



BOARD MANUAL

This version finalized: __January 28, 2021__

Date of latest review: __January 28, 2021__

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The intent of this manual is to provide Yellowstone Rim Runner board members, potential board members, and members at large information on the functioning of the club. This manual will be posted on the club website and be accessible to all. This is a living document. To be effective it must be continually updated as the requirements and functions of the club change. It should be reviewed at least once every year to assure it is current and accurate. The President, Secretary, and Treasurer should review this document in January and revise it as needed. All new board members should receive a copy of this manual.

Contents

- MISSION AND PURPOSE 3
- LEGAL INFORMATION 3
- IMPORTANT DATES 4
- BOARD POSITIONS AND DUTIES 4
- ADMINISTRATION 6
- INSURANCE 6
- MARKETING AND IDENTITY 7
- EQUIPMENT 7
- BYLAWS 8
- POLICIES 8
- RESPONSIBILITIES 8

MISSION AND PURPOSE

The mission of Yellowstone Rim Runners is to promote running as a sport and healthy lifestyle in our community. The club bylaws contain a more extensive description of the club's purpose.

LEGAL INFORMATION

Established in 1981, the group formally incorporated in the state of Montana on May 10, 1982. Our legal name is Yellowstone Rim Runners, Inc., we are a *Domestic Nonprofit Corporation with members*. Our state ID number is D054757. The club initially applied for 501c3 status with the IRS, but was instead granted 501c7 status, presumably because the club did not have sufficient charitable activities at that time to warrant a 501c3 designation. However, as a member club of the Road Runners Club of America we were granted 501c3 status under the group exemption of RRCA. Because we failed to meet our 990 filing requirements with the IRS, we lost that status with the IRS, but the IRS reinstated us, with an effective date of 2015. Our federal tax ID number is 36-3336936. We are now a 501c3 in our own right and have a 990EZ reporting requirement. Our fiscal year is the calendar year.

The club maintains memberships in the Road Runners Club of America and USA Track and Field.

IMPORTANT DATES

January	Renew website domain
January	Select RRCA Convention attendee
February	Froze Nose Biathlon, held on Super Bowl Sunday
March	Shamrock Run Race
April	Renew Articles of Incorporation with Secretary of State before 4/15
May	File form 990 with IRS before 5/15, or file for a 6 month extension
June	Free 3: Rims to River
July	
August	PO Box renewal due
August	Free 3: Rim Runner Mile
September	Free 3: Dover Trail Trek
October	Demon Dash and board elections
November	Run Turkey Run
December	Holiday Lights Run(s)

December	Annual dues and insurance submitted to rrca.org
December	Rent due at Homestead Storage
December	Rent due at Valley Fed Cr Union for board room use

BOARD POSITIONS AND DUTIES

The Board consists of a minimum of eight individuals and a maximum of twelve. The number of board members may vary from year to year as the needs of the club and the number of individuals willing to serve on the board change. In 2021 we have nine individuals on the board. The duties of the President, Vice President, Secretary and Treasurer are specified in the bylaws. The titles and duties of the other board positions may be changed as the board deems appropriate.

President - to preside over meetings, represent this association with the RRCA, to call any special meetings, and to appoint committees and chairpersons thereof with approval from the Board.

Vice-President - to assume the powers of the president in his/her absence, and to take on special assignments as requested by the president.

Secretary - to record minutes at all meetings in accordance with Roberts Rules of Order, to keep a file of such minutes, to share the draft minutes with other board members for review and correction prior to the next board meeting, to upload the final version of the minutes to the club website after approval by the board, to oversee the election process for all board members, to maintain a file of club race permits, and, when requested by the president, to accept assignments involving correspondence and the keeping of records.

Treasurer - Oversee the budget planning process, ensure adequate income available to achieve the budgeted expenses, safeguard the organization's assets, draft financial policies for board approval, anticipate and report financial problems, ensure the board receives regular and accurate financial statements and that the board members understand the information presented, ensure federal, state, and local reporting takes place, and other duties as requested by the president. Act as the bookkeeper for the club.

The following duties are distributed amongst the board members as deemed appropriate. Two or more members may share any of the following duties, or a board member may take responsibility for more than one of these duties.

