

APPROVED 14 Sep 2012 bsc

CONSTITUTION OF THE RAMSTEIN ROADRUNNERS

ARTICLE I NAME AND PURPOSE

1. The name of this private organization (PO) will be the Ramstein Roadrunners. It is established as a PO pursuant to AFI 34-223, *Private Organization Program*, 8 March 2007, and all subsequent interim changes.
2. The purpose of this organization is a recreational organization dedicated to promoting physical fitness through participation in Volkssport events and involvement in community affairs. This club shall:
 - a. Encourage and support member participation in these events.
 - b. Promote the exchange of ideas, international goodwill and friendship, and good sportsmanship among clubs and individuals dedicated to these purposes.
3. This PO will conduct itself in a manner that is free of any form of discrimination and provide equal opportunity and treatment for all members regardless of age, race, religion, color, national origin, disability, ethnic group or gender.

ARTICLE II GENERAL PROVISIONS

1. The Ramstein Roadrunners operate on a military installation with the consent of the Installation Commander. Operation is contingent upon compliance with the requirements and conditions of all applicable Air Force guidance, to include instructions, manuals, and policy directives.
2. The members are jointly and severally liable for organizational debts in the event the organization's assets are insufficient to discharge liabilities and their understanding of the liability must be documented.

ARTICLE III OFFICERS AND DIRECTORS

1. The Ramstein Roadrunners are governed by the Board of Directors which consists of two elements; the Executive Committee and the Directors.
 - a. The Executive Committee constitutes the senior club leadership and consists of the following elected officers:

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- (1) President
- (2) 1st Vice President
- (3) 2nd Vice President
- (4) Treasurer
- (5) Secretary

b. The Directors consist of the various chairpersons responsible for committees that support club functions as stated in Article VI of the Bylaws.

c. Positions may be left vacant based on personnel availability and confirmed by an official vote of the Board of Directors.

ARTICLE IV MEMBERSHIP

1. Membership in the Ramstein Roadrunners is open to any member of the NATO forces, military or civilian, their dependents and members of the local community interested in the purpose of this organization.
2. To be considered a member of the Ramstein Roadrunners one must read the PO constitution and bylaws and sign a membership roster. Each page of the membership roster will include the following statement: "By signing this membership roster, I acknowledge that I have read the constitution and bylaws and that as a member of Ramstein Roadrunners, I am jointly and severally liable for this organization's debts."
3. Membership will not be denied based upon an individual's race, sex, color, religion, national origin, martial status, disability, military rank or civilian rating, or age.
4. Active membership is defined as a current dues-paying member. Any member with dues outstanding for more than three months will be dropped from the membership roster. The member may elect to pay the past dues to be reinstated in the club.
5. The Board of Directors may withdraw or suspend membership or deny membership renewal to individuals for failure to adhere to the club's bylaws.
6. The Board of Directors may, by majority vote, bestow honorary membership for the benefit of the club. Honorary and lifetime members must still sign the club membership roster and be made aware of their joint and several liability for organizational debts.
7. Members will have equal opportunity to seek office in the organization. The President will be the presiding senior member at all regular meetings and shall conduct the meeting IAW Robert's Rules of Order.

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8. Members, as well as elected officers, are to conduct themselves in a highly professional manner at all times and are to represent this organization through deeds and words, which exemplify the goals and mission of this organization.

9. Members who do not conduct themselves in a highly professional manner, who fail to exemplify the goals and mission of the organization, and/or who conduct themselves in a manner that could harm the organization or its members may be removed from the organization. The determination of whether a member should be removed from the organization will be made by the Executive Committee. Before this determination is finalized, the member shall be notified of the charge(s) against him or her in writing and shall have five (5) business days to respond and submit matters to the Executive Committee. Members who need more time to respond may request additional time from the Executive Committee. The President of the Executive Committee, or Vice President in the President's absence, shall have complete discretion to determine if additional time is warranted and, if so, how much additional time should be given to the member to respond. Once the member has had a chance to respond as outlined above, final determination will require a majority vote from the Executive Committee and the outcome will not be subject to appeal. All members are strongly encouraged to notify the Executive Committee about any questionable member activity.

10. Members may voluntarily leave the organization by submitting their resignation from the organization in writing or by allowing their membership to lapse (per Article IV above). This written notice must be given to a member of the Executive Council or delivered to the organization during a meeting.

ARTICLE V DUES

The Board of Directors will establish initial and renewal membership dues, subject to the approval of the general membership.

ARTICLE VI AUDITS

1. The Treasurer shall provide a financial report upon request of two-thirds of the membership constituting a quorum, upon the request of the installation commander, or as required IAW AFI 34-223.

2. The Treasurer shall provide all materials requested for audit upon direction of competent authority.

ARTICLE VII GENERAL PROVISIONS

1. The membership is responsible for the custodianship of the fund as prescribed in the by-laws under the duties of the treasurer.

