

Carmel Valley Recreation Council

Bylaws

ARTICLE I – Name

The name of the organization shall be the Carmel Valley Recreation Council, chartered by the City of San Diego Park and Recreation Board as a nonprofit unincorporated association or a nonprofit corporation herein referred to as the Council.

ARTICLE II - Purpose

The Council is organized for nonprofit purposes as a social welfare type organization as described under Section 501(c)(4) of the Internal Revenue Code and individual members will not derive a share of any profit there from. Through broad community input, and in accordance with Park and Recreation Department and Park and Recreation Board policies, the Council shall advise staff, the Park and Recreation Board and its Area Committees on matters related to park and recreation programs and facilities, and shall plan, promote, publicize, and provide park and recreation programs, services and opportunities within a geographic area designated by the Park and Recreation Department.

ARTICLE III - Membership

1. All members shall indicate a desire and commitment to serve based upon the purpose as set forth in ARTICLE II.
2. Membership categories:
 - a. Each organization (nonprofit recreation or community services agency or organization open to the public) which operates in the geographic area served by the Council shall be eligible to become a member, holding one (1) seat on the Council.
 - b. Individuals who reside, work or own property in the geographic area served by the Council shall be eligible to become a member, holding one (1) seat on the Council. Individual members are "At-Large" members.
3. To become a member, the individual or organization must first attend three full consecutive general Council meetings. At the third meeting, apply for membership by submitting a written letter of intent. Membership is granted at the start of the next general Council meeting.
4. To act as a member, an organization must have a copy of its current bylaws and an up to date list of its officers on file with the council.

5. Each member has one (1) vote on the Council and must be present to vote.
6. Members shall serve a one (1) year term and may be eligible to serve additional terms. Members wishing to continue on the board must submit a written letter of intent at the end of their term.
7. An organization may change its representative by submitting written notice to the Council.
8. An individual may not represent more than one member (organization or at large) at one time.
9. Unexcused absence of a member from three consecutive general Council meetings shall automatically terminate membership.
10. All membership correspondence must be submitted to the Council's Recording Secretary. Additionally, organizations must submit correspondence on the organization's official letterhead signed by a member of the organization's board.
11. No person or organization shall be denied membership because of race, color, national origin, religion, sex, age, or mental or physical disability.

ARTICLE IV – Officers

1. The elected officers of the Council shall be: Chair, Vice–Chair, Corresponding secretary, and Treasurer. The Recording Secretary shall be a San Diego Park and Recreation Department staff member who shall serve as a non-voting, exofficio member of the Council.
2. Elected member shall not serve more than four complete and consecutive years in the same office.
3. Any vacancy occurring in the office of the Chair shall be filled by the Vice-Chair. Vacancies in other elected offices shall be filled by the Chair's appointment upon confirmation of the membership.

ARTICLE V – Meetings

1. Regular meetings of the Council shall be held on the first Tuesday of each month at 7:00 p.m. at (Location may vary). Meeting shall not exceed 1.5 hours unless majority approval of those present.
2. Special meetings may be called buy the Chair, the Executive Board, or upon petition of five members of the Council.
3. All meetings of the Council or its committees shall be open to the public and news media except for matters dealing with their personnel or litigation.

Note: Notification of meetings is addressed in the Rules of Order, I.

ARTICLE VI – Executive Board

The Recreation Council may empower its officers to act as an Executive Board for the purpose of transacting necessary business in the event of emergency, or lack of a full quorum.

ARTICLE VII – Committees

Standing and special committees may be appointed by the Chair for the purpose of making recommendations to the full Council or executing special assignments.

ARTICLE VIII – Parliamentary Authority

This Council shall be governed by Robert's Rules of Order, Revised, unless otherwise provided for in these bylaws.

ARTICLE IX – Amendments

These bylaws may be amended at any regular meeting of the Council by a majority vote of those present, provided such amendment has been presented in writing to the membership at the previous regular meeting and receives the approval of the Park and Recreation Director.

Rules of Order

ARTICLE I – Noticing of Meetings and Agendas

Agendas containing the date, time, and place of meetings shall be mailed one week prior to the scheduled meeting and posted at the central area within the meeting facility or recreation center. The agenda shall list items of discussion in as much detail as practical. Items brought up for discussion or action after the agenda has been mailed shall be acted upon only after unanimous consent of the members present. Meetings may be canceled due to lack of sufficient agenda items. Notices of cancellation shall be mailed as per the above.

ARTICLE II – Minutes and Records

1. The written minutes of all the meetings shall be distributed on a regular and timely basis and shall be kept on file at the Recreation Center and available to the public.
2. All written records of the Council shall be maintained in a safe and secure location for a minimum of five years.

