

BY-LAWS

1st Amendment

11-03-92

1st Revision

01-13-04

2nd Revision

04-12-11

PLACER PACERS

ARTICLE I: GENERAL

These By-Laws are established to implement provisions of the Constitution of the Placer Pacers.

ARTICLE II: MEMBERSHIP

There are two types of membership: Active members and Lifetime members.

Section 1: A person may become an active member by payment of dues. Any interested person may become an active member. To maintain their active membership, dues must be paid each year by July 1.

Section 2: A person may become a Lifetime member by being nominated by a current or past officer of the club and that nomination being passed by a majority the members present at the meeting when the vote is held. A Lifetime member pays no annual dues. To be eligible for lifetime membership, a member must have been an officer of the Placer Pacers for at least four (4) years and a member of the Placer Pacers for at least ten (10) years.

ARTICLE III: FEES

The Placer Pacers are required to pay annual dues to the AVA. Placer Pacer Membership dues are established as Family - \$15, Individual - \$10. Dues are paid annually. If joining the club after January 1, new members will pay half the yearly dues. All renewals will fall due on July 1.

ARTICLE IV: OFFICERS

The officers shall perform the duties prescribed by these by-laws and by *Robert's Rules of Order, 10th Edition (2000)*.

Section 1: The President shall:

- a. Preside at all meetings of the Placer Pacers.
- b. Call special meetings of the Placer Pacers, and the Officers, when necessary.
- c. Appoint special committees with the advice and approval of the membership.
- d. Represent the Placer Pacers officially in all affairs, or designate an appropriate representative.
- e. Serve "ex officio" as a member of all committees of the Placer Pacers except the Nominating Committee.
- f. Submit insurance requests, and event sanction requests, to AVA for all Placer Pacers Volkssport events.

Section 2: The Vice President shall:

- a. Preside at all meetings of the Placer Pacers, and Officers, in the absence of the President.
- b. In the event of a vacancy in the office of the President, the Vice-President shall succeed to the office of the President for the balance of the unexpired term.
- c. Perform such duties as are prescribed by the President and the Officers.
- d. Create and maintain a rolling calendar of events for the next twelve months.
- e. Maintain the Placer Pacers By-laws, and chair a committee in even-numbered years to review contents of the By-laws.
- f. Review and maintain the Club's copy of the AVA Procedure Manual.
- g. Manage flow of administrative duties for Year-Round Events (quarterly and annual reports to AVA, sanction requests, insurance requests).

Section 3: The Secretary shall:

- a. Keep a record of all the meetings of the organization.
- b. Maintain a permanent file of the charter/articles, constitution, bylaws, special rules of order, standing rules and minutes, together with amendments thereto.
- c. Conduct the general correspondence of the organization which is not the function of other officers or of committees.
- d. In the absence of the President and Vice-President, call the meeting to order and preside until the immediate election of a chairman pro tern.

Section 4: The Treasurer shall:

- a. Have custody of the funds of the organization, receiving all funds as acquired, and making disbursements upon receipt of authorized bills or special authorizations. Two signatures shall be required for all disbursements.
- b. Prepare an annual financial statement as of the close of the fiscal year and summary statements for the regularly scheduled meetings.

ARTICLE V: VACANCIES OF OFFICERS

Vacancies of elected officers, except for President, will be filled by election of a replacement by a majority vote of the membership at any regular or special meeting. The Vice President will automatically advance to the position of president if the position of President is vacated. The successor to a vacancy shall serve the unexpired term.

ARTICLE VI: REMOVAL OF OFFICERS

Any of the elected officers of the Placer Pacers can be removed from office by a recall motion instituted by any active Placer Pacers member, providing motion is petitioned by twenty-five (25) percent of the active members. The motion will become effective if accepted by a majority vote at any regular or special membership meeting of the Placer Pacers.

ARTICLE VII: REMOVAL OF A MEMBER

- (1) Individual or Family Membership in Placer Pacers will be terminated upon failure to pay dues in a timely fashion.
- (2) In the event a Member engages in activities deemed not in the best interest of the organization, a majority vote of the Officers may cancel a Family or Individual Membership, and a pro-rated portion of the dues will be returned.
- (3) The decision of the Officers regarding removal of a member may be appealed at the next regularly scheduled General Membership meeting, but no later than 30 days after the action by the Officers.

ARTICLE VIII: FISCAL YEAR

The fiscal year of the Placer Pacers shall be from 1 July of a given year through 30 June of the following year.

ARTICLE IX: COMMITTEES

Section 1: Committees, standing or special, shall be appointed by the Placer Pacers President or by the majority vote of the Officers, as deemed necessary to carry on the work of the Placer Pacers.

Section 2: Standing Committees

a. Specialties Committee shall:

- (1) Determine what food Items are to be sold at a scheduled walk.
- (2) Determine what other items are to be sold at regularly scheduled walks and meetings.
- (3) Fix the price of items to be sold so that a small profit is made (to pay expenses) but keeping the, idea that the organization is a non-profit one.
- (4) Provide Volunteers from the organization to operate the stand at regularly scheduled walks and meetings.

b. Awards Committee shall:

- (1) Order awards.
- (2) Maintain liaison with the various manufacturers to get the greatest value for the least spent on awards.

c. Personal Incentives Committee shall:

- (1) Develop and administer programs to encourage and motivate members and non-members to participate in Placer Pacer volkssporting events.
- (2) Develop and administer programs to encourage and motivate members and non-members to participate in regular and continuing fitness and fellowship activity through participation in volkssporting events.
- (3) Determine appropriate awards for participation in incentive programs.

d. Auditing Committee shall:

- (1) Meet to review books of club at least once a year.
- (2) Report to the membership at the September meeting.

