

# Sacramento FrontRunners & FrontWalkers

## Operating Policies & Procedures (OPP)

Adopted: December 16, 2025

Authorized pursuant to Article XII of the Bylaws

## 1. Purpose of This Document

These Operating Policies & Procedures (OPP) describe how Sacramento FrontRunners & FrontWalkers ("SacFR") conducts its day-to-day operations. This document supplements the Bylaws by providing operational detail and guidance and may be amended as provided in the Bylaws.

The OPP is intended to preserve SacFR's culture, transparency, and collaborative leadership while allowing flexibility over time.

## 2. Mission & Values

The mission of Sacramento FrontRunners and FrontWalkers is to provide a supportive, inclusive, and dynamic environment for all LGBTQ+ runners, walkers, and fitness enthusiasts, regardless of their age, background, or ability. We strive to promote health, well-being, and community spirit through organized runs, social events, and community partnerships. Our commitment is to nurture personal growth, embrace diversity, and make a meaningful contribution to the broader mission of International FrontRunners.

## 3. Membership Policies

### 3.1 Membership Eligibility

A member in good standing is any runner or walker who:

- Completes a membership form
- Signs the club liability waiver
- Submits payment for annual dues

## 3.2 Dues

Annual membership dues are established by the Leadership Circle pursuant to authority delegated by the Board of Directors. Dues may change from year to year.

## 3.3 Participation

There is no minimum attendance requirement. Club runs are open to both members and non-members unless otherwise specified for special events.

# 4. Leadership Philosophy

The officers of Sacramento FrontRunners are trusted servants—they shall not dominate. The will of the members shall govern. This statement reflects the club's leadership culture and values and is intended as guidance for operational leadership, not as a legal mandate.

# 5. Leadership Structure

## 5.1 Board of Directors

The Board of Directors provides legal, fiduciary, and strategic oversight as defined in the Bylaws. Operational authority is delegated to the Leadership Circle as described below.

## 5.2 Leadership Circle

The Leadership Circle is SacFR's operational leadership body. It is composed of elected or appointed leadership roles as established by the Leadership Circle and approved by the Board.

The Leadership Circle collectively manages day-to-day operations, programming, communications, partnerships, and finances under authority delegated by the Board.

# 6. Officer & Chair Roles

## President

Delegates tasks to chairs; guides the overall direction of the club; facilitates meetings; supports conflict resolution; selects or appoints special committees; makes rulings/decisions in areas not covered by these policies or Board guidance.

## Finance Chair

Maintains and controls the treasury including disbursements of authorized club expenses, budgeting, reimbursements and bookkeeping; coordinates fundraising activities; presents a fiscal status report at each regular business meeting; maintains club PO Box.

## Relations Chair

Oversees membership recruitment and retention; maintains rosters; certifies members are in good standing; leads public engagement; fosters a buddy system; cultivates sponsorships and partnerships year-round; organizes efforts to welcome and engage new members.

## Social Events Chair

Plans and hosts social gatherings such as happy hours, cultural outings, themed runs, brunches, dinners, and other activities that build community beyond running.

## Run Activities Chair

Designs and coordinates run programming, including race series, trail runs, travel races, and group training opportunities; run programming may include timing and location of regular weekly runs.

## Communications Chair

Manages the club's brand identity, including photos, logo, and merchandise, as well as communication through social media, website, flyers, and other public-facing channels; sets communication protocols and strategic use of public-facing communication.

# 7. Leadership Circle Operations

The Leadership Circle is the collective leadership body of the Sacramento FrontRunners and is composed of all elected officers. Together, the Circle is responsible for carrying out the executive decision-making of the club and ensuring that its activities align with our mission. The Leadership Circle exercises operational authority as delegated by the Board of Directors under the Bylaws.

Leadership Circle Responsibilities

1. **Collaborate on Decisions** – Serve as the primary decision-making body for the club, with each officer having an equal voice in discussions and votes.
2. **Support Club Operations** – Oversee the planning and execution of runs, social activities, communications, partnerships, and finances.
3. **Foster Inclusion** – Ensure that all activities, communications, and policies reflect the club’s commitment to creating a welcoming environment.
4. **Share Accountability** – While each officer has defined responsibilities, the Circle as a whole shares accountability for the success and sustainability of the club.
5. **Meet Regularly** – Convene on a regular basis (monthly, or as otherwise determined) to review club business, set priorities, and coordinate upcoming activities.
6. **Act Collectively** – Decisions requiring approval of the Leadership Circle shall be made by simple majority vote, unless otherwise specified in the Bylaws or these Operating Policies & Procedures.

## 8. Terms, Succession & Performance

### 8.1 Terms

Leadership roles generally serve one-year terms beginning November 1, unless otherwise determined.

### 8.2 Succession

If a leadership role becomes vacant, the Leadership Circle may appoint a replacement to serve the remainder of the term, subject to Board oversight as required by the Bylaws.

### 8.3 Performance

If a leader fails to perform duties consistently, the Leadership Circle may place the individual on a probation period (typically 45 days). Failure to improve may result in replacement.

## **9. Elections Procedures**

### **9.1 Voter Eligibility**

Members in good standing may vote in elections conducted under these policies.

### **9.2 Election Oversight**

The Leadership Circle appoints an Elections Certifier who is not running for a position. Officers may manage logistics; the Certifier reviews and certifies results.

### **9.3 Nominations**

Candidates submit their name, desired role, and a short statement prior to the voting window.

### **9.4 Voting**

Voting is conducted electronically. One ballot per member. Voting typically occurs in late September.

### **9.5 Results**

Votes are counted after the voting window closes and announced by October.

## **10. Meetings & Group Business**

SacFR's business meetings are collaborative spaces where members shape the direction of the club.

### **10.1 Cadence**

Meetings typically occur monthly after the Wednesday run or as scheduled.

### **10.2 Agenda**

A shared living agenda is maintained. Members may add topics at any time.

## 10.3 Facilitation

Meetings are facilitated by a rotating Leadership Circle member. A notetaker records decisions and action items.

## 10.4 Decision-Making

Consensus is preferred. If consensus cannot be reached, a simple majority vote of members present decides. Two-thirds majority is required for bylaw amendments or officer recall.

## 10.5 Transparency

Meeting notes, votes, and next steps are documented and shared.

## 10.6 Quorum

At least two Leadership Circle members plus two additional members in good standing. The two additional members may be part of the Leadership Circle.

# 11. Financial Management & Spending Authority

The following financial authorities are exercised pursuant to authority delegated by the Board of Directors under the Bylaws.

## 11.1 General Funds

The Leadership Circle may approve expenditures from general funds, including membership dues, donations, and unrestricted fundraising revenue.

## 11.2 Pass-Through Events

Funds collected for self-funding or pass-through events (e.g., Pride 5K) must be used solely for event expenses. Surplus funds revert to general funds unless otherwise designated.

## 11.3 Spending Thresholds

Thresholds apply only to general funds:

- **Routine expenses (≤ \$200):** Approved by the Finance Chair with approval from the President.
- **Moderate expenses (\$200–\$600):** Require a Leadership Circle vote.

- **Large expenses (>\$600):** May be brought to the membership for approval or presentation, as determined by Leadership Circle policy.

All expenditures require appropriate documentation.

## **12. Records & Transparency**

The club maintains records including minutes, financial statements, membership rosters, and governing documents. Records may be kept electronically. Members may request access consistent with California law and club policies.

## **13. Amendments to the OPP**

These Operating Policies & Procedures may be amended by the Leadership Circle with approval of the Board of Directors. Amendments to this document do not constitute amendments to the Bylaws.