

By-Laws of the Mid-Florida Milers Walking Club

10 December 2005

(Extracted from scanned pdf file 31 Oct 2005)

Updated and Revised August 2011

Updated and Revised October 1, 2016

Updated and Revised January, 2020



BY-LAWS

OF THE

MID-FLORIDA MILERS WALKING CLUB

ARTICLE I. GENERAL

These By-Laws are established to implement the provisions of the Mid-Florida Milers Walking Club, hereafter called The Club. Copies of the Constitution and By-Laws will be provided upon request to all members in good standing or new members upon payment of Club dues.

ARTICLE II. MEMBERSHIP DUES

Section 1. Annual dues shall be payable to the Treasurer of The Club by the beginning of each fiscal year.

Section 2. Payment of these yearly dues by any person, 18 years of age or older, shall entitle that person to be a voting member of The Club for the duration of the fiscal year, or as modified by ARTICLE V, Section 1, of the Constitution. The fiscal year is defined as including the 1st of July of the current year through the 30th of June of the following year. Dues for new members paid after the beginning of the fiscal year will be prorated as determined by the Board of Directors.

ARTICLE III. FINANCIAL

Section 1. The revenues of The Club shall consist of income derived from annual dues, scheduled events, and any other activities approved by the Board of Directors and/or the General Membership.

Section 2. The Treasurer shall present an accounting report of the financial status of The Club at each meeting of The Board of Directors and the General Membership meeting.

Section 3. Accounting procedures employed by the Treasurer shall clearly indicate the assets, liabilities and financial transactions of The Club. All financial transactions shall be supported by invoices, collection sheets, cancelled checks or other such documents.

Section 4. The President shall arrange for all funds, property, assets and liabilities to be audited biennially, or upon changing Treasurers, by a member who is not an elected officer or a member of the Board of Directors or by an outside source if no club member is qualified or willing to perform this task. A report of the audit shall be presented at the next regularly scheduled general meeting. The audit shall contain at a minimum:

- a. A thorough verification to ensure that all transactions are recorded and that accounts are posted correctly and in a timely manner.
- b. An inventory of The Club property, if any.
- c. A summary of all cash on hand, reconciliation of cash in accounts in the bank, and verification of accounts payable and any other liabilities.

Section 5. Funds in an amount to be determined by the Board of Directors shall be set aside to help defray the expenses of a Club member selected biennially by the Board of Directors to represent The Club at the biennial AVA convention. In the event that a Club member does not attend the convention, then the funds shall be retained in the Treasury.

ARTICLE IV. OFFICERS

Section 1. The President shall:

- a. Provide overall direction and control of the planning/conduct of scheduled events and all other Club activities;
- b. Preside over meetings of the general membership and Board of Directors, conducting such meetings in accordance with Robert's Rules of Order;
- c. Represent The Club (or designate a representative) to the community, government bodies and to the AVA and IVV;
- d. Cause to be prepared all reports required either by the AVA or IVV as necessary;
- e. Appoint chairpersons to Standing Committees;

- f. Appoint special committees and working groups as deemed necessary;
- g. Perform other such duties that normally pertain to the office of President and as provided in the Constitution and these By-Laws; and
- h. Attend the biennial AVA Convention representing The Club. In the event the President cannot attend, an alternative shall be selected from among the Board of Directors or the voting membership if no club official is able to attend.

Section 2. The Vice-President shall:

- a. Assume the office of President during an absence and perform the duties of that office;
- b. Succeed to the office of President when that office becomes vacant through resignation, recall, or death;
- c. Assist the President in performing Club business at the discretion of the President;
- d. Maintain and ensure inputs to online document and club data are made by officers and standing committees;
- e. With the approval of the Board of Directors, coordinate design and contract for the obtaining of medals, patches, pins or other awards which provide an incentive for membership, and public participation in Club sponsored walks and events; and
- f. Prepare programs as desired and appropriate for each Club-sponsored walk and attempt to gain financial sponsorship for the event to assist the membership by offsetting the cost of printing advertisements for the scheduled events.

Section 3. The Secretary shall:

- a. Record and maintain minutes of general membership and Board of Director's meetings;
- b. Prepare and maintain a file of correspondence for The Club;
- c. Archive correspondence data at a cloud storage location; and
- d. In coordination with the Board set date for each Board meetings, set location and prepare agenda.

