

BYLAWS OF THE BELLEVILLE RUNNING CLUB



TABLE OF CONTENTS

TABLE OF CONTENTS	1
I. NAME	1
II. PURPOSES	1
III. ORGANIZATION	1
IV. MEMBERSHIP & DUES	1
V. OFFICERS AND DIRECTORS	2
VI. COMMITTEES	3
VII. CLUB MEETINGS	4
VIII. AMENDMENTS	5
IX. DISSOLUTION	5

I. NAME

The name of this organization shall be the "Belleville Running Club," hereinafter referred to as the "BRC".

II. PURPOSES

The BRC is formed for the following purposes:

- A. To promote and encourage running as a sport and as a means of healthful exercise in our community.
- B. To promote and conduct races or other activities.
- C. To disseminate information through flyers, presentations, meetings, and educational programs.
- D. To offer opportunities for organized and informal socializing by members.

III. ORGANIZATION

- A. The BRC shall be a running club based in the city of Belleville, Illinois.
- B. The BRC shall work cooperatively with other local organizations with similar goals.
- C. The BRC shall maintain membership in the Road Runners Club of America (Herein referred to RRCA), or other national organization of running clubs, and work cooperatively with the other member clubs.

IV. MEMBERSHIP & DUES

- A. General
 1. Application shall be made on forms provided by the club.
 2. Dues shall accompany an application for membership.
 3. Payment of dues shall be the only requirement for full membership.
 4. Memberships are valid from receipt of payment through December 31st of the same calendar year.
 5. Memberships of those who join after October 1st will automatically be extended to the following calendar year.

BYLAWS OF THE BELLEVILLE RUNNING CLUB



6. No discounted or reimbursed fees shall be allowed for membership.
 7. No refund of dues will be made for any reason to any member upon separation from the BRC.
 8. The BRC board reserves the right to review and adjust membership dues in order to cover the normal operating expenses of the BRC.
 9. Membership in the BRC shall not be restricted on the basis of race, religion, sex, age, or running ability.
- B. Membership dues shall be assessed annually according to the following classes:
1. Single membership--\$25 (\$110 for 5 year membership);
 2. Family membership (two or more related family members in same household)--\$46 (\$205 for 5 year membership);
 3. Student membership--\$10.

V. OFFICERS AND DIRECTORS

- A. There shall be a Board of Directors to manage the affairs of BRC and to carry out the objectives and purposes for which BRC is organized.
- B. The Board of Directors shall consist of nine members elected from the full membership, four of whom will serve as officers and five of whom will serve as standing committee chairs.
- C. The officers of the board shall be president, vice president, secretary, and treasurer.
- D. The duties of the Officers shall include, but not be limited, to the following:
1. President:
 - i. Preside at all BRC meetings;
 - ii. Oversee BRC operations;
 - iii. Act as primary liaison to the community;
 - iv. President shall delegate responsibilities of club merchandise as needed.
 - v. Collaborate with the treasurer to prepare an annual budget of income and disbursements.
 2. Vice-President:
 - i. Act in place of the president as necessary;
 - ii. Succeed the president if necessary;
 - iii. Oversee action of standing committees;
 - iv. Oversee equipment concerns;
 3. Secretary:
 - i. Record minutes of board meetings and distribute them to board members before their next meeting;
 - ii. Provide minutes for publication;
 - iii. Maintain website content;
 - iv. Maintain official BRC logo;
 - v. Maintain all communications;
 4. Treasurer
 - i. Maintain all financial accounts;
 - ii. Assume responsibility for all deposits of funds;
 - iii. Issue all checks for payment of properly executed claims;

BYLAWS OF THE BELLEVILLE RUNNING CLUB



- iv. Keep orderly, current, accurate records of all funds received and disbursed;
- v. Provide a synopsis of expenditures and income at each board meeting;
- vi. Provide a written accounting of the financial status of the BRC annually;
- vii. Work with the president and the board to draw up a budget;
- viii. Designate the dollar amount threshold for Board member expense requests.
- ix. Collect membership fees.

