

Simi Track Club, Inc.

Bylaws

July 2009

Amended January 2014

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SIMI VALLEY TRACK CLUB MISSION STATEMENT:

Our Mission statement is to foster the growth and development of our young athletes by providing quality coaching and a learning experience that is fun, equitable, and friendly.

ARTICLE I Name, Purpose, Organization, and Description

- A. The name of this organization shall be the Simi Track Club, Inc., PO Box 941601 Simi Valley, CA 93094-1061, or such other place that the Board of Directors shall designate.
- B. Simi Track Club Inc (the organization) may conduct business as Simi Valley Running Rebels
- C. The team colors of the organization shall be red, black, and white.
- D. Simi Track Club Inc is a non-profit organization exempt from taxation under Section 501C(3) of the Internal Revenue Code. Employer Identification number 20-3909610, on June 17, 2006
- E. The Simi Valley Running Rebels participates in the Southern California Youth Track and Field Conference (SCYTFC) and Ventura County Youth Track Conference (VCYTC), as well as any other event/s sanctioned by the above two conferences and the SVRR Board of Directors.
- F. Simi Valley Track Club shall be comprised of two organized athletic programs, Youth Track & Field and Youth Cross Country. They shall operate under Simi Valley Track Club Board of Directors and these bylaws. Simi Valley Track Club will be responsible for its own registration (including obtaining completed Player's Contract, Medical Waiver, Code of Conduct, Parent Code of Conduct, and copies of birth certificates), issuing of equipment, uniforms, and contract to each participating youth. Simi Valley Track Club will obtain adequate and required liability and medical insurance; select and adhere to any applicable Conference rules; maintain adequate and safe equipment and facilities, and be responsible for their own ways and means.
- G. The purpose of Simi Valley Running Rebels Cross Country and Track and Field shall be to offer a competitive Cross Country and Track & Field program, to promote the development of leadership, character, sportsmanship, tolerance, discipline, and athletic ability. To nurture youth fitness, volunteerism, and a life long love of sports. The SCYTFC rulebook shall delineate ages and divisions.

ARTICLE II

Membership

A. Qualification for Membership:

All board members, head coaches, assistant coaches, team parents, and youth athletes will be considered as current members of the Simi Track Club, Inc. There will be no open enrollment for membership, that is, to qualify as a member, the individual must meet the criteria described in this section (Article II).

B. Rights, Privileges, and Responsibilities of Adult Membership:

All adult members shall be eligible for any elective office in this organization (in accordance with Article III). Adult members have the privilege to vote at elections or recalls of any officer of the Board of Directors. Voting must be done in person by qualified adult members (voting by proxy is prohibited). Adult members may serve on any committees, in any capacity, and otherwise participate in any programs of this organization except as may be limited or prohibited by these bylaws.

C. Code of Conduct:

All members shall abide by the established Simi Valley Running Rebels codes of conduct. All members shall sign a written code of conduct. The club's registrar shall maintain the signed code of conducts.

D. Cancellation of Membership

Membership may be canceled at any time if a member's action/s or conduct is deemed to be in violation of these bylaws, any of the codes of conduct, or of good sportsmanship. Membership can be canceled by no less than a $\frac{3}{4}$ vote of the Board of Directors, at any regular meeting or at a special meeting duly held for the purpose of voting on the cancellation membership. The member in question shall have first been given notice of this pending action and shall be given the opportunity to be heard at such meeting, including the right to produce witnesses on his/her behalf.

E. Denial of Right, Title or Interest in Properties

Membership in this Club shall not vest in or give to any individual the right, title, or interest of any nature whatsoever in or to any asset or property of this Club, whether real or personal. Such property shall be solely and entirely owned by this Club.

