

# LOUISVILLE LANDSHARK MULTISPORT

## CLUB BYLAWS

Revised: 10/6/20

### PURPOSE

The Louisville Landsharks Multisport Club's (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 completes and signs the approved application and waiver. Membership shall last for one year from the date of purchase.
- B. There shall be no discrimination in membership based on locality, race, color, religion, sex, national origin, age, sexual orientation, gender identity or expression, disability, veteran status, or marital status.
- C. 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. Landsharks Sponsors are considered members and are given a free membership during their sponsoring calendar year.
- D. A member is declared inactive (lapsed) 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 (e.g. Deam Lake swims).
- F. Members shall receive the current Club membership promotional item(s) as part of their membership fee while supplies last and/or are being offered.

### DUES

- A. 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 (if offered) per membership. Family members may purchase additional promotional items at a cost of \$15.00 each.
- B. Dues are subject to change with approval from Board.
- C. Dues will be collected throughout the year.
- D. Family membership includes all family members who are currently participating in the sport of triathlon/multisport.
- E. 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. Board Members shall receive 1 free year of Louisville Landshark membership
2. 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.
3. Board Members shall have general supervision of the affairs of the Club, e.g. 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.
4. No Board Member will be directly financially compensated for volunteering their time. If the budget allows, Board Members shall receive a stipend toward purchasing Louisville Landshark Gear (e.g. kit). The stipend is not guaranteed and if given will be no more than \$100 per Board member. The stipend awarded will be at the discretion of the Board President and will be commensurate with Board participation.
5. Board Members shall work within the confines of the budget and any deviations from that budget will require majority Board approval.
6. Board meetings may be virtual and/or in person.

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

- President
- Secretary
- Membership Director
- Financial Treasurer
- Social Media Director
- Social Director
- Swim Director
- Sponsorship Director
- Bike Director
- Run Director
- Gear Director
- Sharkmate Director

1. It is possible for Board Members to hold multiple roles.
2. The Board may add or eliminate positions and/or modify the title of a role (e.g., Communications Director to Social Media Director) by majority vote.
3. Board Members are responsible for providing monthly updates at Board meetings.
4. If a Board member is not able to attend a Board meeting, they need to provide a timely written update ideally before the meeting and/or within 5 days after the last Board meeting.
5. All Board Members must be approved by the Board.

### **C. Terms/Vacancies**

1. Board Members serve one-year terms (starting in late October/early November) and are not subject to term limits.
2. Vacancies will be filled as a position becomes available if outside of the normal election cycle.
3. To fill vacancies, the Board selects a person from the list of active Club members, invites them to fill the vacated position, and the Board approves by majority vote
4. The Board reserves the right to request a Board Member resign based on actions contrary to the Bylaws.
5. The Board requests a 30-day notice from any Board Member who wishes to resign, documentation of any key responsibilities, processes, or in flight work, and a one month transition period for knowledge transition

### **D. Meetings**

- 1 Board meetings will be held monthly (either virtually or in person). The dates/times are established by the Board based on Board Member availability.
- 2 Board decisions will be made by majority vote provided at least 50% of the Board votes. Proxy votes are allowed.

### **E. Board Member Description and List of Duties**

#### **1. President**

- Coordinate and preside over Club meetings and Board meetings; appoint committees and/or chair committees as directed by the Board.
- Guide Board Members in devising and implementing goals, policies, and practices aimed at the effective, coordinated pursuit of Club objectives for the best interests of the Club.
- Communicate with Board on requests from outside sources and make decisions based on feedback received from the Board.
- Act as spokesperson for the Club in public and make presentations as necessary.
- Issue calls for special meetings, when necessary.
- Interface with USAT or other sport sanctioning bodies.
- Sign all legal documents on behalf of the Club with Board approval.
- Maintain the order of all meetings in a fair and impartial manner.
- Have an active voice (including voting) on matters pertaining to Club affairs.

#### **2. Secretary**

- Remind Board members of meetings.
- Reserve space for board meetings (physical meeting) or provide virtual link.
- Solicit agenda items and prepare meeting agenda prior to Board meetings.
- Prepare and distribute meeting minutes to the Board and post minutes on the Club website after each Board meeting.
- Maintain current contact information for all Board Members.
- Facilitate Board meetings and be mindful of the clock/time.

- Assist other Board members on an adhoc/as needed basis.

### **3. Membership Director**

- Manage membership.
  - Announce members on the Facebook Forum.
  - Send frequent emails sharing w/ recently new/reactivated members information about the Club and introduce them to the Board.
  - Send lapsed members reminders (email and/or Facebook message).
  - Review and process registrations, renewals, and deactivations.
- Work closely with Sponsorship Director to order and distribute Club membership item(s) as funding permits.
- Confirm RidewithGPS requestors are active Landshark members and remove lapsed members from the account.
- Confirm those requesting access to the Facebook Member's Only Forum are active members and remove from Facebook lapsed members.
- Send monthly membership metrics to the Board prior to each meeting.
- Work closely with Swim Director to provide a list of current/active members eligible for Deam Lakes swims

### **4. Treasurer – the below applies to both the PayPal & Checking Account**

- Provide general financial oversight
- Provide financial planning and budgeting.
- Maintain accurate financial records including tracking incoming and outgoing Club expenses.
- Prepare and distribute monthly financial reports.
- Deposit Club funds.
- Disburse funds and pay bills.
- File appropriate forms with the IRS.

