



# By-Laws Of Club Kokomo Road Runners

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### **ARTICLE I – NAME**

The name of this organization is "Club Kokomo Roadrunners (CKRR)". Club Kokomo will be a member of the Road Runners Club of America and shall purchase insurance from the RRCA.

### **ARTICLE II – PURPOSE**

CKRR's object shall be to encourage people to recognize the healthful benefits of running and walking and to promote recreational competitive running and walking.

### **ARTICLE III – ORGANIZATION AND MEMBERSHIP**

- A. Any person shall be eligible for full membership. Upon payment of dues to the treasurer, the payee is a member. (Amended August 2010)
- B. If for any reason or event there should be a dissolution of this club, the funds in the treasury, after all creditors have been paid, shall go to the Road Runners Club of America, a 501(c)(3) non-profit organization.
- C. The fiscal year of the club shall be the calendar year.

## ARTICLE IV—DUES

- A. Annual dues shall be fifteen (15) dollars for an individual membership, twenty (20) dollars for a family membership, five (5) dollars for an individual high school age or under membership, and ten (10) dollars for a retired member who is also 60+ yrs. (Amended September 2005)
- B. If more than one member of a household joins, then a family membership must be paid. Household is defined as individuals that reside at one residence.
- C. Any member more than one (1) month in arrears shall be dropped from membership. To be reinstated, a former member need only pay their current dues.
- D. All memberships end on December 31 of the calendar year that they began, except if their membership began after October 1, and then the full membership shall be effective until December 31 of the following year
- E. If a new member joins after July 1, they will receive a reduced membership fee for the rest of the year.
  - 1. Individual \$7.50
  - 2. Family \$10.00.
  - 3. Other membership categories shall remain the same.

## ARTICLE V – MEETINGS OF THE GENERAL MEMBERSHIP

- A. There shall be business meetings on the second Monday of each month.
- B. Time and place shall be determined by the President/officers
- C. Special meetings may be called by the officers if they deem it necessary

## ARTICLE VI – OFFICERS

- A. The officers shall be a President, Vice President, Treasurer, Editor, and Chaplain.
- B. All elected officers of this club are to serve for a term of two years beginning with 1997 (elections held in even numbered years) with no limit on consecutive years in any office.
- C. All officers shall be 18 years of age or older.
- D. Newly elected officers shall take office in January of the odd-numbered year after election in the even numbered year.
  - 1. Duties of the president.
    - a. Preside at any meeting, event, etc., at which the club is the chief sponsor and supervise all matters of interest to the club.
    - b. Shall arrange a schedule of club races that include Club Kokomo owned events and other area races at the August or September meeting for the following year.
    - c. Along with the race director shall contact the local EMA in the county in which the race will be held, police, and /or other groups he/she deems necessary to assist with the club races. (Amended August 2010) This only applies to Club Kokomo owned races.

- d. Shall have the power to appoint committees at their discretion and the power to delegate authority.
  - e. Shall arrange for an annual awards presentation ceremony in February of each year as well as business meetings on the second Monday of each month.  
(Amended August 2010)
  - f. May call officer meetings at their discretion.
  - g. Shall request volunteers for an Advisory Committee to help with the February Awards Ceremony. (Amended August 2010)
    - 1. President shall act as chairperson.
2. Duties of the vice president.
- a. Shall preside in the absence of the President at club functions.
  - b. If the president leaves his office prior to the expiration of his term, the Vice President shall complete the remainder of the term as President.
3. Duties of the treasurer.
- a. Shall handle all money matters coming before the club.
  - b. Shall collect all dues monies.
  - c. Shall keep an accurate and up-to-date record of members both past and present.
  - d. Shall keep a record of all transactions and be prepared to present same at any general meeting.
  - e. Shall pay out money for only such necessities as postage, stationary, printing, and awards. A majority vote of the elected officers shall have the authority to approve other expenses to a maximum of \$200 without general membership approval. All other monies must be approved by a majority of the membership at a general meeting.
  - f. Shall present to the Editor a copy of the up-to-date current membership list and keep him/her informed of any changes.
  - g. The treasurer and 2 other officer's names shall be on all financial accounts. The name changes for these accounts when officer is newly elected or resigns will be changed within the next month (30 days or until the next meeting) Amended May 2017.
4. Duties of the Editor.
- a. Shall publish or cause to publish the monthly newsletter which shall be sent to each member near the first of each month.
  - b. Shall publish in the newsletter results of races in which members participated, an area race schedule, current points standings, and any other material they deem worthy. If a race is not a Club Kokomo owned event and very large, the editor may publish only Club Kokomo members finish place and times.
  - c. Shall give to the Kokomo Tribune the results of races in which members participate.
    - 1. If the editor is present at the race, they shall assemble the results and report the same.

