



## **ARTICLE I - NAME**

This organization shall be known as the Metro Milers, hereinafter known as Metro Milers.

## **ARTICLE II - PURPOSES**

The Metro Milers is formed for the following purposes, without regard to race, sex, color, religion, national origin, ancestry, and age, physical or mental handicap:

- A. To promote and encourage running and walking through the education of the community on the benefits of physical fitness and sport
- B. To promote and conduct races or other running activities, social events and to do all such things conducive to the encouragement of running, walking and better physical fitness for all individuals of all ages and both sexes

## **ARTICLE III - MEMBERSHIP**

### **A. General**

1. Application shall be made on forms provided by the club.
2. Dues shall accompany an application for membership.
3. The only requirement for full membership shall be the payment of dues.
4. Annual memberships are valid from January 1<sup>st</sup> through December 31<sup>st</sup>.

### **B. Classes**

1. Individual Membership.
  - a. Individual members shall pay the dues of \$15.00 per year.
  - b. Conversion to a family membership may be effectuated by paying the difference in dues.
2. Family Membership.
  - a. Family memberships shall pay the dues of \$25.00 per year.
  - b. A family shall be classified as a married couple.
3. Student Membership.
  - a. Student members shall pay the dues of \$10.0 per year up to 21 years old

### **C. Reimbursement**

1. Club members shall receive reimbursement from the club for race fees during the calendar year only if the requirements are met. Maximum amount reimbursed per member will be determined by the board annually.
  - a. Members must be an active member with all current dues paid.
  - b. Members must have attended one monthly club meeting and/or volunteer at a club event.
  - c. Club member must wear a club singlet and/or appeal during the race.

#### **ARTICLE IV – METRO MILERS MEETINGS**

- A. Annual Meeting. The Annual Meeting of the Metro Milers shall be held once each calendar year. 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.
- B. Monthly Meetings. Board of Directors meetings will be held once each month and more frequently if called by the President. The meetings shall be announced at least 1 week in advance. All monthly meetings shall be open to all club members; and club members may speak and vote.
- C. 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.
- D. 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
    - A. Minutes shall be published on the club's website for public review. If minutes do not contain votes on club spend 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.
  - 2. Treasurer's report
  - 3. Reports, if any, of any other officers
  - 4. Old business
  - 5. New business
  - 6. Adjournment

#### **ARTICLE V - OFFICERS AND DIRECTORS**

- A. Board of Directors. The Metro Milers management shall be vested in a Board of Directors consisting of a President, Vice President, Secretary, and Treasurer.
- B. Duties of Officers
  - 1. The President shall:
    - a. Preside and maintain order at all Metro Milers meetings;
    - b. Appoint a Nominating Committee;
    - c. Represent the Metro Milers;
    - d. Act as race director for club races;
    - e. Submit an annual report to the membership;
    - f. Sign checks in the absence of the Treasurer;
    - g. Act immediately to fill a vacant office;
    - h. Assume other responsibilities as deemed appropriate to the office.
  - 2. The Past President shall:
    - a. Assist the President with transition into the office;
    - b. Provide support to the President when necessary
  - 3. The Vice-President shall
    - a. Assist all race directors with their responsibilities, when necessary;
    - b. Help race directors find volunteers and sponsors, if necessary;
    - c. Maintain a database of all Metro Milers members;
    - d. Mail renewal applications and membership cards to the members
    - e. Provide advice and guidance for club committees, sign checks in the absence of both the Treasurer and the President;

- f. Accept such duties and responsibilities as may be delegated by the President.
  - 4. The Secretary shall:
    - a. Take attendance at Board meetings;
    - b. Determine the quorum at Annual and Board meetings;
    - c. Record all votes;
    - d. Keep a record of all proceedings;
    - e. Report all motions and votes in meeting minutes; and
    - f. Assume other responsibilities as deemed appropriate to the office
  - 5. The Treasurer shall:
    - a. Receive, bank and disperse all funds as the Metro Milers may direct;
    - b. Prepare financial statements;
    - c. Keep bookkeeping records of all Metro Milers funds;
    - d. Chair the Finance Committee to ensure development and submission of budgets by all officers and committees before any distribution of funds are permitted;
    - e. Recommend the purchase of equipment, when necessary;
    - f. Consider revision to the membership fees; and
    - g. Assume other responsibilities as deemed appropriate to the office.
  - 6. The Activities Coordinator shall:
    - a. Organize events and activities outside of club races that include but not limited to post race activities, club social events and club trips.
    - b. Send out event invitations to all members minimum 1 week before the event
    - c. Assist with club running and walking race events
    - d. Assume other responsibilities as deemed appropriate to office
- C. Eligibility.
  - a. Officers must be active members with all current dues paid at time of taking office.
  - b. Officers may be elected to succeed themselves.
- D. Term of Office
  - 1. Term of office shall be one year, ending on December 31<sup>st</sup>.
  - 2. Offices filled upon resignation shall also expire at the time of the first meeting of the calendar year.
  - 3. For purpose of getting the organization established, terms of office for first year of operation will last through December 2008
- E. Election: Officers shall be elected by a majority vote of the members present at the end of the year club meeting or upon Board of Directors' approval, by a majority of the votes received from members mailing ballots.
- F. Procedural Requirements.
  - 1. A majority vote of the members present is necessary to pass ordinary measures. All measures shall be deemed ordinary except those proposing a constitutional amendment.
  - 2. A quorum shall consist of twice the number of elected officers plus one. No official meeting shall be held unless a quorum is present.
  - 3. Constitutional Amendment
    - a. A constitutional amendment may be accomplished by a two-thirds vote of the members present at the meeting.
    - b. Only those members who have been members of this organization for sixty days prior to the proposal of such amendments may vote upon such.

- c. All members must be notified at least seven days prior to voting that constitutional amendments will be discussed and voted on.

#### **ARTICLE VI – FINANCES**

- A. Changes to dues shall be 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 not-for-profit organization. Dues, entry fees and other funds received by the organization will be spent entirely for carrying out the stated purpose of the organization.
- C. No part of the net earnings of the Metro Milers shall inure to the benefit of its individuals.
- D. Members using Metro Milers funds shall give a full record of expenditure to the Treasurer.
- E. The Metro Milers is empowered to participate in fund raising activities.
- F. The Metro Milers will submit a portion of the annual dues to the Road Runners Club of America as membership in that body shall require.
- G. Any checks disbursed by the Metro Milers in an amount exceeding \$200.00 must be signed by two authorized Board members. Authorized Board members include the President, Vice President and Treasurer.

#### **ARTICLE VII - DISSOLUTION**

In the event of dissolution of the Metro Milers, 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 March 2007**

##### ***Amendment Changes / Additions***

Article B.3 Changed January 2008

Article V.A changed February 2009

Article V.B.6 added February 2009

Article VI.G changed February 2009

Article IV.D.1.a added February 2009

Article III.C added February 2009

Article III.A.4 changed January 2010

Article III.A.5 removed January 2010

Article III.C.1.a changed January 2010