

FRIENDS OF SUNRISE SHARKS BYLAWS

2025 Revision

NAME

The name of this organization will be the "Friends of Sunrise Sharks"; hereafter called the "Sunrise Sharks".

SPONSORSHIP

1. Sunrise Sharks is an organization under the sponsorship of Sunrise Recreation and Park District, hereafter called the "District".
2. Sunrise Sharks works cooperatively with the District through the District's assigned personnel to promote the purpose of Sunrise Sharks and the overall program of the District.

PURPOSE

1. The purpose of the Sunrise Sharks is to:
 - a) Assist District personnel with the promotion, organization and operation of the recreational swimming program.
 - b) Provide, through fundraising, monies and/or services for materials, awards and services not provided by the District.
 - c) Encourage participation and assist all interested youth in recreational swimming.
 - d) Organize and sponsor the annual team awards ceremony and other special events and programs related to the recreational team.
2. The role of Sunrise Sharks officers is to coordinate and direct activities of Sunrise Sharks during the pre-season and the swim season. The President and Vice President work as liaisons between District, coaching staff, team members and parents to offer suggestions about the program to assure its success. The President and Vice President also have authority and assume responsibility to resolve any issues.
3. The goal of Sunrise Recreation and Park District recreational swim team is the development of lifelong positive attitudes and good sportsmanship through the sport of recreational swimming. This program stresses individual skill technique, goal setting, achievement, fun, fitness, friendships and competition with a recreational setting.

MEMBERSHIP

1. A member is any parent/guardian who has an email address registered with the Sunrise Sharks. A member is considered current from the date of completed registration to December 31st of the same year. Each family may have up to two (2) registered email address for the purpose of voting, but additional email addresses can be added for team informational purposes.
2. Friends and families of Sunrise Sharks are welcome to assist with Sunrise Sharks activities if so interested.
3. Failure to comply with either the Northern California Swim League Code of Conduct, the Sunrise Sharks Code of Conduct, or District policies may result in disciplinary action, up to and including forfeiture of membership, as determined by the Executive Board.

4. There will be no dues for members of Sunrise Sharks.
5. The role of the members is to assist with the recreational swimming program and Sunrise Sharks events. Each member family is required to provide a volunteer to work a minimum of five (5) qualifying shifts. Qualifying shifts are during dual meets, time trials, and Shark-A-Thon. Each member family may earn one (1) qualifying shift per day. All member families are required to work a minimum of two (2) additional shifts for Championships in which their swimmer competes.
 - a) Each member family will remit a volunteer deposit check at registration, which will be destroyed at the end of the season, dependent upon completion of required volunteer commitment.
 - b) The volunteer deposit will be forfeited upon failure to complete the required number of qualifying shifts or the second failure to show for a volunteer shift.
6. Any exceptions to member responsibilities will be determined by the Executive Board.

OFFICERS

1. The officers will consist of President, Vice President (Director of Meet/Volunteer Coordinator), Ways and Means (Fundraising), Secretary, Treasurer, League Representative, Activities Coordinator, Computer Director/Webmaster, Clerk of the Course (Head Team Parent), Equipment, Snack Bar, Hospitality and six (6) Members-at-Large. These officers will constitute the Executive Board and will meet at the call of the President to conduct business of the Sunrise Sharks.
2. Duties of officers:
 - a) **President.** Conducts meetings and activities of the Sunrise Sharks; acts jointly with the Treasurer to administer the finances of Sunrise Sharks; appoints committees and delegate their chairmen and duties; acts in conjunction with the League Representative as a liaison to the District as official spokesperson for the Sunrise Sharks; serves as chairperson for all recreational swimming programs of the regular season.
 - b) **Vice President (Director of Meet/Volunteer Coordinator).** Appoints co-chairperson(s) as needed for the organization and conduct all swim meets in cooperation with District personnel, including but not limited to the following: officials, pre- and post-meet arrangements, or other duties as assigned by the President. Schedules and coordinates volunteers for all shifts, including Championships; tracks and reports status of fulfillment of volunteer commitments.
 - c) **Ways and Means (Fundraising).** Organizes, appoints co-chairs, and coordinates all fundraising events for the swim team to include, but not limited to, special events, Shark-A-Thon, ad sales, and clothing/accessory sales. Coordinates the arrangements and distribution of team incentive prizes and team clothing/accessories.
 - d) **Secretary.** Keeps an accurate record of the proceedings of all meetings and activities of the Sunrise Sharks and Executive Board; acts in matters of Sunrise Sharks correspondence, including Shark Bites newsletters; serves as chairperson of committee to complete paperwork matters and registration procedures relative to the recreational swim team and members.

