

BY LAWS OF THE
CHURCHVILLE RECREATION COUNCIL, INC.
ADOPTED APRIL 18, 2012
Revised February 21, 2024

ARTICLE I – NAME

SECTION 1. *Organization Name:* The name of this organization shall be the Churchville Recreation Council, Inc., (hereinafter referred to as “CRC”).

ARTICLE II – OBJECTIVES

SECTION 1. *CRC Organizational Objectives:* The CRC may solicit the aid of existing organizations in accomplishing the following objectives:

- A. Provide, promote, and maintain public recreational, leisure, and creative activities in the Churchville community in cooperation with other Councils, Harford County Department of Parks and Recreation, and other similar organizations.
- B. Abide by the Harford County Department of Parks and Recreation’s rules and regulations, policies, directives and procedures to ensure use of facilities, program funds, staff assistance and consideration for Capital Budget projects.
- C. Formulate and implement policies and procedures concerning public recreation activities in the Churchville community.
- D. Make use of publicly owned real properties (public grounds, schools, and public facilities) available in the Churchville area for public recreation activities.
- E. Coordinate recreation activities in order to obtain maximum benefit for the public being served.

ARTICLE III - DUES, FEES AND COMPENSATION

SECTION 1. *Dues:* There shall be no dues for membership in the CRC.

SECTION 2. *Registration Fees:*

- A. Registration fees shall be established for each CRC program activity.
- B. Registration fees for participation shall be established with the goal that each program be self-supporting.

SECTION 3. *Head Tax:* The Board of Directors shall review the Head Tax annually to determine if adjustments to current procedures and rates are necessary. Any proposed changes shall be brought to discussion with the Board prior to approval and implementation. Implementation of any new Head Tax rates shall coincide with the CRC's fiscal year. Rates will be based on the starting registration date of a program, not the first date of program activity.

SECTION 4. *Compensation:* There shall be no monetary compensation to any voting member of the CRC. The Board may authorize reimbursements of expenses incurred in the performance of their duties.

ARTICLE IV - MEMBERSHIP & VOTING

SECTION 1. *Council Membership* of the CRC consists of:

- A. Officers - elected Officers shall be a President, Vice-President, and Secretary.
- B. Treasurer - appointed by a majority vote of the Board of Directors. The treasurer shall be a voting member and subject to annual review.
- C. Board Member - a minimum of 4, maximum of 5 elected positions.
- D. Chairpersons - directors of each activity program.
- E. The Board of Directors (hereinafter referred to as the "Board") shall consist of the Officers and the Board Members.

SECTION 2. *Voting Eligibility:*

- A. CRC Officers, Board of Directors and one (1) Chairperson from each activity program are eligible to vote during general council meetings.
- B. CRC Officers and the Board of Directors are eligible to vote during CRC Board meetings.

SECTION 3. *Voting Requirements:* For any meeting of the CRC and CRC Board of Directors:

- A. Voting members are entitled to only one vote.
- B. Only voting members or their authorized designee in attendance at a meeting where a vote occurs are eligible to vote.
- C. Chairpersons or their authorized designee must attend at least 50% of eligible meetings per year to participate in voting.

SECTION 4. Meeting Attendance: Members are expected to be present for the majority of the CRC meetings.

- A. The official attendance records used to determine continued membership eligibility shall be the responsibility of the Secretary.
- B. Credit for attendance at a CRC meeting is obtained when a program chair or designated representative is in attendance and signs the attendance roster.
- C. Meeting attendance will be reviewed annually to determine continued program eligibility.

SECTION 6. Quorum:

- A. A quorum for a CRC general meeting shall consist of 50% of the voting members of CRC. The annual quorum number shall be determined annually, no later than the January meeting date.
- B. The quorum for CRC Board meetings shall consist of 50% of the voting members of the Board. The quorum number shall be determined annually, no later than the January meeting date.

ARTICLE V—NOMINATION OF OFFICERS AND BOARD OF DIRECTORS

SECTION 1. Nominations: The Nominating Committee shall present a slate of all candidates nominated for office at the meeting held in October of the even year.

- A. A Nominating Committee shall consist at least three (3) voting members who shall be appointed by the President. The President shall designate the Chairperson of the Nominating Committee.
- B. The Nominating Committee shall strive to acquire a minimum of at least two (2) candidates for each office.
- C. Additional nominations may be made by CRC members. Nominations will be in writing and include the nominee's name and contact information, and office desired.
- D. Nominations shall be closed no later than fourteen (14) days before the election.

