

WATER WARRIORS MACKINAW RIDE

By-laws

February 2017

MISSION:

The Water Warriors Mackinaw Ride is an invitational fund raising event for Special Olympics Michigan. The Water Warriors Mackinaw Ride Board of Directors and SOMI President/CEO agreed upon the annual contribution distribution as follows: Money raised by Members, less expenses incurred (net revenue) by the Water Warriors Mackinaw Ride will be distributed to Special Olympics Michigan in the following order, contingent upon reaching our financial goals:

- \$2,000 will be retained in the account as 'seed money' after all expenses are paid for current fiscal year.
- 15% of the net revenue will go back to the Areas, designated by county where it was raised (or designated by Member) and presented at SOMI's April Conference.
- Fifty-thousand dollars (\$50,000) will be designated for the Poly Hockey State Tournament and presented at the Opening Ceremonies of said tournament. Water Warriors Mackinaw Ride will be recognized as the Presenting Sponsor of this event.
- Another 10% of the net revenue will be disbursed back to the Area/County where it was raised, along with the first 15% to the Areas, to total 25%.
- Additional donation money will be distributed at the Board's discretion with consideration given to a Grant Program, additional funding for Poly Hockey and/or suggestions by SOMI.

SPECIAL OLYMPICS MISSION:

The mission of Special Olympics is to provide year-round sports training and athletic competition in a variety of Olympic-type sports for all children and adults with intellectual disabilities. Athletes are given continuing opportunities to develop physical fitness and athletic skill, demonstrate courage, experience joy, and participate in a sharing of gifts, skills and friendship with their families, other Special Olympics athletes, and the community.

CONTACT INFORMATION:

COORDINATOR: Barb Vanover (586)630-6286

EMAIL ADDRESS: WaterWarriors.MackinawRide@gmail.com

MAILING ADDRESS: Water Warriors Mackinaw Ride PO BOX 234, Anchorville, MI 48004

All correspondence and fund raising checks are to be sent to this address.

WEB SITE: waterwarriors.us

CHAIRPERSON: Ann Plegue (586)725-5518 annplegue@gmail.com

SPECIAL OLYMPICS LIASON: Ted Grossnickle ted.grossnickle@somi.org (248)931-0603

SPECIAL OLYMPICS MICHIGAN (800)644-6404 Web Site: somi.org

SOMI ADDRESS: Central Michigan University, Mt. Pleasant, MI 48859

ENTRY FEE: Donation amount riders are required to raise annually.

- \$1,500 Ride 5 days (1 PWC – 1 rider)
- \$2,000 1 PWC – multiple riders – up to 5 riders.
- \$ 300 1 Day ride (Monday, Tuesday, Wednesday or Thursday)
- \$ 200 1 Day ride (Friday only)
- \$ 500 Port Austin Tour = Thursday & Friday
- \$ 100 One leg (from one fuel stop to the next fuel stop)

A Member may maintain "Rider Status" by raising the required donation for Special Olympics and instead of riding a PWC, they would be given priority to ride on a Support Boat.

Checks are to be written to: ***SPECIAL OLYMPICS MICHIGAN***

FISCAL YEAR is October 1st to September 30th. All donation money is due by September 30th.

DONATION MONEY:

- Special Olympics MI has a 501(c)(3) status of a nonprofit organization. Federal ID# 38-1964643

All checks are to be made payable to ***Special Olympics MI***.

All donation money is to be turned in to the Financial Officer either in person or by mail to: Water Warriors Mackinaw Ride PO Box 234, Anchorville, MI 48004. You must indicate **Rider's name** (for account credit) and the **county** to credit the 25% Distribution. Note whether or not you would like SOMI to send a thank you letter/receipt to addressee on each check.

All money raised by Water Warriors Mackinaw Ride Members is raised under the license of Special Olympics Michigan and all Members will abide by the rules & regulations of SOMI.

