

ROBSON RANCH ROAD RUNNER TRAVEL CLUB BY-LAWS

Revised October 2022

Approved by Membership Vote November 2022

Article I. Title and Purpose

Section 1. The official name of the organization is Robson Ranch Road Runner Travel Club. The purpose of the club is to provide Robson Ranch residents with travel opportunities as a group.

Article II. Membership

Section 1. Membership is open to all residents of Robson Ranch. Annual dues will be determined by the Board of Directors and adopted for the Club only after a majority vote of the Board of Directors. These funds are used for general operating expenses of the Club.

Article III. Officers and Board Members

Section 1. The officers of the club are President, Vice President, Treasurer, Secretary, Membership Director, Publicity Director, Newsletter Administrator, Website Administrator, Travel Liaisons and Travel Consultants. The Board has the option to appoint Members at Large, number to be determined by the Board on an-as-needed-basis.

Article IV. Duties of the Officers and Board Members

Section 1. President: Presides over all board meetings and sets the agenda for such meetings. Conducts all general meetings of the Club, guides the travel direction of the Club, is second signature on the checking account, and assists other board members as necessary.

Section 2. Vice President: Develops a working knowledge of the structure and functions of the Road Runner Board to assist the president as needed. Attends the travel committee meetings. Chairs Board meetings in the absence of the president. Is the point person for the planning of both the annual and the mid-year meetings. Works with the Travel Liaisons, when needed. Coordinates and recruits our ambassador program for the yearly membership events.

Section 3: Treasurer: Is responsible for all financial records of the Club. The duties include making all bank deposits, paying, distributing any and all travel rebates, and keeping a record of all expenses and disbursements. Provides a financial report to the

Board each month. In addition, is responsible for reporting the financial status of the Club to the membership at the annual meeting.

Shall participate with other Board members in planning events to assure all costs are considered and adequate cash funds are maintained.

Any other financial reporting, as requested by the HOA, shall be the responsibility of the treasurer.

Is responsible for ensuring an annual review of the club's financial records is performed and reported to the membership. A willing member of the club should perform the review, not a member of the Board. The club president shall consider and accept the selection of a reviewer. The results of the review should be submitted directly to the president.

Is responsible that any required federal or state governmental reporting is accomplished on a timely basis, so the non-profit designation of the Club is maintained. This includes the annual filing of Form 990-N, or any 990 series form as required.

The treasurer and membership positions may be combined at the discretion of the current Board of Directors. In this case, duties of both positions become the responsibility of the treasurer.

Section 4. Secretary: Is responsible for recording the minutes of all board meetings and providing copies to all board members via email. Will also maintain up-to-date copies of the Charter, the By-Laws, and other pertinent documents and contracts.

Records and provides minutes of the annual meeting to be posted on the Club website.

Section 4. Membership Director: Processes all new membership applications, facilitates the collection of annual dues from existing and new members, and maintains a computerized list of members. Submits all dues checks to the treasurer after recording payment and new membership information. Provides a copy of the updated membership list to all Board members and both the Club's travel partners.

Section 5. Publicity Director: Is responsible for publicizing Club trips and all events to the membership and the Robson community. Duties include writing and/or overseeing the creation of news articles for The Pioneer Press and communication via HOA email announcements. Also coordinates printed materials, such as the Club brochure.

Section 6: Newsletter Administrator: Composes and sends, via email, updates and news to all Club members in a bimonthly newsletter format. Works closely with the Publicity Director to coordinate information for the newsletter.

Section 7. Website Administrator: Updates Club website with posted forms, photos, announcements, etc. as needed. Receives and monitors website fees. Advises the Board of technological changes as appropriate.

Section 8. Travel Consultants: Works directly with the travel liaisons to develop and offer long-term travel, as well as short trips and day and evening activities.

Section 9: Travel Liaisons: Works and communicates directly with assigned travel partners (i.e., Brandt Travel and Simply Travel). Coordinates and shares information with travel consultants and other board members. Schedules travel committee meetings when necessary. Travel Committee brings trips and events to the entire Board for approval for Club offerings to our members.

Section 10. Member at Large: Is a full member of the Roadrunner Club Board of Directors, but not in an elected officer capacity. He or she will attend the monthly Board meetings and may actively participate in all discussions and have voting privileges at the board meetings.

In addition to attending board meetings, may be asked to serve on committees or undertake special projects to assist other board members as required.

While participating on the Board, will observe and learn the inside workings of the Board and how it serves the Roadrunner Club membership by providing fun, enjoyable and safe group travel adventures. May consider being nominated for an officer position on the Road Runner Club Board the following year.

A person may serve the maximum of two (2) years in the Member at Large position.

Article V. Nominating Committee

Section 1. The president shall appoint a nominating committee consisting of five (5) members – four (4) from the general membership and one (1) member from the Board. The president will designate the chair of the committee.

Section 2. The nominating committee shall canvas the current Board and the general membership for the prospective officers and Board members.

Section 3. The chair shall present the slate of officers at the annual meeting.

Article VI. Elections

Section 1. The election of officers at the annual meeting will be by a show of hands. In the event there is no annual meeting in January, the election of officers may be

conducted via an electronic email vote of the membership. The vote will be decided by a majority of the number of members who vote.

Section 2. Following the announcement of the name for each office, the president shall call for nominations from the floor. The nominee shall have consented prior to the annual meeting. If someone is nominated from the floor and accepts, he/she will be placed on the slate. A vote for each candidate shall be taken, again by a show of hands.

Section 3. Once elected, officers serve for one year. An officer may seek re-election to the same or different position in subsequent years.

Article VII. Governing

Section 1. The adopted By-Laws and Policies and Procedures are the governing documents of the Club.

Section 2. Robert's Rules of Order, Revised, shall be the authority for all questions not covered by the Charter or By-Laws.

Article VIII. Vacancies

Section 1. Vacancies: Should a Board position be vacated during the term year (January - January), including the president, the Road Runner Board of Directors will appoint a person from the existing Board to fill that vacancy on an interim basis until the next general election at the annual January/February meeting.

Article IX. Amendments

Section 1. Amendments: The Charter and By-Laws may be amended at any annual meeting of the Club by a show-of-hands vote. The vote will be decided by a majority of the members present, provided the proposed amendment(s) have been posted on the Road Runner website at least 15 days prior to voting.

Section 2. Should an amendment(s) to the Charter and/or By-Laws require a vote before the January/February annual meeting, the amendment(s) will be posted on the Road Runner website 15 days prior to voting. Voting will be conducted via an electronic mail ballot sent to all members in good standing, i.e., an electronic vote. The vote will be decided by a majority of the number of members who vote.

Section 3: Any changes needed to the Club's Policies and Procedures can be made by the Board of Directors, and said changes adopted only after a majority vote of the Board of Directors.