

Fremont Elite Roadrunners Club Constitution and By-Laws Approved
October 2008

CONSTITUTION OF THE FREMONT ELITE RUNNERS CLUB

I. NAME

The name of this club shall be The Fremont Elite Runners Club, hereafter referred to in this document as "FERC". It shall be proper to use the initials FERC as an abbreviation of the Club's proper name.

II. ADDRESS

P.O. Box 202
Fremont, Ohio 43420

III. PURPOSE

The objective of this Association is to promote physical fitness and health through running, jogging, and walking. To sponsor and organize running and jogging events with our main concern for the safety and education of the runners and joggers.

IV. AFFILIATION

This Club shall be affiliated with The Road Runners Club of America.

V. MEMBERSHIP

The only requirement for membership shall be the payment of dues.

VI. OFFICERS -

The officers of this Club shall be the President, Vice-President, Secretary, and Treasurer, Immediate Past President.

The following shall be by Appointment if necessary: Membership Secretary, Race Schedule Coordinator(s), Equipment Coordinator(s), Race Course Coordinator(s), Race Management Coordinator(s), Volunteer Coordinator(s), Legal Advisor, Six Members-At-Large, Newsletter Editor(s), Circulation Coordinator(s), Web Site Coordinator(s) and Public Relation Coordinator(s).

All are elected with the exception of the Vice President, Immediate Past President, Membership Secretary, Race Schedule Coordinator(s), Race Management Coordinator(s), Race Course Coordinator(s), Equipment Coordinator(s), Volunteer Coordinator(s), Legal Advisor, Newsletter Editor(s), Circulation Coordinator(s), Web Site Coordinator(s) and Public Relations Coordinator(s).

The Vice President shall be appointed by the President.

There shall be an Executive Committee consisting of the President, Vice-President, Secretary, Treasurer, and the Immediate Past President. The members of the Executive Committee shall meet prior to the beginning of the Calendar year to appoint the Race Schedule Coordinator(s), Equipment Coordinator(s), Race Course Coordinator(s), Race Management Coordinator(s), Volunteer Coordinator(s), Legal Advisor, Newsletter Editor(s), Circulation Coordinator(s), Web Site Coordinator(s) and the Public Relation Coordinator(s).

As to the Membership Secretary, the Executive Committee shall meet prior to September 1 of each calendar year to appoint the Membership Secretary whose term of office shall be from September 1 through August 31.

The Executive Committee may, at their meetings, create other positions and name individuals to those positions when the Executive Committee decides that these positions will be of benefit to FERC.

Those who are appointed by the Executive Committee shall serve for 12 months and shall serve at the pleasure of the Executive Committee. They are subject to removal if in the opinion of the Executive Committee, their performance is unsatisfactory.

To remove an officer because of unsatisfactory performance, the Executive Committee shall first meet to discuss that officer's performance and if the decision is made to remove that officer, then the Executive Committee shall meet with the Six Members-At-Large to further discuss that officer's performance.

To remove the officer from his/her position, the Executive Committee and the Members-At-Large shall vote for or against removal from office. A two-thirds (2/3) vote of those

present at the meeting is required before an officer can be removed from office for unsatisfactory performance.

VII. ELECTION AND APPOINTMENT OF OFFICERS

Officers to be either appointed and / or nominated, elected and serve must be members who are current in their payment of dues and who are 18 or older when they take office. Nomination of officers shall take place at the October and November meetings. A person may nominate themselves for an office or be nominated by another member. No second is needed for the nomination of officers. Officers shall be elected by a secret ballot and by majority vote of those present at the November meeting. Officers will be elected for a period of one (1) year and will assume office on January 1. All officers may run for as many consecutive terms as they desire.

VIII. VOTING ELIGIBILITY

An eligible voter must be a paid up member of this Club at the time of the voting to participate in any Club voting.

IX. MEETINGS

Meetings will be held on the date set by the President. The President will also determine the location of the meeting. A meeting will be held in November for the election of officers. These meetings shall be open to all members. The President can call Executive Committee meetings without prior notice.

X. FINANCES

This Club is a nonprofit organization. Dues, entry fees, and other monies received by this Club will be spent entirely for carrying out the stated purpose of this Club. Members of the Executive Committee may spend up to \$100.00 of club funds for the benefit of the club. Any expenditure over \$100.00 shall be approved by the majority of the executive committee. The Club's books and records and all required income tax returns shall be kept or made on the calendar year basis.

There shall be an audit of the Club's financial records made biannually or sooner if required by the Board by an independent C.P.A.

XI. AMENDING THE CONSTITUTION

Upon adequate notice given to the membership with adequate notice being defined as notice in one (1) monthly newsletter, this Constitution may be amended by a two-thirds (2/3) vote of the membership in attendance at any official Club meeting open to the general membership.

