

## **Rockford Road Runners, Inc.**

### **Policies & Procedures**

**Rationale:** The Rockford Road Runners, Inc. club is comprised of 500 plus members with annually elected officers, and appointed Committee chairs who oversee ongoing operations of the club. In order to ensure continuity of club business and legal requirements, these policies and procedures are being presented as a means of assuring that all members understand how business and activities of the club are to be conducted.

If enacted the policies & procedures will be followed and maintained by all officers and volunteers involved in any club business. Subsequent changes may only be made following Section I Policy and Procedure changes.

#### **I. Policy & Procedures**

- A. RRR, Inc. bylaws must be followed at all times. Policies and Procedures will not alter or change RRR, Inc. bylaws at any time or in any manner.
- B. Once established the Executive Board may add, eliminate, or alter policies and procedures by majority vote of Executive Board, followed by the majority vote of members at a regular monthly meeting by a quorum as defined in RRR bylaws.
- C. Membership may add, eliminate, or alter policies and procedures by bringing a policy or procedure to a vote at two consecutive regular monthly meetings, approved at each meeting by a majority of a membership quorum.
- D. Policies and Procedures may be adopted to cover or clarify any facet of club business or activities.
- E. Policies and Procedures will be reviewed and audited at a minimum every two years to ensure that they are being followed and that they are relevant. Committee to review, audit and report findings will be appointed by the Executive Board.

#### **II. Governance**

- A. The Executive Board, made up of the President, Vice President, Secretary, Treasurer, Race Coordinator, Communications Chair, Membership Chair, Past Officer, Member-at-Large and representatives of the various committees, oversees all the activities of the Rockford Road Runners.
- B. All members of the Executive Board must be members of the Rockford Road Runners.
- C. The Executive Board has the legal and fiduciary duties and responsibilities that are part of being a 501c3 organization. These duties include managing the overall financial and operational welfare of the club as necessary for its ongoing well-being.

#### **III. Officers**

##### **A. President**

1. Presides at executive board meetings, general membership meetings, and other club meetings as needed.
2. Represents the club as the official spokes person relative to inquiries from media, legal, and or other outside entities requiring an official position or response. Only the President or person designated by the Executive Board will be authorized to speak on behalf of RRR.

3. The President shall monitor all RRCA communications to assure that RRR stays in compliance with its required policies and also stay abreast of other RRCA activities.
4. The President must ensure RRR is current with federal regulations governing the club's 501-c-3, nonprofit status to assure that RRR is in compliance.
5. The President should, whenever possible, involve and mentor the vice President in duties and activities in an effort to aid his/her ability to assume the Presidency.
6. President will assist Treasurer in preparing annual budget for review with Executive Board (both sitting members and newly elected members) in December and will ensure annual budget is presented for approval at first meeting held in calendar year.
7. President will appoint nominating Committee at September meeting.
8. President will appoint Other Committee chairs or form new Committees ongoing as necessary for the needs of the club.

#### **B. Vice President**

1. Should be prepared to assume the presidency at any time.
2. Works closely with the President to facilitate learning curve for assuming the role of or filling in for the President.
3. Vice President shall preside over meetings if the President is unavailable.

#### **C. Secretary**

1. Maintains the Executive Board meeting minutes and general membership club meeting minutes as well as Committee minutes of RRR, Inc. as necessary.
2. General membership meeting minutes will be published in the newsletter following the RRR general membership meeting.
3. Secretary will electronically archive all minutes taken, from general membership meetings, Committee meetings, and Executive Board meetings. Archival of general membership meeting minutes may be achieved by archiving monthly newsletters which include the meeting minutes. Materials will be accessible on the RRR, Inc. website if appropriate and accessible to Executive Board.
4. Secretary will review retention policy, Addendum D, and monitor documents being held, and accordingly make recommendations on those needing to be destroyed. After board reviews recommendations, Secretary will appropriately destroy archived documents no longer needing to be retained.
5. Secretary will handle RRR correspondence as needed, e.g. thank-you notes, notice to families of memorial gifts, etc. in a timely manner as directed and archive as necessary.
6. RRR membership list will be accessible to Secretary for use in club business.
7. Secretary will provide and oversee absentee balloting for club elections as per bylaws.
8. Secretary is assigned to serve as one of three Board members, (Past Officer, Secretary, & Member at Large), who ensure that members can report suspected violations as per "RRR Whistleblower Protection Policy" (Addendum B)
9. Secretary will assume other related duties as necessary or as assigned by the Executive Board.

