CONSTITUTION OF THE BRANDEIS ROWING TEAM

Ratified: April 17, 2019

**Article I**

Name

The official name of this organization shall be the Brandeis Rowing Team.

**Article II**

Purpose

The purposes of this organization are:

* To prepare for and engage in the sport of rowing
* To cultivate a love for the sport of rowing and promote teamwork and good sportsmanship
* To provide students and faculty of all genders, races, religions, ethnic groups, and class years the opportunity to advance both physically and mentally, through the sport of rowing

**Article III**

Members

Section 1. Active club members shall be considered any person who has filed an eligibility form with the Club Sports office, has filed a USRowing waiver, has completed all necessary safety training or is in the process of doing so with the discretion of a captain or coach, has given a payment plan for or paid all dues, has participated in all required team fundraisers (at least 1 by the second regatta of the fall or end of winter training), is in good standing with the university, has completed coach’s training plans (at the coach’s discretion), and has attended more than seventy-five (75) percent of club practices and meetings. Active members may engage in competition under the club name; travel with the club; have voting privileges; be elected officers or captains; and propose constitutional amendments.

Section 2. Inactive members shall be considered any person who has attended a club practice but fails to meet the standard set forth for active member status. The Executive Board can, with a 2/3 majority vote, determine someone who otherwise would have been inactive to be active for extenuating circumstances. Inactive member status will be determined on a semester-by-semester basis. Inactive members may only attend practices at the discretion, forewarning and permission of the coach(es) and/or captain(s).

Section 3. Dues shall be determined by the Executive Board at the start of each academic year. Dues will not be refunded after a one-week period, unless Board decides otherwise.

Section 4. All voting members and officers of the Brandeis Rowing team must be full-time undergraduate or graduate students at Brandeis University.

Section 5. Membership of the Brandeis Rowing team shall be open to the entire Brandeis community.

Section 6. Membership shall not be denied to any member of the Brandeis community on the basis of race, color, national origin, religion, sexual orientation, gender identity, sex, age, marital status, disability, or veteran status.

Section 7. All members are expected to follow the rules of USRowing, Brandeis Club Sports, and the team Code of Conduct, as well as any other governing bodies.

**Article IV**

Officers

Section 1. The officers of the Executive Board shall consist of up to two Co-Presidents, a Treasurer, a Secretary, and Captain(s) consisting of a number defined in Article V Section III.

The Co-President(s) shall:

1. Be the Chief Executive and Administrative Officers of the Executive Board.
2. Work closely with each other, bringing any disputes that arise between them to the Board.
3. Divide the responsibilities of President when necessary.
4. Be responsible for coordinating all aspects of the operation of the Club, in accordance to Brandeis Club Sports Policy, with exception to the role of the coaches.
5. Be the principle spokespeople for the Club and be responsible for formal contact with the University and any other organizations, including Brandeis Club Sports, and for participation in campus-wide club events.
6. Divide work of contacting the University and other Organizations among board members accordingly.
7. Assist in settling all disputes between Board and team members, making the final decision if an agreement cannot be reached. Presidents may call in team coaches to settle team disputes involving training, practice, or racing disagreements. Presidents may refer to the Club Sports Coordinator or Athletics staff of higher authority to settle disputes involving Brandeis Club Sports policy.
8. Oversee and be peripherally involved in all the tasks of other board positions and be a readily responsive contact for coaches to board.
9. Delegate their authority as they see fit among board members and coaches.
10. Run the board meetings and hold them on a regular basis. Presidents will bring these proposals to the coaches and Club Sports Coordinator when necessary, unless delegated to another board position.
11. Maintain and regularly update team roster through the Brandeis Club Sports website, USRowing, and any personal methods.
12. If one president leaves the team or is removed, the other President shall become the sole President.

The Treasurer shall:

1. Be Chief Financial Officer for the Club, working closely with the President(s).
2. Be responsible for maintaining official financial records, including records of team expenses, purchases, fundraisers, dues, etc.
3. Prepare financial statements and reports at the request of the Co-Presidents and/or the Executive Board.
4. Work closely with the Club Sports Coordinator on financial matters.
5. Develop and present the annual budget, with the help of the President(s) and Coaches, to be approved by the Executive Board and Club Sports Coordinator during the month before the end of the Academic Year (April).
6. Coordinate payment plans for individual rowers through the approval of the President(s), and not disclose this information to any other person for financial privacy.
7. Work to coordinate all fundraising activities and seek out new fundraising opportunities.
8. Delegate their authority as is necessary.

