

NEW CARROLLTON BOYS' AND GIRLS' CLUB, INC.
BY-LAWS Original Date: November 2, 1978

Article I. NAME, PURPOSE, AND AFFILIATION

Section 1. Name .The name of this Corporation is the New Carrollton Boys' and Girls' Club, Inc. (Hereinafter referred to as the "Club".)

Section 2. Purpose .The purpose of the Club shall be to promote the welfare of our youth and to provide properly supervised healthful programs as well as to foster interest among our citizens in their responsibility to our youth. It also shall be the purpose of the Club to operate on a nonprofitable basis whereas no part of any monies of the Club may inure to the individual benefit of any member.

Section 3. Affiliation.

The Club may be affiliated as Unit Club #30 of the Prince George's County Boys' and Girls' Club, Inc., or any other recognized youth organization, and agrees to abide with the By-Laws of those organizations and their Board of Directors.

Article II .MEMBERSHIP

Section 1. Classifications

The membership shall be divided into four classifications which are defined as follows:

a. Youth Member .Any boy or girl between the ages of 7 and 19 residing in the area which will be serviced by the Club. All children must be 6 years old on or before December 31 of the current calendar year to join the Club. Youth members shall be required to submit a membership application which must be signed by his or her parent or legal guardian. Club dues for a youth member shall be determined annually by the Board of Directors. Membership starts upon receipt of dues and ends on 1 March next or date set by the Board for Annual membership Drive.

b. Adult Member .Any adult residing in the area to be serviced by the Club. Adult members shall be parents or legal guardians of a registered youth member of the Club. Adult members who are not parents or guardians of a youth member, residing in or out of the geographical boundaries, may be appointed and must be approved by a majority vote of the Board of Directors. Dues for an adult member shall be decided annually by the Board of Directors. Each adult member shall have one vote in Club matters at any annual or special meeting of the membership. Membership starts upon receipt of dues and ends on 1 March next or date set by the Board for Annual Membership Drive.

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c. Contributing Member .Annual contributing memberships shall be granted to interested adults, such as merchants, professional men/women, etc., upon receipt by the Club of a monetary contribution. Tangible proof of the contributor's membership shall be provided by the Club in such form as the Board of Directors may decide annually. The minimum monetary contribution, not less than \$50.00, required to qualify for such membership shall be decided annually by the Board of Directors.

d. Honorary Member .Permanent honorary memberships shall be granted to those persons whose services, assistance, donations or otherwise profound interest in the welfare of the youth of the Club justify the issuance of said membership. Honorary members will not be subject to dues in the Club and will have no vote in Club matters.

Article III .MANAGEMENT OF THE CORPORATION

Section 1. Number of Directors .The number of directors of the Club shall not be less than thirteen (13).

Section 2. Directors .Directors shall be adult members, 19 years of age or older, of the Club and ordinarily become directors after winning election at the annual election meeting, as set forth in procedures under Article IV.

Section 3. Nomination of Directors .The nominating committee shall be appointed by the President subject to the approval of the Board of Directors at least ninety (90) days prior to the annual election. The committee shall consist of five (5) adult members of which not more than two (2) are current Directors of the Club, not up for election. The names of the nominees shall be made public at least thirty (30) days prior to the annual election. In addition any adult member may be nominated by another adult member for the office of director providing the nominee concurs with such action, and providing the nominating member secures for the nominee the endorsement of three (3) other adult members and files such petition in writing with the Recording Secretary of the Club at least forty-five (45) days prior to the annual election.

Section 4. Term of Office .In the even numbered years half of the directors shall be elected for a term of two years. In the odd numbered years the other half shall be elected for a term of two (2) years.

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Section 5. Director Emeritus .Permanent directorships shall be granted to all past Presidents of the Club and to those past directors whose services, assistance, or otherwise profound interest in the

Club justify the honor. Directors, other than past presidents, who warrant this honor may be placed in nomination by any present director of the board and must be ratified by a 2/3 vote of the board present. Directors Emeritus will not be subject to adult membership dues in the Club and will have full voting privileges in Club matters.