#### **D. Treasurer**

1. It is preferable, though not mandatory, for the Treasurer to have accounting or bookkeeping experience.

2. Treasurer will bill, collect and receive monies on behalf of RRR and will pay properly approved invoiced expenses.
3. Treasurer will balance bank statements, provide a monthly itemized financial report to be presented at the Executive Board or general membership meeting and maintain financial records in a format approved by the Executive Board.
4. Prepares an annual budget to be presented for review to the Executive Board in December. The budget should cover all known annual expenses including RRCA membership and insurance, annual events including the Holiday dinner and summer run and picnic. Past treasurer(s) may be utilized to assist in budget preparation. Input on expenses should be sought from Executive Board, Event directors, Committees, and club members.
5. Executive Board is responsible for approving, by an Executive Board majority vote, then presenting approved budget at first general membership meeting of the year.
6. Treasurer will ensure that all required legal and government forms are prepared and submitted.
7. Treasurer will oversee use of RRR credit card(s); assignment of cards will be done by joint approval of Treasurer and President and may be withdrawn at anytime.
8. Mail will be picked up by the Treasurer or other appointed member of the Executive Board weekly, preferably twice weekly, and distributed to the appropriate Board member or Committee person.
9. Treasurer will assume other related duties as necessary or as assigned by the Executive Board.

#### **E. Race Coordinator**

1. Serves as a liaison between club race directors and non-club Circuit race directors, providing reports and feedback to Executive Board via monthly reports at club meetings.
2. Serves as a member of the club's Circuit Committee, assisting with establishing Circuit requirements, schedule and fees, submitting all changes to Executive Board for approval.
3. Maintains list of contacts of Circuit race directors
4. Authorizes Circuit races by issuing Circuit race contracts to approved races, review, and archive Circuit contracts, certificate of insurance for Circuit races at club designated archival site.
5. Assists in publicizing and promoting club races, events, and Circuit races.
6. Coordinates with club race directors the archiving of waivers for club events.
7. Monitors Circuit races to ensure they comply with Circuit standards and reported violations to Circuit Committee for review.
8. Assumes other related duties as necessary or as assigned by the Executive Board

#### **F. Communications Chair**

1. Communications Chair has the following staff position(s) reporting to him/her and assisting with duties as assigned: Web Master, Administrator(s) for social media sites, as well as other club members who may assist as needed. All members with positions or assisting with duties of Communications Chair will be reported to the Executive Board via reports given at monthly meeting as they are filled or replaced. The Communications Chair is encouraged to solicit other members to assist as part of the Communication Committee.

- 2.Ensures oversight for publishing and editing RRR monthly newsletter; Communications Chair may appoint, if desired, a Newsletter Editor.
- 3.Maintains oversight of RRR club’s website(s) and social media site(s),
- 4.Monitors general RRR club email inbox(s) that are not assigned. Approves, assigns, and maintains list of other assigned club email addresses.
- 5.Maintains an online site for archiving club documents.
- 6.Maintains list of club logons and passwords for all sites used by RRR club.
- 7.Communications Chair is assigned RRR laptop for use in completing club duties.
- 8.Assumes other related duties as necessary or as assigned by the Executive Board

