



ByLaws (Revised 07-18-2009)

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ARTICLE I. INTRODUCTION

The Jersey Shore Rowing Association (JSRA) is a not-for-profit foundation established in 2006.

It is governed by a volunteer executive committee and operates by collecting member dues, race entry fees, and donations, which enable it to purchase club related supplies and equipment, fund competitive events, and support related causes.

It also seeks grants to fund capital improvements. JSRA's activities include Junior Lifeguard rowing clinics, and other related educational programs as well as recreational and competitive events. JSRA does not segregate or allocate funds according to their origin.

The purpose of JSRA shall be to foster and a sense of community by supporting and promoting community-based rowing programs and other activities associated with non-motorized boating; to teach and train oarsmen and oarswomen without preference to race, creed, religion, color or physical disability; to provide equitable means for both recreational and competitive rowing, locally, regionally, nationally and internationally; to maintain the natural beauty of the waterways used for rowing; and to provide a means for community and charitable involvement in Monmouth and Ocean Counties and their surrounding areas.

Individuals and groups that join JSRA recognize allegiance not only to their individual interests, but to the welfare of JSRA and the sport of rowing as a whole.

ARTICLE II. MEMBERSHIP

1. Membership in the JSRA may include membership in the United States Lifesaving Association. Although membership in the United States Lifesaving Association is not required, it is required of JSRA members if they wish to be eligible to compete in the USLA regional and USLA National championships. Members are expected to assist in the workings of the JSRA either by helping at JSRA sponsored races, serving on committees, or participating in other volunteer club activities. The JSRA is not required to provide insurance for personal equipment or provide liability and accidental insurance. If association members volunteer to conduct rowing clinics and the like for any municipality or organization, it is done so with the understanding that the agency sponsoring the event will hold JSRA members harmless of any liability. Membership prerequisites include the payment of annual dues, executing the annual JSRA insurance waiver and adhering to the by-laws and code of conduct.

2. All dues paying members in good standing are entitled to: (1) Attend regular JSRA meetings (2) Attend JSRA social activities (3) Participate in JSRA self funded point series events. Membership - is open to those who are or intend to be active participants in the club's activities. Members must be at least 18 years of age and their annual dues must be paid and they must submit an annual, official JSRA insurance waiver, duly executed. Alternately a minor may join with waiver executed by parent or legal guardian.

3. *APPLICATION* - An individual may seek application for membership by tendering a completed membership form, a duly executed official JSRA insurance waiver and payment of annual dues in full to the Secretary – Treasurer of JSRA. Deposit of payment received into the club's account will constitute acceptance of membership. The Executive Committee may refuse to accept an application for membership for reasons other than sex, race, creed, color and sexual orientation, if reasonable justification can be demonstrated that an applicant should not be offered membership. Membership will not be accepted for any applicant under 18 years of age without proper waiver executed by a parent or legal guardian. The Secretary/Treasurer will be responsible for maintaining application and waiver forms and for maintaining complete membership records for the club.

4. *RESIGNATION* - An individual who no longer desires to be a member shall make a written request to the Secretary – Treasurer that they be removed from membership. No refund of club dues will be extended to members who resign, except by approval by a majority vote of the Executive Committee. An individual who fails to make payment toward their dues after written notice from the Secretary – Treasurer and who does not notify the Secretary – Treasurer of their reason and establish an acceptable payment plan for non-payment will be considered to have resigned from the club. Members who resign during the year will not be extended any club privileges.

5. *TERMINATION* - A member who does not abide by the JSRA Bylaws and Code of Conduct, does not abide by the rules and or intentionally avoids payment of club dues and assessments, or for conduct in any manner that is generally considered detrimental to the well being of the club, may have their membership revoked. A

membership may only be revoked by a majority vote of the Executive Committee. A terminated member will not be eligible for a refund of any annual dues or assessments paid.

ARTICLE IV. OFFICERS/EXECUTIVE COMMITTEE

1. *DEFINITION* - The officers of the club shall be: President, Vice President, Secretary-Treasurer. The officers shall be elected by active Members who are regularly assisting and participating in the workings of the JSRA either by helping at JSRA sponsored races, serving on committees, and or participating in other volunteer club activities. The eligible voting pool must be approved by a majority of the Executive Committee prior to any election. Elections of all executive committee members shall take place every two years following the most recent amendment or revision to the bylaws, or unless an officer resigns his or her office, is removed from office, or is otherwise unable to serve.