All riders must submit a signed '**Donation Commitment**' document to the Board by May 1st committing to raising the minimum donation amount required and stating their plan for raising money.

\$500 minimum donation money must be turned in prior to departure. If rider does not have minimum donation turned in by departure, rider must sign an agreement and provide their credit card number. Rider will be charged the amount equal to expenses (or designated by the Board) if donation requirements are not met.

If a member owes donation money from a previous year, that member **will NOT be permitted to participate** in the ride until the previous commitment is met and at least \$100 for Land Support or \$500 for a Rider or Boat Spotter is turned in by the start of the ride.

If a member goes into their 3rd consecutive year of having a fundraising shortage, the member will be required to turn in all of the money owed from previous year(s) plus have their full commitment turned in for the current year.

'Banking' of money raised, holding or crediting money to the following fiscal year is **not** permitted.

Each **Land Support** Crew member (including guests and followers participating with the ride) is required to raise a minimum of \$100 annually.

EXPENSES:

All expenses must be listed in the Budget that is approved by the Board or approved by a Board majority vote.

FUEL ALLOTMENT: A \$1000 fuel reimbursement will be offered to the Support Boat captains that have prior approval from the Board of Directors for the key Support Boats that participate all 5 days of the ride.

FUND RAISER EVENTS:

All fund raising events MUST be reported to the Ride Coordinator prior to the event.

Members must work through the Coordinator to acquire any and all MICHIGAN STATE LOTTERY RAFFLE, MILLIONAIRE or BINGO LICENSES prior to the event. The Coordinator will work directly through SOMI to obtain the license. Please allow 6 – 8 weeks to obtain a license. It is the Members' responsibility to complete the 'Post Raffle Accounting Form' in accordance with Michigan Law and return promptly to the Coordinator.

** With permission through the Coordinator, an event can have a cash bar but NOT an open bar.

USE OF LOGO:

Members who want to have fliers, documents, souvenirs, clothing or any item made using the Water Warriors Mackinaw Ride logo or name or the Special Olympics Michigan logo or name must obtain approval of the Chairperson, Coordinator or SOMI.

PLAQUES:

A plaque can be ordered at no charge to a member for a single donation to Special Olympics or an in-kind donation of \$500 or more, or otherwise can be ordered for a \$12 fee. All orders must be in writing or by email to the Coordinator.

MEMBER ACCOUNTABILITY:

Water Warriors Mackinaw Ride Members responsible for Special Olympics funds and fund raisers have a unique relationship of trust to uphold. Members are subject to rigid standards of honesty and integrity in the conduct of their Special Olympics financial affairs.

If a person is suspected of violating this relationship of trust through dishonesty or policy violations, appropriate actions will be taken to investigate and resolve the situation. The final action taken is dependent upon the outcome of the investigation and the severity of the violation. The action taken may include, but not be limited to dismissal, reassignment of position or prosecution if criminal violations are involved.

For this policy, the definition of dishonesty includes, but is not limited to theft, fraud, expense account abuses, floating of funds, or borrowing of Special Olympics Michigan funds for personal use.

Any Member's membership and/or participation in the ride may be terminated by a Board majority vote if the Board finds the Member has failed his/her duties as a good standing Member of WWMR or has tarnished the image of Water Warriors Mackinaw Ride or Special Olympics Michigan or has caused a situation that is detrimental to the organization.

BOARD OF DIRECTORS:

The Board of Directors shall consist of a CHAIRPERSON, VICE CHAIRPERSON, FIVE BOARD MEMBERS, COORDINATOR, FINANCIAL OFFICER and LAND SUPPORT DIRECTOR.

The Vice Chairperson is elected by the Board of Directors at the first Board meeting following elections and will reside as Vice Chairperson for a term of one (1) year. Vice Chairperson, during the absence or temporary incapacity of the Chairperson, shall perform the duties and have the power of the Chairperson.

The Chairperson, Vice Chairperson and five Board Members will be elected positions with Board voting privileges. The elected Board Members will represent the General Membership.