Section 6. Additional Directors .In addition to the election procedure, additional adult members, 19 years of age or older, may become directors by appointment by the Club president, with the approval of a majority of directors present at a regular, or special meeting of the Board of Directors. Notice and information must be given by the President at a regular Board of Directors meeting regarding proposed appointments of new directors, and a date fixed at that time for a special meeting of the Board, or for the appointments to be part of the agenda at the next regular meeting of the Board of Directors. The appointed director(s) will hold office only until the next annual election, at which time they may become candidates in accord with the procedure outlined in Section 3, Article III.

Section 7. Vacancies on the Board of Directors .Vacancies on the Board of Directors may be filled by majority vote of the remaining directors; the newly elected director shall hold office only until the next Annual Election.

Section 8. Expulsion of Directors:

a. If a director fails to attend three (3) consecutive meetings of the Board of Directors, or otherwise fails to perform his/her duties, his/her office may be

declared vacant by a majority vote of the Board of Directors, after his/her having been notified in writing of the action to be taken at the next regular meeting and the opportunity afforded him/her of being granted a hearing before the Board. Prior to any vote being taken, no delay may be given ~except for grievous reasons approved by the President. .

b. Any director of the Club may be removed from office for good cause shown by the affirmative vote of two-thirds (2/3) of the Board of Directors present at a special meeting held for that purpose, but only after an opportunity to be heard has been given the individual concerned.

c. Any Director of the Club may be excused from a meeting of the Board for good and sufficient reason being given to the President. The President must be contacted by the Director prior to the meeting. In place of the President, the Vice President may permit a member to be excused. Members who are excused will not be considered to have missed that meeting. The use of the excused status will not interrupt the chain of missed meetings for action as required by paragraph (a).

d. Under just and sufficient reason, a Director may be placed in a non-attendance status only if he/she satisfies the Executive Committee that he/she in fact is still functioning as a Director in all categories except for attending the monthly meetings. The length of

this non-attendance status is to be determined by the Executive Committee and reviewed each three (3) months.

Section 9. Powers and Duties .The Board of Directors shall be vested with the authority for the general direction and control of the affairs of the Club. Their authority shall extend to, but not limited to, such actions as: (a) supervision and co-ordination of the activities of the youth of the area set forth herein under purpose. (b) Purchase, acquisitioning, and disposition of property, real and personal.

Section 10. Voting .Each member of the Board of Directors present at any meeting shall be entitled to one (1) vote and the requisite vote necessary to take any action shall be a majority of the Board present.

Section 11. Meetings .The Board of Directors shall meet at least once a month from ,September thru May. The President may call special meetings at any time. Meetings of the Executive Committee will have the same authority as the full Board. These actions must be reported to the full Board at the next regular meeting of the Board of Directors. Special meetings may be called at the request of any three (3) directors. The meeting shall be held within fifteen (15) days of the request, at the time and place fixed by the President. A majority of the Board shall constitute a Quorum.

Article IV -ADULT MEMBERSHIP MEETINGS

Section 1. Annual Election .The annual election of the Board of Directors of the

Club shall be held each year, in November, at such place and time as the Board of Directors shall designate. Notice must be given at least thirty (30) days prior to the election. The newly elected Directors shall take office at the first board meeting in December.

Section 2. Special Meeting -Special meetings may be called any time by majority vote of the Board of Directors or shall be called by the Board within thirty (30) days of the receipt of written request of not fewer than ten percent (10%) of the adult membership. The Secretary shall advertise the date and purpose of the meeting in available news media in order to notify adult members in advance of the meeting. No other business may be transacted.

Section 3 Quorum -at a special meeting, 10 percent (10%) of the total adult membership or the Club, shall constitute a quorum.

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Section 4. Voting -Adult members shall be the Club at any special meeting of the adult necessary to take action shall be a majority entitled to one (1) vote in the affairs or membership and the requisite vote of those present.

