

By-Laws of the Saline High Crew Team *Accepted November 10, 2009*

Article I

1.1.1 Name

The name of the club is the Saline Crew Team.

1.1.2 Terms

All references in these bylaws to the "Club" shall be construed to mean the Saline Crew Team. All references in these by-laws to the "Board" shall be construed to mean the Officers of the Board of the Saline Crew Team who are the voting members of the Board.

Article 2

2.1 Purpose

The purpose of the club is to promote the sport of rowing at Saline High in an atmosphere that is consistent with the educational philosophy of the school and the Mid-West Scholastic Rowing Association. The club will encourage and support the academic achievement of its student-athlete members. The club will teach teamwork, responsibility, self-discipline, and physical well-being. The club will conduct fundraising 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 pupil who is academically and physically eligible, as per student norms, will be permitted to participate on a competitive basis.
- c. The sponsoring club will retain a qualified coaching staff, which agrees to respect the philosophy, goals, and objectives of the Mid-West Scholastics Rowing Association and the United States Rowing Association.
- d. The sponsoring Crew Team must make all arrangements for the practice facilities.
- e. The crew team will arrange transportation of athletes to and from scheduled away regattas. Carpools will be established and the parents of competitors will be the primary drivers. However, at the consent of the parents, competitors will be permitted to drive themselves to and from practices and home regattas given proper documentation. Students will not be permitted to drive themselves to nor from away regattas.
- f. The head coaches will be sole party responsible for developing a schedule of regattas.
- g. Though the Saline Crew Team holds Club status, crew members must obey the Saline High School Rules and Regulations. Each athlete and their parents must sign an agreement stating they agree to abide by these rules and failure to do so will result in consequences deemed appropriate by the Board and possible expulsion from the team if warranted.

Article 3

3.1 Memberships Classes

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

- a. Team membership: An active member of the team is defined 2.2b of the by-laws. A 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.
- b. Non District Membership: While Saline's Crew Team holds club status our team will be open to Non District students providing they act as an active member. 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 crew members will have to race as a school team separate from the Saline Crew members or not race at all.
- c. Household membership: Parent and guardians of the student-athletes on the Saline Crew Team.
- d. Special members: Special members 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.
- e. Honorary member: The Director of Coaching will be an honorary member of the board with voting privileges.

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 the membership for infraction of Saline High School, Saline Athletics Policy, or Club rules. No refunds will be given.

3.4 Meetings

- a. The annual membership meeting of the Club shall be held at the end of the fall season to elect officers for vacant positions, vote on proposed rule changes, and conduct business. All athletes must attend this meeting along with at least one parent or guardian. This meeting will be used to explain all rules, and explain plans for the next season.
- 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 meeting.
- 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 notice shall state the reasons that such a meeting has been called and the business to be transacted at such meeting.
- d. At the request of the majority of the members of the Board of Directors or at least 33% (thirty three percent) of the members of the organization, the President shall call a special meeting within three weeks of said petition being presented to the Board. The petition must clearly state the reason for the special meeting.

3.5 Quorums

- a. A quorum for the transaction of the business at general, annual, or special meeting shall consist of 30% of the current association membership.
- b. ***A quorum for the transaction of the business at Board meetings shall consist of 5 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, as defined in Article 3.1 of these by-laws may vote at general, annual, or special 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

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 the Saline Crew team, 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 session 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, director of coaching and the equipment committee chairperson. It is recommended that 2 alumni parents and 2 parents from each grade level be represented on the board.
- b. Nominations: At least fourteen days before the end of the season banquet, a nomination committee will draw up a slate of nominees for positions of officers. Additional candidates may be nominated from the floor at the banquet/meeting. Voting for the positions will happen at the Fall Banquet.
- c. Elections: The Officers of the Board shall be elected at the Banquet Meeting by a majority vote.
- d. Other Board Members: The two representatives from each of the student athletes' boys' team and girl's team will be the captains. The teams will vote for one captain and the coach will appoint the other captain for the girl's team and boy's team.
- e. The Officers of the Board will appoint the 3 non-voting permanent chairpersons.
- f. Vacancies: When a vacancy occurs on the Board the remaining Officers of the Board shall appoint an member of the Club to fill the unexpired term. A special Board Meeting must be called. 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 employ 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 meeting of the organization an annual report of the work of the organization, 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 a board of director meeting agenda. 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 event of the absence or inability of the President to exercise office become acting president of the organization 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. It shall be the Secretary's duty to file any certificate required by any statute, federal or state, to give and serve all notices to the members of this organization, and act as the official custodian of the records of the Saline Crew Team. The Secretary shall attend to all correspondence of the organization 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 organization and shall be solely responsible for such monies or securities of the organization. The Treasurer shall cause to be deposited in a regular business bank determined by the Saline Area Schools The Treasurer must be one of the officers who shall sign a request for funds form of the organization. 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 organization at all meetings of the Board and the annual meeting, 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 professional accounting software, such as QuickBooks. The Treasurer shall exercise all duties incident to the office of Treasurer.
 - A. Member at Large: Shall cover duties as assigned by the President and the Board; shall aid coach and players as needed, publicize club, 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.
 - B. The chairperson of the equipment 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.
 - C. 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 the Saline Crew Team.
- b. The Board of Directors shall be comprised of the elected officers of the Saline Crew team, and two student-athletes. The Officers of the Board are the only voting members of the Board of Directors. It is expected that the non-voting positions of the Board of Directors attend 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. Only Officers of the Board may vote at meetings of the Board of Directors.
- e. Each Officer shall have one vote.
- f. All decisions of the Board shall be by majority of the Officers in attendance.
- g. The Officers of the Board may make such rules and regulations covering its meeting as it may in its discretion determine necessary.
- h. A director may be removed when a majority of the board determines that sufficient cause exists for such removal.
- i. The Board of Directors shall establish such rules and regulations as are necessary in order for the Saline Crew Team to succeed as long as it does not conflict with the by-laws

