

## **By-Laws of the Saline High School Rowing Club (update May 20, 2014)**

### **Article 1**

#### **1.1.1 Name**

The name of the club is Saline High School Rowing.

#### **1.1.2 Terms**

All references in these By-Laws to the "Club" shall be construed to mean the Saline Rowing. All references in these by-laws to the "Board" shall be construed to mean the Members of the Board of Directors of Saline Rowing. All references in these By-Laws to the "Officers of the Board" shall mean those members of the Board of Directors of Saline Rowing who are the voting members of the Board.

### **Article 2**

#### **2.1 Purpose**

The purpose of the Club is to promote the sport of competitive rowing at Saline High School in an atmosphere that is consistent with the educational philosophy of the school. The Club will encourage and support the academic achievement of its student-athlete members. The Club will teach teamwork, responsibility, good sportsmanship, self-discipline, and physical well-being. The Club will conduct fundraising and other activities in support of the above purposes.

#### **2.2 Authorization**

The Club represents Saline High School under the following provisions:

- a. The Board of Education will not incur direct costs for the coaching, facilities, officials, supplies, equipment, or travel attendant to the participation of athletes in competitive events or training for competitive events.
- b. Every interested student who is academically and physically eligible, as per student norms, will be permitted to be a member of the Club.
- c. The Club will retain a qualified coaching staff, which agrees to respect the philosophy, goals, and objectives of the Mid-West Scholastic Rowing Association and the United States Rowing Association.
- d. The Club must make all arrangements for practice facilities.
- e. The Club will arrange transportation of athletes to and from scheduled regattas. Carpools will be established and the parents of competitors will be the primary drivers. With the consent of the parents, competitors will be permitted to drive themselves to and from practices, given proper documentation. Students will not be permitted to drive themselves to or from regattas.
- f. The head coaches will be sole persons responsible for developing a schedule of regattas.
- g. Though Saline Rowing holds club status, Club members must obey the Saline High School Athletic Department Rules and Regulations. Each athlete and his/her parents must sign an agreement stating he/she agrees to abide by these rules and failure to do so will result in consequences deemed appropriate by the Board, including expulsion from the Club if warranted.

### **Article 3**

### 3.1 Membership Classes

Membership is contingent upon the payment of dues and fees and shall be open to:

- a. Club membership: Except as provided in 3.1(b), all Club members must be enrolled in Saline Area Schools. Each Club member must sign and abide by the Saline High School rules and regulations and Athletic Policy, meet the Mid-West Scholastic Rowing Association eligibility requirements, and be judged physically eligible by an annual physical examination.
- b. Non-District Membership: While Saline Rowing holds club status, our Club will be open to high school students enrolled in schools outside the Saline Area Schools District, providing they act as an active member of the Club. The student must sign and abide by the Saline High School rules and regulations and Athletic Policy, meet the Mid-West Scholastic Rowing Association eligibility requirements, and be judged physically eligible by an annual physical examination. In certain regattas where required, Non-District Club members will have to race as a school team separate from Saline Rowing members or not race at all.
- c. Household membership: Parents and guardians of the student-athletes in Saline Rowing.
- d. Special members: Special memberships shall be available to those who meet qualifications to be determined by the Officers of the Board. A special member **does not** have voting privileges at membership meetings.
- e. Honorary member: The Director of Coaching will be an honorary member of the Club.

### 3.2 Nondiscrimination

Membership and participation is open to all regardless of race, religion, creed, color, national origin, ancestry, sexual orientation, gender, or socioeconomic status.

### 3.3 Suspension

The Board, after due deliberation, may restrict, suspend, or terminate team membership for infraction of Saline High School rules, Saline Athletics Policy, or Club rules. No refunds will be given.