Article V .OFFICERS AND THEIR DUTIES

Section 1. The officers of the Club shall be President, Vice-President, Treasurer, Recording Secretary and Corresponding Secretary, all of whom shall be elected by Board of Directors, from the their own number. Officers shall be elected at the December meeting of the Board of Directors and shall hold office for a term of one (1) year.

Section 2. No person shall hold more than one office at one (1) time.

Section 3. The President Shall:

- a. Preside at all meetings of the members and at all meetings of the Board of Directors.
 - b. Act as contracting officer for the Club in connection with all business authorized by the Board of Directors and, together with the Recording Secretary, sign all official contracts, agreements, authorizations and applications pertaining to the Club's business.
 - c. Direct and supervise all employees of the Club. This authority may be delegated to one of the standing committees by the President. However, appointment, discharge and compensation paid to employees of the Club shall be subject to the approval of the Board of Directors.
 - d. Sign checks, for the disbursement of funds for the Club.
- Section 4. The Vice-President Shall:
- a. Have and exercise all the powers, authority and duties of the President during the absence or disability of the latter, and shall have such powers and perform such duties as may be delegated to him by the President.

b. The Vice-President is authorized to sign checks for disbursement of the funds of the Club.

Section 5. The Treasurer Shall:

a. Have custody of all funds, securities, valuable papers and other assets of the

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Club, subject to such limitations and control as may be imposed by the Board of Directors.

b. Have authority to sign checks for the disbursement of the Club's funds.

c. Collect the Club's revenues.

d. Provide and maintain full and complete records of all the assets and liabilities of the Club.

e. Give an accounting of funds at the regular meeting of the Board of Directors.

f. Give an annual accounting.

g. Prepare such financial reports and tax returns as are required by law.

Section 6. The Recording Secretary Shall: Prepare and maintain full records of all meetings of the Board of Directors and of the members of the Club, including complete returns of all elections conducted in such meetings. He/she shall give or cause to be given, in the manner herein prescribed, proper notice of all meetings to the members. Together with the President he/she shall sign all official contracts, agreements, authorizations, and applications pertaining to the Club's business and shall cause to be affixed thereto the corporate seal.

Section 7. The -Corresponding Secretary Shall: Have and exercise all the powers, authority, and duties of the Recording Secretary during the absence or disability of the latter. He/she shall prepare and cause to be mailed or distributed all correspondence of the Club and shall maintain a file of all such correspondence.

Section 8. In addition to the specific enumerated duties of officers as prescribed herein, any officer shall perform such other duties as customarily appertain to his/her office or as he/she may be directed to perform by resolution of the Board of Directors not inconsistent with these By-Laws or existing statutes.

Section 9. When any officer is absent, disqualified or otherwise unable to perform the duties of his/her office, the Board of Directors may designate another member of the Board to act temporarily in his/her place.

Section 10. All officers of the Club shall serve without compensation.

Article VI .COMMITTEES AND THEIR DUTIES

Section 1. Name of Committee. The president shall appoint such members of the

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Board of Directors and such adult members as he may deem advisable to the following standing committees.

section 2. Program Organization and Coordination Committees .The Program organization and Coordination Committees shall assist in the establishment and execution of recreation programs and shall be responsible for all the administrative problems related thereto. A different committee shall have primary responsibility for each particular activity, as the President shall specify at the time of committee appointments.

Section 3. Finance Committee .The Finance Committee shall recommend for approval all expenditures of the Club, shall submit an annual budget, and shall audit the Treasurer, as necessary. This committee shall assist the Treasurer in all financial matters, making recommendations on financial matters to the Board of Directors of the Club, and shall require that all sports budgets be submitted in writing to the Executive Committee who will in turn submit budgets for approval to the Board of Directors. Sports budgets must be approved thirty (30) days prior to ordering any equipment. The Finance Committee will submit an annual budget for approval to the Board of Directors at the January meeting.

Section 4. Publicity .The Publicity Committee shall initiate and carry out an extensive and consistent publicity campaign to acquaint all citizens and organizations in our area with the activities of the Club.

