

Bylaws of the Clifton RoadRunners Running Club

TITLE

The name of the association shall be the “Clifton RoadRunners Running Club,” hereafter referred to as CRRC, the association, the organization, or the club.

OBJECTIVES and MISSION

The Clifton RoadRunners Running Club (CRRC) is a friendly community of distance runners who celebrate the joy of running by sharing a common set of values.

We promote an atmosphere of camaraderie, friendship, and mutual support.

We welcome and celebrate all levels of running abilities and accomplishments.

We encourage the engagement in running through club meetings, club runs, USATF-sponsored races, social events and other running related activities.

We support the personal goals of each runner. We leave no runner behind.

In furtherance of our objectives, the club may sponsor, co-sponsor, or aid in the production of championships, road races, time trials, training runs, lectures, demonstrations, and social events, print and publish newsletters; present awards, and do all such other things that may be conducive to the encouragement of running.

The club is empowered to engage in community activities, to publicize by appropriate means the benefits of long distance running and jogging, and to coordinate with other agencies advocating running as a means of physical fitness.

The primary purpose for CRRC is to promote running.

Group runs are open to members and guests of CRRC.

Runs are scheduled year-round and will be published on the organization’s website (cliftonroadrunners.com) and through its connected social media outlets. Updates to these regular run schedules will be communicated as appropriate.

Additional special group run activities may be scheduled throughout the year.

OPERATING GUIDELINES

CRRC is governed by these Bylaws. These bylaws can be amended at any time by majority vote of

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the Board. Members are encouraged to communicate desired changes to the Board at any time.

AFFILIATION

This association shall be a member of the United States Track and Field Association, Inc. (USATF), and all measures adopted by that body must be considered by this organization. All members competing for the CRRC team will comply with the current Grand Prix team regulations, as included here:

[2024-USATF-NJ-Club-Grand-Prix-3_1.pdf](#)

This association shall be a member of the New York Road Runners Club, and all measures adopted by that body must be considered by this organization. All members competing under CRRC membership in any NYRR event must comply with the NYRR rules of competition, as included here: [Rules of](#)

[Competition \(nyrr.org\)](#)

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MEMBERSHIP

A. Membership

Membership in the Club shall be determined by the payment of dues and the completion of an application for membership, which includes agreeing to follow the Club's Code of Conduct and the implied waiver of liability for participation in Club activities.

Membership in CCRC is open to all.

Membership is encouraged but not required for participation in group runs and social activities.

Membership is required to run in events as part of the CRRC team, as directed by USATF bylaws.

Membership is required for any and all discounts, special memberships, benefits, awards or other such perks, as established by the Board Officers.

Members over 70 years of age, full time high school and college students, and past presidents are exempt from dues payment for membership status.

B. Code of Conduct

All Club members implicitly agree to the Club's Code of Conduct, which is included as Attachment A. Violations of the Code of Conduct may result in disciplinary action by the Board including, but not limited to, suspension of club activity privileges and/or removal from the Club.

Any disciplinary action must be approved by two-thirds of the Board.

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MANAGEMENT AND BY-LAWS

A. MANAGEMENT

The management of this association shall be vested in a Board of Directors consisting of a president, vice-president, and treasurer, as well as additional members including but not limited to the roles of secretary, membership coordinator, webmaster, communications captain, outreach captain, women's captain, men's captain, Co-Ed captain, NYRR liaison, social event coordinator, charity- race sponsorship coordinator and immediate past-president. Additional members may be added by the Board as needed.

Board members are encouraged but not required to be members of the USATF.

B. BOARD OFFICERS

Board Members duties will be those that are customarily associated with such positions.

The President is responsible for clarifying duties as appropriate.

When necessary, duties may be altered and shared among Board members.

President

Presides at all Board and general membership meetings.

Calls meetings when needed between regular meetings of the Board.

Appoints membership to committees as necessary and provides general oversight of the business affairs of the Board.

Designates one of the officers to sign or countersign checks, correspondence, applications, reports, contracts, or other documents on behalf of the Board.

In the absence of the President, the Vice President shall preside and discharge all the duties and exercise all the powers of the President.

Vice-President

Serves as second-in-command to the president, and works in coordination with the president in establishing committees, working with Board members and assigned roles.

Oversees the Board election process and presents new Board officers for approval at appropriate Board meetings.

Treasurer

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Maintains and reports on the finances of the organization, which includes:

Collecting and maintaining records of dues and other income received.

Collecting and maintaining records of collections and disbursements for annual dinner.

Pays invoices based on club by-laws and regulations in a timely fashion.

Reconciles bank and payment accounts.

Manages funds in payment accounts and transfers as appropriate to bank.

