

Space Coast Crew Boosters, Inc.
(A Corporation Not-for-Profit)

Bylaws

ARTICLE I - Name

The name of this organization shall be SPACE COAST CREW BOOSTERS, INC. The organization was incorporated under the provisions of the State of Florida, Fla. Statute, Chapter 607.

ARTICLE II - Purpose

The purpose of the Space Coast Crew Boosters is to be a non-profit organization formed and maintained to promote the sport of rowing, without preference to race, creed, religion, or color, to provide the equitable means for both recreational and competitive rowing, locally, regionally, nationally, and internationally.

ARTICLE III - Membership

Section 1: The membership year shall run from July 1st through June 30th.

Section 2: The following levels of memberships shall be offered:

- Scholastic Member: Brevard County students enrolled in grades 9-12.
- Young Adult Member: Age 19-26. SCC alumni rowers and rowers from other high school or collegiate programs approved by the SCC coaching staff and Board of Directors.
- SCC Adult Member: Age 27 and above. Rowing members in this category will be classified as novice or experienced.
- Coxswains: Non-scholastic coxswain membership is available for individuals in recognition of the contribution that coxing affords club members.
- Associate Member: This level of adult membership is for members seeking personal boat storage only.
- General Memberships shall be open to parents of active scholastic rowers and active scholastic coxswains who are members of Space Coast Crew. Such persons shall be entitled to vote and hold office.

Section 3: Dues shall be set by the Board of Directors at a designated Board meeting prior to the start of each membership year. There may be accommodation for waiver or

reduction of dues at the discretion of the Board of Directors upon showing of financial hardship.

ARTICLE IV – Dues

See Current Dues Schedule in membership documents.

ARTICLE V - Meetings

Section 1: Business meetings of the Board of Directors shall be held as often as required, at the discretion of the President, but in no case less than once a month during the scholastic rowing season (typically, October through May). Meetings may be held within or outside the State of Florida at such place as is authorized by the Board of Directors. A quorum of at least 51% of the directors shall be required for all board meetings. Either the Recording Secretary or the Corresponding Secretary shall be required to give the Directors at least five day's notice (either by regular U.S. mail, voice or e-mail) of the meeting together with an agenda for the meeting and any other materials pertaining to matters that will be decided at the meeting. Decisions will be reached by a motion, a second to the motion and a majority vote. The Recording Secretary will record the proceedings of the business meetings and file the minutes in the corporate record book. All business meetings of the Corporation shall be open to the membership, but it is not required that the general membership be formally notified of the meetings.

Section 2: The annual meeting of the Corporation shall be held during the last month of the membership year, (typically, May).

Section 3: General business of the club will be conducted at booster meetings to be held as needed at the Board's discretion at a designated place agreed upon by the Board of Directors. The general membership will be notified of the place and time of the meeting either by mail, newsletter, e-mail, telephone, or sign posted at the boathouse. An agenda, approved by the Board of Directors at the prior month's board meeting, will be discussed with the membership at large.

Section 4: Special meetings, devoted solely to a discussion of specified items of business or specified activities, may be called by the President when the situation dictates the necessity to meet at times other than designated Board meetings. No business other than that specified as being the reason for the meeting can be discussed unless passed by a motion of the board members present.

Section 5 – the President may call virtual meetings via the Internet when situations dictate the necessity to quickly resolve time critical issues. The following procedures are required:

- The president shall participate in the vote
- A final vote tally will be taken 72 hours after the second to the motion.

- The vote must be unanimous
- On matters requiring expenditure of club funds, the Treasure shall participate in the vote.

ARTICLE VI - Officers

Section 1: The affairs of the Corporation shall be administered by the Board of Directors. The Board of Directors shall consist of the officers of the Corporation, plus such other directors or officers as are elected from the membership of the Corporation. There shall be not less than three (3) or more than nine (9) members and shall be elected for a term of one (1) year by a majority vote of members attending the annual meeting. Each member of the Board of Directors shall be a member of the Corporation and a resident of Brevard County, Florida.

Section 2: Officers of the Board of Directors for the subsequent year will be nominated and elected at the annual meeting. Any parent of a member or prior Board member is eligible to be an officer of the Board of Directors.

Section 3: The President shall be Chairman of the Board of Directors.

Section 4: The affairs of the Corporation shall be administered by a President, one (1) Vice President, a Recording Secretary, a Corresponding Secretary and a Treasurer. The officers shall be elected by a majority vote of the general members at the Corporation's annual meeting for a term of one-year beginning July 1st. If the office of President were vacated during the term period, it shall be filled by the Vice President. If any officer's position is vacated, the President shall nominate a replacement and, with the approval of the majority of the Board of Directors, submit the nominee for confirmation by the majority of the general membership. The President also has the authority to appoint a replacement with board's approval to positions other than officers. No formal election is required.

Section 5: The **President** is the Chairman of the Board of Directors and the Chief Executive Officer of the club and will see that all decisions and resolutions of the Board of Directors are carried out. He/she will appoint, with Board approval, all Special Committee Chairmen, and shall serve as ex-officio member of all such committees. It shall be the duty of the President to assure that all officers fulfill their duties competently, and that all committees fulfill their functions.

Section 6: The **Vice President** shall exercise the powers and perform the duties of the President during the absence or disability of the President. He/she shall succeed to the presidency in the event that office is vacated. The Vice President shall undertake such duties as assigned by the President.

Section 7: The **Recording Secretary** shall have custody of the official records and shall record the minutes of the annual meeting and the meetings of the Board of Directors. Minutes shall not be filed in the corporate record book until they have been approved by a majority of the Directors.

Section 8: The **Corresponding Secretary** shall maintain copies of all official correspondence in the corporate record book. The Corresponding Secretary shall make the corporate records available to any member at a time and place convenient to both parties.

Section 9: The **Treasurer** shall have custody of all the club funds, and shall provide an accurate record of the receipts and disbursements. He/she shall be responsible for completing any and all official financial documents, including tax returns, pertaining to the club. He/she shall be responsible for managing the club bank account, depositing all funds into the account and, except in emergencies, shall draw all checks on that account. All disbursements shall be supported by bills, invoices, contracts or other documents appropriate to the transaction. Directors and officers shall receive no monetary compensation for their services, but shall have out-of-pocket expenses, paid for and on behalf of the club, reimbursed upon submission of appropriate invoices, receipts or letters of explanation. The Treasurer shall report on the financial status of the club at each Board meeting. The account books shall be kept in accordance with the generally accepted accounting practices. Said books may be examined by any member at any time mutually convenient to both parties.

Section 10: Any officer may be removed, either with or without cause, by a majority vote of the Board of Directors, at any time. Any officer may resign at any time by giving written notice to any of the officers of the corporation. Any such resignation shall take effect at the date of receipt of such notice or at any date specified therein. And, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

ARTICLE VII - Bonding

All Officers and Directors of the Corporation shall be covered by a fidelity bond in an amount not less than the maximum bank balance in the past five years. The premium for said bond shall be paid by the Corporation.

ARTICLE VIII - Amendments

These bylaws may be altered or amended at any meeting of the board of directors called for that purpose and at which not less than a two-thirds majority of the directors shall vote in favor of the alteration or amendment.

ARTICLE IX - Dissolution

Upon the dissolution of the Corporation, the assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the Corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE X – Effective Date

Approval and Implementation of these Bylaws was motioned, seconded and approved by a unanimous vote of the Board of Directors at the special Board of Directors Meeting held on August 18, 2004.