

# **By-Laws of the Mid-Florida Milers Walking Club**

10 December 2005

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**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 on The Club's website.

## **ARTICLE II. MEMBERSHIP DUES**

**Section 1.** Annual dues shall be payable to the Treasurer of The Club at 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 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 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's 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. The President, or the Secretary, may collect proxy votes for the General Membership meeting. Any votes collected by the President shall be forwarded to the Secretary for voting;
- d. Represent The Club (or designate a representative) to the community, government bodies and to the AVA and IVV;

- e. Cause to be prepared all reports required either by the AVA or IVV as necessary;
- f. Appoint chairpersons to Standing Committees;
- g. Appoint special committees and working groups as deemed necessary;
- h. Maintain liaison with and keep informed of special awards available through the AVA awards section;
- i. Perform other such duties that normally pertain to the office of President and as provided in the Constitution and these By-Laws; and
- j. 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, incapacitation, or death;
- c. Assist the President in performing Club business at the discretion of the President;
- d. 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. In coordination with the Board of Directors, set a date and location for each Board Meeting;
- b. Prepare an agenda for each Board meeting;
- c. Determine the number of eligible members at the General Membership meeting. Determine that a quorum is present at both the General Membership Meeting and the Board of Directors Meetings;
- d. In coordination with the President, shall collect the proxy votes. The Secretary shall also vote the proxy votes as directed by the member;
- e. Record and maintain minutes of the General Membership and Board of Director's meetings in cloud storage and or The Club website and
- f. Prepare and maintain a file, in the cloud storage, of correspondence for The Club.

**Section 4.** The Treasurer shall:

- a. Arrange to have available AVA/IVV record books;
- b. Act as the custodian for all Club funds, equipment, property and facilities;
- c. Maintain records, and collect all monies, 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. Records and monies will be provided by the Registration and Finish Volunteer;

- 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 Board of Directors at each quarterly Board meeting and an annual financial statement for the general membership at The Club's annual meeting;
- f. 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. This audit will include both financial assets and a tangible property inventory;
- g. Review all proposals for expenditure of Club funds to determine adequacy of funds in the treasury to meet the proposed obligations;
- h. Review and recommend changes to the amount of funds set aside to help defray expenses for the AVA convention representative;
- i. Archive financial and registration data at a cloud storage location;
- j. Receive membership forms and dues. Deposit all monies. Forward relevant membership information or membership forms to the Membership Chairperson and the eNews Chairperson;
- k. Receive Vendor fees and order forms for merchandise from the Registration Volunteer. Deposit the monies and forward the order information to the Vendor Coordinator; and
- l. 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 to be members or chairpersons of any standing committee or other committee 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 may 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 and other social activities; and
- b. Prepare and distribute articles to the media and other appropriate agencies.

**Section 4.** The Routes and Trails Committee shall:

- a. Coordinate with the AVA and the Regional Director of the AVA concerning The Club's sanctioned events;

- b. Traditional Events requests will be handled by a person designated by the Routes and Trails Committee;
- c. For Year-Round Events, they will coordinate with the YRE coordinator;
- d. Coordinate the logistics of The Club's walking events. Logistics may include:
  - Select a start/finish point and develop a detailed walk plan of the desired length. Decide on location of checkpoints and any trail flagging, if needed;
  - Select start/finish times and arrange, if needed, with the appropriate authorities for the use of the route for The Club-sponsored walks;
  - Prepare a set of walk instructions, including both a map and written instructions;
  - Coordinate with the Volunteer Coordinator for the number of volunteers needed and their duties. These duties may include, but are not limited to- pre-walking the route before the event, start/finish staffing, greeting, checkpoint staffing, transportation and setup of needed equipment/materials to and from the walk;
  - Arrange for any needed support facilities, such as shelters;
  - Coordinate with the Treasurer concerning any fees needed for the walk;
  - Coordinate with the Secretary if any follow-up correspondence is needed;
- e. Arrange for the preparation and printing of event brochures and coordinate with the AVA. Provide walk information, in advance, for use in publicity, in newsletters, in the eNews, or on the website;
- f. Archive event data, such as walk instructions, maps and correspondence needed to set up the event, in cloud storage location; and
- g. Present Routes and Trails updates to the Board of Directors at quarterly board meetings and to the general membership at The Club's Annual Meeting

**Section 5.** The Registration and Finish Volunteers shall:

- a. Conduct the registration of participants, including signed liability waiver, on the days of The Club's sponsored events and may, when required or necessary, issue walk registration numbers;
- b. Enter in participants' AVA/IVV record books the required sanction stamps supplied by the AVA; and
- c. Complete Consolidation form at the end of the walk and submit the form and monies to the Treasurer.