Files New Jersey yearly registration and yearly IRS Form 990 postcard accurately and in a timely fashion.

Reports the club's financial position to the Board periodically and/or as requested.

Prepares and submits a budget to the Board for review and approval.

Payments that exceed \$200 that were not included in the budget, must be approved by the Board.

Prepares a report summary of the financial operations of the organization regularly, which must be presented annually at the general membership meeting. Financial records should be available for review by the President and Vice-President upon request within a reasonable time frame.

CRRC will operate on a fiscal calendar year.

Forwards all books, paper and other property in her/his possession or control to the Treasurer's successor or the President.

Secretary

Determines whether attendees at a Board meeting constitute a quorum (not to be less than five members)

Take minutes of all meetings and disseminate minutes in a timely fashion to the Board.

Makes meeting room reservations for general membership meetings, records minutes of the meetings, carries on incoming and outgoing correspondence, issues notices of all meetings and preserves its records.

Maintains custody of all official documents of the Board.

Gives all books, paper and other property in her/his possession or control to the Secretary's successor or the President.

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Membership Coordinator

Works with the Treasurer to maintain an active membership list.

Acquires and maintains roster information for all members wishing to participate in CRRC.

Works with appropriate Board members to share and disseminate information.

Shall respond to new members with a welcome email.

Notify captains of potential team members.

Work with other Board members to increase members and create welcome events.

Women's/Men's/Co-Ed Captains

Serve to promote and maintain teams for races be given all the rights and privileges of a board officer.

May be appointed and considered Board officers at the discretion of the board, based upon their race-determined genders and age groups (currently: Men's and Women's Open categories; Men's and Women's 40's; Men's and Women's 50's; Men's and Women's 60's; Men's and Women's 70's; Men's and Women's 80's).

Submit team declarations to appropriate parties for races.

Communicate with USATF regarding the scoring of championship races.

Past-President

Provides counsel to the President and other Board members as needed.

Ensures continuity between Boards.

Webmaster

Maintains and develops the organization website in a timely fashion.

Communications

Procures promotional materials (postcards, brochures, et al) as needed.

Contact members of upcoming events, as well as posting on approved CRRC social media sites.

Selects apparel items for presentation to the Board.

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Coordinates with apparel vendors.

Solicits feedback from membership on future interest in CRRC apparel.

NYRR Liaison

Acts as lead contact with NYRR for team activities including bibs for club races and volunteers.

Works with club members who want to be listed in NYRR as CRRC members.

Works with the Board to establish policy on a yearly basis for races with bib qualifications and if necessary conduct a lottery for NYRR bib qualified members.

Social Event/Charity Coordinator

Works with committee members to organize social events, such as Annual Awards Dinner, picnics, Bun Runs, and club-sponsored and club-supported races.

Negotiates contracts for space, items, vendors, develops event budget with Treasurer, creates flyer and social media listings.

Establishes cost of events (if not fully sponsored by the club) and process for receipt of payments.

Establishes scholarship rules and regulations.

Committees

The Board, with the consent of the general membership, may establish committees, empowered to accomplish particular stated objectives.

Committees will have a one-year term length, unless additional time is required to complete the objective agreed to by the Board.

A majority vote of the Board is required.

B. ELIGIBILITY

Officers may be selected at the discretion of the president(s) or Board members, with majority approval by the existing board members, including those who may be retiring from their position.

C. COMMITTEES

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The Board will convene volunteer committees as needed to assist in the operation of CRRC. Volunteers are appointed to a committee by Committee chairs and are not limited to any defined term but can be removed at any time by a majority vote of the Board.

Board members may participate on a volunteer committee in addition to their Board responsibilities.

A committee may consist of any number of volunteers (including a single volunteer).

D. TERM OF OFFICE

Term of office shall be three years, and shall begin on the calendar year.

The president will be elected by majority vote of the entire membership in good standing. Good standing will include current dues paid and no Code of Conduct violations. Individual memberships shall be limited to one vote. Family memberships will be capped at two votes.

Every effort will be made to promote active members to apply for Board positions.

The Board will announce the opening of petitions for nominees for president at least two months prior to the upcoming election date, to be selected by the Board. The Board will denote a deadline for nominations. If existing members of the Board are running for office, they will be excluded from the nominating review. The remaining Board members will pick a chair to conduct the review and conduct the election.

The Board will review all nominations and select a maximum of two candidates for president, based upon seniority and activity of those nominated, and present those names to the general membership.

The Board will determine an appropriate blind voting method for the position of president.

The President shall appoint Board members due to resignation, with majority approval of the Board. Those positions will be held for the remainder of the Board's three-year term.

Board officers shall remain in their positions for the three-year period served by the president. Board officers may be reappointed at the discretion of the president in coordination with the Board.