ARTCILE III

Board of Directors

The government of this organization shall be vested in and conducted by the Board of Directors. The Board of Directors shall include ten elected officers: President, Vice-President, General Manager, Secretary, Treasurer, Coaching Directors, Registrar, Head Timer, and Volunteer Coordinator (who are elected to office at a designated election meeting, per Article VII). There may be, at most, three other adult members-at-large on the Board of Directors that are appointed by the officers at any time. At least five of the Board of Directors must be present at any regular or special meeting to constitute a quorum for the transaction of official business. Any act of decision by the Board of Directors shall be binding on the organization as a whole. Such acts or decisions shall be made within the general framework of these bylaws, but this should not be construed to mean that actions or decisions of the Board must be specifically authorized by these bylaws; that is, the Board may elect to do what is necessary to run the business of the organization without specific authorizing language in these bylaws. Officers shall hold office for the term of two (2) years or until respective successors are duly elected or appointed. No elected Board Member may serve more than two (2) consecutive terms in the same position (such an officer would qualify to serve again in that position after a year has elapsed since his or her previous term in that position).

A. Removal from Office

In accordance with Article II.3, a Board Member may be removed from office by a vote of not less than $\frac{3}{4}$ of the Board of Directors at any regular or special Board meeting duly held, or by a simple majority of the total Simi Track Club, Inc. current adult membership at any regular or special Board meeting duly held.

B. Filling Vacancies on the Board of Directors during a Term

In the event there are vacancies of the Board of Directors for any reason, The President may appoint replacements, until the next election is held.

ARTICLE IV

Duties and Responsibilities of the Board of Directors

A. President

The President shall be the Chief Executive Officer of the organization. The President will have the general supervision and control of the Board of Directors; preside at all meetings of the Board of Directors and of the Simi Track Club, Inc.; conduct and oversee all business and affairs of the organization; be responsible for seeing that the Treasurer files all forms, returns, and schedules required by various government agencies. The President shall appoint and oversee all Head Division Coaches and approve all assistant coaches. The President shall address disputes/complaints from the membership, as well as the general public, and refer to the board of directors if and when necessary. The President shall enforce Simi Track Club and SCYTFC bylaws, policies, and principles. The President has the right to appoint any open positions during his/her two (2) year term.

B. Vice President

The Vice President shall perform all duties and responsibilities of the President upon any absence of the President. The Vice President shall be the conference liaison for both the SCYTFC and the VCYTFC and shall attend their monthly board meetings. If the Vice President is unable to attend he/she shall arrange for another board member to attend in his/her place. The Vice President shall also be responsible for club information getting updated on the website and sending out club emails.

C. General Manager

The General Manager shall assist the President and administrative responsibilities of the Board of Directors, including reserving practice sites, home meet sites, the Annual Track & Field Awards Picnic and Annual Cross Country Banquet. This position shall also serve as a liaison between the Club and the Rancho Simi Recreation and Parks District, local high schools and/or colleges to obtain permits with the associated organizations. The General Manager shall also provide information to the Secretary, Coaches, and Coordinators during the Track & Field and Cross Country seasons, which will in turn distribute the information to the coaches and parents of their divisional teams. The General Manager will liaise with the Coaching Directors to establish the current season's schedule and then pass on the schedule to the President for approval and Vice President for uploading to the club's website.

D. Secretary

The Secretary shall be responsible for keeping the minutes at all Simi Track Club, Inc., meetings and informing all members of such meetings with the time and place. The Secretary shall prepare, print, and circulate the minutes of each meeting; keep attendance records at all Simi Track Club, Inc. Board of Director's meetings; be custodian of the Articles of Incorporation, the Bylaws, the minutes book, and Robert's Rules of Order for reference on conducting meetings. The Secretary shall act as the club parliamentarian, should know the current by-laws, be responsible for any amendments to the by-laws, and have them ratified and disseminated to the Board of Directors.

E. Treasurer

The Treasurer shall keep and maintain a day to day record of all financial transactions pertaining to SVRR funds and accounts, keep and maintain all SVRR official documents and financial records, and bring a monthly financial report to all board of director's meetings. The Treasurer shall oversee all banking functions and communications, electronic or otherwise, and collect and deposit all income funds for the organization. The Treasurer shall prepare a year-end financial report for the organization and prepare or delegate each year its state and federal filings and tax returns. The Treasurer shall also oversee the budget committee to prepare the annual operating budget for the upcoming fiscal year. Any adult member in good standing may inspect any and all of the books and records of the Simi Track Club, Inc. at any meeting.

