized procurers are limited to the President, Treasurer, Ways and Means Chair (Co-Chair under direction of Chair), Sports Director, and Commissioners.

- President - Can authorize spending of $500 in between Board Meetings.
- Treasurer- With approval of President can expend up to $500. More than $500 of procurement must be approved by the Board in advance, in emergency cases only.
- Ways & Means Chair (Co-Chair under direction of Chair)- Procures based on Club needs for Concessions, approved expenditures for Fundraisers, and other Board approved expenditures.
- Sports Director - With approval of President, can expend up to $500, in emergency cases only. More than $500 of procurement must be approved by the Board in advance.
- Limit size of trophies/plaques and medals-- Participation 9"- 12"; Coaches trophies/plaques 6 x 8 or 5 x 7. If the price is the same for 9" as 12" commissioner make decision, same with plaques.
- Championship trophies are standard Club responsibility. Championship jackets will also be purchased under the administrative account. The following limitations apply: Standard jackets only. No more than $30 per jacket. If cost of desired jacket exceeds cost of standard club jacket, parents are responsible for the difference.
- Be sure to provide treasurer with copies of all receipts, invoices, and other supporting documentation. Also records of your expenditures MUST be maintained.
- Commissioners should collect any and all outstanding equipment first before procuring more. Commissioners must also document inventory of equipment/uniforms. Only order 50% of requirements annually.
- Be specific in outline on items purchasing (number, cost, size, etc).
- All items procured MUST be under the name Fort Washington Area Recreation Council, Inc. (FWARC).

B. Refer to Budget & Procurement Policies Manual Attached.