

Mebane Running Club By-Laws

October 2011

I. TITLE

- A. The name of the association shall be “Mebane Running Club,” hereafter referred to as “this association” or “this organization” or the “MRC.”

II. OBJECTIVES

- A. The objectives of the association shall be the promotion and encouragement of running and the education of the public to its benefits.
- B. In furtherance of objective “A,” this association may hold championships, races and group runs on the road, trail or track, lectures, fun runs, education activities, demonstrations, clinics and social events. The association may print/publish books, magazines and newsletters; present awards; and do all other such things as may be conducive to the encouragement of running.
- C. Other objectives are to engage in health, fitness and general community activities in, but not limited to, the City of Mebane and surrounding Alamance and Orange Counties, and to publicize the benefits of running as a means of physical fitness.

III. AFFILIATION

- A. This association shall be a chapter of the Road Runners Club of America, and all measures adopted by that body must be considered by this organization.

IV. MEMBERSHIP

- A. Individuals who wish to participate in the activities of this organization shall submit an application for membership and annual dues. No person shall be denied membership based on race, ethnic background, gender or handicap.

V. GOVERNMENT

- A. The government of this association shall be vested in a Board of Directors consisting of five elected officers including a president, vice-president, secretary, treasurer, and social / events coordinator.
- B. QUALIFICATIONS OF BOARD MEMBERS:
 - 1. Must be current Mebane Running Club members.
 - 2. Should strive to promote running and the positive attributes of the Mebane Running Club in the local and surrounding community through leadership, outreach and club event participation. This includes regular attendance at group runs, social activities and board meetings, timely communication with fellow MRC and community members, and service to the club through leadership on committees and special projects.



C. DUTIES OF OFFICERS INCLUDE BUT ARE NOT LIMITED TO:

1. President

- to initiate the scheduling of and to preside over meetings
- to represent this association in the RRCA
- to communicate regularly with the MRC membership
- to establish and maintain relationships with community organizations which would include, but not be limited to: Mebane on the Move, Graham Parks and Recreation, the Mebane Woman's Club, area businesses, schools and civic or religious organizations interested in promoting running, fitness and general wellness
- to be responsible for club publicity and local media interactions
- to call any special meetings and to appoint committees and chairpersons thereof

2. Vice-President

- to assume the powers of the president in his/her absence and to take on special assignments as decided by the board
- to help promote the MRC through the ordering and distribution of marketing materials, such as shirts, logo materials and signage, and through the recruitment and leadership of the MRC Ambassadors

3. Secretary

- to record minutes at meetings, to keep a file of such minutes and, when requested by the president, to accept assignments involving correspondence and the keeping of records
- to provide meeting records and items of note for posting to the website and listserv emails

4. Treasurer

- to administer all financial dues and to have authority to sign or disburse necessary appropriations as directed
- to file annual taxes in compliance with all US non-profit regulations and RRCA membership guidelines

5. Social / Event Coordinator

- to respond to questions for race support and to represent the MRC, or find alternate, at race-related meetings
- to organize MRC social events and to promote fun outside of and in conjunction with running events
- to promote featured races and events for club members and to actively promote MRC participation with local race directors
- to appoint committees or event chairs in order to fulfill the duties of the role.



D. ELIGIBILITY - Officers may be elected to succeed themselves for a maximum of three consecutive terms in the same role.

E. TERM OF OFFICE

1. Initial term of office shall be eighteen months. Subsequent terms of office will be about one year beginning with or at the close of the first meeting of the calendar year.
2. Offices filled upon resignation shall also expire at the time of the first meeting of the calendar year.

F. ELECTION OF BOARD

1. Officers shall be elected in the last quarter of the calendar year. If deemed necessary, the board may appoint a nominating committee. Current members may self-nominate. All nominations must be submitted to the secretary two weeks prior to the start of the election period. All members will be made aware of the nominations via various means of communication (email, website, etc.)
2. Voting will take place via written ballot. Ballots will be prepared by the board or nominating committee and will be made available to the members at three different times and dates. Volunteers will keep a record of which members have already voted.
3. Results will be tallied by at least three members.

VI. LEADERSHIP

A. The leadership of the MRC shall also include the following appointed annual roles: Membership Coordinator, Training Coordinator, Web Coordinator and Outgoing Past President.

B. QUALIFICATIONS OF COORDINATORS

1. Must be current Mebane Running Club members.
2. Should strive to promote running and the positive attributes of the Mebane Running Club in the local and surrounding community through leadership, outreach and club event participation. This includes regular attendance at group runs, social activities and board meetings, timely communication with fellow MRC and community members, and service to the club through leadership on committees and special projects.

C. SELECTION OF COORDINATORS

1. Coordinators will be recommended for positions based upon self-nomination and / or suggestions by the nomination committee, with final selection by the nominating committee and / or board.



D. DUTIES OF COORDINATORS INCLUDE BUT ARE NOT LIMITED TO:

1. Membership Coordinator
 - to recruit and welcome new members and respond to membership inquiries
 - to prepare and distribute applications and membership cards
 - to maintain a database of all club members for utilization by the board and for communication annually to the RRCA.
2. Training Coordinator
 - to organize special training programs and workouts
 - to compile and distribute resources on training, workouts and injury prevention
 - to act as a coach and advisor to the New Runners' Program
3. Web Coordinator
 - to publish meeting minutes, race results and other pertinent information relating to the club via the MRC website, social media such as Facebook, Twitter or other applicable avenues, and the MRC email listserv
 - to maintain data files, artwork and photography for RRCA and MRC records
 - to communicate with the RRCA as needed
4. Outgoing Past President
 - to assist the board with transition into office
 - to provide support to the board when needed for continuity on projects or special events
 - to act as a general advisor to the club.

VII. PROCEDURAL REQUIREMENTS

- A. Parliamentary procedures will be carried on at meetings. Every effort will be made to discuss any measures coming before the group.
- B. A majority vote of members present is necessary to pass ordinary measures. All measures shall be deemed ordinary except those proposing a constitutional amendment.
- C. A quorum shall consist of a majority of elected officers plus two. No official meeting shall be held unless a quorum is present.
- D. Bylaws Amendments
 1. A bylaw amendment may be accomplished by two-thirds vote of the members present at the meeting.
 2. Only those who have been a member of the organization for 30 days prior to the proposal of such an amendment may vote upon such.
 3. All members must be notified at least 7 days prior to voting that bylaw amendments will be discussed and voted on.
- E. Meetings will be held at least once each quarter and more frequently if called for by the board



VIII. FINANCES

- A. Dues shall be as determined by a majority of the members present at a business meeting and shall not be changed more often than once per year.
- B. This is a non-profit organization. Dues, entry fees and other monies received by the organization will be spent entirely for carrying out the stated purposes of the organization.
- C. No part of the net earnings of the club shall inure to the benefit of its individuals.
- D. This organization shall be empowered to participate in fund-raising activities.
- E. This organization will submit a portion of the annual dues to the RRCA as membership in that body shall require.
- F. Board of Directors approval is required for any expenditure exceeding \$100. Approval may be gained through in person or electronic communication.

IX. DISSOLUTION - In the event of dissolution of this association the funds in the treasury, after all creditors have been paid, shall go to the Road Runners Club of America or another 501(c)(3) non-profit organization.

