

Constitution of the Rowing Club

A student organization of The Georgia Institute of Technology

Article I. Name

The official name of this organization shall be the Rowing Club, a student organization of the Georgia Institute of Technology. It shall also be known as Crew, herein referred to as "Crew."

Article II. Objective

The objective of Crew shall be to serve the Georgia Institute of Technology, herein referred to as "the Institute," and its community. It is to serve as an athletic, recreational and competitive outlet in the sport of rowing, regardless of sex, race, financial status, physical ability, national origin, ethnicity, age, religion, sexual orientation, or veteran status.

Article III. Membership

Section 1. Classifications

1. *Student Membership*
Student members of Crew shall be students of the Institute and pay dues. In order to be a member, students must be eligible for participation in extra-curricular activities as defined by the Georgia Tech Handbook and SGA policies.
2. *Alumni Membership*
Alumni members shall be those individuals who have been a member of Crew and who have graduated from the Institute.
3. *Voting Membership*
Voting members shall be those individuals of student membership who have paid dues and who have been a member of Crew for at least one season. A season is defined as a fall or spring semester.

Section 2. Requirements for Equipment Use

1. *Dues*
All student members are required to pay a set amount of money to Crew each season to use equipment.
Dues will be a reasonable amount set by the officers based on past years' budgets and current rowing interests.
Dues shall be collected at the beginning of each season.
2. *Fundraising*
All student members who intend to race in any regatta with Crew may have the option to pay part of all of their dues through fundraising.

Section 3. Forfeiture

Members delinquent in the payment of dues or other fees shall forfeit their membership in Crew. Those delinquents in the payment of dues shall be notified by their coach and assistant treasurer.

Section 4. Exceptions

Exceptions to the requirements for equipment use and forfeiture of Membership, shall be considered by the officers of Crew on an individual basis. A majority vote of the officers will confirm exceptions. A majority is defined as more than one-half of all officers.

Article IV. Coaching Staff

Section 1. Members

The coaching staff shall be hired by the officers of Crew

Section 2. Duties and Responsibilities

Members of the coaching staff will sign agreements between themselves and Crew. The duties and responsibilities of each individual will be outlined in each agreement.

Article V. Advisor

The advisor to Crew shall be a member of the Institute's faculty or staff chosen by the officers. The term of Advisor shall last indefinitely. The dismissal of the Advisor shall require a unanimous vote of all the officers or a three-fourths vote of the members at a general meeting.

Article VI. Officers

Section 1. Term of Office

1. Term of office for all offices is one calendar year.
2. No individual may hold more than one office.
3. Only Georgia Tech Students may run for or hold office.

Section 2. President

1. The President must have been a student member of Crew for three seasons prior to the term of election, held a prior officer position, be a student of the Institute in good standing according to the policies of the Institute and owe no monies to Crew.
2. The President shall preside at all meetings, conduct all official business, require an orderly procedure at all times, and exercise a general supervision over the affairs of Crew.
3. The President shall perform his or her duties for the full twelve months of his or her term.
4. The President shall act as the liaison between Crew and the Institute.
5. The President shall have the authority to deposit and disburse Crew funds in the absence of the Treasurer with the approval of the officers of Crew. All disbursements shall be in the form of a check cosigned by the Assistant Treasurer.

Section 3. Vice Presidents

1. There shall be two Vice Presidents, a Men's Vice President and a Women's Vice President, to carry out the duties and responsibilities here described for the men's and women's squads respectively.
2. The Vice Presidents must have been student members of Crew for three seasons prior to the time of election, be students of the Institute in good standing according to the policies of the Institute and owe no monies to Crew.
3. The Vice Presidents shall perform their duties for the full twelve months of their terms.
4. The Vice Presidents are to assist the President in his or her duties.

5. One of the Vice Presidents, appointed by the majority of the officers, shall assume the President's duties should the President be absent.
6. The Vice Presidents shall act as representatives of their respective squads to the officers.
7. The Vice Presidents shall keep their squads informed of decisions and actions of the officers.

Section 4. Secretary

1. The Secretary must have been a student member of Crew for one season prior to the time of election, be a student of the Institute in good standing according to the policies of the Institute and owe no monies to Crew.
2. The Secretary shall perform his or her duties for the full twelve months of his or her term.
3. The Secretary shall assist officers in official correspondence and assist in general information gathering.
4. The Secretary shall organize word files and text book re-sales.
5. The Secretary shall act as a liaison between the parents of the members of Crew and the Officers.

