

ROAD RUNNERS CLUB OF AMERICA

Membership Accountability Process

I. Goal of Membership Accountability Process

The goal of the membership accountability process is to establish a grievance procedure that can be used by the Road Runners Club of America (“RRCA”) to review and address actions by a member organization that do not comply with the RRCA’s rules of governance.

II. Grounds for Initiation of Membership Accountability Process and Discipline of Member Organization

The following actions are grounds for the initiation of the RRCA’s membership accountability process:

1. The member organization has violated the RRCA’s rules of governance, including the RRCA’s bylaws, operating regulations, operating policies, or any other operational guidance with which member organizations are required to comply.
2. The member organization has hosted an event in violation of the RRCA’s standards for the safe conduct of events.
3. The member organization has engaged in conduct that—
 - A. constitutes a breach of ethical behavior by a member organization;
 - B. denigrates the RRCA’s reputation; or
 - C. otherwise jeopardizes the RRCA’s programs, resources, or financial security.
4. The member organization has engaged in conduct that, in the opinion of the Executive Director, in consultation with the Board of Directors (“Board”), is unbecoming of a member organization and rises to the level of a serious infraction of RRCA policies not otherwise prescribed by existing documents, rules, policies, or procedures.

III. Initial Determination of Potential Violation

The Executive Director shall make an initial determination that grounds exist for the initiation of the RRCA’s membership accountability process. Within a reasonable time after making such determination, but not longer than ten (10) business days, the Executive Director shall advise the Board concerning the matter and provide the Board with a summary of the relevant facts.

IV. Notice of Violation to Member Organization

Following consultation with the Board, the Executive Director shall provide written notice by certified mail, return receipt requested, to the member organization concerning the member organization's alleged violation under II. above. Such notice shall include a summary of the relevant facts, make reference to the specific rule(s) that the member organization is alleged to have violated, and, in appropriate cases, prescribe a remedy and a deadline for the member organization to address the rule(s) violation.

V. Opportunity for Member Organization to Respond/Remedy Violation

Within thirty (30) days after receiving written notice as prescribed in IV. above, the member organization shall have the opportunity to file a written response to the Executive Director's notice of an alleged rule(s) violation. Upon request, and for good cause, the member organization may request a reasonable extension to give the member organization additional time to file its response and, if applicable, remedy a rule(s) violation.

VI. Review of Member Organization's Response to Notice of Violation

Upon the member organization's filing of its written response, the Executive Director shall review the response and determine whether the member organization has satisfactorily remedied the rule(s) violation. If the member organization has failed to satisfactorily remedy the rule(s) violation, the Executive Director shall provide written notice to the member organization by certified mail, return receipt requested, of such failure, with a warning of potential sanctions against the member organization for failing to remedy the rule(s) violation.

VII. Appeal from Adverse Determination by Executive Director

If the member organization disagrees with the Executive Director's determination upon review and/or the potential sanctions against the member organization for failing to remedy the rule(s) violation, the member organization may, within thirty (30) days after receiving written notice pursuant to VI. above, file a written request for a full hearing before the Board to appeal the Executive Director's determination. Such hearing shall be conducted at the next regularly scheduled Board meeting or sooner, if necessary, by a convening of the Board by conference call, on a date and at a time to be set by the Board. All expenses of the member organization for attendance at the Board meeting shall be borne by the member organization. At the hearing, the member organization shall be afforded the opportunity to present evidence on its behalf regarding the rule(s) violation and the potential sanctions for its failure to remedy such violation. Following such hearing, the Board shall convene in executive session to review the member organization's appeal and make a determination regarding the matter.

VIII. Board's Determination Following Appeal and Sanctions upon Finding of Violation

Within thirty (30) days after the conclusion of the appeals hearing in VII. above, the Board shall provide written notice by certified mail, return receipt requested, to the member organization concerning the Board's determination upon appeal. The Board's determination shall be final and non-appealable.

If, after such appeals hearing, the Board concurs in the Executive Director's determination, the Executive Director shall impose such sanctions, including probation, suspension, or expulsion, as the Executive Director, after consultation with the Board, deems appropriate. No member organization may be expelled from the RRCA without approval of at least two-thirds of the Board.

If, after such hearing, the Board does not concur in the Executive Director's determination, the Board shall remand the matter to the Executive Director for further proceedings, with recommendations for such further action as the Board deems appropriate.

IX. Imposition of Immediate Sanctions in Exigent Circumstances

If the Executive Director determines that exigent circumstances exist, the Executive Director, with the advice and consent of the RRCA's President, may impose such sanctions, including probation, suspension, or expulsion, as the Executive Director deems appropriate, against a member organization without pursuing the normal membership accountability process set forth in III. through VI. above.

For this purpose, exigent circumstances warranting the imposition of immediate sanctions against a member organization are deemed to exist when all of the following factors are present:

1. The member organization has—
 - A. committed an action that constitutes a ground for the initiation of the RRCA's membership accountability process under II. above; or
 - B. engaged in conduct that the Executive Director, with the advice and consent of the RRCA's President, determines to be a grievous infraction of RRCA policies not otherwise prescribed by existing documents, rules, policies, or procedures. Examples of such conduct include, but are not limited to, the following:
 - i. selling the RRCA insurance to a third party and, following such sale, claiming an event as an event that is owned by the member organization;

- ii. knowingly providing false or misleading information regarding an event to the RRCA and therefore the RRCA insurance provider, i.e. providing false contact information, submitting a false insurance claim, or providing false information on additional insured certificates, etc.; and
 - iii. collecting registration fees for an event when there is no credible evidence that an event has ever been planned, i.e. perpetrating a fraud to collect registration fees for a non-event.
- 2. There is a high probability that delay in the imposition of sanctions against the member organization pursuant to the normal membership accountability process set forth in III. through VI. above will cause irreparable harm to the RRCA's reputation or will irreparably harm the RRCA's programs, resources, or financial security.
- 3. Immediate action against the member organization is necessary to prevent irreparable harm to the RRCA's reputation or to protect the RRCA's programs, resources, or financial security from irreparable harm.

Within five (5) business days after the imposition of immediate sanctions, the Executive Director shall provide written notice to the member organization by certified mail, return receipt requested, of such sanctions and the member organization's opportunity to appeal the imposition of such sanctions in accordance with rules governing appeals under VII. and VIII. above.