

Lawrence University Rowing Club Constitution
Submitted by Lawrence University Rowing Club Executive Board
Date most recently amended: January 22, 2016

Article 1. Name and Purpose

- Section 1. This organization shall be known as Lawrence University Rowing Club.
- Section 2. The purposes of this organization will be to introduce the campus to the sport of rowing, hold informational meetings, train throughout the year outdoors and in, attend regattas, and serve the campus and community through outreach activities.

Article 2. Membership and Dues

- Section 1. Membership is open to all Lawrence University students, regardless of race, color, gender, ethnic origin, sexual orientation, or religion.
- Section 2. In order to participate in on-water practices, regattas, and spring break trips, members must pass the swim test, which will be valid throughout a student's career at Lawrence. It will be conducted by a Board Member and overseen by the Lawrence University Swim Coach.
- Section 3. To be an active member, a member must attend team meetings and practices.
- Section 4. All active members participating in fall and spring regattas shall pay dues. The Executive Board will determine the amount each year.
- Section 6. If dues are not submitted in the time frame set by the Executive Board, members paying late will incur a late fee set by the finance chair unless a payment plan has been put in place.
- Section 7. Members are required to follow all policies and procedures as determined by Lawrence University, Lawrence University Rowing Club, and Fox Valley Rowing Club.
- Section 8. Members who fail to follow these rules may be suspended from team activities by a majority vote of the board once the appropriate procedure has been followed. Complaints should be submitted to the president.

Article 3. Officers and Duties

- Section 1. A student Executive Board, comprised of a President, Regattas Chair, Boatman, Finance Chair, Recruitment Chair, and Secretary shall govern the organization.
- Section 2. The Executive Board shall pay 50% of the dues for each season in compensation for their time and effort as Board Members.
- Section 3. Executive Board members may delegate specific tasks to other Board or team members with the approval of the rest of the board.
- Section 4. Two board members must attend the Bystander Intervention Training session held in the fall.

Section 5. The president and one other board member must attend the Student Club Orientation meeting at the beginning of the school year.

Section 6. The LURC constitution must be approved each winter term. Any amendments for the year must be made before that time.

Section 4. The duties of the President:

Sub-section 4a. Overseeing and running all Executive Board meetings, including providing an agenda.

Sub-section 4b. In the event of a tie, either on the Executive Board or during election of Board members, the President shall hold the tie breaking vote.

Sub-section 4c. Supervising all other board members and communicating effectively with all board members about responsibilities. The president is ultimately responsible for the tasks of other board members if the tasks are not getting done.

Sub-section 4d. Handling the annual LUCC Re-Recognition Process.

Sub-section 4e. Acting as the primary contact person for the Lawrence University faculty and staff as well as Fox Valley Rowing.

Sub-section 4f. Obtaining and maintaining current health insurance information for all club members.

Sub-section 4g. Ensuring that all rules are followed including: University Rules and Regulations, Fox Valley Rowing Club Rules of the River, and LURC Rules.

Sub-section 4h. Acting as mediator within and for the team in the event that a disagreement cannot be resolved through the appropriate channels.

Sub-section 4i. Organizing and running winter training when a coach or captain is not available.

Sub-section 4j. Acting as a team leader in the absence of a coach or captain during rigging and boat loading and unloading to make sure individuals are following correct procedures.

Sub-section 4k. Scheduling Executive Board or All-Club Meetings when necessary.

Sub-section 4l. Create and update a current club member contact list containing room numbers and phone numbers throughout the year.

Sub-section 4m. During winter training, provide a sign-in workout spreadsheet for each week.

Section 5. The Duties of the Regatta Chair:

Sub-section 5a. Researching possible regattas, working with the coaching staff to determine which regattas are most appropriate for the team to attend, and submitting a final regatta schedule and budget for approval by the Executive Board.

Sub-section 5b. Creating regatta budgets.

Sub-section 5e. Organizing transportation, directions and maps, cash advances, receipt collection, and housing.

Sub-section 5h. Taking attendance during trips.

Sub-section 5i. Reporting to Finance Chair all matters involving income/expenditures.

Sub-section 5j. Organizing the Spring Break training trip; location, transportation, housing, and meals.

