



Run Nova Scotia Constitution

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Run Nova Scotia Constitution and Bylaws

MISSION STATEMENT

Run Nova Scotia's mission is to promote health, fitness, and camaraderie to people of all ages and abilities through the sport of road running.

Run Nova Scotia is committed to promoting an environment that provides equal opportunities for all, without regard to race, ancestry, colour, ethnicity, citizenship, religion, sex, national origin, age, disability, marital status, family status, veteran status, sexual orientation, gender identity and gender expression, and without regard to any other characteristic protected by applicable laws.

Article 1. GENERAL

1.1. Name

- 1.1.1. The official name of the organization is Run Nova Scotia Society which may henceforth be referred to as "Run Nova Scotia" or "Run NS".

1.2. Definitions

- 1.2.1. Run Nova Scotia Management Board (or "the Board"): means the membership of the Management Board of Run Nova Scotia.
- 1.2.2. Board Member: means a member of the Management Board of Run Nova Scotia.
- 1.2.3. Board Meeting: means a meeting of the Management Board of Run Nova Scotia.
- 1.2.4. In-camera sessions: means those sessions during Board Meetings when only Board Members participate.
- 1.2.5. Officers of Run Nova Scotia (or "Officers"): means the Chair, Vice-Chair, Treasurer, Secretary and Past-Chair of Run Nova Scotia.
- 1.2.6. Secretary: means the individual, as elected by the Run Nova Scotia membership, to record the minutes of each Board Meeting.
- 1.2.7. Treasurer: means the individual, as elected by the Run Nova Scotia membership, to keep record of financial activity of the Board.
- 1.2.8. Member at Large: means a Board Member that has no specific duties unless assigned by an Officer of Run Nova Scotia but has the same rights and responsibilities as a Board Member.

1.3. Interpretation

- 1.3.1. Clause and paragraph headings shall not affect the interpretation of this document.
- 1.3.2. Unless the context otherwise requires, words in the singular shall include the plural and vice versa.
- 1.3.3. A reference to writing or written includes fax and e-mail.
- 1.3.4. A reference to attendance includes attendance in-person or attendance online.
- 1.3.5. Any words following the terms “including”, “include”, “in particular”, “for example” or any similar expression shall be construed as illustrative and shall not limit the meaning of the words, description, definition, phrase, or term preceding those terms.

1.4. Documents and Records

- 1.4.1. Run Nova Scotia shall maintain an electronic copy of its bylaws as amended to date, in a location accessible to all Board Members.
- 1.4.2. The Officers of Run Nova Scotia shall ensure the maintenance of adequate and correct documents and records of account, as well as minutes of the proceedings of the Board and its committees.

1.5. Fiscal Year

- 1.5.1. The Fiscal Year of Run Nova Scotia shall be that of Athletics Nova Scotia.

Article 2. PURPOSE OF RUN NOVA SCOTIA

2.1. Purpose

- 2.1.1. Run Nova Scotia is a division of Athletics Nova Scotia. Both non-profit organizations are under the aegis of Sport Nova Scotia.
- 2.1.2. Run Nova Scotia’s focus is on road running for adults and children.
- 2.1.3. The purpose of Run Nova Scotia is to provide three annual Road Race Series:
 - Run Nova Scotia Road Race Series
 - Run Nova Scotia Performance Series, and
 - Run Nova Scotia Youth Running Series that is operated by the Youth Running Series board

for youth 17 and under.

2.1.4. Run Nova Scotia provides encouragement, advice, and expertise to all runners and race directors including non-members and events not on the Run Nova Scotia Road Race Series or Performance Series.

2.1.5. The affairs and activities of Run Nova Scotia shall be governed by the Board.

Article 3. MEMBERSHIP OF RUN NOVA SCOTIA

3.1. Membership is open to anyone who pays the Run Nova Scotia membership fee.

3.2. Membership fees are subject to change at any Annual General Meeting.

3.3. A table of membership fees is presented in Appendix E.

3.4. Membership applications, renewals and statistics are managed by the Registrar.

Article 4. MEMBERSHIP OF THE RUN NOVA SCOTIA MANAGEMENT BOARD

4.1. A Board Member must be a member in good standing of Run Nova Scotia at the time of the election and have paid or renewed membership by January 31 of the current calendar year.

