



THE VILLAGES RUNNING CLUB

OPERATING GUIDELINES

Purpose

The Villages Running Club (TVRC) is a friendly community of runners who celebrate the joy of running by sharing a common set of values.

Common Values

We promote an atmosphere of camaraderie, **friendship**, and support.

We welcome and **celebrate** all levels of running abilities and accomplishments.

We **encourage** the engagement in running through club meetings, club runs, social events and other running related activities.

We **support** the personal goals of each runner.

We leave no runner behind.

Membership

Membership in TVRC is open to residents of The Villages, friends of Villagers and visitors to The Villages. Membership is encouraged but not required for participation in group runs and social activities.

Membership Meetings

Membership meetings are held monthly January through May and September through November. Meetings will be held the second Thursday of the month and will include discussion of business, social activities, and occasional speakers.

Group Runs

The primary purpose for TVRC is to promote running. Group runs are open to members and guests of TVRC. Runs are scheduled Tuesdays, Thursdays, and Sundays year-round and start and finish at Lake Sumter Landing. Normal start time will be 7am, except in the summer when the time will move to 6:30 am. Updates to these regular run schedules will be communicated as appropriate. Additional special group run activities will be scheduled throughout the year.



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Operating Guidelines

TVRC is governed by a set of Operating Guidelines. These guidelines can be amended at any time by majority vote of the Board. Members are encouraged to communicate desired changes to the Board at any time.

Leadership

The Board will consist of residents of The Villages having a valid Villages resident ID card and will include a President, Vice President, Secretary, Treasurer and Past-President. All Board positions except for the Past-President are elected. All positions serve calendar year terms. The election process will be established by the Board and run by the Vice President and will occur on an annual basis with exceptions made for unforeseen circumstances. Unexpected vacancies may be filled on an interim basis until the next election process.

Board Meetings

Board meetings are held monthly January through May and September through November. These meetings are open to the membership but only Board members may vote on any issue brought before the Board. Additional meetings, including closed meetings for Board members only, can be called by the President as needed. The time and place of Board meetings open to the general membership will be announced four days prior to such meetings.

Board Officers

President

- Presides at all Board and group meetings.
- Sets an agenda 4 days prior to meetings.
- Calls meetings when needed between regular meetings of the Board.
- Appoints membership to committees as necessary and provides general oversight of the business affairs of the Board.
- Designated as one of the officers authorized to sign or countersign checks, correspondence, applications, reports, contracts, or other documents on behalf of the Board.

Vice President



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- In the absence of the President, the Vice President shall preside and discharge all the duties and exercise all the powers of the President.
- Manages the effort to provide succession planning for officer positions. Leads a nominating committee in finding capable and interested people to take on the defined responsibilities of the officer position.
- Oversees the annual Board election process and presents the new members for approval at the December meeting of the Board.

Secretary

- Provides notice of both regular and special meetings to all TVRC members four days before the meeting date. An agenda of the business to be considered should be included.
- Determines whether attendees at a Board meeting constitute a quorum (not to be less than three members)
- Records and transcribes minutes of the meetings, carry on correspondence, issue notices of all meetings and preserve its records.
- Acquires and maintains roster information for all members wishing to participate in TVRC. This includes signed waiver forms.
- Maintains custody of all official documents of the Board.
- Gives all books, paper and other property in her/his possession or control to the Secretary's successor or the President.

Treasurer

- TVRC will operate on a fiscal calendar year.
- Keeps financial accounts in the name of the Board.
- Keeps record of receipts and disbursements and issues receipts for monies received.
- Receives all income and donations and disburses all debts and obligations.
- Payments which exceed \$100 must be approved by the President.
- Prepares a report summary of the financial operations of the previous month for meetings in January through May and September through November.
- Gives all books, paper and other property in her/his possession or control to the Treasurer's successor or the President.

Past-President

- Provides counsel to the President and other Board members as needed.
- Supports and represents the membership in Board Meetings.
- Ensures continuity between Boards.

TVRC Logo



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Committees

The Board will convene volunteer committees as needed to assist in the operation of TVRC. Volunteers are appointed to a committee through a majority vote of the Board and are not limited to any defined term but can be removed at any time by a majority vote of the Board. A Board member can participate on a volunteer committee in addition to their Board responsibilities. A committee may consist of any number of volunteers (including a single volunteer).

While the Board can convene any number of committees the following committees with the primary responsibilities for each are integral to TVRC.

TVRC Apparel

- Select apparel items for presentation to the Board.
- Coordinate with apparel vendors.
- Solicit feedback from membership on future interest in TVRC apparel.

Communications

- Website and Facebook Management