

# **Brampton Benders Running Club (BBRC)**

## **Constitution and Bylaws**

### **Constitution:**

The Brampton Benders Running Club has been formed as a group of like-minded people who love to run, improve their fitness, and socialize in a positive, supportive environment. We promote running related activities and will explore areas in the community where we may provide assistance. We are a not for profit organization.

### **Bylaws:**

#### **Article 1: Office**

Section 1 – The permanent office of the Club shall be at such a location as may be selected by the Executive Committee (hereafter referred to as the Board)

#### **Article 2: Memberships**

Section 1 – Membership shall be offered to all interested Runners located in Brampton and the surrounding community, 18 or older. Activities will include practice runs and training, social activities, and support for races.

Section 2 – The Membership Director will keep an up-to-date list of all members and make it available to members by special request.

Section 3 - The Membership Director will annually remind all members to renew their memberships *prior to the AGM*. In addition the Membership Director will send one reminder to members who have not renewed their membership within the given timeframe.

Section 4 - The Membership Director will provide a list of members who have not renewed their membership in the given timeframe to the Communication Director to be removed from the club mailing list and Whatsapp group.

Section 5: Timeframe to renew membership will be one month from first communication.

#### **Article 3: Membership Privileges**

Section 1 – All active members, in good standing, shall be accorded equal privileges in Club activities and shall be subject to the same rules and regulations as described in the Bylaws.

Section 2 – Member in Good Standing can be defined to be a Member of Brampton Benders when he or she has remained current on annual fees which cover a 12 – month period. Being a Member in good standing affirms the Member’s commitment to the vision of Brampton Benders, which are reflected in its Constitution and By-laws. It is expected that members in good standing will work collaboratively to strengthen Brampton Benders and will not engage in any activities that put Brampton Benders in membership jeopardy or discredit the Club.

Section 3 – All members of the Club are expected to treat each other in a respectful manner. In those instances where any form of abuse, (including, but not limited to verbal abuse) or sexual misconduct has occurred, a verbal warning or reminder will be given to the offending member by a representative from the executive. The Executive committee has the authority to cancel a membership for an infraction or a 2<sup>nd</sup> offence. Either with or without a refund.

#### **Article 4: Membership Fees, Annual Dues**

Section 1 – Membership fee shall be determined by the Board and reviewed annually.

Section 2 – Annual fees shall be sufficient to provide for the expense of operation of the Club.

Section 3 – The Board shall fix the amount of the annual membership fee by Nov 1, for the ensuing year, based on anticipated operation expenses.

#### **Article 5: Membership Accountability**

Section 1 - Members require approval from the Board of Directors via email or in meeting minutes before approaching any company or organization on behalf of the club unless it is for race sponsorships.

Section 2 - Members require approval from the Board of Directors via email or in meeting minutes to create any social media or other similar accounts on behalf of the club.

Section 3- Members should not incur any expenses on behalf of the club without prior written approval from the Board of Directors.

Section 4 - Members that have authorization to incur expenses on behalf of the club must submit receipts within one month of incurring the expense in order to be reimbursed. Failure to submit receipts within the identified timeframe for payment will then be at the discretion of the Board of Directors.

Section 5 - Members who volunteer to organize an event on behalf of the club must;

- a) Have received approval from the Board of Directors via email or in meeting minutes.
- b) Provide written updates or attend board meetings to update the Board of Directors on a regular basis. Timeframe to be agreed upon by the member and Board of Directors and noted in email or in meeting minutes.
- c) Identify to the Board of Directors if they are unable or unwilling to continue organizing the event in a timely manner so another volunteer can be identified.

Section 5 - Members who fail to provide status to the Board of Directors will be assumed to no longer be interested in organizing the event. The Board of Directors has the discretion to find another volunteer. The original volunteer will be notified via email by the Secretary that they have been replaced.

Section 6 - Members who run accounts on behalf of the club such as but not limited to; Whatsapp, Instagram, Facebook must;

- a) provide the login details and password to the President and VP.
- b) not post any content which would be deemed offensive by a reasonable person.
- c) ensure that the account details are passed on within two weeks to the next volunteer when they are no longer fulfilling the role.