2. If the Editor is not present at the race, then another club member should collect the results and call the editor who will then report the results to the newspaper.
  - d. Shall act as secretary at any meeting of the club.
  - e. Shall act as liaison between the club and local newspapers and also with other running clubs.
  - f. Shall keep an accurate listing of club time records in the following categories: 0-12, 13-19, 20-24, 25-29, 30-34, 35-39, 40-44, 45-49, 50-54, 55-59, 60-64, 65-69, and 70+ for both male and female for the various race distances that are run.
    1. Club records for the 0-19 age groups for both male and female shall be moved to the 13-19 age groups respectively.
    2. The 0-12 records for both male and female will not have any record times until the 1999-2000 racing season.
  - g. Shall assemble a Points Standing based on a member's finish in Club Kokomo Points races
  - h. Shall keep a list of members of the Club Kokomo Hall of Fame.
  - i. Shall keep an accurate record of membership (in conjunction with the treasurer) such that Longevity Awards may be presented.
5. Duties of the Chaplain
- a. Act as counselor for any club member.
  - b. Shall keep any and all conversations with club member(s) confidential.

## ARTICLE VII – POINTS ACCURAL and QUALIFICATION FOR AWARDS

- A. Points races shall consist of races decided upon at the August or September monthly business meeting for the next calendar year.
  1. Points races shall be CKRR owned races and other designated area races.
  2. If there are 2 different running events (e.g. 15K and 5K or 10K and 5K) at the same race and both are competitive and timed then both shall be points races.
  3. If a race does not have a competitive and timed walking event, then walking members may enter the running event and receive points compared to fellow CKRR walking members in the same event.
- B. Qualifications for year-end points awards.
  1. A runner or walker must be a Club Kokomo member and participate in the event using their own name.
  2. A runner or walker must finish a minimum of races.
    - a. Male or female 0-12, 13-19, 70-74, 75-79, and 80+ must finish 5 point races.
    - b. All other runners must finish 10 point races.
  3. A runner or walker must be in the top three (3) of his/her age group.
  4. The points year race calendar shall be January through December. (Amended August 2005)
  5. The age groups for year end points awards shall be runners and walkers: men 0-12, men 13-19 men 20-24, men 25-29, men 30-34, men 35-39, men 40-44, men 45-49, men 50-54, men 55-59, men 60-64, men 65-69, men 70-74, men 75-79, men 80+, women 0-12, women 13-19, women 20- 24, women 25-29 women 30-34, women 35-39, women 40-44, women 45-49, women 50-54, women 55-59, women 60-64, women 65-69, women 70-74, women 75-79, and women 80+. (Amended December