### 3.4 Meetings

- a. A membership meeting of the Club shall be held before each season to explain all rules and plans for the season.. All athletes must attend this meeting along with at least one parent or guardian.
- b. The Secretary shall distribute to every member's email address, as it appears in the membership roster, a notice posting the time and the location of the meetings.
- c. The President may call special meetings when required. Notices of such meetings shall be distributed to all members at their email addresses as they appear in the membership roster at least ten (10) days before the scheduled date set for such a special meeting, unless the meeting is called on an emergency basis. Such notices shall state the reasons that such a meeting has been called and the business to be transacted at the meeting.
- d. Within three weeks after receiving a request for a special meeting from a majority of the members of the Board of Directors or at least 33% (thirty three percent) of the members of the Club, the President shall call a special meeting. The meeting request must clearly state the reason for the special meeting.
- e. No business may be conducted at any special meeting in addition to the business described in the notice of that meeting.

### 3.5 Quorums

- a. Unless otherwise provided by law or these By-Laws, a quorum for the transaction of business at any general, annual, or special meeting of Club members shall consist of 30% of the then current Club membership.

- b. A quorum for the transaction of the business at Board meetings shall consist of 4 out of 7 of the Officers of the Board.

### **3.6 Voting**

The annual and any general or special membership meetings, as well as those of the Board of Directors, shall be open to all interested persons. Members, other than special members as defined in Article 3.1 of these by-laws, may vote at general, annual, or special membership meetings. Each household shall have one vote. At Board meetings only Officers of the Board have the right to vote.

### **3.7 Rules of Order**

The President will chair all membership and Board meetings. In the absence of the President, the Vice President or another officer designated by the President or the Vice-President will chair the meeting. The chair will announce the agenda for the meeting at the beginning of the meeting. Meetings shall be conducted informally, whenever possible. If the Chairman of the meeting decides to conduct all or part of a meeting in a formal manner, then Robert's Rules of Order, latest edition, shall be recognized as the authority governing the meetings of the Club and its board and committees.

## **Article 4**

### **4.1.1 The Board of Directors**

The Board of Directors shall be comprised of the elected officers of Saline Rowing, coaching staff and two student-athletes. The Officers of the Board are the only voting members of the Board. Other members of the Club may attend open sessions of the Board of Directors meetings.

- a. Officers of the Board: These shall consist of President, Vice President, Secretary, Treasurer, Member-at-Large, the Fundraising Committee Chairperson, and the Equipment Committee Chairperson.
- b. Nominations: At least fourteen days before the Fall banquet, the Board will recruit nominees for open Officer and Board positions.
- c. Elections: The Officers of the Board shall be elected by a majority vote of the Club members before the Fall banquet.
- d. Term of Office: All Board members, including Officers of the Board, serve 1 year terms, beginning with their election before the Fall banquet and running through the following Fall banquet. There are no term limits for Officers.
- e. Other Board Members: The captains of the Club will be Members of the Board.
- f. Vacancies: When a vacancy occurs on the Board the remaining Officers of the Board shall appoint a member of the Club to fill the unexpired term. A special Board Meeting must be called for that purpose. The meeting must be open to everyone.
- g. Powers of the Officers of the Board: The Officers of the Board shall have complete authority for government of the Club including the power to assess dues and other charges. The board shall approve the employment of coaches, manage all financial matters, and conduct routine business. Officers may designate and select other club officials as needed. The other Board members will provide input and guidance for the Officers of the Board.

### **4.1.2 Officer Duties**

- a. The President shall preside at all membership meetings and the meetings of the Board of Directors, shall be Chairperson of the Board of Directors, shall present at each seasonal membership meeting a report of the work of the Club, shall appoint all the committees, temporary or permanent, and shall see that all books, reports, and certificates required by law are properly kept or filed. The President will prepare an agenda for all membership and Board of Directors meetings. The agenda will identify voting items. The President will find representation to look over the accounting books once a year. The President shall be one of the officers who may sign a request-for-funds form of the organization and shall have such powers as may be reasonably construed as belonging to the chief executive of any

