



Track Express Track Club, Inc.

By-Laws



BY-LAWS

ARTICLE I – NAME AND PURPOSE

- Section 1. The name of this athletic club is the Track Express Track Club, Incorporated.
- Section 2. The purpose of this club is to strengthen the youth of the community, building character, confidence, moral/ethical values, and self-esteem in order to become responsible and successful adults.

ARTICLE II – MEMBERSHIP

- Section 1. The Track Express Track Club, Inc. will join the Amateur Athletic Union (AAU) and the USA Track and Field (USATF) national athletic organizations.
- Section 2. Track Express Track Club, Inc. will join the AAU Potomac Valley District. The AAU membership year is September 1 to August 31. The Club will become a club member and pay the club membership fee set forth by the AAU. Each Club athlete will also become a member of the AAU for a fee set forth by the AAU for individual athletes, with the exception of the six and under age group.
- Section 3. Track Express Track Club, Inc. will join the USATF Potomac Valley Association. The USATF membership year is based on a calendar year, and expires on December 31. The Club will become a club member and pay the club membership fee set forth by the USATF. Each Club athlete will also become a member of the USATF for a fee set forth by the USATF for individual athletes, with the exception of the six and under age group.

ARTICLE III – DONATIONS

- Section 1. Donations shall be sought to cover all the necessary administrative and operating costs of the Club.

ARTICLE IV – OFFICERS

- Section 1. Candidates for the Club shall be elected by nomination. A nominating committee shall be appointed by the President and Head Coach to conduct the elections. Election of officers shall be held annually and the term of office shall be one calendar year. To effectively carry out his/her duties, officers must be will to give priority to the Track Express Track Club, Inc. Candidates need not be present in order to be nominated so long as prior consent has been obtained.
- Section 2. The officers of the Club shall be the President, Vice President, Treasurer and Secretary.

ARTICLE V – DUTIES OF OFFICERS

- Section 1. President
The President shall call the meetings to order at the designated time, sets forth the agenda, and presides at all meetings. Calls for a vote of both affirmative/negative and announces the results. The President shall preside over the board of Directors. The President, with the Board of Directors, shall fill by appointment any position that becomes vacant. The President shall provide guidance and oversight over all committee chairpersons.
- Section 2. Vice President
The Vice President shall act in the absence of the President, also providing oversight and guidance to the Equipment committee.
- Section 3. Treasurer
The Treasurer shall receive all monies paid to the Club. He/She shall also: deposit money in the Club banking account, keep a book of accounts of all revenues and expenses, ensure receipts support all expenses, monthly reconcile accounts with the President and Head Coach, and provide detailed financial report at all meetings. The Treasurer shall provide oversight and guidance to the Registration, Fundraising and Uniform committees. At the end of his/her official term of office, shall turn over all records (books, papers, monies) to his/her successor or auditors. Presents financial report of income, expenses and current balances to the Board of Directors.
- Section 4. Secretary
The Secretary shall keep accurate and impartial records of all meetings, read the minutes, and in the absence of the President and Vice President call the meetings to order. He/She shall read and write all necessary correspondence, notify all members of the meetings and places as requested by the President. The Secretary shall provide oversight and guidance to the Awards/Banquet, Communications and Travel committees. At the end of the term of office, all books, papers, and documents belonging to the Board of Directors shall be delivered to the successor.

ARTICLE VI – ELECTION OF OFFICERS

- Section 1. Officers will be elected annually before the first practice of the summer outdoor season. A nominating committee shall be appointed by the President and Head Coach to ensure nominees for office meet established Club criteria. The Nominating committee members cannot be candidates for elected positions.

ARTICLE VII – OFFICER'S RESPONSIBILITIES

- Section 1. Officers shall be responsible for the overall management of the Club and ensure effective utilization of all committees in performing their duties. Conduct meetings to keep Board of Directors and parents informed of all new developments, special activities, and related matters, which concern the Club in general.

ARTICLE VIII – BOARD OF DIRECTORS

- Section 1. The Board of Directors will consist of the following:
- a. President
 - b. Vice President
 - c. Treasurer
 - d. Secretary
 - e. Head Coach and Coaching Staff
 - f. Two Returning Parents
 - g. One Appointed New Parent
- Section 2. The Board of Directors should advise the Head Coach of all Club business matters on a monthly basis, as well as upon his/her request; approve the annual budget; attend scheduled meetings; and, approve the Club's meet schedule and any changes.
- Section 3. Head Coach and Coaching Staff
- Section 4. Two Returning Parents
- Section 5. One Appointed New Parent

ARTICLE IX – MEETINGS

- Section 1. The Board of Directors meetings will be held ?.
The Coaches meetings will be held ?.
The Parents meetings will be held each Thursday before each Saturday track meet and once a month during each season (indoor/outdoor).
- Section 2. The ORDER OF BUSINESS shall be as follows:
- a. Opening Remarks
 - b. Old Business
 - c. New Business
 - d. Open Discussions
 - e. Closing Remarks
- Section 3. Each Board member shall notify the President or Head Coach if unable to attend the meetings. Attendance shall be taken at each meeting. The President will discuss the absences of members missing three consecutive unexcused meeting with the Board of Directors.
- Section 4. The following shall constitute a quorum for voting at meetings:
- Board of Directors – majority members with the President and Head Coach
 - Parents – majority parents in attendance

ARTICLE X – UNIFORMS

Section 1.

ARTICLE XI – COMMITTEES

Section 1. Each committee shall have a committee chairperson and shall maintain a committee report for all committee activities. This report shall cover the yearly activities from the beginning to the end of the term of office. Each committee chairperson term of office shall be one year.

Section 2. Awards/Banquet Committee

Section 3. By-Laws Committee

- a. The duties of the By-Laws Committee are to up-date the Club's By-Laws to reflect changes in procedures, organizational structure, and duties and responsibilities of the Board members and parents. Modifications to the By-Laws are initiated by the Board of Directors and final approval of the By-Laws is made by the Board of Directors and parents.
- b. This committee shall consist of seven board members, approved by the President and Head Coach.

Section 4. Communications Committee

Section 5. Equipment Committee

Section 6. Fundraising Committee

Section 7. Registration Committee

Section 8. Travel Committee

Section 9. Uniform Committee