#### **G. Membership Chair**

1. Membership list will be maintained in a format approved by and accessible to Executive Board members and appropriate staff or Committee chairs as needed. The membership list - will not be given out to any individual or organization without approval of the Executive Board.
2. Membership Chair manages and maintains accurate member’s records, including data used for mailings via email or US mail.
3. Membership chair may form a committee to retain current members or actively solicit new membership by various methods that market the benefits of RRR. Mailings, surveys, handouts, or other methods as proposed by the Membership Chair or Executive Board may be utilized.
4. Assumes other related duties as necessary or as assigned by the Executive Board

#### **H. Past Officer**

- 1.A former member of the Executive Board, to be designated by the Executive Board at the first membership meeting of the year. This appointment is for a calendar year.
- 2.To attend all Executive Board and general membership meeting as a voting member of the Board.
- 3.To use his/her experience and knowledge of the club’s operations to assist and mentor the Executive Board with its various functions.
- 4.Past Officer is assigned to serve as one of three Board members, (Past Officer, Secretary, & Member at Large), who ensure that members can report suspected violations as per “RRR Whistleblower Protection Policy” (Addendum B)

#### **I. Member-at-Large**

- 1.The Executive Board designates a Member-at-Large to represent club members at Executive Board and general membership meetings. This appointment is for a calendar year.
- 2.Member-at-Large will seek input from club members on any issues of concern. Club members are encouraged to contact the Member-at-Large with any questions, suggestions or issues of concern.
- 3.Member-at-Large is assigned to serve as one of three Board members, (Past Officer, Secretary, & Member at Large), who ensure that members can report suspected violations as per “RRR Whistleblower Protection Policy” (Addendum B)

#### J. Annie's Locker

1. RRR Annie's Locker Executive Board member, who must be an RRR member, is designated by Annie's Locker Committee and functions as a liaison between Annie's Locker Committee and RRR Executive Board and RRR membership at large.
2. Annie's Locker representative on RRR Executive Board will ensure that Committee is complying with all financial and legal requirements of RRR.
3. Ensures that Committee meeting minutes are provided to club Secretary, and are archived according to RRR policies and procedures.
4. Ensures that the committee's annual budget is submitted to RRR Treasurer by January 31.

#### K. Wildcats

1. RRR Wildcat's Executive Board member, who must be an RRR member, is designated by Wildcat's Committee and functions as a liaison between Wildcat's Committee and RRR Executive Board and RRR membership at large.
2. Wildcat's representative on RRR Executive Board will ensure that Committee is complying with all financial and legal requirements of RRR.
3. Ensures that Committee meeting minutes are provided to club Secretary, and are archived according to RRR policies and procedures.
4. Ensures that the committee's annual budget is submitted to RRR Treasurer by January 31.

### IV. Committees

#### A. Circuit

1. The Circuit Committee will annually establish or review Circuit standards and fees; approve races accepted to the Circuit; review past races to ensure standards were met, and ensure that accurate Circuit results are tabulated and available to members for review.
2. Circuit Scorer will be chosen by Circuit Committee and will be member of Circuit Committee.
3. The Circuit Committee Chair will be appointed by the President.
4. The Circuit Committee will decide on club awards to be presented at the annual meeting. The Committee Chair or appointed Committee member will present said awards.

B. **Wildcats Committee** provides oversight and leadership to RRR's youth running group. The group's mission statement: "We will provide all youth with the opportunity to reach personal goals, be a leader, practice good sportsmanship and learn respect for self and others." Committee oversight is to ensure that activities comply with all RRR bylaws, policies, procedures and legal requirements.

C. **Annie's Locker Committee** provides oversight and leadership to the Committee's mission: "Inspiring and equipping people to lead healthier lives." and vision: "Improved physical fitness can have a positive impact on all areas of people's lives. We hope to help people find their Wings." Committee oversight is to ensure that activities comply with all RRR bylaws, policies, procedures and legal requirements.

