



By-Laws of Annie's Locker

Proposed & approved in general form July 6, 2009

Final revision approved July 24, 2009

I. Annie's Locker

1. The name of the organization/agency/group shall be Annie's Locker. Annie's Locker is a non-profit organization that supports local runners in need of proper running gear and race scholarships in Rockford Illinois that operates under the charter of Rockford Road Runners Inc., a RRCA member club, a 501(c) 3 non-profit organization.

II. Board of Directors

1. The Board of Directors shall serve without pay and consist of 7 members.
2. Four of the members of the Board of Directors must be the officers of the board.
The other three members must be Rockford Road Runners, parents of runners, or supportive community members.
3. The officers of the board will remain in their position except for resignation.
Other board members shall serve two year terms.
4. Vacancies shall be filled by the Board, with the majority recommendation of the full board.
5. Board members will participate in an annual meeting, as well as any other follow up meetings and communication throughout the course of their term.

III. Officers

1. The officers of the board shall consist of a Chair, Vice Chair, Secretary, and Treasurer nominated by the Chair or the Board.
2. Elected officers will serve a term of two years. The officers of the board will remain in their position except for resignation.
3. (a) The Chair shall preside at all Board meetings, appoint committee members, and perform other duties as associated with the office. (b) The Vice-Chair shall assume the duties of the Chair in case of the Chair's absence. (c) The Secretary

shall be responsible for the minutes of the Board, keep all approved minutes in a minute book, and send out copies of minutes to all. (d) The Treasurer shall keep record of the organization's budget and prepare financial reports as needed.

IV. Committees

1. The Board of Directors may appoint standing and ad hoc committees as needed.
2. One member of the committee shall be appointed chairman.

V. Meetings

1. Regular meetings shall be held on the last Tuesday of every month at 8:00 pm as needed. This time may be altered by the officers of the board at any time.
2. Special meetings may be held at any time when called for by the Chair or a majority of Board of Directors.

VI. Voting

1. (a) A majority of board members constitutes a quorum. (b) In absence of a quorum, no formal action shall be taken except to adjourn the meeting to a subsequent date.
2. Passage of a motion requires a simple majority (ie, one more than half the members present).

VII. Conflict of Interest

1. 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.

VIII. Fiscal Policies

1. The fiscal year of the board shall be October through September, consistent with government fiscal year.

2. All checks, drafts or other orders for the payment of money shall be signed by such officers of the organization determined by resolution of the officers of the board. In the absence of such determination by the officers of the board, the treasurer and the president shall approve and/or sign such instruments.
3. All deposits will be made by the treasurer or officers of the board. Deposits will be made to Riverside Community Bank in a timely manner.
4. The officers of the board may accept on behalf of the organization any contribution, gift, bequest or devise for the general purposes or for any special purpose of the organization.

IX. Dissolution

1. In the event that the organization is dissolved, the Rockford Road Runners will hold the assets of the club for a period of three years. If a charity organization similar to Annie's Locker is not re-established within that time, the assets will be given to the Road Runners. The records for the organization will be maintained by the last elected Secretary and Treasurer of the organization for a period of three years and then may be destroyed.

X. Amendments

1. These by-laws may be amended by a two-third vote of Board members present at any meeting, provided a quorum is present and provide a copy of the proposed amendment(s) are provided to each Board member at least one week prior to said meeting.