

By-Laws for the Clemson Rowing Association

Amended and Revised April 7, 2021

These by-laws are intended solely for the purpose of retaining a permanent record of procedures and rules practiced by the Clemson Rowing Association (CRA). These are to be regarded as guidelines for the use of the organization, its members, and successors (please see the Constitution for the Clemson Rowing Association for official rules and procedures). A copy of these by-laws are to be kept by the team secretary and are to be read at the first meeting of newly elected Executive Board Officers. After being reviewed and discussed, any proposed changes should be made, the by-laws updated, and then retained for the club's permanent record.

I. Officers

- A. Nine voting officers and three non-voting members officers shall make up the Executive Board according to the CRA Constitution.
- B. Officers must be a competing member of CRA
- C. 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.

II. Rules of Parliamentary Conduct and Order of Business

- A. The president shall preside over all meetings and meetings shall be called to order by the president.
- B. The president shall take roll.
- C. Reports shall be given by the respective Executive Board members. If a Board Member is not present at a meeting, the president will convey their respective message.
- D. Following the announcements made by each of the Board members, the president shall open the floor for questions, discussion, unfinished or new business and special orders.
- E. Questions may be asked of the Board after members, whose hands have been raised, have been recognized by the president and given the floor.
- F. It is the responsibility of the secretary to keep accurate minutes of all doings and proceedings.
- G. All orders must pass with a majority vote of two-thirds of the members present.

III. Meetings

- A. All meetings shall be conducted according to the Rules of Parliamentary Conduct.
- B. The Executive Board shall meet once per week to discuss any and all business and to make executive decisions. The meeting time shall be decided at the beginning of the semester such that all Executive Board members can be present.
- C. Each member of the Board is required to be present, unless previously excused. It is also recommended that the coaches attend these meetings. Head coxswains are encouraged to come and any other member of the club, including the club advisor, is allowed to be present at these meetings to bring any concerns to the Board's

- attention.
- D. Team Meetings shall be held each Wednesday night. Whether to have a team meeting for the week will be up to the discretion of the Executive Board.
 - E. All club members are required to attend unless previously excused by the President.
 - F. Missing 4 team meetings as a first-semester team member or 3 team meetings thereafter without approved excuses by the President will constitute a negative credit.
 - G. Team members may provide a written excuse to the President within 48 hours of the final missed meeting.

IV. Dues, Fees, and Fundraising

- A. All members shall be required to pay dues each semester. Dues will be set by the Executive Board no later than the first meeting of the semester and will be required of all participating team members.
- B. Dues are 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 and general organization expenses. They shall cover accommodations (excluding The Head of the Charles, Dad Vail, ACRA, and Spring Training) and regatta entry fees.
- C. All participants shall be required to purchase a uniform. Boathouse jackets are to be considered a privilege of varsity rowers and can be ordered by a varsity member in good standing with the team.
- D. All CRA members shall complete the number of fundraising credits set by the Fundraiser at the beginning of the semester. A credit is defined as participation in a team fundraising event that is worth \$10 to the team. If at the end of the semester a member has insufficient credits, they will be considered not in good standing with the team until payment of \$10 per missed credit is received. The details of participation and credit counts are at the discretion of the Fundraiser.
- E. If a participant is experiencing financial difficulty, he/she is asked to speak to the board to request an exception. An exception involves the following option: members can choose to pay dues in three installments. The details of the installments will be determined by the treasurer.

