

**OHIO RIVER ROAD RUNNERS CLUB (ORRRC)
OPERATIONS POLICY #1
(REVISED APRIL 2016)**

HANDLING OF REQUESTS FROM CHARITABLE AND OTHER ORGANIZATIONS

PURPOSE: The purpose of this policy is to provide a consistent approach to handling requests for assistance from charitable and other organizations.

BACKGROUND: The Ohio River Road Runner's Club (ORRRC) is a non-profit entity whose purpose is to promote health and fitness in the community by conducting and facilitating athletic activities, particularly: running, jogging, and walking. Previously, requests from outside organizations for assistance with these activities, or financial requests, have been handled on a case-by-case basis without existing guidance or criteria available to the Board.

POLICY: Only requests which are consistent with the stated purpose of the ORRRC will be considered, and such requests are limited to those allowed by non-profit organization rules and laws. If a request is consistent with those terms, it will be reviewed and then a course of action will be determined and voted upon within 60 days of its proposal to the Board. The Board reserves the right to call any requesting agency, person, or organization to an official Board meeting.

Services Provided: The ORRRC may provide the following free services:

- Provide a mechanism for race directors to post their race on the ORRRC web calendar. (Non-club races will not be included on the ORRRC printed calendar and may not be posted with the same visibility or in the same manner as those belonging to the ORRRC.)
- Make fliers or information available at ORRRC races, provided those items are supplied to the ORRRC, consistent with its mission, and in good taste.
- Will provide contact information for assistance with awards, t-shirts, and race-management.
- Will, with the race director's consent, permit an individual to attend a club race and observe race day management activities.

and may provide the following paid services:

- Place an advertisement in ORRRC distributed documents (newsletter, postings, electronic media, etc.). The ad must be photo-ready, submitted 30 days before posting date, and is subject to the availability of that media. Additionally, the Board reserves the right to decline ads for any reason, but should consider declining those in poor taste or contrary to the ORRRC mission. The following fees apply for ads not sponsored by the ORRRC, and do not govern the cost for advertisements for the ORRRC's large races, which are set by the race directors. The fees are as follows:
 - half page ads are \$60 for non-members and \$30 for members
 - full page ads are \$100 for non-members and \$50 for members
 - two-page ads are \$180 for non-members and \$90 for members
 - electronic ads are \$60 for non-members and \$30 for members
- Equipment rental at the price list below. Equipment may not be available if there is an ORRRC race around the same time as the requested rental of the appointment; ORRRC

races take priority over any external events. The Board reserves the right to decline to rent equipment for any reason, and also to charge a replacement cost to the borrower if the equipment is damaged.

Because of the high cost of repair and replacement for equipment, the renter must follow the following rules:

- the Renter is responsible for pickup and return of the equipment, and is responsible for the equipment from when they assume control at pick-up until it is safely stored upon return. The equipment will be returned in the same condition as it was received.
 - the rental fees will be paid at the time of pick-up, or before, unless otherwise specified.
 - under no circumstances may the equipment be loaned to a third party
 - any repair/replacement cost will be the responsibility of the renter
- The following equipment is for rental:
- Seiko printing stop-watch (timer): \$25 per-event, per-unit with 1 roll of thermal paper
 - Single-side display time clock: \$50 per-event, per-unit, with clock stand
 - Cones and other race equipment: \$500 per-event

Relationship with the Dayton River Corridor Classic (DRCC): In the tradition of long-standing support of the DRCC by the ORRRC (since 1977), the ORRRC may lend equipment to the DRCC if not needed by an existing ORRRC event. The equipment is subject to the same rules as a rental (it will be returned in the same condition and the DRCC bears responsibility for repair/replacement, etc.). Charges, if any, will be determined by the Board seated during the time of the event.

Requests for Monetary Support: Organizations may petition the ORRRC for monetary support as long as the request is in accordance with the mission of the ORRRC, is permissible by law, is not a conflict of interest for the ORRRC, and does not detriment the ORRRC. Such requests must be brought before the Board of Trustees (and must be submitted to the President), via the form appended to this policy or via the website, at least 90 days before the funds are required (to allow up to 60 days for deliberation and 30 days for an issuance of the funds). Requests and documentation of the Board's actions must be preserved in accordance with the ORRRC's document retention policy. The Board reserves the right to accept, decline, or propose an alternative course of action -- submitting the form does not guarantee funding.

Requests to Donate Race Proceeds: If a Race Director desires to direct their race's proceeds, in whole or in part, or wishes to fundraise at their race, in any capacity, for an organization other than the ORRRC, the Race Director must present that proposal to the ORRRC Board for a vote no later than the ORRRC Board meeting prior to their race. Further, Race Directors must present their charitable request to the Board every year, unless the ORRRC Board votes otherwise. The ORRRC Board reserves the right to approve, deny, or amend the proposal. If a Race Director does not propose their charitable request to the ORRRC Board in accordance with the preceding procedures (e.g. a late submission), the Race Director must follow the procedures described in the paragraph "Requests for Monetary Support" above.

Non-Discrimination, Conflicts of Interest, and Illegal Requests: The ORRRC will not discriminate

nor consider any funding proposal for discriminatory purposes (those related to the age, gender, sex, religion, disability, veteran's status, genetic information, sexual preferences, etc. of the requesting party/parties). Members with a conflict of interest will abstain from voting on any proposals in accordance with the ORRRC Conflicts of Interest policy and in accordance with law. The ORRRC must decline to fund requests if they violate law, if they would cause a violation of the club's 501(c)(3) status, or if not in accordance with the ORRRC mission.