- organization.
- b. The Vice President shall in the absence or inability of the President to exercise office become acting president of the Club with all the rights, privileges, and powers as if he or she has been the duly elected president.
  - c. The Secretary shall keep the minutes and records of the organization and shall at each meeting of the Board of Directors distribute copies of the minutes of the previous meeting. The Secretary shall file any certificate required by any statute, federal or state, to give and serve all notices to the members of the Club, and act as the official custodian of the records of Saline Rowing. The Secretary shall attend to all correspondence of the Club and shall exercise all duties incident to the office of the Secretary.
  - d. The Treasurer shall have the care and custody of all monies belonging to the Club and shall be solely responsible for such monies or other financial assets of the Club. The Treasurer shall cause all funds of the Club to be deposited in a regular business bank determined by the Saline Area Schools. The Treasurer must be one of the officers who is authorized to sign checks and approve a request-for-funds form. No special fund may be set aside that shall make it unnecessary for the Treasurer to sign the checks issued upon it. The Treasurer must render a written account of the finances of the Club at all meetings of the Board, and such report shall be physically affixed to the minutes of the meetings of the Board of Directors. The finances must be administered by using recognized accounting software, such as QuickBooks. The Treasurer shall exercise all duties incident to the office of Treasurer.
  - e. Member at Large: Shall cover duties as assigned by the President and the Board; such as: shall aid coach and rowers as needed, publicize Club activities, work on public relations, contact potential members, arrange practice carpools, and contact local businesses for contributions. The Member at Large will act as a liaison between the members and the Board.
  - f. The Chairperson of the Equipment Committee and the Chairperson of the Fundraising Committee will also serve as Officers of the Board. The duties of these two positions can be found under 5.1.
  - g. Execution of Papers: Except as the Board of Directors may generally or in a particular case authorize the execution thereof in some other manner, all deeds, leases, transfers, bonds, or other obligations made, accepted, or endorsed by the Club shall be signed by the President and the Treasurer; contracts, notes, checks, drafts signed only by the President shall also be valid Club obligations if less than \$500.00.

#### **4.2 Operations of the Board of Directors**

- a. The Officers of the Board shall manage the business of Saline Rowing
- b. The Officers of the Board are the only voting members of the Board of Directors. Each Officer shall have one vote. It is expected that the non-voting members of the Board of Directors attend and participate in all Board meetings.
- c. The Board of Directors shall meet on the first Tuesday of every month year round or at such other times as the board may agree.
- d. All decisions of the Board shall be by majority of the Officers in attendance at a meeting where the quorum is present.
- e. The Officers of the Board may make such rules and regulations covering its meeting as it may in its discretion determine necessary.
- f. A director may be removed when a majority of the voting members of the Board determines that sufficient cause exists for such removal.
- g. The Board of Directors shall establish such rules and regulations as are necessary in order for Saline Rowing to succeed as long as they do not conflict with the By-Laws.
- h. The Board shall be responsible for providing coaching performance and satisfaction feedback to the Saline High School Athletic Director on at least an annual basis.
- i. The Board shall request at least one annual meeting with the Saline High School Athletic Director (and/or the Athletic Department Staff) to share Club program feedback, strategies and

goals.

#### **4.3 Duties of Coach**

- a. Run Practices
- b. Keep attendance, individual and team records, and paperwork (physicals, rules etc.)
- c. Notify team of line-up at least 1 hour before each race.
- d. Coach athletes during practices and meets.
- e. Make any strategic changes in line-up as needed to reach desired results.
- f. Select and assign duties to coaching assistants and captains
- g. Determine schedule and venues for regattas and practices; distribute schedules to players.
- h. Attend seasonal meetings.
- i. Attend all Board meetings.

### **Article 5**

#### **5.1 Committees**

The Officers of the Board may appoint one or more committees to work on defined tasks for the Club. The committee members will hold those positions for one year. The chairs of each committee are welcome to attend Board meetings. At the end of the year, the Board can either reappoint committee members or appoint new members to each committee. The Board can revoke any committee position if deemed necessary, by majority vote.

