

UPDATED January 2010

By-laws

MHS Rowing Association, Inc.

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**Article 1
Purpose**

1.1 Purpose

The purpose of the MHS Rowing Association, Inc is to support a rowing team for the students of Melbourne High School. The Association will work with the Melbourne High School Administration and the Head Coach(es) to adhere by Brevard School Board policies for interscholastic athletic guidelines, FSRA (Florida Scholastic Rowing Association), FHSAA (Florida High School Athletic Association), and US Rowing guidelines. The Association shall be responsible for raising sufficient funds to provide the team with the necessary equipment for training, practice, and competition in racing events and arranging and/or providing transportation for the team and coach(es) to and from competitive racing events.

1.2 Direction

MHS Rowing Association, Inc. is under the direction of the Melbourne High School Athletic Director and the Head Coach(es) of the rowing team. All activities conducted by the Association must support the vision of the Head Coach(es) for Melbourne High School Crew.

**Article 2
Meeting of Members**

2.1 Annual Meeting

The annual meeting of the members of MHS Rowing Association, Inc shall be held in May of each year, at such time and place, as the Board of Directors shall specify. An annual report shall be presented at this meeting.

2.2 General Meetings

General meetings of MHS Rowing Association, Inc will be held monthly, the date and time to be determined by the Board of Directors. The general membership will be notified of the place and time of meeting either by mail, newsletter, email, or telephone. The meetings are open to Association members in good standing and the women's and men's team captains.

2.3 Quorum for General Meetings

Decisions shall be achieved by a simple majority vote of the members present and shall be binding on all rowers and members of the Association.

2.4 Agenda

An agenda for each general meeting will be published by the Board of Directors at least one week prior to the meeting.

2.5 Special Meetings for General Membership

Special meetings may be called by the President when time-sensitive issues arise and there is not ample time to call a general meeting. Notice will be given to the general membership of any special meeting including the date, time, and location and any issues to be addressed.

2.6 Voting on Agenda Items

Voting on agenda items as well as old and new business will be conducted by motion, a second of the motion and hand count. One vote by a parent member of each rower family in attendance is permitted. The rowers fee's of the parent member voting must be current or paid in full. The School Liaison and Head Coach(es) shall also have one vote each.

Article 3

Membership, Dues, and Fees

3.1 Membership in Good Standing

The Association shall consist of the parents of each rower that is current with his or her financial and Association responsibilities such as, but not limited to, fundraising, transportation, and any other special assessments voted on by the Association members. Parent membership is terminated when the rower is no longer a member of the team as determined by the Head Coach(es).

3.2 Parent Responsibilities

The parents of rowers shall be responsible for providing transportation to and from all practice sessions, supporting and participating in all fund raising activities and club activities, paying all dues and fees in a timely manner, and participating on committees and club meetings.

3.3 Grievance Policy

Parents and rowers shall first go to the Coach (es) to try and resolve any grievances. If the parents or rowers cannot resolve their grievances with the Coach (es), they may contact the Melbourne High School Athletic Director.

3.4 Rower Participation

All required rower paperwork, rower registration fees, and dues shall be current before the rower may participate in any practice or competition race.

3.5 Rower Registration and Dues/Fees

Rower registration and dues/fees shall be determined annually by the Board of Directors to meet the reasonable financial needs of the MHS Rowing Association, Inc. and included in the income of the annual budget. In accordance with Section 4.8 D (F), the proposed budget shall be presented to the Association for approval at the first general meeting in August. All financial and fundraising requirements i.e. payment dates and amounts due shall be stated in the membership financial requirement and presented to the Association for approval at the first general meeting in August.

If a rower leaves the team and has notified their Head Coach, in writing, and has paid his or her fees in full for the semester, the rower may request that fees be returned on a prorated basis from the first day of the next month through the end of the semester i.e. if a rower leaves on Sept. 16th and has paid through the end of December, fees will be returned from October through December. All money raised from fundraisers or paid to Brevard School foundation are non refundable.

If the uniform is unused and returned, an attempt will be made by the Association to sell the uniform to another rower. That amount will also be returned upon the sale of the uniform.