E. VOTING AND ELECTIONS

Elections will be held prior to the expiration of the term of office for the President.

Board positions may be added/removed at the discretion of the Board.

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A minimum Board consisting of President, Vice-President, Secretary, and Treasurer must remain at all times.

All Board votes will be a majority vote, except constitutional amendments.

A Board quorum shall consist of half the number of elected officials plus one. No official Board meeting shall be held unless a quorum is present.

The Board will generally meet prior to the general membership meeting and will prepare motions as necessary for the conduct of club functions. All motions will be affirmed at the general membership meeting.

F. PROCEDURAL REQUIREMENTS

A majority vote of the members present at a regular meeting is necessary to pass ordinary measures. All measures shall be deemed ordinary except those proposing a constitutional amendment.

A quorum shall consist of twice the number of current Board members plus one. No official meeting shall be held unless a quorum is present.

Meetings will be held at least twice annually.

The Board is authorized to take emergency actions when deemed necessary.

The Board with the consent of the general membership is authorized to approve the organization and formation of New Jersey non-profit corporations as subsidiaries and affiliates of the Clifton RoadRunners Running Club (CRRC) deemed necessary or appropriate in the judgment of the Board, and through which CRRC can, does, or shall organize, stage or conduct road races, charitable or like fund raising events. A majority vote of the Board is required.

G. BY-LAWS AMENDMENTS

a) A by-laws amendment may be accomplished by a two-thirds vote of the members present at the meeting.

b) All members must be notified at least 30 days prior to voting that bylaws amendments will be discussed and voted on.

c) Only those who have been members of the organization for one full year prior to the proposal of such amendment may vote upon such.

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H. FINANCES

Dues shall be as determined by a majority of the members present at a business meeting and shall not be changed more often than once per year.

This is a non-profit Organization. Dues, entry fees, and other monies received by the organization will be spent entirely for carrying out the stated purpose of the organization.

No part of net earnings of the club shall be used for the benefits of its individuals, unless those individuals are acting as representatives for the club (e.g., running in National USATF championships).

Members using association funds for any purpose shall give a full record of expenditures to the treasurer.

This organization shall be authorized to participate in fund-raising activities.

This organization will submit a portion of the annual dues to the USATF as membership in those bodies.

All general Club expenditures over \$1000 must be approved by the general membership. General Club expenditures are those expenditures that are not directly related to Club events that maintain their own budgets (i.e. races, parties, etc.)

General expenditures may be approved by a two-thirds vote of the members present at the meeting.

Only those who have been members of the organization for 30 days prior to the proposal of such expenditures may vote upon such.

I. LOGO, IMAGE LIKENESS AND ENDORSEMENTS

The logo of CRRC is the property of and is copyrighted by The Clifton RoadRunners Running Club and may not be reproduced, published electronically or in print for apparel, advertising, by periodicals, magazines, websites, groups, forums, or individuals, without the express written consent of the Board.

The team color shall be purple for all official uses, including uniforms.

The phrase “Friendliest Running Club in New Jersey” is property of and is copyrighted by The Clifton

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RoadRunners Running Club and may not be reproduced, published electronically or in print for apparel, advertising, by periodicals, magazines, websites, groups, forums, or individuals, without the express written consent of the Board.

Likenesses of runners may be reproduced for publicity purposes only on social media outlets and the organization website, provided names are not attached to those runners. Likenesses of runners will not be used for money-making ventures of any sort without previous consent of the runners involved. Runners submitting memes, photographs, or any likenesses of themselves to the organization for social media or website or newsletter purposes do so with implicit understanding that they are approving of publication in those venues with their names attached.

Many members work in fields related to the running community (coaches, nutrition, physical therapy, sporting goods, etc.). The use or endorsement of these members' services on an individual basis will not be regulated by the club. However, any decision to use or avail the club to these activities must be approved by the Board.

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SOCIAL MEDIA POLICY

The purpose of this social media policy is to provide guidelines and best practices for members of the Clifton RoadRunners Club (CRRC) when using social media platforms in order to ensure the club is represented positively and responsibly. .

Guidelines for Social Media Use

- **Respect and Integrity:** All interactions on social media platforms should reflect the values of respect, integrity, and sportsmanship that the CRRC upholds. Avoid inflammatory or derogatory comments towards individuals or groups.
- **Accuracy and Authenticity:** When posting on behalf of CRRC or about CRRC-related matters, ensure that information is accurate and authentic. Verify facts before sharing and cite sources where necessary.
- **Privacy and Confidentiality:** Respect the privacy and confidentiality of others. Do not share personal information without consent, and avoid discussing confidential club matters publicly.
- **Endorsements and Sponsorships:** Clearly disclose relationships with sponsors, partners, or endorsements in accordance with FTC guidelines. Avoid misleading or false representations of products or services.
- **Copyright and Intellectual Property:** Respect copyright laws and intellectual property rights. Do not use copyrighted material without permission, and always give proper credit when sharing content created by others.
- **Commercial and Political Use:** No CRRC social media site shall be used to support any commercial or political venture or opinion unless said venture or opinion is selected by the Club as an official venture or position. Running events are exempt from this condition.