4.2. Required Board Member Training

4.2.1 All Board Members shall complete an online certification course (Respect Group) to recognize and prevent abuse, bullying and harassment no later than April 1st of their first year of service.

4.2.2 All Board Members shall complete a criminal record check, as per the volunteer screening requirements of Sport Nova Scotia.

4.2.3 All Board Members shall read the Code of Conduct and complete and sign the Conflict of Interest at or before the December meeting each year.

4.3 Number and Distribution of Board Members

4.3.1. The Board will consist of up to 21 Board Members including Executive Officers, committee chairs/ coordinators (listed in Appendix A), Members at Large, Athletics Nova Scotia liaison, and Youth Running Series liaison.

4.3.2. Members at Large must not exceed 50% of the Board members, or 5, whichever is smaller.

4.4 Appointment of Board Members and Officers

- 4.4.1. A Board Member shall be appointed by a majority vote of the Membership present at the AGM.
- 4.4.2. Registrar, Road Race Series and Performance Series Coordinators will be elected in even years.
- 4.4.3. Should a position remain unfilled after the vote, a Member of Run Nova Scotia can volunteer for the role at the AGM or at another time during the year, by two-thirds majority (66%) vote of the Board at a regular monthly meeting.

4.5 Term of Office for Board Members

- 4.5.1. The Term of Office for a Board Member shall be two (2) years.
- 4.5.2. The Term of Office for a Board Member can be renewed once for an additional two-year term for a maximum of four (4) years.
- 4.5.3. The Term of Office for a Board Member shall be terminated if the Board Member resigns or is removed from Office in accordance with Article 4.7.
- 4.5.4. If a Board Member resigns during the fiscal year, the Board may recruit a replacement from the Run Nova Scotia membership.

4.6 Confidentiality

- 4.6.1. Meetings of the Board may necessitate confidentiality to facilitate the free flow of information at such meetings. It shall be the duty of members of the Board to ensure that matters discussed, or information provided at meetings of the Board, are treated on a confidential basis, and are not discussed outside such meetings. As Run Nova Scotia members may attend Board Meetings, and Meeting Minutes may be publicly available, confidentiality may not always be possible.

4.7 Conflict of Interest

- 4.7.1. Board Members shall declare a conflict of interest where they, members of their immediate families or their employer may have a personal or financial interest in an issue that is before Run Nova Scotia for consideration that a reasonable, well-informed person might perceive as influencing one's judgment while carrying out his or her duties and responsibilities as a Board Member.
- 4.7.2. If a Board Member has a conflict of interest with respect to a matter under consideration at a Board Meeting, the member must:
 - declare the conflict of interest at the beginning

of the meeting and before the matter is discussed.

- refrain from participating in the discussion of the matter.
- refrain from voting on the matter; and
- refrain from attempting to influence another member of the Board before, during or after the consideration of the matter.

4.7.3. However, if at the request of the Board or at the request of a committee of the Board, the given Board Member may still provide pertinent information to assist the Board or committee.

4.7.4. The declaration of the conflict of interest will be recorded in the minutes of the given Board Meeting.

4.8 Removal and Resignation of Board Members

4.8.1. A Board Member may resign at any time by providing a written notice of resignation to the Board.

4.8.2. A Board Member will be removed from office when:

- the Board Member dies.

4.8.3. A Board Member may be removed from office when:

- the Board Member is no longer a member of Run Nova Scotia as a result of choice to not renew and pay membership fees by January 31 of fiscal year of service.
- the Board Member has conducted themselves inappropriately within or outside Run Nova Scotia, as determined by Run Nova Scotia's discipline policy.
- Removal of any Board Member will be evaluated on a case-by-case basis, decided by open discussion among the Management Board. A warning and an opportunity to modify behaviour, if relevant, will be given to all Board Members prior to removal.

Article 5. OFFICERS OF RUN NOVA SCOTIA

5.1. Officers

5.1.1. The Officers of Run Nova Scotia will be the Chair, Vice-Chair, Treasurer, Secretary and Past-Chair.

5.2. Titles and Duties of Each Officer

5.2.1. The titles and duties of the Officers will be as set out in

Appendix B. Management Board Job Descriptions.