3.6 Transportation Fees

A- Transportation will be assessed for each rower utilizing Association arranged transportation to and from any event. Said fees shall be payable, in cash, to the Treasurer prior to the transportation activity as determined prior to the event. Rowers will be responsible for prepaying transportation to and from the event even if only utilized one way.

B- All transportation must be in accordance to Brevard School Policy.

3.7 Additional Expenses

There may be additional expenses for each rower during the year. Such expenses will be determined by the Board of Directors and discussed in a general meeting of the Association. Additional assessments shall not be made without a majority vote of those attending the general meeting in which the assessments are discussed.

3.8 Fund Raising Activities

Fund raising activities shall take place throughout the year. Melbourne High School must approve all fundraisers. All rowers and parents shall participate in fund raising activities. Rowers and/or rower parents not participating in fund raising activities may be assessed a fee consistent with the rower's fair share of the activity. All funds raised belong to MHS Rowing Association, Inc, not individual rowers.

3.9 Financial Assistance

All requests for financial assistance must be addressed to the Board of Directors for consideration.

Article 4

Board of Directors

4.1 Board

The Board of Directors shall consist of the following positions:

- President
- Vice President
- Secretary
Treasurer
- Melbourne High School Liaison
- Head Coach(es)

4.2 Authority

The affairs of MHS Rowing Association, Inc shall be conducted under the supervision of the Board of Directors in such a manner as to carry out the purposes and direction of the Association as set forth in these by-laws. To that end, the elected Board of Directors (President, Vice President, Secretary, and Treasurer) shall

- A - Be responsible for conducting all business pertaining to the operation of the Association and maintain membership in FSRA (Florida Scholastic Rowing Association), SRAA (Scholastic Rowing Association of America, and US Rowing.
- B - Have the authority to incur reasonable and normal debts and to pay reasonable and normal bills consistent with the accepted operation of the Association.. Any capital expenditures over \$500.00 and any expenses over operating budget or fund raising activity, which will involve all or part of the rowers or Association members must be approved by the membership at a general meeting.
- C - Actively solicit support from the local community governmental bodies, businesses and organizations in order to obtain funds, equipment and services to benefit the team.
- D - Appoint Committee Chairpersons, as needed, to conduct the necessary business of the Association. The term of service of Committee Chairs shall be determined by the Board. Committee chairperson(s) calls the committee meetings and are responsible for updating the Board of Directors of their progress.
- E - Melbourne High School Administration will hire, evaluate and dismiss the Head Coach (es). The Board of Directors shall have the opportunity to present candidates for hiring, as well as give input in the evaluation and dismissal of the Head Coach (es).
- F - Approve the annual budget for the Association and all other financial matters.
- G - Propose revisions and amendments to the by-laws. Any changes must be approved by the Melbourne High School Principal before they are brought to the general membership for approval. All revisions and amendments shall be voted on by the general membership at a general meeting.

- H - Maintain a PO Box address for all official correspondence. In order for continuity in receiving mail, all mail shall be sent to PO Box - not individual's private addresses.
- I - Maintain a checking account with a reputable bank in the area. The Treasurer and at least one other Board member shall have the authority to write checks on the account. Any monies raised that directly involve the students/rowers will be maintained in a Melbourne High School account. The Treasurer shall follow Brevard School Board Policies in assessing that account. The treasurer shall provide the president with either the original or a copy of the monthly statement of the outside checking account on a monthly basis. If the President is related to the treasurer, then the vice president should receive a copy.
- J - Maintain theft and damage insurance on all boats, motors and other associated equipment of significant value.
- K - Maintain liability insurance as required for participation in racing events and by the School Board of Brevard and by City of Melbourne for use of Ballard Park site
- L - Along with the Head Coach(es), establish the safety program. Program shall include, but shall not be limited to Boat Safety Equipment, Safety on Trips, and a Buddy System.

The board of directors shall maintain regular contact with the City of Melbourne with regards To our location at Ballard Park. The President shall act as primary contact with the City of Melbourne for MHS Crew and shall forward any concerns of the City directly to the membership, Coaches, students, or school.

