

4. Pay all approved bills in a timely manner and record all payments.
5. Prepare a monthly Treasurer's report for the Board and General Membership meetings.
6. Maintain GMDBC's corporate status with the state of Florida.
7. Make sure all financial records are current and available to all officers and members of GMDBC.
8. Conduct semi-annual budget reviews, and present them to the Board.
9. Calculate and distribute team refunds of fair share contributions if and when the Board determines there are excess funds in the Club treasury.
10. Ensure proper documentation and audit trail for all financial transactions.
11. Treasurer's records shall be reviewed annually by a qualified person.
12. Distribute forms to teams for completing GMDBC's annual tax return.
13. Maintain a notebook of duties and responsibilities of the Treasurer to be turned over to the succeeding Treasurer.
14. Serve as one of the Board members who may sign GMDBC checks or drafts.
15. Complete the Southeastern Region Dragon Boat Association membership form every December.
16. Pay United States Dragon Boat Federation insurance premium every December.

The Board shall:

1. Fulfill the mission of the GMDBC.
2. Establish and direct the policies and procedures of GMDBC in compliance with these bylaws.
3. Appoint and oversee committees and subcommittees as deemed necessary.
4. Approve or disapprove the establishment of any new team in GMDBC. Once approved, a new team must file appropriate paperwork for Registration of Fictitious Name with the Florida Secretary of State and establish a checking account within 30 days.
5. Propose and establish an annual budget for GMDBC.
6. Determine the fair share contribution for dragon boat usage.
7. Act on behalf of all members in obtaining services or equipment.
8. Assist in raising funds to finance the annual budget.
9. Authorize the expenditure for GMDBC funds, as appropriate.
10. Develop and maintain relationships among GMDBC, VRD, the Villages community, other dragon boat clubs, dragon boat governing organizations such as SRDBA and USDBF, and race venues to promote the Club and the sport.
11. Review and resolve any grievance raised by a team or Club member in the event of violations of GMDBC Bylaws or Rules and Procedures.

Vacancies:

1. Any officer vacancy on the Board shall be filled by an affirmative vote of a majority of the remaining Board members.
2. An officer appointed by the Board to fill a vacancy shall hold office for the balance of the term.