Equipment Manager - Maintain and store timing equipment (overhead clocks, Chronomix) and other miscellaneous equipment (amplifier, walkie talkies, speaker, bull horns), check out timing equipment to public, collect rental and deposits, submit rentals and deposits to the Treasurer, coordinate with Club for storage unit access.

Webmaster - Maintains the technical aspects of the club's presence on the World Wide Web including: maintain registration of the club's domain name, maintain the hosting service for the web site, select or create software to manage web site content, handle site access and security, provide access to content management system for

updating site content by others, update site content not delegated to others, provide online archive of club newsletters, provide access to and manage the club membership database, manage email contacts sent through the web site.

Membership Coordinator - manages and maintains the club membership list, updates race information on Run Sign Up as needed, heads the membership committee by setting up and attending meetings to find new ways to keep members involved and active in the club.

Communication

- Social media posts, e.g.: Facebook, Instagram and Strava. Social media administrators shall be board members or shall be designated by the Board.
- Newsletter Editor - Creates monthly e-newsletter with the goal to increase engagement at club activities and keep members informed about club news. Most people will spend approximately 60 seconds reading/scanning a newsletter. Therefore, the format will be: 1. Short and easy to scan through (link to website for more detailed information); 2. Highlight upcoming events first; and 3. Easy to read on phone, tablet or computer. E-newsletter will be formatted and emailed using the same service as mass emails; a copy will be posted to the website for archival purposes. Distributed by at least the 3rd of each month. Newsletter content includes: List of upcoming club events, President's notes, announcements/news from board meetings, pictures and summary of club events from previous month, local news related to running (new trails, Montana Cup, etc.), calls for volunteers, member article submissions, relevant information from RRCA, etc.
- Mass email. Send e-newsletters and any special announcements. Use sparingly as people unsubscribe when too many emails are sent. Use mass email service that follows CAN-SPAM Act requirements. Currently, we use Mail Chimp and RunSignup depending on the nature of the message.
- Website content. Ensure that all content is current. Update events, club run changes, YRR calendar, blog articles (linked to e-newsletter), race links, newsletter, meeting minutes, etc. Content can be updated through the content management system, except for the calendar. The local race calendar on our RunSignup page updates automatically and the YRR calendar is updated by adding calendar entries on our Gmail account calendar (automatically updates website).

ADMINISTRATION

We have a goal of establishing systems and controls that allow the club to exist with consistency and continuity, even though board members change. This is true for administration and marketing of club.

We do have a gmail account: gorimrunners@gmail.com. We have a second gmail account for Run Turkey Run blgsrunturkeyrun@gmail.com.

Having the gmail account allows us to use the **Google Calendar** app feature for our website. It also allows us to use **Google Drive**, where we store documents electronically: like bank statements.

We do utilize Runsignup for our race registrations and membership renewals, and as the membership database.

The YRR logo will be on our RSU sites, and the RSU membership site will reference all of our races.

We do have a small laptop with QuickBooks on it. As of 2018 we use this to maintain our accounting data. (All Run! Turkey Run! data, since the inception of the run in 2011, has been entered in Quickbooks too) The laptop will be passed on to subsequent treasurers. The laptop and software were donated by Sarah Grau. The club may consider using Quickbooks online.

We do have electronic access to our bank accounts at Western Security Bank. The club's treasurer and at least one other board member should be made signatories on the bank account. The Treasurer uploads bank statements to the google drive.

We are a member of TechSoup. This allows us to purchase hardware and software at very discounted prices. See techsoup.org a service available to 501c3 organizations.

INSURANCE

The club purchases liability insurance through the RRCA. This policy is absolutely essential to the continued existence and functioning of the club. Not only does the City of Billings require proof of insurance before issuing permits for races, we need the policy to protect the club from liability resulting from our weekly group runs and other events.

We renew the policy every year when we renew our membership in the RRCA. The amount we pay for insurance is based on the number of households in the club (the number of unique mailing addresses in our current list of members), not on the number of events. There is no limit to the number of events covered by the policy, however they must all meet the definition of "club owned" events as defined by the RRCA. This means the insurance cannot be transferred to a non-club owned event. See the Miscellaneous section for a list of club-owned races.

