

# **LOUISVILLE LANDSHARK MULTISPORT**

## **CLUB BYLAWS**

Revised: 7/11/19

### **PURPOSE**

The Louisville Landsharks Multisport Club's (hereby Club or Landsharks) mission is to promote the sport of triathlon/multisport in the Greater Louisville area. We support and encourage each other and reach out to triathletes/multisport athletes of all levels by creating a culture for excellence that enables 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.

### **MEMBERSHIP**

- A. Membership is open to anyone who pays the membership dues and fills out and signs the approved application and waiver either online or in paper form. Membership shall last for one year from the date of purchase.
- B. There shall be no discrimination on membership based on locality, gender, age, religion, ethnicity, sexual orientation, or ability.
- C. [Effective April 4, 2016] An Active Member is defined as a member who has paid his or her annual dues and has signed a waiver effective for his or her membership year.
- D. [Effective April 4, 2016] A member is declared inactive if annual dues are not paid on his or her renewal date and/or he or she has not signed a waiver effective for his/her membership year.
- E. Family and/or prospective members can be a guest of an Active Member to any and all Landsharks activities unless such activity is advertised for Active Members Only.
- F. Members shall receive the current Club membership promotional item as part of their membership fee while supplies last.

### **DUES**

- A. [Effective January 1, 2016] Dues are \$40 per year for single membership, \$60 for a family, and \$25 for Junior Members under age 21. Family memberships are limited to two promotional items per membership. Family members may purchase additional promotional items at a cost of \$15.00 each.
- B. Dues will be collected throughout the year.
- C. Family Membership includes all family members who are currently participating in the sport of triathlon/multisport.
- D. Family Members must reside at the same address as the sponsoring member or be a legal dependent of the sponsoring member.

### **BOARD OF DIRECTORS**

#### **A. General Information for Board Members**

- 1. All Board Members must be Active Members at the time of their election.

2. Board Members shall have their annual dues waived during their service.
3. Board members are expected to attend at least eight (8) of the monthly Board meetings. In the event that a Board Member misses more than four (4) meetings, the other Board Members will vote on his or her continued status as a Board Member. In the event of a tie vote, said Board Member shall be placed on probationary status.
4. Board Members shall have general supervision of the affairs of the Club, i.e. determine the hour and place of Club meetings, make recommendations to the Club, and shall perform such other duties as specified in these by-laws.
5. No Board Member will be directly financially compensated but shall receive a Club logo jacket when the Club custom gear order is placed. A similarly valued item may be substituted at the discretion of the Board.
6. Board Members shall work within the confines of the budget and deviations from that budget will require majority Board approval.

**B. The Board Members shall consist of the following positions:**

President

Secretary

Treasurer

Sponsorship Director

Membership Director

Swim Director

Bike Director

Run Director

Communications Director

Social Director

**C. Board Member Description and List of Duties**

**1. President**

- a) Coordinate and preside over Club meetings, Board meetings, appoint needed committees and/or chair 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 feedback received from the Board.
- d) Act as spokesperson for the Club in public and make presentations as necessary.
- e) Issue call for special meetings when necessary.
- f) Interface with USAT or other sport sanctioning bodies.
- g) Sign all legal documents on behalf of the Club with Board approval.
- h) Maintain the order of all meetings in a fair and impartial manner.
- i) Coordinate Club kit/custom logo item orders.
- j) Vote only if needed to break a tie at a Board meeting.

## 2. Secretary

- a) Remind Board of meetings.
- b) Reserve space for board meetings.
- c) Solicit agenda items and prepare meeting agendas.
- d) Prepare and distribute meeting minutes to the Board and post minutes on the Club website.
- e) Assist as needed with Club communications.
- f) Maintain current contact information for all Board Members.

## 3. Membership Director

- a) Manage membership.
- b) Process and review registrations, renewals, and deactivations.
- c) Order and distribute Club membership item, usually t-shirts.
- d) Verify paid status for special events and other member benefits.

