

SENECA VALLEY SUGARLOAFERS VOLKSMARCH CLUB, INC.

STANDING RULES

1. The name of the club is the Seneca Valley Sugarloafers Volksmarch Club, Inc. (SVSVC+); in addition, the club may trade as the Seneca Valley Sugarloafers. This Club is a 501(c)(3) nonprofit organization and derives this status from the American Volkssport Association (AVA).
2. The club's postal address is P.O. Box 3716, Gaithersburg, MD 20885-3716. The club's Web address is www.sugarloafers.org.
3. Any individual or household may apply for membership in the Club. Each Club membership entitles it to one vote on Club business decisions.
4. The Club's The Fiscal Year runs from July 1 to June 30.
5. Elected officers shall be:
 - a. President
 - b. Vice-President
 - c. Secretary
 - d. Treasurer
6. The Executive Committee shall consist of the duly elected officers of the Club.
 - a. Fifty percent (50%) of the members of the Executive Committee shall constitute a quorum to transact business.
 - b. The Executive Committee shall act for the Club in all matters between meetings. It shall be responsible for the policies and fiscal matters of the Club.
 - c. The Executive Committee shall have the authority to review all proposed amendments to the Bylaws and/or revisions of it. Approval of the amendments or revisions may be made during a regular meeting after a minimum 30-day notice to memberships.
7. Annual dues shall be determined by the Executive Committee and shall be payable by the first day of the fiscal year, July 1. A membership is cancelled if annual dues are not paid by September 30.
8. Dues and income from Club activities shall be used to pay expenses incurred in the normal administration of the Club. Because SVSVC is an IRS 501(c)(3) tax-exempt, Maryland nonprofit corporation, no person may benefit financially from any club

activity. SVSVC is not exempt from Maryland sales taxes.

9. The Club shall collect monies at events from those who wish to walk for credit according to the rules of the AVA and Club policy.
 - a. Some events will require payment from all those who participate, whether or not walking for AVA credit; for example, a parking fee at a walk venue.
 - b. Current club policy allows children under 12 to walk for AVA credit without payment. Current club policy also allows event participants to walk free provided they do not receive AVA credit. Any change in these policies shall be made by the Executive Committee by majority vote.

10. Club trips or other outings and some activities, such as the annual luncheon or dinner, will usually require pre-payment from all those who participate. The club's policy for refunds shall be stated in the information about the activity. For example: A deposit of \$25.00 is required by [date]. The remaining amount is due by [date]. No rebates will be issued after [date].

11. Some of the Club's income may be contributed to worthy non-profit organizations.
 - a. The amount of the donation and the names of the organizations will be voted upon in a general meeting.
 - b. SVSVC is a charter member of the Friends of Seneca Creek State Park, and each year the club shall vote on whether to pay the annual membership fee to retain that status.

12. The date and location of meetings shall be scheduled by the Executive Committee and announced to the membership in advance in the club newsletter and via an email notice.

13. The officer election process begins with the appointment of a Nominating Committee by the President at least three months prior to the Annual Meeting.
 - a. Any person with a membership in good standing may nominate an individual for office.
 - b. A nomination may be made either in writing or verbally to the Nominating Committee at least thirty (30) days prior to the annual meeting.
 - c. To qualify for elective office, a candidate must hold a current membership in the Club and retain that membership throughout the duration of the office term.
 - d. Nominations may also be made from the floor at the Annual Meeting; however, the individual making the nomination must have received the consent of the nominated individual prior to the nomination.

14. An Annual Meeting shall be scheduled by the Executive Committee for the election of officers for the next fiscal year.
 - a. The Annual Meeting and the election of officers shall be open to the entire membership and their guests; only memberships in good standing shall be entitled to vote.
 - b. At the Annual Meeting, a quorum shall consist of the memberships in good standing who, after due notice in writing at least one month prior to the meeting, are present at the meeting.
 - c. To be elected, an individual must receive the affirmative vote of a majority of the memberships present and voting at the Annual Meeting.
 - d. The term of office for elected officers shall be from July 1 through June 30.
 - e. In the event that any elected officer cannot complete the term or fails to begin a term for which he/she was elected, the Executive Committee shall meet to determine how to fill the position.
 - i. A special election may be required and may be held at a regular meeting after 30 days notice to all members.
 - ii. The Vice-President may be required to sign documents as Acting President.

15. Recall of officers shall be according to Roberts Rules of Order under the following steps in a fair disciplinary process.
 1. Steps in a fair disciplinary process.

16. The President shall:
 - a. promote Volksmarching by overseeing the health of club walks, to include expansion of club events and YRE's.
 - b. call and preside at all meetings of the Club and the Executive Committee
 - c. coordinate the work of the officers and committees
 - d. attend Maryland Volkssport Association (MVA) meetings as a delegate or appoint an alternate to serve in the absence of the president
 - e. appoint a person responsible for maintaining a permanent file of all official records and reports of the Club, except Club financial records
 - f. sign financial reports and authorize transactions as needed by AVA, MVA, the IRS, the State of Maryland, or the Club treasurer
 - g. assure the Club's nonprofit corporation and tax-exempt status are kept up-to-date with the State of Maryland and the IRS
 - h. assure that events and financial transactions meet the IRS Code 501(c)(3) and the State of Maryland nonprofit corporation requirements.
 - i. assure the State of Maryland receives up-to-date information about Club officers, to include updating the Resident Agent and incorporation documents as needed.

