

# **Bylaws of Jupiter Diving Parent Club, Inc. a State of Florida Corporation**

These bylaws are subject to and governed by the laws of the State of Florida and the Articles of Incorporation of Jupiter Diving Parent Club, Inc. In the event of a direct conflict between the provisions of these bylaws and the mandatory provisions of the laws of the State of Florida such provisions of the laws of the State of Florida will be controlling.

## **Article I**

### **Name of the Organization**

The name of this club shall be the Jupiter Diving Parent Club (JDPC). The club was formed on August 5, 2014.

## **Article II**

### **Purpose and Function**

#### **Section 1:**

The JDPC is a resource for the team's divers, its coaches, community and Palm Beach County (hereinafter referred to as the County). Its function is to maintain an environment within which athletes are provided the encouragement, education and conditioning necessary for them to achieve their goals and those team goals established by the athletes and coaches.

#### **Section 2:**

The primary responsibilities of the JDPC are to:

1. Provide assistance and support to the Coaching Staff in running home dive meets by providing meet workers, concession items and general assistance.
2. Enlist, promote and support greater interaction between the Coaching Staff, the parents and the County.
3. Work cooperatively with the Coaching Staff to provide necessary equipment and support of the dive team.
4. Act as a liaison between the Coaching Staff and the County and between the parents and the Coaching Staff.
5. Fundraise as necessary to support team initiatives.
6. Keep a fiscal accounting of all revenue and expenses available at request.
7. Require that all team members have proper suits and t-shirts/shorts for competition and provide sources for purchasing such uniforms to team members at least one time per year.
8. Organize social events as needs arise to provide for team building.
9. Organize a team function at winter and summer regional competitions, if attended by the team.
10. Ensure Coaching Staff is reimbursed for the fees and expenses set forth in Article III, Section 7 and in accordance with the procedures set forth therein.

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## Article III

### Representation and Financial Responsibility

#### Section 1:

Every family of a current diver registered and in good standing is an automatic member of the JDPC.

To be a "Family in Good Standing" the following must be satisfied:

- Each diver within such family shall be properly registered with USA Diving of the Florida Gold Coast
- Each diver within such family shall be properly registered with AAU Diving
- Each diver within such family shall be properly registered with the Jupiter Diving Club online registration
- Be current in payment of monthly fees (as determined by the current paid roster report provided by the coaching Staff)
- Be current with the annual JDPC dues (as determined by the JDPC treasurer)
- Actively participate in home meets and fundraising efforts

#### Section 2:

Each Family in Good Standing will be eligible for a single vote for each issue entitled to be voted on by the general membership during a JDPC meeting. There shall be only one vote per Family in Good Standing regardless of the number of divers within such family.

#### Section 3:

The Board shall collect annual dues from each diver's family. The dues shall be used to cover expenses of the dive team, including coach travel reimbursements, training equipment, and operating expenses of JDPC. The Board reserves the right to request voluntary donations in the event the dues are insufficient to cover the team's expenses.

#### Section 4:

All funds of the JDPC shall be deposited by the Treasurer and/or another authorized officer in such accounts as may be deemed appropriate by the Board in a bank or savings-and-loans institution organized and existing under the laws of the State of Florida; providing that funds may only be withdrawn from such accounts with the signature of the Treasurer or the President.

#### Section 5:

The fiscal year of the JDPC will run from September 1<sup>st</sup> to August 31<sup>st</sup>. Annual dues should be due and payable by September 30<sup>th</sup> and paid through the Jupiter Diving Club website.

#### Section 6:

The Board shall approve the expenditure of general funds up to \$1,000 per request. Any single expenditure of general funds above \$1,000 shall require an advance approval vote by the Board and then be presented to the general membership at a meeting or via email for approval unless otherwise provided for in fundraising purpose statements.

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#### Section 7:

For all meets, JDPC will pay each attending coach the amount of \$80 per day. In addition, each attending coach will be reimbursed for mileage, tolls and parking. For meets requiring an overnight stay, JDPC will reimburse each attending coach for airfare, car rental, mileage, hotel, and parking. The Coaching Staff shall use good faith efforts to secure reasonably priced hotel accommodations, airfare, and car rental. In addition, a second coach will only be required to attend a meet if there is ten or more divers competing. In the event that the JDPC is unable to raise sufficient funds to cover these costs, any divers that choose to attend a meet will be personally responsible for their share of the expenses of the coach at that meet. The diver's share of expenses is defined as the total cost paid to each coach, as set forth above, divided by the total number of divers attending the meet.

#### Section 8:

JDPC will be financially responsible for the Jupiter Diving Club website and associated fees.

JDPC will not be financially responsible for the following costs:

- Club registration with USA Diving
- Coaching Staff registrations with USA Diving or any other entity
- Club advertising, such as costs related to printing fliers or placing newspaper advertisement
- Any other costs attributed to the operation of Jupiter Diving Club, LLC

#### Section 9:

The Board shall meet with the Coaching Staff and assist in the preparation of a budget based on meets expected to be attended by the team in the fiscal year and fundraising income expected to be received from meets to be hosted in a given fiscal year and from income received from annual membership dues. The meet schedule shall be set according to reasonably expected income and expenses arising out of such budget.