- e) **Treasurer.** Keeps an accurate record of all revenues and expenditures of the Sunrise Sharks; provides updated accounts/budget reports at each Executive Board and Annual Parent meeting; maintains annual budget for Executive Board vote annually in September; receives and disburses funds of the Sunrise Sharks and jointly administers finances with the President.
 - f) **Clerk of the Course (Head Team Parent).** Organizes, appoints, and coordinates all team parents. Coordinates Ready Bench during home meets.
 - g) **Activities Coordinator.** Organizes, appoints co-chairs, and coordinates all the social activities for the swim team and appoints co-chairs.
 - h) **Computer Director/Webmaster.** Oversees the computer operation for all meets including data management, organization for registration for meets, meet preparation, and meet communication. Maintains team website, co-chairs registrar, and manages email communication to members.
 - i) **League Representative.** Attends all league meetings and represents the District's recreational swim team at league meetings; schedules all dual meets with other league swim teams; liaison reports all information to the Sunrise Sharks and Executive Board.
 - j) **Equipment.** Maintains inventory of team equipment, assists in set up & take down at home & away meets, including Championships. Assists with transporting equipment to and from meets, including Championships. Provides equipment status and needs for replacement, as needed.
 - k) **Snack Bar.** Operates home meet snack bar, including getting snack bar item donations, finding best cost available for items not donated, preparing price menu, assisting with set up & take down of snack bar, and settling all monies at the end of each meet with treasurer.
 - l) **Hospitality.** Oversees hospitality operations for all volunteers at home meets, requests donations of food, drink, & paper items, collects all items morning of home meets, organizes food & drink for all volunteers, oversees the distribution of food & drink, assists with hospitality clean up at the end of all home meets.
 - m) **Members at Large.** Additional individuals to support the responsibilities and activities of the Board, meet operations and team functions.
3. A quorum will consist of half of the current board, plus 1; President or designee must be one of the quorum. An employee of the District will be invited to attend all meetings of the Sunrise Sharks or the Executive Board as a non-voting member of the Executive Board.

CONDUCT OF BUSINESS

1. The Executive Board will govern the general business of Sunrise Sharks, including but not limited to finances, operating procedures, and event planning and coordination. This can be done in person or electronically.
2. The approved budget will be presented at the Annual Parent Meeting.
3. A quorum of Executive Board members or full Executive Board majority vote will decide all Sunrise Sharks and Executive Board matters. The Executive Board may authorize any votes to be done in person or electronically.
4. There will be a minimum of two (2) general meetings held each swim season. The Executive Board may authorize these to be done in person or electronically.

5. Additional general meetings of Sunrise Sharks may be called with three (3) days written notice by the President or by a petition containing the names of ten (10) Sunrise Sharks members. A quorum will consist of ten (10) members. The Executive Board may authorize this to be done in person or electronically.
6. All members in good standing are invited to attend all open sessions of Executive Board meetings. Closed sessions will be summarized in Executive Board meeting minutes made available on the website.
7. Amendments to the bylaws will be made available with written notice to Sunrise Sharks members at least one (1) week prior to a general meeting. A majority vote of the members participating in the vote, will approve any amendments. The Executive Board may authorize the vote to be done in person or electronically.

ELECTION OF EXECUTIVE OFFICERS

1. The President will appoint a nominating committee consisting of not less than two (2) individuals. The nominating committee will present nominations for officers ten (10) days prior to the first day of voting. Nominees will be selected among members in good standing. Not more than one (1) committee member will be a member of the Executive Board. Nominations will also be accepted from the floor at the time of elections. Individuals nominated must give their consent to serve, if elected.
2. The Executive Board may authorize voting to occur electronically or in person. Electronic votes will carry the same authority as votes cast in person. Notice of officer election vote shall be distributed to all members at least seven (7) days prior to the vote, including clear instructions for how to cast a ballot, date voting opens and deadline for submission.
3. Voting shall remain open for a minimum of three (3) days and maximum of five (5) days and shall be conducted in an anonymous manner. The President, an additional board member and one non-board member-also not on the current ballot, shall verify all votes and report the results to the Executive Board within two (2) days of the voting deadline.
4. Newly elected officers will begin their term immediately following the end of the season (Awards Ceremony or Championships, whichever is later). Officers may serve more than one (1) term of office if so nominated and elected. If an officer resigns mid-term another current officer may be appointed by the Executive Board to fulfill the vacant position. If the Executive Board chooses a person who is not a current officer to fill an officer resigned position, they may appoint the person as a committee chair and the person must later be voted in by members at the next scheduled general meeting.

FINANCES

1. There will be no dues for members of the Sunrise Sharks.
2. Monies for the operations of the Sunrise Sharks will be raised through special events and money raising projects. All members are expected to assist with these practices.
3. After an event where money is collected, all monies need to be turned into the treasurer within 48 hours of the event. All other reimbursements and deposits will be done on Thursday evening during swim practice 6:30pm-8:30pm; it is your responsibility to connect with the treasurer if you are not able to make the Thursday evening deadline.

4. Two (2) people must count all monies from events, the person in charge of the event (i.e. snack bar coordinator or clothing sales representative) and another member in good standing (excluding the treasurer who will make the final count prior to deposit.) The two individuals counting the money cannot be members of the same family or share the same home address. A deposit form must be completed and signed by both parties counting the money. This form will be turned in with the monies.
5. A valid, original, and itemized receipt, along with reimbursement the reimbursement form must be submitted to the treasurer within 15 days of purchase for all reimbursement requests. All reimbursements should have been approved prior to purchase if not the requester will need to gain Executive Board approval prior to being reimbursed.
6. All reimbursements to individuals will be issued checks from the Sunrise Sharks bank account. There will be no reimbursements to individuals from cash at events.
7. All purchases must have Executive Board approval. Purchases outside of the approved budget without Executive Board approval will not be reimbursed.
8. No blank checks will be issued. All checks will be made out to a specific person or company with the approved amount. The amount will be documented on the reimbursement form along with who the check is being made out to.
9. The President and Treasurer will administer the finances of the Sunrise Sharks within limits established by the Executive Board and these bylaws.
10. A checking account will be opened and maintained at a local bank for deposits of all funds, except petty cash, which is not to exceed \$200.00. All withdrawals will require two (2) signatures consisting of a combination of the President, Secretary or Treasurer of the Executive Board. Modifications to authorized signatories will be decided by the Executive Board annually.

(End)