A majority of the members of the Board of Directors shall constitute a quorum for the transaction of organization business.

The Coordinator, Financial Officer and Land Support Director are positions appointed by the Board and act as advisors to the Board and are non-voting positions.

The Financial Officer shall disburse funds of the organization under the direction of the Board of Directors.

Elected Board of Directors term will be 3 years and serve as an active Member in good standing. Any Board Member with 3 absences in a fiscal year is subject to removal by a majority vote of the Board. Any Board Member's position may be terminated by a Board majority vote if the Board finds the Member has failed his/her duties as a good standing Board Member or has tarnished the image of Water Warriors Mackinaw Ride or Special Olympics Michigan or has caused a situation that is detrimental to the organization. The vote would take place by anonymous paper ballot.

In the event of a vacated position, the Board will appoint a Member to fill the remaining term.

Elections will be held by U.S. Mail in September and voted Board Members will take office October 1st. Nominations for prospective Board Members can be turned in to the Coordinator not later than September 5th via email, U.S. Mail or telephone.

Immediate family members will not be permitted to serve on the Board concurrently.

SEPTEMBER 2011 ELECTIONS: Elections will be held via US Mail in September 2011.

Chairperson elected will serve a 2 year term, thru 9/2013.

Two Board Members elected with the 1st & 2nd majority of votes will serve a 3 year term, thru 9/ 2014.

Two Board Members elected with the 3rd & 4th majority of votes will serve a 2 year term, thru 9/ 2013.

Two Board Members elected with the 4th & 5th majority of votes will serve a 1 year term, thru 9/ 2012.

SUMMARY OF ELECTION SCHEDULE:

2011: All Board positions will be up for election.

2012: 2 Board position will be up for election.

2013: Chairperson & 2 Board positions will be up for election.

2014: 2 Board positions will be up for election.

Thereafter, Board positions will serve a 3 year term.

Only ACTIVE Members will be allowed to vote which includes any Member who participated in current year's ride by being present for 1 or more days on the ride and/or raised money for the current year's ride.

AGE REQUIREMENTS:

All Members of Water Warriors Mackinaw Ride must be at least 18 years of age. All riders born after December 31, 1976 must have a boating certificate per state law. Passengers riding on PWC's anytime during the ride must not be under the age of 18. Drivers of any vehicle must not be under the age of 18 and possess a valid driver's license.

NEW RIDER:

Any suggestion of a proposed rider must be turned into the Coordinator. Name, address, phone number & email address and any other information that you feel is important should be included.

When a member sponsors a new member, it is the sponsors responsibility to be a mentor and show the Rookie 'the ropes', answer his/her questions and monitor his/her actions. All other new riders will have a mentor selected by the Board.

The maximum number of PWC's that participate in the ride is up to the Board's discretion.

REQUIREMENTS:**SPECIAL OLYMPICS VOLUNTEER REGISTRATION FORM:**

Every Member must fill out a **SOMI VOLUNTEER A GUEST REGISTRATION FORM**. The form can be found on Special Olympics web site: somi.org. Click SOMI info and then Resource Library. Or the form is available from the Coordinator. This form only needs to be filled out and submitted one time. Completion of this form covers the Member with liability insurance while on the Ride or conducting SOMI business.

INSURANCE:

Each *PWC, BOAT, TRUCK and CAR* participating in the ride must have liability insurance provided by the member. A copy of your **PROOF OF INSURANCE** must be submitted to the Coordinator prior to the ride.

MEDICAL FORM:

Members actively participating in the ride must have a current **MEDICAL FORM** turned in to the Coordinator prior to the ride. This form must be updated annually. Privacy laws will be adhered to.

RIDE FORM:

A **RIDE FORM** must be filled out and turned in to the Coordinator prior to the ride each year. This form has information stating where member is staying during the ride, PWC information, boat information and vehicle information.

