

BYLAWS OF THE RAMSTEIN ROADRUNNERS

ARTICLE I GENERAL

These bylaws are established to supplement provisions of the constitution of the Ramstein Roadrunners. Upon request, copies of the constitution and the bylaws shall be made available to all active members and other governing agencies having a need to know.

ARTICLE II MEMBERSHIP

1. The Board of Directors may withdraw or suspend club membership or deny membership renewal to a member when the member's behavior is in violation of the provisions of Article IV of the Ramstein Roadrunners constitution.
2. The Board of Directors shall notify the member in question prior to taking action.
3. The member in question shall have the right to address the Board of Directors prior to the Board decision.
4. The decision of the Board is final. The member in question shall not have any redress.

ARTICLE III DUES

1. 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.
2. The Board of Directors shall review the club dues at least annually.

ARTICLE IV ELECTION OF OFFICIALS

1. Qualifications for elected office:
 - a. The individual must be an active and participating member of the club to hold an elected position.
 - b. The individual should have sufficient retainability in the local area to complete a full term of office.
 - c. The member may not hold elected office in the club and another Volkssport club simultaneously.

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- d. Members eligible to vote or hold office shall be at least 18 years old.
2. A Nominating Committee shall:
 - a. Solicit and receive nominations for elected office beginning three months prior to election date.
 - b. Prepare and publicize to the membership a slate of candidates one month prior to election date.
 - c. Provide absentee ballots upon request.
3. Elections normally will be held at the June general membership meeting. Newly elected officials shall take office on the first day of July.
4. In the event of a vacancy of:
 - a. The Presidency, the First Vice President will succeed to that office. The Second Vice President shall succeed to the office of the First Vice President.
 - b. Any other elected office, the Board of Directors will appoint a replacement to complete the term or call a special election to fill the vacancy.
5. Officers and Directors may serve an indefinite number of terms.
6. Any act not otherwise specified in the constitution may be challenged or overruled or an official may be recalled by majority vote of membership.

ARTICLE V DUTIES AND RESPONSIBILITIES OF CLUB OFFICIALS

1. The President shall:
 - a. Be the senior officer responsible for the conduct of all club business.
 - b. Preside over meetings of the general membership, Executive Committee, and Board of Directors.
 - c. Represent the club as senior elected official at such gatherings and occasions as agreed upon by the Executive Committee or the Board of Directors.
 - d. Authorize all proposed expenditures of the club funds after consulting with the Treasurer and receiving any required approval from the Board of Directors.
 - e. Approve all proposals to expend club funds which do not exceed \$500.00.
 - f. Approve all financial statements and minutes of meetings.
 - g. Be a signature authority for checks and/or withdrawals.
2. The Vice President(s) shall:

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- a. Perform the duties of the President in his/her absence and succeed to the office of the President in the event it is vacated (First Vice President).
 - b. Supervise the Tours and ad hoc committee(s).
 - c. Supervise the Club's two annual events (Spring and Thanksgiving).
 - d. Assist the President in managing club business at the direction of the President.
 - e. Serve as the third and fourth person authorized to sign checks and withdrawals in the absence of president and/or treasurer.
 - f. Be Parliamentarian (Roberts Rules of Order) (Second Vice President).
 - g. Supervise the Trailmaster functions.
3. The Treasurer shall:
- a. Receive and distribute Roadrunner club funds as required.
 - b. Prepare semiannual financial statements for the directors.
 - c. The Treasurer will render a full and complete financial statement to the members at the monthly meetings. Regardless of gross revenue, the Treasurer will also provide an annual financial statement to the Resource Management Flight Chief.
 - d. Advise the President on the adequacy of the club funds to meet club obligations.
 - e. Monitor club funds operated by committees.
 - f. Record and maintain central records of all clubs assets and liabilities.
 - g. Supervise the Membership, Achievement and Sales Committee.
 - h. Be the first signature authority on club bank accounts (all withdrawals and/or checks in excess of \$500.00 require two signatures).
 - i. The Ramstein Roadrunners will conduct an annual audit by an accountant (a CPA is not required) if the organization's gross annual revenues exceed \$100,000. If the organization's gross annual revenues exceed \$250,000 a CPA will conduct an annual audit. Costs of all audits will be the responsibility of the organization.
 - j. The books of the Treasurer will be audited as required.
 - k. The Ramstein Roadrunners fiscal year will begin on 1 October and end on 30 September of the following year.
 - l. The Treasurer will be responsible for compliance with all applicable federal, state, and local tax laws. The Treasurer is responsible for filing the appropriate form(s) with the appropriate authority if the organization qualifies for tax exemption.