Section 6. The duties of the Boatman:

Sub-section 6a. Maintaining all equipment (shells, oars, electronics, launches, etc.) making repairs in a timely and knowledgeable fashion (if you do not know how to make a given repair, ask previous boatmen, utilize resources in the library (U.S. Rowing Minor Hull Repair), and ask Fox Valley or another knowledgeable source *manufacturer or rowing repair center). Do not try to do something you don't know how to do.)

Sub-section 6b. Maintaining a spare parts inventory and an inventory of all equipment, replacing lost or damaged items as the budget allows.

Sub-section 6c. In the event that a coach is not present, directing boat loading and boat unloading, rigging and working with the lead truck driver to properly load the trailer and ensuring that equipment is properly prepared for transport.

Sub-section 6d. Through work with the Executive Board, maintaining a long-term (3-5 year) plan for equipment acquisition and program expansion.

Sub-section 6e. Maintaining a repair log and history of each shell.

Sub-section 6f. Overseeing the acquisition of new equipment and periodic professional reconditioning or repair of current equipment.

Sub-section 6g. Working with Fox Valley Rowing Club to ensure that the boathouse is adequate for LURC's needs, keeping the President involved at all times. In order to maintain a clear chain-of-command, the President has first option to reply to any communications from FVRC concerning LURC.

Sub-section 6h. Ensuring that the boathouse and Lawrence's property is clean, organized, and stored properly.

Sub-section 6i. Maintaining an up-to-date training manual. The boatman is strongly encouraged to appoint apprentices to learn the necessary skill-set as early as possible.

Section 7. The duties of the Finance Chair:

Sub-section 7a. Maintaining accurate records of all incoming/outgoing money of the club.

Sub-Section 7b. Collecting receipt record for every expenditure per LUCC policy.

Sub-section 7c. Collecting and depositing money for dues or clothing orders

- Sub-section 7d. Working closely with Regatta Chair to create a yearly budget.
- Sub-section 7e. Obtaining cash advances for money needed for regattas or Spring Break.
- Sub-section 7f. Organizing and running fundraising events, including:
Rent-A-Rower, Erg-A-Thon, and any additional fundraisers.
- Sub-section 7g. Being the primary contact person for Rent-A-Rowers and solicit opportunities to club members.
- Sub-section 7h. Maintaining a list of each club members' fundraising money.
- Sub-section 7i. Working with LUCC to obtain each year's budget.
- Sub-Section 7j. Submitting and distributing clothing orders for team uniforms and clothing.

Section 8. The duties of the Public Relations/Recruitment Chair:

- Sub-section 8a. Reserving and supervising a table for the activities fair during new student week.

- Sub-section 8c. Advertising around campus for an informational meeting to recruit new rowers.
- Sub-section 8d. Creating and maintaining a list of novice rowers and coxswains.
- Sub-section 8e. Being a friendly, approachable contact person for novices throughout the year.
- Sub-section 8f. Working with the Finance Chair to organize the yearly alumni letter fundraiser conducted through the Development Office.
- Sub-section 8g. Maintaining up-to-date communications including, but not limited to: publishing biannual newsletters to the alumni/friends lists, posting on the Facebook club page and Twitter account, and maintaining an up-to-date website to include accurate and current club information.

Section 9. The duties of the Secretary:

- Sub-section 9a. Taking accurate and complete notes at all meetings.
- Sub-section 9b. Emailing meeting minutes to club members.
- Sub-section 9c. Keeping records of previous year's notes on hand for references.
- Sub-section 9d. Maintaining Rowing Club email and phone trees.
- Sub-section 9e. With assistance of coach and Recruitment Chair, creating and distributing a membership directory.
- Sub-section 9f. Maintaining an alumni database of graduated club members.
- Sub-section 9g. Handling all official Lawrence Rowing correspondence (primary thank-you letters to donors).
- Sub-section 9h. Maintaining an up-to-date team handbook. Having an up-to-date copy of the Constitution.
- Sub-section 9i. Maintaining team archives including: records of racing results, past rosters, and any other important documents. Historical or original

documents significant to the team should be transferred to the LU Archives in the Library.

Sub-section 9j. Organizing practice and U.S. Rowing waivers.

Sub-section 9k. Submitting the roster of active team members to LUCC each term. For the purposes of this roster, an active team member is determined at the discretion of the Regatta Chair.