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2. This club is a nonprofit organization and no part of its assets shall benefit any one member.

ARTICLE VIII ACTIVITIES

Fund raising activities will be conducted in accordance with appropriate guidance at all levels (base through DoD). These activities will be in direct support of the Ramstein Roadrunners objectives listed in this Constitution and Bylaws. The appropriate approval for PO fund raising activities is the 86 AW/CC. During CFC or AFAP must be coordinated through 86FSS, 86AAW/JA and then 86AW/CC.

ARTICLE IX INSURANCE COVERAGE

The Ramstein Roadrunners will maintain liability insurance unless waived by the installation commander IAW AFI 34-223. A copy of the insurance coverage and policy or a letter requesting a waiver will be forwarded through the base legal office.

ARTICLE X AMENDMENTS

1. Amendments to the Constitution need to be approved by a two-thirds (2/3) majority of the Ramstein Roadrunners' membership with the concurrence of three-fourths (3/4) of the Executive Council. Approved amendments shall be coordinated through the 86th Services Squadron and 86th Airlift Wing Office of the Staff Judge Advocate and are subject to approval by the Installation Commander or delegation authority.

2. Amendments to the By-laws need to be approved by a two-thirds (2/3) majority of the Ramstein Roadrunners' membership. Approved amendments need not be subjected to further coordination.

ARTICLE XI DISSOLUTION

1. The decision to dissolve the club must be made by a majority vote of a minimum of 75% of the eligible adult club members. An eligible adult member is defined as a member who has signed the membership roster, is current on dues, and has attained the age of 18. If the motion is passed by this vote, club assets will be apportioned in the following manner:

a. Financial Assets:

- i. Financial assets will first be used to pay any debts/obligations owed by the organization.

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- ii. Any remaining financial assets will be donated by the Executive Board to the Ramstein and Kaiserslautern American High Schools' college scholarship funds in the name of the Ramstein Roadrunners.

b. Physical Equipment/Assets:

- i. If financial assets are insufficient to cover debts/obligations; physical assets and equipment (tents, furniture, appliances, etc) will be offered for sale to raise funds to meet the club's obligations.
- ii. Any physical assets and equipment (tents, furniture, appliances, etc) remaining will then be offered, free of charge, to the American Boy and Girl Scouts and other community groups/organizations to support and help their activities.
- iii. Those assets not chosen by these groups will be offered up to other non-profit POs in the KMC for their use.

c. Club Mementos and Memorabilia

- i. Awards, memorabilia, documents and plaques of significant historical value will be catalogued and donated to the American Volkspport Association (AVA) as part of the history and heritage of American volksmarching in Europe.
- ii. Remaining items (trophies, plaques, group prizes, sales items, photos, etc) will be divided among the active club membership using a lottery method.

2. Notification of intent to dissolve will be submitted in writing to the 86 FSS/FSRO, Unit 3240, Box 535, APO, AE 09094.

**ARTICLE XII
MEETINGS**

1. Meetings shall be held as determined by the general membership and shall consist of the following types:

- a. General Membership Meeting – Monthly, normally the third Tuesday of each month.
- b. Executive Committee Meeting – As required to conduct organization business.
- c. Board of Directors Meeting - Monthly, normally the first Tuesday of each month.

d. Special Membership Meeting – A special membership meeting shall be held at the request of at least two-thirds of the Directors or when a petition is signed by at least 25 active club members. In both instances, the reason for the special membership meeting must be stated.

2. A quorum is needed to conduct business at each of these meetings and shall consist of

- a. For the general or special membership meeting, at least one-half of the Board of Directors, to include two (2) elected officers (one of which must be the president or a vice president), plus at least ten percent (10%) of the total active membership present.
- b. For an Executive Committee meeting, three officers, to include the President.

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c. For a Board of Directors meeting, two-thirds of the directors to include the President or a vice president.

3. A simple majority vote of those members' present shall decide motions during all meetings unless otherwise specified in the constitution or the bylaws. The President shall cast the deciding vote in case of a tie.

4. The date for the general/special membership meetings shall be announced at least two weeks in advance. Announcements in the club newsletter, club web page, base paper, or base bulletin shall constitute notification.

5. The resolution of all procedural disputes shall be by reference to Roberts Rules of Order, which shall be the parliamentary guide for conducting club business.

**ARTICLE XIII
ADOPTION AND EFFECTIVE DATE**

This constitution and bylaws shall become effective upon adoption by an affirmative vote of the majority of the active members comprising a quorum and approval of the Installation Commander.

Bradford S. Crandall, President
Ramstein Roadrunners

(Date)

Patrick Massey, Vice-President
Ramstein Roadrunners

(Date)

Steven Cater, Treasurer
Ramstein Roadrunners

(Date)

Julie Wright, Secretary
Ramstein Roadrunners

(Date)

ORIGINAL DOCUMENTS SIGNED AND MAINTAINED IN ROADRUNNER ARCHIVE

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