

Constitution of the St. Mary's Crew Club

Article I - Name and Purpose

Section A - Name

The name of this organization shall be the St. Mary's Crew Club.

Section B - Purpose

The purpose of the St. Mary's Crew Club is to produce a team of competitive athletes versed in all facets of the sport of rowing; and in doing so, to advance the larger interests of the St. Mary's College waterfront.

Article II - Eligibility

Section A- Eligibility

Membership eligibility for the St. Mary's Crew Club shall be open to all students of St. Mary's College.

Section B - Termination of Eligibility

Any member of the St. Mary's Crew Club can be expelled from specific club activities for violations including, but not limited to, the safety agreement and actions harmful to team members or equipment. The procedure for termination of eligibility begins with a formal complaint that is brought to the attention of the executive board. Upon the decision of the Executive Board eligibility may be terminated by a two-thirds majority vote of eligible members.

Section C – Proper attendance

All members that are in a boat during a race week are required to attend all practices with their teammates so that ample practice time can be afforded.

Article III - Officers

Section A - Officers

The management and control of this team shall be vested in an Executive Board consisting on the first tier of the President, the Vice President, the Secretary, the Treasurer, and the Logistics Coordinator who shall be elected by the team annually. Independent positions may be created by the executive board to facilitate club activities.

Section B - Duties of the Officers

1. President:

- A) To run the Executive Board and team meetings.
- B) To oversee all executive board meetings.
- C) To accept overall responsibility for the functions of the St. Mary's Crew Club and to ascertain that the regulations of the College and the Constitution of the team are adhered to by all participating members.
- D) To act as the liaison between the College, the waterfront, the coaching staff, and the team.
- E) To attend SGA sponsored club leader's meetings.
- F) To further the interest in the sport of rowing at St. Mary's College.

2. Vice President:

- A) To assist the President with any of the above duties.
- B) To plan and oversee all aspects of the Crew Dinner Fundraiser, which is held in the spring, and alumni functions.
- C) To help devise a budget plan with the Treasurer and the President.
- D) To work with the Alumni office to update and build the Crew Alumni support base
- E) To preside over meetings in the absence of the President.
- F) To chair the Events Committee and act as liaison between said committee and the Executive Board.

3. Secretary:

- A) Responsible for taking notes at all Executive Board and general meetings and typing up documents for the team.
- B) To create and update all phone and address lists.
- C) To assist the Treasurer with paperwork.
- D) To make necessary phone calls, E-mail and signs in order to recruit and inform club members of upcoming events.
- E) To instruct the Information Committee and to act as liaison between said committee and the Executive Board.

4. Treasurer:

- A) Responsible for procuring and managing all money to be spent, paying all bills through the SGA and St. Mary's College Foundation, and collecting all outstanding debts owed to St. Mary's Crew Club.
- B) Responsible for creating and organizing the budget for the upcoming semester, to be approved by the Executive Board.
- C) To find donors/sponsors of the club.
- D) To keep written document/books for all transactions that occur.
- E) To coordinate registration with the coaches and all other financial details of all regattas.
- F) To chair the fundraising committee and act as the liaison between said board and the Executive Board.

5. **Logistical Coordinator:**

- A) To hand out and collect all necessary liability forms.
- B) To coordinate registration with the coaches and assist the Treasurer with financial details of all regattas.
- C) To hand out and collect all necessary regatta registration information to members of the team, and dues in a thorough and timely manner. Then to transfer dues collected to the Treasurer upon completed collection.
- D) To coordinate details of all attended regattas and events (including, transportation, food, and housing) including but not limited to; van reservation and driver lists, food service accommodation lists, housing reservations and logistics as needed.
- E) To logistically assist the Vice President with the Crew Dinner Fundraiser preparation.
- F) To assist the secretary with maintaining updated information in regards to team rosters for regattas as well as appropriate paper work.
- G) To be responsible for scheduling inspections and maintaining the trailer and other needed transportation equipment for the team.
- H) To obtain Driver Certification by the office of Public Safety and must renew it as necessary. As well as maintain an updated list of club members certified to drive vans by the Office of Public safety.

Section C - Officer Qualifications

The Officers of this organization must be full time degree-seeking students (twelve credits or more). All officers must be in good standing of the club at the time of election. The Office of President must have held a previous position on the Executive Board of the club or served at least three semesters with the club as a member in good standing. All officers are required to read and abide by the St. Mary's Crew Club Constitution.

Section D - Election and Replacement

1. **Nominations:**

Nominations from the floor shall be made for President, Vice President, Secretary and Treasurer. All nominees must present their qualifications for the desired position.

2. **Elections:**

General elections shall be held during the final four weeks of the Spring semester or earlier if deemed appropriate by a majority vote of the Executive Board officers for the following year. All officers shall be elected by a majority vote of the members in good standing present at a well-announced election meeting, by secret ballot. In the event of a tie, the nominees will return before the team after one week and present their purpose, goals, and objectives for the year. A new vote shall then be executed.

3. **Transfer of Power:**

Officers-elect will be responsible for learning their duties from the current officers prior to the assumption of power. The official transfer of power will take place upon the completion of the current semester.

4. Vacancy:

In the event of a vacancy of any office, a special election must be held as soon as possible to fill the position. The new officer will assume power upon election.

5. Term:

No one shall be eligible to hold the same position more than four consecutive semesters.

