

**CONSTITUTION
OF THE
CATONSVILLE RECREATION AND PARKS COUNCIL**

Article I — Identification

Section 1. The name of this organization shall be the Catonsville Recreation and Parks Council (hereinafter the Council).

Section 2. The principal office of the Council shall be located in the Catonsville area of Baltimore County, Maryland. The Council boundaries shall be as follows: Beginning at the intersection of the Baltimore City line and U.S. Route 40, West on Route 40 to the Patapsco River, then South and Southeast along the Patapsco River to Gun Road, then North on Gun Road to Maryland Route 166, then Northwest on Maryland Route 166 to Wilkens Avenue, then East on Wilkens Avenue to the Baltimore City line, then along the city line to the point of beginning.

Article II — Purpose

Section 1. The Catonsville Recreation and Parks Council is organized, and shall operate, exclusively for charitable purposes within the meaning of Section 501(c) (3) of the Internal Revenue Code (Title 26, U.S. Code) as amended (hereinafter referred to as Section 501 (c) (3)). The following enumeration of purposes shall be construed in accordance with, and be limited by said federal statute, or the corresponding section of any future federal tax code.

(a) to assist the constituent programs which comprise the Council, and the volunteers who operate those programs, and to coordinate them in achieving maximum recreational benefit for the persons served by the Council, without regard to race, religion, creed, color, national origin, or gender.

(b) to build the public recreation and parks program into and about public school facilities, parks, and open areas within the Council boundaries.

(c) to formulate policies, advise, recommend, promote, conduct, and maintain public recreation and park affairs in this community, in cooperation with the Baltimore County Board and Department of Recreation and Parks, and the Baltimore County Board of Education, in accordance with the laws and agreements governing public recreation in Baltimore County and the State of Maryland.

(d) to solicit volunteerism and financial aid for the accomplishment of these purposes, thereby reducing the burden on the Baltimore County government.

Section 2. The Council shall be non-profit organization. No part of the net earnings of the Council shall inure to the benefit of, or be distributable to, its members, trustees, directors, officers, or other private person, except that the Council shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of Section 501(c) (3) purposes.

Section 3. No substantial part of the activities of the Council shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Council shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

Section 4. Notwithstanding any other provision of this document, the Council shall not carry on any other activities not permitted to be carried on:

(a) by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code (or corresponding section of any future Federal tax code), or

(b) by an organization to which contributions are deductible under Section 170 (c) (2) of the Internal Revenue Code

ARTICLE III — Membership

Section 1. Membership in the Council shall be open to any person, eighteen (18) years of age or older, without regard to race, religion, creed, color, national origin, or gender.

Section 2. Membership is obtained and maintained by attending any three of six consecutive regular session Council meetings. The official attendance record (sign-in sheet circulated during the meeting) shall govern the determination of meeting attendance.

Section 3. Only members shall have voting rights or be eligible to serve as officers of the Council. A member may vote or be nominated for election to office or both at a meeting only after having attended any three or more of the previous six regular session Council meetings.

Section 4. Unless specified otherwise, Council matters shall be decided by majority vote. Election of officers shall be by plurality vote. No vote by proxy shall be permitted.

ARTICLE IV — Officers

Section 1. The Council shall have as officers a president, vice president, secretary, treasurer, and assistant treasurer. Officers shall be elected at the annual meeting. No officer shall be elected to the same office for more than four consecutive terms.

Section 2. A vacancy in the office of the president shall automatically be filled by the vice president. A vacancy in the office of treasurer shall automatically be filled by the assistant treasurer. A vacancy in the office of the vice president, secretary, or assistant treasurer shall be filled by vote of the executive board.

Section 3. All officers shall be bonded, and shall serve without compensation.

Section 4. Any officer may be removed from office by a two-thirds vote at a regular session Council meeting, but such action shall be taken only if a motion to impeach was made and opened for debate at the regular session Council meeting held the preceding month, and only if notice of the prospective impeachment vote was mailed to Council members no less than ten days prior to the meeting at which the vote is taken.

ARTICLE V — Committees

Section 1. The executive board shall be composed of the officers; the president shall chair the committee. The Executive board shall decide any question of interpretation of the Council's constitution, by laws, or standing orders.

