

CONSTITUTION AND BY-LAWS  
CENTRAL VERMONT RUNNERS

ARTICLE ONE      TITLE

The name of the club shall be the Central Vermont Runners.

ARTICLE TWO      PURPOSES

Section 1      The prime object of this club shall be the promotion and encouragement of physical fitness through running.

Section 2      The club proposes to provide opportunities for non-competitive running, education, road or track races, newsletters and social events which will be conducive to the encouragement of running.

Section 3      The club intends to do this in cooperation with area schools, clubs, and organizations with a minimum of regulation and control.

ARTICLE THREE    MEMBERSHIP

Section 1      The only requirement for membership shall be payment of dues.

Section 2      By payment of dues the individual shall be a member from April 1<sup>st</sup> to March 31<sup>st</sup>.

ARTICLE FOUR    DUTIES OF A MEMBER

A member shall be responsible, insofar as he/she is capable, to serve the club from time to time in some capacity when requested to do so, and to conduct himself in such a manner as to further the purpose and reputation of the club.

ARTICLE FIVE    TERMINATION OF MEMBERSHIP

Section 1      A member may resign at any time by notifying the President in writing. No refund of paid dues will be granted.

Section 2      If a member fails to pay his/her dues by the 1<sup>st</sup> of June, membership shall end.

Section 3      If in the opinion of the Executive Committee, a member has conducted him/herself in a manner detrimental to the purposes of the club, and/or the welfare and reputation of its members, his/her name may be brought up for a vote of dismissal. Such a vote will require a  $\frac{3}{4}$  majority of the Executive Committee to be effective. A refund of dues will not be granted if such a vote is passed.

ARTICLE SIX      AFFILIATION

The club may affiliate with any local, regional or national organization or organizations which the club members approve by a majority vote at a business meeting.

ARTICLE SEVEN   MANAGEMENT OR GOVERNMENT

Section 1      The management of this club shall be the President, Vice President, Secretary, Treasurer and other members of the Executive Committee.

Section 2      They shall be elected by a majority vote of members present at an annual meeting.

Section 3      The term of office shall be one year, from the date of the annual meeting to the following annual meeting.

Section 4      The President and Vice President may be elected to succeed themselves once.

Section 5 If a vacancy in these positions through resignation or other circumstances occurs, a member shall be chosen as a replacement by the Executive Committee for the completion of the remaining term.

## ARTICLE EIGHT BUSINESS MEETINGS AND PROCEDURAL REQUIREMENTS

Section 1 At least one business meeting of the club members shall occur during each fiscal year. The business meeting at which officers are elected is referred to as the annual meeting.

Section 2 All special or other meetings will be called by the President or Executive Committee by notifying the members two weeks in advance whenever possible.

Section 3 A majority vote of the members present is necessary to pass ordinary measures. All measures shall be deemed ordinary except those proposing a constitutional and/or bylaw amendment.

Section 4 A quorum shall consist of 5% of the membership. The membership number used shall be the latest number provided by the membership coordinator. No official meeting shall be held unless a quorum is present.

Section 5 Constitutional and/or By-law amendment.

A constitutional and/or by-law amendment may be accomplished by  $\frac{3}{4}$  vote of the members present at an official meeting. Notification must be given to publishing the proposed changes in a newsletter at least 10 days prior to an official meeting.

## ARTICLE NINE FINANCES

Section 1 Dues shall be determined by a majority of the members present at an official meeting and shall not be changed more often than once a year.

Section 2 The fiscal year shall start on April 1<sup>st</sup> and end on March 31<sup>st</sup>.

Section 3 This is a non-profit organization. Dues and other monies received by the organization will be spent entirely for the operation and stated purpose of the organization.

Section 4 No part of the net earnings of the club shall inure to the benefit of its individuals.

Section 5 Members using club funds for any purpose shall give a full and detailed record of expenditures to the treasurer. The treasurer shall be satisfied with such report before acceptance.

Section 6 The club will require Executive Committee approval before sponsorship or participation in a fund-raising activity for other non-profit organizations.