- 2010). Beginning 2006 walkers age categories shall be men 0-49 and 50+: women shall be 0-49 and 50+. (Amended August 2005)
6. Points shall be awarded as follows: 1st=20, 2nd=15, 3rd=12, 4th =10, 5th=9, 6th=8, 7th=7, 8th=6, 9th=5, 10th=4, 11th=3, 12th=2, 13th=1, 14th =0 etc. based on where a member finishes in their age group at Club Kokomo Point Races versus other CK members in his same age group. In the event of a tie at a race, the points for the two positions shall be added and the half will be awarded to each runner or walker.
  7. Twenty (20) points will be given to CK members who finish one or two half-marathon(s) (20 points each) and/or one marathon and/or one ultra-marathon (distance 30 miles or more) during the race year other than any Club Kokomo designated points race. [This means a member could get 20 points each for 2 half-marathons plus 20 points for one marathon plus 20 points for one ultra-marathon of 30 miles or more.](Amended June 2013)
  8. No points shall be given for fun runs or kids track meets such as Club Kokomo/Haynes Apperson Kids Track meet and the Club Kokomo Coyote Kids running program.
  9. If a member runs an optional marathon or ultra-marathon or half-marathon and fails to report their result to the editor within 14 days of the race, the member will not receive their marathon, ultra-marathon or half-marathon points.
- C. If a member joins prior to January 1, then their age for points awards is their age as of January 1 of the points year. If a member joins after January 1, then their age for the points year is when they join.
- D. Members will remain the in the same age group and the same runner or walker designation for the entire point year. (Cannot change from a runner to a walker or vice versa at anytime during the year.)

### VIII – AWARDS

- A. February Awards Ceremony: The President will assemble a list of nominees and present said list to the Awards Committee for discussion and decision.
1. Shall meet to determine the type of awards the year end points awards shall be.
  2. Shall determine the type of awards the special awards shall be.
  3. Shall meet in January of each year.
    - a. Year-end Points Awards shall be presented.
      1. At the November business meeting, it shall be determined if sufficient funds exist to present all qualifiers an award.
  4. The Awards Committee shall determine the type of award that shall be given for points awards and the qualifiers awards (if given).
    - a. Special awards may be presented.
      1. Open Runner of the Year (Male and/or Female)
        - a. The club member who is the top overall finisher in CK point races.
        - b. Must finish a minimum of 10 races.
        - c. Editor shall establish a list of the top 5 overall finishers among Club
        - d. The Awards Committee at its meeting shall determine the Runner of the year from the Editor’s lists.
      2. Youth Runner of the Year (Male and/or Female)

- a. The club member who is the top overall finisher in CK point races in the 0-19 age bracket
  - b. Must finish a minimum of 5 races.
  - c. Editor shall establish a list of the top 5 overall finishers among Club Kokomo members in the 0-19 age bracket in each CK point race.
  - d. The Awards Committee at its meeting shall determine the Youth Runner of the Year from the Editor's lists.
3. Master Runner of the Year (Male and/or Female)
    - a. The club member who is the top overall finisher in CK point races at age 40-54.
    - b. Must finish a minimum of 10 races.
    - c. Editor shall establish a list of the top 5 overall finishers among Club Kokomo members in the age 40-54 bracket in each CK point race.
    - d. The Awards Committee at its meeting shall determine the Master Runner of the Year from the Editor's lists.
  4. Senior Master Runner of the Year (Male and/or Female)
    - a. The club member who is the top overall finisher in CK point races at age 55+ .
    - b. Must finish a minimum of 10 races.
    - c. Editor shall establish a list of the top 5 overall finishers among Club Kokomo members in the age 55 and over bracket in each CK point race.
    - d. The Awards Committee at its meeting shall determine the Senior Master Runner of the Year from the Editor's lists.
  5. Walker of the Year (Male and/or Female)
    - a. The club member who is the top overall finisher in CK point races as a walker.
    - b. Must finish a minimum of 10 races.
    - c. Editor shall establish a list of the top 5 overall walkers among Club Kokomo members in each CK point race.
    - d. The Awards Committee at its meeting shall determine the Walker of the Year from the Editor's lists.
  6. Contributor of the Year
    - a. The Awards Committee at its January meeting shall the contributor of the year.
    - b. Shall be a Club Kokomo Member for the award year.
  7. Other awards
    - a. The Awards Committee shall have the authority to grant other awards.
    - b. These awards would not necessarily be given each year, but would be given according to special running accomplishments for that particular year.
    - c. These awards may consist of but are not limited to:

|                              |
|------------------------------|
| Rookie of the Year           |
| Most Improved                |
| Outstanding Volunteer        |
| Most Outstanding Performance |