Ohio River Road Runners Club

Application for Funding Consideration



Contact Information

Name of Org Requesting _____

Funding: _____

Point of Contact for Organization: _____

Phone #: () _____ - _____ E-Mail: _____

ORRRC Club Member Sponsoring Request: _____

Funding Request Specifics

Requested Funding Amount: \$ _____

Reason for Requesting Funding: _____

Benefit to the Southwest Ohio Running Community: _____

Proposed Benefits Provided to ORRRC (ex. working races, free park access for a duration, etc.):

Other Funding Streams

Name of External Organization

Funding Amount

_____	\$ _____
_____	\$ _____
_____	\$ _____

**OHIO RIVER ROAD RUNNERS CLUB (ORRRC)
OPERATIONS POLICY # 2
ANNUAL AWARDS & LIFETIME MEMBERSHIP**

PURPOSE: The purpose of this policy is to provide criteria and guidance for nominating and selecting individuals for:

- Annual awards
- Lifetime membership and to define the benefits associated with Lifetime Membership.

BACKGROUND: In the past, the Board of Trustees has presented:

- Annual awards to individuals, who were nominated and whom the Board deemed deserving due to their running achievements or contributions to running or to the ORRRC. There was no guidance or criteria available to the Board to nominate or assess individuals for annual awards.
- Has granted Lifetime Membership to individuals whom the Board deemed deserving due to their contributions to running or to the ORRRC. There is was no guidance or criteria available to the Board to nominate or assess individuals for lifetime membership. Also, the benefits associated with lifetime membership ~~are~~ were not defined or documented

POLICY:

Annual Awards

Annually, starting in October, forms, similar to the attached, will be distributed to ORRRC members at club races and/or functions, via the newsletter, and/or via the web page. Members will be given the opportunity to nominate **ORRRC members** for these two awards:

- Outstanding Male ORRRC Member
- Outstanding Female ORRRC Member

Nominations for athletes should include as much data as possible substantiating why that individual deserves that particular award.

- 1) Service to the ORRRC.
 - a) POC
 - b) Race Director
 - c) Trustee
 - d) Volunteer
- 2) Running achievements
 - a) Maintaining a high performance level.
 - b) Improvement over past year
 - c) Comeback from injury
 - d) Multi discipline events
 - i) Triathlons
 - ii) Duathlons
 - iii) Adventure races
 - e) Multiple distances
 - i) 5K – ½ Marathon
 - ii) Marathon
 - iii) Ultras

- 3) Service to Running Community
 - a) Race Director
 - b) Training groups
 - c) Services
 - i) Awards
 - ii) Timing
 - iii) Merchandise

Nominations will be submitted to the President or to a designated individual(s). Nominations will be tabulated and presented to the board at the December meeting. The male and female nominee receiving the most votes will be the winner. In case of a tie duplicate awards will be given.

Lifetime Membership

In determining whether any individual is deserving of lifetime ORRRC membership, the Board of Trustees uses their best judgment and ultimately has the authority to approve or deny lifetime membership. In making their decision, the Board should use the following criteria as a method of evaluating individuals for lifetime membership:

- The individual should be a current ORRRC member in good standing
- The individual should have made significant contributions to the ORRRC by serving in some or all of the following capacities:
 - ORRRC Board of Trustee member for several years
 - ORRRC officer for several years
 - ORRRC race director for several years
 - ORRRC Point of Contact for several years(Lifetime membership would normally be considered for individuals who serve as trustees, officers and/or race directors for ten (10) or more years.)
- The individual should have demonstrated a consistent, long standing contribution to the ORRRC's purpose as stated in the Regulations
- The individual should be recognized as a strong supporter of the ORRRC and its activities.

Individuals should not be granted lifetime membership solely for their personal running achievements or accomplishments. The ORRRC has other methods of recognizing these achievements, such as the annual awards. When the Board of Trustees grants an individual lifetime membership he or she will be entitled to all of the benefits of an ORRRC member for their lifetime. The same membership benefits may be extended to persons who live in the same household at least part of the year. The board will decide this on a case-by-case basis at the time an individual is granted his/her lifetime membership. A criterion for this decision will be his/her involvement in and contribution to ORRRC activities. These benefits will cease once an individual establishes a separate residence, unless that individual was also individually granted a lifetime membership.

Prior to the December Board of Trustees meeting Officers will review the current list of Trustees, POCs, and Race Directors and see if any meet the criteria for consideration for lifetime membership. If so, their names will be presented to the board at the December meeting. If the nominee receives a majority vote they will be given a lifetime membership

Annual Awards and Lifetime Membership(s) will normally be distributed at the annual Holiday party by the ORRRC president.

ORRRC NOMINATION FOR ANNUAL AWARD

Please submit one nomination per form. **Nominee must be a member of the ORRRC.** Provide as much specific justification as possible such as

- 1) Service to the ORRRC.
 - a. POC
 - b. Race Director
 - c. Trustee
 - d. Volunteer
- 2) Running achievements
 - a. Maintaining a high performance level.
 - b. Improvement over past year
 - c. Comeback from injury
 - d. Multi discipline events
 - Triathlons
 - Duathlons
 - Adventure races
 - e. Multiple distances
 - 5K – ½ Marathon
 - Marathon
 - Ultras
- 3) Service to Running Community
 - a. Race Director
 - b. Training groups
 - c. Services
 - Awards
 - Timing
 - Merchandise

Nominations deadline is December 1.

NAME: _____

AWARD: (Select one)

- Outstanding Male ORRRC Member
- Outstanding Female ORRRC Member

JUSTIFICATION: (Be specific)

**Ohio River Road Runners Club (ORRRC)
Operations Policy #4
Proper Use and Safeguarding of ORRRC Data**

PURPOSE: This policy establishes the definition of ORRRC-controlled data, as well as approved practices regarding such data.

