



## **BYLAWS OF THE GREATER LOWELL ROAD RUNNERS CLUB**

### **Article I NAME**

The name of the club shall be the Greater Lowell Road Runners Club, Incorporated; hereafter referred to as the GLRR.

### **Article II OBJECTIVES**

- A. The primary objective of this club shall be the promotion and encouragement of the sport of running.
- B. To further the primary objectives, the GLRR may hold road races, fun runs, group training activities, lectures and social events; print and publish newsletters and other materials, make awards; and perform other activities which are conducive to the encouragement of running. Other objectives may include involvement in community activities and coordination with other agencies, which advocate running as a sport and a means of physical fitness.

### **Article III MEMBERSHIP AND DUES**

- A. There shall be three classifications of membership:
  - 1. Individual Membership: Any individual interested in the sport of running.
  - (2. Student Membership: All full-time students up to the age of 22. Anyone under the age of 18 must have his or her parent's written permission.)
  - 3. Family Membership: All members of the immediate family (spouse and children) under the age of 18.
- B. One year (and two year) memberships are available. The payment of the membership dues entitles a member to all privileges from the date of payment through the next year ((or two years)) and ends at the (conclusion of the club's fiscal year (June 30) or at the) end of the calendar year.(, whichever is sooner after the 12 or 24 month term has expired.) Only memberships after July 1<sup>st</sup> of each calendar year will be pro-rated: half of the full year membership. (For

example, a one year membership begun in September would expire the following December.)

- C. Dues amounts may not be changed more than once per year.
- D. Dues may be waived by the Board of Directors.

#### **Article IV MEETINGS**

- A. An Annual Meeting shall be held on the last (Monday of June) Wednesday in November in each year. The purpose of the Annual Meeting will be to elect officers and to conduct any business, which may require a vote of a general membership. No official meeting shall be held unless a quorum is present. A quorum shall consist of twice the number of elected board members plus one.
- B. A Special Meeting of the membership may be held at any time. It will be called by the President of GLRR.
- C. The Annual Meeting or Special Meetings require thirty (30) days written notice to the general membership indicating the time and place of these meetings.
- D. General Meetings of the membership shall be generally held on the last (Monday) Wednesday of each month, except that there shall be no meetings during the months of July and December.
- E. (Members) Meetings of the Board of Directors, which are usually held on the (Monday) Wednesday prior to the monthly general meeting, are open to the general membership. The Board, at its discretion, may convene an Executive Session at which time the general membership may be asked to leave the meeting.

#### **Article V VOTING PRIVILEGES**

- A. Membership whose dues are paid thirty (30) days prior to the date of the Annual Meeting or a Special Meeting shall be eligible to vote.
- B. Family memberships will be entitled to two (2) votes. Both voting members must be in attendance.

#### **Article VI OFFICERS AND DUTIES**

- A. The officers of the GLRR are the President, Vice-President, Treasurer, and Secretary. The officers shall be elected by secret ballot by the general membership at the Annual Meeting. Each officer shall serve for a term of one year, or until a successor is elected. There shall be no established order of succession to any office; but the President shall not be elected to more than three consecutive terms.

B. The duties of the officers of the GLRR are as follows:

1. The President shall preside all meeting of the GLRR, shall be the Chairperson of the Board, shall be an ex officio member of all committees, and shall be responsible for membership of the GLRR in all national running organizations.
2. The Vice-President shall, in the absence of the President, act for the President, be the liaison between GLRR race directors and the officers, and be responsible for all club equipment.
3. The Treasurer shall received and account for all funds of the GLRR.
4. The Secretary shall record the minutes of the GLRR Board and general meetings, shall conduct the official correspondence of the GLRR, shall issue official notice of all meetings and activities of the GLRR, shall be responsible for incoming mail, and shall oversee all club mailings.
5. Additional duties may be assigned by the Board to any of the officers at any time.

