

Canyon Lake Triathlon Club

**29195 Yosemite Place
Canyon Lake, California 92587**

Canyon Lake Triathlon Club BY-LAWS

ARTICLE 1: PURPOSE

The Canyon Lake Triathlon Club is an independent non-profit organization, not affiliated with any professional organization. The Club was instituted to offer camaraderie among members of the Canyon Lake Property Owners Association who enjoy swimming, bicycling, running and any combination thereof.

Club events are intended to promote safe activities that will appeal to the membership as a whole and the community in which we live. Ideas for events can be suggested by any member.

ARTICLE 2: NAME

Canyon Lake Triathlon Club (CLTC)

ARTICLE 3: GOVERNING BODY

- 1) The Canyon Lake Triathlon Club organization is governed by the Board of Directors elected by the membership for defined terms of office as set in these by-laws.
- 2) The Board of Directors shall consist of the following officers: President, Vice-President, Secretary, Treasurer, Race Director and Past-President when applicable.
- 3) The officer positions of the club are open to all members in good standing.

ARTICLE 3.1: ELECTION

The board shall be elected by the voting membership of the club in accordance with established provisions of the By-Laws.

ARTICLE 3.2: TERM OF OFFICE

Each term of office will consist of two (2) years. There is no limit to the number of terms a member can serve.

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ARTICLE 3.3: REMOVAL FROM BOARD

The entire board or any individual board member may be removed from office at any time by a two-thirds vote of the voting members of the club. If any or all of the board members are removed in this manner, new board members(s), which will be chosen at that time, shall be given a temporary appointment at the same meeting and will hold the position until an election can be held. This will not constitute a term in office.

ARTICLE 3.4: OFFICERS

The Executive and Administrative power of the club shall be vested in the Board, which shall consist of a President, Vice-President, Secretary, Treasurer and Race Director. The Board, at their discretion, may also appoint Committee Chairpersons from time to time, as needed for specific purposes. The appointments will end when the specific purpose is complete.

The Board should be comprised of an odd number for voting purposes. All Board Members shall have an equal vote.

ARTICLE 4: MEMBERSHIP

The Canyon Lake Triathlon Club is open to all residents of Canyon Lake and associate members who are not residents of Canyon Lake. At all times, 60% of the club members will be Canyon Lake residents.

ARTICLE 4.1: ASSESSMENT PERIOD

An assessment period will be established for potential new members. This affords the new member a three-fold opportunity:

- 1) To observe and participate in club functions;
- 2) To determine if the new member is compatible with the club.
- 3) To see if participation in the club causes a conflict with their job and/or family obligations.

In turn, this gives the board and membership an opportunity to observe

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the new member and see if they are an asset to the club. This will be determined by involvement/participation in club functions, attitude toward the club and its members.

The assessment period for new members shall be for not less than a consecutive three-month period. The board reserves the right to extend the assessment period for cause.

The following guidelines will be adhered to for entry into the club:

- 1) Application for club membership
- 2) Payment of the non-refundable annual dues.
- 3) Approval of the Board after review of the application at the next scheduled monthly board meeting.
- 4) Attendance of the new member at the meeting.
- 5) A majority vote by board members present.

While in the assessment period, a potential new member will be subject to the following obligations/restrictions:

- 1) No voting privileges.
- 2) No wearing of club insignia.
- 3) Attend at least three (3) club functions. One of the functions shall be a membership meeting. A club function is any scheduled club event, activity endorsed or sponsored by the club.
- 4) Be responsible and professional while participating in club activities. Any action/behavior committed which may reflect on the club and/or its members in a negative manner will be cause for immediate termination from the club, including life members.

Upon completion of the assessment period, the following guidelines will be adhered to in order to gain full membership status:

- 1) Presentation of new member at monthly club meeting.
- 2) Open discussion if required.
- 3) A majority vote by board members present.

Upon entry into the club as a full member, that member will be responsible for contacting the Club Secretary in order to complete the necessary paperwork no later than the next scheduled meeting. At that time, the

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new member will provide cash, check, or money order for the current fee. Upon payment of the costs, the new member will be provided:

- 1) A copy of the Waiver of Liability form to be signed by the member.
- 2) Any club promotional material e.g. t-shirt, bumper sticker etc.

ARTICLE 4.2: DURATION OF MEMBERSHIP

Membership shall continue as long as a person maintains membership in good standing, payment of dues, and actively supports the club. Membership shall cease upon resignation or dismissal from the club. Thereafter, the member shall have no right, title, interest or claim in any asset of the club. He/she shall not have any rights to refund of any dues, fees or contributions he/she has made to the club.

ARTICLE 4.3: RESIGNATION OF MEMBERSHIP

The membership of any member of the club shall terminate after he/she has submitted a written and/or verbal request for such resignation to the board via any member of the board. The board will respond in written and/or verbal form to said request.

ARTICLE 4.4: RIGHTS OF TERMINATION

All rights, privileges, interest and representation of a member shall cease upon his/her resignation and/or termination.

ARTICLE 4.5: SUSPENSION AND EXPULSION

The Board shall have summary power, by majority vote, to place on temporary suspension and or expel or terminate the membership of any member for conduct which, in its opinion, disturbs the order, dignity, business, harmony or impairs the good name, popularity or prosperity of the club; endangers the welfare, interest or character of the club, or conduct in violation of these By-Laws or rules and regulations of the club. The proceedings of the board in such matters shall be recorded in the official minutes and will be considered final and conclusive.