BACKGROUND: The ORRRC is a club of more than one thousand members with the stated purpose of promoting health and fitness in the community through the conduct and education of athletic activities, particularly running, jogging, and walking. The ORRRC is also a corporation with all associated responsibilities thereof. As such, the ORRRC must protect and properly utilize the data collected and operated upon during club activities.

POLICY

For the purposes of this policy, data is defined as:

- All information collected via membership forms
- All information stored in the ORRRC race and membership databases
- All information collected via race entry forms, registration sheets, and waivers
- Race and club financial information
- Race official's, Team Captain's, and Trustee's e-mail addresses
- And any derivative copy generated from the original copy of the above (e.g. hardcopy generated from an electronic file)
- Information submitted through the club's website (www.orrrc.org)

For purposes of this policy, data does not include:

- Board of Trustees and official Points-of-Contact names and contact information
- Names, addresses, phone numbers, and e-mail addresses of race and club officials, as freely provided by the individuals

Proper data utilization includes, but may not be limited to, the following activities.

Utilization not included in the list below requires explicit Board or President approval.

- Use of the data in the conduct of club and race administration, including
 - Event participant registration
 - Mailing of race information, entry flyers, results, or awards
 - Race scoring
 - Communication with participants and volunteers regarding race information
- Mailing (via the US Postal Service) official club materials, including
 - Event flyers
 - Newsletters
 - Calendars
 - Membership materials
 - Filing of ORRRC financial documents with appropriate state and federal agencies
 - Filing ORRRC membership information with the RRCA as required of member organizations
 - E-mail communication on official ORRRC business

Improper data utilization includes, but is not limited to, the following activities:

- Non-ORRRC-official communications of the following nature:
 - Personal
 - Political

- Business/marketing
- Solicitations (including charities)
- Providing copies, original or derivative, of any ORRRC data to anyone other than an ORRRC event director or Trustee without the explicit consent of the Board or President.

Due to the nature (easily reproduced and disseminated) of electronic information, it will be handled in a responsible matter to protect the club, its membership, and those that take part in club activities. Personal information lists should be deleted when no longer needed to enhance the event or activity it was used for or after 3 year for waiver protection.

Upon completion or termination of official duties of the ORRRC, individuals shall transfer ORRRC data to an approved ORRRC official. Data may be destroyed only with the explicit consent of the Board or President.

Violations of this policy will result in a full review by the Board of Trustees, with penalties including potential expulsion from the Board if committed by Trustees.

OHIO RIVER ROAD RUNNERS CLUB (ORRRC)

**OPERATIONS POLICY # 5
RAMBLINGS NEWSLETTER**

Note: Has been removed Since Aug 2012, however meeting minutes from that meeting cannot be located.

The July 2018 board voted to remove this policy. Please refer to those minutes.

OHIO RIVER ROAD RUNNERS CLUB (ORRRC)
Operations Policy #6
Fiscal Management

Purpose: The purpose of this policy is to:

1. Provide guideline for operational expense and,
2. Provide race directors with profit (loss) and reporting guidelines.

Background: The Board of Trustees is elected by the membership to administer the affairs of the corporation. Among these are to approve and control of expenses. These guidelines will allow for that control.

Policy: This policy will cover operational and race expenditures.

Operations: Operations will be divided into budget items and non-budget items.

Budget Items: The finance committee will prepare an annual operating budget and present it to the board for approval. Once approved expenditures for budget items are authorized up to the budget amount. The board must approve expenditures above that amount. Income and expenses for races are shown on the budget in order to project a net income or loss. Race directors should strive to meet the profit/loss projected in the budget for their respective races.

Non-Budget Items: Non- budgeted expenditures can only be made by trustees, points of contact, and results committee members. Expenditures for items not in the budget are limit to \$100 per item Expenditures above these limits must be approved by the board or in an emergency by the president. Exception to these limits are:

1. Base supplies used for awards where bulk purchases result in savings. The total amount of these expenditures is limited to the budget amount for non-specific items. The board must approve expenditures above the total budgeted amount.

**OHIO RIVER ROAD RUNNERS CLUB (ORRRC)
OPERATIONS POLICY #7**

SOCIAL MEDIA AND WEBSITE POLICY

PURPOSE: The purpose of this policy is to provide roles and responsibilities for managing the ORRRC's social media and web presence.

BACKGROUND: The Ohio River Road Runner's Club (ORRRC) maintains several social media and web presences, as well as electronic newsletters and e-mail distribution lists (herein aggregately called "social media"). For the past few years, administrator/editor access to ORRRC social media accounts has been granted capriciously and without structure, permitting those not entrusted to represent the ORRRC (i.e. those not elected to the Board) to do so on social media. This policy codifies the roles and responsibilities for managing social media, and delineates which individuals should be permitted elevated access to those resources. This policy also governs the administration of the ORRRC website.

POLICY:

Definitions: Roles on social media vary between applications/websites/platforms, however, for this policy the following definitions are in place.

- Admin: This role has full access and privileges to the social media, including making posts, altering other members' accesses, banning members, and changing the site characteristics. Further, the admin role allows editing the general properties such as name, address, and even deleting the site (not permitted without the consenting vote of the Board of Directors).
- Editor: This role has all the editing and posting privileges of an "Admin", however, they cannot change the characteristics of the social media, alter other members' privileges, nor may they delete the social media or change its properties.
- Author: This role allows the editing of a specific page, post, or event on the social media platform.
- Member: This is the standard participatory role granted as default to the participants in the social media outlet.
- Banned Member: A banned member is prohibited from accessing or using the social media. Typical reasons for banning a member include abusive activity, inappropriate or profane content, or the posting of advertisements. The Admins have a responsibility to monitor members for such activity and ban them when appropriate.

