

STATE OF FRANKLIN TRACK CLUB BYLAWS

Article I. Name The association shall be known as “The State of Franklin Track Club”, hereinafter referred to as the Club.

Article II. Purpose The purpose of the Club shall be to promote running, walking, and related sports as healthful forms of exercise and recreation.

Article III. Membership in the Club shall be open to anyone with an interest in running, walking, and related sports. Three classes of membership shall exist: individual, family and student. Dues for the different classes of membership shall be established by the Board of Directors. A two-thirds vote of the Board shall be required to change the membership dues.

Article IV. Officers The officers of the Club shall be a President, President-elect, Secretary and Treasurer.

Article V. Board of Directors The Board of Directors shall consist of the President, President-elect, Secretary, Treasurer, Immediate Past-president, District Coordinators until phased out, Race Walker Representative, Race Management Coordinator, Webmaster, Social Director and a Volunteer Coordinator. The Board of Directors shall establish policy and standing rules for the club, approve appointments to committees, authorize expenditures, approve the budget and approve fees for club events and the use of club equipment at non-club events. The Board shall set the dues for the various classes of membership. The Board of Directors shall meet at least quarterly. The quorum for a Board meeting shall be at least one-half of the voting members of the Board. Regular meetings of the Board shall be announced in the calendar and shall be open to the general membership. The Board of Directors shall appoint the USAT&F representative and any other representatives required by such bodies.

Article VI. Terms of Office and Election of Officers and Directors The term of office for the President and President-elect shall be for one year. The term of office for the Secretary, Treasurer, and Social Director shall be two years or until replaced by his/her elected successor. The term of office for each District Director (until phased out), Race Management Coordinator, Race Walker Representative, Webmaster and Volunteer Coordinator shall be three years or until replaced by his/her successor.

Article VII. Nominations Candidates for the office of President-elect, Secretary, Treasurer, Race Walker Representative, Race Management Coordinator, Webmaster, and Volunteer Coordinator can be nominated by any club member and shall be presented to the Secretary before October 1. Candidates nominated by the Nominating Committee shall be announced in September. District Directors shall be phased out at the expiration of their current term or when vacated, whichever occurs first.

Article VIII. Voting Procedures for Election of Officers and Directors Voting shall be by mail or electronic ballot. Ballots shall be distributed by email to those members with email addresses on file. Those members not having a valid email address will be mailed a ballot by October 15 of each calendar year to the address provided on their membership application. Family memberships shall be entitled to two ballots plus an additional ballot for each person listed on its membership application between the ages of 15 and 21 years, who are active members in the club under a family membership and who participate in the Club's Mile Series Competition and/or the King and Queen Series Competition. Ballots must be returned to the designated address by November 1 to be counted.

Article IX. Vacancy in Office If an office becomes vacant between regular elections the vacancy shall be filled at follows:

a. President. The President-elect shall assume the office of President for the remainder of the unexpired term and the following regular term of office. A new President-elect shall be elected at the next regular election.

b. President-elect If the remaining term of the President-elect is six months or more a new President-elect shall be appointed by the board. If the remaining term is less than six months, both a President and President-elect shall be elected at the next regular election.

c. Secretary and Treasurer Vacancies in the office of Secretary and Treasurer shall be filled by appointment by the Board of Directors until the next regular election.

d. District Director The office shall be eliminated, and remain vacant when vacated or term has expired as this position is being phased out.

e. Race Walker Representative The office shall remain vacant until the next regular election when a new Representative shall be elected to fill the unexpired term.

f. Volunteer Coordinator The office shall be filled by appointment by the Board of Directors until the next regular election.

g. Past-President The office shall be left vacant until the President's term is ended at which time he/she will become the Past-President.

h. Webmaster The office shall be filled by appointment by the Board of Directors until the next regular election.

i. Race Management Coordinator The office shall be filled by appointment by the Board of Directors until the next regular election.

j. Social Director The office shall be filled by appointment by the Board of Directors until the next regular election.

Article X. Duties of Officers and Board of Directors are as follows:

a. President The President shall preside at all meetings of the club; may appoint special study committees with the approval of the Board and in concurrence with at least two other board meeting shall act in the interest of the Board between meetings. All activities addressed by the President on behalf of the Board shall be discussed at the next board meeting.

b. President-elect The President-elect shall become President in the year following his/her term as President Elect; shall preside at club meetings in the absence of the President and shall succeed to the office of President in the event that the President can no longer fulfill the duties of the office. The President-elect shall use his/her term in office to become acquainted with the business and programs of the club and to plan the program and administration during his term in office.

c. Secretary The Secretary shall keep the minutes of all meetings of the club, both board and general membership meetings, in a notebook. The Secretary shall conduct the official correspondence of the club and shall maintain the official files of all such correspondence.