SECTION 2. Nomination Eligibility:

- A. Only voting members of the Board of Directors or current chairpersons in good standing, may be nominated for the office of President.
- B. No candidate for a vacancy on the Board of Directors, or as an Officer of CRC, shall be an employee, vendor, contractor, or otherwise receive any direct or indirect financial compensation from CRC.

ARTICLE VI—ELECTIONS

SECTION 1. All elections shall take place at the November meeting of even years by CRC.

SECTION 2. Voting shall be preferably conducted by an electronic ballot.

SECTION 3. Except as otherwise provided herein, all Officers and Board members shall be elected by receiving the highest number of votes cast for that office at the election year meeting held in November.

SECTION 4. The existing President shall cast a vote only in the case of a tie.

SECTION 5.

A. All members of the CRC, meeting the eligibility requirements described in Article IV, Section 2 are entitled to vote and within the requirements of Article IV, Section 3.

B. The Nominating Committee Chairperson will make electronic absentee ballots available upon request of a voting CRC member that is unable to attend the November election meeting.

C. Absentee ballots must be received by the Nominating Committee Chairperson no later than one (1) day preceding the November election meeting in order to be a valid vote.

SECTION 7. The counting of the votes shall be done electronically at the place of voting by a Nominating Committee member and a neutral third party. The absentee ballots shall also be included in the counting.

SECTION 8. The result of the election shall be announced immediately following the voting at the November meeting held in the election year.

ARTICLE VII—OFFICERS & BOARD MEMBERS

SECTION 1. *Installation of Office:*

A. The Officers shall be installed at the Board meeting held in January of each year after which an election was held.

B. The Chairperson of the Nominating Committee or County Recreation Specialist shall be responsible for the installation of Officers.

SECTION 2. *Officer's Terms:*

A. The President shall be elected to serve a two (2) year term.

- B. The Vice President shall be elected to serve a two (2) year term.
- C. The Secretary shall be elected to serve a two (2) year term.
- D. The Board of Directors members at large shall be elected to serve a two (2) year term.

SECTION 3. *A quorum of the Board shall consist of 50% of the members.*

SECTION 4. *Departure From Office:*

- A. Any Officer or member of the Board of Directors failing to attend two (2) consecutive CRC meetings may be removed from office. Removal of any Officer or member of the Board of Directors for cause requires a two-thirds vote of all members of the Board, excluding the member in question.
- B. Reinstatement of a removed Officer may be accomplished through written request to the Board and approval by two-thirds vote of the Board of Directors.
- C. Vacancies in the Board of Directors will be filled by appointment of the President. The President may appoint any voting member of the CRC to fill a vacated position on the Board of Directors for the remainder of the term. The office of President will be filled by the Vice President, should it become vacant.
- D. Upon completion of term, resignation, retirement or removal from office, all Officers/Board Members of the CRC shall turn over all property and materials within ten (10) days to the CRC.

SECTION 5. *Duties of Officers:*

- A. The duties of the CRC President shall be as follows:
 - 1. Preside over General Council meetings and meetings of the Board of Directors.
 - (a) Call meetings to order at the appointed time.
 - (b) Announce business items, facilitate discussions, provide information and exhibit impartiality.
 - (c) State all questions and issues requiring a vote. Announce the results of every vote.
 - (d) Call special meetings of the Board as necessary.
 - 2. Provide leadership to the CRC

(a) Appoint Program Chairpersons, with the approval of the majority of the Board of Directors, for vacancies which occur.

(b) Provide counsel to Program Chairpersons and Officers, as required.

(c) Vote, only in the case of a tie.

3. Represent the CRC to outside organizations

(a) Protect the interests of the CRC.

(b) As required, act on behalf of the CRC and Board of Directors, and report to the Board of Directors.

(c) Represent the CRC in all matters pertaining to the Harford County Department of Parks and Recreation, other Councils and civic-minded groups and maintain his or her membership on the Committee of Council Presidents. The President may designate a representative to take his or her place in any such official duties as may be required.

4. Ensure the CRC maintains financial and legal compliance

(a) Manage process for filing of annual Tax Return documents, including, but not limited to: Form 990; Personal Property Return document; Charitable contributions.

(b) Review all bank statements monthly prior to submission to Treasurer.

(c) Be permitted to encumber debt on behalf of CRC, by prior approval of the Board of Directors.