5.3. Appointment

- 5.3.1. Candidates must have experience of at least one (1) year on the Board before running for an executive Officer position.
- 5.3.2. An Officer shall be elected by a majority vote of the Membership at the AGM.
- 5.3.3. The Treasurer and Secretary will be elected in odd years.

5.4. Term of Office for Officers

- 5.4.1. The Officers of Run Nova Scotia hold office until their term has expired.
- 5.4.2. The Officers of Run Nova Scotia are elected for a two-year renewable term, with the Chair elected for no more than two consecutive terms of office.
- 5.4.3. The Vice-Chair shall automatically succeed the Chair upon the expiration of the term(s) of the Chair.
- 5.4.4. In the event the Chair resigns, the Vice-Chair will replace the Chair and will serve for the unexpired term of the vacating Chair that is until the AGM.
- 5.4.5. If the Vice-Chair vacates their role before their term expires, a replacement shall succeed as Vice-Chair immediately and will serve for that portion of the vacating Vice-Chair's unexpired term. Once the vacating Vice-Chair's term has expired, the sitting Vice-Chair will begin to serve a two-year term. If no replacement is available from the existing board, a new Vice Chair shall be elected at the following AGM. The two-year term will then begin.
- 5.4.6. If the Treasurer resigns the Chair will assume those duties until elections at the next AGM.
- 5.4.7. If the Secretary resigns a member of the Board will be asked to fulfill those duties until elections at the next AGM.

Article 6. MEETINGS

6.1. Meeting Chair

- 6.1.1. Any meeting of the Run Nova Scotia membership or the Board shall be chaired by the Chair, or in their absence by the Vice-Chair, or in their absence, by a person designated by the Board.

6.2. Quorum and Meeting Attendance

- 6.2.1. Sixty percent (60%) of Board Members shall be present to constitute a quorum at any meeting of Run Nova Scotia.

6.2.2. Quorum must be achieved before decisions can be made regarding:

- Finances.
- The Road Race Series.
- The Performance Series.

6.2.3. All Board Members, including executive Officers and committee chairs/coordinators, are expected to attend all regular and special Board Meetings as required.

6.2.4. Board Meetings are open to all Run Nova Scotia members. They are permitted to make presentations or participate in debate but are not eligible to make or vote on any motion.

6.3. Guests

6.3.1. Invited, non-Member, guests may attend at the discretion of the Board but are not eligible to make or vote on any motion.

6.4. Voting

6.4.1 Except for the Meeting Chair, every Board Member present (physically or virtually) may vote.

6.4.2 The Meeting Chair does not vote, except for in the case of a tie vote when they cast the deciding vote.

6.4.3 When adding or removing new members to the Board, or changing the constitution/bylaws, a two-thirds majority (66%) is required to pass any related motions. All other votes on a motion require only a simple majority.

6.4.4 Voting shall be by a show of hands unless otherwise indicated by the Meeting Chair.

6.4.5 A Board Member may request a ballot before a vote, or a ballot after the initial vote.

6.4.6 Proxy votes or mail-in ballots are permitted.

6.4.7 All other motions at Board Meetings will be carried by a majority of votes cast.

6.5. Regular Meetings

6.5.1. Regular Board Meetings take place once a month on the second Monday of the month at the time and location that is convenient for most Board members.

6.5.2. If the second Monday falls on a statutory or provincial holiday, then the Board will vote on an alternate date before the current Meeting is adjourned.

6.6. Annual General Meeting

- 6.6.1. Run Nova Scotia shall hold an Annual General Meeting (AGM) each year.
- 6.6.2. The AGM will take place within three (3) weeks of the end of the Fiscal Year.
- 6.6.3. Sitting Board Members of the Board will each present a written report on the status of their work or their committee(s) at the end of the Fiscal Year.
- 6.6.4. Upon completion of presentation of the reports, all positions eligible for replacement on the Board will be absolved.
- 6.6.5. Elections will be held for the vacant positions and committee chair/coordinator roles.
- 6.6.6. Members interested in a Member at Large position will be asked to declare their interest in volunteering in that capacity at the AGM.
- 6.6.7. The following items must be ratified by the Board at a regular meeting and can only be changed by passing a motion and a vote at the AGM:
 - Membership fees.
 - Sanction fees.
 - The constitution/bylaws.

