

**RONALD MCDONALD HOUSE OF PROVIDENCE RUNNING CLUB**  
**Club Bylaws and Policies**  
Adopted: March 1, 2016

**ARTICLE 1. NAME AND OBJECTS**

- 1.1 This organization is named the “Ronald McDonald House of Providence Running Club” which is an association of individuals formed for the purpose set forth in Article 1.2 below.
- 1.2 Primary Purpose and Mission Statement. The Club promotes the benefits of health, wellness, fitness, and competition among people of all ages and abilities through running and walking. We support our members with motivation, encouragement and coaching to attain personal goals and top performance. The Club provides an enjoyable social atmosphere, while publicizing and promoting the mission of our local Ronald McDonald House of Providence

**ARTICLE 2. MEMBERS**

- 2.1 Adults, minors and families may be admitted to membership in this club upon payment of applicable dues and receipt of applicable signed application forms.
- 2.2 Members in good standing are entitled to all rights and privileges of the club. To be in good standing, members are obligated to pay applicable dues and comply with any other criteria provided in the club policy.
- 2.3 Members not in good standing may be removed from the membership roster.
- 2.4 A member may resign by submitting written notice to the club. Any member who resigns or has been removed from club membership forfeits any prepaid membership dues.
- 2.5 Membership renewals shall be conducted annually and are subject to receipt of applicable renewal forms and waivers.

**ARTICLE 3. OPERATIONS / EXECUTIVE COMMITTEE**

- 3.1 The administrative and fiscal year of this club is the same as Ronald McDonald House of Providence, which is January 1- December 31.
- 3.2 The operations of the Club shall be managed by an Executive Committee.
- 3.3 The Executive Committee will determine the frequency, day, time, and place of its meetings such that meeting will be held no less than nine (9) times per year. Special club meetings may be called, and scheduled meetings may be cancelled or rescheduled. If any votes taken verbally are unclear, they should be taken by roll call. Procedures for meeting of Executive Committee meetings may be adopted by the Executive Committee at any time.
- 3.4 One meeting each year between February 1 and April 30 will be designated as the annual meeting for all members of the Club.
- 3.5 The Executive Committee shall consist of at least 10 members in good standing. The Executive Committee has the following responsibilities:

- Provide general management of the club including but not limited to :
- Determination of annual Club dues.
- Management of club website.
- Coordination with coaches regarding practice schedules.
- Approval of rent for indoor and outdoor track facilities.
- Approval of other expenses, including coaching stipends.
- Assure the club complies with applicable policies of Ronald McDonald House of Providence.

## **ARTICLE 4. EXECUTIVE COMMITTEE MEMBERS AND OFFICERS**

4.1 Executive Committee Nominations and Elections. Any Club Member may offer candidates, including himself or herself, for consideration to membership on the Executive Committee. A roster of such candidates shall be kept by the President and Secretary, and it shall be reviewed whenever vacancies are expected to occur. Upon recommendation, the candidate shall be made a member of the Executive Committee by a nomination and majority vote of the Members of the Executive Committee at a regularly scheduled meeting.

A member of the Executive Committee shall serve a term of three (3) years from the date of their appointment. The date of term commencement for the existing Executive Committee Members shall be deemed the date the bylaws are adopted by the Executive Committee. No Member of the Executive Committee shall serve more than two (2) consecutive three-year terms, except for the President as provided herein. Fulfilling an incomplete term is not considered part of the term limit. To the extent possible, Members of the Executive Committee shall serve staggered terms to balance continuity with new perspective.

Any vacancy on the Executive Committee may be filled for the remainder of that fiscal year by a majority vote of the Members of the Executive Committee at a regular meeting from the roster of nominees. After completing service for the remainder of the fiscal year, said elected Member may serve two consecutive three year terms as hereinabove provided.

4.2 The Executive Committee may appoint non-voting "Executive Committee Members-Emeritus". Executive Committee Members- Emeritus may attend meetings of Executive Committee.

4.3 Each member of the Executive Committee (and nominees for same) must be a member in good standing for at least two (2) years with the Club.

4.4 A Member of the Executive Committee may resign at any time.

## **ARTICLE 5. OFFICERS OF THE EXECUTIVE COMMITTEE**

5.1 The officers of the Executive Committee shall include a president, and at the Executive Committee's option, a treasurer, and secretary, and such other office as voted by the

Executive Committee.

