

## BYLAWS OF THE TRI-VALLEY FRONTRUNNERS v-20241001-1 ARTICLE

### ONE: Name

The name of this corporation is Tri-Valley Front Runners Incorporated, hereafter referred to as "The Club".

### ARTICLE TWO: Purpose

The purpose of the Club is to promote health and fitness through running activities and programs in the community. TVFR seeks to create a culture of inclusiveness. We strive to make running accessible to all.

### ARTICLE THREE: Affiliation

The Club is a charter member of the Road Runners Club of America and a member of USA Track and Field.

### ARTICLE FOUR: Members

Section 1: Membership: The membership of this club shall be unlimited. Individuals wishing to participate shall submit dues and a membership application. The membership is for a period of 1 or 3 year(s) and is offered at either individual or family rates.

Section 2: New Members: New members may join any time by submitting the membership dues and a completed membership form to the Membership Director via physical mail to our PO Box, in person, or online at tri-valleyfrontrunners.com.

Section 3: Renewals: On the 1<sup>st</sup> Day and the 20<sup>th</sup> day of the month of expiration, the Membership Director shall notify members of their membership status. On the day following expiration, the Membership Director will send a pending cancellation notice. Members who do not rejoin by the 8<sup>th</sup> day of the following month after their expiration date will no longer be considered members of the Club. If a cancelled member renews within one month of cancellation, the member is considered non-lapsed and retains all participation points and Boston Marathon bib eligibility. If a cancelled member renews after one month, the member will be reinstated but will lose all participation points previously earned and Boston Marathon bib eligibility.

Section 4: Disciplinary Actions & Revocation of Membership: Upon report of misconduct to the Board, at full discretion of said voting Board Members, member individuals may be disciplined with possible actions including official warning, temporary suspension of membership up to full membership revocation depending upon assessed and determined severity of individual incident.

4a. If reported action rises to a level that its determined severity compromises the Club's financial or public relations well-being or endangers the well-being of an individual member, the Board must activate this review immediately.

4b. Reportable actions may include, but are not limited to, cases of verbal or written harassment, physical assault or threats, sexual harassment, sexual assault or abuse, larceny, hate speech, etc.

4c. Disciplinary actions to be decided by majority vote of Board. If an individual's membership is revoked, it shall be effective immediately and said individual must relinquish all Club owned assets and permissions.

4d. If accused member sits on Board, they must fully recuse themselves from both investigative and determination of disciplinary action. If a Board member is suspended or revoked, a special election may be held to fill an interim role, depending on length of suspension and proximity to annual elections.

4e. Should determined action result in either suspension or full revocation of membership, all volunteer points and membership dues shall be forfeited.

4f. In cases of membership suspension, at the end of the suspension the Board will reinstate membership by majority vote. In cases of revocation of membership, the individual will be eligible to reapply for membership after a period of one year, at which time the membership application is subject to review and approval by a majority Board vote.

4g. In cases of membership suspension or revocation, the individual is prohibited from attending member events.

#### ARTICLE FIVE: Officers

Section 1: The officers of the Club shall be a President, a Vice-President, a Recording Secretary, a Membership Director and a Treasurer. These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the club.

Section 2: At a regular meeting held in December, nominations for officers shall be accepted by any member. Those eligible to be nominated must be an active member in good standing for no less than 6 months consecutively from the date of the January business meeting at which the election will take place. Members in a suspended status are ineligible to run for officer positions until 6 months following reinstatement. Nominations will also be accepted up until 1 week prior to the January business meeting via email. The candidates shall be listed in the weekly "On the Run" emails leading up to the January meeting.

Section 3: The officers shall be elected by ballot.

Section 4: The annual election for officers shall be held at a regular meeting in January.

Section 5: Each officer shall be elected by a majority vote by the members present at the meeting.

Section 6: In an uncontested election where only one candidate has been nominated for an office, a voice or hand vote shall be permitted.

Section 7: Officers shall serve one year or until their successors are elected, and their term of office shall begin at the close of the meeting at which they are elected.

Section 8: No member shall hold more than one office at a time, unless otherwise voted on by the members.

Section 9: Upon vacating an Officer position, whether during annual elections or off-cycle, the Officer exiting must immediately relinquish all Club property and access, including bank, database, Club email, social media admin access, membership rewards cards, postal mail, etc., after a brief transition period of no longer than 45 days to their successor.

#### ARTICLE SIX: Officers' Duties

Section 1: The officers shall have general supervision of the affairs of the Club between business meetings, fix the place and hour of meetings, make recommendations to the Club and shall perform such other duties as are specified in these bylaws.

Section 2: The President's duties shall include: Preside at the meetings, appoint committees, serve as spokesperson on behalf of the club, option to be the Club representative to the USATF or chose to delegate the position to a club member.

Section 3: The Vice-President's duties shall include: Conduct meetings in absence of the President, and serve to assist the President, as well as prepare and print the agenda for the monthly business meeting.

Section 4: The Recording Secretary's duties shall include: Record minutes of the meetings, and send out notices when necessary, as well as prepare and distribute weekly "On the Run" emails to be dispersed to the membership.