2. *NOMINATIONS* - Nominations are made by the Executive Committee and an Election Committee comprised of a quorum as defined within these bylaws. This committee shall be appointed by the President and deemed as qualified to make a nomination that is in the best interest of the JSRA

3. *ELECTIONS* - following the recommendation of nominees (if any) the Executive Committee along with the Election Committee members who are selected by the President shall elect the Officers of the club.

4. *VACANCIES* - If an officer resigns his or her office, is removed from office, or is otherwise unable to serve, the President shall appoint a replacement whose two year term would begin at the time of that appointment. If the office of President becomes vacant, the president will elect his/her successor.

5. *PRESIDENT* - The President is responsible for discharging the following duties:

- A. Preside over all general, special and Board meetings.
- B. Select for appointment Chairpersons for all committees.
- C. Interpret the Bylaws and other association regulations and settle all disputes as to their meaning. Any member may make a written appeal of a President's interpretation. Upon interpretation by the president all final rulings will be binding.
- D. Represent the club at all official functions in person, or by personal designee, with the local community, the United States Lifesaving Association, and with all individuals and organizations conducting business with the club.
- E. Sign checks and make deposit of club funds in absence of the Secretary-Treasurer and approve expenditures.
- F. Serve as an ex-officio member of all standing and special committees.
- G. Develop and maintain the club web site.
- H. Cast deciding vote in all matters requiring a vote.

6. *VICE PRESIDENT* - The Vice President is responsible for discharging the following duties:

- A. Preside over the general, meetings in the absence of the President.

B. Represent the club at all official functions in person, or by personal designee, with the local community, the United States Lifesaving Association, and with all individuals and organizations conducting business with the club in the absence of the President.

7. *SECRETARY-TREASURER* - The Secretary-Treasurer is responsible for discharging the following duties:

- A. Bill and/or collect dues, entry fees, assessments and other miscellaneous income in a timely fashion.
- B. Deposit, in a timely fashion, all funds received, into the association's Bank accounts.
- C. Pay, in a timely fashion, all obligations appropriately incurred by the association.
- D. Maintain the club's general record of receivables and payables throughout The year and reconcile those records with the bank of deposit's records on a monthly basis.
- E. Prepare a financial statement for each Board and general meeting showing as a minimum the current balance in the treasury, with cash flow report starting from January 1st.
- F. Prepare an Annual Financial Statement at the end of the calendar year showing fund balances, cash flow, itemized categories and budget variance.
- G. Review the annual budget as prepared by the President.
- H. Maintain all administrative correspondence, and signatures with all banking institutions, lenders and insurance carriers.
- I. Maintain a copy of all records, documents and correspondence sent or received by the club during the calendar year.
- J. Correspond with members, other clubs, Associations, community groups and other interested parties and individuals on matters of association business and activities.
- K. Assure that an annual report of income is filed with the Internal Revenue Service by May 15.
- L. Prepare of the Club roster.
- M. Maintain records of alternative payment schedules of members.
- N. Take minutes of all general meetings. These minutes shall be recorded and filed. A copy of the minutes of the prior meeting shall be distributed at the subsequent general meeting and upon request.

ARTICLE V. MEETINGS, QUORUM

1. GENERAL MEMBERSHIP MEETINGS – The business of the club will be conducted at a general membership meeting to be held no less than twice yearly or as required, at a designated place agreed upon by the Executive Committee. The general membership will be notified of the place and time of the meeting by web site and or email. Agenda items may be submitted to the President prior to the meeting. The agenda should include the following items: Call To Order Reading of the prior meeting's Minutes Secretary – Treasurer's Report Committee Reports Old Business New Business Announcements Adjournment The President is responsible for discussing the general business and activities of the club. On matters of business before the President, the President shall discuss each relevant item thoroughly, with input from the general membership attending, and then make a recommendation for action.

2. *QUORUM* - A quorum shall consist of no less than two officers of the club, one of whom must be the President, one Trustee as appointed by the President and three eligible members as per established voting member criteria. Each member of the quorum is entitled to one vote relative to conducting the business of the Club. A simple majority is required to pass a motion.

3. *EXECUTIVE COMMITTEE MEETINGS* - The Board may conduct no less than two meetings per year, or as required, at a designated place agreed upon by the Executive Committee. These meetings are closed to the general membership except by invitation or request to be placed on the agenda. An agenda developed by the President shall be presented to the membership.

