

# Princeton Athletic Club of Princeton, New Jersey, Inc.

By-laws as adopted February 8, 2010

## I. Title

The name of the association shall be “Princeton Athletic Club of Princeton, New Jersey, Inc.” hereafter referred to as the “Club.”

## II. Objective

The objective of the association shall be the promotion and encouragement of running, to include the purposes of recreation, competition, and lifetime fitness and health.

## III. Identity

- A. The colors of the Club are light blue and orange. The tone of light blue is Carolina blue. The tone of orange is Princeton orange.
- B. The Club jersey shall be light blue with a sash of orange from right shoulder to left hip. The Club jersey may display the name of the Club or an abbreviation of the name of the Club. The Club jersey shall not display the name or mark of any other organization, except the usual and customary discreet insignia of the garment maker.

## IV. Management

- A. The management of the Club will be vested in a Board of Directors hereafter referred to as the Board.
  - 1. The Board shall consist of Officers and additional Members appointed by the Officers.

2. Every member of the Board shall be a member of the Club.
3. A quorum of the Board consists of one more than one third of the Board Members.
4. A quorum is necessary for the Board to act.
5. Action may be taken by a majority vote of Board Members present.

B. Officers

1. Four Members of the Club will be elected as Officers: President, Vice President, Secretary and Treasurer.
2. The immediate past President is an officer.
3. Terms of Officers will be one year.
4. The Officers may appoint additional Members of the Board with terms to run concurrently with the current Officers' term.
5. A majority of the Officers may act to appoint or remove an additional member of the Board.

C. Duties of the Officers

1. President
  - a) Presides over meetings
  - b) Represents the Club to other organizations
  - c) Calls special meetings and Board meetings
  - d) Appoints committees and chairpersons
  - e) Calls election of Officers
  - f) May sign checks on the Clubs account
2. Vice President
  - a) Presides over meetings in the absence of the President
  - b) Has the other powers and duties of the President if the office of the President is vacant
  - c) Verifies the Secretarys report of election results
  - d) Has other duties as delegated by the President
  - e) Records minutes of Board meetings in the absence of the Secretary
3. Secretary
  - a) Records minutes of Board meetings

- b) Maintains archive of minutes, agendas and other club documents
  - c) Counts ballots for voting issues
  - 4. Treasurer
    - a) Accounts for all Club funds and reports the state of the Treasury to the Board
    - b) Files tax forms
    - c) Keeps Club insurance current
    - d) Obtains and distributes insurance certificates for Club events
    - e) May sign checks on the Clubs account
  - 5. Past President
    - a) Provides beneficial expertise and information to the Board and others
    - b) Presides over meetings in the absence of both the President and Vice President
- D. Additional members of the Board.
- 1. The Board may create additional Members of the Board and specify their duties.
  - 2. If a new position is retained for more than one year, the job description shall be appended to Annex A to these by-laws.

## V. Procedure

### A. Election of Officers

- 1. Officers shall be elected annually.
- 2. The President shall appoint a nominating committee, with a minimum of two Club members.
- 3. Additional nominations for Office may be made in writing to the President by November 1. Such nominees must be seconded and also have documented approval of the nominee.
- 4. The election will be held by ballot distributed as most appropriate to encourage a majority of members to vote, including in a printed newsletter edition, email ballots, and written notes.

- a) Every submitted ballot must include club members name for the purpose of membership verification.
- b) The balloting period will be December 1-15.
5. Votes will be sent to the Secretary for tabulation; the Vice President shall verify the results.
6. The results of the election shall be published in January.

B. Removal of Officers

1. A vote for removal of an Officer may take place at a regularly scheduled Board Meeting.
2. Officers may be removed by a 75% vote of Board Members

VI. Membership

- A. The Officers shall decide upon a fee structure and membership categories for each membership year.
- B. The Board may approve life memberships for persons who have shown outstanding and exemplary service to the Club. No membership fees are due of life members.

VII. Amending the by-laws

- A. Amendments to these by-laws can be made in one of two ways:
  1. By 75% of Club members who are present at a meeting open to the full membership and who choose to cast a vote; such a meeting is open to the full membership, and the meeting and the proposed amendment must be announced at least two weeks in advance; or
  2. by a majority of club members voting by ballots distributed to the full voting membership
- B. Approved amendments will be effective upon completion of the approval process, but all Officers will serve out the remainder of their terms.

VIII. Dissolution.

Upon dissolution of the Club, the Board members of the Club shall dispose of all assets, after creditors have been paid, by contribution to a tax exempt organization under section 501(c)(3) of the IRS code.

Annex A. Job descriptions for Additional Members of the Board

1. Race Director for a Club Race

- a) Each Club Race has a Race Director who shall be appointed a member of the Board.
- b) The Race Director may make appointments to a Race Committee. The functions of the Race Director may be delegated to the Race Committee members.
- c) The Race Director is responsible for planning, promoting and managing a Club race and has the following duties:
  - i. Preparing and distributing the entry form
  - ii. Providing publicity to the news media and other local running Clubs
  - iii. Ensuring that all equipment is needed at the race
  - iv. Certifying (as needed) and marking the race course
  - v. Printing course maps for distribution
  - vi. Confirming and obtaining all local permits, if necessary
  - vii. Obtaining an insurance certificate
  - viii. Contracting with a timing company, if necessary
  - ix. Contracting with medical personnel, if necessary
  - x. Procuring race bibs, pins, clipboards and other material required for day-of registration
  - xi. Purchasing awards, if necessary
  - xii. Purchasing refreshments and organizing water stops
  - xiii. Obtaining and coordinating race day volunteers for the following tasks:
    - 1) Perform registration and check in
    - 2) Manage the finish line
    - 3) Operate water stops
    - 4) Perform as course marshals
    - 5) Provide traffic control
    - 6) Manage refreshments
    - 7) Assist with race results

- 8) Assist with race day set-up, break-down, and clean-up.
- 9) Returning all equipment
- 10) Reporting results in a timely fashion to the local news media and the Club