



Lakeland Landsharks Triathlon Club

Bylaws: Established March 2012



Last reviewed: August 25, 2019

Approved by the board: October 8, 2019

Article 1: MISSION AND PURPOSE

MISSION- The Lakeland Landsharks Triathlon Club's mission is: "To promote triathlon and multisport in Central Florida, by eliminating barriers and supporting every level of athlete to achieve their multisport goals!"

PURPOSE- We support and encourage club members as we create a culture for excellence; by helping members successfully represent themselves and our club in local, regional, national, and international events. Our club and members make a positive impact on the community by promoting and demonstrating a healthy lifestyle; and by giving back to the community and making it a better place to live through support of local nonprofit organizations.

Article 2: MEMBERSHIP

- A. Membership is open to anyone that pays the membership dues and completes the club's application and waiver.
- B. There shall be no discrimination on membership based on locality, race, color, religion, national origin, age, sexual orientation, gender identity or expression, or disability.
- C. A member in good standing is defined as a member who has currently paid dues.
- D. 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 set by the board of directors and are posted on the organization's website trilandsharks.com and our membership registration site.
- B. Dues will be collected throughout the year based on date of membership registration and expiration.

Article 4: BOARD OF DIRECTORS

- A. All board members must be current dues paying members.
- B. Board members are expected to attend at least 2/3 of the yearly board meetings.
- C. 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 bylaws.
- D. No board member will be financially compensated.

E. The board members shall work within the confines of the budget and deviations from that budget will require board approval.

F. The board members

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Membership Coordinator
6. Marketing Coordinator
7. Board members at large (maximum 7)

G. Duties of each board member

1. President

- a. Coordinate and preside over club meetings, board meetings, appoint needed committees and/or chair 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 requests from outside sources and make decisions based on responses received from the board.
- d. Communicate with the club members through electronic means when necessary.
- e. Act as spokesperson for the club in public and make 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. Responsible 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 merchandise for sale, the vice president will oversee Lakeland Landsharks inventory. Oversight may include regular communication with another board member in charge of an initiative and assisting with inventory management decisions.
- c. Oversees committees and reports on status of each committee at the monthly board meetings in the absence of committee chairs.
- d. Keep a list of all internet accounts and logins for safe keeping and transitional purposes.

3. Secretary

- a. Work with the president to schedule board meetings and inform/invite board members.

- b. Collect board meeting agenda items from all board members and publish the agenda.
- c. Keep accurate minutes of all club meetings and board meetings and publish meeting minutes after all meetings.
- d. Collect and maintain all reports, official documents, and records of the club for historical and transitional purposes. i.e., bylaws and USAT sanctioning documents.

4. Treasurer

- a. Is the chair of the finance/budget committee.
- b. Submit a proposed budget to the board; 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 at the February board meeting.
- e. Receive dues and other monies, and deposit into the club account.
- f. Pay all accounts and expenses associated with the club and authorized by the board.
- g. Provide receipts upon request for all monies paid to the club.
- h. Ensure no club member keeps club money in a personal account.
- i. Present books/records to be audited/reviewed upon request or as specified in the bylaws.

5. Membership Coordinator

- a. Keep membership data updated on the registration website and communicate member payments or donations to selected nonprofits with the treasurer when necessary.
- 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. Upload all new member information to the official USAT Club Site.
- d. Maintain the club “Sponsor Matrix” that describes how club members can take advantage of club sponsor opportunities and discounts. Update the matrix as any new sponsor is added or benefits change and email the updated matrix to all club members regularly.

6. Marketing Coordinator

- a. Interface with club sponsors to promote club awareness and increase value to member benefits.
- b. Talk to existing sponsors, vendors, and/or club/board member liaisons at least twice annually to make sure the sponsor/vendor is getting what they expect out of club membership and present these findings to the board.
- c. Develop new sponsors throughout the year as opportunities arise to add value to the club.
- d. Oversee official online presence including website and social media accounts.
- e. Manage and oversee club promotional items. i.e. logos, kits, shirts, visors, etc.

- f. Keep the www.trilandsharks.com website current with club content, announcements to the public, and all pertinent club information
7. 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. At large members must chair a committee, assist an officer listed above, or perform one of the following functions.

