

BYLAWS OF THE GUELPH VICTORS RUNNING CLUB

TERMS

Club refers to The Guelph Victors Running Club, which is named after Victor Matthews, our founding coach, who died in 2004.

Member refers to a person who has paid the membership fee for the current year.

Leadership Committee (LC) refers to the elected directors of the Guelph Victors Running Club, as defined below.

Chair refers to the coordinator of the Leadership Committee as defined below.

Fiscal year refers to the 12-month period beginning on December 1 and ending on November 30.

Membership Year is the same as the fiscal year for dues collection, but for casual purposes refers to the calendar year.

Director refers to a person who is elected to the Leadership Committee.

AGM refers to the *Annual General Meeting*, held in the fall of each year.

Coach or *Coaches* are the individuals we appoint to design and lead our speed or tempo workouts.

Workout Leaders are ad hoc volunteers who help with workouts, time trials, or other club events.

AIMS

The aims or objectives of the *Guelph Victors Running Club* are as follows:

- To encourage camaraderie and sportsmanship among members by providing a club atmosphere conducive and inclusive to the promotion of running, fitness and sportsmanship.
- To encourage participation in and enjoyment of running and racing at all distances.

- To celebrate achievement individually and in team events at all levels.
- To share training and coaching for running and racing, including group social and training runs and boot camps.
- To promote the health and fitness of members.
- To promote and support volunteerism for road races in the local region.
- To support initiatives that enhance our local community when deemed appropriate by the Leadership Committee.

MEMBERSHIP

Anyone aged 18 years or older is welcome to join the Guelph Victors at any time, by paying the annual dues and signing up via the link at our website. We encourage all levels of runners looking for a supportive running environment, and training or racing advice. The membership is valid for a calendar year.

Prospective members are welcome to attend a few workouts before formally joining the Victors, to see if they like our atmosphere and our training regime.

Note: following the Victors on social media, or being on our email list, does NOT constitute membership.

LEADERSHIP COMMITTEE

The Club shall be led by a Leadership Committee consisting of up to 10 Directors. Directors are elected by the members for two-year terms at the Annual General Meeting (AGM). Directors can serve no more than three consecutive terms.

A Chair, Secretary, and Treasurer shall be appointed annually by the Directors at the first meeting following the AGM. Any Director appointed to Chair, Secretary or Treasurer must have served as a Leadership Committee Director for at least one prior consecutive year.

The Chair of the Leadership Committee will provide overall leadership and direction for the Club and oversee the activities of the Club

The Chair is also responsible for scheduling the Leadership Committee meetings, calling additional meetings, setting the agenda, and conducting the meeting.

The Treasurer is responsible for managing the club's finances (see below).

The Secretary is responsible for keeping a record of the Leadership Committee's process and decisions.

Any Director may resign by notice given to the Secretary. The Leadership Committee may appoint a member to fill any vacancy until the next AGM.

The Leadership Committee may nominate functional roles to be carried out by members of the Leadership Committee and the number of such roles may be increased or decreased, and functions may be allocated or reallocated at the discretion of the Leadership Committee.

Other roles on the Leadership Committee could be, for instance: membership, communications, coaching, merchandise (garments), social media administrator, health and safety.

Leadership Committee meetings will be convened as often as necessary, with at least 4 meetings per year (approximately December, March, June, September).

Other members or even non-member individuals may be invited to participate in Leadership Committee meetings (e.g., coaches). Members / individuals can also request to join a meeting for a specific purpose (e.g., present ideas / partnerships). Members may also approach the Leadership Committee with ideas in writing or by email.

The quorum required for business to be agreed at Leadership Committee meetings will be a majority of Leadership Committee members, and every effort will be taken to make decisions based on consensus.

The Leadership Committee will be responsible for adopting and ensuring new policy, codes of practice and rules that affect the organization of the club. It is responsible for all financial statements, coordination of coaching and group training, social, and any and all additional events as they may occur, to meet the needs of the membership.

The Leadership Committee will have powers to appoint subcommittees in order to meet specific objectives (e.g., Annual Awards sub-committee).

