

Bonita Running Club Bylaws

Sections:

Officers/Leadership

Membership

Meetings/Activities

I. Officers/Leadership

The leadership of the Bonita Running Club will consist of eight offices – president, vice president, secretary, treasurer, race operations manager, walker director, public relations and volunteer coordinator. These officers will be elected each year by vote of the club's membership at a December meeting to be set by the president. In addition, the club's officers will be assisted by various race directors and advised by Lifetime members of the club (past presidents).

1. Elections

The club's officers will be elected on a yearly basis each December by a majority vote of club members in good standing. Nominations accepted from email. Candidates must receive 2 or more nominations to be eligible for the election and to be added a final ballot to be voted upon at the yearly meeting in December.

2. Positions

- **A. President** – The president of the Bonita Running Club will be responsible for the overall administration of the club. This includes the oversight of planning for all events and delegation of duties to the club's officers not outlined in the club's bylaws. The president will also be responsible for the execution of the Premiere Series Points, as well as scheduling the December election meeting.
- **B. Vice President** – The vice president of the Bonita Running Club will be responsible for overseeing event sponsorships, as well as membership coordination, and the organization of the 2-mile summer fun run series each year.
- **C. Secretary** – The secretary will be responsible for e-mailing meeting notifications, meeting agendas and reports to club members. The secretary will also post these items on the forum section of www.BonitaRunningClub.com, and see to it that the web master receives this information as well.
- **D. Treasurer** – The treasurer will be responsible for maintaining the financial accounts of the club, ensuring that the club's Road Runners Club of America insurance is paid in a timely manner, and advising the club's officers on financial decisions.
- **E. Race Operations Manager** – The race operations manager will be responsible for coordination of all equipment, keeping up with all club gear and making sure any equipment that is loaned out is returned and that it is full working order.
- **F. Walker Director** – The walker director will work to promote the club among walkers and establish walking groups. Also represent the walking interest of the club.
- **G. Public Relations** – The public relations person will oversee promoting of all club activities within the media, online and for distribution of material for promotional purposes. Also for making sure all content is added to website in timely manner such as race results and race promotional material.
- **H. Volunteer Coordinator** – The volunteer coordinator will be responsible for making sure all club events had adequate volunteers, and overseeing dispatching of the volunteers on race day.

BONITA RUNNING CLUB

FUNDS ACCOUNTABILITY POLICY

Policy Statement:

Prudent, consistent and accurate recording of all income and expenses related to activities sponsored by the Bonita Running Club (BRC) is required to maintain fiscal responsibility and to ensure that BRC adheres to tax laws and maintain organizational integrity. This Funds Accountability Policy is established to set forth expectations to meet these goals. It is not intended to encompass all situations but to set forth minimum standards to which BRC as an organization and BRC members are expected to conduct their events and activities.

Federal Tax Filing Requirements:

BRC has been approved by Road Runners Club of America (RRCA) to utilize its Federal ID Number (00-0000000) under the RRCA Group Exemption Number (0000). RRCA has designated BRC as Club Number 0000. Accordingly, contributions to PBP are tax deductible to the person or entity making them as a Section 501 (c) (3) organization. Race entry fees are not deductible. The amount of membership dues that exceeds the value of benefits provided by club membership is also deductible. The value of goods, services or cash donations are generally to be considered fully deductible when such items go to support a BRC event such as a race or meet even though the donor's name or logo may be displayed on BRC materials, promotional items, website, etc. Any value derived from the display of the donor's name or logo on BRC materials or promotional items is nominal, indeterminable in nature and would be considered included on such items as a courtesy to the donor.

BRC is responsible to adhere to Federal Tax Filing Requirements. Currently, those requirements are:

Form 990 – Return of Organization Exempt from
Income Tax (if applicable)

Form 990 – T – Exempt Organization Business
Income Tax Return (if applicable).

Form 990 – N Annual Electronic Filing Requirements
for Small Exempt Organizations (if applicable)

Form 990 must be filed annually if the BRC's **gross receipts** normally exceed \$25,000.

Form 990 – T must be filed annually if the BRC have **gross receipts** of \$1,000 or more from an "**unrelated trade or business**."

Form 990 – N must be filed annually for if BRC have **gross receipts** are normally **less than \$25,000**.

State of Mississippi Filing Requirements:

A 501(c)(3) organization does not have any filing requirements in Mississippi due to its tax exempt status. However, if there is any unrelated business income, it must be filed and reported with the Federal 990-T attached on the Mississippi corporate income tax return (Form 83-105).

Club Events:

BRC hosts many different events. These events may be social in nature, business meetings, banquets, races, meets or other types of competition. An event should be included in the BRC calendar of events and / or deemed a BRC sanctioned event by the membership or officers.

To further determine if an event is a club event in regards to the Funds Availability Policy, other factors can be considered. Those factors have been outlined by RRCA regarding liability coverage through RRCA. Some of those factors are (per December 2007, Inside Track, Quarterly Newsletter for Members of the RRCA):

Does the club identify the event as a club event by listing it on the club's event calendar?

Does the BRC board meet to make decisions regarding the event?

Is the club involved with the event planning at each stage?

Is the event referred to in the club meeting minutes as a club owned event?

Does the club, in addition to managing all aspects of the event, train and supervise the volunteers on the course, at the aid stations, and at the finish line?

Do the words "organized by" (or similar wording) with the name of the club appear on the race entry form or promotional materials or items?

Do participants and sponsors make their checks payable to BRC?

Do the event proceeds go into the club's checking account before being disbursed to vendors or charities?

Properly Remitting Receipts and Expenses:

In order for BRC to accurately determine its annual gross receipts it is imperative that all income derived from club activities are properly recorded on the books of BRC. The race director or event chair of any activity deemed to be a BRC activity shall be responsible for remitting all funds received to the BRC treasurer for proper recording. (see Club Events section to determine if questions exist that the event is a Club Event)

All expenses shall be paid directly to the service provider or receipts must be provided regardless of amount for reimbursement to a BRC member. Expenses should be of a reasonable amount and properly supported with documentation unless the expense is a normal, recurring expense for club operation such as insurance, rent, utilities, taxes, etc. Said normal, recurring expenses shall be tendered directly to the service provider or vendor. BRC officers (President, Vice-President, Secretary, and Treasurer) have the authority to determine if an expense incurred by a member who is requesting reimbursement is unreasonable or does not have sufficient documentation. Three of the four officers must determine that the expense is unreasonable or unsupported. No club member should pledge club funds for any purpose without similar approval from BRC officers or a club motion.

This policy is hereby approved and recorded in the minutes of the Bonita Running Club. It can be amended from time to time as determined necessary by vote.

Policy Approved: _____ (date)