6.7. Special Meeting

- 6.7.1. A Special Meeting may be called at any time by either the Chair or the Vice-Chair, provided that twenty- four hours' notice of the meeting and its purpose has been given to all Board Members.
- 6.7.2. The Chair shall call a Special Meeting on the receipt of a written request to that effect, specifying the purpose for which the meeting is desired and signed by at least four Board Members. Should the Chair fail to do so within seven days, the Vice-Chair or any two Board Members shall call the meeting.
- 6.7.3. No business shall be transacted at a Special Meeting unless notice thereof has been given.

6.8. In-camera sessions

- 6.8.1. In-camera sessions may be held during any Board Meetings. During in-camera sessions, guests of Run Nova Scotia will be asked to step away from the meeting to facilitate the free flow of discussion.
- 6.8.2. Any Board Member may move that a topic be discussed in-camera.

6.8.3. It is the responsibility of the Board Members to maintain confidentiality regarding any topics discussed in-camera.

6.9. Notice

6.9.1. At least seven (7) days' notice shall be provided to the Board of the date and place of any meetings of Run Nova Scotia.

6.9.2. A Board Member may waive any notice required by these Bylaws before or after the date and time stated in the notice. Except as set forth below, the waiver must be in writing, signed by the Board Member entitled to the notice, and delivered to the Board for inclusion in the minute book. Notwithstanding the foregoing, a Board Member's attendance at or participation in a meeting waives any required notice to the Board Member of the meeting unless the Board Member at the beginning of the meeting objects to holding the meeting or transacting business at the meeting and does not vote for or assent to action taken at the meeting.

6.10. Record of Meetings

6.10. 1. The Secretary shall record the minutes of each and all Board Meetings and the AGM.

6.10.2. The Secretary shall share each record of the minutes with the Board within eight (8) days of the completion of each Board Meeting.

6.10.3. The Secretary shall share the minutes of the AGM with the Membership within eight (8) days of the meeting's adjournment. Meeting minutes will be distributed by email.

Article 7. EXECUTION OF INSTRUMENTS

7.1. Ordinary activity

7.1.1. All deeds, leases, transfers, contracts, bonds, notes and other instruments and obligations to be entered into by Run Nova Scotia require prior ratification by the Board and may be executed on behalf of Run Nova Scotia by the executive Officers of Run Nova Scotia or another Board Member.

Article 8. COMMITTEES

8.1. Standing Committees

8.1.1. Standing Committees are those representing activities that continue the purpose of Run Nova Scotia.

8.1.2. Standing Committees can be created, realigned, or dissolved from time to time as needed by resolution of the Board. Run Nova Scotia has the following standing committees, and such other standing committees as the Board may determine from time to time:

- Road Race Series
- Performance Series
- Volunteer
- Public Relations
- Marketing
- Sponsorship
- Membership
- Communications
- Statistics
- Diversity and Inclusion
- Documents
- Banquet Planning

8.2. Committee Chairs/Coordinators

8.2.1. Priority for Committee Chair/Coordinator positions will be given to Run Nova Scotia members who have previously volunteered on the Board for at least one (1) year.

8.2.2. Due to necessity, the executive Officers can overrule this preference with a majority vote.

8.2.3. Committee Chairs/Coordinators will create committees from Members of Run Nova Scotia to assist in carrying out the goals of the Committee.

8.2.4. If necessary, members of the public may be asked to assist on special projects.

8.2.5. Committees will be responsible for creating a budget for the year and providing quarterly budget reports to the Board.

8.3. Ad-hoc Committees

8.3.1. Any Board Member with a particular relevant and common interest to Run Nova Scotia may form an ad-hoc committee at any time, subject to prior approval by the Board.

8.3.2. Each ad-hoc committee shall be aligned with the Purpose of Run Nova Scotia. Ad-hoc committees are to be appointed, as the need arises, to carry out specific tasks, at the completion of which it automatically ceases to exist.

8.3.3. Ad-hoc committee members will be appointed by the Board.

8.3.4. The majority of the membership of an ad-hoc committee

must constitute Board Members.

8.3.5. The proceedings of each ad-hoc committee must be reported on at each Board Meeting until the point at which the ad-hoc committee is dissolved.