The permanent committees shall be:

- a. The Fundraising Committee shall be in charge of raising revenues for the Club. The chairperson of this committee is a voting member of the Board.
- b. The Practice Transportation person shall be in charge of organizing all practice transportation requirements.
- c. The Regatta Transportation person shall be in charge of organizing all regatta transportation requirements.
- d. The Equipment Committee shall oversee all maintenance, storage, and repair of the equipment owned and/or rented by Saline Rowing. The equipment committee will also research the purchase of equipment when needed. The Officers of the Board will have the overall decision authority for buying equipment. The chairperson of this committee is a voting member of the Board.
- e. The Clothing person shall be in charge of ordering all clothing associated with team apparel.
- f. The Food Committee shall be in charge of organizing all food at regattas and organizing the end of season banquet.
- g. Webmaster shall maintain Club website and membership.

#### **5.2 Appointment of Chairperson of a Committee**

The Officers of the Board will appoint the chairpersons of all permanent committees.

#### **5.3 Temporary Committees**

There may come a time where the Board may have to appoint temporary committees. The Board will confirm in writing the purpose of any temporary committee, the names of the persons appointed to that committee and any other matters relevant to the work of that committee.

### **Article 6**

## **6.1 Dues Payable by Club Members**

The amount of dues shall be determined by the Officers of the Board and will cover maintenance fees, coaches' salaries, storage fees, travel fees, equipment, regatta fees, practice fees (Park fees), insurance, and gas for motor boats. The dues will become property of the club and will not be refunded after two weeks of water practice.

### **6.1.2 Reserve Fund**

The budget will require 10% of anticipated expenses to be raised as a reserve fund. The reserve fund will cover unexpected expenses such as boat repair, increases in fees (park, storage, etc).

## **6.2 Deposits**

All monies that the team receives will be deposited into the Club's school account .

## **6.3 Refunds**

No refunds will be given after the 2<sup>nd</sup> week on the water unless there are extenuating circumstances with Board approval.

## **6.4 Expenditures**

Expenditures outside of the budget that are over \$100 must have Board approval. Coaches and Board will approve all budgeted equipment purchases. Coaches will jointly agree on all purchases suggested to the Board.

## **Article 7**

### **7.1 Club General Rules and Expectations**

It is assumed all athletes will notify a coach when they will not be at practice. Attendance will be criteria for boat selection and placement. Saline Rowing will abide by the "cut teams" attendance policy as written in the Saline High School Athletic Policy. Athletes may drive themselves to practice given the athlete has a consent form on file. This consent form must be updated each season. Each athlete will be given a form stating who he or she is to be allowed to drive with to and from practice. Those drivers listed by the parent will be the only ones allowed to transport the athlete to and from practices/meets. Any changes to the list must be provided to the coaches in writing before the start of practice.

#### **7.1.2 Practice Expectations**

All athletes will be on time to practice. Tardiness is not permitted. The penalty for being tardy will be up to the coaches' discretion.

### **7.2 Regattas**

All rowers are expected to attend all regattas where Saline Rowing is represented whether or not they are boated unless ill or properly excused by a coach. For all regattas, athletes will meet at a prearranged location at a prearranged time and will carpool to the event in designated carpools driven by parents as defined in Section 2.2e.

## **Article 8**

### **8.1 Adoption of By-Laws**

These By-Laws shall go into effect immediately upon their adoption by a vote of two-thirds (2/3) of Club Membership ..

### **8.2 Interpretation of By-Laws**

The Board of Directors is charged with the interpretation of these By-Laws

### **8.3 Amendments to By-Laws**

These By-Laws may be altered, amended, repealed, or added to by an affirmative vote of no less than 51% of the Members. Unless otherwise provided in the written document confirming an amendment, all amendments to these By-Laws will become effective upon adoption.