Section 4. The Treasurer shall:

- a. Arrange to have on hand AVA/IVV record books, registration papers and such other equipment and supplies deemed necessary for the conduct of a sanctioned event;
- b. Act as the custodian for all Club funds, equipment, property and facilities;
- c. Maintain records of all walks as indicated by the AVA and ensure that all financial fees and financial responsibilities are adhered to regarding conduct of scheduled events;
- d. Maintain records of all financial transactions pertaining to The Club; including but not limited to: account for all monies of the club; collect monies and dues and make payments which have been authorized;

- e. Present financial reports to the membership at each annual general meeting and to the Board of Directors at least each quarterly Board meeting;
- f. Prepare an annual financial statement and provide it for the general membership at The Club's annual meeting;
- g. Cooperate in the biennial audit of the financial status of The Club conducted by a voting member selected by the President, or by an outside source if no club member is qualified or able to perform this task;
- h. Review all proposals for expenditure of Club funds to determine adequacy of funds in the treasury to meet the proposed obligations;
- i. Review and recommend changes to the amount of funds set aside to help defray expenses for the AVA convention representative;
- j. Maintain an inventory of The Club's property, if any, that is updated biennially;
- k. Archive financial and registration data at a cloud storage location;
- l. Maintain liaison with and keep informed of special awards available through the AVA awards section; and
- m. Perform other fiscal duties as requested by the President.

ARTICLE V. STANDING COMMITTEES / VOLUNTEERS

Section 1. The President, with the advice of the elected officers, may solicit volunteers from the general membership, persons or chairpersons of Standing Committees such as: Publicity, Awards, Routes and Trails, Registrations, Special Activities, Memberships, and Social/Food Service, Volunteer Coordinator, Year-Round Event Coordinator, Year-Round Route Monitors, Newsletter Publisher, Web Master and any other Committees, Sub-Committees or Volunteers as deemed necessary for the good of The Club.

Section 2. Chairpersons of Standing Committees will organize and supervise those activities of The Club which fall within their areas of responsibilities. Chairpersons will participate in the meetings of the Board of Directors called by the President. Chairpersons may obtain assistance from Club members to accomplish the performance of their functions.

Section 3. The Publicity Committee shall:

- a. Plan campaigns to promote and publicize activities of The Club including scheduled walking events, annual membership campaigns, and other social activities in general; and
- b. Prepare and distribute articles to the media and other appropriate agencies, such as the AVA, The American Wanderer, and local news outlets.

Section 4. The Routes and Trails Committee Chaired by the Trailmaster shall:

- a. Coordinate with the AVA and the Regional Director of the AVA. Submit Event requests via AVA electronic procedures, monitor electronic approvals by the Regional Director to obtain the stamps required for AVA recognition in event and distance record books. Develop with the YRE Coordinator YRE routes, changes and route updates. The Routes and Trails Committee shall coordinate with the Treasurer to ensure that all financial fees and financial responsibilities are adhered to regarding conduct of scheduled events;

- b. Explore potential routes and locations in which to conduct walking events;
- c. Arrange with appropriate authorities for the use of the route for Club sponsored walks;
- d. Provide the Volunteer Coordinator with volunteer requirements for each event. Coordinate the volunteers' instructions as required;
- e. Establish the location of checkpoints along the route.
- f. Prepare a route map for inclusion in the walk program along with a detailed description of the route if it is determined that such a program is necessary for the conduct of the walk;
- g. Mark the route clearly, if required, or in the absence of route maps or detailed descriptions, in such a manner that participants new to volksmarching should have no trouble identifying the route and ensure that such markings are removed at the conclusion of the event;
- h. Design, prepare, and arrange for the printing and the distribution of flyers, announcements, posters, and registration forms for all Club-sponsored events;
- i. Arrange for preparation of event brochures (AVA requirement) and submit to Regional Director 60 days in advance. Provide event information to the Web Site manager and Publicity coordinator a minimum of 60 days in advance;
- j. Coordinate and arrange for support facilities for Club sponsored walks;
- k. Coordinate and arrange setting up and dismantling the Start/Finish; and
- l. Archive event data at a cloud storage location.

Section 5. The Registration and Finish Volunteers shall:

- a. Conduct the registration of participants on the days of Club sponsored events and issue walk registration numbers to be turned in at the finish;
- b. Enter in participants' AVA/IVV record books the required sanction stamps supplied by the AVA; issue walk registration numbers to be turned in at the finish;
- c. Distribute awards at the finish point of Club sponsored events; and
- d. Early registration for events will be conducted by the Treasurer for Worker Walks, keeping records of those registrations submitted. Preregistration for large events will be accomplished as directed by Treasurer.

Section 6. The Special Activities Committee shall:

- a. Obtain and arrange to sell promotional items approved by The Club, such as T-shirts, caps, decorative pins, patches, bumper stickers and any other items that are club or AVA sponsored;
- b. Re-order additional merchandise as needed and notify the Board of Directors;
- c. Present for approval by the Board of Directors plans for the sale of new items; and
- d. Provide the Treasurer with complete information and accounting for liabilities incurred and income

received on a timely and continuing basis.

Section 7. The Membership Committee shall:

- a. Process application forms for new members;
- b. Maintain current and historical membership lists;
- c. Conduct activities to attract new members at Club sponsored walks and other appropriate events;
- d. Make copies of The Club Constitution and By-Laws available on The club website or upon request by email or regular mail, if email is not available; and
- e. Archive membership data at a cloud storage location.