- D. **All Committees** will adhere to RRR bylaws, policies, procedures, and legal requirements governing RRR's 501c3 nonprofit status. Should a conflict be found, RRR's bylaws, policies, and procedures will take precedence.
- E. **Scholarship Committee**
  - 1. Committee of up to five (5) persons, including at a minimum the following sitting board members: Member at Large, Past Officer, Membership Chairman. Additional members if desired to be appointed by the RRR Executive Board.
  - 2. Review applications for RRR Scholarship; determine if a scholarship is to be given for a calendar year. Committee may choose not to award a scholarship in any given year.
  - 3. Recommend to Executive Board for approval any changes in amounts or number of scholarships to be awarded
  - 4. Annually report to the Executive Board status of scholarship funding and proposed scholarship(s) for coming year.
  - 5. Annually review and update if necessary Addendum H- "RRR Scholarship Application".
  - 6. Committee responsible, at a minimum, for an annual announcement of award and promoting RRR Scholarship via newsletter, website updates and press releases to media as appropriate.

## V. Staff Positions

- 1. **Equipment Manager**
  - a. Stores the equipment in a secure place.
  - b. Maintains a schedule of races requesting use of the equipment. The list of Circuit races should be provided by the Race Coordinator
  - c. Maintains an equipment pick-up procedure.
  - d. Fills out a detailed list of equipment when it's picked up. Has the person picking it up sign for it.
  - e. Checks the equipment in when it's returned. Check for damage.
  - f. At return time, fills out 3 copies of a bill. Part 1 to the borrower, part 2 to the Treasurer and part 3 to a permanent file.
  - g. Reports any damaged equipment or equipment in need of repair. Recommends additions or replacements when needed.
  - h. Recommends changes in the fee schedule for review and approval by Executive Board.
  - i. Provides an annual inventory of equipment.
- 2. **Historian**
  - a. Maintains files of all materials deemed to be of historic value. That may include but not limited to club minutes, newsletters, publicity, race results, newspaper or other publications relative to RRR, etc.
  - b. Oversees the electronic filing of past, current and future historical materials.
- 3. **Web master & social site administrators**
  - a. These positions report to the Communications Chair.
  - b. Webmaster will maintain website(s)
  - c. Webmaster will maintain list of all individuals with access to RRR sites, as well as list of logins and passwords for Communication Chair.
  - d. Social media site administrators will post and monitor postings to RRR social media to ensure they are appropriate, reporting issues to Communication Chair.

## VI. Financials

- A. Club financials detailing all remittances and expenses will be maintained by the Treasurer in a format approved by the Executive Board. - Additional RRR secondary banking accounts must have Executive Board approval prior to being opened and have the RRR treasurer as a co signer for the account. Annie's Locker and Wildcat committees have control of funds as well as administration in their respective accounts; they must maintain compliance with RRR accounting requirements maintaining and updating online files monthly. All RRR accounts primary and secondary require that only club members be account signers. All funds may only be used if they adhere to 501c3 IRS stipulations on how funds may be spent.
- B. Annual budget prepared by the Treasurer will be submitted for Executive Board and membership for review in December.
- C. Executive Board will have final approval of annual budget. Budget to be approved in January prior to or at the first meeting of calendar year, majority vote of Executive Board is required to approve annual budget.
- D. Invoices directed to RRR, Inc. will be paid by the Treasurer, if they have been approved.
- E. A secondary person who is a member of the Executive Board may be appointed to write checks in the absence of the Treasurer.
- F. Non budget items submitted for payment must be approved by Executive Board or have been voted on and approved by a quorum at a membership meeting. No payment will be made without documentation (invoice or receipt) and approval. Invoices/receipts submitted for payment/reimbursement must be turned in within 60 days of purchase.
- G. In the case of a cost overrun by a Committee or individual(s) overseeing a club function, a reimbursement may only be made with a detailed report and receipts verifying the expenses which resulted in a budget discrepancy or loss and subsequent approval by Executive Board.
- H. If during planning of an event or project, it becomes apparent that costs will exceed budget, approval of the additional expense must be sought from the Executive Board.
- I. Invoices for budgeted items within the budgeted cost may be paid without further approval.
- J. Non-budgeted items under \$1000 may be approved by a majority vote of the Executive Board. Non-budgeted items over \$1,000 must be approved by a majority of Executive Board members and then by a majority vote of club members at a subsequent meeting in which a quorum is present.
- K. Requests by a club member(s) for funding of events or projects over \$1,000 must be made in a formal written proposal which details how the project is in compliance with the RRR, Inc. mission statement. The proposal should include a plan of execution, timeline, expenses, and volunteers needed. Proposal must be submitted to the Executive Board for primary approval. If approved by the Board, the proposal will be submitted to the membership for a majority vote at a meeting in which a quorum is present.
- L. Audits- are necessary to review and ensure RRR, its officers and members are adhering to generally accepted accounting practices, internal controls, bylaws, policies and procedures and complying with all necessary legal and reporting requirements of RRR's 501c3 nonprofit status. ...
  - 1. Audit Committee will include at a minimum the Member at Large (serving as Committee chair), Past Officer, Vice President and a club member who is not on the executive board. Additional members may be added as requested or required.
  - 2. The Chair of the Audit Committee shall immediately report to the RRR President if any illegal accounting practices or violations of clubs bylaws and or policies and procedures are suspected or found.