- E. The Board of Directors is ultimately responsible for
1. Carrying out the provisions of these bylaws;
 2. Coordinating and supporting the activities of the standing committees;
 3. Ensuring the financial solvency of the BRC;
 4. Supervising and approving the BRC budget;
 5. Ensuring the equitable distribution of funds and efforts among the various activities coordinated by the BRC, including but not limited to the issues of race sponsorship and charitable donations;
 6. Maintaining the good standing of the BRC within the community.
- F. Board members shall be elected for two-year terms. There is no limit on the number of terms a board member can serve. Terms begin in January.
1. Nomination of new Board members will occur at the November meeting. Elections will take place the beginning of December. New appointees shall assume responsibilities in January.
 2. President or Vice President (whomever is not seeking re-election) will handle responsibilities of election procedures.
- G. Board members will serve staggered terms. They will be elected in blocks of four and five in alternate years. Those nominees receiving the highest vote totals are elected to fill the vacant seats.
- H. The president can appoint new board members, after consultation with the board, if a member leaves.

VI. COMMITTEES

- A. General rules.
1. Appointing authority. The president has sole authority to appoint the chairperson of any newly created committee. The chairperson of each committee has sole authority to appoint members of a committee, fill vacancies, and release any committee member(s) (with or without cause) from further duty; however, the board may, by majority vote, deny one or more of those actions.
 2. Quorum and manner of acting. A majority of a committee constitutes a quorum, and the act of a majority of the members present at a meeting at which a quorum is present is the act of the committee. Each committee may adopt rules for its own governance not inconsistent with these bylaws or with rules adopted by the board.
- B. Permanent (“standing”) Committees. The BRC’s permanent committees shall be as follows:
1. Membership Committee. The functions include, but are not limited to the following:
 - i. Maintain an accurate membership roll;
 - ii. Provide membership information to the community;
 - iii. Recruit new members;

BYLAWS OF THE BELLEVILLE RUNNING CLUB



- iv. Submit membership role to RRCA annually each January for club insurance purposes.
 - v. Submit application for Runner Friendly Community and maintaining active participation in Runner Friendly Community activities.
 2. Group Run Committee. The functions include, but are not limited to the following:
 - i. Coordinate all group runs;
 - ii. Coordinate additional running events;
 - iii. Coordinate any post-run social events.
 - iv. Coordinate trash pickup, etc. to fulfill the BRC's responsibilities for the City of Belleville's Adopt a Trail program;
 3. Public Relations Committee. The functions include, but are not limited to the following
 - i. Promote the BRC and BRC events through the media;
 - ii. Act as a liaison between the BRC and community race directors on issues of scheduling, race assistance, etc.;
 - iii. Arrange monthly meeting location and details.
 4. Special Events Committee. The functions include, but are not limited to the following:
 - i. Coordinate the BRC's involvement in such special events as the Belleville Chili Cookoff etc.
 - ii. Provide nonrunning activities for the community and the general membership such as banquets, volunteer events, etc.;
 5. Training Committee.
 - i. Coordinate all training sessions (Speedwork, Beginner's 5K Training, Half/Full Marathon Training, etc.);
- C. Other committees and support groups. Other committees and support groups include: (a) operational, ongoing or annual functions and programs not designated as permanent in these bylaws, and (b) ad hoc committees such as task forces and special panels.
1. Creation and dissolution. Committees not otherwise listed in these bylaws are formed and/or dissolved by a majority vote of the board. The board may take this action based on the recommendation of the president, a BRC member, or through its own deliberations.
 2. Terms. All committees formed by the board continue until the January meeting, unless dissolved sooner by the board. After that January meeting, all committees, other than the permanent committees, are either reauthorized by the board or allowed to terminate.
 3. The board is to be kept informed of the activities and progress of each group and has oversight duties only in regard to the final outcome (approval, acceptance or rejection, ratification, etc.). Outcomes that do not meet with board approval may be returned to the group for justification, reconsideration, or further work as needed.