Section 5. Membership .The Membership Committee shall arrange for the annual registration of all adult and youth members, maintain the Club's membership records and provide listings of youth members to the Prince George's County Boys' and Girls' Club, Inc. Team rosters will be checked and signed by the Committee. The Membership Chairman may act for the Committee in checking team rosters.

Section 6. Executive .The Executive Committee shall consist of the President, Vice-President, Treasurer, Recording Secretary and Corresponding Secretary, shall have all the powers of the Board, and after taking action as may be necessary, report its action at the next meeting of the Board of Directors.

Section 7. Ways and Means .The Ways and Means Committee shall recommend for approval of the Board the plans for various fund raising activities. A different member of this committee or the Board shall have primary responsibility for each particular activity.

Section 8. Facilities .This committee will secure permits for fields, gyms, meeting places.

Section 9. Purchasing Committee .This committee will be responsible for all major purchases of equipment and supplies. Committee members will assure the most economical buy for the Club.

Section 10. Equipment Committee .This committee will store, maintain, issue athletic equipment and take inventory.

Article VII .PROPERTY AND FINANCES

Section 1. Tangible Personal property of the Club may not be transferred except after approval by the majority vote of the Board of Directors.

Section 2. Real property of the Club may not be transferred or encumbered except after approval by majority of the adult members at a meeting specially called for that purpose.

Section 3. All funds of the Club shall be deposited within a reasonable period of time of their receipt in an institution the deposits of which are insured by the Federal Deposit Insurance Corporation.

Section 4. All funds of the Club shall be deposited in such qualified depository or depositories as the Board of Directors may from time to time by written resolution designate.

Section 5. All disbursements of funds of the Club shall be made by checks signed by the Treasurer, President, or Vice-President. However, the Board of Directors may by annual resolution provide for the establishment and replenishment of a petty cash fund of not exceeding

\$100.00 for postage and for defraying other expense items of the Club
In amounts of \$50.00 or less per item.

Section 5a. A special checking account may be set up to pay expenses for a particular fund-raising event where immediate payment of prize money is required (e.g., a bingo). Two signatures should be required on checks issued against such an account, one being that of the President or Treasurer. The second being one of the Chairpersons of the event.

Section 6. The Board of Directors will secure the faithful performance of the Treasurer by means of an adequate fidelity bond, the premiums for which to be paid from Club funds.

Section 7. The funds of the Club may be invested only in obligations of the United States Government or in institutions whose deposits are insured by agencies of the U.S. Government. They may not be loaned to or invested with an officer, Director,

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member of the Club or to or with any other person, agency, or Government instrumentality.

Section 8. The accounts of the Club shall be audited annually by specified by the Board of Directors. The report of this audit will be presented annually. The annual audit shall be conducted within thirty (30) of the Treasurer and will also be conducted anytime there is a change in the position of Treasurer.

Section 9. Any expenditure or obligation, excepting that involving a petty cash fund, shall require the approval of the Board of Directors as may be made by resolution and duly entered into the minutes of the meeting, or as may be made in the annual budget and supplements and amendments thereto.

Article VIII - ADOPTION OF BY-LAWS AND AMENDMENTS THERE TO

Section 1. These By-Laws shall become effective upon approval by the Directors and shall remain in effect until amended in accordance with provisions:

a. Proposed amendments may originate with the Board of Directors or by signed by not fewer than ten percent (10%) of the adult membership.

Board of

the following petition

b. All proposed amendments must be submitted to the Board of Directors for its recommendation to the membership before being voted on by the members. Proposed amendments originating by petition must be submitted to the Board of Directors at least twenty-one (21) days prior to being voted upon and prior to a regular meeting of the Board of Directors.

c. Voting on proposed amendments to the By-Laws may be conducted by mail when the Board of Directors so authorizes.

1d. Amendments to the By-Laws shall require the affirmative vote by a majority of the membership.

e. These By-Laws may be amended by two-thirds (2/3) vote of the members of the Board of Directors present and voting at any regular or special board meeting called for the purpose, provided notice of the proposed change is given at the preceding meeting of the Board of Directors.