The RRCA requires us to list club events on the RRCA's online Race Calendar. It is not necessary to list weekly group runs, but all races and other events that are not one of the weekly runs should be listed on the calendar. Any board member may list events on the RRCA's calendar after creating an individual password.

The club can obtain certificates of insurance to provide to permitting authorities (such as the City) and to property owners where we conduct events. The certificates can be requested through the RRCA's website by any board member; there is no charge for the certificates.

MARKETING AND IDENTITY

It bears repeating: We have a goal of establishing systems and controls that allow the club to exist with consistency and continuity, even though board members change. This is true for administration and marketing of the club.

We have accounts with Facebook and Instagram.

We've established a club on Strava.

We have sites with RunSignUp

We have a mail chimp account

We have a website: www.rimrunners.org

The domain is registered to YRR and renews each January.

EQUIPMENT

The club possesses equipment for putting on races. The Equipment Manager stores the electronic equipment (display clocks, hand held timers, sound systems and megaphones) at a site where they can be easily maintained (such as a personal residence) and is responsible for collecting fees from non-club events which rent the equipment.

All other equipment is kept in two storage units at Homestead Storage, 3300 Central Avenue. At least two board members have keys to those units; a code is needed to enter the gate. This equipment includes stop signs, vests, snow fencing, flagging, coolers, feather banners and other assorted material. One of the storage units also contains a file cabinet for storing club records.

BYLAWS

The club has had at least three versions of the bylaws. The first was approved in 1982 when the club first organized, another was approved in 1999 and was subsequently revised several times. The most recent version was approved in October 2017.

POLICIES

The Board may create policies as needed to govern the functions of the club. Policies may be revised or rescinded as the Board deems appropriate. Policies should be posted on the club website. Current policies include:

Document Retention and Destruction August 2015

Whistleblower Protection August 2015

RRCA Convention April 2018

Race Policy October 2019

Fiscal Policy _____ 2021

MISCELLANEOUS

Club owned races are: The Froze Nose Biathlon, Shamrock Run, Run! Turkey Run!, and the Free 3 race series which consists of the Rims to River, Rim Runner Mile and Trail Trek. The Board may add or remove races, and may establish race committees. The bylaws state that at least one member of each race committee, preferably the race director, must be a Board Member,

The club attempts to send a representative to the RRCA convention every year.

The club has “adopted” the bike trail west of 24th Street West and south of King Ave. under the Bright n’ Beautiful program for cleanup three times a year. Coordination with Billings Parks and Recreation is required as the City has responsibility for the trail.

RESPONSIBILITIES

As of 2021

Bank Account Signatories - Sarah Grau, Dave Coppock

IRS filings - Sarah Grau

Montana Secretary of State filings - Sarah Grau

RRCA membership renewal - Sarah Grau

RRCA event calendar - any Board member

Rim Runner web page calendar - Marlena Lanini

USATF membership renewal - Brad Coutant (membership expires Dec. 31, 2021)

Storage Unit Keys - Dave Coppock, Vince Long, Brad Coutant

Valley FCU meeting room keys - Dave Coppock

Post Office box key - Dave Coppock

Facebook page - Admin: Brad Coutant, Shelley Phelps, Elysia Mangum, Nick Burklund

Shamrock Run Facebook page - Admin: Shelley Phelps, Pam Fink, Brad Coutant

Run! Turkey Run! Facebook page - Admin: Shelley Phelps Nick Burklund, Brad Coutant

Instagram account - Christina Gomer, Elysia Mangum

Strava Account - Nick Burklund, Sarah Grau

Mass Emails - Mail Chimp, RunSignup club page (not races) - Marlena Lanini

Run Signup club membership page - Pam Fink, Sarah Grau, Brad Coutant, Nick Burklund

Run Signup Shamrock Run - Sarah Grau, Brad Coutant, Pam Fink, Vince Long

Run Signup Rims to River - Sarah Grau, Marlena Lanini, Nick Burklund

Run Signup Run! Turkey Run! - Christina Gomer, Sarah Grau, Vince Long, Brad Coutant

Run Signup Froze Nose - Nancy Hillman, Dan Hillman, Sarah Grau, Nick Burklund