VII. CLUB MEETINGS

- A. Annual Meeting. The Annual Meeting of the BRC shall be held once each calendar year in January. The date and location of the meeting shall be determined by a majority vote of the Board of Directors and shall be announced at least one (1) month in advance. At this time, new board members will be installed and the budget will be reviewed and ratified.
- B. Regular Meetings. The BRC shall hold meetings at least four times a year and more frequently if called by the President. The date and location shall be announced at least twenty days in advance by the board of directors.

BYLAWS OF THE BELLEVILLE RUNNING CLUB



- C. All club meetings are open to the public.
- D. Quorum. A simple majority of the Board of Directors shall constitute a quorum for the transaction of business. Each member of the Board shall be entitled to vote and the act of the majority of those present at the meeting at which there is a quorum shall be the act of the Board.
- E. Order at Meetings. Robert's Rules of Order shall govern the proceedings at all Board meetings when not inconsistent with these Bylaws. The order of business at all regular meetings of the Board of Directors shall be as follows:
1. Action on minutes of last meeting
 - i. Minutes shall be published on the club's website for public review. If minutes do not contain votes on club spending and/or event organization, the minutes may be posted on the club's website before the next club meeting else the minutes must be approved at the following meeting.
 1. Treasurer's report
 2. Reports, if any, of any other officers
 3. Old business
 4. New business
 5. Adjournment
- F. The Board of Directors shall not be restricted from meeting privately outside of the Club Meetings in preparation for Club Meetings but shall not conduct any official business at such meetings.

VIII. AMENDMENTS

Amendments to the bylaws require approval of two-thirds of the voting membership.

IX. DISSOLUTION

In the event of pending dissolution of the BRC, the BRC's founders shall be given the opportunity to re-establish the BRC using the name, logos, etc in existence prior to the official organization of the BRC according to these bylaws. In the event that the BRC's founders choose not to execute this right and the BRC were to dissolve, the funds in the treasury, after all creditors have been paid, shall go to a 501C(3) organization as determined by the Board of Directors.

Adopted on March 12, 2012

Amendment Changes / Additions

- Amendment 1 was adopted on 01/24/15. The amendment made the following changes:
 - Section IV, A, 1 – Revised partial year membership;
 - Section IV, B – Added 5 year membership fees;

BYLAWS OF THE BELLEVILLE RUNNING CLUB



- Section V, F – Simplified description of election process;
- Section VI, B – Added Training Committee and Special Events Committee
- Section VII – Changed the month of the annual meeting from December to January.

- Amendment 2 was suggested on 04/21/22. The amendment made the following changes:
 - Section II, C – Deleted newsletter;
 - Section III, C – Herein referred to RRCA
 - Section IV, B, 1 & 2 – Increased membership dues;
 - Section V, B – Updated number of Board and Standing Committee positions;
 - Section V, D, 1, iv – Added merchandise discretion to President responsibilities;
 - Section V, 3, iii – Deleted newsletter publications;
 - Section V, 3, iii – Added Secretary responsibility;
 - Section V, D, 4, vi – Changed report time from annual meeting to annually;
 - Section V, D, 4, viii – Added Treasurer responsibility;
 - Section V, F, 1 & 2 – Added election timeline;
 - Section VI, A, 2 – Deleted length of service of committee members;
 - Section VI, B, 1, iv – Deleted maintaining race statistic;
 - Section VI, B, 1, iv – Added RRCA application to committee responsibilities;
 - Section VI, B, 1, v – Deleted ordering and distributing BRC merchandise;
 - Section VI, B, 1, v – Added Runner Friendly Community application to committee responsibilities;
 - Section VI, B, 2, iv – Moved trail trash pick responsibilities from Special Events to Group Run Committee;
 - Section VI, B, 1, v – Deleted ordering and distributing BRC merchandise;
 - Section VI, B, 1, v – Added Runner Friendly Community application to committee responsibilities;
 - Section VI, B, 3, iv – Added Public Relations responsibility;
 - Section VI, B, 4, i – Moved trail trash pick responsibilities from Special Events to Group Run;
 - Section VI, B, 4, i – Deleted River to River and out of town trip responsibilities;
 - Section VI, C, 2 – Changed annual meeting to January meeting;