8.3.6. Ad-hoc committees can be dissolved by resolution of the Board.

Article 9. FINANCES

9.1. Run Nova Scotia is a non-profit organization.

9.1.1. Monies are raised through collection of membership fees, sponsorship contributions and the sales of Run Nova Scotia merchandise.

9.1.2. The income and property of Run Nova Scotia is to be applied solely to the objects of Run Nova Scotia.

9.1.3. No portion of income or property can be paid, transferred, distributed directly or indirectly to members of Run Nova Scotia. However, nothing prevents payment in good faith or remuneration to any Officer of Run Nova Scotia or any person for services rendered for Run Nova Scotia.

9.1.4. All monies received by Run Nova Scotia are to be deposited in a bank account established solely for Run Nova Scotia. Payment for all accounts shall be made from there.

9.1.5. The Treasurer is responsible for all banking.

9.1.6. The Treasurer, Chair and one other board member shall have cheque signing authority.

9.1.7. The Treasurer and one of the other signatories must sign all cheques paid.

9.1.8. The annual financial report is prepared by the Treasurer and is presented at the AGM.

Article 10. AMENDMENTS

10.1. The procedure for amending the Run Nova Scotia constitution/bylaws is presented in Appendix C.

10.2. Any amendment(s) to this constitution/bylaws must be presented to the Board for ratification.

10.3. This constitution/bylaws replace and supersede any other Run Nova Scotia constitution/bylaws.

10.4. This constitution/bylaws are effective November 4, 2023.

Appendices to the Run Nova Scotia Constitution/Bylaws

- A. Management Board Positions 2024
- B. Management Board Role Descriptions
- C. Policies and Procedures
- D. Equipment and Services Fee Schedule
- E. Membership Fee Schedule
- F. Run Nova Scotia Code of Conduct

Appendix A: Management Board Positions 2024

Executive Committee

- Chair
- Vice Chair
- Treasurer
- Secretary
- Past-Chair

Committee Chairs/Coordinators

- Road Race Series
- Performance Series
- Volunteer
- Public Relations
- Marketing
- Sponsorship
- Registrar
- Communications
- Statistician
- Diversity and Inclusion
- Documents
- Equipment Manager†
- Banquet
- Website coordinator†
- Technical services†

Liaisons

- Executive Director of Athletics Nova Scotia
- Youth Running Series
- Members at Large

†A role that is inconsistently filled from year to year or is floating and thus may be adopted by a board member acting in another position or change hands over the road race season. Refer to role descriptions below.

Appendix B: Management Board Job Descriptions

Chair, The Chair's responsibilities include, but are not limited to:

- Chairing monthly Run Nova Scotia meetings and the AGM.
- Providing direction and goals to the Management Board for the current year.
- Attending external meetings (e.g., Athletics Nova Scotia board meetings, trade or development sessions, insurance).
- Maintaining communications with Run Nova Scotia members and race directors as required preparing a Chair's report for the regular monthly meetings.
- Preparing the Chair's report for the AGM.

Vice Chair, The Vice Chair's responsibilities include, but are not limited to:

- Chairing monthly Run Nova Scotia meetings in the Chair's absence.
- Attending external meetings at the request of the Chair.
- Aiding the Chair with any Chair duties at the request of the Chair.

Treasurer, The Treasurer's responsibilities include, but are not limited to:

- Collecting payment from members and sponsors from the Athletics Nova Scotia office.
- Depositing payments.
- Reimbursing members for expenses incurred in Run Nova Scotia's operation.
- Maintaining accurate records of all financial transactions.
- Preparing an income statement and balance sheet for regular monthly meetings.
- Preparing an income statement and balance sheet for the AGM.
- Within fourteen (14) days after the AGM, the Treasurer shall file with the Registrar of Joint Stock Companies in the Province of Nova Scotia a statement in the form of a balance sheet showing general particulars of its liabilities and assets and the statement of its income and expenditure in the preceding year signed by the Chair and the Treasurer.
- The Society shall file with the Registry of Joint Stock, with its annual statement, a list of members of the Board of Directors, with their addresses, occupations and dates of appointment or election and shall within fourteen (14) days of a change of this list notify the Registry of Joint Stock of the change.

- The Society shall file with the Registrar of Joint Stock Companies a copy of every special resolution within fourteen (14) days after the resolution is passed.

