

# Lakeland Landsharks Triathlon Club

## Bylaws

### Article 1: PURPOSE

*By-Laws Established March 2012, last revised January 2015*

The Lakeland Landsharks Triathlon Club's mission is to promote the sport of triathlon/multisport in the Central Florida / Polk County Area. We support and encourage each other and reach out to all triathletes/multisport athletes of all levels as we create a culture for excellence that frees the members to compete at a level consistent with their personal fitness goals. We take pride in our club members as we distinguish ourselves in local, national, and international events. Members make a positive impact on the community by promoting a healthy lifestyle. Lakeland Landsharks also strive to support local non-profit organizations as we give back to the community and try to make it a better place for our involvement.

### Article 2: MEMBERSHIP

- A. Membership is open to anyone that pays the membership dues and fills out and signs the approved application and waiver.
- B. There shall be no discrimination on membership based on locality, gender, age, religion, ethnicity, or ability.
- C. An Active Member is defined as a member who has paid their annual dues.
- D. A member is retired when dues are not paid within 60 days of the renewal date.
- E. Family and/or prospective members can be a guest of an Active Member to Lakeland Landsharks Triathlon Club activities.

### Article 3: DUES

- A. Dues are \$20 per year for single membership.
- B. Dues will be collected throughout the year based on an individual's annual date of expiry (established 1 year from when they signed up).

### Article 4: BOARD OF DIRECTORS

#### A. General Information for Board Members

- 1. All Board Members must be active members
- 2. Board members are expected to attend at least 2/3 of the yearly Board

meetings.

3. The Board members shall have general supervision of the affairs of the club, i.e. fix the hour and place of club meetings, make recommendations to the club, and shall perform such other duties as specified in these By-laws.
4. No Board member will be financially compensated.
5. The Board members shall work within the confines of the budget and deviations from that budget will require Board approval.

## **B. The Board Members**

1. President
2. Vice President
3. Membership Director
4. Treasurer
5. Secretary
6. Board Member(s) At Large (maximum 4)

## **C. Duties of Each Board Member**

### **1. President**

- a. Coordinate and preside over club meetings, Board meetings, appoint needed committees and/or chairmen of committees as directed by the Board.
- b. Guide the Board members in devising and implementing goals, policies, and practices aimed at effective, coordinated pursuit of club objectives for the best interests of the club.
- c. Communicate with Board on email requests from outside sources and make decision based on responses received from the Board.
- d. Communicate with the club members through emails when necessary.
- e. Act as spokesperson for the club in public and makes presentations.
- f. Issue call for special meetings when necessary.
- g. Interface with USAT or other sport sanctioning bodies.
- h. Sign all legal documents of the organization with Board approval.
- i. Maintain the order of all meetings in a fair and impartial manner.
- j. Has responsibility for protecting the rights of all members.
- k. Vote only if needed to break a tie at a Board meeting.

### **2. Vice President**

- a. Preside at club meetings or Board meetings in the absence of the President.
- b. When the club has items for sale, the vice president will maintain Lakeland Landsharks Store inventory and provide items to sell at the monthly club meetings and other

functions.

- c. Oversees committees and reports on status of each committee at the monthly Board Meetings.

### **3. Membership Director**

- a. Keep membership data updated on the website.
- b. Send new member welcome emails along with corresponding benefits information and materials no later than two weeks of them joining the Lakeland Landsharks Triathlon club.
- c. Uploads all new member information to the official USAT Club Site
- d. Maintains official records on the Approved Member Website and communicates member payments with the Treasurer.
- e. Provide newsletter editor with the member information for the club newsletter.
- f. Report to the treasurer the accounting of members and dollars for donating to the club's selected non-profit organization for the year.
- g. Provide welcome packets to new members.

