

# **Constitution of Clemson Rowing Association**

Amended and Revised April 7, 2021

## ARTICLE I. NAME

This organization shall be known as the Clemson Rowing Association (CRA) of Clemson University, Clemson, SC.

## ARTICLE II. PURPOSE

The purpose of the organization is to unite male and female students at Clemson University with a common interest in rowing, to improve their skills, and to compete against peers from other schools and universities.

## ARTICLE III. MEMBERSHIP AND DUES

Section 1. Any person duly registered as a student of Clemson University is eligible for membership.

Section 2. Membership shall be maintained by the payment of dues per semester, the amount of which is to be established by the Executive Board and to be used in furthering the success of the team by providing funds for equipment (repair and purchase), salaries for coaches, as well as funds for travel, accommodations, regatta fees, and general organization expenses. Membership also requires participation in expected team activities, including practice, regattas, meetings, credit opportunities, and other activities vital to the function of the team.

Section 3. All members must pass a 10 minute water treading test before going out on the water in any capacity.

## ARTICLE IV. OFFICERS

Section 1. The elected officers of CRA shall be President, Vice President, Equipment Manager, Treasurer, Secretary, Fundraiser, Recruitment and Retention, Safety Officer, and Public Relations/Alumni. A Head Coxswain and one Novice Representative from each squad will be non-voting members of the Executive Board.

Section 2. Election of Officers:

- a. The nomination for President shall take place at the fifth from last regular meeting of the academic year.
- b. Voting for President shall take place at the fourth from last meeting along with nominations for the Executive Officers. Voting for Executive Officers

will take place at the following meetings. Order of officer's elections will be determined by the Executive Board based on number of nominees in the interest of time.

- c. Novice Representatives will be nominated at the meeting at which fall dues are required for novices. Voting will occur at the next meeting.
- d. Head Coxswain will be a position appointed by a majority vote of the next year's Executive Board at the board meeting following elections. All interested coxswains must be present.
- e. The candidates shall be nominated by nominations from the floor made by club members.
- f. The candidates may not be nominated by the current board.
- g. Nominations must be put in motion and the motion seconded before being considered for election.
- h. Nominees must accept these nominations.
- i. Candidates must present a speech to the organization at the next meeting.
- j. Officers must be full-time students in good standing with the organization and have been members of the club for at least two semesters prior to elections.
- k. Officers must be a competing member of CRA.
- l. Voting shall be by ballot.
- m. Votes by Novice rowers shall count as a ½ vote while votes from Varsity rowers shall count as a full vote.
- n. Elections must pass with a majority vote of members present for election.
- o. If an office is left vacant, the remaining officers may appoint a member to fill the vacancy until the next election.

Section 3. The term of office served by each executive board member will be one year.

Section 4. It is the responsibility of the Executive Board to ensure that the club operates under the policies and procedures set up by Clemson University.

Section 5. It is the responsibility of the Executive Board to hire and provide the salary for Head Varsity and Novice Coaches. Assistant Coaches may also be hired at the discretion of the Executive Board and with approval of the respective Head Coach. Each Head Coach must follow the guidelines set by the Executive Board and must sign a contract stating such.

Section 6. Duties of the President

- a. The president shall preside at all meetings, call all special meetings, and appoint committees.
- b. The president shall be in charge of all the facilities and equipment of CRA.
- c. The president shall maintain communication with the proper University officials, ensuring the club's compliance with Clemson University's policies and regulations and Department of Campus Recreation guidelines

- and procedures for the operation of club sports.
- d. The president shall hold monthly Coaches Meetings with the Head Varsity and Novice Coaches and any Assistant Coaches. These meetings will be open only to Coaches and the president, though all proceedings will be recorded and made accessible to the Executive Board.
  - e. It is the president's responsibility to handle any and all discrepancies with Board Members, team members, coaching staff, and any other relevant party.
  - f. The president, with input from the Head Varsity and Novice Coaches, is responsible for registering CRA for each regatta in a timely manner.

#### Section 7. Duties of the Vice President

- a. The vice president shall perform all duties of the president in their absence.
- b. The vice president shall be in charge of organizing regattas and scrimmages.

#### Section 8. Duties of the Secretary

- a. The secretary shall keep an accurate permanent record of all club proceedings, take charge of team correspondence, inform team of announcements and provide accommodations when the team is traveling.
- b. The secretary shall be in charge of all apparel and uniform, including but not limited to ordering, distribution, and inventory.

#### Section 9. Duties of the Treasurer

- a. The treasurer shall keep accurate and complete financial records of all team transactions, including the collection of dues, payment of fees, taxes, salaries, etc.
- b. The treasurer must also disburse funds and receive allocations, donations, and reimbursements in accordance with the regulations of the university.

#### Section 10. Duties of the Fundraiser

- a. The fundraiser shall obtain team money by organizing small and large scale fundraisers and searching for avenues of sponsorship.
- b. The fundraiser shall maintain and make public and continuously available accurate records of team member fundraising credits. The fundraiser shall also coordinate directly with the treasurer and respective Coaches regarding incomplete credits and payment thereof.
- c. The fundraiser should maintain an up-to-date calendar of planned credit events with details about the events, provided as soon as the credit events are established.
- d. The fundraiser shall communicate with the Board of FCC and with the treasurer of CRA in order to collaborate fundraising efforts and collect and record funds that are received through FCC.