- e. News Letter Committee shall:
 - (1) Publish a news letter to keep members informed of club activities.
- f. Publicity Committee shall:
 - (1) Contact local news media to advertise club and dub walks.
 - (2) Promote Placer Pacers at health fairs, TV spots, and other appropriate community events.
- g. Registrar Committee shall:
 - (1) Receive pre-registration for club walks,
- h. Checkpoint Committee shall:
 - (1) Acquire and maintain supplies for check points on club walks (i.e. water coolers, dog dishes, lemon drops, cups, tables, stamps, chairs).
 - (2) Set up check points at Placer Pacer walks,
- i. Membership Committee shall:
 - (1) Unless otherwise appointed, the chairperson shall be the Vice President.
 - (2) Maintain the official membership roll of the organization.
 - (3) Periodically, and when requested, provide current rosters for distribution.
 - (4) Maintain and publish the organization's pamphlet "Introducing Volkssports".
 - (5) Maintain and publish the organization's policy pamphlet.
 - (6) Collect membership dues and provide renewal notices when appropriate.
 - (7) Enroll new members.
- j. Sociability Committee shall:
 - (1) Organize Club Social Events as determined by Club, e.g., Holiday Party, and Bus Trips.
- k. Historian shall:
 - (1) Maintain records of historical significance to the Club.
- l. Greeter shall:
 - (1) Meet and greet members, guests, and visitors at meetings and Club functions,
- m. Webmeister shall:
 - (1) Maintain the Placer Pacers website,
- n. Phone and Sign-up Committee
 - (1) Shall obtain workers to staff Placer Pacer functions.

Section 3: Special Committees

- a. Events Committee shall:
 - (1) Be all those interested Placer Pacer members who want to participate in proposing a calendar of events for the following year.
 - (2) Meet prior to the meeting of the North and Central Region's meeting to schedule events for the following year (to avoid over-scheduling of events).
 - (3) Appoint or ask for volunteers to become event chairpersons for each selected event.

- (4) Determine a date for each event and one alternative date.
 - (5) Present selected events to the next General Placer Pacers Meeting.
- b. Walk Chairperson shall:
- (1) Obtain appropriate permission to hold event, secure a place for adequate parking, rest facilities, start and finish locations, check point locations, and a route of suitable length.
 - (2) Propose award and work with Awards Chairperson to finalize design, and order.
 - (3) Prepare and produce event information in both brochure format and the Compass format. The Placer Pacers President then submits the information in both formats to the CVA President (CVA President will forward the information to the Compass editor).
 - (4) Provide insurance requirements and event details to the Placer Pacers President

ARTICLE X: REIMBURSEMENT OF EXPENSES/SUBSIDIES

1. Requests for reimbursement of expenses must be made on a Placer Pacer Expense Voucher and should be submitted to the club treasurer.
2. Each Expense Voucher must be accompanied by receipts or copies thereof, documenting each expense for which reimbursement is requested.
3. The club treasurer shall review and approve all Expense Vouchers. Any requests for reimbursement which are turned down by the Treasurer may be appealed to the President for review and a final decision.
4. Delegate Expenses:
 - (a) CVA Delegates (annual convention or business meeting):
 - (1) Normally the CVA holds one business meeting per year. However, it is recognized that the CVA may hold special meetings during the year that require club/member participation. The same delegate subsidy will apply to the regular annual meeting and every special meeting called by the State Executive Council where a club must provide a delegate.
 - (2) The club will designate no more than 2 delegates.
 - (3) For each CVA business meeting, each delegate will be entitled to a single subsidy of \$50.
 - (4) Submission of an Expense Voucher is required to get the subsidy. Receipts are not required.
 - (5) If the club designates a proxy in lieu of an actual delegate, there will be no subsidy provided.
 - (b) AVA Delegates (Biennial Convention):
 - (1) The club will designate no more than 1 delegate and one alternate.

(2) The club's voting delegate will be entitled to a single subsidy of \$200.00. If the subsidy for the delegate and/or the alternate is already being covered by another AVA club, then the delegate and/or the alternate will NOT be entitled to this subsidy.

(3) Submission of an Expense Voucher is required to get the subsidy. Receipts are not required.

(4) If the club designates a proxy in lieu of an actual delegate, there will be no subsidy provided.

ARTICLE XI. SPECIAL RULES AND POLICIES

1. Membership dues can be amended by the assembled membership of the Placer Pacers by majority vote.
2. No person or organization, whether an active member of the Placer Pacers or not, may use the club name for any projects without the approval of a majority vote of the Placer Pacers at a regularly held meeting.
3. Voting rights as established in the Constitution and By-Laws: a Family Membership has only two (2) votes, regardless of how many people are in the family.
4. No member shall use Placer Pacers facilities, rosters, or membership information to promote private gain.
5. Club equipment is purchased for the sole use of the Placer Pacers and may not be used by another organization or individual without the consent of the membership.
6. Advertising may be solicited and/or accepted in Placer Pacers media or at Placer Pacers events and meetings within the following guidelines.
 - a. Advertising shall not be contrary to the purpose of the club.
 - b. Non profit organizations holding events may advertise at Placer Pacers events and meetings.

ARTICLE XII. AMENDMENT OF THE BY-LAWS

These By-Laws can be amended only upon approval of a majority vote by the assembled membership at a regular or special meeting. Proposed changes to the By-Laws must be mailed, or provided electronically, to all members at least 15 days prior to the meeting at which they are to be voted upon.