Social Media Etiquette

- **Engagement:** Encourage positive engagement with followers and other social media users. Respond promptly and courteously to comments, messages, and inquiries related to CRRC activities.
- **Conflict Resolution:** If disagreements or conflicts arise on social media, attempt to resolve them privately and respectfully. Refrain from engaging in public disputes that could reflect poorly on CRRC.

Usage Guidelines for CRRC-Managed Accounts

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- **Account Administration:** Designate responsible individuals to manage official CRRC social media accounts. Ensure these administrators are trained on this policy and are aware of their responsibilities.
- **Content Approval:** Obtain approval from designated Board members for posts that represent CRRC regarding significant club-related matters. Communications that are not considered significant club-related matters (e.g., photo sharing or posts otherwise intended to generally promote CRRC) are at the discretion of the individuals managing the account.
- **Monitoring and Reporting:** Regularly monitor social media channels for inappropriate content, violations of this policy, or potential risks to CRRC's reputation. Report any concerns to club leadership promptly.

Official Social Media Channels

- **Purpose:** the club distinguishes between official and unofficial social media channels. Communication on either official or unofficial channels is expected to adhere to the social media guidelines. All announcements regarding club activities should be communicated, at minimum, via the official channels. A member monitoring only the official social media channel should be able to know about club activities.
- **Official channels:** Facebook is the official social media channel for digital communication within the club. This is subject to change at the discretion of the club.
- **Participation:** CRRC will post announcements and invitations to the official social media channel. Additionally, CRRC members making club-wide announcements or invitations should make a best effort that such communication is posted to the official channels by themselves or another member.

Consequences of Policy Violations

Violations of this social media policy may result in disciplinary action, up to and including suspension or termination of membership with CRRC. Serious breaches that impact the club's reputation may also lead to legal action.

Policy Review

This social media policy will be reviewed periodically to ensure its relevance and effectiveness. Updates may be made as necessary to address emerging social media trends, technologies, or changes in club operations.

J. DISSOLUTION

In the event of dissolution of this association, the funds in the treasury, after all creditors have been

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paid, shall go to the USATF or to any other 501(c)(3) organization, as the Board of Directors shall determine.

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Attachment A

CRRC Membership Code of Conduct

- Always conduct yourself in a manner that will ensure a welcoming, respectful and comfortable Club environment for all.
- Always show respect and appreciation for the volunteers and officials who give their time to help the club and/or event(s).
- Always behave in a manner that is safe and does not put you or others at risk of physical harm or legal liability.
- Always use positive, supportive language with all people when acting as a member of the Clifton RoadRunners or wearing team gear, avoiding vulgar, abusive, racist, sexist, or any other offensive language.
- Always respect the age, religion, ethnic background, gender, and sexual orientation of other club members, volunteers, race officials, and spectators.
- Eschew yelling, taunting, bullying, or threatening physical violence upon other club members, volunteers, race officials, or spectators.
- Avoid all unwarranted sexual or physical contact with others.
- Observe and obey all rules and regulations governing races – including those governing the sale or transfer of race bibs – and engage in fair competition. This includes anti-doping compliance, no course cutting, or other means of gaining a competitive advantage that is considered cheating when participating in club races or other races where you may represent the club by wearing a club-branded singlet, shirt, uniform, etc.
- Report violations of the Membership Code of Conduct policy, along with any supporting documentation (i.e. emails, texts, photos, etc.) to the Board..
- Members with a legal restraining order against them by another member may be barred from membership and participation in all club activities.
- Members found to be listed on a sex offender registry, convicted of a sex crime, or caught having, creating, or distributing child pornography will be immediately barred from membership and all participation in club activities.

The Board will take action to review the complaint and any supporting evidence (and any response from the alleged violator) in a timely manner. If a complaint is founded and depending on the severity of the violation, the Board has the option to consult legal counsel and/or local law

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enforcement to determine a course of action.

Anyone accused of violating the code of conduct will be presented with a copy of the complaint with any supporting evidence. The alleged violator has the right to respond in writing to the charges within a reasonable time as determined by the Board. The Board will determine after reviewing the complaint and the alleged violator's response whether to perform further investigation if warranted, make a determination at that time or refer the matter to legal counsel and or law enforcement for further assistance.