8. President's Award for:

|              |
|--------------|
| Initiative   |
| Volunteerism |
| Character    |
| Perseverance |

- a. Would be based on factors other than our current list of awards, i.e. age groups, Runner of the Year, Contributor of the Year, etc.
- b. The award will be in the form of a plaque similar to the Runner of the Year awards.
- c. May not be presented each year.
- d. Will not be based on competition as our other awards.
- e. The President will assemble a list of nominees and present said list to the advisory committee for discussion and decision.

### **IX – VOLUNTEER POINTS**

- A. Volunteers at Club Kokomo organized and owned races
  1. Club Kokomo members shall receive points in lieu of running the race (i.e. A member cannot receive volunteer points and participating points at the same race: if a member participates in the race, they will not receive volunteer points.)
    - a. The race director of a Club Kokomo organized and owned race shall receive 30 points.
    - b. Other volunteers at the Club Kokomo organized and owned race shall receive 20 points.
  2. Club Kokomo members can receive volunteer points three times in a points year. (Amended February 2017)
  3. The ‘volunteer race’ shall count towards the number of races needed for the point awards. However a volunteer race is not required for point awards or any award given by Club Kokomo.
  4. The race director must submit a list of their volunteers immediately after the race to the editor.

### **X – HALL OF FAME**

- A. Club Kokomo shall establish a Club Kokomo Hall of Fame.
  1. Being elected to a Hall of Fame is the highest honor an organization can bestow upon a member. Only the years as a member of the organization must be considered.
  2. Qualification to be a nominee.
    - a. Nominee(s) must be age 55 or older (unless due to extenuating circumstances).
    - b. Nominee(s) must be a current Club Kokomo member and have been a member for 10 years.
  3. To be elected to Club Kokomo Hall of Fame a nominee should fulfill one or more of the following qualifications.
    - a. Must be of State renown while a Club Kokomo member.
    - b. Must be a past or present Club Kokomo age group record holder.

4. Has made a significant contribution to the growth of Club Kokomo while a member. In the first year (1995) the Hall of Fame committee shall consist of the 4 elected officers (Pres., VP, Editor/Treas., & Chaplain) and 4 other members selected from the membership at the Jan, 1995 meeting.
5. Beginning in June 2007 the Hall of Fame committee shall consist of the Hall of Fame members only. (Amended June 2007)
6. The Treasurer (as membership chairperson) shall assemble a list of Club Kokomo members who are eligible for the Hall of Fame
  - a. The list of eligible members shall be published in the November Club Kokomo newsletter.
  - b. Any Club Kokomo member may nominate from that list along with information supporting the nomination and send the nomination and supporting information to the Treasurer by December 1.
  - c. The Treasurer shall then give the list of nominees and supporting information to the Hall of Fame Chairman.
7. Nominees must be approved by a vote of 75% of the Hall of Fame committee.
8. An appropriately engraved plaque shall be given to those elected to the Club Kokomo Hall of Fame.
9. The Hall of Fame Committee shall elect a chairman for the following year.
10. The Hall of Fame Chairman shall be a Hall of Fame member.
11. The Hall of Fame Committee shall meet at least once a year at a meeting called by the chairman.

#### **XI – LONGEVITY AWARDS**

- A. Longevity Awards will be given to those who have been members of Club Kokomo for 20, 30, or 40 years.
- B. The Treasurer (as membership chairperson) shall verify each candidate based on membership records.
- C. The total years do not have to be consecutive.