**Section 6.** The Vendor Coordinator shall:

- a. With the approval of the Board of Directors, coordinate, design, contract and sell promotional items, 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 basis.

**Section 7.** The Membership Committee shall:

- a. Process membership application forms for new members by adding them to the membership database and sending them a welcome e-mail;

- b. Maintain a database of current members in a cloud storage location;
- c. Conduct activities to attract new members at Club-sponsored walks and other appropriate events; and
- d. Present a Membership Report to the membership at each Annual General Meeting and to the Board of Directors at each quarterly Board meeting.

**Section 8.** The Volunteer Coordinator shall:

- a. Obtain volunteers to assist in running Club events. Maintain a virtual signup method to schedule volunteers to be where needed;
- b. Explain volunteer responsibilities as required;
- c. Submit all volunteer signup links to the eNews Committee and the Webmaster; and
- d. Keep a record of members, dates, events, and hours that members have worked.

**Section 9.** The Year-Round Event (YRE) Coordinator shall:

- a. Manage the YRE operations, renewals/new events, coordinate with the Routes and Trails Committee, and liaise with Route Monitors on their Walk Boxes;
- b. Obtain supplies requested by YRE Route Monitors;
- c. Update and distribute to Route Monitors Walk Box documents when changes are made to AVA forms and walk instructions;
- d. Sanction new YRE's approved by the MFM Board on AVA website;
- e. Renew YRE sanctions annually, as approved by the MFM Board, during the AVA re-sanctioning period. This includes updating the Special Programs;
- f. Update or add YRE ESR descriptions for changes to walk instructions or directions; and
- g. Keep the Webmaster abreast of changes needed on the website.

**Section 10.** The Year-Round Event (YRE) Route Monitors shall:

- a. Maintain start boxes. (Start boxes are file boxes 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 The Club's brochures. (There should be no outdated data.). Treasurer reimburses costs with accounting/receipt for copying/envelopes/supplies;
- b. Provide registration sheets and all monies to Treasurer by the 10<sup>th</sup> 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. Replenish in coordination with the Vendor Coordinator as needed; and
- e. Develop alternate walk routes in coordination with the YRE Coordinator and Routes and Trails

Committee every 2-4 years.

**Section 11.** 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 their representative, has vetted the contents of the newsletter; and
- c. Provide a digital copy of the 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 12.** The eNews Committee shall:

- a. Prepare short updates and reminder notices of upcoming events;
- b. Distribute these notices electronically to current members and/or people interested in The Club.
- c. The frequency of the distributions will be mutually agreed upon by the eNews Committee and the Board of Directors.

**Section 13.** The Webmaster 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 upcoming walk events;
- c. Update the volunteer signup link on the website as needed;
- d. Place the latest versions of the Mid-Florida Milers Constitution and By-Laws on the website;
- e. Review the website annually and update as needed;
- f. Renew domain URL and hosting plan; and
- g. Review website security as needed.

**Section 14:** The Cloud Storage Coordinator shall:

- a. Provide access and any training required for persons needing access to The Club's cloud storage files;
- b. Review folders and files as needed and encourage people to maintain file structure;
- c. Encourage people to delete files that are no longer useful to help minimize storage space.

## **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.** The Club shall hold an Annual Meeting at a place to be determined by the Board of Directors for the purpose of holding Club elections as required by The Club's Constitution.

**Section 3.** 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 email.

**Section 4. 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 before such meeting. For the purposes of this Section, transmission of votes by email are considered valid.

**RATIFICATION: THESE BY-LAWS WERE REVISED AND APPROVED ON: March 31, 2023**

**AUTHENTICATED BY:**

Cathy Metherell, President