- Section 2. Copies of these By-Laws shall be made available to members upon request.

Article IX .GENERAL

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Section 1. All books of account, minutes of meetings, committee reports and other records of the Club shall be available to members of the Club at reasonable times and upon request to the Secretary made in writing.

Section 2. Complaints and suggestions of members shall be made in writing to the Secretary, who shall present them to the appropriate standing committee or to the Board of Directors for investigation and action, if any.

Section 3. All meetings of the Club shall be governed by the rules contained in the latest edition of “Roberts Rules of Order” except where they conflict with statutes or the By-Laws of the Club.

Section 4. The principal office of the Club shall be located at the site of the Club’s Building. Until such time as facilities are available at said building, the principal office of the Club shall be at the residence of the President of the Club.

Section 5. The resident agent of the Club shall be the general counsel thereof who shall be a member of the bar of the State of Maryland and who shall live in Prince George’s County, Maryland. The general counsel of the Club shall be elected by the Board of Directors at their first meeting following the annual election and shall serve one year. The general counsel shall advise the Board of Directors on all matters of legal importance concerning the Club.

Section 6. The books and records of the Club shall be kept by the Secretary unless in the hands of the general counsel of the Club on official business.

Section 7. The corporation seal shall have inscribed thereon the name of the Club, the year (1961) of its organization, and the words “Corporate Seal” and “Maryland”. The Corporate Seal shall be kept by the Secretary; a duplicate seal shall be kept by the President.

Section 8. All Club members must play in the youngest age group and lowest weight group for which he/she is eligible. (Coordinators responsibility).

9. All Club members are encouraged to “try-out” for county teams before they can be assigned to Intramural/Interclub sports.

Section 10. All Club members on a county roster cannot play on an intramural or interclub team except if they are released by their coach.

Section 11 .All Club rules and regulations will concur with the Prince George’s County Boys’ and Girls’ Club, Inc. Intramural/Interclub Commissioners/ Directors may modify said rules with the consent of the Board of Directors.

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Section 12. All children must be first graders at the beginning of the baseball season.

Section 13. No one shall collect any membership money except the Membership Chairperson.

Section 14. Rosters must be checked by the Membership Chairperson as soon as possible to protect the Club.

Section 15. Behavior of managers, coaches, umpires, and league officials must be beyond reproach. No smoking, drinking, abusive language, etc. at Club functions.

Section 16. The President shall appoint an impartial board of three (3) members to rule on all unusual sport cases in all programs.

Section 17. An umpire-in-chief shall be appointed by the director of Intramural/Interclub activities.

Section 18. Unless contradictory to the official league rules the umpire's or referee's decision shall be final.

Section 19. All protests shall be in writing and submitted to director of said activities within twenty-four (24) hours.

Section 20. Any Coach(s), Coordinator(s), Commissioner(s) and Director(s), county or intramural, that are found in violation of New Carrollton Boys' and Girls' Club or Prince George's County Boys' and Girls' Club published rules shall be denied the opportunity to participate in any capacity for the following year, including the next sport season for which he/she was found in violation.

Section 21. County and Intramural/Interclub Sports Directors/Commissioners,' Coordinators must submit their program policies and guidelines in writing, annually, to the Executive Board or the Board of Directors for approval thirty (30) days prior to the start of the first practice. After approval, the policies and guidelines are distributed to all coaches and board members.

Section 22. Awards Criteria

a. Paul and Ann Mavrikes “Cougar” Award: Purpose/Criteria- Highest award presented by the New Carrollton Boys’ and Girls’ Club. Founded by Paul Mavrikes and later named after him- An award given annually to an individual, or individuals, whose efforts have contributed the most to the progress and betterment of the New

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Carrollton Boys’ and Girls’ Club. The areas used for consideration are one or more of the following: Program Development, Administration, Fund Raising, Coaching, Coordinating, etc.

Presentation .Presented at the Football/Soccer/Cheerleading Banquet by the President.

