



Walk to Run
Citrus Park Plaza
7620 Gunn Hwy
Tampa, FL 33625
p: (813)-453-7885
www.firststepprograms.com

Bylaws of the Club: “Take...The First Step”

Dissolution:

Upon dissolution of the Club, the net assets of the Club shall not inure to the benefit of any private shareholder, individual or corporation but shall be distributed to one or more organizations organized and operated exclusively for charitable, educational, or other purposes as shall at the time qualify as exempt organizations under Section 501© (3) of the Internal Revenue Code, as determined by the Executive Board.

Article I - Name and Purpose

Section 1 - Name: The name of this club shall be, “*Take...The First Step Club*”. It will be recognized as a club vs. an association or an organization.

Section 2 - Purpose: The purpose of this club shall be the promotion and encouragement of long distance aerobic programs which include the following: beginners “walk to jog”, speed walking, and running. Further, it will be our mission to educate, encourage, and embrace the physical and mental benefits of these fitness programs to the public whenever and however possible. This club may hold races on the road or track, lectures, fun runs, educational activities, demonstrations, clinics, social events, travel opportunities to race events, and a monthly newsletter. This club may print and publish articles, books, present awards, and do all such other things as may be conducive to the encouragement of walking and running. The Club shall engage in community activities which bring benefits of long distance aerobic programs as a means of physical fitness.

Article II – Affiliation

This club is an official and recorded chapter of the *Road Runners Club of America*. All measures adopted by that body must be considered by this club.

Article III – Membership

Individuals who wish to participate in the activities of this organization shall submit dues and an application for membership.



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Article IV - Club Management

Section 1 - Management: The management of this club shall be vested in a Board of Directors consisting of the following officers: president, vice-president, secretary, treasurer, newsletter editor, travel director, social director, membership director, club historian, community service director and speakers' bureau director. All officers will be expected to meet in an agreed location a minimal of once each two months, or more frequently if called upon by the needs of the officers as determined by the various events the club is engaged in. Officers missing more than one meeting would necessitate a replacement officer as approved by a quorum of the board. The effectiveness and success of the club is based on the attendance and input of each club officer. Thus, each officer must consider both their attendance and input responsibility before establishing themselves as a board member.

Section 2 - Duties of Officers:

1. President

To preside over meetings, represent this association in the R.R.C.A., to call any special meetings, and to appoint committees and chairpersons, thereof.

2. Vice-President

To assume the powers of the president in her absence, and take on special assignments such as races, and others events as requested by the president.

3. Secretary

To record minutes at meetings, to keep a file of such minutes, and, when requested by the president, to accept assignments involving correspondence and the keeping of records.

4. Treasurer

To keep club records and advise of our financial status of the club and to have authority to advise the president to spend necessary money on voted activities and expenditures as decided by the board.

5. Newsletter editor

To report on club activities, advertise club events, publish members' accomplishments, and any other news and items deemed important by the club officers.



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6. Travel director

To establish major race/event destinations and provide guidance and direction on date, costs, event description and relevant hotel/plan information.

7. Social director

To establish club meeting location, be a liaison with the speakers' bureau director, and establish social events as deemed desirable by the club officers.

8. Membership director

To establish a data base of members, to encourage new membership via publications and being present at various events which encourage new membership attendance, plus keep a record of the expiration of memberships which is reported to the treasurer.

9. Club historian

To establish visual records and photos of members in action during various events. The historian will work closely with the newsletter for photos as needed.

10. Community service director

To establish a relationship with a community entity whereby the club members can serve as role models and "helpers" in promoting our mission of physical fitness to those in need.

11. Speakers' bureau director

To establish a relationship with an individual in the physical fitness area and set up the time and date of their lecture both at our bi-monthly club meeting and if need be at the fitness clinics at the "Running Center", and wherever deemed necessary by the board officers.

12. Club location and amenities

Will establish a club meeting site, food, drinks and all accommodations necessary for a club meeting.

Section 3 - Eligibility:

Officers may be elected to succeed themselves after their term has ended. New officers can apply for new positions, and their status will be determined by a majority vote of all those present at a club meeting.



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Section 4 - Term of Office:

1. Term of office shall be approximately one year, beginning with or at the close of the first meeting held within the calendar year, and in no case beginning later than March 31st.
2. Offices filled upon resignation shall also expire at the time of the first meeting of the calendar year.

Section 5 - Elections: Offices shall be elected by a majority vote of those present at the club meeting.

Section 6 - Procedural Requirements:

1. Parliamentary procedure will be used to conduct meetings to create an atmosphere of trust, mutual respect and shared purpose. Every effort will be made to discuss any measures coming before the group. An agenda prepared by the president will be the guide which will monitor progress of the topics to be discussed.
 2. A majority vote of the members present is necessary to pass ordinary measures (decisions).
 3. A quorum shall consist of all elected officers present with two being the maximum absent. No official meeting shall be held unless a quorum is present.
 4. Bylaws amendment
 - a. A bylaw amendment may be accomplished by a two-thirds vote of the members present at the board meeting.
 - b. Only those who have been officers of this organization for 30 days prior to the proposal of such an amendment may vote upon such.
 - c. All members must be notified at least 7 days prior to voting that bylaw amendments will be discussed and voted on.
 5. Meetings will be held at least once each two months and more frequently if called for by the president.
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Article V – Financial

Section 1 - Dues: Dues shall be \$75.00 per year for individual members, and \$100.00 for a family membership (more than one person in the family). Dues can not be changed until the end of the calendar year and will be a result of the majority vote of the officers present at the officer meeting. Officers will be exempt from paying club dues.

Section 2 - Expenses: This is a non-profit club. Dues, and entry fees from club events such as races, will be spent entirely for carrying out the stated purpose of our club. Race officials and directors will be expected to receive a stipend for their time involved and will be a recognized expense of putting on said event.

Section 3 - Donations: This club shall be empowered to participate in fund-raising activities. This club may also elect to donate a portion of the entry fees to charities of our choice after an officer vote is taken on this subject.

Section 4 - RRCA Dues: This organization will submit a portion of the annual dues to the R.R.C.A. as membership in that body shall require.

These bylaws were approved at a meeting of the board of directors by two-thirds Majority vote on May 28, 2008 in Tampa, Florida.

Officers for June 2008 until June 2009

President: Lynn Gray
Vice President: June Leland
Secretary: Christina Mitchelson
Treasurer: Diane Bennett
Membership director: Karla Turner
Newsletter editor: Diane Spicer & Jackie Macaluso
Social director: Coleen Christensen
Historian: Vanessa Montenegro
Speakers' Bureau: Hilda Hernandez Kee
Travel director: June Leland
Community outreach: Berta O'Leary
Merchandise: Michele Gregory