Roles: As the officers of the ORRRC, the President, Vice President, Secretary, and Treasurer (hereafter called "officers") will have "Admin" privileges on all of the social media outlets owned by the ORRRC. In the instance that an officer (or officers) does not have an account on a social media outlet, the officers may appoint a proxy for that person from among the Board of Trustees at large, or may elect to keep that position empty. Additionally, in the instance that one of those officers demonstrates poor social media and/or public relations practices, the Board of Trustees may, by a simple majority vote, revoke the "Admin" privileges of one of those officers and reduce them to a standard membership. In this case, the Board of Trustees should appoint another individual to fill in that role. Further, immediately upon the end of their term, officers will have their status returned to a standard membership (unless the new officers elect otherwise, as outlined below) and all privileges will be transitioned from the outgoing officers to the incoming officers within seven calendar days of the transition of power.

The officers may appoint members of the Board of Trustees or the ORRRC membership as an "Editor" (or in exceptional circumstances, an "Admin"). The individuals appointed to these roles:

- must remain minimal in number (not numbering more than four) to facilitate easier internal

coordination for public messaging

- must demonstrate knowledge of social media usage (including prior history of good public relations practices for the ORRRC in some capacity)
- must demonstrate high standards of quality and conduct (to ensure that only our best “face” is presented to our ORRRC members and the public on the social media platform)
- must have an official function or strong justification for those privileges. Examples of official functions include a volunteer webmaster, a “social media coordinator” (if appointed), or official club photographer.

A officer may also appoint an ORRRC member as an “Author”. The individuals appointed to these roles:

- must demonstrate high standards of quality and conduct (to ensure that only our best “face” is presented to our ORRRC members and the public on social media platforms.
- must have an official function or strong justification for these privileges. An example of an official function is that of a Race Director or the social media manager for a Race Director (as may be the case for larger races like Ghost ‘n Goblin or Turkey Trot).

Responsibilities: The ORRRC requires all individuals with “Admin” privileges to regularly monitor the ORRRC’s social media platforms for abuse, inappropriate/profane content, or for messages from members and the public to the ORRRC. Any communications to the ORRRC through the social media platform must receive a response from the ORRRC corporately within 48 hours of submission, though 24 hours is recommended. The primary responsibility for responding to messages in the Facebook account falls to the President, as they have the best purview over the organization and can offer the best answer the fastest; the President may delegate this duty down to any of his officers (VP, Secretary, Treasurer) as they see fit.

The Admins for the ORRRC social media platforms must ensure that abusive, disrespectful, discriminatory/prejudiced, “spammy” (advertisers or frequent posters of irrelevant material), and inappropriate content is removed from the social media platform and that offenders, especially if they repeat their actions, are banned from that social media platform. Under no circumstance, failing the above criteria, may anyone remove negative information from the ORRRC social media - instead, those concerns should be addressed appropriately and, if warranted, a public resolution/explanation should be offered.

The ORRRC must, on social media platforms, ensure all standard public relations practices for non-electronic platforms are followed. Sanctioning or associating with other organizations, brands, or companies via “likes”, “friendships”, or similar means must only occur after determining that that organization/brand/company maintains a reputation and policies that align with the ORRRC mission. The ORRRC may use these means to recognize sponsorships, but should take care to not inappropriately favor one organization over another.

Website Appearance: Any major change in the appearance or function of the ORRRC website shall occur only with the approval of the Board of Trustees. Further, the ORRRC website shall have the ORRRC logo visible on all pages.

Website Security: The website “root” credentials (usernames, passwords, etc.) shall be given to the President, Vice President, Secretary, Treasurer, and if applicable, the ORRRC Webmaster. Upon changes to any of these positions, any group passwords will be changed by the current President. Other credentials and information (e.g. domain name, FTP address, hosting company, etc.) shall also be known by the ORRRC Officers.

Website Advertisements: The website must remain free of commercial advertising unless approved by a majority of the Board of Trustees. Only event sponsors may have their images, logos, and other commercial advertisements posted - and only in relation to their sponsorship of said event.

Online Calendars: In reference to Social Media and the official ORRRC website calendars - both may only

contain ORRRC races and ORRRC-sponsored events. Social Media platforms will not include non-ORRRC related events/races. In accordance with tradition, however, the ORRRC Website calendar may link to local or national races/events as a public service to the ORRRC membership. The Board of Trustees may elect, by a simple majority, to remove any event or race from the ORRRC Website calendar.

Ohio River Road Runners Club (ORRRC)
Operations Policy #8
Road Runners Club of America (RRCA) Convention Attendance

Purpose: The purpose of this policy is to provide criteria and guidance to help in the selection of representatives to attend the annual RRCA convention.

Background: The ORRRC is affiliated with the RRCA. In the past, the Board has sent representatives to the RRCA convention based on individuals volunteering to attend. There is no existing guidance or criteria available to the Board on the number or who should be selected to attend.

Policy: The number of representatives should be determined by using the workshop agenda in conjunction with the annual operating budget. The President should utilize the above guidance and recommend the number of representatives to the Board for approval. The maximum numbers to be sent is three.

Once the number has been determined, the following criteria should be used by the Board for selection of representatives. These criteria are listed in descending order of priority:

- RRCA Contact Person
- Trustee with expertise in multiple areas of workshop subject matter
- Trustee with expertise in a single workshop subject matter
- ORRRC member with volunteer experience in multiple areas of workshop matter
- ORRRC member with volunteer experience in a single workshop subject matter

Other factors such as length of time since last attendance or number of years of club services can be used. Under no circumstances will an individual who is not an ORRRC member be sent at club expense.