17. The Vice-President shall:

- a. perform the duties of the President in his/her absence
- b. electronically submit reports to AVA about new and renewed events, and from which AVA generates sanction fees and event participation fees
- c. serve in other capacities as requested by the President

18. The Secretary shall:

- a. keep accurate records of all meetings and publish them in a timely manner to include amendments made to meeting minutes after regular meetings
- b. in the absence of the President and Vice-President, call the meeting to order and preside until the immediate election of a chairman pro tempore

19. The Treasurer shall:

- a. receive and distribute Club funds in a timely and accurate manner
- b. keep financial records electronically using Quicken or another financial software package
- c. establish and manage bank or credit union accounts for savings and checking
- d. validate income and expenses against reports and receipts
- e. issue checks or other forms of reimbursements to members for legitimate expenditures
- f. prepare and submit by the due date: annual Club, AVA, IRS (990-N), and State of Maryland Personal Property Tax Returns and financial reports.
- g. generate financial reports to be presented at monthly meetings
- h. assure direct electronic access to Club funds for the President and Vice President
- i. distribute and keep a list of debit cards, what the numbers are, with which financial institution, and other data needed to maintain the financial integrity of club funds.
- j. maintain a permanent file of all official Club financial records to include a detailed printout of the transactions that occurred during a Fiscal Year and copies of all receipts and bank statements
- k. validate and pay sanction and event participation fees to MVA and AVA
- l. assure information about financial issues reaches the President and other officers in a timely manner
- m. assure the Club financial transactions meet the requirements set out by the IRS for 501(c)(3) tax-exempt organizations whether cash or non-cash
- n. issue letters to those who donate more than \$25.00 to SVSVC (per instance) validating that the donation is tax-deductible under IRS rules

20. Club members who wish to be reimbursed for club-related expenses must submit an original receipt or a scanned copy of the original receipt to the Treasurer along with a signed statement that the purchase was for Club purposes only.
- a. All purchases must be pre-approved by the Treasurer and President unless they fall into one of the following categories:
 - i. Are a usual part of supplying a Year Round or Seasonal Event (for example, copying brochures and instructions, stamps, envelopes). Box tenders are provided with a form to use for reimbursement of these expenses.
 - ii. Are a usual part of supplying an event (for example, water, candy or similar food item, copying of instructions)
 - iii. Are part of a decision made to support a special event (for example, donuts and cider for the 25th anniversary event)
 - b. Submission of requests for pre-approval shall be made to the Treasurer who shall obtain approval from the President prior to notifying the member of the decision.
 - c. Submission of requests for reimbursement may be made by email to the Treasurer provided that all the above information is included.
 - d. Purchases of items that will later be sold by the Club (for example, t-shirts, pins, IVV books, etc.) will be coordinated with the Treasurer prior to their purchase. Items procured through AVA are invoiced to the Club at a discount.
21. Committees or Coordinators of the Club may be standing or temporary. A Committee or Coordinator may be a single person if the functions can be performed successfully in that manner. Potential committees or coordinators include:
- a. Membership: At minimum, one person shall be responsible for receiving and processing new and renewal memberships, maintaining a current roster of memberships in good standing to include current mailing addresses, e-mail addresses and telephone numbers, maintaining an inventory list of member interests and skills, and for publishing and distributing on a periodic basis membership rosters for use by Club members.
 - b. One-Time Event Operations . At minimum, one person shall be the Trailmaster (also known as the %Point of Contact+). The Trailmaster is responsible for establishing a walk event according to current AVA, MVA, and Club guidelines, for coordinating its schedule, for assuring timely sanctioning with AVA, for organizing and managing the people and places in the event, and for reporting income and expense and attendance in accordance with AVA and MVA timeframes. The Trailmaster:
 - i. obtains permission for the use of the event location
 - ii. recruits personnel to staff all aspects of the event

- iii. insures that materials required to set up, operate, and take down start, finish, and check points are available as required
 - iv. reports results in a timely and accurate manner
 - v. returns AVA stamp promptly.
- c. Year Round Event Operations (YREs) . At minimum, one person shall be the coordinator for all Club YREs. Each YRE shall have a Box Tender. The YRE operations coordinator shall issue procedures for quarterly reporting by the Box Tenders on each YRE. These procedures shall be updated to reflect current AVA and MVA policies at least one time a year.
 - d. Publicity -- At a minimum, one person shall coordinate publicity and promotional campaigns through the various local news media, radio, television, etc. The publicity committee is also responsible for assuring the Club's web presence is up-to-date and that emails about Club events and activities are sent in a timely manner. The Web presence includes, but is not limited to a web page (www.sugarloafers.org).
 - e. Newsletter . At a minimum, one person shall publish 4 newsletters per year (Feb., May, Aug., and Nov.), which shall include, but not be limited to upcoming events of AVA and MVA, and shall include pertinent club news. This newsletter shall follow the Editorial Guidelines of the club and shall be distributed primarily by email in PDF format, by regular mail, and posted to the club website.
 - f. Sales . At a minimum, one person shall be responsible for obtaining an inventory of items to be sold by the Club for income and for storage of these items until they are sold. Cost of goods and inventory sales reports shall be submitted to the Treasurer in a timely manner. The sources of potential items include the AVA and local or national vendors. The potential items shall be approved by the Executive Committee before purchasing for inventory. The sales may include special awards or anniversary items designed for a specific event or occasion.
 - g. Audit . Two or more persons shall conduct an annual audit of the club financial records and submit a written report of the findings to the club at a meeting. The Treasurer shall make all corrections or amendments as noted by the auditors.

22. These rules may be changed by a majority vote at any club meeting after a minimum 30-day notice to all memberships.

23. The date of adoption of the Standing Rules of the Seneca Valley Sugarloafers Volksmarch Club, Inc. is 20 March 1996. The date of first revision of the Standing Rules of the Seneca Valley Sugarloafers Volksmarch Club, Inc. is 16 May 2007. The date of the second revision of the Standing Rules of the Seneca Valley Sugarloafers Volksmarch Club, Inc is