



HammerHead Triathlon Club
Bylaws
Racing with a Purpose
Established March 2000



Article 1: PURPOSE

The HammerHead Triathlon Club's mission is to promote the sport of triathlon/multisport in the First Coast 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. HammerHeads "Race with a Purpose" by supporting local non-profit organizations as we give back to the community.

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 HammerHead Triathlon Club activities.

Article 3: DUES

- A. Dues are \$40 per year for single membership, \$65 for family, and \$25 for Junior Members under age 21.
- B. \$10 per individual dues or \$20 per family dues will be donated to the selected non-profit for the current year.
- 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.

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. Newsletter Editor
6. Event Planner
7. Workout Coordinator
8. Board Member(s) At Large (maximum 3)

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 regarding club news.
- 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) Collect and maintain all reports, official documents and records of the club, i.e., a copy of the By-Laws, 501c3 documents and USAT sanctioning documents.
- c) Keep accurate minutes of all club meetings and Board meetings.
- d) Maintain website content.
- e) 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) Distribute new member packets.

- c) Maintain HammerHead Store inventory and provide items to sell at the monthly club meetings and other functions.
- d) Provide newsletter editor with the member information for the club newsletter.
- e) Report to the treasurer the accounting of members and dollars for donating to the club's selected non-profit organization for the year.

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. 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 and for club meetings.
- e) Coordinate with the Marketing/Advertising Chairman and the Webmaster.

6. 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.

7. Workout Coordinator

- a) Plan workout sessions for the club members to train together, share training tips, and provide the opportunity to advance individual skills.
- b) Maintain the "Training Groups" section on the website.

8. Board Member(s) At-Large

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

D. Committees

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) BrickFest
 - e) Marketing/Advertising

E. Terms/Vacancies

1. There are no term limits for Board Members.
2. Vacancies will be filled as a position becomes available.
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.

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/Race Committee of any club sponsored event.

A. HammerHead Olympic Triathlon Race

1. The Race Director is selected by majority vote of the Board once a resume' is submitted and interview conducted.
2. The Race Director acts in the capacity as President as outlined in the bylaws of the HammerHead Triathlon Club.

B. HammerHead Ocean Marathon

1. The Race Director is selected by majority vote of the Board once a resume' is submitted and interview conducted.
2. The Race Director acts in the capacity as President as outlined in the bylaws of the HammerHead Triathlon Club.

Article 6: MEETINGS

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

Article 7: VOTING

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

Article 8: GENERAL FISCAL POLICY

- A. Checks or money orders are the only means authorized to disburse club funds.
- B. Checks and cash will be promptly deposited into the HHTC bank.
- C. No individual will receive a HHTC 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.

D. No member will be given cash, check, or a money order as a reward or a token of sympathy or congratulations. HHTC may at the discretion of the Board purchase appropriate gifts for club members.

E. The Club Treasurer will inform the Board if the monthly bank account balance falls below \$4,000.00.

Article 9: EXPENDITURES/CHARITABLE GIVING

A. HammerHead 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 \$500 without approval from the Board.

D. Any expenditure from \$75.00 to \$250.00 must have the approval of at least one additional Board Member.

E. Any expenditure over \$250.00 must be approved by the majority of Board members.

F. Exceptions are decisions made by the HammerHead Olympic Triathlon (HOT) and HammerHead Ocean Marathon (HOM) committees. (See Article 5)

Article 10: AUDITS/REPORTS

A. The President will appoint a non-board member to conduct an annual audit of the treasury. The audit 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 majority vote from the Board of Directors.

Approved by the Board
May 27, 2008