(d) Sign any checks, deeds, mortgages, bonds, contracts, or other instruments which the Board of Directors has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Board of Directors or by these By-Laws to some other office or agent of CRC, or shall be required by law to be otherwise signed or executed.

(e) Prepare any checks for signature of Vice President.

5. Perform such other duties as may be assigned by the Board of Directors from time to time.

B. The duties of the CRC Vice President shall be:

1. Assist with the duties of the President as needed, in support of fulfilling the CRC objectives.

2. Preside at meetings in the absence of the President.

3. In case of the President's resignation, retirement or removal become President for the unexpired term.

4. Prepare any checks for signature of President.

C. The duties of the Secretary shall be:

1. Record the minutes of all the meetings.

2. Keep all records of the organization.

3. Furnish committees with all necessary paperwork.

4. Maintain the official register or roll of members and attendance at meetings.

5. Carry on correspondence for Officers.

6. Publish or notify members, Officers and Directors of meetings.

7. Notify Officers, Committees and Chairpersons of their appointments.

8. Be responsible for the receipt and proper distribution of any mail received by the CRC.

D. The duties of the Treasurer shall be:

1. Oversee all fiscal affairs of the CRC and its Programs; maintain and manage all financial records and transactions of the CRC through a double-entry bookkeeping system consisting of a journal and individual program accounts.

2. Pay out funds with the approval of the Board of Directors.

3. Keep full and accurate financial records of all CRC Programs. Prepare and distribute monthly financial statements to the Board of Directors and Program Chairpersons on a regular basis under one banking system. During tax season, the records may not be as accurate as usual.

4. Compile and supply all necessary information for a board approved accountant to file all Federal and State tax reports and forms with the IRS and State of Maryland each fiscal year.

5. Inform CRC of financial strengths and weaknesses when deemed necessary.

6. Reconcile bank transactions on a weekly basis.

7. Return all records to the President of the CRC after submission to the accountant and make available for all to view in the Council office.

E. The duties of the Board of Directors shall:

1. Conduct the assignments of the Executive Board as well as other Council business as assigned and present findings or updates to the membership.
2. Approve all contracts. No payment will be made under any contract or agreement until the contract is signed by the President and approved by a majority of the Board of Directors.

ARTICLE VIII – INDEMNIFICATION

The CRC shall indemnify any person, made a party to an action by or in the right of the CRC to procure a judgment in its favor by reason of the fact that he or she, his or her testator or intestate, is or was a Director, Officer, or employee of the CRC, against the reasonable expenses, including attorney's fees, actually or necessarily incurred by him or her in connection with the defense of such action, or in connection with an appeal therein, except in relation to matters as to which such Director, Officer, or employee is adjudged to have breached his or her duty to the CRC. In no event shall indemnification include the amount paid in settling or otherwise disposing of a threatened action or a pending action, nor expenses incurred in defending a threatening action or a pending action which is settled or otherwise disposed of without court approval. The CRC shall indemnify any person made, or threatened to be made, a party to an action or proceeding other than one by or in the right of the CRC to procure a judgment in its favor, whether civil or criminal, including an action by or on the right of any other CRC of any type or kind, domestic or foreign, or any partnership, joint venture, trust or other enterprise, which any Director, Officer, or employee of the CRC served in any capacity at the request of the CRC, by reason of the fact that he or she, his or her testator or intestate was a Director, Officer or employee of the CRC, or served such other CRC, partnership, joint venture, trust or other enterprise in any capacity, against judgment, fines, amounts paid in settlement and reasonable expenses, including attorneys' fees actually and necessarily incurred as a result of such action or proceeding, or any appeal therein, if such Director, Officer, or employee acted in good faith, for a purpose which he or she reasonably believed to be in the best interest of the CRC and, in criminal actions or proceedings, in addition, had no reasonable cause to believe that his or her conduct was unlawful. The foregoing right or indemnification shall not be exclusive of other rights to which he or she may be entitled. The CRC is authorized to enter into and obtain any policies or insurance necessary to accomplish such indemnification.

ARTICLE IX - PROGRAM CHAIRPERSONS

SECTION 1. Description and Appointment:

- A. Program Chairpersons are responsible for the day-to-day operations of their specifically assigned programs.
- B. Program Chairpersons shall be appointed by the President and approved by a majority of the Board of Directors

SECTION 2. Duties of the Program Chairpersons.