The monthly newsletter shall be mailed to the membership at least 14 days prior to the meeting at which the Constitution is to be amended.

XII. DISSOLUTION

In the event of dissolution of this Club, the funds in the treasury, after all creditors have been paid, shall be paid to The Road Runners Club of America.

BY-LAWS OF THE FREMONT ELITE RUNNERS CLUB

ARTICLE I _ MEMBERSHIP

1. ACTIVE MEMBERSHIP

Active membership requires payment of annual dues and can start at any time of the year. All active memberships expire after December 31.

2. DUES

\$5.00 for yearly single membership. For students under 18 years of age, a single membership is free.

3. HONORARY MEMBERSHIP

A majority of members present at a regular Club meeting may vote honorary membership upon anyone nominated for honorary membership. Honorary members must sign a membership renewal form yearly.

ARTICLE II _ DUTIES OF OFFICERS

1. PRESIDENT

To preside over meetings, to represent this Club to The Road Runners Club of America, to call special meetings when needed, to appoint a Vice-President and to call Executive Committee meetings.

2. VICE PRESIDENT

To assume the powers of the President in his/her absence and to perform special assignments as requested by the President.

3. SECRETARY

To record the minutes at meetings, to keep a file of the minutes of the previous monthly meetings, to present the minutes of the previous monthly meeting at regular meetings, to accept correspondence assignments and keep records of same.

4. TREASURER

To have authority to sign or disburse necessary appropriations as directed by the President, to keep records of Club expenditures and income, to present a review of the club finances for the previous month at regular monthly meetings.

5. MEMBERS-AT-LARGE

To represent the general membership's best interests at all regular Board meetings.

6. EXECUTIVE COMMITTEE

To appoint members to the following position:

1. Membership Secretary
2. Race Schedule Coordinator(s)
3. Equipment Coordinator(s)
4. Race Course Coordinator(s)
5. Race Management Coordinator(s)
6. Volunteer Coordinator(s)
7. Legal Advisor
8. Newsletter Editor(s)
9. Circulation Coordinator(s)
10. Website Coordinator(s)
11. Public Relation Coordinator(s)
12. Any other coordinators as needed.

7. MEMBERSHIP SECRETARY

To process all renewal and new memberships, to keep a file of all Club members, to supply race directors with a personnel assistance list upon request.

8. RACE SCHEDULE COORDINATOR(S)

To coordinate area race schedule, to notify the President of races without race directors and obtain certain park permits as needed.

9. EQUIPMENT COORDINATOR(S)

To store, maintain, and disburse equipment for all races including equipment rentals.

10. RACE COURSE COORDINATOR(S)

To advise race directors on new and available courses, to oversee measurement or certification of courses, to keep a permanent file recording course measurements.

11. RACE MANAGEMENT COORDINATOR(S)

To work with the community in organizing new events; to maintain the level of quality and safety in accordance with RRCA and U.S.A. Track and Field standards at all races in which the Club is involved by assuring the presence of proper management and staffing.

12. VOLUNTEER COORDINATOR(S)

To obtain and maintain a list of prospective volunteers and coordinate those volunteers with the Club's needs and requirements.

13. LEGAL ADVISOR

To advise and or work with the Board on any legal subject or project so requested.

14. CIRCULATION COORDINATOR(S)

To be responsible for securing volunteers and obtaining a site for the collating and mailing the mailing the newsletter. This will include inserting the inserts, applying the address labels and delivering the newsletter to the post office.

15. NEWSLETTER EDITOR(S)

To assemble, or arrange to have assembled, articles and news items pertinent to this Club or publication in the Club's monthly newsletter. To prepare or arrange to have prepared the newsletter for mailing. The January and February newsletter will be combined into one issue.

16. WEBSITE COORDINATOR(S)

To maintain the Club's Website

17. PUBLIC RELATIONS COORDINATOR(S)

To utilize the TV and print media in order to accentuate the positive image of the Club among the general public.

ARTICLE III - STANDING POLICY

1. REPORTS

The Treasurer, Membership Secretary and Secretary shall give their reports at each regular Club meeting.

2. CLUB AWARDS

There shall be an award ceremony at the beginning of each year where Club members and others shall be recognized for their outstanding achievements or service for the previous year.

3. DIRECTOR'S RESPONSIBILITY

It will be up to the individual race directors to secure all material for their events.

4. MAILING LIST

The Club's mailing list will not be given to any organization for any purpose without a majority vote by those members in attendance at a regular Club meeting.

5. FILES

All files and FERC equipment used by officers in the performance of their duties will be passed on to the officers who succeed them.

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Updated April 2016