5.2 Officers' duties are as defined below and as may be additionally provided in club policy:

- 5.2.1 The president acts as the club's executive officer; presides at the annual meeting of the Club and meetings of the Executive Committee; and regularly reports to both groups.
- 5.2.2 The secretary, if elected, keeps the club's records and minutes of the Executive Committee meetings.
- 5.2.3 The treasurer or president tracks membership dues and other funds in cooperation with Ronald McDonald House of Providence, and regularly reports to the Executive Committee regarding club expenses and dues.

5.3 Pending Vacancies (or vacancies for any unexpired term) of officers of the Executive Committee shall be filled as follows:

- (a) For President, upon nomination by a member of the Executive Committee, by election of a majority of the Executive Committee. Any nominee for President must have served on the Executive Committee for at least five (5) years. The term for the President shall be for a two-year period. The President may serve up to three (3) consecutive terms, provided, however, upon 2/3 vote of the Executive Committee, the President may serve additional one year terms, subject to such 2/3 of the Executive Committee on an annual basis. In the event that the term limit for the President shall have expired, the Executive Committee shall have the authority to retain this individual in the position of Immediate Past President, until such a time as another individual holds said office.
- (b) Secretary or Treasurer. Upon nomination by a member of the Executive Committee, by election of a majority of the Executive Committee. Any nominee for Secretary or Treasurer must have served on the Executive Committee for at least one (1) year.

5.4 Any Member of the Executive Committee or any officer elected by the Executive Committee may be removed by a two thirds vote of the Executive Committee at a regularly scheduled meeting.

## **ARTICLE 6. MEETINGS OF THE EXECUTIVE COMMITTEE**

6.1 Quorum. The physical presence of five (5) Members of the Executive Committee shall constitute a quorum to formally transact substantive or decisional business at meetings of the Executive Committee.

6.2 A majority vote of the Executive Committee members present and voting is required for all business conducted at a meeting of the Executive Committee.

6.3 The Executive Committee will meet at a designated place and time that it determines. The Executive Committee may hold special meetings at the call of the president or a majority vote of the Executive Committee, provided at least five (5) days notice is given to Executive Committee members of the date, time, place, and topic(s). Executive Committee meeting procedures are set forth on Exhibit A.

For authority on all meeting matters not covered by these bylaws, *Robert's Rules of*

*Order Newly Revised* (latest edition) shall apply.

## **ARTICLE 7 - INCOMPATABILITY**

7.1 The Executive Committee may ask a Club member to resign for conduct that is incompatible with the best interests of the public or of members of the Club or tends to harm the standing of the Club or RMHP in the local or global community.

## **ARTICLE 8. FUNDS AND ACCOUNTING**

8.1 Club Dues. Annual club dues received from members are the property of Ronald McDonald House of Providence.

8.2 The Executive Committee will adopt annual budgets of estimated income and expenses for the administrative of the club.

8.3 Club expenses in excess of \$250.00 must be approved by a majority vote of the Executive Committee present and voting.

8.4 Increases of Club membership dues must be approved by two-thirds (2/3) vote of the Executive Committee present and voting.

8.5 The club Executive Committee will provide for the prompt payment of all dues, fees, and other obligations to Ronald McDonald House of Providence .

8.6 Club members may view club income and expenses at reasonable times upon request.

8.7 If this club ceases operations for any reason, the Executive Committee will provide for proper distribution of club funds or other assets to Ronald McDonald House of Providence.

## **ARTICLE 9. SUBORDINATION TO RONALD MCDONALD HOUSE OF PROVIDENCE**

9.1 The Club's bylaws and policies will be subject at all times to Ronald McDonald House of Providence policies and procedures.

## **ARTICLE 10. BYLAWS AND POLICIES**

10.1 The Executive Committee may amend the bylaws. Amendments may be adopted by two-thirds (2/3) vote of the Executive Committee present and voting, provided at least fourteen (14) days previous notice is given to the members of the Executive Committee.

10.2 If any provision of these bylaws is determined to be invalid, or contradictory to Ronald McDonald House of Providence policies, all other provisions still remain in effect.

10.3 The Executive Committee may adopt other club policies that are not in contravention of the club bylaws, by at least a majority vote of the club Executive Committee members present and voting, provided at least fourteen (14) days previous notice is given to the Executive Committee members.

For authority on all matters not covered by these bylaws, *Robert's Rules of Order Newly Revised* (latest edition) shall apply.

# Club Policies

## CLUBS DUES AND FEES

Members will pay the following financial obligations to the club:

Annual dues in an amount as determined by the Executive Committee:

- Individual Adult
- Family Rate

Midyear Registration shall be pro-rated on an April 1 – March 30 year.