The Secretary shall:

1. Keep minutes of each Board and General meeting, and send to the board, coaches, and the rest of the team within 24 hours of the meeting.
2. Be responsible for logistics of team travel, including travel forms, hotel reservations, .travel plans, etc.
3. Complete Brandeis Club Sports Competition forms two days before competitions and report race results to the Club Sports Coordinator within 48 hours of competition (unless otherwise specified in the Club Sports Handbook).
4. Organize the purchase of clothing, coordinating the financial aspect with the Treasurer, and organize clothing orders for alumni and parents.

Head of Public Relations shall:

1. Keep a current list of alumni, supporters, and parents and update these lists regularly with new team members and new alumni
2. Be responsible for all Brandeis Rowing correspondence with alumni, family, and supporters, communicating race details, results, and other information to publications about Brandeis Rowing.
3. Be responsible for overseeing the publication of a newsletter to be distributed to alumni, parents and team members, which shall be published no less than three times (fall, winter, spring) during the Head of Public Relations’ term of office.
4. Coordinate alumni fundraising activities, with the help of the Treasurer.
5. Manage and regularly update team social media and website with race schedule, race results, team events, etc.
6. Plan the annual Alumni Regatta, and delegate responsibilities in planning to other board members and teammates as necessary.
7. Work with the Secretary to organize the purchase of clothing by team parents and alumni.
8. Update the team history binder with pictures, race results, newsletters, etc.
9. Update the handbook at the beginning of each year, send it to the team, and update it on the website.

The Captain(s) shall:

1. Serve as a liaison between the Executive Board and team members.
2. Serve as liaison between team members and coaches in training matters.
3. Be responsible for leading practices when the team trains without a coach.
4. Advocate for the team to the coaches.
5. Help facilitate practice and keep the team on time.
6. Serve as a role model for the entire team.
7. Actively be involved in and coordinate recruiting plans during Brandeis activities fairs and major campus recruitment events.
8. Be responsible for checking team attendance before practice and retrieving Brandeis Club Sports van keys and first aid kits for practice and team travel.
9. Be responsible for checking Club Sports vans for cleanliness, informing the Gosman front desk of any van maintenance required, and making sure vans are returned by teammates on time.

Section 2. The term of each office shall be one year, beginning and ending two weeks before the end of the spring season.

Section 3. The number of captains shall be determined by the number of active members of the team, divided by 10 rounded to the nearest whole number. This number shall only be recalculated at the end of a given semester, or for an election.

**Article V**

Elections

Section 1. Only active varsity members may run for board positions. The current president will be the presiding elections officer.

1. A varsity member is someone who has been active on the team for both a fall and a spring semester, not necessarily consecutively.

Section 2. Each candidate will have the opportunity to make a brief statement to the members prior to voting.

Section 3. Elections voting shall be by means of secret ballot which will be overseen by the presiding elections officer.

Section 4. Each candidate shall choose one person to oversee the processing of ballots.

Section 5. The official term of office shall be one year, though at Elections the team can vote for two members to split that one year term. If an officer(s) is unable to hold the position for the entire year, the President shall appoint an interim replacement until the next election which will be held as soon as possible.

Section 6. Elections shall be held as close as possible the last two weeks of the spring semester of each academic year, or at least two weeks before the Dad Vail regatta.

Section 7. Oversight of the planning of Elections shall be done by the highest ranking Executive Board member not running for an Executive Board position.

Section 8. All candidates for office shall have the opportunity to submit candidate statements of up to 500 words 48 hours before Elections. Any candidate statements submitted to the Presiding Officer by that time will be distributed to the team prior to the beginning of Elections.

Section 9. Each person running for a position shall be allowed to submit to the Chief Elections Officer up to 3 candidate specific pre-written questions to be asked to other individuals running for the same spot.