Secretary, The Secretary's responsibilities include, but are not limited to:

- Taking minutes at the monthly Run Nova Scotia meetings and at the AGM.
- Providing monthly Run Nova Scotia meeting minutes to the Management Board members within 8 days of the meeting's adjournment.
- Providing the AGM's minutes to the membership of Run Nova Scotia within 8 days of the meeting's adjournment.
- Preparing and distributing an agenda for each monthly meeting and the AGM.

Road Race Series Coordinator, The Race Series Coordinator's responsibilities include, but are not limited to:

- Contacting race directors in the province directly or through other media to notify them of the deadline for application to be considered for the Run Nova Scotia Road Race Series.
- Acquiring applications directly or from the Executive Director of Athletics Nova Scotia for races applying to be on the Run Nova Scotia Road Race Series.
- Providing application forms to race directors as requested.
- Preparing a monthly review of Road Race Series races, problems/concerns, successes etc.
- Working with race directors to ensure compliance with the Road Race Series Agreement.
- Assisting the Statistician in ensuring Road Race Series statistics are correct.
- Preparing an annual review of races and noting any violations of the race agreement.
- Coordinating the Management Board's selection of the road race series events.
- Assembling a committee for relevant duties (where appropriate).
- Informing all applicants of which races are on the Road Race Series.

Performance Series Coordinator, The Performance Series Coordinator's responsibilities include, but are not limited to:

- Responsible for drafting a preliminary Performance Series prior to

the selection of the Road Race Series. This preliminary draft is subject to change during the selection of the Road Race Series and requires the approval of the Board.

- Assisting the Statistician in ensuring Performance Series statistics are correct.
- Communicating directly with Run Nova Scotia members or through the Statistician Performance Series results/standings.
- Preparing a report for regular monthly meetings (where appropriate).
- Preparing a report for the AGM.
- Assembling a committee for relevant duties (where appropriate).

Volunteer Coordinator, The Volunteer Coordinator's responsibilities include, but are not limited to:

- Recruiting members to volunteer for each race, including transporting equipment, work at the finish line, event timing, booth set up, merchandise sales, membership sales etc.
- Ensuring volunteers are present at a given race.
- Communicating volunteer points earned to the Statistician.
- Preparing a report for the regular monthly meetings.
- Preparing a report for the AGM.

Equipment Manager, The Equipment Manager's responsibilities include, but are not limited to:

- Ensuring all equipment required is contained within the Run Nova Scotia van in advance of a Road Race Series/Performance Series event and ensuring the van and equipment are in good working order.
- Managing repairs or replacement of equipment (with the aid of the Management Board).

Marketing and Public Relations Coordinator, The Marketing and Public Relations Coordinator's responsibilities include, but are not limited to:

- Assembling a committee (where appropriate).
- Developing alone, or with the Communications Coordinator or committee, content for promotional material (e.g., social media) or information for current or potential members.
- Developing content for printing promotional material, if relevant (e.g., Road Race Series poster board, etc.).
- Ensuring there is adequate print promotional material available.
- Discovering ways and means for promoting Run Nova Scotia

within the province.

- Working with the Website Coordinator, Communications coordinator for special promotions.
- Working with the Registrar on membership incentives.
- Preparing a report for the regular monthly meetings.
- Preparing a report for the AGM.

Communications Coordinator, The Communications Coordinator's responsibilities include, but are not limited to:

- Assembling a communications committee consisting of, but not limited to, the website coordinator, newsletter editor, social media coordinator and delegate from PR and marketing coordinating the efforts of the communications committee to push a unified message.
- Assisting other board coordinators in forming communications to members and potential members creating a schedule for promotion of Run Nova Scotia's events and ensuring all committee members produce these messages appropriately ensuring all social media feeds are up to date.
- Monitoring public input to our social media feeds and/or potential Run Nova Scotia members.
- Working coordinating responses with the social media coordinators
- Preparing reports for the regular monthly meetings.
- Preparing a report for the AGM.