A member is not considered in good standing with the club if he/she has not completed the membership agreement and waiver.

## CLUB ADOPTION

Date approved by Executive Committee

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\_\_\_\_\_

Club President or Secretary:

\_\_\_\_\_

\_\_\_\_\_



EXHIBIT A  
MEETING PROCEDURES

Article 1

These Prodedures are adopted pursuant to the By-Laws for the purpose of enhancing the efficiency of Executive Committee meetings and the decision making process.

Article 2

The President or Secretary shall notify the Members of the Executive Committee (E.C. Members”) of a meeting at least five (5) days in advance. When necessary, however, a meeting may be called on shorter notice.

Article 3

The Executive Committee shall appoint a member to prepare agenda items for Executive Committee meetings and provide sufficient pre- meeting materials, to be sent together with the notice of the meeting. The notice and materials of the meeting may be effected by means of electronic transmission. If an E.C. Member is of the opinion that materials concerning any proposal are insufficient in content, the deliberation of such proposal may be postponed by a resolution of the Executive Committee. Agenda items for regular Executive Committee meetings shall include at least the following:

1. Reports:
  - 1-1 Minutes of the last meeting and actions arising.
  - 1-2 Reporting on important financial and business matters.
  - 1-3 Other important matters to be reported.
2. Discussions:
  - 2-1 Items discussed and continued from the last meeting.
  - 2-2 Items for discussion at this meeting.
  - 2-3 Extraordinary motions.

Article 4

Executive Committee meetings shall be held at the RMHP after workday hours or at such other place and time convenient to a majority of E.C. Members.

Article 5

Meetings of the Executive Committee shall be called and chaired by the President. In case the President is on leave or unable to exercise his/her functional duties for any reason, an E.C. Member shall be designated to act in his/her behalf; and if no representative is so designated, the representative shall be elected by E.C.

Members from among themselves.

#### Article 6

When holding a meeting of the Executive Committee, the President may, as necessary for the agenda items of the meeting, notify non-E.C. Members to attend the meeting as nonvoting participants.

#### Article 7

When the time of a meeting has arrived and a quorum is present, the meeting chair may announce to convene the meeting. If there is not a quorum present at the meeting, the meeting may proceed, but matters requiring a vote shall be postponed.

#### Article 8

The proceedings of a Executive Committee meeting shall be conducted in a predetermined procedure of agenda items as stated in the meeting notice. However, the procedure may be changed with the approval of a majority present at the meeting.

The meeting chair may not declare the meeting closed unless with the approval of a majority of E.C. Members present at the meeting.

#### Article 9

When the chair at a Executive Committee meeting is of the opinion that a matter has been sufficiently discussed to a degree of putting to a vote, the chair may announce the discussion closed and bring the matter to vote. When a matter comes to a vote at a Executive Committee meeting, if upon inquiry by the chair, none of the E.C. Members voices an objection, the matter is deemed approved. The chair may conduct the voting in any one of the following manners in his discretion. But, if there are disagreements, the chair shall take note of the views of a majority of the E.C. Members and determine the voting process.

1. Voting by show of hands.
2. Roll call voting.
3. Voting by ballots.
4. Other voting process chosen by the company.

The chair shall appoint E.C. Members to supervise the casting of votes and the counting thereof for resolutions.

#### Article 10

Except as otherwise provided by the laws and regulations, a resolution may be adopted by the majority of



attending E.C. Members (provided there is a quorum). If there shall be an amendment or alternative to one motion, the chairman may combine the amendment or alternative into the original motion, and determine their orders for resolution. If any one of the above shall be resolved, the others shall be considered as rejected, upon which no further resolution shall be required.

#### Article 11

An E.C. Member is prohibited from voting on an agenda item in which the E.C. Member may benefit financially.

#### Article 12

Minutes shall be prepared of the discussions at Executive Committee meetings; the meeting minutes shall record the following:

1. Session (or year), time, and place of meeting.
2. Attendance of E.C. Members at the meeting, specifying the names and number of members present, excused, and absent.
3. Names and titles of those attending the meeting as nonvoting participants.
4. Matters reported on.
5. Agenda items: specify the resolution method and result for each proposal, and summarize the comments made by, and specify any objections or reservations expressed by E.C. Members, experts, or any others at the meeting that has been included in records or stated in writing.
6. Extraordinary motions: specify the name of the mover, the resolution method and result for each motion.
7. Other matters required to be recorded