3. Audits may be conducted at any time on any account authorized by RRR and operating under the clubs 501c3 nonprofit status. When auditing event or Committee accounts, a designated member representing the event or Committee will serve as a representative on the audit Committee.
4. Audit reports will be in writing submitted to the club Secretary for retention as per policy and distributed to the Executive Board for review.
5. Audits shall be conducted to review relevance and compliance of RRR bylaws, policies and procedures. While this type of audit may be done at any time, it is recommended annually and at a minimum audits will be conducted every two years..
6. Internal audits of bank accounts may be done at any time and are recommended annually. At minimum, audits of all accounts will take place every two years.
7. Should the need for an outside auditor arise due to malfeasance, or concerns of illegal activities on the part of any RRR member, the President has the authority to hire an outside auditor or legal counsel to further investigate and advise the Audit Committee and Executive Board.
8. The Audit Committee is authorized to retain legal counsel to address a complaint if it involves the President. A report of findings will be submitted to the Board with recommendations for action.

## **VII. Club Events**

- A. Club events are those events sanctioned and presented by RRR, or its designated Committees for members, the general public or both.
- B. Club events include the Holiday dinner(Annual meeting), membership picnic and fun run, State Street Mile races, race director clinic, and any other event designated and approved by the Executive Committee and submitted to the membership for approval by majority vote.
- C. Events not included in annual budget require that a budget for that event be submitted 90 days prior to the event for approval by the Executive Board. No insurance will be issued for an event unless budget for event has been submitted and approved by Executive Board.
- D. Events not included in annual budget must submit a subsequent post event financial report within 60 days of the conclusion of the event.

## **VIII. Mail**

- A. All club correspondence, remittances, and invoices will be directed to the RRR, Inc. Post Office Box address: Rockford Road Runners, Inc., P.O. Box 7791, Rockford IL 61126.
- B. Alternative addresses may be used with Executive Board approval for club events, Committee activities, or for shipping of materials to RRR which are following club financial policies and procedures.
- C. Mail will be picked up by the Treasurer or by a person designated by the Executive Board at least weekly, preferably twice weekly.
- D. Mail will be sorted by the Treasurer or designated person and then distributed to the appropriate office, Committee, chair or other volunteer in a timely manner.