The Board will make the final selection on who will be sent to the RRCA convention.

Each representative is expected to give a report on the convention to the Board. These reports should be given no later than the second regular meeting after the RRCA convention.

**OHIO RIVER ROAD RUNNERS CLUB (ORRRC)
OPERATIONS POLICY #9
(OCTOBER 2015)**

ELECTION RULES AND PROCEDURES

PURPOSE: The purpose of this policy is to provide a consistent approach to voting for the Board of Trustees and the Officers of the Board (President, Vice President, Secretary, Treasurer).

BACKGROUND: The Ohio River Road Runner's Club (ORRRC) is a non-profit 501(c)(3) organization governed by a Board of Trustees. The ORRRC's regulations and policies provided vague guidelines for the voting processes; this policy consolidates and clarifies previous policies and regulations. This policy supersedes all previous policies and guidance, excepting the Regulations and Article of Incorporation.

POLICY: The ORRRC membership elects its Board of Trustees, numbering from five to fifteen Trustees, once per year for a term of one year. The following provisions govern the voting process.

Elections Timeline: Nominations for trustees will be at the regular December meeting of the Board of Trustees. The call for Trustee-candidates will be given to all ORRRC members no later than November 15th via a mailing to all member households, as well as posted to all race information platforms (as indicated in Article IV of the Regulations). The responsibility for such notice resides with the President and Secretary.

Biographies: All candidates are permitted, but not required, to provide a biography and platform (herein called a "bio") for publication on all of the race information platforms. The bios will not exceed 250 characters and should not include defamatory, discriminatory, or disparaging information, and may not contain linkages to other materials (such as hyperlinks, websites/URLs, or attachments). The Secretary will truncate any bio provided at 250 characters exactly, regardless of syntax. The bios will either include photos of all of the candidates (each cropped to a standardized size for each social media platform) or will include no photos of any of the candidates. If the sitting Board elects to have photos present and a candidate refuses to provide a photo, a silhouette of the same standardized dimensions will be used. The bios will be submitted to the sitting Board Secretary by a defined date and will be posted as soon as possible, or no later than concurrent with the posting of times/locations for voting. The Secretary will ensure that the bios (and, if no bio is supplied, the list of biographies will simply show a candidate's legal name and picture) are posted on all race information platforms, and in alphabetical order by legal last name.

Inspector General: The Inspector General (or "IG"), proposed by the President and accepted by a two-thirds majority vote of the Board, will serve as the orchestrator and supreme arbiter during the voting process. The individual must be a member in good standing with the club for at least five years and may not be related to or participating in the election in any other capacity. The Inspector General, in addition to the described duties below, will resolve conflicts at the polling locations, oversee the execution of the voting process, interpret and enforce the voting policies and Regulations, and serve as the supreme arbiter of any conflicts that arise during the voting process. The Inspector General is conferred no other powers outside of the scope of the election/voting-process and may not serve in any regent capacity. Once approved by the Board, the Inspector General may not be removed from their position without a unanimous vote of the sitting Board of Directors.

Election Committee: The general election will be conducted at times and locations compliant with this policy and the Regulations. The Inspector General and two independent poll workers, selected by the Incumbent Board, will oversee the voting process. The poll workers include one member to monitor the ballot-box (to prevent fraud or tampering), and also one individual to certify both the membership status and voting eligibility of polling-place visitors. Poll workers, including the Inspector General, may not serve on the current Board, be among the slate of candidates for the Board, have family members upon the Board or amongst the candidates, and they must be in good standing themselves as club members throughout the voting process.

Election Procedures: In the case that more than 15 candidates pass certification, the Incumbent Board will follow the below election procedures:

- i. Physical Ballots: Members will receive a physical ballot with a list of candidates at the Annual Meeting of the ORRRC for which to cast their ballot. The Election Committee will oversee the process, ensure that all voting members meet the qualifications to vote, and that no eligible

voters are disenfranchised. Members must be in good standing at the start of the Annual Meeting and must be over 18 years of age to receive a ballot. Members will fill out their ballot and place it in a locked box to be tallied by the Election Committee.

The voting location(s), time(s), and place(s) must be announced on all media which delivers race information and dates/times, including, but not limited to, websites, hotlines, social media, e-mail newsletters, and print (excepting the yearly calendar and other pre-published materials). If a medium/platform is not used to distribute race information or race times/dates, it does not require an announcement, but it is suggested if available to maximize knowledge of the voting process.

- ii. Electronic Ballots: In the case a secure electronic/online (hereforth called “online”) voting capability exists, the Board may accompany the annual meeting with an online vote. The online vote must have a valid method:
 - i. to prevent ineligible voters from voting
 - ii. to prevent multiple votes
 - iii. to preserve anonymity while keeping track of who has/hasn’t voted
 - iv. to prevent double-votes by voting online and then casting a physical ballot

The online vote system must have availability of two weeks, may not be restricted to specific parties (except to the ORRRC membership itself), and the system may not be managed, run, or set up by any parties to the election (including candidates or incumbent Board members). Additionally, the person filling the “Inspector General” position (discussed later in this policy) must audit the entire online voting process to ensure fairness. Online votes will be treated equally with the physical votes, including compiling the votes and other documentation in accordance with the standards governing physical votes.

Ballots: There will be no less than three versions of the ballot, each randomly scrambled (to prevent a voting edge for those alphabetically earlier) with every certified candidate’s name on the same side of the paper, in the same font face, size, color, and style. The membership/eligibility certifier will ensure that each ballot-version is distributed randomly as well (to ensure equal distributions of each scramble-version of the ballots).