d. Treasurer The Treasurer shall keep the financial records of the club and present a financial report at each board meeting. The Treasurer shall maintain the budget showing the funds available for the various categories of activities of the club and shall revise the budget in accordance with decisions made at club board meetings. The Treasurer shall make disbursements as directed at board meetings of the club and in accordance with the provisions of Article XI. The Treasurer shall maintain checking and saving accounts as deemed necessary to conduct the financial affairs of the Club. The Treasurer shall prepare all reports that must be submitted to outside agencies. The Treasurer shall serve as Chairperson of the Budget committee.

e. District Director The District Directors shall act as a representative for Club members in his/her area until phased out at the end of their current term or vacated, whichever occurs

first.

f. Race Walker Representative The Race Walker Representative shall represent the interests of those members of the club that are primarily interested in race walking and walking in general.

g. Volunteer Coordinator The Volunteer Coordinator shall arrange for volunteers to serve on the standing committees and assist in arranging volunteers as required for club activities.

h. Past President The Past President shall assure an orderly transfer of duties to the new President and provide continuity of activities and experience from his/her term of office as president.

i. Webmaster The Webmaster shall oversee the Club website including updating, maintenance, proposal of changes, and facilitation of use by the general membership.

j. Race Management Coordinator The Race Management Coordinator shall oversee the race management services of the club. These services shall include, but not be limited to, race directing, course measurement and equipment rental. The coordinator shall propose rules, guidelines and cost structure for providing this service to others to the board for approval. The coordinator shall have physical control of all club property. The coordinator shall maintain the equipment in proper working order, control the loan of the equipment and recommend the acquisition of new equipment to the Board for its approval, and locate source, obtain, process and purchase the equipment when authorized by the Board of Directors.

k. Social Director The Social Director shall arrange the social activities of the club. These activities include but are not limited to general membership meetings, family fun day, club trips, group runs, track workouts and programs for the membership meetings.

Attendance: Each Board member is expected to attend Board meetings whenever possible. This is necessary so that all Board members are contributing to the momentum of the club. A Board member risks forfeiting their position if they miss 4 consecutive Board meetings. If this occurs, the Board will review the circumstances and vote on whether the position should be refilled. If so, the position will be considered vacant and filled as stated in "Vacancies in Office".

Article XI. Disbursement Procedure is as follows:

a. The Treasurer, President, and President-elect are authorized to sign checks for disbursements which have been approved by the Board of Directors.

b. The Treasurer shall be authorized to pay bills that are drawn against accounts in the approved budgets. Bills for expenditures not on the approved budget shall be handled in

accordance with the procedure established by the Board of Directors.

Article XII. Meetings General membership meetings shall be held in yearly at the beginning of the annual awards banquet. Special meetings of the membership may be called by vote of the Board of Directors. The quorum for a general or special meeting shall be fifteen (15) members no more than five (5) of who are officers or directors. Notice of special actions to be voted upon at club meetings shall be given in the meeting announcement. The meeting announcement will be displayed prominently on the SFTC website at least 90 days prior to the general membership meeting.

Article XIII. Standing Committees and Other Official Functions: All committees shall have a job description, approved by the Board, and updated annually.

Budget and Auditing Committee The Budget and Auditing Committee shall audit the financial affairs of the club yearly. The committee shall consist of Treasurer, President and three club members appointed by the Board of Directors. The committee shall solicit input from Board members and other applicable individuals/committees. The Treasurer shall serve as chairperson of the committee. The Committee shall prepare the annual budget for presentation to the Board for approval no later than the final meeting of the year. In addition, the Board shall appoint individuals to be responsible for the following functions:

a. Membership Director(s): The Membership Director(s) shall recruit new members and plan the yearly membership campaign. They shall maintain a current membership list and notify members when their memberships expire. A membership list shall be supplied to each member annually. They shall maintain mailing list consisting of members, area track coaches, sports editors and track clubs in surrounding areas. The membership director reports directly to the Board.

b. Nomination and Awards Director: The Nomination and Awards Director shall develop and administer a program to reward area runners/walkers for achievement in running/walking. They shall select the awards to be presented for the annual club competition(s). They shall prepare a list of individuals to be considered for the Hall of Fame. They shall select awards for the Club general membership awards. This individual will also submit a list of nominees for club offices to the Board no later than Sept. 1st of each year. The Nomination and Awards Director reports directly to the Board.

Article XIV. Parliamentary Authority Robert's Rules of Order shall be the official parliamentary guide for the conduct of business at all meetings of the Club and Board.

Article XV. Dissolution of Club In the event that the Club is dissolved the net proceeds after payment of all debts shall be transferred to a local non-profit organization as determined by an ad hoc committee appointed by the Board of Directors.

Article XVI. Amendment of Bylaws These Bylaws may be amended at any Board of Directors meeting. The amendment(s) must be published on the SFTC website at least 60 days immediately preceding the board meeting at which they will be voted upon. Club members should forward their comments/concerns about the proposed amendment(s) to their district representatives before the vote takes place.