

# **Constitution of the Virginia Tech Crew Club**

Ratified April 11, 1995  
Amended April 23, 1996  
Amended September 1996  
Amended April 28, 1997  
Amended April 27, 1999  
Amended November 30, 1999  
Amended March 29, 2007

## **Article I- Name and Purpose**

### **Section A- Name**

The name of this organization shall be the Virginia Tech Crew Club.

### **Section B- Purpose**

The purpose of this organization shall be:

- A. To encourage interest in the sport of amateur rowing at Virginia Tech by involving both novice and experience members in comprehensive practice, training, and racing situations.
- B. To establish different competitive levels within the team based upon skill and experience.
- C. To aid in the process of amateur rowing in accordance with the tradition of fine sportsmanship.

## **Article II- Membership (NOV 99)**

### **Section A- Membership**

Membership in the Virginia Tech Crew Club shall be open to anyone meeting the guidelines set forth by the UUSA in the definition of a University Student Life Program.

### **Section B- Non-Discrimination Statement**

Membership in the Virginia Tech Crew Club shall not be restricted to any person on the basis of race, color, creed, sex, or handicap.

### **Section C- Dues**

Each member shall be responsible for paying semester dues in such amount and at such time as determined by the Executive Committee. A \$5 per week penalty will be assessed for late payment of dues. Once paid, dues are non-refundable.

### **Section D- Fundraising**

Each member shall be responsible for raising additional funds of such amount and by such date as determined by the Executive Committee.

- A. This additional fundraising requirement may be paid directly by the member, earned through participation in team fundraising activities, or a combination of both.
- B. At the time of dues payment, each member will be obligated to sign a fundraising contract that states their understanding of the current fundraising requirements, deadlines, and penalties.

- C. Failure to remit the required amount(s) by the deadline(s) shall result in loss of racing eligibility.

### **Section E- Racing Eligibility**

Only those members in good standing shall be eligible to race. A member in good standing:

- A. Has completed all paperwork required by the Club or University.
- B. Has paid the current dues in a timely manner.
- C. Has met any additional fundraising requirement by the set deadline.
- D. Has read and agreed to uphold this Constitution and its By-Laws.

Every effort shall be made to ensure that all eligible members have a chance to compete. However, not all members may be afforded the chance to compete due to regatta entry guidelines and the competitive nature of intercollegiate rowing.

## **Article III- Club Officers (MAR 07)**

### **Section A- Officers**

The officers of this organization shall be President, Vice President (both men's and women's), Secretary, and Treasurer, and Public Relations Officer.

### **Section B- Duties**

The duties of the officers shall be as follows:

#### President:

- A. To accept overall responsibility for the functions of the Virginia Tech Crew and to ascertain that the regulations of the University and the Constitution of the Crew Club are adhered to by all participating members.
- B. To preside over both the general membership meetings of the Crew Club and over the Executive Committee meetings.
- C. To act, with the Head Coaches, as liaison between the Club, the University, and the Department of Recreational Sports, in addition to other organizations.
- D. To accomplish all within this scope to further the interest in the sport of rowing at Virginia Tech.

#### Vice President (Men's and Women's):

- A. To assist the President in any of his or her duties.
- B. To directly represent the Executive Committee the needs of their respective members.
- C. To preside over meetings in the absence of the President.
- D. To take over duties of the President in his or her absence or capability to fulfill them.
- E. To create and preside over a fundraising committee.
- F. ~~To coordinate all alumni relations.~~

Secretary:

- A. To assist the President in any of his or her duties.
- B. To keep minutes of all meetings.
- C. To assist the Treasurer in reporting financial transactions.
- D. To prepare and maintain an accurate roster of all team members.
- E. To coordinate travel arrangements between the University and the Crew Club.
- F. To maintain an accurate record of Crew Club history.

Treasurer:

- A. To assist the President in any of his or her duties.
- B. To oversee preparation of each year's operating budget.
- C. To oversee collection of membership dues and all financial transactions between the Club and other organizations.
- D. To maintain an accurate account of all Club expenditures and income, and to be ready at scheduled meetings to make a complete and up-to-date financial report to the Executive Committee.

Public Relations Officer:

- A. Maintain an up-to-date record of alumni information.
- B. Coordinate communications with alumni, parents, and friends of the Virginia Tech Crew Club.
- C. Assist webmaster in updating website content.
- D. Represent the Team on the Boathouse Committee.

**Section C- Qualifications**

- A. To be eligible for any office in the Virginia Tech Crew Club, each nominee must be of at least part-time student status, as defined by the University in the Course Catalog and Academic Policies.
- B. To be eligible for the offices of President and Treasurer, each nominee must have been a member in good standing of the Club for at least two consecutive semesters. For all other offices, each nominee must have been a member in good standing of the Club for the semester prior to election.