Section 5. Treasurer

1. The Treasurer must have been a student member of Crew for three seasons prior to the time of election, be a student of the Institute in good standing according to the policies of the Institute and owe no monies to Crew.
2. The Treasurer shall perform his or her duties for the full twelve months of his or her term.
3. The Treasurer shall be responsible for all Crew finances.
4. The Treasurer shall have the authority to deposit and disburse Crew funds with the approval of the officers of Crew. All disbursements shall be in the form of a check cosigned by the Assistant Treasurer or President.
5. The Treasurer shall keep all members informed of Crew's finances.
6. The Treasurer is responsible for planning all yearly budgets and the coordination of SGA and student foundation bills requests for additional funds.
7. The Treasurer is responsible for all purchasing through the appropriate Georgia Tech Personnel.
8. The Treasurer will verbally authorize all reimbursements prior to their purchase.

Section 6. Assistant Treasurer

1. The Assistant Treasurer must have been a student member of Crew for one season prior to the time of election, be a student of the Institute in good standing according to the policies of the Institute and owe no monies to Crew.
2. The Assistant Treasurer shall perform his or her duties for the full twelve months of his or her term.
3. The Assistant Treasurer shall assist the Treasurer in his or her duties.
4. The Assistant Treasurer shall have the authority and the duty to cosign all Crew disbursements, which shall be in the form of a check. If the Assistant Treasurer is unable to fulfill this duty, another officer, excepting the President and Treasurer, shall be designated to fill this duty by a majority vote of the officers.
5. The Assistant Treasurer shall provide fundraising opportunities to all members of Crew to aid members in the payment of monies owed to Crew.
6. The Assistant Treasurer shall inform all members of their financial standing with Crew and collect all monies owed to Crew.
7. The Assistant Treasurer shall coordinate all uniform and clothing purchases.

Section 7. Public Relations Officer

1. The Public Relations Officer must have been a student member of Crew for at least three season prior to the time of election, be a student of the Institute in good standing according to the policies of the Institute and owe no monies to Crew.
2. The Public Relations Officer shall perform his or her duties for the full twelve months of his or her term.
3. The Public Relations Officer shall be responsible for promoting Crew throughout the campus, the Atlanta community and the rowing community.
4. The Public Relations officer shall publish newsletters at least four times a year.
5. The Public Relations officer shall oversee recruiting.
6. The Public Relations Officer shall oversee the upkeep of the website of Crew.

Section 8. Fund-Raising Officer

1. The Fund-raising Officer must have been a student member of Crew for at least one semester prior to time of election, be a student of the Institute in good standing according to the policies of the Institute, and owe no monies to Crew.
2. The fund-raising Officer shall perform his or her duties for the full twelve months of his or her term.
3. The Fund-raising Officer shall be responsible for identifying and researching new funding opportunities and fund-raising events for Crew.
4. The Fund-raising officer shall be responsible for planning and coordinating all fundraisers, specifically those aimed to build the Endowment Fund of Crew but not excluding other fundraisers.
5. The Fund-raising Officer shall assist the Public Relations Officer with promotion of fundraisers.
6. The Fund-raising Officer shall assist the Assistant Treasurer in providing fund-raising opportunities to all members of Crew to aid members in the payment of monies owed to Crew.
7. The Fund-Raising Officer shall maintain a list of donors to Crew.

Section 9. Social Promoter

1. The Social Promoter must have been a student member of Crew for one season prior to the time of election, be a student of the Institute in good standing according to the policies of the Institute and owe no monies to Crew.
2. The Social Promoter shall perform his or her duties for the full twelve months of his or her term
3. The Social Promoter shall assist the Public Relations Officer with recruitment activities
4. The Social Promoter shall be responsible for organizing social events that promote camaraderie among all members of Crew.
5. The Social Promoter shall organize social events that promote relations between current student members of Crew and alumni members of Crew.
6. The Social Promoter shall design and order team tee-shirts.
7. The Social Promoter is not a voting position.

Section 10 Boat House Manager

1. The Boat House Manager must have been a student member of Crew for one season prior to the time of election, be a student of the Institute in good standing according to the policies of the Institute and owe no monies to Crew.

2. The Boathouse Manager shall perform his or her duties for the full twelve months of his or her term.
3. The Boat House Manager shall conduct a general upkeep of Boathouse property, including the distribution of keys and maintenance of locks.
4. The Boat House Manager shall upkeep motors and launches and shall oversee the maintenance of the trailer.
5. The Boat House Manager shall oversee and organize painting blades when necessary.

Section 11. Other Offices

Other officers may be appointed for special purposes. These officers must be student members in good standing according to the policies of the Institute and owe no monies to Crew. These non-elected officers shall not have officer-voting privileges and must be appointed by a majority vote of the officers.

Section 12. Duties

All officers shall abide by this constitution and the policies set forth in the Standing Rules of Crew.

Section 13. Exceptions

In the event that there is no member of Crew who has been a student member for the specified time in order to hold a particular office prior to the time of elections, a majority vote of the officers shall confirm exception to the time requirement.