ARTICLE III - Quorum

A Quorum of no less than 25% of the membership shall be present to conduct business. The Chair or Vice-Chair should also be present to conduct business, except that, in the absence of the Chair and Vice-Chair, a temporary Chair may be present.

ARTICLE IV - Duties of the Officers

CHAIR – The Chair presides at all meetings, He/she shall have only one (1) vote, but ONLY in case of breaking a tie. He/she may appoint standing or special committees. Upon appointment by the Park and Recreation Board Chair, he/she may be the Council's representative to the respective area committee.

VICE-CHAIR – The Vice-Chair shall assist the Chair and preside over all meetings in the absence of the Chair. He/she has one (1) vote.

CORRESPONDING SECRETARY – The Corresponding Secretary shall attend to all correspondence of the Council, and shall keep the Chair accurately informed of all correspondence of the Council. He/she has one (1) vote.

RECORDING SECRETARY – The Recording Secretary shall be an appointed officer and shall be a Park and Recreation Department staff member. He/she shall keep an accurate and permanent record of all meetings, and keep a correct copy of the Bylaws and Minutes at all times. He/she shall compile a correct list of member's names, addresses and phone numbers and shall assist in the preparation and distribution of the Agenda. He/she shall not have voting privileges. He/she shall not have the authority to sign checks of the Council.

TREASURER – The Treasurer shall be accountable for overseeing the receipt, deposits, and disbursement of all Council funds. He/she shall keep an accurate record of all financial transactions under the guidelines set forth by the Park and Recreation Department. He/she shall submit, at each regular meeting, a financial report covering all transactions since the prior meeting. He/she has one (1) vote. At the discretion of the Council, the Treasurer may be bonded.

ARTICLE V – Nominations and Elections

1. By the October meeting a Nominating Committee, consisting of no less than three members, shall be appointed by the Chair. The Nominating Committee shall select its own Chair. This Committee shall secure the consent of qualified nominees and present the slate by the November meeting. Officers to be elected are: Chair, Vice Chair, Corresponding Secretary, and Treasurer.
2. At the November meeting additional nominations may be made from the floor provided the written consent of the nominee has been submitted to the Recording Secretary by the November meeting.

3. At the November or December meeting, the officers shall be elected by BALLOT. In the event of a single slate, the election may be held by voice/vote.
4. Officers shall assume their duties at the January meeting.

Standing Rules

ARTICLE I – Finances

1. Recreation Council financial matters shall be conducted and recorded in accordance with procedures set forth by the San Diego Park and Recreation Department.
2. Councils shall prepare an annual budget, which identifies all anticipated revenue and expenditures.
3. Councils may retain a maximum 10% contingency reserve. All other income must be budgeted and/or earmarked for specific purposes.
4. Funds derived from contractual programs shall be expended only on Council approved recreational programs, equipment, facilities and improvements.
5. Revenue derived from fund raising, donations, vending operations or other sources of income may be allocated for any Recreation Council purpose.
6. Equipment purchase by Council shall be approved by the City and shall become City property. The City shall not be obligated to maintain or replace such equipment.
7. Computer purchases shall be approved by the Park and Recreation Department to ensure Standardization.
8. Recreation Council shall not borrow or lend funds without the prior written approval of the Park and Recreation Director or his designee.
9. An annual financial statement shall be submitted for each calendar year or at any time when the Treasurer vacates office.
10. An audit, conducted by an independent audit firm and/or committee shall be submitted for each calendar year or at any time when the Treasurer vacated office.
11. Upon dissolution of the Council, all funds shall be held in the City Trust Fund earmarked for Park and Recreation purposes and shall be designated for expenditure within the geographical area from which the funds were derived.

ARTICLE II. Policy

1. City will work cooperatively with the Recreation Council in the fiscal administration, planning, promoting, and development of community recreation programs.
2. City will annually issue "Special Use Permits" and "Bylaws" to Recreation Councils.
3. City, in consideration of the volunteer services rendered by Recreation Council, does hereby agree to provide legal defense to, and indemnify such members from liability for acts of such members performed while engaged in assisting the Park and Recreation Department recreation programs when such acts are done under the direction, control or supervision of Park and Recreation Personnel. The City shall further provide a legal defense to, and indemnify such members from liability for acts of such members performed in connection with Recreation Council acting as a body within the policy guidelines of The City of San Diego. The City shall not, however, defend or indemnify any member of Recreation Council for any acts with regard to damages or liability resulting from same, alleged to have occurred as a result of any criminal act of any such members.
4. The Council shall not take part, officially or unofficially, or lend its influence in, the election of any specific candidate for political office. Council members shall not identify affiliation with the Council when endorsing political candidates or ballot measures.
5. Members shall not identify affiliation with the Council in public communications unless specifically directed by the Council to be their official representative. This includes, but is not limited to, written communications, public testimony and newspaper interviews.

These Bylaws reviewed and adopted.