**Section D- Elections and Replacement**

- A. Nominations from the floor shall be made and elections shall be held at a special meeting held each year during the spring semester to elect the aforementioned officers (**APR 96**). Officers shall be elected by a majority of members in good standing present at the election meeting.
- B. Officers-elect will be responsible for learning their duties from the current officers prior to the assumption of power.

- C. The official transference of power for regular elections will take place on the last regular membership meeting of the same semester, except for the office of Treasurer, which will assume power the first week of April.
- D. In the event of a vacancy in one or more of the above offices, a special election must be held within two weeks of notification of the vacancy to fill that position. Officers elected in this manner shall assume power immediately upon election.
- E. No one shall be eligible to hold the same office for more than four consecutive semesters.
- F. Any officer who does not show active participation as deemed by majority vote of the Executive Committee may be brought before the general membership and may be impeached by a majority vote of the members in good standing.
- G. No person may hold more than one office at a time, including that of Head Coach.

## **Article IV- Coaches (APR 99)**

### **Section A- Hiring of Coaches**

The Executive Committee shall be responsible for the hiring of as many coaches as are deemed necessary for successful operation of the program.

### **Section B- Selection and Removal**

All coaches shall be hired and may be removed by a majority vote of the Executive Committee.

### **Section C- Duties of Coaching Staff**

The duties of the coaching staff shall be as follows:

- A. To accept overall responsibility for the training and competitive activities of the Virginia Tech Crew.
- B. All coaches are expected to follow and enforce the policies and procedures of Recreational Sports and the University.
- C. The main role of the coaches is to develop and improve the skills of the club members, and to promote good sportsmanship.
- D. The coaches should refrain from assisting in the area of club administration with the exception of duties as outlined in the Team Policies and Procedures Manual, so students can develop these skills.
- E. Coaches must remember that sports clubs are student organizations and the most important involvement is student involvement.
- F. The coaches shall allow the students to serve as the primary liaison between the Club and the Department of Recreational Sports.
- G. The coaches shall report injuries to the Sport Club office in liaison with the officers.
- H. The coaches shall develop and enforce safety procedures.

## **Article V- Governance**

### **Section A- Executive Committee**

The management of this organization shall be vested in an Executive Committee consisting of the elected officers, the Women's Head Coach, and the Men's Head Coach **(APR 97)**.

### **Section B- Executive Powers**

The Executive Committee shall have the power to take all actions deemed necessary and proper to ensure successful operation of the Club. This shall include, but not be limited to creation of committees, preparing budget requests, and making spending decisions.

### **Section C- Executive Committee Meetings**

The Executive Committee must meet at least once every two weeks.

### **Section D- Team Policies and Procedures**

The Executive Committee shall be responsible for the creation and/or review and amendment of a Team Policies and Procedures Manual immediately following the spring general election. This manual shall include specific rules and regulations used in the administration of the team on a daily basis. Amendments to the Team Policies and Procedures Manual must be approved by a majority vote of the Executive Committee **(APR 99)**.

## **Article VI- Meetings**

### **Section A- Meetings**

General membership meetings shall be held at least biweekly **(APR 99)**.

### **Section B- Official Business**

A quorum shall be required to vote on any official business or to pass any resolution.

### **Section C- Quorum**

A quorum shall constitute at least fifty percent of the members in good standing.

## **Article VII- Amendments**

### **Section A- Suggestion**

Amendments to this Constitution and its by-laws shall be suggested by either a two-thirds vote of the Executive Committee, or by a majority vote of those members in good standing.

### **Section B- Ratification**

Amendments to this Constitution and its by-laws shall be ratified by a two-thirds vote of all members in good standing.

## **Article VIII- Ratification**

### **Section A**

This Constitution and its by-laws shall be considered ratified by a majority vote of those members present and in good standing at a specially called ratification meeting.

## **By-Laws of the Virginia Tech Crew Club (NOV 99)**

### **Section 1- Equipment**

All members shall be obligated to aid in construction and maintenance of crew facilities and equipment.

### **Section 2- CPR & First Aid**

All coaches shall be required to obtain University sanctioned First Aid and CPR certification. The costs of this certification, if any, shall be paid by the club.

### **Section 3- Supervision**

No crew shall go on the water without the supervision of either a coach or another individual approved by the Head Coach and Executive Committee.

### **Section 4- Fundraising Procedures**

All fundraising activities must be approved in advance by the Executive Committee. The Executive Committee will ensure that all fundraising activities meet any guidelines established by the Department of Recreational Sports at Virginia Tech.