



# **The Regina Road Runners Club**

## **CONSTITUTION**

**NOW THEREFORE** the Regina Road Runners Club hereby enacts as follows:

**This 9<sup>th</sup> day of March, 2011**

**Amended on the 15th day of March, 2017**

## **TITLE**

1. That this organization shall be known as the Regina Road Runners Club, also known as known as the RRRC.

## **COMPOSITION**

2. The Regina Road Runners Club shall be composed of interested runners, consisting of: recreational and competitive runners of all ages and abilities; as well as family members.

## **PURPOSE**

3. The purpose of the RRRC shall be to:
  - a) to promote understanding, participation and mutual cooperation
  - b) to provide public awareness of the RRRC
  - c) to promote opportunities for participation and camaraderie among runners
  - d) to develop and implement educational programs

## **OBJECTIVES**

4. The objectives of RRRC shall be to:
  - Build membership
  - Host events
  - Encourage fitness, fun, and friendship.
  - Be inclusive of all levels of runners

## **STRUCTURE OF ORGANIZATION**

5. The organization of the RRRC shall have the following levels of responsibility:
  - (a) Executive**
    1. President;
    2. Vice-President
    3. Secretary
    4. Treasurer
    5. Flatlanders Road Race Director
    6. Members-at-Large (up to 3)
    7. Webmaster (non-voting, appointed by the Executive)

All of the above positions, with the exception of the Webmaster, will be elected by the membership or appointed by the executive in the event of a mid-term vacancy in any position of the Executive.

### **(b) Membership**

Any person, in good standing, and who is a paid member of the RRRC.

6. The RRRC Executive shall conduct the principal operations of the RRRC. These duties shall be principally concerned with, but are not restricted to, the following:
  - a) promulgate and conduct the Executive process;
  - b) supervise Sub-Committees;
  - c) attract and maintain membership;
  - d) authorize any expenditures as may arise;
  - e) maintain reports and returns;
  - f) maintain records as are appropriate;
  - g) present annual reports at the AGM.

### **TERMS OF SERVICE**

7. The Terms of Service of the Executive positions shall be for a minimum of two years in one position to a maximum of two consecutive terms. Members-at-large shall be elected annually for a maximum of two consecutive terms. The terms for the elected positions of President and Secretary will commence in odd years; while the elected positions of Vice- President, Treasurer and Events Coordinator will commence in even years.
8. All of the above positions, with the exception of the Webmaster, will be elected by the membership or appointed by the executive in the event of a vacancy in any position of the Executive. The Quorum for any Membership Meeting, Annual General Meeting, or any Committee meeting shall be those in attendance at the meeting. No proxy allowed. The Quorum for any Executive meeting will be greater than 50% of the Executive Members.
9. All committees shall be determined by the Executive.
10. Any person in good standing, who is a paid member of the RRRC, is entitled to vote on matters pertaining to the objectives and internal administration of the RRRC. A family membership would have a maximum of two votes; those two votes would be counted only if the two adult members of the family are present at the AGM or special meeting of the membership. No proxy votes allowed.

Voting at executive meetings shall be only by elected members, unless the executive allows for others in attendance to vote.

11. Members of the RRRC may be involved in all aspects of the RRRC including holding office; however, only those members who have paid their annual membership fees will hold voting privileges.

### **DUTIES AND RESPONSIBILITIES**

12. The duties and responsibilities of the Executive and Standing Committees shall be as follows:

#### **Executive**

- a) The **President** shall:

- i. chair all meetings of the Board and the AGM
- ii. direct and coordinate all RRRC activities through delegated Sub-Committees and individuals
- iii. be responsible for the direction of the RRRC
- iv. represent the RRRC at meetings and functions as deemed appropriate
- v. have signing authority
- vi. only vote in the event of a tie

b) The **Vice President** shall:

- i. chair all meetings in the absence of the President
- ii. understudy and assist the President as deemed appropriate
- iii. represent the RRRC at meetings and functions as deemed appropriate
- iv. have signing authority

c) The **Secretary** shall:

- i. in consultation with the President prepare and distribute meeting agenda
- ii. coordinate all correspondence in to and out of the RRRC through current membership list
- iii. represent the RRRC at meetings and functions as deemed appropriate
- iv. maintain and distribute minutes
- v. have signing authority

d) The **Treasurer** shall:

- i. maintain bank accounts, books, and ledgers reflecting the financial status of the RRRC
- ii. coordinate all financial activity on behalf of the RRRC
- iii. have signing authority
- iv. ensure that 2 of 4 required signatures are on financial transactions, those being that of the President, the Vice-President, the Secretary and/or the Treasurer
- v. represent the RRRC at meetings and functions as deemed appropriate
- vi. maintain the membership list

(e) The **Events Coordinator** shall:

- i. present a plan for all activities
- ii. coordinate activities with the executive
- iii. maintain a record of each event
- iv. solicit requests for events from the membership
- v. solicit the membership to assist with events

(f) The **Members-at-Large** shall:

- i. represent the RRRC at meetings and functions as deemed appropriate
- ii. chair a nominating committee
- iii. carry out functions requested by the Executive

(g) The **Webmaster** shall:

- i. maintain and update the RRRC website

- ii. attend executive meetings as necessary
- iii. is a non-voting position on the executive

### **13. COMMITTEES:**

The Executive may appoint Ad Hoc Committees to help with functions of the RRRC. All such committees shall bring all recommendations to the Executive for approval.