Sponsorship Coordinator, The Sponsorship Coordinator's responsibilities include, but are not limited to:

- Developing sponsorship requirements.
- Recruiting sponsors.
- Maintaining sponsors.
- Communicating with the Treasurer for invoicing and payments.
- Collecting sponsor graphics for Run NS print and digital media.
- Responding to sponsors' queries.
- Communicating with sponsors (email, phone calls, in person meetings).
- Using social media to share sponsor content.
- Arranging sponsor 'thank you's' for the end of year Awards Banquet.
- Working with the Marketing and Public Relations Coordinator and Communications Coordinator to ensure Run Nova Scotia meets the sponsorship agreement held with sponsors.

- Preparing a report for the regular monthly meetings.
- Preparing a report for the AGM.

Registrar, The Registrar's responsibilities include, but are not limited to:

- Accepting print and online membership registrations.
- Maintaining the membership databases (Excel).
- Sending new and returning members a welcome letter on receipt of membership fee.
- Making sure that the statistician, the website coordinator, volunteer coordinator and newsletter editor have up-to-date membership lists.
- Preparing a report on membership numbers for the regular monthly meetings.
- Preparing a report for the AGM.
- Working with the Marketing and Public Relations Coordinator to recruit new members and retain existing members.

Statistician, The Statistician's responsibilities include, but are not limited to:

- Constructing the age class database at the start of each race year.
- Reviewing all Road Race Series race results and assigning age class points appropriately.
- Providing updated spreadsheets for the membership at least after every other Road Race Series race.
- Working with the Performance Series Coordinator to make sure Performance Series statistics are up to date.
- Working with the Race Series Coordinator to analyze the statistics for purposes of race series selection.
- Working with the Volunteer Coordinator to make sure Volunteer Participation Points are up to date.
- Preparing a report for the regular monthly meetings.
- Preparing a report for the AGM.

The Equity, Diversity, and Inclusion committee:

- Promotes and supports runners and races from historically excluded communities. This includes, but is not limited to, actively reaching out to historically excluded communities to encourage applying for the Road Race or Performance Series.

The Document Committee:

- Annually reviews and edits Run Nova Scotia documents.

- Reviews and updates documents throughout the year.

The Banquet Coordinator organizes the AGM and Awards Banquet venue:

- Recruiting a committee (as required).
- Searching for and selecting a suitable venue for a meeting and a banquet.
- Arranging the setup of the meeting room.
- Arranging for the setup of dining facilities.
- Ordering meals.
- Preparing tickets for the banquet.
- Arranging for the sale of banquet tickets and collection of payment.
- Preparing a schedule of events.
- Arranging for an emcee and/or entertainment during the banquet.
- Selecting, purchasing, and distributing suitable age class awards and other awards to be given at the banquet.
- Presenting reports (where needed) at the regular monthly meetings leading up to the banquet.
- Presenting a wrap-up report within two months of the conclusion of the Awards Banquet.
- Seeking approval from the Management Board for banquet cost decisions, where appropriate, and at the discretion of the banquet coordinator.

The Executive Director of Athletics Nova Scotia (ANS):

- Offers advice and counsel on the operation of Run Nova Scotia within ANS and Sport Nova Scotia.

The President of the Youth Running Series:

- Acts as Chair of the Youth Running Series Management Board
- Provides direction and goals to the Management Board for the current year.
- Attends external meetings (e.g., Athletics Nova Scotia board meetings, trade or development sessions, insurance), where applicable.
- Maintains communications with Youth Running Series members as required.
- Maintains communications with Run Nova Scotia as required.
- Prepares written reports as required.

Members at Large, The responsibilities of the Members at Large

include, but are not limited to:

- Volunteering to participate in committee work.
- Contributing to Management Board discussions.

Appendix C: Policies and Procedures

Procedure for Amending the Constitution.

1. The Chair of Run Nova Scotia will form a Constitutional Review Committee, consisting of three to four Management Board members including the Chair. It will be at the discretion of the Chair to invite general members of Run Nova Scotia to join the committee.
2. The committee will make any changes required.
3. The committee will report back to the Management Board with the changes.
4. The Management Board will review the changes and either approve, not approve, or approve pending amendment.
5. The committee will present the Board with a final version of the constitution for final review.
6. When the constitution changes have been approved by the Management Board, the Board will forward the revised constitution to the membership for their review, not more than 30 days prior to the AGM.
7. The membership will propose any changes or amendments to the Chair, or the Constitutional Review Committee member designated by the Chair.
8. At the AGM, a motion will be tabled to accept the constitution as amended by the Constitutional Review Committee.
 - a. If changes or amendments have been received by the Committee, the motion will be stayed until the amendments can be discussed.
 - b. If any amendments are to be made to the constitution, the motion will be re-tabled to include the amendments.
9. The vote will be carried if the majority of members attending the AGM choose.