Tallying Votes: If applicable, the Inspector General will bring the certified online votes (either print-outs to match the paper ballots, or a computer printout certified by both the Inspector General and manager of the online vote, if not the same person, to verify it’s integrity) to the Annual Meeting. The electronic and physical ballots will be counted by each member of the Election Committee individually, and the final tallies of votes will be recorded and kept by the Inspector General, with exact copies of the vote tallies given to the other two poll-workers immediately (to prevent fraud or manipulation by the Inspector General). The Inspector General will then provide the sitting President with a list of the elected Board candidates for announcement at the Annual meeting.

Upon counting the ballots: the Election Committee must count any intentional-appearing marking on the ballot with no preference for marking type (“X”, checkmark, colored-in box, etc.). Ballots with questionable markings or other questionable characteristics will be acted upon by the decision of a simple majority the Election Committee. Ballots with more than 15 markings will be rejected entirely. Additionally, write-in candidates will be ignored.

Officer Election Candidates and Procedures: Once a Board of Trustees is seated, that new Board will vote from among its membership for the four positions of President, Vice President, Secretary, and Treasurer - in that order. Once the new Board is seated, the outgoing Secretary will chair the election for the President. The outgoing Secretary will first solicit nominations for the position of President, confirming that each nominee accepts the nomination. Each confirmed nominee will then be given exactly three minutes to state their platform, ideas, and their history with the club. Nominees should refrain from defamatory, derogatory, or slanderous speech during this time. At the end of the candidate statements, the vote will be conducted.

The vote will be conducted via paper ballot, with one ballot per seated Board member and the Secretary tallying the votes and announcing (without vote numbers) the results to the Board. Upon the selection of the President, the President then takes over and conducts a similar paper-ballot election for the other three positions (including three minutes of platform-discussion time per candidate).

In the event of a two-way tie for President (on a slate of more than two candidates), other candidates will be excluded from the vote and the vote retried in the same manner (write-in candidates will not be accepted). In the event of a multi-way tie for President which cannot be reduced to a two-way, un-tiable election, the vote will be expanded beyond the Board of Trustees to include all present members of the ORRRC in good standing with the club in attendance at the Annual Meeting. The Secretary will conduct the

vote among the assembled membership and report the results in the same manner. In the unlikely event that a tie remains, victory falls to the candidate with the longest continuous membership in the ORRRC. The same procedure will be enacted for ties for the Vice President, Secretary, or Treasurer position - but the election will be conducted by the newly elected President.

Board Training: The newly elected President is ultimately responsible for holding Board training within 60 days of the election for all seated Board members, but may delegate the below duties to officers and trustees. Board training is required for all members, even if an incumbent member, and should cover:

- i. Distributing paper or electronic copies, or providing references to accessible locations for the Regulations, Articles of Incorporation, and Policies of the ORRRC.
- ii. Discussing the legal requirements of the Board contained in the document, Fiduciary Duties of Non-Profit Board Members, by Buckingham, Doolittle, & Borroughs, LLP of Akron, Ohio. (May be provided by the ORRRC's legal counsel.)
- iii. Restrictions and requirements determined by the IRS on non-profit 501(c)(3) organizations. (This training may be provided by the Treasurer.)
- iv. Familiarization with races, race calendar (including reviewing and briefly describing the races), race procedures and safety/medical requirements, registration procedures, and timing-team requirements.
- v. OPTIONAL: CPR, AED, and other pertinent medical training.

ADDENDUM #1: Membership Online Voting E-Mail Address Form

Dear ORRRC Member,
The Ohio River Road Runner's Club (ORRRC) is electing its Board of Trustees and requires your e-mail address to conduct an online vote. Please provide your information below, as written on your membership card to receive your ballot.

The election committee will cross-reference your information with our current membership list to validate your eligibility to vote. If the election committee cannot verify your voting status, you will not be e-mailed your ballot and will be notified, but still may be able to vote in-person at the ORRRC Annual Meeting.

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MEMBER INFORMATION -- PLEASE PRINT LEGIBLY

FIRST NAME: _____

LAST NAME: _____

BIRTHDATE: Month: _____ Date: _____ Year: _____

E-MAIL ADDRESS: _____

Ohio River Road Runners Club (ORRRC)
Operations Policy #10
Improper Conduct

Purpose: The purpose of this policy is to provide criteria and guidance for the handling of improper conduct by participants, spectators, and volunteers at ORRRC events.

Background: The Regulations of the ORRRC contain provisions for removal of a member. No further guidance or criteria is available to the Board to handle improper conduct.

Policy: This policy covers both physical and verbal conduct and applies to participants, spectators, and volunteers. Improper physical contact is a deliberate action that results in contact. It does not include inadvertent contact that occurs during a race or normal contact as part of a volunteer job. Improper verbal conduct is actions such as yelling, rudeness, confrontations, etc. that leave the offended party feeling he/she was mistreated.

All such actions should be reported to the event director at the time they occur. The event director should in turn report such actions to the President within a week of its occurrence.

Physical misconduct will result in disqualification of a participant or not giving points to a volunteer. The incident will be reviewed at the next regular meeting of the Board to determine what if any additional action is required. All parties involved will be offered the opportunity to appear and speak.

In cases of verbal misconduct the event director has the discretion to discuss the misconduct with the individual or disqualifying a participant or not giving points to a volunteer. If the president receives three reports of misconduct by an individual within a six-month period, these incidents will be presented to the Board. The Board will determine what if any additional action is required. The individual in question will have the opportunity to speak at the meeting.