PERSONAL WATER CRAFT:

All PWC's must be in excellent working condition to make the entire trip. During the trip, any problem machines will be loaded and not allowed to continue until the necessary repairs have been made.

At the time of departure, each PWC must have a **full tank of gas** and a **full tank of oil**. Each PWC must have **2 tie lines** on board. PWC's must possess all safety equipment and follow all laws mandated by Michigan Law and Maritime Law.

Members who borrow a PWC or have a PWC donated for their use are responsible for having the above equipment on board.

Gas and oil while on the ride will be provided by WWMR.

STAND UP PWC'S and JET BOATS are not permitted to participate in the ride.

SPARE OR BORROWED PWC's:

Water Warriors Mackinaw Ride and/or Special Olympics Michigan will NOT be responsible for spare or borrowed machines. Riders will be responsible for any and all expenses for repairs to their machine or any borrowed machine.

TOWING:

In the event a PWC requires towing by a support boat, another PWC or Land Support vehicle, the owner/rider waives any and all claims for any and all damages against a person towing the PWC.

MEALS & LODGING:

- Each Member will be responsible for paying for their own meals. The committee will attempt to have as many meals as possible donated.
- Each person is responsible for his or her own room reservations and payment of the same. The Lodging Coordinator will block rooms at hotels and attempt to get the best group discount possible.

DAILY DEPARTURE:

Each morning during the ride, you must arrive at the harbor 15 minutes prior to departure time and attend the **MANDATORY** morning meeting. The Board reserves the right to have a rider's PWC loaded for failure to attend the morning meeting. You must be on your PWC and ready for departure at the scheduled departure time. Riders must make sure they fuel and oil their PWC's upon arrival at each overnight stop.

PERSONAL SAFETY & EQUIPMENT:

Approved Personal Flotation Devices (PFD's) must be worn while on the water. Each rider must have a whistle attached to their PFD and a fire extinguisher aboard. A full wet suit, goggles and other gear for cold weather and rain are highly recommended. All PWC's must be equipped with any safety equipment required by Michigan & Maritime law.

Only one (1) rider per PWC is permitted during the ride unless at an idling speed or transporting people to/from a Support Boat.

Riders will be assigned to a Support Boat and will abide by commands given by their Boat Captain. Riders are not permitted to switch boats or leave their Support Boat unless direct permission is given by their Boat Captain. Riders must ride within view of their Captain & Spotters behind the boat and must NEVER pass in front of a

Support Boat. Intentional splashing or 'hosing' of other riders is not permitted. Wave-jumping that puts other riders in danger is not permitted. A Rider may be removed from the ride at the Board's discretion.

WEATHER/WATER CONDITIONS:

If the Board determines that the weather or water condition is inappropriate for a departure, the Board will announce an alternative plan. Every attempt will be made to transport Members to any planned event or to their hotel. A rider may have his/her PWC loaded at a stop if for any reason they are unable continue on.

IMAGE & CONDUCT:

As a member of the Water Warriors Mackinaw Ride, you represent Special Olympics Michigan. You must strive to uphold a clean positive attitude toward the public, athletes and fellow Warriors. Foul language, disorderly or distasteful conduct, destruction of property or any other unethical behavior will not be tolerated. Open alcohol or cigarettes on or near a Support Boat in the presence of an Athlete is not permitted.

If at any time the Board deems a Warrior unfit to represent this organization due to intoxication, inappropriate language or behavior, health or safety reasons, he/she will be removed from his/her machine or function and asked not to participate until such time the Board sees they are fit to return to the ride/function.

Each Member is expected to obey all state liquor laws. Any Member in possession of or using illegal substances will be eliminated from the ride permanently.

Rookie jokes, hazing, pranking or practical jokes involving Water Warriors Members or their personal property, including altering personal watercrafts will not be tolerated. Any member who engages in this type of activity may be asked to leave the ride and will be responsible for any clean up and/or damages caused to personal property. If a situation happens regarding the above, at least 3 Board Members will determine what action will be taken.