- N All elected Board members may sign for official business.
- O- Will maintain club information, records, meeting notes and transfer over to newly elected Board the first week of June.
- P Maintain MHS Rowing Association, Inc as a Florida Not For Profit Corporation by filing the appropriate Annual Report and paying the fee to the State of Florida.
- Q- Hire a professional outside of the organization to prepare the required yearly Internal Revenue Service Tax Returns for MHS Rowing Association, Inc to remain a Not for Profit Florida Corporation and filing them in a timely manner.
- R- Provide all Independent Contractors receiving payment from MHS Rowing Association, Inc proper tax forms as well as file the appropriate forms with the Internal Revenue Service

4.3 Board Meetings

Regular meetings of the Board of Directors shall be monthly and at other times as the Board deems necessary. Special meetings may be requested by any Board member. The time and place of the next regular meeting shall be decided at every Board meeting before adjournment.

4.4 Quorum for Board Meetings

A majority of the Board of Directors is required to enact any business requiring a vote of the Board.

4.5 Elections

Nominations for the elected positions of President, Vice President, Treasurer, and Secretary are to be solicited by a volunteer committee appointed and approved by the Board of Directors. The Board of Directors will appoint the committee members by the **March General Meeting**. All nominations are to be received, collected and presented to the membership by the **April General Meeting**. A notice of the accepted nominations shall be sent to the membership via email. The nomination committee shall keep the general membership updated weekly by email of those that have accepted nominations from the March General Meeting up to the April General Meeting.

Voting is to take place at the Melbourne High School at a specified date during the first week of May which is to be announced at the April General Meeting. Voting for the elected officers is performed **by secret ballot** provided to those members in good standing (rowers dues paid in full for current year) **who are present at the election meeting**. Additional write in nominations will be accepted at this time. Candidates who wish to share their credentials will be given an opportunity to address the membership. Only one parental vote per rower family member is valid. The School Liaison and Head Coach(es), shall also have one vote each. The nomination committee will tally the votes and announce the results.

4.6 Term of Office

The term of office for the elected officers shall be for a period of one year, from the first day in June to the last day in May.

4.7 Resignation/Removal of Elected Officers

Any elected officer may resign at any time by giving written notice to the Board of Directors. Any such resignation shall take effect at the time specified therein, or, if no time is specified then upon its acceptance by the Board of Directors. Any elected officer may be removed for a just cause by at least a seventy-five percent vote of the general membership or a majority vote of the Board of Directors. The Board of Directors may appoint a temporary volunteer from the membership if necessary to fill the position until the next general meeting where ballots will be provided for a re-election of that position.

4.8 Duties and Responsibilities of Elected Officers:

4.8 A President

- A Shall be the presiding officer at all board and general meetings.
- B- Shall be responsible for providing leadership to the Board and to the Association
- C- Shall furnish a list of the Board of Directors to the Melbourne High School Administration upon their request.
- D Shall insure that at least one Board member is present at every crew event to represent the Association leadership.
- E - Shall meet with the Head Coach (es) as need arises.

4.8 B Vice President

- A Shall be knowledgeable of all Association activities and shall be capable of assuming the responsibilities of the President whenever required.
- B - Shall be responsible for all insurance matters, identifying and obtaining liability insurance for the team, and equipment insurance for the team equipment and any other insurance that is required.

- C - Shall be responsible for collecting and maintaining all rowers forms required for members of team, except medical forms. Medical forms will be managed by the Head Coach (es)
- D - Shall provide Rower Release forms for all rowers participating in races. The forms shall be provided to the Head Coach (es) or sent to the Race Committee as identified by the Head Coach(es).
- E - Shall provide all information necessary to all drivers and to Association parents who request the information prior to departure to any activity requiring team transportation, in a timely manner; including but not limited to the following:
Schedule of events, map(s), departure time, estimated return time, emergency phone number, and special instructions such as money required for food, special clothing, bag lunches, etc. .