### **14. SUSPENSION OR REMOVAL OF OFFICERS DIRECTORS OR MEMBERS**

The removal or suspension of any Executive member is done by majority vote of the Membership at the Annual General Meeting or at Special General Meeting of the Membership. Notice of such action and subsequent meeting must be given in writing to the Membership at least fourteen (14) days (not including Saturday or Sunday) prior to such a meeting. Any member, who is being considered for removal, must receive the same notification and may be in attendance, at the said meeting, and be heard.

#### **I. Grounds for Suspension or Removal**

- a) ceased to fulfill the requirements for being a member
- b) done anything whatsoever which the Executive or the General Membership considers detrimental to the interests of the RRRC

### **15. MEETINGS**

The following meetings shall be held:

- a) Executive Meetings: The RRRC Executive shall determine the frequency of meetings to a minimum of 4 meetings per year. The venue, activity, and timing for each meeting shall be coordinated at the discretion of the Executive. The conduct of each meeting shall be in accordance with Parliamentary Procedure in regards to motions, amendments and voting.
- b) Membership Meetings shall be coordinated at the discretion of the Executive Committee
- c) Annual General Meeting--The Executive shall designate a date in March as the Annual General Meeting. The following activities will be conducted at the Annual General Meeting:
  - i. Election of Officers
  - ii. Reports from the President and Sub-Committee Chairpersons; and the
  - iii. Treasurer's Report
- d) All notices of a Membership meeting or the Annual General Meeting must be sent to members at least 14 days prior to either of these meetings.

### **16. QUORUM**

The Quorum for any Membership Meeting, Annual General Meeting, or any Committee meeting shall be those in attendance at the meeting. No proxy allowed.

The Quorum for any Executive meeting will be five Executive Members.

## **17. COMMUNICATIONS**

Communications may be by telephone, e-mail, facsimile, letter or courier or any other such means, electronic or otherwise, as deemed appropriate by the Executive.

## **18. NOMINATIONS AND ELECTIONS**

The following rules will be followed with respect to nominations and elections:

- i. Members of the RRRC may nominate any Member of the RRRC for any vacant position of Office in writing prior to the Annual General Meeting. There may be nominations from the floor on the day of the Annual General Meeting.
- ii. The Nomination Committee shall supervise and conduct all elections.
- iii. Election of Executive Officers shall be made by secret ballot. The Officers shall be elected by majority vote of those regular RRRC Members present.

## **19. MEMBERSHIP DUES**

- a) RRRC Members shall subscribe to annual Membership Dues from January 1 to December 31. The price of the annual membership fees will be set at the discretion of the executive.
- b) Membership dues are non-refundable and are non-transferrable.
- c) Any member failing to pay membership dues will not have a vote at the Annual General Meeting or a Special General Meeting of the membership.
- d) A family membership will consist of up to two adults and all children of these two adults under the age of 19.
- e) Memberships expire as of December 31. Memberships that have lapsed as of December 31 shall not be considered expired until the beginning of the Annual General Meeting.

## **20. ACCOUNTABILITY**

Financial accountability is vested in the Executive Committee. The Executive Committee shall keep such financial books and records as is deemed appropriate.

The Fiscal Year for the Regina Road Runners will begin on January 1<sup>st</sup> and end on December 31<sup>st</sup> for each year.

## **21. AMENDMENTS**

This document may be amended by a majority vote of the Members present at a General Meeting of the RRRC with at least 14 days written notice.

## **22. DISSOLUTION**

If dissolution of the Regina Road Runners Club should occur, all bank accounts would be closed and monies would be donated to a charity which has been agreed upon by the membership.

**ENACTED THIS: 9<sup>th</sup> day of March, 2011**  
**AMENDED on the 21<sup>st</sup> day of March, 2012**  
**AMENDED on the 20<sup>th</sup> day of March, 2013**  
**AMENDED on the 25<sup>th</sup> day of March, 2015**  
**AMENDED on the 23<sup>rd</sup> day of March, 2016**  
**AMENDED on the 15<sup>th</sup> day of March, 2017**