### **4. Treasurer**

- a. Is the Chairman of the finance/budget committee.
- b. Submit a proposed budget to the Board at the January meeting; to be voted on at the February Board meeting.
- c. Maintain an accurate account of all monies.
- d. Present a complete accounting of all transactions of the previous fiscal year to the Board by the February Board meeting.
- e. Receive dues and other monies; deposit into the club account.
- f. Pay all accounts associated with the club and authorized by the Board.
- g. Provide receipts upon request for all monies paid to the club.
- h. Shall make sure no club member keeps club money in personal account.
- i. Present books to be audited.

### **5. Secretary**

- a. Collect board meeting agenda items from all board members and publish them
- b. Work with the president to schedule board meetings and inform/invite board members.
- c. Publish the agenda for board meetings
- d. Keep accurate minutes of all club and Board meetings
- e. Publish meeting minutes after all board meetings
- f. Collect and maintain all reports, official documents and records of the club, i.e., a copy of the By-Laws and USAT sanctioning documents.

## **6. Board Member(s) At-Large**

- a. These members shall perform whatever tasks, functions and/or responsibilities necessary to properly conduct the business of the Board and the club.

## **Board Members are large can fill one of the optional club board positions:**

### **7. Newsletter Editor**

- a. Design, layout, and send newsletter to webmaster to post.
- b. Meet deadlines to provide newsletter by the monthly club meeting every other month (Jan, March, May, July, Sept, Nov).
- c. Solicit club and outside sources for articles
- d. Print and distribute newsletters to bike shops, running stores and other fitness local businesses (as appropriate and agreed upon by those locations) for club meetings.
- e. Coordinate with the Marketing Chairman and the Webmaster.

### **8. Event Coordinator**

- a. Plan social events, i.e. Holiday Party, for club members to promote camaraderie and fellowship.
- b. Assist the President with monthly club meetings if requested.

### **9. Marketing Director**

- a. Publish and maintain the online and printed member signup form
- b. Interface with the club primary and secondary sponsors to promote club awareness and increase value to member benefits
- c. Talk to all existing sponsors at least twice annually to make sure the vendor is getting what they expect out of club membership, present these findings to the board
- d. Develop new sponsors throughout the year as opportunities arise to add value to the club
- e. Maintain the club "Sponsor Matrix" that describes how club members take advantage of club sponsor opportunities and discounts. Update at least annually and as any new sponsor is added.
- f. Email the sponsorship matrix to ALL club members at least once per year and provide this to the Membership Chairman to be included in the welcome packages and/or welcome email to all new club members.

### **10. Workout Coordinator**

- a. Plan workout sessions for the club members to train together, share training tips, and provide the opportunity to advance individual skills.

## 11. Webmaster

- a. Keep the [www.trilandsharks.com](http://www.trilandsharks.com) website current with club content, announcements to the public, sponsor matrix and all pertinent club information
- b. Propose an annual budget to the Treasurer and board for web related expenses (Domain Name, WebSite costs & other web related costs)
- c. Keep a list of all Internet accounts and logins, provide them to the vice president for safe keeping and transitional purposes.
- d. Maintain the "Training Groups" section on the website.

## Committees & Board Members

1. Committees are responsible for submitting status reports to the Vice President before monthly Board Meetings.
2. All Committee Chairmen are approved by the Board
3. The Committee Chairman is responsible for choosing his/her own committee members as needed.
4. Committees must follow the guidelines set for each committee.
5. The following are the suggested committees:
  - a. Uniform
  - b. Mentor
  - c. USAT National Club Challenge
  - d. Marketing/Advertising
6. Terms/Vacancies
  - a. There are no term limits for Board Members.
  - b. Vacancies will be filled as a position becomes available.
  - c. The Board selects a person from the list of active club members and invites them to fill the vacated position.
  - d. The Board reserves the right to request a Board Member step down based on actions contrary to the Bylaws.
  - e. The Board requests a 30-day notice from any Board Member who wishes to step down.

## **Article 5: CLUB SPONSORED EVENTS**

Any club sponsored event acts under the direction of the Board. At least one board member must be on the Planning Committee of any club sponsored event.