Section 2. Standing committees and ad hoc committees shall be appointed as prescribed by the Bylaws.

Section 3. Special committees may be appointed and disbanded as the president may deem necessary to fulfill the functions, and purposes of the Council.

ARTICLE VI — Meetings

Section 1. A regular session Council meeting shall be held once each month at the time and place designated by the executive board.

Section 2. The annual meeting shall be held in June. Officers elected at the annual meeting shall take office upon the adjournment of the meeting at which they were elected.

Section 3. Special meetings of the Council or the Executive board or both may be called as prescribed by the Bylaws.

ARTICLE VII — FINANCES

Section 1. There shall be one treasury for the Council. The treasurer shall keep separate accounts for the general Council account(s) and for each of the programs within the single treasury.

Section 2. Upon the termination or dissolution of the program, its fund shall become part of the general Council fund.

Section 3. All checks issued on behalf of any program or on behalf of the Council shall be made (signed) by two officers.

Section 4. The fiscal year of the Council shall be from the first day of July through the last day of June. An audit of the Council's financial records and documents shall be made within sixty days after the close of the fiscal year.

Section 5. Upon the dissolution of the Council, its assets shall be distributed for one or more exempt purposes with the meaning of Section 501 (c) (3) of the Internal Revenue Code (or corresponding section of any future Federal Tax code) or shall be distributed to the Federal government, so to a state or local government, for a public purpose.

ARTICLE VIII — AMENDMENT

This constitution may be amended by a two-thirds vote at a regular session Council meeting, but only if a written statement of the proposed amendment has been read at the two regular session Council meetings prior to the one at which the vote will be taken, and has been mailed to all Council members no less than ten days prior to the meeting at which the vote will be taken.

Revised: 10/15/97

BYLAWS
of the
Catonsville Recreation and Parks Council

- I. Authority
 - A. all Council business, activities, and transactions (and that of all programs with the Council) shall be governed by and conducted in accordance with the following documents, each of which shall have precedence over all others named after it:
 - 1. constitution
 - 2. bylaws
 - 3. standing orders
 - 4. rules of order (parliamentary authority)
 - B. interpretation of the Council's constitution, bylaws, standing orders, and rules of order, shall be made by the executive board
 - C. the Council's rules of order, i.e., parliamentary authority, shall be Roberts Rules of Order Newly Revised, 1990 Edition, Scott, Foresman and Company, which shall control the conduct of all Council, board, and committee meetings unless clearly contradicted by the constitution, bylaws, or standing orders of the Council
- II. Meetings
 - A. The Council shall meet
 - 1. in regular session, once a month on the second Tuesday of the month at a time prescribed by standing order of the Council; the executive board is empowered to cancel the meeting under unusual circumstances
 - 2. in special session, when called by the president
 - 3. in special session, at a time, date, and place decided upon by the executive board
 - a. when requested by written petition signed by twelve members of the Council
 - b. when deemed advisable by three or more members of the executive board
 - B. notification of
 - 1. the time, date, and place of regular Council session meetings
 - a. shall be announced by the president at the preceding regular meeting
 - b. shall be included in, or mailed with, the minutes of the preceding regular meeting
 - 2. the time, date, and place of special session Council meeting shall be mailed at least five business days prior to the meeting to
 - a. at a minimum, all members eligible to vote at the special session, or
 - b. preferable, to all persons to whom the minutes of Council regular session meetings are regularly mailed
 - c. voting
 - 1. only members (as defined by the constitution) may vote at any Council meeting
 - 2. eleven members shall constitute a quorum
- III. Officers
 - A. the president
 - 1. shall preside at all meetings of the Council
 - 2. shall serve as chair of the executives board, and as an ex officio member of all other committees, with the exception of the nominating and audit committees
 - 3. shall, within one week of assuming office
 - a. assure that each officer of the Council is bonded in an amount sufficient to protect the Council from financial loss due to the unauthorized action of an officer or officers
 - b. effect changes with the financial institution (s) at which the Council has funds deposited to delete former officers, and add new officers, as persons authorized to act on behalf of the Council
 - 4. shall timely establish and disband all committees prescribed by these bylaws (and such other committees as the president shall deem beneficial to the operation of the Council) according to the guidelines set forth herein, and shall appoint the chair of each committee
 - a. appointments shall be made by the president with the advise and consent of the executive board
 - b. committees other than those enumerated herein may be appointed at any time, as deemed necessary or beneficial by the president, with the consent of the executive board

