

**BY-LAWS OF THE NORTH JERSEY MASTERS
TRACK AND FIELD CLUB, INC.**

**Revision Date
02/18/2012**

ARTICLE I

Name: The name of this association shall be “North Jersey Masters Track and Field Club, Inc.”, hereafter known as “the Club”

ARTICLE II

Purposes: The purposes of the Club shall be as follows:

- a. To promote the sport of running, health and well-being for runners of all levels and to encourage each other in a friendly and nurturing environment.
- b. To organize and/or sponsor road races, track and field meets, lectures, fun runs, clinics, social events, publish newsletters, give awards and do all such things that will be conducive to the encouragement of sport of running;
- c. To support the communities in which club members live and work by donating a portion of the Ridgewood Run proceeds to not-for-profit programs that are in line with the club’s first three primary purposes.

ARTICLE III

Membership: There shall be three classes of membership:

- a. General membership: any applicant who is 10 years of age or over;
- b. Family membership: any couple and their children (under the age of 24) who meet the requirements for general membership.
- c. Honorary membership: any person, or persons, so designated by appropriate resolution of the majority of the Board of Directors.

ARTICLE IV

Dues:

- a. The amount of yearly dues shall be approved by a majority of the Board of Directors.
- b. Dues are payable on the first day of the year. Applicants who join October through December will receive membership for the entire following year.
- c. A member can be dropped from membership if dues are not paid within six months from January 1.

ARTICLE V

Meetings: General membership meetings shall be held throughout the year as determined by a majority of the Board of Directors.

ARTICLE VI

Management or Government:

- a. The Management of the Club shall be vested in a Board of Directors consisting of five (5) officers (President, Vice-President, Second Vice President, Recording Secretary, and Treasurer) and eight at-

large members. After one (1) year membership in good standing, any member is eligible to serve on the Board of Directors.

- b. The term of office for all elected officers is two (2) years; for at-large Board members three (3) years. Officers may be elected to succeed themselves; however, no president can be elected for more than two (2) successive full terms.
- c. Duties of Officers:
 1. **President:** to preside over all General and Executive Board meetings; to call any special meetings and with the approval of the Executive Board establish new or terminate existing committees and appoint committee chairpersons. Subject to the direction of the Board of Directors, the President shall manage and supervise the affairs of the Club.
 2. **First Vice President:** to assume the powers of the president in their absence, to succeed the president at the conclusion of their term, oversees club program development and to take on special assignments as requested by the president.
 3. **Second Vice President:** to oversee club membership development and to succeed the first vice president at the conclusion of their term
 4. **Secretary:** to keep accurate minutes of the General membership and Executive Board meetings and preside as parliamentarian and to send all notices of meetings, correspondence pertaining to Club business and assist in the distribution of the newsletter.
 5. **Treasurer:** to administer all financial funds and to sign or disburse necessary appropriations as directed.

ARTICLE VII

Nominating committee

The Executive board shall select four members to the nominating committee by March 15th. This committee is responsible for ensuring that the names of all members who wish to run for each open position are considered by the club during elections. The nominating committee shall solicit nominations from the membership and contact each nominee to:

- 1) Notify candidate of the nomination
- 2) Answer any questions about the position
- 3) Verify that the candidate will stand the selection

All nominees – including write-ins - shall be brought to the attention of nominating committee by October 25th or within seven days of the November elections. Nominees shall be members in good standing for a minimum of one year.

Nominations are open to full membership during the October meeting. No nominations shall be permitted at the November elections.

Elections:

- a. Election for any open office shall be conducted by secret ballot at the November meeting each year; such terms to commence immediately following the election. If candidates are unopposed, a voice vote of present members will be permitted. This will supersede ballot elections if unopposed.
- b. Officers and members of the Board of Directors shall be elected by a quorum of those present at the November meeting (a quorum is minimum of six, plus the club president to break a tie.)

Outcome:

- c. If you have two candidates for one position and it is a tie, you repeat the balloting until one candidate receives a majority.
- d. Candidates have the option to speak individually for five minutes prior to elections.
- e. **ballot vote**
Counting and recording the ballots by teller's committee. A teller committee consists of 2-3 people to count the votes during a meeting

Teller committee should be members who have no interest in election results and appointed by the president or nominating chair. Teller committee shall be instructed on proper counting of ballots. Final tally shall be announced after counting

ARTICLE VIII

Executive Board:

- a. Parliamentary procedure will be carried on at all meetings, and every effort will be made to discuss any measures coming before the group.
- b. A majority vote of the members present is necessary to pass ordinary measures. All measures shall be deemed ordinary except those proposing a constitutional amendment.
- c. Fifty percent of the Board shall constitute a quorum for the transaction of business at a Board meeting.
- d. Vacancies occurring among the Board can be filled by a majority vote of the Board, or left open. Such members shall serve for balance of unexpired term.
- e. The Board shall meet on the second Tuesday of each month with the exception of July and August.
- f. The Board shall declare a seat vacant if:
 - 1 a member ceases to be a member of the Club by resignation, death or board removal.
 - 2 a member is absent from three (3) successive meetings without being excused by the President

ARTICLE IX

Constitutional Amendments: A Constitutional Amendment may be accomplished by a two-thirds vote of the members in attendance at an Executive Board meeting.

ARTICLE X

Finances:

- a. This is a non-profit organization. Dues, entry fees and other monies received by the Club will be spent entirely for carrying out the stated purpose of the Club.
- b. No part of the net earning of the Club shall inure to the benefit of its individuals.
- c. Members using the Club fund for any purpose shall give a full record of expenditures to the treasurer.
- d. The Club shall be empowered to participate in fund-raising activities and gift giving.

ARTICLE XI

Indemnification: The Club shall indemnify its officers, trustees and every other agent as permitted under New Jersey law. The right of indemnification provided in this article shall not be deemed exclusive of any right to which said persons may be entitled apart from this article. The club shall maintain appropriate liability

insurance at all times, including Directors and Officers insurance. Board members should receive documentation from insurance carrier, regarding coverage's.

ARTICLE XII

Dissolution: In the event of the dissolution of the Club (North Jersey Masters), the funds in the treasury, after creditors have been paid, shall go to 501(c) (3) non-profit organization(s) as determined by the Board.

ARTICLE XIII

Conflict of Interest

- a. Any member of the board who has a financial, personal, or official interest in, or conflict (or appearance of a conflict) with any matter pending before the Board, of such nature that it prevents or may prevent that member from acting on the matter in an impartial manner, will offer to the Board to voluntarily excuse him/herself and will vacate his seat and refrain from discussion and voting on said item.

Updated February 18, 2012 by members of the By-Laws Review Committee:
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