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## Constitution

The Greater Framingham Running Club is formed for the promotion of recreational and competitive running, through sponsorship of fun runs, races and other running-related activities and for the comradeship that is to be derived from such an organization. It is open to all individuals.

### **By-Laws of the Greater Framingham Running Club, Inc.**

#### **ARTICLE I - NAME**

Section I The name of the organization shall be GREATER FRAMINGHAM RUNNING CLUB, INC.

#### **ARTICLE II - PURPOSE OF THE ORGANIZATION**

Section I The Greater Framingham Running Club is formed for the promotion of recreational and competitive running, through sponsorship of fun runs and other running-related activities and for the comradeship that is to be derived from such an organization. It is open to all individuals.

#### **ARTICLE III - OFFICERS**

Section I The officers of this club shall consist of a President, Vice President, Treasurer, Secretary, Membership Director, Activities Director, Grand Prix Director, Newsletter Editor, Web Director and Uniform Director. These officers comprise the Advisory Committee. Any other member of the Club can become a member of the Advisory Committee if a request is placed on the agenda for a Club meeting, followed by a majority vote at a Club meeting.

#### **ARTICLE IV - ELECTION OF OFFICERS**

Section I All officers shall be elected at the annual meeting by a majority vote of the members present and serve as such officers for a term of one year.

Section II The election and installation of new officers shall be the last item on the agenda at the annual meeting.

Section III The outgoing president shall turn over the gavel to the incoming president immediately following the election and all terms of office shall commence at that time.

Section IV In the event of a vacancy of any office, the same shall be filled at the next regular or special meeting of the club.

#### **ARTICLE V - DUTIES OF THE OFFICERS**

Section I The duties of the President are:

- a) To preside at all meetings, to enforce the rules of the club and to appoint committees. (The charge of committees appointed by the President shall be approved by a vote of the Club).
- b) To prepare the club meeting agendas and send them to the club via e-mail and also have them posted to the GFRC website, at least one week before the meeting.
- c) To cause notice of all club meetings.
- d) To maintain the club's constitution and by-law documents.
- e) To serve as the designated representative of the club, including communicating with media, businesses and other agencies with respect to club matters and official correspondence.
- f) To appoint auxiliary officers to perform specific delegated duties of the President, such as Historian, Grand Tree Director, etc.

Section II The duties of the Vice President are:

- a) To preside at all meetings in the absence of the President and to assume responsibilities of the Presidency at the President's request when he or she is not available.

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- b) To act as interim President until the next annual meeting election should the President's position be vacated for any reason.
- c) To answer prospective/new member/training run inquiries via the club's e-mail system.
- d) To ensure that running activities such as weekly track workouts, summer track meets and relay races are sufficiently organized. As needed, the Vice President will report on these activities at club meetings.
- e) To appoint auxiliary officers and or volunteers to perform specific delegated duties of the Vice President.

### Section III The duties of the Secretary are:

- a) To record the minutes of all meetings of the club and publish them to the mailing list and create an accessible archive
- b) To arrange for meeting minutes to be recorded in his or her absence
- c) To circulate meeting minutes to all Officers and any other interested parties for input prior to finalizing
- d) To receive scholarship nomination forms and provide copies to the Scholarship Committee with all identifying information redacted
- e) To appoint auxiliary officers to perform specific delegated duties of the Secretary

### Section IV The duties of the Treasurer are:

- a) To balance in a timely manner the club's financial reports/records and maintain files for same.
- b) To deposit in a timely manner all funds received in the club's financial accounts.
- c) To disburse in a timely manner all authorized funds from the club's financial accounts.
- d) To prepare and submit all club tax and informational returns by the required due dates.
- e) To submit the annual club budget, as authorized by the Advisory Committee, to the club for a vote at the December monthly meeting or prior.
- f) To present detailed reports of the club's financial activities at the annual meeting and semi-annually at a monthly meeting during the third quarter of the club's current fiscal year.
- g) To prepare and submit the required membership and insurance forms needed to purchase sufficient liability insurance and directors and officers insurance as determined by the Advisory Committee. Make certain that said insurance does not lapse and remains in full effect.
- h) Pre-approve and review all financial transactions over \$200 and all income producing programs before committing GFRC funds or its name.
- i) Allocate Give Back points in years for which there is a Give Back program.
- j) To appoint auxiliary officers to perform specific delegated duties of the Treasurer

### Section V The duties of the Membership Director are:

- a) To maintain the official roster of club members.
- b) To collect, record and forward to the treasurer all membership dues.
- c) To provide the Grand Prix Director with up-to-date membership lists, as needed.
- d) To maintain a file of the club's membership applications.
- e) To prepare the annual membership renewal solicitation and coordinate such with the Newsletter Editor
- f) Update/maintain FAQs for new member email and website
- g) Own and respond to emails for [info@gfrgrun.org](mailto:info@gfrgrun.org).
- h) Tabulate member referral points in years in which there is a Give Back program
- i) Send out membership list to all club members.
- j) To appoint auxiliary officers to perform specific delegated duties of the Membership Director

### Section VI The duties of the Activities Director are:

- a) To coordinate the official club activities schedule with events which include, but are not limited to, fun runs, host runs, monthly meetings, post-race activities, guest presenters or speakers and any other recreational and social activities desired by club members.
- b) To prepare the monthly Activities Calendar for publication in the newsletter.
- c) To appoint auxiliary officers to perform specific delegated duties of the Activities Director