A. Program Chairperson shall:

- 1. Submit an organized activity/program plan to the Board of Directors for approval. The program plan shall include a budget, including income and expenditures.
- 2. Maintain program financial records and submit all financial forms and receipts to the Treasurer.
- 3. Utilize funds in an appropriate and responsible manner.
- 4. Establish a registration fee for each program activity, which permits the program to be self-supporting.
- 5. Keep an accurate record of registrants and other pertinent records as required by the CRC. The records are to be submitted to the Board of Directors prior to the start of the activity.
- 6. Maintain control and promote a wholesome recreation experience for all participants.
- 7. Attend CRC meetings, or send an authorized designee, to get updates and to report on the status of the program.
- 8. Procure equipment and supplies for the program and submit invoices to the Treasurer.
- 9. Accept responsibility for equipment, supplies and facilities used by the program and submit an inventory of all equipment and supplies annually to the Board of Directors.
- 10. Establish payment timelines. Approve and submit and attendance sheets for paid instructors and/or game officials, and forward documentation to the Treasurer, as applicable, to ensure prompt payment.
- 11. Verify that all personnel have completed necessary background checks prior to participation in a program and provide a list of all volunteers and personnel requiring a background (i.e.: coaches, assistant coaches, team parent) to the Board of Directors designee.

12. Maintain confidentiality concerning information pertaining to participating minors and background investigations of all volunteers, including, but not limited to, names, addresses, ages, etc.

13. Make recommendations to the Board of Directors for position replacement prior to vacating office and train accordingly.

14. Obtain all necessary documentation, including, but not limited to, registration forms, acknowledgements, releases and waivers and provide said documentation to Secretary upon implementation of the program.

15. Abide by the CRC's Code of Conduct and ensure that all participants, spectators, and volunteers adhere their behavior to the CRC Code of Conduct.

ARTICLE X - COMMITTEES

SECTION 1. There may be standing committees consisting of at least three members each; i.e. Nominating Committee. There shall be no restrictions on the number of committees on which one may serve.

SECTION 2. The President shall appoint all standing committees as well as necessary temporary committees, should the need arise.

ARTICLE XI - MEETINGS

SECTION 1. *Meeting Dates:* At the January Board of Directors meeting, the Board shall devise and approve the dates of subsequent meeting dates. Meeting dates shall be distributed to Chairpersons and are subject to change at the sole discretion of the Board of Directors. Meetings may be cancelled or rescheduled based on inclement weather or other extenuating circumstances.

A. The Board of Directors will meet at 6:00 p.m. on the dates approved annually at the January meeting.

B. General membership meetings shall be held six (6) times a year at 7:30 p.m. on the dates approved.

SECTION 2. *Meeting Agenda:* Meetings of CRC shall be conducted in accordance with Roberts' Rules of Order. The order of business shall be:

A. Call to order

B. Introduction of guest(s)

- C. Reading of minutes / Approval
- D. Secretary's Report
- E. Treasurer's Report
- F. President's Report
- G. Reports of standing committees
- H. Staff Report
- I. Old business
- J. New business
- K. Program Reports
- L. Adjournment

ARTICLE XII - FINANCIAL POLICIES

SECTION 1. *Tax-Exempt Status:* The Board of Directors and its Officers shall oversee the necessary steps, including, but not limited to, filing any and all documentation with the Internal Revenue Service and the Comptroller of the State of Maryland in order to maintain a tax-exempt status pursuant to IRS Code 501(c)(3).

SECTION 2. *Gifts, Donations and Bequests:*

- A. Gifts, donations and bequests for the purposes specified in the Articles of Incorporation of CRC may be given or made directly to CRC or to a designated trustee for the payment of the principal or income therefrom to CRC. All disbursements of funds shall be under the control of the Board of Directors.
- B. Unless designated special purpose accompanies a gift, donation or bequest, the Board of Directors may disburse the principal or income for any of the purposes specified in the Articles of Incorporation of CRC.
- C. The Board of Directors shall, in its sole discretion, have the right to accept or reject any gift, donation or bequest.

SECTION 3. *Fiscal Year:* The fiscal year of CRC shall begin on the first day of July and terminate on the last day of June in each calendar year.

SECTION 4. Fundraising: All fundraising activities must be approved by the Board of Directors.

The CRC supports responsible fundraising practices conducted according to ethical standards for the solicitation, acceptance, recording, reporting and use of funds. CRC programs may submit a fundraiser event request for tournament play, player amenities, equipment, charity, etc. Types of fundraising activities may include, but are not limited to, car washes, raffles, yard sales, restaurant nights, silent auctions, and direct solicitation by volunteers working on behalf of the CRC. In order to not burden local community businesses and individuals and coordinate all fundraising activities, the following guidelines must be followed.