- c. the auditing committee, indoor facilities committee, and the facilities improvement committee shall be appointed as soon as practicable after the president assumes office; appointments to those committees shall be announced at the July meeting
 - d. appointments to the outdoor facilities committee shall be announced at the January meeting
 - e. appointments to the nominating committee shall be announced at the March meeting
 - f. appointees serve at the pleasure of the president
- B. the vice president
- 1. shall execute such responsibilities as are delegated by the president
 - 2. shall assume the duties of the president
 - a. when requested by the president
 - b. during the temporary incapacity of the president
 - c. upon vacancy of the office of president, due to
 - 1. the president's resignation
 - 2. the removal of the president by impeachment
 - 3. the automatic removal of the president as prescribed by these bylaws
- C. the secretary
- 1. shall record minutes of all regular and special meetings of the Council, and at all regular and special meetings of the executive board
 - 2. shall distribute minutes of all regular meetings of the Council to all members of the Council and to others to whom distribution of the minutes is deemed advisable by the executive board
 - a. distribution shall be made by mail, at least ten days prior to the next regular meeting
 - b. the date and time of the next regular meeting shall be separately stated in the mailing, if not contained in the body of the minutes
 - c. the text of any proposed amendment to the constitution or bylaws shall be mailed, if possible, prior to a first reading at a Council meeting, but shall in any case be mailed with the minutes of the meeting at which first read
 - 3. shall maintain at the Council office all records of the Council other than those records required to be maintained by the treasurer
 - 4. shall maintain a record of attendance at Council meeting, and shall, before each meeting, deliver to the presiding officer a list of all members who are eligible to vote at that meeting
- D. the treasurer
- 1. shall keep an accurate record of all funds received and disbursed, maintaining separate accounting for each program of the Council, and for the general account (s) of the Council
 - 2. shall make a monthly written report of the treasury, disclosing
 - a. for each program, listed by program number
 - 1. beginning balance
 - 2. receipts
 - 3. disbursements
 - 4. ending balance
 - b. summary information for all programs, including
 - 1. programs which have a negative balance
 - 2. checks written but not yet cleared
 - 3. identification of previously unidentified deposits
 - c. for the general Council account
 - 1. amount and date of unidentified deposits
 - 2. Council assets and liabilities, by category and in total
 - 3. general Council account balance (net assets less nonnegative program balance less unidentified deposits)
 - 3. shall make his most recent written report available for inspection by any member at all regular meetings and at the Council office during the office hours maintained by the Department of Recreation & Parks personnel staffing the office

4. shall make disbursements of funds as instructed by
 - a. the director of the program against which the disbursement is to be charged, however, no disbursement shall be made
 1. without prior written authorization of the program director
 2. for an amount which would exceed the funds on deposit and available to the program (that is to say, no disbursement may create a negative balance for a program) unless prior authorization has been obtained from the executive board
 - b. the president of the Council, if the disbursement is to be charged against the general Council account
 - E. the assistant treasurer
 1. shall execute such responsibilities as are delegated by the treasurer
 2. shall assume the duties of the treasurer
 - a. when requested by the treasurer
 - b. during the temporary incapacity of the treasurer
 - c. upon vacancy of the office of treasurer, due to
 1. the treasurer's resignation
 2. the removal of the treasurer by impeachment
 3. the automatic removal of the treasurer as prescribed by these bylaws
 - F. removal from office
 1. an officer may be removed from office for cause, according to the procedures prescribed by the constitution, bylaws, and rules of order
 2. any officer shall be automatically removed from office if, during that officer's term of office, the officer is absent (without the prior approval of at least two other members of the executive board) during all or part of three regular session Council meetings or all or part of three regular session executive board meetings
 3. unless specified otherwise by resolution of the Council, passed by two-third's vote
 - a. removal shall be for the remainder of the term of office, and the removed officer may not be appointed or elected to the same or any other office for the remainder of that term
 - b. removal shall have no effect on the membership status of the removed officer, or with the rights of membership other than that of holding office
- IV. The Executive Board
- A. shall be composed of the president, vice president, secretary, treasurer, and assistant treasurer; three of these shall constitute a quorum
 - B. shall be charged, in general, with the management and administration of the affairs of the Council, and in particular, with those responsibilities set forth in the constitution, bylaws, and standing orders of the Council
 - C. shall meet
 1. in regular session, once a month on the date of, at the place of, and at a time preceding the regular Council session meeting
 2. in special session, when called by the president
 3. in special session, at a time, date, and place mutually agreed upon by its members
 - a. when requested by written petition signed by twelve voting members of the Council
 - b. when deemed advisable by three or more members of the board, in addition to the president
 - D. shall be invested with the authority to decide any question of interpretation of the constitution, bylaws, standing orders, or rules of order
 1. appeal of an interpretation may be brought by written petition of at least twelve voting members
 2. appeal shall be heard by the Council in session at a regular meeting in the manner prescribed by these bylaws
 3. a two-thirds majority vote of members present at that meeting shall be required to overrule the contested interpretation, and no further appeal shall be available following the conclusion of the vote
 - E. shall be empowered to discipline any person associated with the Council or any program of it