Section 8. The Social/Food Services Committee shall:

- a. Coordinate special social events; and
- b. Provide food and refreshments for sale at sanctioned Club events, when deemed appropriate.

Section 9. The Volunteer Coordinator shall:

- a. Obtain volunteers to assist in running Club events. And schedule volunteers to be at checkpoints and start/finish during the walks;
- b. Keep a record of members, dates, events and hours that members have worked; and
- c. Explain volunteer responsibilities as required.

Section 10. The Year Round Event (YRE) Coordinator shall:

- a. Manage the YRE operations, renewals/new events, coordinate with the Routes and Trails Chair, and liaise with Route Monitors on their Walk Boxes;
- b. Obtain supplies requested by YRE Route Monitors;
- c. Update and distribute to Route Monitors (by email or via Drop Box) Walk Box documents where changes are made to AVA forms and walk instructions;
- d. Sanction new YRE ESRs on AVA website required by the MFM Board;
- e. Renew sanctions for YRE ESRs by the AVA required date by updating information including Special Program;
- f. Update or add YRE ESR descriptions for changes to walk instructions or directions
- g. Review and update the annual YRE Brochure and ensure correlation with data on the MFM website; and
- h. Keep the Webmaster abreast of changes needed on the website.

Section 11. The Year Round Event (YRE) Route Monitors shall:

- a. Maintain start boxes. (Start boxes are a file box that must have a registration book, start cards/sheets,

walk stamp and non inking pad, walk instructions, pens, envelopes with MFM address, club pins, awards, if any, and YRE brochures. (There should be no outdated data.). Treasurer reimburses costs with accounting/receipt for copying/envelopes/supplies;

- b. Provide registration sheets, Club discount coupons, and all monies to Treasurer by the 10th of each month;
- c. Monitor the route at least quarterly, coordinate with YRE Coordinator and report discrepancies concerning routes;
- d. Inventory pins, patches, and awards, if any, as they do not get sold often. Replenish at any walk event from Treasurer or Route and Trails Chair. Inventory semiannually & use file format in cloud storage.
- e. Review and update write-ups for YRE on the MFM and AVA web sites. If changes are needed, suggest and provide to the YRE Coordinator; and
- f. Develop alternate walk routes in coordination with the YRE Coordinator and Trailmaster every 2-4 years.

Section 12. The Newsletter Publisher shall:

- a. Publish a newsletter periodically soliciting inputs from members, providing data from AVA and general articles relating to walking;
- b. Ensure that the President, or his/her representative has vetted the contents of the newsletter; and
- c. Provide digital copy of newsletter to be placed on club website and distribute the newsletter to Club members in good standing and to others as directed by the Board of Directors.

Section 13. The Web Master shall:

- a. Maintain contact with the Routes and Trails Committee and other club officers and members to ensure the most up-to-date information is available to club members and nonmember site users;
- b. Maintain site as required and warranted, to update the Events section of the homepage, adding information to the next walk events;
- c. Ensure the ability for club members to sign up for volunteer positions during walks;
- d. Update the entire website annually. These updates may include updates to pictures and graphics, as well as general club information, and Year Round Events specifics;
- e. Redesign site “look and feel” to accommodate new information and data, as necessary;
- f. Renew domain URL and hosting plan. Renewal may be done on an economical multi-year basis, if available, from the hosting company; and
- g. Place the latest versions of The Mid-Florida Milers Club Constitution and By-Laws on the website.

ARTICLE VI. MEETINGS

Section 1. The Board of Directors shall meet at a minimum quarterly, at a time and place to be determined by the Board. Additional special or emergency meetings may be called by the President, as required.

Section 2. A Board of Directors meeting may be held via conference call or Skype/video, as long as a quorum is in attendance via conference call. All members must be able to hear the proceedings and speak when required.

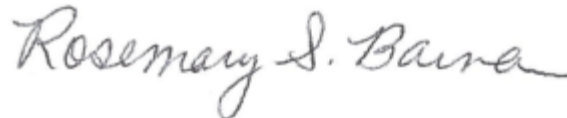
Section 3. The Club shall meet at a place to be determined by the Board of Directors. These meetings will occur annually for Club elections as required by the Constitution.

Section 4. Special or emergency general meetings may be called by the President, the Board of Directors or membership if or when the need for such a meeting should arise but, in any event, not until at least two weeks advance notice has been given to the general membership by US Mail or email.

Section 5. Voting by Proxy. A member in good standing is eligible to vote by proxy, executed in writing and presented at the meeting in which the vote will be taken or received by the Club Secretary no less than one week before such meeting. For the purposes of this Section, transmission of votes by U.S. mail, fax or email shall be considered.

RATIFICATION: THESE BY-LAWS WERE REVISED AND APPROVED ON: January 22, 2020

AUTHENTICATED BY:

A handwritten signature in cursive script that reads "Rosemary S. Barna".

Rosemary Barna, President