Article VII. Meeting

Section 1. General Meetings

1. Regular general meetings of Crew will be held at least twice a season, the dates, time and locations of which will be scheduled by the officers so as not to conflict with practice schedules or the interest of the majority of Crew. A majority is defined as more than one-half of student members.
2. A Quorum for a general meeting shall be defined as one third of all voting members. A quorum must be present for the conduct of business at all general meetings.
3. Notice shall be given at least three days in advance of all regular general Crew meetings. It shall be in written form delivered via team e-mail list.

Section 2. Officer Meetings

1. Regular meetings of the officers of Crew shall be held once weekly at a date, time and location not to conflict with the interests of any officer.
2. A quorum for an officer meeting shall be defined as a majority of the officers. A quorum must be present for the conduct of business at all officer meetings.

Article VIII. Elections

Section 1. Date

General elections are to be held after January 1 and no later than January 31, with the officers assuming their responsibilities on February 1, of the same calendar year.

Section 2. Procedure

1. Nominations will be taken only from student members. Nominations will open at least two weeks before the election and will close six days prior to the election. Final nominations may be made during the election meeting. An individual may be nominated for more than one office.
2. A simple majority vote of the eligible voting members is needed to elect an officer. All voting will be done by secret ballot.
3. Officers shall be elected singularly in the order of President, Women's Vice President, Men's Vice President, Treasurer, Public Relations Officer, Assistant Treasurer, Secretary, Fund-raising Officer, Boathouse manager, and Social Promoter.

Section 3. Vacancies

1. The President if required to hold an election to fill a vacancy within one month of when the vacancy is created.
2. If the President is unable to fulfill his or her duties, the officers will appoint one of the Vice Presidents by a majority vote to officially assume the office of President. A general election will be held to elect a new Vice President within one month of the vacancy of the President.

Article IX. Impeachment and Removal of Officers

Section 1. Charges

Any student member of Crew may bring charges against an officer.

Section 2. Procedure

1. Charges against an officer shall be first considered when turned over to the President or one of the Vice Presidents in written form.
2. A special general meeting must be held to discuss the charges with the accused officer and the assuming member within two weeks of first consideration of the charges.
3. The accused officer must be given written notice of the charges and the special general meeting one week in advance of the meeting.
4. A majority vote of the student members is necessary to remove an officer from his or her office.
5. An individual removed from an office may not run for office for one year after removal.

Article X. Conduct of Business

All business of Crew shall be conducted according to the Institute Handbook first, this constitution second and the Standing Rules of Crew third. Crew shall also abide by the rules and regulations of the United States Rowing Association and that of any other association with which Crew should affiliate itself.

Article XI. Parliamentary Procedure

The most recent edition of Robert's Rules of Order shall govern Crew meetings except when in conflict with this constitution or the Standing Rules of Crew.

Article XII. The Spring Season Dry Policy

Section 1. Definition

Each spring season, the officers shall vote on a designated "dry period" that will coincide with the racing schedule. Alcohol consumption by any member during that time will be prohibited.

Section 2. Charges

Any student member or coach of Crew may bring charges against another student member and have his/her identity held anonymous by the officers if requested.

Section 3. Procedure

1. Charges against a team member shall be first considered when turned over to the President or one of the Vice Presidents in written form.
2. A special meeting must be held to discuss the charges with the accused team member and the officers within two weeks of first consideration of the charges.
3. The accused team member must be given written notice of the charges and the special meeting one week in advance of the meeting.
4. A majority vote of the officers is necessary to suspend a team member from Crew.
5. A suspension from racing resulting from this policy will last for the remainder of that season.

Article XIII. Bylaws

Section 1. Purpose

The bylaws shall be a set of rules that will be a lesser authority than the Constitution and will further establish guidelines for the team.

Section 2. Amendments

A two-thirds vote of the officers shall be required to amend the Bylaws, provided notice has been give on the proposed amendment(s) at the previous officer meeting.

Article XIV. Amendments

Section 1. Proposal

Amendments to this constitution may be proposed in writing by any voting member who has a petition signed by one-third of the voting members requesting consideration of the amendment.

Section 2. Procedure

1. A petition shall be first considered a proposal when turned over to the President of Crew
2. A vote to amend the constitution must be taken within four weeks of first consideration of an amendment proposal.
3. Notification of all members must be made by mail or e-mail, at least two weeks in advance of any vote for proposed changes in the constitution.

4. Proposals to amend must be passed by a two-thirds vote of the voting members in order to become amendments.
5. Amendments are subject to the approval by the Student Government and the Student Activities Committee.

Article XV. Adoption of a Constitution

This constitution shall become the governing law of Crew when ratified by three-fourths of the voting members of Crew, provided this constitution has been made available to the voting members two weeks prior to the vote, and after approval by the Student Government and the Student Activities Committee.