F. Coaching Directors

Simi Valley Track Club shall have two (2) Coaching Directors, one for Track & Field and one for Cross Country. The Coaching Director is in charge of all phases of meet operations. The Director shall insure that the facility is prepared, that the necessary equipment and supplies are available, and that all of the requisite meet officials are available, instructed and assigned for each activity. In addition the Director shall be responsible to see that the meet, as a whole, is conducted in an efficient and timely manner. Furthermore, the Director shall be required to establish a jury of appeals before the start of each meet. The Coaching Directors are also responsible for the selection of the SVRR coaching staff as delineated in Article XIII.

G. Registrar

Oversee registration and make sure binders are completed and kept current each season. The Registrar shall maintain an athlete, volunteer, and membership database. The Registrar is responsible for attending the SCYTFC certification meetings, as well as any post-season registration. The Registrar shall update the team manager computer records file for uploading into the various meet management computer programs. The Registrar will also print out team meet results and award labels for ribbon-making volunteers.

H. Head Timer

The Head Timer shall keep official times at home meets, as well as liaise with other SCYTFC and VCYTC timers for results to assure their results are correct. The Head Timer ensures visiting Clubs receive results from SVRR home meets and provide results for award ribbons. All head coaches will go to the head timer with their time discrepancies weather they be results from home or away meets.

I. Volunteer Coordinator

The Volunteer Coordinator shall oversee all of the club's volunteers necessary to service Track & Field and Cross Country. These volunteer services are needed for, but are not limited to, the following: ordering and distributing uniforms and extra apparel, parent coordinators, home meet set up, home meet tear down, home meet concessions, on-field home meet volunteers, awards picnic, championship picnic, lap-a-thon, award labels for ribbon volunteers, and other miscellaneous fundraisers. If Assistant Volunteer Coordinators are used, then it is the Volunteer Coordinator's responsibility to ensure that the Assistant Volunteers Coordinators have oversight and their responsibilities are being completed successfully. The Volunteer Coordinator shall also oversee the volunteer commitment checks, which are to be returned to parents or shredded once they fulfill their volunteer commitment.

J. Members at Large (3)

The members at large of Simi Track Club, Inc. Board of Directors shall serve in any capacity deemed necessary by the Board of Directors. The members at large shall also attend all monthly meetings and be authorized to vote as a regular board member.

ARTICLE V

Committees

The Board of Directors may authorize the formation of special committees as may be required. The Board of Directors shall appoint an adult member in good standing to lead the committee. The committee chairman may accept as many members to his/her committee as deemed necessary. The President may appoint any adult member in good standing to lead any committee or perform any task as may be required by the individual program.

ARTICLE VI

Meetings

The Board of Directors shall meet no less than four times a year and shall schedule it at a time and place designated by the President. These scheduled Board meetings will be open to the general adult membership. Club business decisions, that may need to be resolved prior to a scheduled Board Meeting or at an as soon as possible basis, may be conducted telephonically (conference call) or by an email vote by the Board of Directors. The June Board meeting shall be the annual meeting of the general adult membership during which elections of officers for the following year will be held. The President may schedule special meetings of the Board of Directors at any time as deemed necessary. The Secretary should make every effort to notify all current adult members of any special meetings, Bylaw change-voting meeting, or election meeting.

ARTICLE VII

Election of Officers

The election of officers shall take place at the club's annual meeting, which will be held in July. This meeting will be to allow eligible active adult members the ability to nominate and elect members of the Board of Directors. Any nominees must have active status with the Simi Valley Track Club. The new officers shall commence their duties and responsibilities immediately or at such time as the Board of Directors deems advisable.

