



Shocker Track Club, Inc. Board of Directors Handbook

July 10, 2012

FORWARD

This Handbook has been created to establish consistency in leadership, and aid potential future leaders in understanding the responsibilities of leadership roles.

TABLE OF CONTENTS

Page 2	Board of Directors – General Information and Requirements
Page 4	Board of Directors – Officers and Duties of Officers
Page 6	Board of Directors – Duties of Club and/or Function Chairs

BOARD OF DIRECTORS

General Information and Requirements

General Information –

The Board of Directors governs the actions, and manages the finances of the Shocker Track Club, Inc.

The number of Directors may be changed from time to time by amendment of the Bylaws provided that the number of Directors will be set at not less than five (5) and not more than thirty-five (35). No decrease in the number of Directors will have the effect of decreasing the term of any incumbent Director.

The original Board of Directors were elected at a meeting on January 3, 2012. Thereinafter, the Directors will be elected at the annual meeting of the Members held on or before September 10th. Directors may serve terms of 1, 2, or 3 years, and may be re-elected to serve additional 1-year terms by a majority vote of the Directors. A Director will serve unless he/she resigns, passes away or is removed by a majority vote of the Directors. The Directors will be elected at the annual meeting of the Directors.

The Directors may add one or more Ex-officio members of the Board of Directors that may serve terms of 1, 2, or 3 years, and may be re-elected to serve additionally 1 year terms by a majority vote of the Directors. A Director may serve unless he/she resigns, passes away, or is removed by a majority vote of the Directors. Such ex-officio members will not have voting rights in Board of Director business.

The annual meeting of the Board of Directors will be held at such time as is determined reasonable by a majority vote of the Board of Directors which meeting will be held for the purpose of electing Directors and for the transaction of such other business as may come before the meeting. Typically this meeting will be held in March.

Special meetings of the Board may be called by the Chairman (President) of the Board, or by any two Directors. The person or persons calling a special meeting of the Board may fix any place as the place for holding the special meeting of the Board called by them.

Requirements of Board Members –

Board members are chosen because of their potential to work together for the success of the Board of Directors and Shocker Track Club. Often a member is chosen because of a specific skill that is needed by the STC at a particular time. To this end, the STC has the following expectations of those who agree to serve on its Board of Directors (excluding Ex-officio members):

1. Demonstrate interest in and support of STC through attendance/participation in STC events and activities.
2. Be a member of STC (minimum annual membership is \$50) or participate in volunteer activities commensurate with the value of an annual membership.
3. Understand and support the mission of the STC which is –
The Shocker Track Club (STC) is an organization that helps support Wichita area Track and Field and Cross Country activities. Identify volunteers and Officials to help facilitate Wichita State University Track and Field and Cross Country meets. Organize and facilitate Track and Field and Cross Country meets for Wichita State University and the community. Support the training and competition efforts of Elite, Masters and Open, and Youth athletes by sponsoring clubs to foster development and competition opportunities.
4. Participate in a general orientation within two months of appoint to the Board of Directors. Content of the orientation shall include, but is not limited to:
 - a. History of the Shocker Track Club
 - b. Mission, goals, and programs
 - c. Operational budget
 - d. Organizational structure
 - e. Volunteer opportunities and responsibilities
5. Actively contribute to planning and business decisions of the Board of Directors through:
 - a. *Attending at least 8 of the monthly meetings of the STC Board of Directors. **
 - b. *Performing volunteer duties commensurate with the minimum annual membership level.*
 - c. *Serving on one of the Committees (e.g., Membership, Fundraising, Officials/Volunteers, Elite Club, Masters/Open Club, Youth Club, etc.) established by the STC.*
 - ***Board of Directors unable to regularly attend monthly meetings may be asked to affirm their commitment to serving on the Board.***
6. Serve a one-, two-, or three-year term on the Board of Directors.
7. Assume your own tax-deductible expenses for attending Board of Director meetings and STC events.
8. Help develop other Board members and volunteers into a cohesive unit that works together for the betterment of the STC. Board members give valuable service in determining the needs that should be met to cultivate the support of the STC. They share ideas, critique ongoing programs and services, and develop the best possible way to build support for the STC.
9. Stay informed about STC activities and events, and stay abreast of track and field and cross country events and activities in order to serve as a knowledgeable representative of STC.
10. Work with other Board members to accomplish Board or Committee goals.
11. Annually assist in building and maintaining the financial viability of the STC through one or more of the following:

- a. Becoming a member through a financial contribution, or performing volunteer activities commensurate with the minimum membership level.
- b. Recruiting new members to the STC as financial contributors or volunteers.