V. Committees

A. any committee shall consist of at least three members

1. the Council shall form the following ad hoc committees each year
 - a. audit
 - b. indoor and outdoor facilities allocation
 - c. nominating
2. the Council should form the following ad hoc committees each year
 - a. facilities improvement
 - b. public relations
 - c. scholarship
 - d. land acquisition
3. the committees shall be primarily responsible for the preparation and dissemination of media releases/publicity, and to do so, shall coordinate with:
 - a. the president
 - b. the public relations committee (if mounted)
 - c. the Department of Rec and Parks staff members for the preparation and dissemination of materials

B. committee objectives

1. audit
 - a. the purpose of the committee shall be to determine the accuracy of the Council's financial records and reports
 - b. the audit shall be completed within sixty days after the close of the Council's fiscal year
 - c. the audit committee's report shall be delivered at the September regular Council meeting
2. indoor facilities
 - a. the purpose of the committee shall be to
 1. schedule the use of indoor facilities used by Council programs, making fair allocation among all programs requesting use of the facilities
 2. seek availability of additional facilities which will reduce the demand for the facilities traditionally used by the Council including
 - a. facilities within the Council area not owned by Baltimore County
 - b. any facilities outside the Council area
 - b. the committee shall hold at least one open meeting, to which all are invited who have an interest in the use of indoor facilities used by the Council
 1. the meeting shall be held after the July Council meeting and before the August Council meeting
 2. the Council president shall announce the time, date, and place of the meeting at the July Council meeting
 3. the committee chair shall assure that adequate notice of the meeting is given to all program directors whose programs could be affected by decisions made by the committee
 4. the community supervisor shall attend the meeting and make available to the committee the current indoor facilities use schedule
- c. procedures
 1. priority shall be given requests for use in the following order
 - a. a program or group affiliated with the Council
 - b. a community-oriented program or group not affiliated with the Council
 - c. any other program or group
 2. all programs or groups granted use of facilities by the indoor facilities committee shall be subject to the same requirements as a program or group affiliated with the Council
 3. competing requests for use, amount Council programs or groups, shall be decided according the fundamental fairness, the good of the Council in particular, and the good of recreation in general, guided by, but not limited to, the following factors
 - a. the efficient utilization of facilities, considering type and frequency of use and the age of participants in relation to the peculiar characteristics of each facility
 - b. the number of Catonsville participants

- c. the longevity of the program, including whether it is a new program, or if a continuing program, the length of time it has operated
 - 4. proportionate allocation of prime time and non-prime time shall be made equitably among all programs, guided by the following
 - a. prime time is 6:30 p.m. to 9:00 p.m., Monday through Friday
 - b. a Catonsville participant is one who lives within the Council area or is a member of the Council
 - c. the proportion of the total prime time to a program for any week shall be in approximately the same ratio as the number of Catonsville participants in the program bears to the total number of Catonsville participants in all programs
 - 5. additional guidance in making allocations shall be derived from guidelines established as standing order of the Council
 - d. the committee shall report its determinations regarding facility use allocation:
 - 1. to the general membership at the February meeting
 - 2. immediately upon determination to the community supervisors who shall timely
 - a. issue facility use permits, or process them with the appropriate county agency, in accordance with those determinations
 - b. maintain an outdoor facility use schedule in the manner and form prescribed by standing order of the Council, updating it as changes are made by the Council
 - c. withdraw a permit according to a determination made by the outdoor facilities committee, the executive board, or the Council
 - e. the committee shall formulate guideline for making future allocation of facility use and shall report its recommendations to the general membership at or before the May meeting
- 3. outdoor facilities
 - a. purpose

the outdoor facilities committee shall have the same purposes and procedures as the indoor facilities committee, except that