## 4. Treasurer

- a) Provide general financial oversight.
- b) Provide financial planning and budgeting.
- c) Maintain accurate financial records.
- d) Prepare and distribute monthly financial reports.
- e) Deposit Club funds.
- f) Disburse funds and pay bills.
- g) File appropriate forms with the IRS.

## 5. Communications Director

- a) Produce and distribute via email the monthly newsletter, usually during first week of the month.
- b) Contact sponsors and other contributors for newsletter content.
- c) Post Club news and updates to Club website and Club Facebook group.

## 6. Social Director

- a) Organize and plan monthly socials at least one month in advance of proposed date.
- b) Coordinate speakers for monthly topics as agreed to by Board members.
- c) Organize annual kick-off event.
- d) Organize annual Club fall picnic.
- e) Organize Ironman Louisville Club finish line social.

## 7. Swim Director

- a) Keep swim training calendar up to date.
- b) Coordinate and promote training opportunities between Club members via website and social media.
- c) Lead organizer for Deam Lake swim.
- d) Coordinate order of swim caps for Deam Lake swim.
- e) Schedule Kayak support for the official swims.

## 8. Sponsorship Director

- a) Recruit sponsors.
- b) Collect money from sponsors.
- c) Coordinate with sponsors throughout the year to get them involved in Club events.

## 9. Bike Director

- a) Organize multiple weekly ride options
- b) Lead organizer for ride captains (Bike Director does not have to be at all rides events)
- c) Coordinate and promote ride opportunities between Club members via social media.

## 10. Run Director

- a) Organize multiple weekly run options
- b) Lead organizer for run captains (Run Director does not have to be at all run events)
- c) Coordinate and promote run opportunities between Club members via social media.

1. Committees are responsible for submitting status reports to the President before monthly Board Meetings.

2. All Committee Chairpersons are approved by the Board.

3. The Committee Chairperson is responsible for choosing his/her own committee members no less than two additional and no more than 4, as needed, which may include the general membership.

4. Committees must follow the guidelines set for each committee.

5. The following are the suggested committees but others may be required as necessary:

- a) Custom gear committee.
- b) Landsharks tri committee.
- c) Election committee.

## E. Terms/Vacancies

1. There are no term limits for Board Members but they do serve one-year terms.

2. Vacancies will be filled as a position becomes available if outside of the normal election cycles.

3. The Board selects a person from the list of active Club members and invites them to fill the vacated position.

4. The Board reserves the right to request a Board Member step down based on actions contrary to the Bylaws.

5. The Board requests a 30-day notice from any Board Member who wishes to step down.

## MEETINGS

A. General Club meetings and Board meetings will be held monthly. The dates/times are established by the Board.

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

## CLUB FINANCIAL POLICIES

A. Checks and debit card are the only means authorized to disburse Club funds.

B. Checks and cash will be promptly deposited into the Landsharks bank account.

C. The treasurer will maintain a small petty cash fund for disbursements. A receipt is still required.

D. No individual will receive a Landsharks disbursement check unless it is for a reimbursement. Receipt(s) 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.

F. The Board of Directors will determine all Club expenditures. The Treasurer will not issue a check over \$500 without approval from the Board.

G. Any expenditure over \$50 must have prior approval from the Treasurer and President.

#### FINANCIAL REVIEWS/REPORTS

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 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.

#### BYLAW 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 majority vote from the Board of Directors.

#### ELECTIONS

A. By early September, the election committee will begin solicitations for the Board positions.

B. The solicitations should include a FB post and email message to all members describing the open position.

C. Nominations will close mid-September.

D. Paid members will receive a ballot via email within a week after nominations close.

E. Those who run unopposed need be listed on the ballot at the Secretary's discretion.

F. Election results will be announced via email and FB.

G. A thirty-day transition period will occur before current officers officially hand off duties to the incoming new officers.

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