Policy on Board Meeting Attendance

Attendance of meetings

1. Board members are expected to attend all Board meetings, held on the second Monday of each month.
2. It is understood that Board members get sick, go on vacation, and have work or other family obligations to attend to that take precedence over their participation in a meeting.

3. If a Board member cannot make it to a meeting, at a minimum that person must let the secretary know that they will be absent. If possible, a brief report should be submitted by email in advance of the meeting to the Board.
4. Chronic absenteeism affects the ability of the Management Board to move forward with its work for the members of Run Nova Scotia. The Board can only function if everyone who volunteers to serve on it does their job.
5. Board members who find that they are serially unable to attend meetings should discuss with the Chair whether they should step down from the Board or if there is some accommodation that can be provided.

Appendix D: Equipment Rental Fee Schedule

1. Races that are not on the Run Nova Scotia Road Race Series or the Run Nova Scotia Performance Series will be charged as per the rental agreement.
2. These rates can be adjusted on a race-by-race basis at the discretion of the Management Board.

Appendix E: Membership Fee Schedule

Membership Type	Cost
Single Membership	\$35
Two Memberships (living in the same household)	\$55
Additional Memberships (living in the same household)	\$5.00 for each additional membership (i.e., 3, 4, 5, etc.)
Perpetual Membership	\$65.00 (must be 65+ years old)

Appendix F: Run Nova Scotia Code of Conduct

Run Nova Scotia is committed to providing an environment in which all individuals are treated with respect. Further, Run Nova Scotia supports equal opportunity and prohibits discriminatory practices. Members of Run Nova Scotia and participants in Run Nova Scotia's programs and activities are expected to conduct themselves at all times in a manner consistent with the values of Run Nova Scotia. Conduct that violates these values may be subject to sanctions pursuant to Run Nova Scotia's Discipline Policy. All organizers, coaches, officials, athletes, managers, volunteers, staff and members of Run Nova Scotia have a responsibility to:

1. Maintain and enhance the dignity and self-esteem of members and participants of Run Nova Scotia by:
 - a. Demonstrating respect to individuals regardless of gender, ethnic or racial origin, sexual orientation, age, marital status, religion, political belief, disability, or economic status.
 - b. Focusing comments or criticism appropriately and avoiding public criticism of athletes, coaches, officials, organizers, volunteers, staff, and members.
 - c. Consistently demonstrating the spirit of sportsmanship, sports leadership and ethical conduct and practices.
 - d. Ensure that the rules of the sport, and the spirit of such rules, are adhered to.
2. Abstain from the use of alcohol, marijuana and tobacco while participating at Run Nova Scotia athletic events.
3. Take reasonable steps to manage the responsible consumption of alcoholic beverages in social situations associated with Run Nova Scotia events.
4. Abstain from the non-medical use of illegal drugs or the use of performance-enhancing drugs or methods that are not permitted under Athletics Canada's Anti-Doping Policy.
5. Refrain from any behaviour that constitutes harassment, where harassment is defined as comment or conduct, directed towards an individual or group, which is offensive, abusive, racist, sexist, degrading or malicious.
6. Refrain from any behaviour that constitutes sexual harassment, where sexual harassment is defined as unwelcome sexual advances or conduct of a sexual nature when submitting to or rejecting this conduct influences

decisions which affect the individual, such conduct has the purpose or effect of diminishing performance, or such conduct creates an intimidating, hostile or offensive environment.

7. Comply at all times with the Constitution, Bylaws, policies, rules, regulations, contracts, or agreements of Run Nova Scotia.
8. Any apparent inappropriate conduct should be reported immediately to the Chair of Run Nova Scotia.
 - a. Any reported violation of Run Nova Scotia's Code of Conduct shall be treated as time sensitive and addressed as soon as possible.
 - b. Any violation of Run Nova Scotia's Code of Conduct, as determined by the Chair, should be reported to the Board.