ANNUAL GENERAL MEETING

WHEN

The Guelph Victors shall have an Annual General Meeting of the members, near the end of the fiscal year and after the final outdoor workout of the summer season. Since the fiscal year of the Guelph Victors runs from Dec. 1 to Nov. 31, the AGM will usually occur in the last month of the fiscal year, i.e., November.

The AGM may be held in conjunction with the annual Awards events, but it is not a requirement. Notice of the AGM shall be sent to all members at least four weeks prior to that year's meeting.

ELIGIBLE MEMBERS

All Victors who have paid dues in the current year are eligible to speak and vote at the AGM, and to be appointed or nominated to the Leadership Committee. The cut-off date for membership for the current year is September 30.

PURPOSE

The purpose of the AGM is for the Leadership Committee to report the key activities of the club for the current year to the members, including but not limited to:

- membership report with totals of current members
- financial report for the December to October period (11 months)
- coaching report, with a tally of workouts, time trials and any club-sponsored races
- garment report, detailing garment sales and inventory
- any plans for the coming winter season of training
- confirmation of the next year's Leadership Committee, tabling of other reports, bylaw amendments and other Club business

- every AGM should provide time for general questions from the members to the Leadership Committee

CHAIR AND QUORUM

The AGM will be chaired by the current Chair of the Leadership Committee. A minimum of 30 members are necessary for quorum, which is required to conduct club business, elect Leadership Committee members, accept reports and make amendments to these bylaws.

NOMINATIONS

The Leadership Committee shall form a Nominations sub-committee of three members, two months prior to the AGM with the purpose of filling any vacancies in the Leadership Committee with active members. The sub-committee should be formed of two existing Leadership Committee members and one member not currently on the Leadership Committee.

The Nominations sub-committee should attempt to fulfil principles of diversity and inclusion, so the Leadership Committee adequately reflects the membership, including (but not limited to) gender, age, running level/ability, cultural background, etc.

In addition, in searching for members to serve on the Leadership Committee, the nominating sub-committee should advertise for nominations from the general membership, via an e-newsletter sent to current members.

ELECTIONS

If the nominations sub-committee ends up with more people interested in serving on the Leadership Committee than there are positions (a maximum of 10), then they will determine a procedure for conducting an electronic vote of all the members prior to the AGM. Before any such vote, each candidate for the Leadership Committee should have the opportunity to publish a short bio, to be communicated by e-newsletter along with the voting instructions to the current Victors membership.

AMENDMENTS

Amendments to the bylaws can be made by submitting a proposal to the Leadership Committee at least three weeks prior to the meeting. Leadership Committee members may also propose amendments to the bylaws. Any amendments shall be sent to current members at least two weeks before the AGM and shall be moved and voted upon at the meeting. Any amendments must be approved by a majority of the members at the AGM.

FINANCIAL MANAGEMENT

The club's finances will be supervised by the Treasurer. Revenue will be based on annual member dues, with amounts set by the Leadership Committee. Expenses will also be determined by the Leadership Committee, including items such as (but not limited to) track rental, insurance, garment purchases, award's night and coach's honoraria. The Treasurer and Leadership Committee will strive to have revenues and expenses in balance over the course of each fiscal year. It is also possible for the Club to carry over a surplus from one fiscal year to the next, but it should not run a deficit at any point in the year, since there is no provision for credit at the bank.

BANK ACCOUNT

Club funds will be kept in a bank account in the name of Guelph Victors Running Club. Revenue will be deposited there, and expenses paid from the same account. Any expenses undertaken by individual Leadership Committee members on behalf of the club should be first approved by the Treasurer, and then reimbursed from the Club bank account upon presentation of receipts for the purchases.

SIGNING OFFICERS

There will be three signing officers for the Guelph Victors bank account: the Treasurer, the Chair, and at least one other Leadership Committee member.

FISCAL YEAR

The club's fiscal year will run from December 1 to November 30, to allow a membership campaign for the winter season to begin on December 1.