Sub-Section 9l. Reserving rooms for the Executive Meetings and any club meetings.

Section 10. Officer Elections:

Sub-section 10a. Elections will be held sometime around the fourth week of spring term each year for the following year, or on an as needed basis if a position is vacated during the course of the year. Graduating seniors may speak during the election process but are excluded from voting.

Sub-section 10b. In order to facilitate a clean transition, the old Executive Board retains voting power until May 1st at which time the new Executive Board holds voting power.

Sub-section 10c. Terms of office are one year.

Sub-section 10d. In order to be eligible for a position, candidates must be on campus and registered students at Lawrence University for all three terms unless a proxy for their position runs for the term of their absence.

Sub-section 10e. One person may not hold more than one Executive Board position.

Sub-section 10f. Elections are held in the order listed in Sections 4-9.

Sub-section 10g. Candidates may be nominated by active team members or may nominate themselves. Nominations must have a second.

Sub-section 10h. Candidates will be invited to speak on their behalf.

Sub-section 10i. A majority of all active members, except the current president, must be present for voting to take place. Voting shall be blind.

Sub-section 10j. The current President shall run the elections, tallying votes and moderating discussion. In the event that the president is running for reelection, the role of the president in the voting process will fall with the next person in the hierarchy of the Executive Board.

Sub-section 10k. A candidate must receive 50% of the vote plus one to be selected.

Sub-section 10l. In the event that there are three or more candidates and no candidate receives 50% plus one of the votes, the top two candidates will then be considered for a second round of voting.

Sub-section 10m. In the event of a tie, more discussion may occur and then a second vote is conducted.

Sub-section 10n. The current club President shall have the tie-breaking vote if

more than two rounds of voting are necessary.

Sub-section 10o. If all attempts at resolution have failed, officers may be removed from their position by a no-confidence vote following the rules for making amendments to the constitution. This may be initiated by any team member.

Section 11. Meetings of the Executive Board:

Sub-section 11a. Any meeting of the Executive Board must be publicly announced at least 24 hours in advance of the meeting occurring.

Sub-section 11b. The board may enter into closed session during a publicly announced meeting.

Sub-section 11c. Entering into closed session requires a majority vote of the Executive Board.

Article 4. Finances

Section 1. Lawrence University Community Council (LUCC) shall supply the budget for this organization on a yearly basis.

Section 2. Each spring, the Regatta Chair, Boatman, and Finance Chair will write the annual LUCC budget request and submit it for approval by the full Executive Board.

Section 3. The Finance Chair, along with the Regatta Chair and Boatman, shall maintain and submit the Board an internal, up-to-date, term-by-term budget.

Section 4. It is ultimately the responsibility of the Finance Chair to ensure the budget is submitted each year.

Section 5. The Finance Chair shall deposit any incoming money and submit any disbursement requests on behalf of the Executive Board.

Section 6. Active team members may receive reimbursement for the purchases made on behalf of the team. Purchases must be previously approved by the Finance Chair or Executive Board, with exceptions being made on a case-by-case basis and emergency expenses handled through the proper channels. Unapproved expenses may not be reimbursed.

Section 7. During the academic year, the Executive Board may petition LUCC Finance Committee for additional funds. The Regatta Chair and /or Boatman and Finance Chair shall write this proposal and attend the LUCC Finance Committee meeting.

Section 8. Payment plans may be arranged between a club member and the Finance Chair in order to pay for one's dues, spring break trip, or clothing orders.

Sub-section 8a. The Finance Chair and club member shall agree to a payment schedule and a date at which the entire debt will be covered.

Sub-Section 8b. All debts must be paid by the end of tenth week of third term.

Sub-Section 8c. Members who fail to comply with an established payment plan risk the addition of late fee suspension of team activities until dues are paid.