12. Refrain from engaging in any actions or activities that constitute a conflict of interest, or that negatively impacts their position as a Board member, or the Corporation.

BOARD OF DIRECTORS Officers and Duties of Officers

General Guidelines for Officers -

Any officer of the Corporation may resign by delivering a written resignation to the Corporation at its principal office or to the Chairman of the Board, the President or the Secretary. Such resignation will be effective upon receipt unless it is specified to be effective at some other time or upon the happening of some other event. Any officer of the Corporation may be removed from office by the Board with or without cause, but such removal will be without prejudice to the contract rights (if applicable), if any, of the person so removed. Election or appointment of an officer does not in itself create contract rights.

Vacancies in any elected office occasioned by the death, resignation, or removal of any officer will be filled by the Board, and such person or persons elected to fill such vacancy or vacancies will serve for the unexpired term of his predecessor and until a successor is elected and qualified, or until such officer's earlier death, resignation or removal.

The compensation of the officers, if any, will be fixed from time to time by the Board, and no officer will be prevented from receiving such compensation by reason of the fact that he is also a Director of the Corporation; provided, however, that such compensation will include only reasonable compensation for personal services actually rendered.

Officers -

The Shocker Track Club has the following Chief Officers that also comprise the Executive Committee:

President
Vice-President
Treasurer
Secretary
Immediate Past President
Head Track Coach – Wichita State University
Assistant Head Track Coach – Wichita State University

The Board of Directors, by resolution adopted by a majority of the Directors in office, will designate and appoint an Executive Committee comprised as follows: President, Vice President, Treasurer, Secretary, Head Track and Field and Cross Country Coach of Wichita State University and Assistant Head Track and Field and Cross Coach of Wichita State University. Other members of the Board may be designated as members of the Executive Committee – or may attend meetings of the Executive Committee - as deemed

necessary by the President. The President will serve as Chairman of the Executive Committee. The Executive Committee will typically meet monthly.

Chairpersons -

Other leadership positions of the Board of Directors may include the following Chair positions:

- Chair, Memberships
- Chair, Officials/Volunteers
- Chair, Futurist
- Chair, Fundraising
- Chair, Elite Club Team
- Chair, Youth Club Team
- Chair, Masters/Open Club Team
- Chair, Running Club
- Chair, Communications
- Chair, Nominating Committee
- Chair, Uniforms and Gear

When and where appropriate, Board Members may serve in more than one Chair position.

Duties of Chief Officers –

President -

The President will be the chief executive officer of the Corporation and, if a Chairman of the Board has not been elected, he will preside at all meetings of the Board. He/She may execute all contracts, deeds and other instruments for and on behalf of the Corporation and will do and perform all other things for and on behalf of the Corporation as the Board will authorize and direct. He/She will enjoy and discharge generally such other and further rights, powers, privileges and duties as customarily relate and pertain to the office of President.

Vice President –

The Vice President acts in a support role to the President, and presides over the Board in the absence of the President. Assists the Treasurer in carrying out of financial duties.

Secretary –

The Secretary will cause to be kept complete and correct minutes of all meetings of the Board. He/She will cause to be issued notices of all meetings in accordance with these Bylaws or as required by law.

When authorized and directed by the Board, he/she will execute with the President all contracts, deeds, and other instruments for and on behalf of the Corporation. The Secretary will be the legal custodian of all books, deeds, instruments, papers, and records of the Corporation, the inspection of which will be permitted at all reasonable times by any Director or executive officer of the Corporation.