ACCOUNTABILITY

It is very important that a volunteer organization be completely transparent with how it collects and spends member funds. The Treasurer will produce quarterly financial updates to the Leadership Committee, plus an annual summary to members at the AGM. The Treasurer will provide answers to any detailed questions from members about the Club's finances, either at the AGM or by email at any other time.

COACH'S HONORARIA

The Leadership Committee may provide honoraria to coaches of the Club who provide ongoing support to the Club's training programs over the course of the season. The honoraria are meant to recognize the time, expertise and commitment that is required to provide consistent coaching to our members. If any of the coaches receiving an honorarium are also members of the Leadership Committee, they will excuse themselves from the portion of any Leadership Committee meeting where their honoraria are discussed and approved.

ATHLETICS ONTARIO

The Guelph Victors Running Club is eligible for affiliation to Athletics Ontario (AO), the provincial organization of running clubs. The Victors have chosen not to affiliate to AO for most years, because not enough members participate in provincial running competitions, which would require AO affiliation for them to run as Victors athletes. It is up to the Leadership Committee to determine whether to pursue AO affiliation for any given year, with the consequent increase in membership dues that would be required.

CODE OF CONDUCT

PURPOSE

The Code of Conduct sets out expectations of appropriate behaviours that are consistent with the Guelph Victors commitments to creating a safe and welcoming environment for running and group activities, free from harassment and discrimination where individuals are treated fairly and with respect.

Any knowledge of inappropriate behaviour should be reported immediately to any member of the Leadership Committee.

1. Members, coaches and workout leaders shall treat others with respect and fairness

Members shall act in a respectful manner towards each other. Violence, inappropriate behaviour or language will not be tolerated.

Members wearing club garments at any time (such as jackets, singlets, hats, buff, etc.) will conduct themselves in a manner consistent with the club's Code of Conduct.

2. Members, coaches and workout leaders shall engage in behaviour that does not compromise their own health and safety or that of others

Members are responsible for their personal safety during organized training and events, including crossing roads, running where there is no pavement, and navigating surface conditions.

Coaches and workout leaders shall prioritize athletes' health and safety. Coaches will do their best to select training activities that are suitable for the current members. They may recommend alternate options to adapt the workout for a wider range of fitness levels.

Any incidents during sessions or events must be reported to the workout leader, who will report to the Leadership Committee. A record of the incident will be recorded to an Incident Report Form, held in the Guelph Victors Documents Library.

3. Members, coaches and workout leaders shall refrain from behaviour that constitutes harassment of any kind

Name calling, bullying, offensive, abusive, degrading, malicious, sexist, racist, derogatory, hurtful, or otherwise uninvited behaviours are prohibited.

4. Members, coaches and workout leaders shall create an inclusive and safe environment

Members should help foster safe environments that benefit everyone. Club workouts, runs, activities and other events are organized for all members to feel

welcome to participate, while striving towards their full potential and personal excellence in running.

5. Members, coaches and workout leaders shall promote good sportsmanship and fair play

Members will participate within the rules of the sport, respect decisions of the Leadership Committee, coaches, workout leaders, and race officials, and demonstrate respect towards fellow athletes.

REPORTING A BREACH OF THE CODE OF CONDUCT

If you experience, become aware of, or witness behaviour of a member or leader that does not meet the Club's Code of Conduct, **report the issue to any member of the Leadership Committee.**

INVESTIGATION, DISCIPLINE AND APPEAL PROCEDURES

All concerns, allegations, or reports of behaviour that goes against the Code of Conduct will be recorded and responded to swiftly and appropriately.

Both the person who lodged the complaint and the member against whom the complaint was made will be notified about the complaint, investigation, disciplinary hearing process, and the outcome.

When a complaint is made against a member, the Leadership Committee shall give that member written notice to attend a meeting of the Leadership Committee and shall inform that member of the complaints made against them.

A member who offends against the Code of Conduct may be subject to disciplinary action, including expulsion from the Club, by a majority decision of the Leadership Committee.

No member shall be expelled without first having an opportunity to appear before the Committee and answer those complaints. There is a right of appeal to the Leadership Committee following disciplinary action being announced.