There will be no refunds of race fees or membership fees as a result of any of the above actions.

Ohio River Road Runners Club (ORRRC)
Operations Policy #11
Board Decision-Making and Reporting Process-Efficiency

Purpose: The purpose of this policy is to improve the decision-making and reporting process-efficiency of the ORRRC Board of Trustees, specifically for proposals brought before the Board of Trustees and for race-director reports..

Background: The Regulations of the ORRRC contain no provisions for an efficient or expeditious decision-making process, which occasionally results in proposals being tabled for long amounts of time. Additionally, race directors need a more streamlined method to report to the Board, specifically for pre/post event reports. By having a more streamlined way to provide those reports to the Board, the Board can have earlier and better situational awareness for their events and can save time during its monthly sessions by pre-reading the standard details (attendee numbers, income/expenditures, location, weather, etc.), allowing the Board to focus on pressing issues with the races.

Policy: The decision-making component of this policy applies to all Board of Trustee meetings and proposals and cannot be overridden by the Board without unanimous consent of both the Board of Trustees *and* the party/parties that have brought the issue before the Board.

The Board of Trustees will, within 60 days of a proposal addressed to the Board of Trustees at a meeting with quorum, produce an official vote on said proposal. The decision of the Board of Trustees may not be a decision to table the proposal or to delay a vote, thus circumventing the spirit of this policy.

The reporting-efficiency component of this policy applies to the Board of Trustees and race directors. Race directors are not absolved from any reporting or other requirements set forth in any other ORRRC Operating Procedures or by-laws.

Race directors will provide race reports through a central person, the Vice President of the Board, who will consolidate pre and post-race reports for distribution to the Board at-large prior to the monthly meeting. The distribution of the race reports will be via e-mail, with either (a) copies of the reports printed and brought to the meeting or (b) a phone call to those without e-mail access to explain the contents. The race directors are required to begin providing reports 60 days prior to their event and required to provide at least one post-event report as well. Further, race directors will be encouraged to enter their race report via an online form, but telephone and e-mail options will also be provided.

The submission of a race report to the Vice President will not preclude the Board from requesting the presence of a race director at the Board meetings, however, the Board should take care to minimize such requests. Calling a race director before the Board should only be done when there are concerns about the race, information is incomplete, or if the race director does not provide reporting as required.

**OHIO RIVER ROAD RUNNERS CLUB (ORRRC)
OPERATIONS POLICY #12**

CONFLICT OF INTEREST NOTIFICATION AND COMPLIANCE POLICY

PURPOSE: The purpose of this policy is to foster transparency in decision-making by the Ohio River Road Runner's Club (ORRRC) Board of Trustees, race directors, volunteers, and other members who make decisions for and on-behalf of the ORRRC.

BACKGROUND: The ORRRC is a non-profit entity governed by a Board of Trustees and executing its mission via its race directors and volunteers, all of whom bear responsibility to make and execute decisions on behalf of the ORRRC membership. In order to do so in a transparent, open, honest, and legally-sound way, the following Conflict of Interest Policy has been crafted.

POLICY:

The Trustees, Race Directors, and volunteers of the Ohio River Road Runners Club (ORRRC) owe a duty of loyalty to the ORRRC, which requires that in serving ORRRC, they act, not in their personal interests or in the interests of others, but rather solely in the interests of the ORRRC. Trustees, Race Directors, and volunteers (herein collectively called "leaders") must have undivided allegiance to ORRRC's mission and may not use their positions, information they have about ORRRC, or ORRRC's property, in a manner that allows them to secure a pecuniary benefit for themselves, their associates, or their relatives.

The conduct of personal business between any leader and ORRRC is prohibited. Business transactions of the ORRRC in which a leader has an interest shall not be prohibited, but they shall be subject to close scrutiny. Such proposed transactions shall be reviewed carefully to determine that they are in the best interests of ORRRC and that they will not lead to conflict of interest.

For the purposes of this policy, leaders have an interest in a proposed transaction if they have a substantial financial interest in it, or have a substantial financial interest in any organization involved in the proposed transaction, or holds a position as trustee, director, general manager, principal officer, or employee in any such organization. Prior to the start of any negotiations, or consideration of a grant request by the ORRRC, leaders are expected to make full disclosure to the best of their knowledge of any dual interest in a proposed transaction by submitting a disclosure report (Attachment A) to the President and Secretary (who will keep it on-record for seven years after the date of submission), additionally supplying any reasons why the transaction might not be in the best interest of ORRRC. In matters requiring prior approval of the Board of Trustees, the President or other officer shall forward copies of this disclosure report to the Board before its approval.

Leaders with a dual interest in a proposed transaction shall not vote on the matter and, depending upon the circumstances, may be excluded from any discussion of the matter.

Leaders shall not use inside information of the ORRRC for their personal benefit, or use such inside information or their position as a leader to the detriment of ORRRC. Inside information is information obtained through the leader's position that has not become public information. The leader has a duty to place the interests of ORRRC foremost in any dealings involving the ORRRC and has a continuing responsibility to comply with the requirements of this policy. On an annual

basis, each Trustee (within 30 days of election) and Race Director (within 30 days of their appointment) is required to complete the Conflict-of-Interest Disclosure Statement (Attachment A) as shown in this policy. Only volunteers with a potential conflict of interest must complete a Conflict-of-Interest Disclosure Statement: within 30 days of selection to their volunteer status for ad-hoc volunteers, or 30 days after the Trustee election for standing volunteers such as timing-team members. Should a conflict of interest arise between mandated filings, the leader must provide the Conflict-of-Interest Disclosure Statement within 7 days of knowing/learning about the conflict of interest.