4. *SPECIAL MEETINGS* - Special meetings, in addition to the General Membership and Executive Committee mentioned above, devoted solely to a discussion of specified items of business or specified activities, may be called by the President as the situation dictates. A quorum must be present if any action is to be taken.

ARTICLE VI. COMMITTEES

1. *DEFINITION* - In addition to the Executive Committee, Committees will be formed as needed. Some possible committees are as follows:

- A. Membership
- B. Equipment & Facilities
- C. Fund Raising/Development
- D. Coaching
- E. Bylaws
- F. Publicity/Communications
- G. Competition
- H. Financial
- I. Programs
- J. Education

2. *COMMITTEE MEMBERS* - Committee Chairpersons are selected by the President. Each Committee chair may select the members of his or her committee from the general membership. Committee members must be in good standing with the club. Members may be removed from committees at any time by the Committee Chairperson and the Executive Committee.

3. *SPECIAL COMMITTEES* - The President may, appoint from the general membership, special committees as he or she may deem necessary and proper.

4. *REPORTING* - When requested, the Chairman of each of the standing committees shall present a report at general membership meetings.

ARTICLE VII. DUTIES OF COMMITTEES

1. *EXECUTIVE* - The Executive Committee shall consist of the President, Vice President, Secretary-Treasurer, and one Trustee as appointed by the President. The committee is responsible for the following:

- A. Consider and act on matters of importance which require action between the meetings of the general membership.

2. *MEMBERSHIP* - The membership committee is responsible for the following:
 - A. Publish and maintain the Club roster, with the assistance of the Secretary-Treasurer.
 - B. Maintain membership applications and waivers.
 - C. Prepare, maintain and deliver to prospective and new members, a "Club Information" brochure, membership application, rules of the club, and other information, as appropriate.
 - D. Conduct membership drives as appropriate.
 - E. Maintain list of prospective members and maintain contact with prospects until prospects make a decision regarding joining the club.
 - F. Prepare monthly and annual reports for the Executive Committee regarding status of members and prospective members.

3. *FUND RAISING/DEVELOPMENT* - The Fund Raising/Development Committee is responsible for the following:
 - A. Make recommendations to the Executive Committee regarding contemplated fund raising projects.
 - B. Organize and conduct fund raising projects approved by the President.
 - C. Update and maintain sponsorship literature regarding the club.
 - D. Work with the Publicity/Communications Committee to establish sponsorships for various club regattas.
 - E. Maintain all records regarding all current and prospective sponsors.
 - F. Correspond and follow-up with all sponsors.

4. *PUBLICITY/COMMUNICATIONS* - The Publicity/Communications Committee is responsible for the following:
 - A. Develop and distribute all press releases, race results, advertising and promotional activities to the various media.
 - B. Represent the club at appropriate community functions.
 - D. Develop and publish a club newsletter.

5. *COMPETITION* - The Competition Committee is, with the cooperation of the members, responsible for developing and coordinating all competitions sponsored by JSRA.

6. *FINANCIAL* - The Financial Committee is responsible for the following:
 - A. Prepare an annual budget to be presented to the Executive Committee not later than March 1 of the calendar year.
 - B. Advise the board as to future expenditures.

10. *PROGRAM* - The Program Committee is responsible for the following:
 - A. Develop and implement rowing programs.
 - B. Plan, coordinate and implement social programs.

ARTICLE VIII. PAYMENT OF DUES AND ASSESSMENTS

1. *DUES FEES* - Annual dues and fees are to be paid in full prior to May 1st of the calendar year. The Executive Committee shall set the dues for membership. Members wishing to extend payment or develop a payment schedule must receive approval from the Secretary-Treasurer.

2. *ASSESSMENTS* - The President may impose an assessment on the members if in his/her opinion such is required for the club to meet its financial obligations.

ARTICLE IX. AMENDMENTS Any proposed changes to the Jersey Shore Rowing Association Bylaws must be submitted in writing to the executive committee. Any modification to existing by-laws will be evaluated by a quorum which shall consist of no less than two officers of the club, one of whom must be the President, one Trustee as appointed by the President and three eligible members as per established voting member criteria. These Bylaws may be altered or amended, or new ones adopted by President and a Committee selected by him/her and in the best interest of the JSRA.