ARTICLE VIII

Financial Procedures

At least three Board Members shall have signatures on the bank accounts. All checks, drafts, or other disbursements of funds shall be signed by two of the officers. The Club's fiscal year shall run from January 1st to December 31st. Accounting of all money transactions shall be submitted at each scheduled Board of Director's meetings, documenting activity since the previous meeting. Bank reconciliation's, cash receipts, and cash disbursements shall be noted.

ARTICLE IX

Insurances and Additional Insured.

The youth athletic programs must submit a certificate of insurance on their liability insurance policy and Director's & Officer's Insurance, naming Simi Track Club, Inc. as additional insured.

ARTICLE X

Indemnification of Officers, Directors, and Agents

The corporation shall indemnify its officers, directors, volunteers, and agents to the greatest extent permitted by law. The corporation shall have power to purchase and maintain insurance on behalf of any persons who is or was a director, officer, employee, or agent of the corporation of who is or was serving at the request of the corporation as an officer, or agent of another corporation, partnership, joint venture, trust, other enterprise, against any liability asserted against such person and incurred by such person in any such capacity or arising out of any status as such, whether or not the corporation would have the power to indemnify such person against such liability under the provisions of this Article.

ARTICLE XI

Changing of the Bylaws

Any board member at any regular Board of Director's meeting may propose bylaw changes. The Board may adopt such proposed changes by only $\frac{3}{4}$ vote. All approved changes will be incorporated and a revised copy of the Bylaws will be presented to the Board of Directors. The Secretary is responsible for amending the Bylaws and submitting the amendments to the Board of Directors at the following board meeting. The Board of Directors will review the amendments for approval.

ARTICLE XII

Refund Policy For Registration Fees

If for any reason, including injury, an athlete decides not to participate or wishes to withdraw from the Simi Valley Running Rebels, the parent/guardian must put in writing the request and submit to the President or Registrar of the Club the decision to withdraw. Funds will be disbursed to the following schedule: 1) 100% refund prior to certification and uniform purchase by the club; 2) A 50% partial refund minus the certification fee and uniform cost following SCYTFC certification; 3) No refund after the 1st practice following our mock meet.

ARTICLE XIII

Coaching

- A. Individuals who wish to coach a Simi Valley Running Rebel team must first inform the club President or one of the Coaching Directors of their interest.
- B. All coaches shall complete and pass the requisite SCYTFC background check, as well as adhere to and sign a coach's code of conduct.
- C. Head coaches shall have the discretion of selecting their coaching staffs. However, the President and the two Coaching Directors shall approve the prospective staff. If the President and Coaching Directors do not approve, the President and the Coaching Directors shall consult with the head coach whose staff was disapproved and make adjustments to the proposed staff.
- D. Every effort will be made to place coaches in their desired age group, but will ultimately be decided by the President and Coaching Directors as to where coaches will best serve the club.
- E. The process for adjudicating parental complaints shall be as follows: The head coach shall attempt to adjudicate the complaint upon receipt from the parent. If a conclusion can't be reached then the complaint will be presented to one of the Coaching Directors, who will attempt to adjudicate the complaint. If the complaint still remains it will move up the chain of command. The chain of command for the complaint process is as follows. Head Coach, Coaching Directors, President, and Board of Directors.

- F. A disciplinary committee shall handle allegations or evident violations of the Code/s of Conduct. The disciplinary committee shall consist of no less than three (3) Board Members whom the President shall appoint. The disciplinary committee shall report its findings, or recommendations, to the Board of Directors. The Board of Directors shall maintain sole authority to render sanctions or decisions on athletes, coaches, or volunteers and no other Simi Valley Running Rebels representative shall intervene or render decisions pertaining to the violation or its adjudication.

- G. All coaches and Board Members shall wear official Simi Valley Running Rebels polo shirts, or any other authorized SVRR shirt or sweatshirt to all meets. Official SVRR coach's shirts will be provided by the Simi Valley Track Club, Inc. to coaches and Board Members. Any other SVRR attire must be purchased through the club's extra apparel program.