

Pagoda Pacer Athletic Club By-Laws

Approved 13-July-2023

I. Name: The name of the organization shall be the Pagoda Pacers Athletic Club Inc., also known as Pagoda Pacers A.C.

II. Address: The official mailing address of the organization shall be:
Pagoda Pacers A.C.
P.O. Box 4115
Reading, PA 19606

III. Purpose: The organization is a non-profit corporation devoted to promoting physical fitness and public wellness. The organization conducts physical fitness activities, competitions, fraternal gatherings, educates the public on physical fitness and wellness and supports the creation and maintenance of public fitness facilities.

The organization is affiliated with road and trail running, road and mountain biking, distance swimming, triathlons and other individually oriented sports involving human powered motion.

IV. Meetings: The organization shall meet the second Thursday of each month at a location selected by the President. The President may waive a monthly meeting or change it to another date in lieu of another organization activity taking place in close proximity to the normal meeting date. Meetings will begin at 7:00 PM during local time. The President also has the right to call additional meetings as may be warranted.

V. Fiscal Year: The fiscal year for the organization shall begin on the 1st day of January of each year and end on December 31st of the same year.

VI. Officers:

A. Types

- Elected Officers are President and the Board of Directors.
- Appointed Officers are: Vice President, Secretary, and Treasurer. They are appointed by the President yearly.

B. All officers shall:

- Act in the best interest of the club at all times
- Be knowledgeable of club by-laws
- Be knowledgeable of club finances
- Sign a conflict of interest form for the club

C. Eligibility

All Officers shall be members in good standing for at least one year before beginning their term of service. A member in good standing shall pay dues and act as an interested, contributing member of the Club.

D. Officer Duties

1. President

- Accept and maintain responsibility for the actions of the club
- Develop an agenda and preside over the General Membership Meeting
- Present all club related issues for discussion at meetings and follow through with majority approval
- Make club by-laws accessible to the general membership
- Develop long term and short term goals and lead the club to achieve its goals
- Organize and direct the work of the club's officers and committees
- Assign the responsibility to purchase and distribute volunteer apparel
- Resolve conflicts within the club
- Serve as the "face" of the club

2. Vice president:

- Substitute in the absence of the president or as requested by the president
- Work closely with the president in defining the agenda and executing the goals of the club
- Oversee club equipment and storage facility, reporting inventory and any issues to the club
- Advise and establish guidelines for club races and race directors
- Maintain list and applications of future races and submit list to newsletter and website

3. Treasurer:

- In accordance with the Club's insurance agency, Road Runners Club of America, the treasurer shall have and pass a financial and criminal background check in order to assume the role
- Maintain financial records
- Conduct financial transactions
- File tax documents
- Collect membership dues and applications
- Forward membership applications to membership coordinator

4. Secretary:

- Maintain club by-laws
- Record notes from all meetings
- Submit notes from general meeting to newsletter
- Keep a running operations manual on all club procedures that do not raise to the importance of a bylaw change
- Maintain updated membership application (approval of officers required)

5. Board of Directors

- Support the President in developing and achieving the goals of the club
- Organize meetings and methods for conducting the business of the Board
- Meet in February, May, August and November, or as otherwise agreed by the Board
- Shall invite club president to Board meetings
- May invite other club members to Board meetings when appropriate
- Shall require five directors for a quorum
- Shall allow remote attendance for Board meetings
- Directors shall not miss more than 2 board meetings in a 12-month period. Doing so means removal from the Board.

E. Committee Members

The club may create committees or empower individuals to coordinate specific functions or tasks for the club. Club members in these roles are not officers of the club.

VII. Membership:

A. Types:

1. Single Membership: Entitles one individual to all club benefits.
2. Family Membership: Entitles two individuals residing in same household to all club benefits.
3. Associate Membership: Entitles one individual to partial club benefits

B. Requirements:

1. Single and Family members: 21 years of age or older.
2. Associate members: Under 21 years of age.
3. Open to all genders, races, and religions.
4. Pay dues applicable to membership type.
5. Sign and abide by code of conduct.

C. Dues:

1. Exemption may be requested by elected officer and must be voted on by club membership at monthly meeting.
2. Payment made by check (only) to the Pagoda Pacers A.C. and mailed or hand delivered to the Membership Coordinator OR via online application
<https://pagodapacers.com/Membership/Online-Registration.aspx>
3. Annual dues shall be a lump sum payment of \$20.00 (single membership), \$30.00 (family membership), and free to associate members.
4. Existing memberships are payable in the month of January.
5. New memberships are payable upon application.