### **A. Any (Future) Lakeland Landsharks Sponsored Triathlon Race:**

1. The Race Director is selected by majority vote of the Board once a resume' is submitted and interview conducted.
2. At least one Landshark Board member must participate on the committee of any event that proposes to use the name of the Lakeland Landsharks Triathlon club in that event.

### **B. Training Events**

1. At least one board member must approve an event where the Lakeland Landsharks name is being used as the sponsor of any training event or activity. This includes, but not limited to:
  - a. Facebook "Events"
  - b. Group Bike Rides
  - c. Group Runs
  - d. Group Swims
  - e. Group Bricks (any combination of swim/bike or run)
  - f. Invitation events
  - g. Clinics (related to any aspect of triathlon, swim/bike/run)
2. Board members are encouraged to sponsor a quarterly training event.

### **C. Activity Committees**

1. At least one Landshark Board member must participate on the committee of any event that proposes to use the name of the Lakeland Landsharks Triathlon club in that event.

### **D. Discretionary Spending**

1. The President or appointee may spend \$100 or less at their discretion to provide snacks and drinks at any event of their discretion to promote club goodwill and awareness.

## **Article 6: MEETINGS**

A. Robert's Rules will be maintained unless topic is specifically exempted in Bylaws.

B. General Club meetings (Socials) should be held monthly. The dates/times are established by the Board.

C. "Closed" Board Meetings – There will be at least 4 closed board meetings (Board members only) held at least quarterly (4 times per year) at a minimum, the board is encouraged to meet monthly.

D. "Open" Board meetings - It is acceptable to combine board meetings and member socials,

however, the board meeting needs to have a formal opening, closing and agenda to conduct club business. Members that may be present may observe an “open” board meeting, however, they will not have any voting rights or any other ability to present items for voting unless through a board member.

### **Article 7: VOTING**

- A. Board decisions will be made by majority vote providing at least 50% of the Board votes.
- B. Proxy votes are allowed.

### **Article 8: GENERAL FISCAL POLICY**

- A. Fiscal year begins January 1 and ends December 31.
- B. Checks or money orders are the only means authorized to disburse club funds.
- C. Checks and cash will be promptly deposited into the Lakeland Landsharks bank.
- D. No individual will receive a Lakeland Landsharks disbursement check or money order unless it is for a reimbursement. Receipt must be provided for reimbursement. If one is not available, a written memo detailing the expense must be provided and approved by the Treasurer for reimbursement. Reimbursement shall be for the amount of the actual expenditure.
- E. No member will be given cash, check, or a money order as a reward or a token of sympathy or congratulations. The Lakeland Landsharks Triathlon Club may, at the discretion of the Board, purchase appropriate gifts for club members.
- F. The Club Treasurer will inform the Board if the monthly bank account balance falls below \$1,000.00.

### **Article 9: EXPENDITURES/CHARITABLE GIVING**

- A. Lakeland Landsharks Triathlon Club’s contribution to the charity of choice, decided annually by club membership vote, will be 100% of the amount of funds collected specifically for that purpose.
- B. Proceeds from Club Sponsored Events are given to the charities designated by the event committee. The amount is to be decided by the event committee.
- C. The Board of Directors will determine all club expenditures. The Treasurer will not issue a check over \$250 without approval from the Board.

### **Article 10: AUDITS/REPORTS**

- A. The President will appoint somebody to conduct an annual review of the treasury. The review will be presented to the Board for approval.
- B. The Treasurer will conduct a monthly reconciliation report that lists all income/expenditures and items that have been cleared with the monthly bank statement. The report will be presented to the Board for review.

## **Article 11: AMENDMENTS AND REVIEW**

The Board will review and approve the Bylaws annually each January. Any member may call for an amendment to the bylaws at any time. An amendment to the Bylaws requires a two thirds majority vote from the Board of Directors. The Chair will announce emergency meetings at least a week in advance.

Approved by the Board

January 21, 2015