



Amended and Restated
By-Laws of the DC Front Runners
Dated October 9, 2011

Adopted: January 18, 1984
Amended: September 24, 1989
September 19, 1991
August 20, 1992
Xxx, yy, 1994 [*missing amendment*]
Amended
& Restated: May 3, 2009
Amended: July 12, 2009
Amended: January 31, 2010
Amended: October 9, 2011

Article I. – Name

The name of this club shall be the DC Front Runners (hereinafter referred to as DCFR or the “Club”).

Article II. – Purpose

- A. The purpose of the Club is to encourage and support Gay, Lesbian, Bi-Sexual, and Transgendered persons in the Washington, DC area who are interested in running and walking.
- B. In pursuit of this goal, the Club will hold regularly scheduled running and walking events, encourage participation in competitive events, organize social gatherings, and conduct other related activities alone and in cooperation with other groups.

Article III. – Membership

- B. The only requirement for membership is the payment of dues. Membership is open to all who wish to join regardless of ability, physical condition, sex, sexual orientation, age, race, religion, ethnic background or nationality.
- C. Membership shall be for a twelve-month period from the receipt of the membership fee.
- D. Benefits of membership include the fellowship of the Club, participation in Club business and events, voting, eligibility to hold office, and receipt of Club correspondence.

Article IV. – Governance

- A. DCFR is governed by its members and operates by consensus. To facilitate the ongoing business of the Club, members will elect a Board. The Board is elected to serve the interests of the Club and its members, not to dominate or dictate. The Board will:
 - a. Conduct the day-to-day business of the Club, including oversight of all Club matters
 - b. Hold meetings as necessary
 - c. Approve financial expenditures
- B. The DCFR Board will consist of officers elected by the Club (Elected Officers) and officers appointed (Appointed Officers) by the Elected Board.
- C. The following officers, with the listed responsibilities, will be elected for a one-year term, with no limit on the number of terms an officer may serve. Terms of

Elected Officers begin as soon as election results are presented to the Club at the Anniversary Party.

1. Coordinator:

- a. Serve as the chief administrator for the Club and the Chair of the DCFR Board.
- b. Convene and preside over Club and Board meetings as required.
- c. Represent and speak for the Club to outside organizations.
- d. Appoint committees as required for special events and issues.
- e. Approve financial expenditures of \$500 or less in consultation with the Treasurer.
- f. Call elections and preside over the Anniversary Party in the August - September timeframe each year.
- g. Designate a Board member who is a resident of the District of Columbia to serve as the Club's Registered Agent to receive official correspondence from the Government of the District of Columbia.
- h. Delegate and assign duties as necessary to assure Club business is accomplished.
- i. Serve as a signatory for DCFR bank accounts.

2. Treasurer:

- a. Administer the Club's financial affairs.
- b. Collect, record, keep, and expend DCFR funds in accordance with generally accepted accounting principles.
- c. Provide a brief financial report to the DCFR Board during monthly meetings.
- d. Provide detailed financial reports for major Club activities, as directed by the Coordinator.
- e. Submit a detailed annual financial report each August.
- f. Approve financial expenditures of \$500 or less in consultation with the Coordinator.
- g. Serve as a member of the DCFR Board.
- h. Serve as a signatory for DCFR bank accounts.
- i. File IRS Tax Form 990-N by May 15th each year.
- j. Maintain Club membership with the International Front Runners by paying dues in the first quarter of each calendar year.
- k. In order to ensure continuity of the club's financial operations and timely payment of the club's financial obligations after the election of a new Treasurer, the outgoing Treasurer shall retain signatory authority over the club's financial accounts and shall continue to manage the club's financial affairs for a period not to exceed 30 days from the date on which election results are announced. During that period, signatory authority over the club's financial accounts and management control of the club's financial operations shall be transferred to the incoming Treasurer. The outgoing

Treasurer, unless elected or appointed to another board position, shall not be a voting member of the incoming Board.

3. Secretary:

- a. Record, prepare, and disseminate minutes for DCFR Board meetings.
- b. Take responsibility for official correspondence of DCFR.
- c. Preserve all records, reports, and official documents of DCFR.
- d. Serve as a member of the DCFR Board.