## **Article 6: Membership Meetings**

Section 1 – At a date and time to be fixed by the Board, the Club shall hold its Annual Membership Meeting for the purpose of electing the Board, receiving the Reports of officers, approving the budget for the next year and for other such business as may come before it.

The year-end date is left up to the executive to decide when a year-end will occur. For 2013, the year end was decided on June 30, 2013. It can be changed at the discretion of the executive.

Section 2 – Special Meetings may be properly called by the Board assuring that all members are notified. Special meetings may also be called by upon the request of active members, within 30 days of the request.

Section 3 – Only active members, in good standing, may vote. Active members may vote by written proxy filed with the secretary three days before the meeting.

Section 4 – The form of the voting (open or secret) shall be determined by the President, subject to the approval of those present at the meeting.

Section 5 – No quorum shall be required at Membership meetings. Approval or disapproval of actions and elections shall be made by those active members present (or by proxy or designated alternates). Majority vote rules except where otherwise indicated.

Section 6 – Actions taken at such properly called meetings shall be binding on all members.

### **Article 7: Officers**

Section 1 – The officers consist of President, Vice-President, Secretary, Treasurer, Membership Director, Social Committee Director, Communication Director, and IT Director, who shall be elected at the annual meeting of the membership for a term of one year, or until their successors are elected.

Section 2 – The President shall preside at all meetings of the Board. The President shall be the administrative officer of the Club.

Section 3 – The Vice-President shall serve in the absence of disability of the President.

Section 4 – The Secretary shall keep the minutes, attend to the correspondence, send all notices of meetings, see the Board operate in accordance with the Bylaws and Constitution. The Secretary shall maintain up-to-date copies of the Bylaw and Constitution.

Section 5 – The Treasurer shall have charge of the monies and Books of account, shall pay all bills.

Section 6 – The term of office shall begin on the first Board meeting after the General Membership Meeting.

Section 7 – Cheques to disburse the funds of the Club will contain the names of two officers of the Club.

### **Article 8: Duties of the Executive Board**

Section 1 – Conduct the affairs of the Club, taking such actions as may be necessary, within the established limitations, to carry out the purposes of the Club.

Section 2- Exercise one vote each, Board members and officers alike, including the President.

Section 3 – Arrange for Club Shirts

Section 4 – Arrange for and coordinate all social activities including the annual

Potluck Party.

Section 5 – Arrange for Club sponsorships.

Section 6 – Coordinate, print and mail any Club information as needed.

Section 7 – Prepare an annual budget for the Board and supervise all financial transactions.

Section 8 – Seek new members and maintain an up-to-date list of active Club members.

Section 9 – Provide a liaison with the City of Brampton.

Section 10 - Approach races on behalf of members to obtain discounts for members to use.

### **Article 9: Amendment of Bylaws**

Section 1 – These Bylaws may be amended by a majority vote of the active members present and voting at a properly called meeting by the Board

Original issue of this document – Dated November 22, 2010

Revised Art. 2, section 1, and deleted previous Art. 2, section 2; Section 3 becomes 2. - Feb 16, 2011

Revised Art. 5, section 1, deleted Oct/Nov, added second paragraph, per annual meeting July 21,2013

Revised Art. 2, Section 2 – added Membership Director (Feb 1, 2015) Revised Art. 6,

Section 1 – added Membership Director (Feb 1, 2015) Revised Added Article 3 –

Section 2 – Member in Good Standing (May 13, 2017) Revised: Added Article 3,

Section 3 – Abuse or misconduct by member (Mar 14, 2019) Revised: Art 2. Section 2

– Member list available by special request only (Jan 9, 2020)

Revised the following articles:

- Article 2: added sections 3 to 5
- Added Article 5 to identify member responsibilities.

- Renumber subsequent Articles.
- Article 7: added additional Directors for Social Committee, Communications and IT.
- Article 9: added section 10 to try and obtain race discounts.