#### Section 11. Duties of the Safety Officer

- a. The safety officer shall implement the Risk Management Plan (as outlined in the Club Sports Manual) within the club.
- b. Review safety policies and make suggestions, as needed, to ensure that East Beach and the boathouse pass the Corps of Engineer inspections.
- c. Ensure that all members have passed a swim test and signed the club sports risk waiver.
- d. Maintain the launches. This includes filling the gas cans and making sure that launches have gas, as well as keeping and following a detailed written launch maintenance schedule.
- e. Maintain the docks. This includes keeping the docks clean, well-lit and properly placed on the beach.
- f. Place and maintain the racecourses with the assistance of the equipment manager. This includes placement of buoys and the assembly and placement of start and finish tower.
- g. Maintain the docks and launch equipment.
- h. Maintain the coxswain equipment (bags, boxes, and lights)
- i. Make yourself available to the equipment manager to assist in his duties.
- j. Work in correspondence with Clemson officials to ensure the upkeep of our boathouse.

#### Section 12. Duties of the Alumni/Public Relations Officer

- a. Maintain a functioning and usable website that is sufficient for members of CRA, Alumni, and others outside the organization.
- b. Promote the team via social media in a way that improves the professional standing of the team, brings in support from local institutions, and solidifies our image as a competitive rowing team.
- c. Communicate CRA's purpose to the community.
- d. Maintain an accurate and organized database of parent contact information.
- e. Communicate with parents of the team through the Clemson Crew Parents Facebook Group and a monthly newsletter of updates.
- f. Maintain timely communication with alumni.
- g. Cater to the immediate and future needs of the FCC.
- h. Keep CRA in positive light with alumni, parents, and community.
- i. Keep in regular contact with the secretary and treasurer of FCC in order to communicate with alumni and keep track of members and donations.
- j. Maintain results of the team and scrapbook of team photos.
- k. Coordinate all alumni apparel, including communicating ordering needs with the Secretary, tracking payments, and shipping apparel.

#### Section 14. Duties of the Equipment Manager

- a. Maintain the integrity of all rowing shells.
- b. Maintain the cleanliness and order of the boathouse.

- c. Maintenance and transportation of the trailer. If they are unable to transport, it is the equipment manager's responsibility to appoint someone that is.
- d. Work with the safety officer in the maintenance of launches, racecourses, and docks.

Section 15. Duties of the Recruitment/ Retention Officer

- a. Organize and take part in events in order to recruit new rowers and coxswains.
- b. Organize and plan a general information meeting for new and potential CRA members to occur during the first week of every semester.
- c. Plan and facilitate events to promote team bonding, these include but are not limited to semi-formal, formal, and other weekend activities.
- d. Stock a food tent at regattas with food up to a certain dollar amount agreed on by the board.
- e. Responsible for communicating with prospective rowers and holding boathouse tours if requested. If the recruitment and retention officer is unavailable, they are responsible for finding a replacement tour guide.
- f. Along with the PR/Alum officer, help maintain communication with parents.

Section 16. Duties of the Head Coxswain

- a. Oversees coxswain recruitment, training, and mediating any problems that may arise.
- b. Put together a coxswain training manual and go over it with new coxswains.
- c. Ensure all coxswain equipment is maintained.
- d. Hold coxswain meetings.
- e. Work with the safety officer and equipment manager to ensure that the process of rigging and derigging is fast, effective, and safe.
- f. Stimulate feedback of coxswain performances.

Section 17. Duties of Novice Representatives

- a. Convey the attitude, thoughts, and concerns of their respective novice squads to the Executive Board.

## ARTICLE V. FACULTY/STAFF ADVISOR

Section 1. The selection of the advisor is at the discretion of the organization.

Section 2. The faculty or staff advisor must be a full-time employee of the university.

## ARTICLE VI. MEETINGS

Section 1. All Executive Board Officers are required to conduct a weekly Board Meeting

to discuss any decisions or situations affecting the club unless deemed unnecessary.

Section 2. The Executive Board must direct a weekly Team Meeting, held for all members unless deemed unnecessary by a two-thirds vote of the Executive Board.

Section 3. All club members are required to attend Team Meetings in order to receive information about team happenings unless previously excused.

#### ARTICLE VII. QUORUM

Two-thirds of the membership of the organization shall constitute a quorum to transact business.

#### ARTICLE VIII. BY-LAWS

A record of all Rules and Procedures outside of this constitution shall be kept as by-laws for CRA.

#### ARTICLE IX. AMENDMENTS

Section 1.

- a. Proposed amendments shall be submitted in writing to the Executive Board for review, discussion, and approval.
- b. All approved amendments must be presented to the team. The team will then have a one-week period for comment.
- c. Two-thirds majority vote of the current team can override an amendment.

Section 2. This constitution may be amended by a two-thirds majority vote of the Executive Board.

Section 3. In the event of a tie, the final decision will be made by the faculty or staff advisor.