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### Section VII The duties of the Grand Prix Director are:

- a) To designate and cause to be publicized the schedule of road races which comprise the Greater Framingham Running Club Grand Prix schedule of road races.
- b) To determine the system for awarding Grand Prix points.
- c) To report the results of the Grand Prix races for publication in the newsletter.
- d) To maintain the up-to-date standings of the Grand Prix and cause those standings to be publicized to the general membership of the club.
- e) To appoint auxiliary officers to perform specific delegated duties of the Grand Prix Director

### Section VIII The duties of the Newsletter Editor are:

- a) To edit material submitted for publication in the newsletter.
- b) To publish the monthly newsletter, including via e-channels.
- c) To distribute the monthly newsletter.
- d) To appoint auxiliary officers to perform specific delegated duties of the Newsletter Editor, such as Circulation Manager and e-Newsletter Distributor.

### Section IX The duties of the Web Director/Director of New Media are to:

- a) To maintain and update the Club's website as needed and on a timely basis. Including but not limited to: updating top-level page and monthly calendar, adding photos and results to non-GP race results section, and creating new web sections as required.
- b) To interface with the Club's web hosting company and recommend change of host or contract as needed. Resolve any web or mailing list issues with web hosting company.
- c) To prevent expiration of the ownership of the Club's domain name.
- d) To maintain the Club's e-mail distribution list(s), including approving any requests for addition to the list based on the current membership list.
- e) To apply any future new media to the Club's communication and visibility to the outside world, as may be appropriate.
- f) To appoint auxiliary officers to perform specific delegated duties of the Web Director/Director of New Media

### Section X The duties of the Uniform Director are to:

Make purchases of quality club garments within limits of approved budget.

- a) Maintain a stocked inventory of club uniforms, including ordering based on member needs, recommend periodic updating, set uniform prices.
- b) Select and secure vendors for uniform purchases and silk screening; negotiate fair pricing for purchases and services from vendors.
- c) To appoint auxiliary officers to perform specific delegated duties of the Uniform Director.
- d) Oversee the distribution of purchased running apparel to club members. Distribution methods include: member pick-up at club events or at an agreed upon location, pick-up by member, dropoff by the Uniform Director or via US mail for those members residing outside the Metrowest area.
- e) All other duties that one would normally associate with club uniform and paraphernalia procurement, sale and distribution.

### Section XI The duties of the Advisory Committee are:

- a) To meet as needed to formulate recommendations on any changes in club policy or operations.
- b) To present such recommendations as agenda items to be voted upon by the membership.
- c) To propose a slate of prospective nominees for elected officers before the annual meeting.
- d) To receive and examine the proposed annual budget prior to presentation to the membership for approval.
- e) To approve non-budgeted expenditures of modest amounts that require authorization before a vote at a regular meeting is possible.
- f) To review and approve all auxiliary officer appointments

### Section XII The duties of the Social Media Director are:

- a) Posting reminders of upcoming activities on social media outlets
- b) Posting photos from our events on social media outlets
- c) Through social media outlets, promote the GFRC, membership, and involvement of activities the GFRC organizes and participates in.

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## **ARTICLE VI - MEMBERSHIP**

Section I Anyone who is interested in the activity of running is eligible for membership and shall be admitted membership upon remittance of one year's dues, and the submission of a completed application form.

Section II Upon receipt of proper dues payment and signed application form, the member, or designated family member or members shall, thereafter, be covered by the club's insurance policy and entitled to all privileges of membership.

Section III: Membership runs from April 1 - March 31. Dues are payable by April 1, with a grace period up to May 31. If dues are not paid in full by June 1, membership and all privileges relating to it will be terminated. The join date for lapsed members renewing after May 31st will be the date of renewal.

## **ARTICLE VII - MEETINGS**

Section I A minimum of four (4) regular meetings will be held per year at a time and place to be announced.

Section II Ten percent of the club in attendance at a club meeting shall constitute a quorum for the purposes of voting.

Section III Special meetings of the club may be called by a majority vote of the Advisory Committee, with such request directed through the President. The Secretary shall notify the membership of the date, time and place of the meeting.

Section IV The September meeting will be the annual meeting.

## **ARTICLE VIII - PROCEDURE FOR ENTERING MEETING AGENDA ITEMS**

Section I Members will submit items for the agenda to the President.

Section II The President will send the agenda to the club via e-mail and also have it posted to the GFRC website, at least one week before the meeting..

## **ARTICLE IX - ORDER OF BUSINESS**

Section I All meetings will be conducted in accordance with accepted parliamentary procedure, i.e. Robert's Rules of Order.

## **ARTICLE X - LIMITATIONS ON THE POWER OF OFFICERS**

Section I No officer or group thereof, shall have the power to act for the club, or to extend its monies, unless such act has been authorized by a majority of the vote at a regular meeting.

## **ARTICLE XI - RECORDS**

Section I The membership list and organizational documents of the club shall be made available to any and all members, for inspection upon written request for same, and will be made available in a timely fashion.

## **ARTICLE XII - BY-LAW CHANGES**

Section I Amendments to the By-Laws may be made only upon the submission of a written request, signed by ten or more members, to the President. The President will then submit the proposed amendments at the next regular meeting, or at a special meeting.

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Section II Amendments to the By-Laws require a two-thirds vote of the members present at a club meeting.