Selection .Nominations are received and reviewed by the Awards and Special Activities Committee, and voted on, by secret ballot, by the Board of Directors.

b. Ron Latham Award: Purpose/Criteria .An award presented annually to an adult who contributed the most to the advancement of the Sports Programs. The award is named for the late Ron Latham whose contributions, for many years, established a very creditable Intramural Baseball Program that is second to none in Prince George’s County.

Presentation -Presented at the Baseball/Softball/Track Banquet by the President.

Selection -nominations are received and reviewed by the Awards and Special Activities Committee and voted on by the Executive Board.

c. Tom King Memorial Award: Purpose/Criteria -An award given annually to a youth member, participating in the Boy's 13 year old Baseball League, who has demonstrated sportsmanship, leadership and integrity while not necessarily performing with exceptional baseball skills. The award is named for Tom King, a long time member of the Club, who was killed in the Vietnam War.

Presentation -Presented annually at the Baseball/Softball/Track Banquet by the President.

(Selection -Coaches of the 13 year old League Teams nominate individual players and then vote to determine a winner.

d. Special Award: Purpose/Criteria -An award given at any time to an individual or individuals for outstanding achievement. The areas for consideration are coaching, coordinating, contributions (time, money, facilities, equipment), etc.

Presentation -At Banquets by the President

Selection -Usually nominated by a board member or adult member and voted on by the Board of Directors.

e. Special Athletic Award: Purpose/Criteria .An award given at any time to an

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individual for outstanding achievement in athletics. The individual is one who has gone through the Boys' and Girls' Club programs and on to success at the Jr. College/College/Pro level.

Presentation - At Banquets by the President.

Selection Nominated by a board member or adult member, reviewed by the Awards and Special Activities Committee and voted on by the Board of Directors.

f. Jr. Achievement Award: Purpose/Criteria .An award given at any time to a non-adult member (18 and under) whose contributions of time and energy contributed greatly to the betterment of the Club. The examples for consideration are coaching, coordinating, refereeing, fund raising, support activities, etc.

Presentation Presented at any time, preferably at Banquets, by the President.

Selection Nominated by an adult member or Board of Director,
reviewed by the Awards and Special Activities Committee and voted
on by the Board of Directors.

CHANGES FROM PREVIOUS ADDITIONS

Article I

Section 1. Amended, January 3, 1974

Section 3. Amended, October 5, 1978

Article II

Section 1a. Amended, March 7, 1974

Section 1b. Amended, July 8, 1970

Section 1b. Amended, January 2, 1975

Section 1b. Amended, October 6, 1977

Section 1c. Amended, October 5, 1978

Article III

Section 2. Clarified, July 8, 1970

Section 3. Amended, October 5, 1978

Section 5. Added, March 1, 1973

Section 5. Amended, October 5, 1978

Section 6. Added, July 8, 1970

Section 8a. Amended, September 7, 1978

Section 8b. Amended, August 3, 1978

Section 8c. Added, October 5, 1978

Section 8d. Added, October 5, 1978

Section 11. Amended, October 5, 1978

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Article IV

Section 1. Amended, October 5, 1978

Section 2. Amended, October 6, 1977

Section 3. Amended, October 6, 1977

Article V

Section 1. Amended, October 5, 1978

Section 3b. Amended, September 7, 1978

Section 5. Amended, September 7, 1978

Section 7. Amended, September 7, 1978

Section 8. Amended, September 7, 1978

Section 9. Amended, September 7, 1978

Article VI

Section 3. Amended, September 7, 1978

Section 5. Amended, October 5, 1978

Article VII

Section 5a. Added, February 5, 1976

Section 8. Amended, September 7, 1978

Article VIII

Section 1a. Amended, October 6, 1977

Section 1b. Amended, September 7, 1978

Article IX

Section 5. Amended, September 7, 1978

Section 8 through 19. Added, March 11, 1970

Section 11. Amended, October 5, 1978

Section 13. Amended, October 5~ 1978

Section 14. Amended, October 5, 1978

Section 20. Added, January 5, 1978

Section 20. Amended, October 5, 1978

Section 21. Added, January 5, 1978

Section 22. Added, November 2, 1978