4.8 C Secretary

- A - Shall be both Recording and Corresponding Secretary of s MHS Rowing Association Inc..
- B - Shall be responsible for notifying the Association members of all general and special meetings, race schedule and fund raising activities
- C - Shall be responsible for all general correspondence including thank you notes, notices to the membership, newsletter distribution, etc. All correspondence shall be conducted in a timely manner.
- D Shall be responsible for recording the minutes of each meeting. Typed copies shall be given to each Board member and the Melbourne High School Administration within two weeks of each meeting, or at the next meeting, whichever comes first.
- E - Shall create and maintain a complete team roster. The roster shall contain names of each rower, parent names, their addresses and phone number.
- F - Shall create and maintain a telephone tree for quick and effective communication with all members of the team and Association..

4.8D Treasurer

- A - Shall maintain the complete financial records of the Association.
- B - Shall make all deposits and payment of expenses in a timely manner.
- C - Shall be responsible for collecting all dues, fees and assessments due the Association from the members and parents of the team .
- D - Shall collect transportation fees as necessary, from each rower prior to departing for any activity requiring team transportation and shall appropriately distribute the fees collected to the drivers providing transportation.
 - E - Shall provide a monthly financial statement for the Board of Directors and to the Association at general meetings.
- F - Shall, with the assistance of the Board of Directors, create and maintain a budget pertaining to all

financial activities of the Association. The proposed budget shall be presented to the Association for approval at the first general meeting in August.

- G - Shall present an annual treasury report at the general meeting in May.
- H - Shall present an annual treasury report to the Melbourne High School Administration in May.
- I - May appoint a fundraising committee chairperson. Treasurer will still oversee the committee as far as interaction with the Board and Melbourne High School to meet all required policies and paperwork.

Article 5 Head Coach(es)

5.1 Responsibilities

- A - Shall communicate at the beginning of the school year to the Melbourne High School Administration and the Board of Directors in the best spirit of sportsmanship, his or her philosophy, methods and expectations toward establishing and maintaining the Melbourne High School Crew program.
- B - After adoption by Melbourne High School and the Board of Directors, shall communicate at the beginning of the school year a clear understanding for the general crew program philosophy, the responsibilities of all involved and the methods for achieving the desired goals to the team and Parent's Association.
- C - Along with the Board, establish the safety program. Program shall include, but shall not be limited to Boat Safety Equipment, Safety on Trips, and a Buddy System.
- D - The Coach(es) will establish the race schedule and will concur with the Board based on availability of funds.
- E - Shall outline to the Board of Directors and Melbourne High School Administration in writing, at the beginning of the Fall Season, his or her plans to accomplish the following:
 - Training methods and requirements
 - Rower participation and attitude requirements
 - Anticipated racing activities and events
 - Safety procedures to be followed
 - Disciplinary actions to be used
 - Equipment needs
- F - Shall determine appropriate disciplinary actions to be taken against rowers for infractions of published rules. Shall initiate minor disciplinary actions as deemed necessary. At the beginning of the season, shall publish these procedures to the Parent's Association and rowers.

- G - Shall bring all major disciplinary actions such as rower suspensions and/or dismissals from the team to the Melbourne High School Administration for approval and inform the Board of Directors of such actions.
- H - Shall determine and administer the rowing program.
- I - Shall communicate, as needed with the President, and Melbourne High School Administration. Shall communicate any problems or needs at this time.
- J - Shall not be dictated to by the Association members or rowers how or when to coach. Questions, comments, and concerns of individual members of the Association shall be presented to the coach(es) during non-practice and non-race times.
- K - Shall be responsible for keeping copies of medical release forms for all rowers on hand during practices and events.
- J: Head coach(es) shall hire Assistant Coach(es) as deemed necessary in conjunction with Melbourne High School Administration approval and Board approval of budget to support Assistant Coaches(es). Assistant Coach(es) shall follow Brevard School County rules and regulations regarding Assistant Coach(es)