## **IX. Waivers / Insurance / Permits**



- A. Waiver(s) - The Executive Board approved standardized waiver template will be used for all RRR events requiring a signed waiver and for all new club members see (Addendums D). No deviations will be allowed without prior submission in writing for Executive Board review and approval prior to using. Should a deviation be approved, the approval will be documented and responded to by the club Secretary in writing. Approved deviations will only be good for that single event or race for a single date.
  1. Waiver(s) – retention as per document retention policy, (Addendum C), Waivers may be electronically stored as designated in RRR document retention policy.
- B. Insurance provided by RRCA can only be used for RRR events and activities.
  1. Requests for certificates of insurance must be submitted via email or in writing 60 days prior to the event to club Secretary and RRR email address: [admin@rockfordroadrunners.org](mailto:admin@rockfordroadrunners.org) Information submitted must include: event name, name of person submitting, email and phone of person submitting, additionally the following information is required by RRCA insurance provider: Name of Additionally Insured/ Name of contact for additionally insured/address/phone/and email of additionally insured contact (this must be the email that certificate can be sent to).
  2. Requirements for Validating Insurance – RRCA requires events be listed on the “RRCA calendar” for insurance coverage to be valid.
  3. Webmaster or designate will oversee requests for insurance and postings to RRCA calendar. Responsibility to notify webmaster for requests of insurance or calendar postings is that of Event/Committee(s)/Individual(s) in need of securing insurance.

## **X. Ethics / Conflicts of Interests / Whistle Blower / Document Retention / Release Waiver/ Event Directors Code of Conduct**

### **A. Members Ethics-Code of Conduct**

1. Always show respect to your fellow club members at all times;
2. Always show respect and appreciation for the volunteers who give their time to help the club and/or event(s);
3. Never yell, taunt, or threaten physical violence upon another member of the club, a volunteer or event spectator;
4. Never use abusive or vulgar language, or make racial, ethnic or gender-related slurs or derogatory comments at club events;
5. Never make unwanted sexual or physical contact with other members;
6. Always report violations of the Member Code of Conduct policy to the Executive Board in writing.
7. Violations will first be reviewed by Executive Board. Members found in violation may be removed from the club.

B. Conflicts of Interests (Required IRS/RRCA Non-profits) – Addendum A – Adopted 11-6-2013

C. RRR Whistle Blower Protection Policy (Required Sarbanes-Oxley Act) – Addendum B

- D. RRR Document Retention Policy (Required Sarbanes-Oxley Act) - Addendum C
- E. RRR "Release Waiver" Templates – Addendum D
- F. Event Directors Code of Conduct – Addendum E
- G. RRR Ethics Policy – Addendum F
- H. Background Checks – Addendum G (In development)

#### XI. General Operations

- A. Meetings, voting, reports, and documentation in writing may be conducted electronically, if items and business conducted or addressed in this manner are documented and archived as per RRR document retention policy and procedures.
- B. Members information: It is the policy of RRR that the club will only use member's information in conjunction with club business and will not share with any outside organization or person.
- C. Individuals or organizations that rent or borrow RRR equipment are responsible for said equipment. Agreement must be agreed to that places responsibility to replace or repair all damaged, lost, RRR equipment which has been loaned or rented. Agreement to include arbitration clause: **Arbitration**. All claims and disputes arising under or relating to this Agreement are to be settled by binding arbitration in the state of Illinois. An award of arbitration may be confirmed in a court of competent jurisdiction. All cost of arbitration is responsibility of organization and or individual signing agreement.

#### **Record of Adoption and Revisions:**

Adopted: 11-6-2013 Addendum A – Conflicts of Interests

Adopted: 3-4-2015 Rockford Road Runners Inc. Policies & Procedures

Adopted: 3-4-2015 Addendum B – Whistle Blower Protection Policy, Addendum C – Document Retention Policy, Addendum D – RRR "Release Waiver" Templates, Addendum E – Event Directors Code of Conduct, Addendum F – RRR Ethics Policy

Adopted: 7-6-2016 Addendum G – RRR Background Check Policy

Adopted: 1-11-2017 Section IV subsection E. Scholarship Committee Items 1-6

Adopted: 1-11-2017 Addendum H – RRR Founders Scholarship Policy & Application