## **Article IV**

### **Meetings**

#### Section 1:

Elections shall be held in August of each year if requested by the general membership and the installation of officers shall take place at the first regularly scheduled general meeting after September 1<sup>st</sup>. The term of the officers shall be from September 1<sup>st</sup> to the following August 31<sup>st</sup>. If the Voting Body does not request election of the officers, it is deemed that the current officers remain in place and election is not required until such request is made by the general members or a board member resigns at will.

#### Section 2:

Subcommittees shall meet as needed. (See Article VI)

#### Section 3:

The Board of the JDPC will meet quarterly, one week prior to any general meeting. The president may require additional meetings.

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Section 4:

The President and a designated Board member or parent shall meet as needed with the Coaching Staff or representative of the County.

## **Article V**

### **Officers**

**Section 1:**

The officers of this Club shall be the president (or co-presidents), vice president, a secretary and a treasurer. In the event of a vacancy of an office during an existing term, the vacancy will be filled by a JDPC general member election.

### **Duties of Officers and Members**

**Section 1:**

**President(s)**

The president or co-presidents shall preside over all meetings of the JDPC general membership and meetings of the board of directors and be a de facto member of all committees. The president shall appoint the chairperson of all standing committees.

**Section 2:**

**Vice-president(s)**

The vice-president shall act as an aid to the president and preside in the absence of the president. In the case of a vacancy in the office of president, the vice-president shall become the president for the remainder of the unexpired term.

**Section 3:**

**Secretary**

The secretary shall keep minutes of the meetings and shall be responsible for such correspondence as delegated to him/her by the president. The secretary shall also document activities, decisions and attendance of the JDPC and its committees for accountability.

**Section 4:**

**Treasurer**

The treasurer shall keep accurate accounting of the revenue and expenses of the club. The treasurer is responsible for all tax forms and accountability to the appropriate authorities. The treasurer will give a report at each meeting. A fiscal report shall be available in a timely fashion at the written request of any member.

**Section 5:**

**Coaching Staff**

The Coaching Staff shall consist of the head coach and any paid assistant coaches. For the purpose of these bylaws, all coaches to be deemed part of the Coaching Staff shall have all necessary registrations to be a coach and shall be compensated as a Jupiter Diving coach from Palm Beach County or the head coach of Jupiter Diving Club. The Coaching Staff will serve as an ex-officio, non-voting member of the Board.

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## **Section 6:**

### **Parents**

The parents of the JDPC shall be responsible for being supportive of the dive team by active participation at home meets, team activities and fundraising efforts, and the contribution of annual dues.

## **Article VI**

### **Executive Board**

The Executive Board shall consist of the President, Vice President, Secretary, and Treasurer and are referred to herein as the "Board." The function of the Board shall be to manage and direct the affairs of the JDPC, fulfill the responsibilities approved and directed by the membership, and take such actions as may be required within the scope of these bylaws for the good of the JDPC between membership meetings. A simple majority vote of the Board members present shall be required in order to approve any business brought before the Board. If action on behalf of the Club is necessary before it is reasonable to convene the general membership meeting, the President shall take such action based on the majority vote of the Board. A report of the action taken shall be made at the next general membership meeting.

### **Voting Body**

The voting membership of the JDPC will be comprised of Families in Good Standing. Voting members will be notified in advance of all meetings by electronic mail, team web site, team handouts or posting. Voting members may request a proxy if they are unable to attend a meeting. All decisions entitled to be voted upon by the general membership at the general membership meetings will be made by a quorum of the Families in Good Standing in attendance. All decisions shall require a simple majority (50% + 1) of all Families in Good Standing in attendance unless otherwise specified herein. A quorum shall be defined as no less than five Families in Good Standing.

### **Committees**

Committees are formed to research and make recommendations regarding specific areas that affect the organization. Committees may be structured in various configurations.

### **Standing Committees**

Standing committees are created for long-term, on-going functions and are expected to schedule regular meetings. The standing committees will focus on ongoing issues such as:

- Public Relations
- Meet Director
- Awards
- Concessions
- Programs
- Social
- Team Apparel
- Facebook
- Website
- Fundraiser

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**Ad hoc Committee (Task Force)**

These committees are formed to deal with specific, short-term concerns that are not suited to the standing committees (e.g. ad hoc committee to coordinate travel arrangements for an away meet).

**Article VII**

**Rules of Order**

The JDPC need not operate under Parliamentary Procedures or Robert’s Rules of Order.

**Article VIII**

**Amendments**

**Section 1:**

The bylaws may be amended at any regular meeting of the JDPC by a two-thirds majority of the Families in Good Standing present and voting. Notice of the proposed amendment shall be made five days prior to the meeting at which it is to be voted upon. Amendments to the bylaws shall be in accordance with the laws of the State of Florida.

**Section 2:**

A committee shall be appointed to review, and when appropriate, recommend revisions of the JDPC bylaws at least once every three years. The adoption of revised bylaws shall follow the procedures for amendments.

**Section 3:**

Any changes to the coach’s policies should be reviewed and voted on by the Board for final approval.

**Section 4:**

If any part of these bylaws is held invalid, the remaining parts shall remain valid.

The undersigned, the secretary of the Jupiter Diving Parent Club, Inc., hereby certifies that the foregoing bylaws were adopted by the board of directors of the Jupiter Diving Parent Club, Inc. as of September \_\_\_\_, 2015.

\_\_\_\_\_ (signed)  
Secretary, Jupiter Diving Parent Club, Inc.

Original adoption date: September 24, 2015