5.2 Finances

- A - May be paid financial aid at the discretion of the Board of Directors. If financial aid is paid, the amount of payment and the terms and length of service shall be mutually agreed upon by the coach(es) and the Association.
- B - Shall be reimbursed by the Association for all reasonable expenses incurred in relation to racing events. This shall include, but shall not be limited to: a hotel room, if required; food; transportation; if required, etc.
- C - Shall procure items necessary to perform the duties consistent with the coaching position. Such purchases shall include, but shall not be limited to, items such as gasoline for the launch, coaching materials, equipment repair materials, etc. Prior consent of the Board of Directors shall be required for all items or group of items costing more than \$100.00. The Association shall reimburse the coach within 7 days of the submission of receipts, for all expenses incurred on behalf of the team.

Article 6 School Liaison

6.1 Responsibilities

- A - The position of the Melbourne High School liaison shall be an ongoing position to be filled by a person identified by the Administration of Melbourne High School.
- B - The liaison shall be the prime interface between the School Administration and the Association
- C - The liaison shall try to attend all Crew events such as races, Board of Director meetings, general meetings, and social events.

- D - Upon request, liaison shall be reimbursed for expenses (gas, hotel) incurred in out of town races

Article 7

Rower Grades, Conduct and Discipline

7.1 Grades, Conduct and Discipline

- A - Students are representing Melbourne High School at all team activities (practices, races, fund-raisers, etc.). Students must adhere to the policies of Melbourne High School and the Brevard County School Board, FSRA (Florida Scholastic Rowing Association), FHSAA (Florida High School Athletic Association), and US Rowing.
- B - Rowers must maintain a minimum GPA for each 9-week period as dictated by Melbourne High School Policy. Failure to maintain this average will result in suspension from the team until the grade average is pulled up the next 9 weeks. The rower will not be allowed to participate in any crew activity during the suspension period. Failure to bring up your GPA after that will result in dismissal from the team.

7.2 Conduct

- A - Students are representing Melbourne High School at all team activities (practices, races, fund-raisers, etc.). They shall conduct themselves in a manner that will bring credit and respect to Melbourne High School and the team.
- B - The use of alcohol, tobacco or drugs at any time while representing Melbourne High School Crew will result in dismissal from the team. This includes practice, races, fundraising activities and any club-sponsored event.
- C - Teamwork, cooperation, and dedication are essential in the success of the team. This requires all team members to show respect to the liaison, coach(es), and other adults and to each other. Disrespect to the school liaison, coach(es), adults, officers, and team members will not be tolerated. Continued disrespect will result in suspension and or dismissal from the team.
- D - When classes are missed due to a crew trip on a school day, all work must be made up (before the trip if possible).
- E - Rowers shall abide by the rules that have been published by the Head Coach(es) and approved by the Melbourne High School Administration.

7.3. Discipline

- A - Rowers shall accept disciplinary action(s) given by the Head Coach(es).

- B - A decision concerning the discipline of a rower shall be reviewed by Melbourne High School, if so requested by the rower or the parents of the rower. The decision of the school, with the Coach(es) in attendance, shall be final.

Article 8 Amendments

The elected Board of Directors may propose revisions and amendments to these By-laws. Any changes must be approved by the Melbourne High School Principal before they are brought to the general membership for approval. All revisions and amendments shall be voted on by the general membership at a general meeting.

Article 9 DISSOLUTION OF THE CLUB

On the dissolution of the MHS Rowing Association corporation, the board of directors shall, after paying or making provision for the payment of all the liabilities of the corporation, distribute all of the assets of the corporation exclusively for charitable, scientific or educational purposes in such manner and to such qualified organization or organizations as the board of directors shall determine. Any of the assets not so distributed shall be distributed in accordance with the direction of any court having jurisdiction in the county in which the principal office of the corporation is then located, exclusively for the above purposes of the corporation or to a qualified organization or organizations as to the court shall determine. For purposes of this article, an organization is a "qualified organization" only if, at the time of receiving the assets, it is operated exclusively for the purposes described in IRC§ 170 (c)(1) or IRC §170 (c)(2)(B) and is described in IRC § 509 (a)(1),(2) or (3).