Section 7 Fees required for affiliation in a local, regional, or national organization or organizations shall be voted upon by the membership at the business meeting.

Section 8 Other expenditures shall be approved by the treasurer or as voted at a business and/or special meeting.

Section 9 A written fiscal statement of the club's assets, liabilities and other expenditures shall be reported to the membership at the business meeting and published in the newsletter.

## ARTICLE TEN DUTIES OF THE PRESIDENT

The President shall:

- a. Preside at all club meetings at which he/she is present.
- b. Call special meetings by notice to members.
- c. Be chairperson of the Executive Committee.
- d. Appoint other chairpersons and delegate appropriate duties and responsibilities to them.
- e. Have authority to sign checks in the absence of the treasurer.

- f. Ensure that all members are notified in advance of all meeting dates, time and place.

#### ARTICLE ELEVEN DUTIES OF THE VICE PRESIDENT

The duties of the Vice President shall be:

- a. Perform the duties of the President in his/her absence.
- b. Be a member of the Executive Committee.
- c. Assist the treasurer in collection of all bills due to the club.
- d. Other duties as may be assigned.

#### ARTICLE TWELVE DUTIES OF THE SECRETARY

The duties of the secretary shall be:

- a. Keep minutes of all club meetings.
- b. Respond to all correspondence and notices.
- c. Be a member of the Executive Committee.
- d. Keep the constitution and by-laws available and warn the Executive Committee of any possible infraction.

#### ARTICLE THIRTEEN DUTIES OF THE TREASURER

The Treasurer shall:

- a. Open a checking account in the club's name.
- b. Have authority to collect, receive and deposit funds and sign checks and make disbursements.
- c. Keep a clear record of all receipts and disbursements and submit a report to the membership at its business meeting.
- d. Inform the Executive Committee, on request, of any unpaid bills owed to the club.
- e. Oversee the collection of dues and other monies owed to the club.
- f. Oversee the order of equipment as requested by the club.
- g. Be a member of the Executive Committee.

#### ARTICLE FOURTEEN EXECUTIVE COMMITTEE

There shall be an Executive Committee consisting of the President, Vice-President, Secretary, Treasurer, the most recent past president, and may also include up to 2 additional at large members.

#### ARTICLE FIFTEEN OTHER COMMITTEES

Chairpersons of committees and additional positions shall be appointed by the President. Committees shall have as many members as the Chairperson deems necessary. The need for committees/positions may change over time, but committees/positions may include:

- a. Race Committee(s).
- b. Nominating Committee.
- c. Newsletter Editor.
- d. Membership Coordinator.
- e. Webmaster.
- f. Publicity Director.
- g. Special Committees appointed by the President.

#### ARTICLE SIXTEEN DUTIES OF THE EXECUTIVE COMMITTEE

The duties of the Executive Committee shall be:

- a. To conduct all club business between meetings.
- b. To carry out functions, activities, and resolutions voted on by the club membership.

ARTICLE SEVENTEEN DUTIES OF THE NOMINATING COMMITTEE

The duties of the nominating committee shall be:

- a. Present a proposed slate of officers to be voted on at the annual meeting.
- b. Nominate up to 2 additional individuals to serve as at large members of the executive committee for the coming year.

ARTICLE EIGHTEEN DUTIES OF THE NEWSLETTER EDITOR

The newsletter editor shall:

- a. Publish a newsletter at least twice during the fiscal year.
- b. Publish a treasurer's report once during the fiscal year.
- c. Publish a membership listing once during a fiscal year.

ARTICLE NINETEEN DISSOLUTION

In the event of dissolution of this club, the funds in the treasury, after all creditors have been paid, shall be contributed to another 501 (c) (3) organization or organizations, as the Executive Committee shall determine.

ARTICLE TWENTY RATIFICATION

These articles containing the constitution and by-laws shall be passed by a  $\frac{3}{4}$  majority of the membership present at the first business meeting.

Adopted 17 March 1980  
Revised 26 August 1981  
Revised 29 April 1986  
Revised 14 January 2000  
Revised 18 March 2007