V. Membership

- A. Membership is open to all duly registered students at Clemson University, male or female.
- B. All participants must pass a 10-minute water-treading swim test, pay member dues, clothing orders, sign a membership contract promising to abide by the requirements, rules, and regulations of the organization, and must compete in at least one rowing event (unless unable for physical reasons) to be considered a member of the club.
- C. Members who have been part of CRA for less than two semesters shall be considered Novice. Those who have been members of the club for more than two

- semesters shall be considered Varsity.
- D. Membership termination shall result from, but are not limited to, the following: failure to pay dues, use of illegal substances, failure to respect the Head Coach, unlawful conduct in the State of South Carolina, failure to attend practice 5 times during the course of the semester without an excuse (excuses must be presented to a respective coach 24 hours prior to missed practice), or disruption of the team's activities in dangerous or unethical ways. All cases will be handled at the Board's discretion.
 - E. Members recommended for the termination will be notified first with a final warning, along with a written statement from a Coach or the Executive Board explaining their potential termination. If the offending behavior happens again, the member in question will be notified of their termination immediately following a two-thirds vote by the Executive Board.
 - F. Immediate membership termination will occur from behavior that directly endangers CRA's standing as a club sport or the safety of a fellow rower. This behavior includes but is not limited to the use of alcohol or illegal substances during team travel or any gross physical, mental, or other harm done to a fellow CRA member.

VI. Emailing Procedures

- A. The Secretary and President shall be responsible for creating, updating, and using the team email list-serv.
- B. The Secretary shall hold access to the list and shall use the list for team purposes only.
- C. All emails directed to the team should be sent first to the Secretary for approval before being sent to the team.
- D. Only team-related emails should be sent through the list.

VII. Alumni Association

- A. Friends of Clemson Crew (FCC) exists to unite the past and present members of CRA and to strengthen the team for the future.
- B. Primary functions of FCC are to connect alumni members and club members, inform alumni of the club's activities, and provide financial support to the club through annual membership dues and contributions.
- C. A board consisting of a President, Vice President, Secretary, Treasurer, and Four Trustees will be elected every two years and serve to regulate FCC.
- D. The dues received for FCC membership shall be disbursed at the discretion of the FCC Board.
- E. The FCC will draft its own constitution and abide by those rules.

VIII. Individual Equipment Usage

- A. Boats large and small are to be taken out only with direct supervision of a coach or competent board member (at least 1 year on the board and still a board member) in a launch. All safety protocols must always be followed.

- B. Singles should always carry a whistle, in addition to a life jacket if not yet proficient at sculling a single.
- C. Rowing without supervision is a privilege of highly experienced rowers. This privilege will be granted by a coach to a rower or rowers (with board approval) after at least one summer of training. This privilege can be revoked at any time for any reason.
- D. Keycard access to the boathouse will not be granted solely for the purpose of taking out small or individual boats. If a rower does not already have access, he or she will need a coach or board member to let them into the boathouse.
- E. Board membership does not entitle one to unsupervised rowing. Board members still need a coach's approval and a summer of training prior to taking out small boats without supervision.

IX. Tryouts

- A. To maintain the safety and competitive integrity of the team, a manageable roster size must be maintained.
- B. A roster cap, standards for rower ability, and commitment will be set by a two-thirds vote of the Executive Board at the beginning of the year, with regard to the capacity of coaching.
- C. Coaches will provide a list of rowers to the Executive Board by the time novice dues are required with reasoning for their removal or retention.
- D. A two-thirds vote of the Executive Board will determine the removal or retention of each rower given the coach's reasoning and the Board's knowledge of the novice.

X. Impeachment

- A. In the event that an active board member does not fulfill the duties of their position, any team member may call for a vote of impeachment. The team member must furnish another Board member with a written statement covering the charges for impeachment.
- B. The board member that has been called up for impeachment must be given a chance to defend themselves before the Board against the allegations made against them.
- C. Two-thirds of the Board must vote to impeach the board member of interest at the first Board meeting after one week's notice of the charges. The accused Board member may not vote in their own impeachment.
- D. If the impeachment passes the board it will be put to a team vote. The summary of charges will be presented to the team. A two-thirds vote of present members is required to pass the impeachment.
- E. If the impeachment passes, then the floor will be opened for nominations for that position and then elections will be carried out at the next meeting to fill the position.