4. The Secretary shall:
 - a. Record and maintain minutes of all meetings of the general membership, Executive Committee, and Board of Directors.
 - b. Maintain club files.
 - c. Maintain historical files of activities, accomplishments, and events in which the club is involved.
 - d. Prepare correspondence as required.
 - e. Supervise the club's Newsletter Committee and Webmaster function.
5. The Executive Committee, as described in the Constitution Article VI. Officers and Directors, shall:
 - a. Monitor club activities.
 - b. Appoint and dismiss committee chairpersons.
 - c. Establish and dissolve ad hoc committees.
 - d. Assign duties to Directors at Large.
6. Directors at Large shall:
 - a. Perform duties as directed by the Executive Committee, to include serving as committee chairpersons when no other club members are filling those positions.
 - b. Represent the interests of all active club members.
7. The Board of Directors shall:
 - a. Establish and enforce club policies.
 - b. Approve all proposals to expend club funds which exceed \$500.00.
 - c. Approve all club activities which will be conducted solely for club members.
 - d. Approve all agreements or contracts. Any act not otherwise specified in the constitution may be challenged or overruled, or an official may be recalled by a majority vote of a membership meeting.

ARTICLE VI COMMITTEES

1. Each Standing Committee shall:
 - a. Establish written procedures for its operation and submit them to the Board of Directors for approval.
 - b. Each Standing Committee shall submit recommended changes to operational procedures to the Board of Directors for approval.

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2. Each committee which is responsible for handling club assets (moneys, equipment, supplies, awards, etc.), shall maintain a running inventory of assets on hand that shows disposition of assets distributed and provides an accounting annually to the Treasurer.
3. The Membership Committee shall enroll and renew members in the club, collect dues, and maintain club membership records. The Treasurer supervises the committee.
4. The Newsletter Committee shall solicit, receive, and prepare the monthly club newsletter, write publicity for distribution to the military and civilian media, and prepare other informational material as necessary. The Secretary supervises this committee.
5. The Achievements Committee shall manage the club's achievement program. The Treasurer supervise this committee.
6. The Sales Committee shall maintain and operate a Volkssport items outlet for club members. The Treasurer supervises this committee.
7. The Volkssport Committee shall keep the membership informed of upcoming Volkssport events, recommend to the President those events at which the club should pre-register, and prepare the mail pre-registration letters. The Vice Presidents supervise this committee.
8. The Tours Committee shall manage the club's tours and travel program and recommend trips/activities to the Board of Directors for approval. The Vice Presidents supervise this function.
9. The Webmaster shall maintain the club's public web site to provide information for the club membership. The Secretary supervises this function.
10. The Trailmaster shall manage the development, approval process, and marking of trails to support the club's requirements for IVV events. The Vice Presidents supervise this function.
11. The ad hoc committees shall manage internal club activities and special activities as directed by the Executive Committee. The Vice Presidents supervise these committees.

ARTICLE VII MEETINGS

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

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2. 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.
3. 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.
4. The date for the general/special membership meetings shall be announced at least two weeks in advance. Announcements in the club newsletter, 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 VIII
LIFETIME INDIVIDUAL CLUB MEMBERSHIP**

1. The Board of Directors shall be empowered to award an individual an honorary lifetime membership in the Ramstein Roadrunners. Honorary and lifetime members must still sign the club membership roster and be made aware of their joint and several liability for organizational debts.
2. The express purpose of this distinctive form of recognition shall be to reward those individuals who have contributed significantly first to the success of the club and secondly to the overall sport of volksmarching. The emphasis for this recognition shall be on sustained service.
3. The lifetime membership program shall be under the control of the club's Vice Presidents. Acceptance shall be by majority vote of the board of directors.
4. The lifetime member shall receive a distinctive membership card and be forever relieved of payment of yearly dues while retaining all other rights privileges and obligations of club membership. In addition, lifetime members may be considered an ex officio member of the board of directors whose counsel and advice should be sought out and considered.

Bradford S. Crandall, President
Ramstein Roadrunners

(Date)

Patrick Massey, Vice-President
Ramstein Roadrunners

(Date)

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APPROVED 14 Sep 2012 bsc

Steven Cater, Treasurer
Ramstein Roadrunners

(Date)

Julie Wright, Secretary
Ramstein Roadrunners

(Date)

ORIGINAL FILED DOCUMENT SIGNED AND KEPT WITH ROADRUNNER ARCHIVES

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