### **5. Social Media Director**

- Post Club news and updates to Club website and Club Facebook group.
- Work with Sponsorship Director and highlight sponsors on Facebook.
- Update/manage/maintain Instagram account.
- Encourage events sponsored by Board members as well as encourage members to create their own events.
- Highlight opportunities to train together and encourage group photos highlighting fun training/social opportunities.
- Work w/ Sponsorship director to update website with sponsors.
- Maintain the accuracy of Club website.

### **6. Social Director**

- Organize monthly socials, ideally at least one month in advance of the proposed date.
- Coordinate speakers (ideally highlighting Sponsors) for monthly topics as agreed to by Board members.
- Organize the annual kick-off event.

### **7. Swim Director**

- Keep swim training calendar up to date and highlight Deam Lake OWS

(Open Water Swims).

- Coordinate and promote training opportunities between Club members via website and social media.
- Lead organizer for Deam Lake swims (including obtaining permit).
- Work w/ President to confirm Deam Lake Swim Insurance is obtained.
- Order swim caps for Deam Lake swims.
- Schedule kayak support for the official swims.
- Maintain/keep track of the 20 Xterra swim buoys.
- Work w/ Membership Director and track number of attendees at Deam Lake swims.
- Cancel Deam Lake swims due to weather and broadly share cancellation details (via Facebook and/or Rainout text alert).
- Encourage a group photo to be shared on social media.

#### **8. Sponsorship Director**

- Recruit sponsors.
- Work with club Treasurer to collect money from sponsors and ensure all sponsorship money is collected before sponsor logos are added to Landshark Shirt and/or website
- Coordinate with sponsors and Social Director throughout the year to get Sponsors involved in Club events.
- Work with Social Media Director to highlight media content about sponsors and encourage Landshark members to support sponsors.
- In coordination with the Social Media Director, promote to Landsharks any Sponsor offered coupon codes and ensure the codes are available only to members.

#### **9. Bike Director**

- Organize weekly ride options, ideally one on a weekday and one during the weekend – making it clear if there is a sweeper or not, average pace, route path, etc.
- Bike Director does not have to be at all ride events, but should coordinate a leader in their absence.
- Coordinate and promote ride opportunities between Club members via social media.
- Highlight and encourage the use of RidewithGPS, potentially add new routes.
- Cancel rides due to weather and broadly share cancellation details (via Facebook and/or Rainout text alert).
- Encourage a group photo to be shared on Social Media.

#### **10. Run Director (Run With Joy)**

- Organize run options from different starting location, different route distances, and encourage all paces to participate.
- Where possible, coordinate starting/ending locations at Sponsor locations.
- Run Director does not have to be at all run events, but should coordinate a leader in their absence.
- Coordinate and promote run opportunities between Club members via social media.
- Cancel runs due to weather and broadly share cancellation details (via

- Facebook and/or Rainout text alert).
  - Encourage a group photo to be shared on Social Media.
11. **Gear Director – including Landshark casual store**
- Work with vendors to design the yearly tri kit and determine what products should be offered for ordering.
  - Work with Social Media Director to announce/highlight the design of the kit and when kits can be purchased.
  - Partner with Sponsorship director to obtain logos to be placed on Landshark branded gear .
  - Act as the single point of contact to Landshark branded gear vendor(s) and communicate expectations, as well as pulse status of orders and number of orders.
  - Research and present vendor options to Board that should be vetted due to better quality, lower minimum order quantity, lower cost and/or any other advantages.
12. **Sharkmate Director**
- The Sharkmate Program pairs experienced Sharks with newer members who ask for a Sharkmate. The purpose is to create a mentor/mentee relationship with the goal of providing sport guidance, friendly face, and/or attend Landshark Events.
  - Create and maintain a tracking sheet of available Sharks and Sharkmates.
  - Highlight success stories.

### **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 required for all disbursements from petty cash.
- 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 expenditure amount.
- E. Members given cash, check, or a money order as a reward or a token of sympathy or congratulations must be approved by the Board.
- 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 has the option to 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. 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 President will begin solicitations for Board positions for the next year.
- B. The solicitations should include a FB post and/or email message to all members describing the open positions.
- C. Nominations will close mid to late September.
- D. A thirty-day transition period will occur (ideally during the month of October) before current Board members officially hand over duties to the incoming Board Members.
- E. New Board Members take office during late October/early November depending on the date of the next Board meeting

## **HARASSMENT**

The Louisville Landsharks Multisport Club does NOT tolerate any type of harassment including but not limited to verbal, electronic, or telephonic of, or by its members. This includes harassment based on race, color, religion, sex, national origin, age, sexual orientation, gender identity or expression, disability, veteran status, or marital status. This specifically includes but is not limited to sexual harassment. The harassment in question need not be considered a violation of the law to constitute a violation of this by-law. Any member who is determined to have violated this bylaw, is subject to immediate removal from the Club membership, ban and potentially, permanently banned.

If harassment allegations occur, the Board will investigate and take prompt and effective remedial action – no matter whom it involves. Landshark members are responsible for promptly bringing harassment claims to the Board's attention. Upon receiving a complaint, the Board will conduct or delegate to a qualified individual, a prompt, thorough, and objective investigation of the allegations. The Board does not guarantee confidentiality of individuals involved in an investigation but will make reasonable attempts to protect the confidentiality of complaints, investigations, and individuals participating in an investigation.

At the conclusion of harassment investigation, the Board will take appropriate action, up to and including the termination of membership from the Club of any members or Sponsor who violates this policy and potentially banning guilty individual(s) from the Club permanently. Any remaining monthly membership dues will be refunded at a prorated amount of \$3.33 per month. If a Sponsor is found in violation of the policy, sponsorship money will **not** be returned.