Board members at large can fill one of the optional club board positions:

8. Event Coordinator
- a. Plan social events, i.e. picnic, holiday party, meetings, socials, etc. for club members to promote camaraderie, fellowship, and attract new members.
 - b. Assist the president with monthly club meetings if requested.
9. Workout Coordinator
- a. Plan workout sessions for club members to train together, share training tips, and provide the opportunity to advance individual skills.
 - b. Work with local coaches to provide clinics and opportunities to learn and train together.
10. Committee chair
- a. Committees are determined by the board as needed and are responsible for submitting status reports at board meetings.
 - b. All committee chairs are approved by the board.
 - c. The committee chair is responsible for choosing their committee members as needed.
 - d. Committees must follow the guidelines set for each committee by the board.
 - e. Committee chairs are not required to be board members but must be dues paying club members.

Terms and vacancies for board members and officers

- 1. There are no term limits for board members.
- 2. Vacancies will be filled as positions become available.
- 3. The board announces open positions and selects a person (willing to serve and from the list of current dues paying club members) and invites them to fill the vacated position.
- 4. Board members and officers must be approved by majority vote of the board.
- 5. The board reserves the right to request a board member step down based on actions contrary to the bylaws.
- 6. The board requests a 30-day notice from any board member who decides to leave office or the board.

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. USAT Note: *At any function of the club, at least one adult who has completed the SafeSport Trained Course, conducted by the SafeSport Center, must be present at all times. All board members must be SafeSport trained.*

A. Lakeland Landsharks sponsored 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 Landsharks board member must participate on the planning committee of any event or organization that proposes and is approved 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 is 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. Email invitation events
- g. Clinics related to any aspect of multisport

2. Board members are encouraged to organize training events

C. Event or activity committees

1. At least one Landsharks board member must participate on any club event or activity committee.

D. Discretionary spending

1. The president or an appointee may spend \$100 or less at their discretion, and be reimbursed by the treasurer upon presentation of receipts, to provide snacks and drinks at any event, meeting, or activity to promote club goodwill and awareness.

Article 6: MEETINGS

- A. Robert's Rules of Order will be maintained unless a topic is specifically exempted in the bylaws.
- B. General club meetings/socials should be held regularly. The dates and times are established by the board.
- C. "Closed" board meetings – There will be at least four closed board meetings (board members only) held at least quarterly.
- 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.
- E. Club members may be present to observe any board meeting; however, they will not have voting rights or any other ability to present items for voting unless through a board member. Ability of visiting club members to debate or provide feedback to the board will be determined by the president/chair.

Article 7: VOTING

- A. Board decisions will be made by majority vote. i.e. more than 50% approval of the board members in attendance who vote.
- B. Amendments to the bylaws requires two thirds vote. i.e. more than 66% approval of board members in attendance who vote.
- C. Proxy and absentee votes are allowed.
- D. Voting by electronic methods and conference calls are allowed on time sensitive club business requiring decisions between regularly scheduled board meetings.

Article 8: PHILANTHROPIC ANNUAL REQUIREMENT

- A. The Lakeland Landsharks Triathlon Club will choose a charity or cause to support annually.
- B. The annual philanthropic cause will be decided by the board or club membership vote.
- C. When funds or merchandise are collected for a specific cause, all proceeds or items will be donated specifically for that purpose.
- D. Proceeds from club sponsored events are given to the charities designated by an event committee. The amounts are to be decided by the event committee or the board.

Article 9: 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 club's bank account.
- 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 only be for the exact 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.
- G. The board of directors will determine all club expenditures. The treasurer will not issue a check over \$250 without approval from or without informing the board.

Article 10: AUDITS/REVIEWS

- A. The president will appoint a non-board member to conduct an annual review of the treasury. The review will be presented to the board for approval.
- B. The treasurer will conduct regular reconciliation reports 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.
- C. The records of all reports, audits, and reviews will be maintained by the secretary.

Article 11: AMENDMENTS AND REVIEW

The board will review and approve the bylaws annually. Any member in good standing may call for an amendment to the bylaws at any time.