**Ohio River Road Runners Club (ORRRC)
Conflict-of-Interest Disclosure Statement
"Attachment A"**

Please initial and date in the space at the end of Item A if you have no conflicts of interest, or, in the case of a conflict of interest, complete Item B. All must complete Item C, then sign and date the statement and return it to the President and Secretary.

A. I am not aware of any relationship or interest or situation involving my family or myself which might result in, or give the appearance of being, a conflict of interest between such family member or me on one hand and the Ohio River Road Runners Club on the other.

Initial: _____

Date: _____

B. The following are relationships, interests, or situations involving me or a member of my family which I consider might result in or appear to be an actual, apparent or potential conflict of interest between such family members or myself on one hand and the Ohio River Road Runners Club on the other.

For-profit corporate directorships, positions, and employment with: _____

Nonprofit trusteeships of positions: _____

Memberships in the following organizations: _____

Contracts, business activities, and investments with or in the following organizations:

Other relationships and activities: _____

C. My primary business or occupation at this time is: _____

I have read and understand the Ohio River Road Runners Club's Conflict-of-Interest Policy and agree to be bound by it. I will promptly inform the President and Secretary of the Ohio River Road Runners Club of any material change that develops in the information contained in the foregoing statement.

Printed Name: _____

Date: _____

Signature: _____

**OHIO RIVER ROAD RUNNERS CLUB (ORRRC)
OPERATIONS POLICY #13**

RECORD RETENTION AND WHISTLEBLOWER PROTECTION POLICY

PURPOSE: The purpose of this policy is to comply with the provisions of the Sarbanes-Oxley Act of 2002, which prohibits the destruction/alteration/falsification of documents to prevent their use in discovery or in official proceedings, or to obstruct a federal investigation and also requires whistleblower protections.

BACKGROUND: Per the document “Fiduciary Duties of Nonprofit Board Members” by Matthew R. Duncan, Esq. of Buckingham, Doolittle, & Burroughs, LLP, the Sarbanes-Oxley Act of 2002 possesses two provisions that apply to non-profit organizations like the Ohio River Road Runner’s Club (ORRRC). The ORRRC must have a document retention policy that “prohibits the destruction, alteration, or falsification of documents to prevent their use or discovery in official proceedings or to obstruct a federal investigation”. The ORRRC and its Trustees must “*create a document retention policy that mandates the length of time that paper and electronic records must be kept or destroyed*” and may not “*destroy documents that [they] suspect or know to be relevant to pending or threatened litigation or government investigations*”.

Further, the ORRRC must offer whistleblower protections by “*establishing procedures for receiving, investigating, and taking appropriate action regarding fraud or other compliance issues. It is illegal for [the ORRRC] to punish, in any manner, any employee [or member] who reports suspected illegal activity. Reporting of unethical activity shall also be protected*”. The whistleblower policy should “*provide that whistleblowers not be fired, demoted, or receive negative treatment solely for being a whistleblower*”, “*that the identity of whistleblowers should be kept confidential by setting up an anonymous hotline or complaint box*”, “*that an officer should be specified to receive and investigate complaints and to report illegal activities to the proper outside authorities*”, and should “*establish a formal review policy for all employees and document all reasons for changes to their positions against future allegations of retaliation*”.

POLICY: Record retention and document destruction are distinct, but complementary, issues. Record retention balances the need for an organization to maintain accurate and appropriate files with the challenge of limited physical and electronic space for archives. The ORRRC Secretary will retain all the following documents:

- those that preserve institutional history (including administrative documents):
 - policies (proposed, rejected, and accepted)
 - regulations (for seven years after they are no longer in force)
 - voting records (including tallies, candidates, poll information/participants; not including the actual voting slips/receipts after one year)
 - Board meeting minutes
 - race reports
 - treasurer’s reports and committee reports to the Board
 - race attendee/results lists
 - print-outs of e-mails discussing any of the topics in this list
- strategic planning documents: budgets, race calendars, etc.
- those required for regulatory compliance
- those required for legal purposes: insurance policies, permits, tax filings, accounting documents, etc.

Further, any documents related to a federal investigation or litigation must be retained and may not be altered, covered-up, falsified, or destroyed (per Sarbanes-Oxley). The ORRRC takes these requirements/obligations seriously: failure to follow this policy can result in possible civil and/or criminal sanctions against both the ORRRC and its directors, officers, employees (if present), and the individuals responsible for the actions.

Retention Period: The ORRRC will retain documents in accordance with Generally Accepted Accounting Practices and applicable laws. Where no such governance exists, the ORRRC Secretary will retain all documentation described above for a period of 7 years.

Legal Holds: Any officers of the Board (President, Vice President, Secretary, Treasurer), at any time, may issue a “legal hold” suspending the destruction of any records due to pending, threatened, or otherwise reasonably foreseeable litigation, audits, government investigations, or other proceedings. No records in such a “legal hold” may be destroyed, even if the scheduled destruction date has passed, until the legal hold is withdrawn by the person emplacing the hold.

E-Mails and Electronic Communications: Electronic communications and e-mail facilitate Board decision-making and provide a convenient means to provide information quickly to a large group. While use of such communications is frowned upon for conducting official business, when necessary, all official documents dealing with the above categories must be treated in a similar manner as their paper/physical counterparts. Additionally, the originator of the e-mail/electronic-communications chain must mark the header or first-line of the communication with the phrase, “*ORRRC Official Document*” and carbon-copy the Secretary so that the entire communication thread may be archived with other official documents. Casual e-mails (e.g. “Do we have enough volunteers?” “When’s the next meeting?”, etc.) do not require this masthead or archiving -- only communications that fall into the above categories or that would otherwise be considered an official document.