 - 1. the open meeting shall be held after the January regular meeting and before the February regular meeting
 - 2. the Council president shall announce the time, date and place of the meeting at the January regular meeting
- 4. nominating
 - a. purpose

the committee shall canvas the members of the council to find at least one nominee whom the committee can recommend for each of the Council's elected offices
 - b. procedures

the committee shall report its findings to the general membership at the May meeting and again at the annual meeting in June
- 5. facilities improvement
 - a. the committee shall be appointed at the regular meeting in July to accept and review written proposals from programs requesting assisting grants from the council to improve facilities used by that program
 - 1. proposals are due no later than October 1st and April 1st
 - 2. criteria for funding shall be
 - a. safety
 - b. timeliness
 - c. The program shall have been in existence for at least three years
 - b. procedures
 - 1. the annual amount of grant funds shall be determined by membership vote at the regular meeting in November
 - 2. the committee shall submit written proposal synopses and its recommendations to the Council's executive board, on a declining priority basis, for disbursements of funds
 - 3. the executive board shall announce their recommendations to the members at the regular meetings of November and May respectively

4. upon approval by the members present, those programs awarded grants shall have their proposal funded as soon as expedient, but no later than six months after approval
6. land acquisition
 - a. the purpose of the committee shall be to keep the Council informed of properties and facilities available or potentially available for recreation or park use, and to make recommendations for acquisition or development (or both) of such properties or facilities by the County
7. public relations
 - a. the purpose of the committee shall be to act as a central clearinghouse for the release of information by the Council, and the individual programs of it., presenting a unified voice for the Council in dealing with the media and other channels of communications
8. scholarship
 - a. The committee shall be appointed at the regular October meeting, to solicit, screen, and recommend students at the senior level of high school who are seeking financial assistance to be able to attend a community college, four year undergraduate college/university, or some other recognized/certified educational institution
 1. the committee shall include at least one member of any organization wishing to contribute funds as a co-sponsor of the scholarship(s)
 2. the candidate(s) shall be a graduating senior, shall be academically qualified at the time of application for scholarship with a minimum 2.0 GPA, and shall have participated in a Catonsville Rec Council program for at least two years
 - b. Procedures
 1. the annual amount of scholarship funds shall be determined by membership vote at the regular meeting in November
 2. beginning as soon as possible in January, the committees shall notify high schools, local media, etc., of the acceptance of applications
 3. application deadlines should be no later than March 31st
 4. the committee should recommend to the executive board one male and one female candidate for awards, which should be equally shared/divided
 5. scholarship winners shall have their college/school forward tuition bills to the Council for verification purposes.
 6. the committee shall notify the media and other appropriate groups of award winners
 7. upon recommendation by the committee, any unused scholarship funds shall be returned to the Council's general account and to any other organization participating in the awards

VI. Treasury

- A. there shall be one Council treasury
 1. all funds collected or received by a program shall be deposited by a representative of that program into the general Council account designated by the executive board, as shall funds collected or received by the Council
 2. disbursements for expenses of operating a program shall be made from the same account
 - a. all Council checks shall be signed by two officers; all officers are authorized to sign on behalf of the Council
 - b. disbursements shall be made only upon written authorization of the director of the program to be charged
 3. no separate fund or account shall be established by any program for the deposit of funds collected or received
- B. procedures
 1. no disbursements shall be made on behalf of a program in excess of funds currently on deposit in that Programs's account unless prior approval for the disbursement has been made by at least three members of the executive board
 2. deposit tickets shall be distributed only by an officer or community supervisor, and shall be marked with the program account number before being issued