6. Impeachment:

Any officer who does not show active participation or mishandles duties may be brought before the Executive Board via a formal complaint. Upon the decision of the Executive Board, the officer may be brought before the general membership for an informational question-and-answer session. After a period of time to be determined by the Executive Board, the general membership shall reconvene and vote. Removal from office will occur only with the majority vote of club members in good standing.

7. Limitations: No person may hold more than one office at a time, including the coach.

Section E – Committees

1. Events Committee:

The Vice President shall select a group of team members for this committee and present this list to the Executive Committee. The Executive Committee shall appoint agreeable team members to the Events Committee to oversee the planning and execution of all club events, including the Seahawk Sprint Regatta. The Vice President will chair the Events Committee and hold regular meetings.

2. Fundraising Committee:

The Treasurer shall select a group of team members for this committee and present this list to the Executive Board. The Executive Board shall then appoint agreeable team members to the Fundraising Committee which shall work with the college and community to gain sponsorships and financial support. The Treasurer will chair the Fundraising Committee and hold regular meetings.

3. Information Committee:

The Secretary shall select a group of team members for the position of Historian and Website Coordinator and present this list to the Executive Board. The Executive Board shall appoint agreeable team members to the information committee. The Secretary will chair the information committee and hold regular meetings.

Article IV - Coaches

Section A - Number of Coaches

There shall be one Men's Head Coach and one Women's Head Coach and as many assistant coaches as deemed necessary by the coaching staff.

Section B - Duties

Head Coach:

- A) To accept overall responsibility for the training and competitive activities of the St. Mary's Crew Club.
- B) To accept responsibility for adhering to the Constitution of this organization.
- C) To act with the executive board as a liaison to the team; however will not be given voting power.
- D) To supervise land and water practices and provide a safe environment for all club members during training or in competition as outlined in the Coaches Safety Agreement.
- E) To appoint assistant coaches when deemed necessary.
- F) To advise on purchases of, decisions about, care for, and repair to equipment.
- G) To plan the race schedule for each season in cooperation with the Vice President.
- H) To inform the executive board of all equipment in need of replacement or in need of serious repair.
- I) To coordinate with the treasurer on all money matters in which a deadline is involved up to 200 dollars.

Assistant Coach:

- A) To assist the Head Coach in any of his/her duties.
- B) To provide a safe environment for all club members during training or in competition as outlined in the Coaches Safety Agreement.

Section C - Selection of Coaches

The Men's and Women's Head Coaches will be nominated by retiring coaching staff at the time of officer elections. Nominations shall be approved by a majority of those members present in good standing. The assistant coaches shall be nominated by the Head Coach and approved by a meeting of the officers-elect and the current Executive Board.

Section D - Removal of Coaches

Any coach who does not show active participation or mishandles duties may be brought to the attention of the Executive Board via a formal complaint and as deemed by the majority vote of the Executive Board may be brought before the general membership. His/ her removal shall be decided by a majority vote of the club members in good standing.

Article V - Governance

Section A - Executive Board

The management of the St. Mary's Crew Club shall be vested in an Executive Board consisting of the elected officers.

Section B - Executive Powers

The Executive Board shall have the power to take all actions necessary to ensure successful operation of the club. This shall include, but is not limited to, the creation of positions, designating and running all meetings, preparing budget requests, making spending decisions and generally ensuring the safety of all club members.

Section C - Executive Board Meetings

The Executive Board will meet at regular intervals determined by the president and agreed upon by the executive board seasonally as need dictates.

Article VI - Meetings

Section A- General Meetings

General membership meetings will be held when deemed necessary by the executive board and coaches. Team members must be informed of these meetings beforehand.

Section B - Official Business

A quorum is required to vote on any official business that affects team decisions.

Section C - Quorum

A quorum shall consist of at least 50% of the members in good standing.

Article VII - Amendments

Section A - Suggestion of Amendment

Amendments to this Constitution and its By-Laws shall be suggested by either a two-thirds vote of the executive committee or a majority vote of the members in good standing.

Section B - Ratification of Amendment

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

Article VIII - Comprehensive Review

Section A - Comprehensive Review

The Constitution of the St. Mary's Crew Club shall be reviewed every two years by the executive board and revised as necessary.

By-Laws of the St. Mary's Crew Club

Section 1- All new members must read and understand the Constitution, its By-Laws, and the Safety Agreement of the St. Mary's Crew Club and agree to be bound by them before membership may be completed.

Section 2 - A member of good standing shall be defined as follows:

- A) Has read and agreed to uphold the Constitution, its By-Laws, and the Safety Agreement of the St. Mary's Crew Club
- B) Has successfully completed the College's swim test
- C) Adheres to team policies in regards to practices, meetings and team activities<

Section 3 - All members are required to aid in the construction and the maintenance of crew facilities and equipment.

Section 4 - The coaching staff shall be required to make every attempt to ensure that all members who are eligible by regatta standards have the opportunity to compete at the intercollegiate level in at least one race per semester if proper attendance is satisfied.

Section 5 - Coaching staff shall be required to obtain First Aid and CPR certification as well as Maryland Safe Boater certification prior to assuming coaching responsibility. The cost of these certifications, if any, shall be paid by the club. Additionally, they must read and sign the St. Mary's Crew Club Coaches Contract.

Section 6 - No crew shall go on the water without the supervision of either a coach or another individual approved by the coaching staff.

Section 7- The equipment of this organization is for the sole use of the St. Mary's Crew Club. Equipment shall not be borrowed or rented by other schools, clubs, etc. without the majority approval of the executive board.

Section 8 - The executive board and coaching staff are obligated to facilitate both the recreational and competitive needs of the team.

Revised 3/24/05