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ARTICLE 4.6: REINSTATEMENT

Any member, whose membership is terminated, as provided in Section 4.5, may have his/her membership reinstated on such terms as the Board deems appropriate. This shall be considered after the member submits a written request to the Board.

ARTICLE 4.7: TRANSFERABILITY OF MEMBERSHIP

Membership in the Canyon Lake Triathlon Club is non-transferable and non-assignable. A leave of absence will be considered by the board after a request is submitted.

ARTICLE 5: DUES

The Canyon Lake Triathlon Club is a non-profit organization. Annual dues of \$25.00 per person and \$30.00 per family have been established to be used for club administration. All members shall pay annual dues. Payment of dues shall be made by the 31st day of July of each year. Dues paid to the club become the property of the club. Annual dues shall be determined from time to time by resolution of the Board of Directors with the approval of the membership.

ARTICLE 5.1: NON-PAYMENT OF DUES

Any member who fails to pay their dues by July 31st of each year **may** be assessed a \$10.00 late fee in addition to the annual dues

ARTICLE 6: MEETINGS

The Canyon Lake Triathlon Club shall have meetings of the general membership. All meetings are open to all members, except closed session meetings of the Board of Directors to consider member discipline, litigation or internal investigations.

ARTICLE 6.1: PLACE

Meetings of members shall be held at respectable places as may be designated from time to time by the Board President and approved by the membership.

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ARTICLE 6.2: REGULAR MEETINGS

General membership meetings shall be held regularly, to be determined by the club president.

ARTICLE 6.3: SPECIAL MEETINGS

Special meetings of members shall be called, as needed, by the President or by any two (2) Board Members. These meetings shall be held at such times and reasonable places as may be ordered by the Board.

ARTICLE 6.4: BOARD MEETINGS

The Board of Directors shall meet as needed.

ARTICLE 6.5: NOTICE OF MEETING

Written, email and/or verbal notice shall be given to all members at least one week (7 days) in advance of a general membership meeting. Notice of special Board meetings shall be given as far in advance as possible.

ARTICLE 6.6: CONTENTS OF NOTICE

Notice of membership meetings shall specify the place, date, time, and general nature of the business to be transacted.

ARTICLE 6.7: VOTING AT MEETINGS

There must be a quorum at meetings that require a vote. Major issues such as amendments, acceptance of new members, suspensions or reinstatements will be published in the newsletter prior to a final vote. A ballot may accompany the newsletter. Information will be sent to members for final approval.

ARTICLE 6.8: QUORUM

A quorum shall consist of ten percent (10%) membership in which at least three (3) of the individuals shall be Club Board Members.

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ARTICLE 7: LOGOS

The Canyon Lake Triathlon Club logo is for the sole use of paid members in good standing.

Ideas for and use of club identification must have unanimous Board approval. All items containing the club logo will be on a prepaid order basis and are subject to availability.

ARTICLE 8: LIABILITY

All Members shall be required to sign a Liability Release Form. Any Member who brings a Guest to participate in a club activity shall have said Guest read, sign, and date the Liability Release Form.

ARTICLE 9: AMENDMENTS

Canyon Lake Triathlon Club Board Members may review developments and the needs of the organization. Any changes to the By-Laws must be approved by the Board. In these proceedings, recommendations and suggestions shall be solicited from all members.

ARTICLE 10: AMENDMENTS

No change to the By-Laws may be made without approval of the majority vote by the membership at a duly called meeting of the membership and the Board of Directors.

ARTICLE 11: GLOSSARY

- Membership:** Currently paid-up members only.
- President:** Shall preside over Board and club meetings and uphold the By-Laws, rules and regulations.
- Vice-President:** Shall assist the President in carrying out his/her duties and act in the absence of the President.
- Secretary:** Shall be responsible for maintaining the records and files of the club, recording the minutes of

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meetings and any other duties as assigned by the President.

Treasurer:

Shall be responsible for the collection and disbursement of funds of the club, maintenance of all financial records, responsible for the financial report to the Board and the membership.

Race Director:

Responsible for organizing formal events only. Any informal event e.g. bike-to-run practices, swimming improvement courses etc. will be organized by the Board of Directors.

Activities: Club events are the sole responsibility of the club membership. These shall include any family-oriented, safe activities that promote a positive image of the triathlon sport and that appeal to the club membership and the general public or community.

Newsletter: All information to be printed must be approved by the President. If at any time the Board determines that the newsletter is incompatible with the philosophies and/or objectives of the club the right to produce a newsletter shall be suspended until the matter is resolved by the Board.

Trademarks: The name, logo, design, newsletters, and all club apparel are the property and trademarks of the Canyon Lake Triathlon Club. The use of the above is only per the expressed written authorization through the Club Board. The use of the Trademark may continue only so long as the member remains sanctioned and operates in accordance with the rules and regulations of the these By-Laws.

Disclaimer: All members are responsible for their actions. Members participate voluntarily and at their own risk in Club activities. Canyon Lake Triathlon Club shall be released and held harmless by the member for any injury or loss to the member or to his or her property, which may result from participation in Club activities. This means that each and every Member of the Club agrees not to, in any way, take legal action against the Canyon Lake Triathlon Club, its members, officers and/or their agents for any injury or loss resulting to them or their property.

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These By-Laws supersede any and all previous By-Laws.

By signing below, I _____
agree with the above By-Laws. PRINT NAME

New Member's Signature

Date

Officer's Signature

Date