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. Assign duties to coaching assistants and captains
- g. Provide times and locations for regattas and practices; distribute schedules to players.
- h. Attend annual meeting.

Article 5

5.1 Committees

The Officers of the Board will appoint/approve all committees of this organization. The committee members will hold the position for one year. The Officers of the Board are expected to attend the Board meetings. At the end of the year, the Board can either reappoint the committee members or appoint new members to the committee. The Board can revoke any position if deemed necessary as long as the majority of the Board finds due cause to revoke the appointment.

- a. The permanent committees shall be:
 1. The fundraising committee shall be in charge of raising revenues for the organization. The chairperson of this committee is a voting member of the Board of Officers.
 2. The practice transportation person shall be in charge of organizing all practice transportation requirements.
 3. The regatta transportation person shall be in charge of organizing all regatta transportation requirements.
 4. The equipment committee shall oversee all maintenance, storage, and repair of the equipment owned and/or rented by the Saline Crew Team. The equipment committee will also research the purchase of equipment when needed. Overall the Officers of the Board will have the overall

decision for buying of the equipment. The chairperson of this committee is a voting member of the Board of Officers.

5. The clothing person shall be in charge of ordering all clothing associated with team apparel.
6. The Food committee shall be in charge of organizing all food at regattas and organizing the end of season banquet.

5.2 Appointment of Chairperson of a Committee

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

5.3 Appointment of Temporary Committee

There may come a time where the Board may have to appoint temporary committees

Article 6

6.1 Dues of the Organization

The dues of this organization 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 budget to be raised as a reserve fund. The reserve fund will cover unexpected expenses such as boat repair, increases in fees (park, storage, etc).

Repayment of Loans

To spread the cost of start up fees, each new member to the club will pay an additional \$50 in dues.

6.2 Deposits

All monies that the team receives will be deposited into the team's account at the Saline Area School's bank.

6.3 Refunds

No refunds will be given after the 2nd week on the water unless there are extenuating circumstances with board approval.

6.4 Expenditures

Expenditures outside of the budget that are over \$50 must have Board approval. Coaches and board will approve all budgeted equipment purchases. Coaches will jointly agree on all purchases suggested to the board.

6.5 Fundraising

Team Fundraising is a necessary part of rowing. In addition to annual dues that pay for seasonal expenses, additional funds must be earned to purchase and maintain equipment.

Article 7

7.1 Practices

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. The Saline High School Crew Team 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 with both parent's signature. 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/meet.

7.1.2 Practice Expectations

It is assumed that all athletes will be on time to practice. Tardies are not permitted. The penalty for being tardy will be up to the coaches' discretion.

7.2 Regattas

All players are expected to attend all regattas where Saline High Crew 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 2.2e Under special circumstance, athletes who have written permission from parents may drive themselves to and from a regatta given they have approval from the parents, Board, and coaches. Athletes will only be allowed to be transported by authorized drivers on the transportation authorization form.

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Article 8

8.1 Adoption of Bylaws

These bylaws shall go into effect immediately upon their adoption by a vote of two-thirds (2/3) of those active, paid, present, and voting at the annual meeting of the Club called for the purpose of by-laws adoption.

8.2 Interpretation of Bylaws

The Board of Directors is charged with the interpretation of these by-laws

8.3 Amendments to Bylaws

These By-Laws may be altered, amended, repealed, or added to by an affirmative vote of none less than 51% of the member in attendance at any meeting called for the purpose of amending these by-laws, providing that at least 25% of the members are in attendance.