#### **Article VII THE BOARD**

- A. The Board shall be composed of the President, Vice-President, Treasurer, Secretary, and the Chairpersons of the following committees: Social, (Publicity), Competitive, Membership, Youth, Communications and Finance/Budget.
- B. The Board shall have the authority to conduct all business of the GLRR.
- C. Each Member shall have one vote. The President shall vote only in the event of a tie.
- D. Each Chairperson shall be elected at the Annual Meeting.
- E. The Board shall meet each month prior to the general meetings. Additional meetings may be called by the President as necessary. A quorum of six must be present for business to be conducted.
- F. Each Chairperson shall make a report at each meeting to the Board on the status of his or her committee.
- G. Should any Board position become vacant, the remaining Board members shall choose a successor to serve until the next Annual Meeting.

- H. The Board shall accept resignations; and, for good cause shown, may remove any officer prior to the completion of his/her term.
- I. The Board shall have the power to join and associate, by the payment of dues and entry fees, national running entities.

## **Article VIII COMMITTEES**

- A. The Social Committee shall organize social activities, be responsible for obtaining and scheduling guest speakers for club meetings, be responsible for the Sunshine Fund. These activities may or may not be financially supported by the GLRR.
- B. (The Publicity Committee shall be the public relations liaison between the GLRR and other organizations and publicize all GLRR activities with the general membership and the general public.)
- C. The Competitive Committee shall encourage and coordinate participation in all races and be the liaison between the board and the racing team.
- D. The Membership Committee shall maintain the official membership list for the GLRR and coordinate all membership drives and new member orientation.
- E. The Youth Committee shall encourage and coordinate all running activities for the youth members of the GLRR.
- F. The Communications Committee shall be responsible for all publications for all GLRR members, maintain GLRR members' personal records, and publicize events within the GLRR. This committee will be responsible for all publicity and newsletters and other forms of communication with the GLRR members.
- G. The Finance/Budget Committee shall prepare the Annual Budget for the GLRR. The Annual Budget shall be presented to the general membership at the Annual Meeting for approval by the general membership. The Finance/Budget Committee shall audit the GLRR's books and be responsible for any fund raising made in the name of GLRR.
  - 1. This Committee shall consist of one Chairperson, one individual appointed by the President, and one individual elected by the Board. The Treasurer shall not serve on this Committee.
  - 2. By (August 1<sup>st</sup>) February 1<sup>st</sup> of each year, the Committee shall examine the accounts of the Treasurer for the preceding year and report to the Boards at the following Board meeting.
  - 3. This Committee shall examine the accounts of the Treasurer at any time, as requested by the GLRR or the Board, and report to the GLRR thereon, and can in such cases require the Treasurer to turn over to it all monies, accounts, books, papers, vouchers, and records pertaining to that office.

4. This Committee shall monitor the various committees and activities on matter pursuant to the financial status of the GLRR.
5. With the consent of the Board, this Committee shall establish all dues and fees to be paid to the GLRR.
6. All members using GLRR funds shall give a full record of expenditures to this Committee. All expenditures in excess of \$100 shall be approved in advance by the Board of Directors. Any approved expenditures exceeding the approved amount by more than 10% will have to obtain additional approval from the Board prior to payment. Any expenditure less than \$100 must have the approval of the Treasurer, The Finance/Budget Chairperson, and the President.

#### **Article IX SAVING CLAUSE**

Failure of literal or complete compliance with the provisions of the bylaws in respect to dates and times of notice, or the sending or receipt of the same, or errors in phraseology of notice of proposals, which in the judgment of the members at meetings held do not cause substantial injury to the rights of the members, shall not invalidate the actions or proceedings of the members at the meeting.

#### **Article X DISSOLUTION**

In the event of the dissolution of the GLRR, the funds in all of its accounts, after all creditors and obligations have been paid, shall be donated to any 501(c)(3) nonprofit organization as the Board of Directors shall decide.

Original Date: April 25, 1988

Amendment Date: May 24, 1994

Amendment Date: November 18, 1996

Amendment Date: January 14, 2004