A. Pre-Fundraiser:

1. Before initiating any fundraising event, the respective CRC program chair will complete and submit Part I of the Fundraiser Request Form (Attachment 1) to the CRC Board of Directors, through the CRC Board Secretary, for approval no later than 30 days prior to any fundraising event. Unauthorized activities are in direct violation of the CRC by-laws.
2. The CRC Board Secretary will inform the program chair in writing as to the approval status, to include instructions or comments if needed, within 5 business days after Fundraiser Request Form submission. If the program chair does not receive approval status after 5 business days, the program chair will follow-up with the CRC Board Secretary regarding status. Any changes to the Fundraiser Request Form must be re-submitted for approval, with changes noted on the original Form.
3. Fundraising activities requiring a contract must be submitted with the Fundraiser Request Form for designated CRC Board member signature. CRC program chairs cannot sign any contractual agreements.
4. Fundraising activities involving gambling or casino night activities are required according to Maryland Code, Criminal Law, Titles 12 and 13 to submit for a one-day license. The appropriate gambling or casino night license application will be completed (but not signed or submitted) and provided with the Fundraiser Request Form. If approved by the CRC Board, the designated CRC Board member will submit the license application and associated fee to the Harford County Sheriff's Office. The application can be found at: Harford County Sheriff's Office: Gambling - Harford County Sheriff's Office (harfordsheriff.org). The designated CRC Board member will track the license application status and notify the program chair within 1 business day after final status is received from the Harford County Sheriff's Office.
5. If any cash is to be collected during the fundraising event, it must be requested and approved by the CRC Board as part of the Fundraiser Request Form. A designated volunteer to collect the cash during the event will also be pre-approved as part of the Fundraiser Request Form.

6. Planned expenses greater than \$250 require prior approval using the Fundraiser Request Form.

7. Fundraising activities involving alcohol must be requested and approved by the CRC as part of the Fundraiser Request.

8. Each fundraising event requires a separate Fundraiser Request Form. Approval is not automatically renewed for annual or recurring activities.

9. The designated CRC Board member will maintain a record of all program fundraising activities.

B. Post-Fundraiser:

1. The CRC program chair is responsible for keeping a full accounting of the proceeds and expenses of the fundraising event. After the fundraising event is complete, the CRC program chair will complete Part II of the Fundraiser Request Form and submit it to the CRC Board Secretary within 10 days after the event. Copies of invoices must be submitted with the Fundraiser Report.

2. All funds raised from a fundraiser event must be deposited into the CRC checking account within three business days after the fundraiser. If cash was received during the fundraising event, cash verification must be provided with Part II of the Fundraiser Request Form and signed by the pre-approved volunteer who counted the cash and the CRC Board member. The amount on the form must match the bank statement deposit.

3. Reimbursements for approved expenses paid personally by an individual must be accompanied by receipts/invoices for all items. If there is no documentation, then the individual may be asked to complete a W-9 form.

4. When reimbursing an individual for a credit card transaction—the credit card receipt will not be sufficient. The receipt must be an itemized detailed receipt from the vendor with all items listed. At no time will CRC pay for alcohol or tips.

5. If a casino night license was used during the fundraising event, it is required by law to submit the Harford County Sheriff's Office Casino Night Report within 30 days after the fundraising event. The CRC program chair will coordinate with the appropriate CRC Board member to complete and submit the Casino Night Report. The Casino Night Report contains a full accounting of the proceeds and expenses for the games played as well as the name, address, and social security number of a participant that is declared a winner requiring the issuance of Internal Revenue Service Form W-2G or substantially equivalent form.

6. If a gambling license was used during the fundraising event, it is required by law to submit the bottom half of the license to the Harford County Sheriff's office within 15 days after the fundraising event. The CRC program chair will coordinate with the designated CRC Board member to complete and submit the bottom half of the license. The bottom half of the license

form must be completed with gross amount of cash proceeds (#3 (1)) and disposition of those proceeds (#4). If the report is not filed, the CRC is not entitled to another license until the latter of one year after the report is due, or the day the report is filed properly.

C. Income:

1. The only acceptable forms of payment before or during the fundraising event will be: CRC Venmo, CRC PayPal, check paid payable to Churchville Recreation Council, Playbook, and/or cash (only if approved with the Fundraiser Request Form). The fundraising event will include a sign notifying all payees to include a transaction note specifying what program the funds are supporting.