D. Application:

1. Meet requirements and request membership to any club officer, or
2. Mail or hand-deliver membership application and fee to the Membership Coordinator or apply through the online application.

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E. Termination:

1. Membership may be terminated at any time at the discretion of the club officers.
2. Any member who fails to pay dues by January 31st may be dropped from membership.

F. Benefits: (S=Single F=Family A=Associate)

1. May attend club meetings (S-F-A)
2. May participate in club votes (S-F)
3. May hold elected position after 1 year (S-F)
4. May hold appointed and or volunteer positions after 1 year (S-F-A)
5. Receive monthly e-copy of newsletter (S-F-A)
6. Receive email update notices (S-F-A)
7. Receive discount at participating retailers and purchase club logo apparel (S-F-A)
8. Receive discount on many PPAC social events (S-F-A)

G. Race Director Benefits: All Race Directors and Co-Race Directors are entitled to

1. Free Club Membership.
2. Free entrance to all Pacer races upon filling out race app.
3. Free entrance to all Pacer social events (parties and activities), includes one guest.

H. President and Treasurer Benefits:

1. Free Club Membership.
2. Free entrance to all Pacer races upon filling out race app.
3. Free entrance to all Pacer social events (parties and activities), includes one guest.

VIII. Equipment:

A. Available for use by all club members at the discretion of the President or Vice President. Prior approval is needed. Availability is dependent upon official club use.

B. Any new equipment, including apparel, must be approved by the organization.

IX. Activities:

All activities entered into by the organization will be approved by the full membership, whenever practical. Only these activities will be identified as being held by the Pagoda Pacers Athletic Club. Activities must adhere to the standards established by the President or member who is appointed responsible for such activities.

X. By-Law Changes:

Changes to the by-laws may be proposed at a regularly scheduled monthly meeting or an emergency meeting called for by an elected officer. Upon voice vote approval, the proposed amendments must be submitted in writing for publication in the next monthly newsletter. At the next regularly scheduled monthly meeting after newsletter publication, the amendments will be put to a formal vote for approval. Any change to by-laws requires at least 20 members to be in attendance and a majority vote for approval.

XI. Elections

- The club shall conduct an election each year for elected officers. Terms of elected service begin on January 1 and end on December 31.
- The President is elected for a 1-year term.
- Directors on the Board are elected for 2-year terms. There are 9 Directors. Directors' terms are staggered, such that 4 or 5 Directors are elected each year.
- Directors may serve up to 3 consecutive terms. They may serve again after a break of 1 year.
- At the general meeting each September, the club shall specify procedures for nomination and voting in the election. The club shall also appoint a person or persons to implement these procedures.
- Election results shall be announced at the November general meeting.
- All dues-paying club members are eligible to vote in the election.

Amendment 1: Setting Budgetary Target Account Balances: The club will endeavor to maintain total account balances of at least 3 years operating expenses on hand at all time. Operating expenses are defined as all non-race related expenses that the club incurs during the normal running of club activities and functions. Operating Expenses includes items such as Bank Charges, Membership expenses, Insurance, RRCA fees, Newsletter expenses, Meeting expenses, Storage expenses, Postage, Website expenses, Sales taxes, and Scholarships. The treasurer shall use the previous year's financial reports to determine the account balance target for the new year. Current account net balances compared to the target balances shall be used by the Executive Board to determine whether the club is in the position to provide additional charitable donations, community service donations, or approve any other material non-operating expense.

Amendment 2: Requests for Club funds:

A. Any request for funds that is equal to or exceeding \$3,000.00 must be made to the club President prior to presenting to members in the monthly meeting. This request for funds includes funds for external purposes, or community service activities. It does not include the following:

- Race-related expenses
- Club Christmas party
- Club Picnics
- Any other expenditures that may directly benefit the Club

B. The requestor must then complete the following steps:

1. Present the proposal to club members during the regularly scheduled monthly meeting. A motion will not be made after this initial presentation.
2. The presenter must then submit a written presentation to the club prior to the 15th of the month following to be included in the monthly Newsletter. This will make all club members aware of the request and give them the opportunity to vote.
3. The proposal can then be withdrawn by the requestor or be presented for club members to vote during the next monthly club meeting.