



Excerpted from the Greater Lowell Road Runners Bylaws

Article VI OFFICERS AND DUTIES

- A. The officers of the GLRR are the *President*, *Vice-President*, *Treasurer*, and *Secretary*. The officers shall be elected by secret ballot by the general membership at the Annual Meeting. Each officer shall serve for a term of one year, or until a successor is elected. There shall be no established order of succession to any office; but the President shall not be elected to more than three consecutive terms.
- B. The duties of the officers of the GLRR are as follows:
1. **The President** shall preside all meeting of the GLRR, shall be the Chairperson of the Board, shall be an ex officio member of all committees, and shall be responsible for membership of the GLRR in all national running organizations.
 2. **The Vice-President** shall, in the absence of the President, act for the President, be the liaison between GLRR race directors and the officers, and be responsible for all club equipment.
 3. **The Treasurer** shall received and account for all funds of the GLRR.
 4. **The Secretary** shall record the minutes of the GLRR Board and general meetings, shall conduct the official correspondence of the GLRR, shall issue official notice of all meetings and activities of the GLRR, shall be responsible for incoming mail, and shall oversee all club mailings.
 5. Additional duties may be assigned by the Board to any of the officers at any time.

Article VII THE BOARD

- A. The Board shall be composed of the President, Vice-President, Treasurer, Secretary, and the *Chairpersons* of the following committees: *Social*, (Publicity), *Competitive*, *Membership*, *Youth*, *Communications* and *Finance*/Budget.
- B. The Board shall have the authority to conduct all business of the GLRR.

- C. Each Member shall have one vote. The President shall vote only in the event of a tie.
- D. Each Chairperson shall be elected at the Annual Meeting.
- E. The Board shall meet each month prior to the general meetings. Additional meetings may be called by the President as necessary. A quorum of six must be present for business to be conducted.
- F. Each Chairperson shall make a report at each meeting to the Board on the status of his or her committee.

Article VIII COMMITTEES

- A. The Social Committee shall organize social activities, be responsible for obtaining and scheduling guest speakers for club meetings, be responsible for the Sunshine Fund. These activities may or may not be financially supported by the GLRR.
- B. (The Publicity Committee shall be the public relations liaison between the GLRR and other organizations and publicize all GLRR activities with the general membership and the general public.)
- C. The Competitive Committee shall encourage and coordinate participation in all races and be the liaison between the board and the racing team.
- D. The Membership Committee shall maintain the official membership list for the GLRR and coordinate all membership drives and new member orientation.
- E. The Youth Committee shall encourage and coordinate all running activities for the youth members of the GLRR.
- F. The Communications Committee shall be responsible for all publications for all GLRR members, maintain GLRR members' personal records, and publicize events within the GLRR. This committee will be responsible for all publicity and newsletters and other forms of communication with the GLRR members.
- G. The Finance/Budget Committee shall prepare the Annual Budget for the GLRR. The Annual Budget shall be presented to the general membership at the Annual Meeting for approval by the general membership. The Finance/Budget Committee shall audit the GLRR's books and be responsible for any fund raising made in the name of GLRR.