

Constitution of The Prince George's Running Club
(As of March 28, 2015)

I. TITLE

The name of the association shall be "Prince George's Running Club," hereafter referred to as "PGRC" or "the Club"

II. OBJECT

- A. The prime objective of PGRC will be to encourage long distance running and walking, and to educate the public to their benefits.
- B. To achieve its objective, PGRC may hold championships, races on the road or track, lectures, fun runs, and other educational activities, demonstrations, clinics and social events; print and publish newsletters; make awards; and organize any other activities or events that encourage running and walking.
- C. Other objectives are to engage in community activities, to publicize by appropriate means the benefits of long distance running, jogging, and walking, and to coordinate with other agencies advocating running and walking as means of physical fitness.

III. AFFILIATIONS

PGRC shall be a chapter of the Road Runners Club of America, and all measures adopted by that body must be considered by PGRC. The Club shall also be affiliated with the USATF. As a subordinate chapter of RRCA, the Club is exempt from Federal income tax under provisions of Section 501 (c) (3) of the Internal Revenue Code.

IV. MANAGEMENT OR GOVERNMENT

A. The Board of Directors:

The management of PGRC shall be vested in a Board of Directors consisting of the following "core" officers: a president, vice-president, secretary, and treasurer. Depending on the needs of PGRC, the president may also ask members to elect any of the following additional officers: Membership Coordinator, Information Coordinator, Race Coordinator, Training Coordinator, Volunteer Coordinator, Equipment Manager, Youth Coordinator, and Members-at-Large. Club members elected to fill these additional positions will be voting members of the Board of Directors. These positions, if not elected to the board, may be appointed by the president as non-voting, project-oriented positions. With ratification by Club members, a majority of the Board of Directors may remove from office any Board member who fails to perform the duties of his or her elected office.

B. Duties of Core Officers:

1. **President** -- to preside over meetings, to sign or disburse appropriations, to represent PGRC in the RRCA, to call any special meetings, and to appoint committees and chairpersons thereof.
2. **Vice-President** -- to assume the powers of the President in his or her absence, and to take on special assignments as requested by the president.
3. **Secretary** -- to record minutes at Club meetings and Board meetings, to keep a file of such minutes, and, when requested by the president, to accept assignments involving correspondence and the keeping of records.
4. **Treasurer** -- to administer all financial dues, to have authority to sign or disburse necessary appropriations, and to report on PGRC finances at Club and Board meetings, as directed.

C. **Duties of Additional Officers:**

1. **Membership coordinator** -- to maintain records of PGRC membership, to contact members whose memberships are expiring, to collect membership dues and convey them to the Treasurer, to solicit new members as directed by the President, and to maintain a listserv.
2. **Information Coordinator** -- to compile and distribute a newsletter reporting on PGRC affairs to the Club membership, and to operate a clearinghouse for information among Club members.
3. **Race coordinator** -- to oversee the program of races sponsored by PGRC, to inform members about outside races, to communicate with other clubs about jointly sponsored races, to advise members who direct PGRC races, and to keep a file of these directors' reports on their races.
4. **Training coordinator** -- to initiate and/or coordinate training programs (such as beginning runner program, speed building program, marathon training program, and trail running program), to promote the training of coaches to administer the above training programs, and to make recommendations to the board on locations for training activities.
5. **Volunteer coordinator** -- to track volunteers at races and other club events and to recommend volunteer appreciation actions to the board.
6. **Equipment manager** -- to store PGRC equipment, maintain inventory list and keep equipment in good working order; and maintain Equipment Manager Guide document that contains operating instructions, repair procedures, and race day equipment list.
7. **Youth coordinator** -- to initiate and/or coordinate any activities, such as training programs or fun runs, for children or youth
8. **Members-at-large** -- to take on special assignments as requested by the President or Board of Directors.

D. **Term of Office**

1. Term of office shall be approximately one year, beginning with or at the close of the annual business meeting, which will normally be **held in the month of November**.

2. In the event that an office becomes vacant, the President shall appoint a replacement, subject to ratification by Club members, to serve the remainder of the term.

E. Elections

1. Elections and requests for nominees for Board positions shall be advertised by email prior to the elections.
2. Officers shall be elected by majority vote of those members present at the annual business meeting.

F. Procedural requirements at Board Meetings

1. Board meetings will be held monthly, or at the request of the President or any three Board members.
2. Parliamentary procedure shall be observed at Board meetings for business decisions.
3. No business may be conducted unless a quorum, consisting of a majority of Board members, is present.
4. The purpose of Board meetings will be to conduct the business of the Club. Decisions made by the Board shall be final unless ratification by Club members is required by clauses elsewhere in this constitution or called for by a majority of Board members.

G. Procedural requirements at Club Meetings

1. Club meetings will be held semiannually, unless the President or a majority of the other board members decide that more frequent meetings are necessary.
2. Parliamentary procedure shall be observed at Club meetings for business purposes.
3. No official Club meeting shall be held unless a quorum is present. A quorum shall consist of 10% of the current membership.
4. A majority vote of the members present is necessary to pass ordinary measures (all measures except those proposing a constitutional amendment).
5. Constitutional amendment
 - a. A constitutional amendment may only be put to the vote if it has been proposed at the previous meeting or in written communication at least 14 days prior to the meeting.
 - b. To be passed, an amendment requires a two-thirds majority of votes by the members present at the meeting.

V. MEMBERSHIP DUES

- A.** There will be three kinds of Club membership: Individual, Family, and Student. A family membership includes the principal member, his or her spouse, and any dependent family members living in the same household. All individuals included in a Family membership may vote as individual Club members.

- B.** Membership dues shall not be changed more than once a business year, nor without prior approval by the Board. A proposal to change membership dues will be subject to the regulations governing constitutional amendments (see F.4 above).
- C.** PGRC is a nonprofit organization. Membership dues shall be spent entirely for carrying out the stated objectives of PGRC.
- D.** PGRC will submit a portion of the annual dues to the RRCA as membership in that body shall require.

VI. PGRC EVENTS

- A.** Club members must gain the advance approval of the Board before they involve PGRC officially in any activity, spend any money to be reimbursed from the Club's funds, or withhold from PGRC any revenue from a PGRC event.
- B.** PGRC members who are reimbursed for expenditures for a Club event shall submit a full, written record of the expenditures to the Treasurer within 30 days after the event.
- C.** Club Races.
 - 1. PGRC members who direct a Club race shall submit to the Race Coordinator a written report on the race, containing all information specified by the Race Coordinator, within 30 days after the race.
 - 2. A PGRC race director may spend up to \$2000 on race expenses without gaining the Board's prior approval, as long as the Board has committed to the race previous to the expenditures.
- D.** A special project coordinator may spend up to \$500 on project expenses without gaining the Board's prior approval, as long as the board has committed to the project prior to the expenditures.