#### **XII – RACES**

- A. Points races shall consist of races decided upon at the August or September monthly business meeting for the next calendar year.
- B. There shall be a Charity Run held each year in November.
  1. Members will be asked to contribute money to the Charity Run.
  2. Members may ask other community members for contributions.
  3. Proceeds shall be given to local groups as determined at the October monthly meeting.
  4. A committee of Club Kokomo members shall be in charge of this event.
- C. Club Kokomo may sponsor races each year.
  1. Club Kokomo races
    - a. Location, time, date, and member-in-charge shall be determined at the August or September monthly meeting.
    - b. Entry fees for Club Kokomo owned events shall be determined by the race director and members at a business meeting.



1. Every effort should be made to keep entry fees low.
2. Factors that determine the entry fee will be if awards are given, if shirts are given, etc.

D. Club Kokomo Fun Runs

1. May be scheduled for any month during the year.
2. Must be approved by a majority of those present at a monthly business meeting two months prior to the race.

**ARTICLE XIII – AMENDMENTS**

A. **Procedure**

A proposed amendment may be introduced at a monthly general meeting. This proposed amendment must pass by a majority vote of those members in attendance at that same general meeting. The proposed amendment shall then be published in each issue of the newsletter prior to the next monthly general meeting. At the next monthly meeting, the proposed amendment (without changes) shall be voted on for a second time. If passed by a majority vote of those members in attendance, the amendment will take effect immediately.

B. **Resubmission.**

If changes do occur to a proposed amendment after it has been approved at a first meeting, then it shall be considered a new amendment and must be published in the newsletter and voted on at the next monthly general meeting.

C. **Effective Date.**

This constitution and bylaws shall take effect immediately after it has been discussed and approved by a majority of the members attending a general meeting. Adopted: January 1982

|               | What was amended   | Date           | What was amended                            |
|---------------|--|----------------|---|
| January 1989  |  | January 1990   |   |
| January 1992  |  | January 1994   |   |
| March 1994    |  | January 1995   |   |
| February 1995 |  | September 1996 |   |
| January 1997  |  | November 1997  |   |
| May 1998      |  | September 1998 |   |
| March 1999    |  | January 2000   |   |
| March 2000    |  | September 2000 |   |
| November 2000 |  | April 2001     |   |
| December 2001 |  | January 2003   |   |
| February 2003 |  | March 2004     |   |
| October 2004  |  | January 2005   |   |
| August 2005   | Added walker categories 0-49 and 50 and over<br>Change to race calendar to read January through December<br>no longer give points for the Indianapolis Mini 5K | September 2005 | Decreased membership dues from \$25 to \$20 |

|               |  |                |  |
|---------------|--|----------------|--|
| June 2007     | Hall of Fame committee will be Hall of Fame members only   | September 2010 | <b>Constitution changes:</b> upon receipt of dues person is a member, Election of officers to read odd years and effective in even years, amendments to be motioned, then published then voted on at next monthly meeting, Change verbiage to read monthly instead of quarterly<br><b>By-laws:</b> president duty section change Howard County React to Howard County EMA, shall arrange annual awards, remove shall meet a minimum of 4 times a year, then renumbered the items after this line |
| February 2011 | Changing the 70+ age group for runners to be 70-74, 75-79, 80 + and only require to complete 5 point races for awards for both male and female | June 2013      | Adding that can receive points for 2 half marathons  |
| February 2017 | Volunteer points stay the same but can receive up to three times in a year and race director points will now be 30 instead of 20.              | May 2017       | The treasurer and 2 other officer's names shall be on all financial accounts. The name changes for these accounts when officer is newly elected or resigns will be changed within the next month (30 days or until the next meeting  |
|               |  |                |  |
|               |  |                |  |

Amended: January 1989, January 1990, January 1992, January 1994, March 1994, January 1995, February 1995, September 1996, January 1997, November 1997, May 1998, September 1998, March 1999, January 2000, March 2000, Sept 2000, November 2000, April 2001, Dec 2001, January 2003, February 2003, March 2004, October 2004, January 2005  
August 2005 August 2005 June 2007, Sept 2010, Feb 2011, June 2013, February 2017, May 2107