The Secretary will attend to such correspondence as may be incidental to his office, and will perform all other duties and discharge all other responsibilities that customarily relate and pertain to the office of Secretary.

Treasurer -

The Treasurer will cause to be kept accurate and complete books and records of all receipts, disbursements, assets, liabilities, and financial transactions of the Corporation.

The Treasurer will also cause to be deposited all monies, securities, and other valuable effects of the Corporation in such depositories as the Board will authorize and direct and, whenever requested to do so by the President or the Board, will prepare and submit written statements, reports and accounts fully and accurately reflecting the assets, liabilities, and financial transactions and condition of the Corporation.

The Treasurer will perform such other and further duties as the Board may from time to time direct, and he/she will perform all other duties and discharge all other responsibilities that customarily relate and pertain to the office of Treasurer.

The Treasurer will be released and discharged of all liabilities and responsibility for any monies, securities, and other assets of value committed by the Board to the custody of any person over whom he will have no direction or control. The Treasurer also works closely with the organization's Accountant to complete and file all financial records in compliance with IRS and State regulations regarding non-profit organizations.

Immediate Past President –

Will assist the current President and Vice-President in carrying out of duties. Serves as organization historian and spokesperson when appropriates. Assists the Chair, Communications and Nominations in carrying out duties and responsibilities.

Head Track and Field and Cross Country Coach – Wichita State University –

Serves on the Executive Committee and supports the initiatives of the organization. Serves as the spokesperson for the Wichita State Track and Field and Cross Country programs.

Assistant Head Track and Field and Cross Country Coach – Wichita State University –

Also serves on the Executive Committee and supports the initiatives of the organization. Serves as the deputy spokesperson for the Wichita State Track and Field and Cross Country programs.

Duties of Board of Director Club or Function Chairs –

The positions listed below are examples of functions and may be expanded or disbanded as determined appropriate by the Board.

Officials/Volunteers –

Identify, develop, expand and train a core of meet ready volunteers and officials. Provide opportunities for Officials certification through USA Track and Field.

Membership –

Manage, oversee and organize the membership structure of the organization including collection of membership fees and disbursement of membership offerings

Fundraising –

Develop, facilitate, and lead fund raising activities to help ensure the financial viability of the STC and its activities and programs.

Futurist –

Stay abreast of track and field, cross country, and related events and activities, and challenge the Board of Directors to think broadly and futuristically. Present ideas and concepts to the BOD for consideration and/or implementation. Chart and track also ideas and concepts.

Elite Team –

Lead the organization and facilitation of activities and competition efforts of Elite team athletes. Chair the Team Jury. Identify and assist athletes in registering for meets. Provide meet information and rules. Develop team uniform design and order components and implements. Facilitate activities for community appearances, engagement, and assistance with facilitation of practices for the Youth Team.

Masters/Open Team –

Lead the organization and facilitation of activities and competition efforts of Masters/Open team athletes. Identify and assist athletes in registering for meets. Provide meet information and rules. Develop team uniform design and order components and implements.

Youth Team –

Lead the organization and facilitation of activities and competition efforts of Youth team athletes. Plan and facilitate youth practices. Identify, oversee and develop trained coaches. Develop membership and registration process. Develop parent support group. Identify and assistant parents/guardians in registering youth for meets. Develop team uniform design and order components and implements.

Running Club Team –

Lead the organization and facilitation of activities and competition efforts of Running team athletes. Identify and assist athletes in registering for meets. Provide meet information and rules. Develop team uniform design and order components and implements.

Communications Committee –

Responsible for upkeep of STC social media venues (e.g., Website, Facebook, Twitter, etc.) and Newsletter communications. Assist in developing formats of other communications as warranted.

Nominating Committee -

Responsible for identification and vetting of potential BOD members and Officers. Interviews potential candidates, discusses responsibilities, and presents candidates to BOD.

Uniforms and Gear –

Responsible for ordering all attire and gear for club team athletes, and ensuring that all attire and gear is adorned with the organization logo.

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