4. Race Director(s):

- a. Schedule running events for the Club.
- b. Develop the DCFR Race Circuit with input from Club members.
- c. Collect, compile, and calculate Race Circuit results, making them routinely available to DCFR members.
- d. Liaison with race officials regarding sponsorship, volunteering, and establishment of DCFR teams.
- e. Prepare and present Race Circuit and other awards at the Anniversary Party.
- f. Serve as a member of the DCFR Board.

5. Outreach/Social Coordinator(s):

- a. Represent DCFR to outside groups or persons as directed by the Coordinator.
- b. Support membership drives, Pride activities, and other special events with appropriate outreach activities.
- c. Assume primary responsibility for Club social activities.
- d. Serve as a member of the DCFR Board.

6. Walking Coordinator:

- a. Schedule walking events for the Club.
- b. Develop the DCFR Walking Circuit with input from Club members.
- c. Collect, compile, and calculate Walking Circuit results, making them routinely available to DCFR members.
- d. Liaison with walking event officials regarding sponsorship, volunteering, and establishment of DCFR teams.
- e. Prepare and present Walking Circuit and other awards at the Anniversary Party.
- f. Serve as a member of the DCFR Board.

D. Appointed Officers serve at the pleasure of the Elected Board. Their primary purpose is to support the Club and the Board by handling specific functions related to the Club's business. The Elected Board is encouraged to review the

number, responsibilities and designation of Appointed Officers within 30 days of each election. Examples of Appointed Officers are as follows:

1. Apparel Coordinator:

- a. Handle all aspects of DCFR apparel, including designing, ordering, storing, pricing, and shipping of DCFR apparel.
- b. Serve as a member of the DCFR Board.

2. Membership Coordinator:

- a. Handle all aspects concerning DCFR membership administration, including maintaining a membership roster of current members, and sending out renewal notices.
- b. Provide routine communication to members regarding Club activities.
- c. Serve as a member of the DCFR Board.

3. Webmaster:

- a. Handle all aspects of DCFR's website, including development, updating, and other maintenance activities.
- b. Serve as a member of the DCFR Board.

4. Newsletter Editor:

- a. Handle all aspects of developing a DCFR Newsletter, including developing formats and themes, collecting and writing articles, and producing and distributing a newsletter.
- b. Serve as a member of the DCFR Board.

E. The Coordinator may establish committees as necessary to carry out special tasks. Committee chairs shall report to the DCFR Board as requested and as applicable, adhere to established budgetary guidance, including financial reporting.

Article V. – Elections and Vacancies

A. Elections for Elected Officers will be held annually each year (July – September timeframe). Elections will be presided over by an Election Committee composed of the Secretary and at least two members in good standing while not seek elected office. These additional members will be appointed by the Board.

B. Nominations for Elected Officer positions will be solicited from the DCFR membership 30 days prior to the election. The nomination period will be open for 14 days. The slate of candidates will be announced, including candidates for both contested and uncontested positions, and members in good standing will

have 14 days to cast their votes. Voting will be conducted electronically when possible.

- C. The Election Committee will announce the election results at the Anniversary Party and will not disclose the results prior.
- D. If a vacancy on the DCFR Board occurs, the Board will appoint an individual to fill the vacancy as soon as possible after it occurs. Officers who obtain their position because of a vacancy will serve until the next annual election.

Article VI. – Amendments of By-Laws

- A. These By-Laws may be changed or amended by the Club.
- B. The Board may make minor, clarifying administrative changes to the By-Laws as necessary without submitting those changes to the Club at large.
- C. Significant changes which fundamentally change the operation of the Club must be presented to the Club for comment and vote. A majority of those who vote must approve the changes.

Article VII. – Quorum and Voting

- A. At DCFR Board meetings, a majority of officers shall constitute a quorum. The quorum may be established through attendance, by proxy, or through electronic communications.
- B. Every act approved or decision made by a majority of the officers in attendance (or through proxy or electronic communications) shall be a valid act and decision of the Board.
- C. Without a quorum, the Board may meet to discuss Club business, but shall not make decisions regarding significant issues or expense of funds over \$500.

Article VIII. – Dissolution

- A. In case of dissolution, DC Front Runners' assets will be donated to gay-related charities as approved by a vote of the Club members.

Article IX – Prior By-Laws

These Amended and Restated By-Laws replace and supersede all prior By-Laws and amendments enacted by the Club in the past.