Article 5. Fundraising

- Section 1. An annual letter-writing fundraiser similar to those of other Varsity sports will be organized in coordination with the Development Office.
- Section 2. Each year the Executive Board shall set a fundraising goal for club members in order to promote service activities toward the community and to make the cost of rowing more affordable.
- Section 3. Money earned in fundraising activities will be collected and tracked by the Finance Chair.
- Section 4. Funds gained from institutionally organized fundraisers (donation letters, benefit dinners, etc.) shall be directed to the team's fundraising account.
- Section 5. Funds gained through individual fundraisers (Erg-A-Thon, Rent-A-Rower, etc.) shall be directed to the individual rower who participated in the fundraiser. These funds shall be retained by the Finance Chair and may only be used for dues, spring break trips, or mandatory uniform items.
- Section 6. Each member shall be encouraged to participate in fundraising events in order to meet the goal set by the Executive Board.
- Section 7. Those who have repeatedly been late to or not shown up to an event they are scheduled to attend will have a lower priority in receiving future fundraising opportunities.

Article 6. Coaches

- Section 1. The Executive Board will determine the anticipated coaching needs for the team at the end of Spring Season of each year.
- Section 2. The Board may choose to pay a coach's salary/honorarium from the team's Fundraising account.
- Section 3. The Coaching Staff hierarchy shall be as follows: Varsity/Head Coach, Assistant Coach, and Novice Coach.
- Sub-Section 3a. In the event that there is a Varsity Coach and Novice Coach, the Novice Coach shall also fulfill the role of Assistant Varsity Coach and have authority over the Varsity team.
- Sub-section 3b. If the Board deems it necessary to split the Varsity Coach position into Men's and Women's Coaches, one shall be designated as Head Coach and the other shall be designated as Assistant Coach.

Section 4. Hiring of Coaches

- Sub-Section 4a. Qualified candidates shall submit a cover letter and resume to be considered by the Board.
- Sub-Section 4b. Coaches, either voluntary or paid, shall be hired on a contractual basis with the duration of the contract to be determined by the Executive Board.
- Sub-Section 4c. Hiring a coach shall require a majority vote of the Executive Board. Termination of a coach before the expiration of the contract shall

require a unanimous vote of the Executive Board.

Article 7. Captains

Section 1. A Men's and Women's team captain shall be elected in the spring along with the new executive board for the academic year.

Section 2. Eligibility

Sub-Section 2a. Candidates must be on campus and registered students at Lawrence University for all three terms unless a proxy for their position runs for the term of their absence.

Sub-Section 2b. Members of the Executive Board shall be ineligible for the position of Captain.

Section 3. Duties of the Captain

Sub-Section 3a. Running practices when the coaches are not available, acting as a de facto Assistant Coach

Sub-Section 3b. Acting as an exemplary model of attitude, commitment, and athleticism for the other team members.

Sub-Section 3c. Organizing and running supplemental workouts, team bonding activities, and other non-rowing all-team activities.

Sub-Section 3d. Acting as mediator between Athletes and Coaches in the event of a dispute.

Sub-Section 3e. The captain elected by each team (Men's and Women's) shall have authority over the other team, but shall defer to that team's elected captain.

Sub-Section 3f. Creating a practice sign-in sheet each week during winter term indoor practices.

Sub-Section 3g. Assigning Varsity/Novice buddies at the end of fall term.

Section 4. Captain's may be removed from their position either by a unanimous vote of their respective team or by a unanimous vote by the Executive Board.

Section 5. Two co-captains may be elected if they wish to run together for the position.

Section 6. Voting procedures

Sub-Section 6a. An independent third party (either the Coach (first preference) or highest-ranking Male and Female board member acting for the team of opposite sex (second preference)) shall be present to run elections, moderate discussion, and tally votes. The independent third party may not partake in the discussion of or voting for candidates. Coaches may nominate, but not discuss candidates for Captain.

Sub-Section 6b. Elections from within the varsity team shall be held at the beginning of the season each fall. If a position is vacated over the course of the year, a new captain can be elected, and novices shall be included in the voting if the election is conducted during Winter or Spring season.

Sub-Section 6c. Term of position for one year.

Sub-Section 6d. Candidates may be nominated by active team members or may nominate themselves. Nominations must have a second.

Sub-Section 6e. Candidates will be allotted two minutes each to speak on their behalf.

Sub-Section 6f. A majority of all active members must be present for voting to take place. Voting shall be blind.

Sub-Section 6g. A candidate must receive 50% of the vote plus one to be selected.

Sub-Section 6h. In the event of a tie, more discussion may occur and then a second vote is conducted.