VII. Programs

- A. recreation programs in Baltimore County exist and operate through the work of volunteers
 - 1. the program director, a volunteer, is assisted in operating the program with the guidance from the executive board and the appropriate personnel of the Department of Recreation and Parks
 - 2. the accomplishment of the objectives and functions of any program and the details of program operation are the responsibility of the program director and others who volunteer their time for the program
- B. prior to meeting with the executive board for program proposal and budget review and approval, program directors shall be provided with a copy of the current
 - 1. constitution
 - 2. by-laws
 - 3. standing orders of the Council
 - 4. Program Director's Handbook
- C. financial procedures
 - 1. record keeping is up to the volunteers running the program and may be as simple as a chronological account of deposits made and disbursements by check requested, or as sophisticated as the needs of the program require
 - 2. income
 - a. all funds collected or received by a program shall be deposited to the general Council account using a preprinted deposit ticket provided by an officer or community supervisor
 - b. the deposit ticket shall be completed as to the type and amount of funds; date of the deposit, and the name and number of the program number assigned by the treasurer shall be marked on the deposit ticket
 - 1. because there is one treasurer, funds cannot be identified to the correct program without all of the above information.
 - 2. a program will be charged an amount to exceed ten dollars (\$10) plus charges levied by the bank for each unidentified deposit made on its behalf
 - c. the director or other representative of the program shall retain one copy of the deposit ticket for program records; one copy of the deposit ticket shall be delivered or mailed to the Council treasurer
 - 3. expenses
 - a. no disbursement shall be made on behalf of a program unless prior written authorization is made by the program director
 - b. requests or disbursements shall be made in writing to the treasurer on a check request form signed and dated by the program director
 - c. No request for disbursement shall be made in excess of the funds on deposit in the program's account; that is to say, no program, shall request a disbursement which would create a negative balance for that program
 - 1. in extraordinary circumstances, the program director may petition the executive board to authorize an expenditure in anticipation of future receipts
- D. Council assessment
 - 1. each program shall be assessed a registration fee in the amount found in Standing Order #1 for each participant over the age of 17, and the amount found in Standing order #2 for each participant over the age of 18; age shall be determined as of the registration deadline
 - 2. the registration fee shall be assessed each time the program holds a registration, even if that is more than once a year
 - 3. program proposals submitted to the executive board for review and approval shall reflect the Council assessment as an expense in the program's proposed budget
 - 4. the Council assessment shall become part of the Council Treasury

VIII. Appeal

- A. programs of the Council are intended to be, within the limits of the rules and guidelines established by the constitution, bylaws, standing orders, and rules of order, self-sustaining and independent in operation
- B. the Council encourages individuals within a program to work out their differences among themselves, either through compromise or by submission of the issue to a mutually agreed upon arbiter

- C. a grievance arising from within a program shall be first brought to the attention of the program director; if the decision reached by the program director is not satisfactory, appeal may then be taken to the program committee if one exists
- D. a grievance not arising from within a program, or an appeal from a decision of a program committee, may be brought, in the order stated, to the following levels of authority, each having the power to overrule or affirm the decision of the preceding level
 - 1. the executive board of the Council, which shall take action within twenty-one days of receipt of written notice of the appeal
 - 2. the floor of the Council in session at a regular meeting; fair notice shall be made to all parties affected by a decision to be made by the Council membership
 - a. the question may be debated, but not decided, at the meeting in which the issue is first raised
 - b. inclusion of the issue shall be made in the minutes of the meeting, which shall be published in the manner prescribed herein
 - c. the issue may then be raised, and a vote taken on the question, at the next regular meeting
 - 1. no appeal may be taken to a higher authority until the question has been resolved through any or all of the afore mentioned procedures at the Council level

IX. Amendment

- A. amendment of these bylaws shall require a two-thirds vote of the Council in session at a regular meeting
- B. the question of amendment shall be decided at a regular meeting only if
 - 1. at the immediately preceding regular meeting the text of the proposed amendment was read into the minutes, or the reading was dispensed with by unanimous consent, and
 - 2. the text of the proposed amendment was included in, or mailed with, the minutes of the immediately preceding regular meeting

STANDING ORDER #1: Adult assessment - Four dollars (\$4.00) each.

STANDING ORDER #2: Youth assessment - One dollar (\$1.00) each.

REVISED 2/11/97