Section 5: The Membership Director's duties shall include: Maintain the Club's membership database, receive all membership applications and club dues, forward dues to Treasurer, maintain the Club membership list, and assist in growing overall membership and strengthening retention.

Section 6: The Treasurer's duties shall include: Receive and account for all funds of the Club, report the Club's financial status at each meeting.

Section 7: The Executive Board shall appoint by majority based on need: Website Director, Grand Prix Director, Apparel Director, Social Media Director, Timing Director. These roles don't have an official term, but serve at the discretion of the Executive Board.

#### ARTICLE SEVEN: Meetings

Section 1: The regular meetings of the Club shall be held on the first Thursday of every month unless otherwise ordered by the Club, with the only consistent exception being denoted below in Section 3.

Section 2: Special meetings may be called by the President or by the majority of the Executive Board. The purpose of the meeting shall be stated in the call. Except in cases of emergency, at least three days notice shall be given.

Section 3: The November Business Meeting shall be combined with the Annual Banquet and a date set at a prior month's regular business meeting.

#### ARTICLE EIGHT: Committees

Section 1: Committees shall be under the purview of the President (Article 6).

Section 2: The "Awards Committee" will consist of the Executive Board which will meet prior to the Annual Banquet to determine who will receive the awards.

#### ARTICLE NINE: Boston Race Numbers

Section 1: Each year TVFR receives a limited number of invitational entries to the Boston Marathon through the Boston Athletic Association (BAA).

Section 2: Interested members must maintain an active membership for a one-year period (example- membership would need to be active in December of 2017 to be eligible for a bib in 2019). Entries will be selected based on the number of accumulated points from October through September, for those that apply for a bib. For specifics on how points are calculated, visit [the rules page](#). If a member fails to renew their membership before the end of the grace period defined in Article 4 Section 3, all accumulated points will be forfeited.

Section 3: Bib solicitation is generally requested in November, subject to when the BAA sends the applications to the club. All recipients are notified individually and then are announced at the next monthly business meeting, in our "On the Run" weekly email, and via our club Facebook group.

Section 4: In any year where the Boston Marathon is cancelled for any reason, any club member(s) who have already been awarded a bib for that (cancelled) year will have the option of using a club bib issued in the subsequent year provided they maintain an active membership throughout the interim. If the club is awarded a different number of bibs and/or if any of those runners choose not to exercise this option, then

the awarding of excess bibs or the withdrawal of deficient bibs will be done following the guidelines of the sections above as applied to the "cancelled" year's race. Additional (or available) bibs will be awarded in order of qualified members based on point accumulation for the (cancelled) year. Members would need to have entered their names for that year's bib selection. In the event no members are left to select who entered their names, selection would be based on any interested club member that have accumulated Boston Points (highest to lowest order) for the (cancelled) year. Members receiving one of the additional Boston Bibs, defined above, would not be penalized for having already used their Boston Points towards another TVFR "points" program.

The awarding of bibs for the next Boston Marathon, following the one held after a cancellation, will be done in accordance with the guidelines outlined above, but will use total cumulative points earned over the previous two years (24 months). For example, bibs for the 2022 Boston Marathon will be awarded based on the number of accumulated points from October of 2019 through September 2021. This section does not apply to any cases where the Boston Marathon is cancelled prior to the issuance/award of any club bibs for that year's event.

#### ARTICLE TEN- Participation Points

Section 1: To reward club members who do not receive a Boston Marathon invitational entry, the club will reward members based on a 3-tier structure. If you applied for a bib and didn't receive one, you are eligible for these rewards.

Section 2: Point calculation will mirror that in Article Nine. For specifics on how points are calculated, visit [the rules page](#).

#### ARTICLE ELEVEN (TEN): Special Revenues

Section 1: For a race in which members are specifically designated as a team, any prize money awarded to that team can be retained by the team or be given to the club treasury should the team chose to do so.

Section 2: For a race in which a team is not designated prior to the start, any prize money awarded to the team is automatically given to the club treasury.

#### ARTICLE TWELVE (ELEVEN): Amendment of Bylaws

Section 1: These bylaws may be amended at any regular meeting of the Club by a two-thirds vote, provided that the amendment has been submitted in writing at the previous regular meeting.

Section 2: Only members that have been members for at least 30 days prior to the proposal of such an amendment may vote upon such.

Section 3: A quorum of twice the number of elected officials plus one shall be required to act on Bylaw Amendments.

#### ARTICLE THIRTEEN (TWELVE): Finances

Section 1: Dues shall be determined by a majority of members present at a regular business meeting and shall not be changed more often than once a year.

Section 2: This is a non-profit organization. Dues, entry fees and other monies received by the club will be spent entirely for carrying out the stated purpose of the Club.

Section 3: No part of the net earnings of the Club shall be used to the benefit of its individuals.

Section 4: The Club shall be empowered to participate in fundraising activities with a heavier focus on local causes and initiatives.

Section 5: In the event of dissolution the clubs funds after creditors are paid shall go to the RRCA or another 501c (3) non-profit organization.