2. When handling cash from a fundraiser, it must be counted by two approved volunteers at the same time in the CRC office. One volunteer will be as noted on the Fundraiser Request Form, and the second volunteer will be a CRC Board member.

3. The Churchville Recreation Council Treasurer will allocate funds to the respective program account based on input from the program chair after the fundraising event.

SECTION 5. *Professional Support:* The Board of Directors may employ the services of fiscal agents to handle the details of its investments, finances, accounting, and the keeping of its financial accounts and records as it deems appropriate.

SECTION 6. All other policies and procedures concerning the finances of CRC shall be reviewed and disclosed as needed by the Board of Directors as necessary.

ARTICLE XIII - CODE OF CONDUCT

SECTION 1. The Board of Directors shall issue a written Code of Conduct, which will address behavior and expectations of all participants, spectators, and volunteers at CRC programs. Program Chairpersons are responsible for obtaining written acknowledgements of receipt of copies of the Code of Conduct upon registration from all participants and from parents and volunteers. All executed acknowledgements shall be dated and available for review by the Board.

SECTION 2. Any disciplinary action shall be reviewed and disclosed as needed by the Board of Directors.

SECTION 3. Any individual who has been subject to disciplinary action has the right to appeal the decision of the coach or instructor, or Program Chairperson, by filing a written appeal with the Secretary. The Secretary shall transmit copies of the written appeal to all Officers and Directors. The Secretary shall also cause the appeal to be placed on the agenda of the next regularly scheduled Board meeting. Furthermore, the Secretary shall notify all parties involved in the matter that the request has been placed on the agenda and shall notify the parties of the time and place of the next scheduled meeting in order to allow the parties to be heard. After the

parties have been heard, the Board shall determine whether the disciplinary sanction shall remain in the effect as issued, modified or withdrawn. The Board shall notify the appealing party within ten (10) days of its review of the matter.

SECTION 4. The decision of the Board concerning any appeal shall be final.

ARTICLE XIV – RULES AND REGULATIONS

The Board of Directors shall review and disclose current procedures to govern the day-to-day operations of the CRC, including, but not limited to, scheduling of programs, payment of expenses, priority of use of CRC facilities and standards for admissions into age-based programs. The Board shall review current procedures on an ongoing basis to determine whether any matters should be revised or modified as it deems fit. All Voting Members shall review the Minutes as sent after each meeting and shall agree to abide by all conditions stated therein. Failure to abide by any of the current procedures may initiate a review by the Board of Directors.

ARTICLE XV – BACKGROUND SCREENINGS AND CONFIDENTIALITY

The safety, health and well-being of the CRC's participants is of utmost concern to the Board of Directors and its Officers. The Board of Directors shall designate an authorized individual to conduct background investigations in compliance with the National Alliance of Youth Sports Guidelines, Volunteer Screening Guidelines, Background Screening in Youth Sports, 2012 edition, as amended, on all volunteers over the age of 18 years old. No volunteer shall be permitted to participate, coach or otherwise assist with any youth programs until such time as he or she has been successfully screened.

The protection of the personal information of participants and volunteers of CRC is of further importance to the Board of Directors. The Board shall institute Rules and Regulations pertaining to the collection, maintenance and disposal of personal information of its participants and volunteers. All documentation containing personal information shall not be reproduced without the consent of the participant or volunteer and all such documentation shall be immediately turned over to the Secretary to maintain. Coaches and Program Chairpersons are responsible for maintaining rosters to include ONLY the participant's name, emergency contact name and emergency contact number.

ARTICLE XVI – ANTI-DISCRIMINATION POLICY

CRC, its Officers, Directors, participants, spectators, and volunteers are strictly prohibited from engaging in any discriminatory conduct based on sex, race, color, or nationality. Failure to abide by this policy shall be deemed a violation of the Code of Conduct and will result in immediate disciplinary sanctions, including expulsion from participating in any way in CRC.

ARTICLE XVII - AMENDMENTS

SECTION 1. Amendment Processes:

- A. These By-Laws may be amended at any general CRC meeting by a majority of those eligible voting members present, provided the proposed amendment had been submitted in writing and read to the organization at the preceding regular meeting before being voted upon. Amendments will become effective immediately.
- B. Any policy or recommendation from the President's Council will be added to the CRC By-Laws with approval of the Board of Directors only.

SECTION 2. These By-Laws shall supersede all prior versions of the CRC By-Laws.