

# **BYLAWS OF THE UNITED STATES COAST GUARD RUNNING CLUB**

## **I. NAME**

The name of the association shall be “United States Coast Guard Running Club,” hereafter referred to as “this association” or “this organization” or “USCGRC” or “Coast Guard Running Club”.

## **II. PURPOSES**

A. The prime object of this association shall be to promote, educate and organize running and fitness within the USCG.

B. Mission: USCGRC is an all volunteer, all Coast Guard current, retired, dependent and friend administered, nonprofit running club whose mission is to promote health and fitness through running and related sports, to inspire esprit de corps, and to raise awareness of Coast Guard athletes publicly and internally.

C. In furtherance of objective “A” this association may hold championships, races on the road or track, lectures, fun runs, other educational activities, demonstrations, clinics, and social events; may print and publish books, magazines and newsletters, make awards; and may do all such other things conducive to the encouragement of running and fitness.

D. Other objectives are to engage in community activities, and to publicize by appropriate means the benefits of long distance running as a means of health and physical fitness.

E. No substantial part of the activities of this organization shall consist of carrying on propaganda or otherwise attempting to influence legislation, and the organization shall not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of any candidate for public office.

## **III. AFFILIATION**

At all times that the association maintains a treasury balance that allows membership in the Road Runners Club of America, the association shall be a chapter of the Road Runners Club of America, and all measures adopted by that body must be considered by this organization.

## **IV. MEMBERSHIP**

All members of the Coast Guard family (Active duty, Reserve, Civilian, and Auxiliary), their dependents, retirees, and friends of the Coast Guard (with qualifying sponsor) can maintain membership as long as they pay the annual dues assessed by this organization. A qualifying sponsor is an Active duty, Reserve, Civilian, Auxiliary or Retired member of the USCG. If an existing member does not pay their annual dues for the current year by January 30th, their membership is terminated.

## **V. MANAGEMENT OR GOVERNMENT**

A.

1. The management of this association shall be vested in a Board of Directors consisting of a minimum of 3 members. The Board shall always include the following officers: President, Secretary, and Treasurer. The number and type of other Board positions shall be determined by the current Board of Directors based on both need and available volunteers.
2. Any number of offices may be held by the same person, except that the President may not serve concurrently as the Treasurer. Each Board member has one vote, irrespective of the number of positions they hold. In the event that more than one person shares a Board position, the position shall carry a single vote which shall be shared fractionally among the holders thereof. The Board composition shall be confirmed annually by a membership vote as described in Section V.E.

B. Duties of Officers: The following three positions are mandatory. The duties of the officers shall include, without limitation, the following:

1. President - to preside over meetings, to represent this association in the RRCA, to call any special meetings, and to present to the Board for approval, committees and chairpersons thereof.
2. Secretary – to record minutes at meetings, to keep a file of such minutes, and, when requested by the president, to accept assignments involving correspondence and the keeping of records.
3. Treasurer - to administer all financial duties and to have authority to sign or disburse necessary appropriations, as directed.

C. Eligibility: The office of the president must be filled by a non-sponsored member in good standing of the organization. All members in good standing shall be eligible for all other offices. Board members may be elected to succeed themselves.

D. Term of Office/Succession:

1. The term of office shall be approximately one year, beginning and ending at the close of the annual elections period, which is typically held in August, and in no case beginning or ending later than September 30<sup>th</sup>.
2. Resignations by any officer shall be filled as soon as possible by recommendation from the President and approval by a Board vote. All other Board positions may be filled at the discretion of the Board as described in Section V.A. Offices filled upon resignation shall also expire at the close of the next annual elections meeting.

E. Elections:

1. Board members shall be elected by a majority vote. Given the geographic distribution of membership, all votes shall be done electronically - open for a period of 7 days for voting.
2. Any member wishing to be nominated for a Board position may contact the President or the President's designated board appointee. All nominees for the annual election shall be listed on the ballot.
3. The nominee receiving the largest number of votes wins provided the election was advertised and open for a period of 7 days.

F. Procedural Requirements for Board Meetings and Votes:

1. Board Meetings: Given the geographic distribution and the operational needs of the service that affect the ability of the membership to meet as a group often, the Board is authorized to organize meetings electronically using modern tools to bring together distant members. Conventional face to face meetings are preferred.
2. Chapter Policy Votes: The President or any two board members can call for a vote via e-mail, internet, phone call(s), or at a meeting. The President or motioning board members shall promptly notify the Board of the results of any votes taken via phone, email or internet method.
3. Bylaws amendment:
  1. A Bylaws amendment may be accomplished by a two-thirds vote of the members responding to the 7 day voting period.
  2. Only those who have been a member of this organization for 30 days prior to the proposal of such an amendment may vote upon such.
  3. All members must be notified at least 7 days prior to voting that Bylaw amendments will be discussed and voted on.
4. Board meetings will be held at least quarterly and more frequently if called by the President. Each Board member shall have one vote on any business item where a vote is required.

**VI. FINANCES**

- A. Dues shall be as determined by a majority of the Board members present at a business meeting and shall not be changed more often than once per year.
- B. This is a non-profit organization. Dues, entry fees, and other monies received by the organization will be spent entirely for carrying out the stated purpose of the organization.
- C. All expenditures by any Officer or member shall be accounted for to the Treasurer who shall report on such expenditures to the Board of Directors.
- D. The property of this organization is irrevocably dedicated to charitable purposes and no part of the net income or assets of this organization shall ever incur to the benefit of any director, officer, or private person.
- E. This organization will submit a portion of the annual dues to the RRCA as membership in that body shall require.

**VII. DISSOLUTION**

In the event of dissolution of this association, the funds in the treasury, after all creditors have been paid, shall go to the Road Runners Club of America or other 501(c)(3) non-profit organization. 501(c)(3) organizations with a US Coast Guard affiliation shall be considered prior to other non-profits.

**VIII. BOARD OF DIRECTORS**

\_\_\_\_\_ Date: \_\_\_\_\_  
Name: Kenneth J. Burgess  
Position: President

\_\_\_\_\_ Date: \_\_\_\_\_  
Name: Jason R. Scott  
Position: Treasurer

\_\_\_\_\_ Date: \_\_\_\_\_  
Name: Richard C. Epperson  
Position: Secretary

\_\_\_\_\_ Date: \_\_\_\_\_  
Name: Brian Monaghan  
Position: Marketing