Section 10. If three or more candidates choose to run for any elected position, and no candidate secures a majority in the first round of voting, there shall be a second round of runoff voting between the two candidates who received the most votes in the first round.

Section 11. In the presence of a tied vote, candidates for a runoff or final vote shall be determined at the discretion of the Chief Elections Officer.

Section 12. A quorum must be present to hold a vote, and the President must count for a quorum before beginning elections.

a. A quorum consists of the majority of the officers and 50% +1 of the active members.

Section 13. All official team voting shall be done through secret ballot when at least one present active member of the team requests one. This includes, but is not limited to, amendment votes and elastic clause votes. Elections voting shall be done through secret ballot.

Section 14. The presiding officer shall only vote in the occasion that a tie must be broken.

Section 15. Only active members may vote.

Section 16. A proxy vote shall be a vote transferred from one active member to another who avows to represent the interest of the absent member. The President must be made aware of all proxies prior to Elections. No member may vote on behalf of more than two absent members by proxy in any election. Only those members actually present will count towards any quorum count.

Section 17. If the presiding officer is informed that a quorum has ceased to be present during an election, there will be a new count for quorum. If no quorum is present, the election is immediately postponed until the following meeting at which a quorum is present (even if that meeting is not within the last two weeks of the semester).

Section 18. A member may serve in only one Executive Board position at a time.

Section 19. In order to win an election, a candidate must earn a majority of the vote.

Section 20. In situations where a soft quorum is met, it shall be met when 50% +1 of all active members are present in addition to a majority of the E-Board.

Section 21. If abstain gets a simple majority of votes, another election must be held for that position on the next day, and the incumbent officer retains their position until a new one is elected.

Section 22. Persons not in attendance of elections can still participate through electronic conferencing methods defined in the by-laws and will count for quorum.

**Article VI**

Meetings

Section 1. Any captain or coach of the Rowing team may call a General Meeting. One General Meeting will be called a semester. Any member of the Executive Board may call an Executive Board meeting. Every effort will be made to schedule such meetings at a time that is convenient for most, if not all members. A simple majority of active members can also call a General Meeting.

Section 2. Board meetings will be called by the President(s) regularly. All board members will make the maximum possible effort to attend all Board meetings. The President(s) shall have an agenda planned for each meeting, and all people present will have the chance to present their own agenda. Board meetings will be closed to members not on Executive Board, unless otherwise specified by the President(s).

Section 3. Persons not in attendance of meetings can still participate through electronic conferencing methods defined in the bylaws, and will count for quorum.

**Article VII**

Executive Board Voting

Section 1.  For the Board to authorize an action or decision, a consensus must be reached through a Board vote, to be taken at the request of any Board member.

Section 2.  A quorum shall be required for any Board vote to be held valid. A quorum shall consist of at least two-thirds of all Board members being either present at any meeting where a vote is to take place, or voting by proxy (i.e. giving written notice of a vote on a particular issue, even though that Board member is not present at the meeting).

Section 3.  All votes shall be by vocal affirmation or secret ballot, at the discretion of the President(s). All Board positions are entitled to one vote. In the case of a tie vote, the issue shall be discussed further.

**Article VIII**

Removal of Board Officers

Section 1. At any time during the term of office, a Board member may be asked to step down. The member in question shall be asked by the President(s) to step down (if the President is being asked to step down, another Board member shall ask the President to do so). This shall be done in writing and must include specific reasons for the request. The officer in question has the opportunity to step down or to address the team members in a special meeting. The President(s) and a quorum (two-thirds) of the Board and Rowing team must be present at the meeting. After the accusing officer and the accused have the opportunity to present their opinions, the group must then vote on whether or not to have the officer removed. The vote shall be by written secret ballot. To remove the officer a two-thirds majority vote (of attending members) is necessary.

**Article IX**

Committees

Section 1. Additional committees may be formed at the direction of the Executive Board. Committee work shall be overseen by a member of the Executive Board, although Executive Board need not chair all committees.

**Article X**

Coaching

A. Hiring Process

Section 1. Appointment of coaches will be made by unanimous decision of the club officers.

Section 2. All Club Sport Coaches must be approved by the Club Sport Coordinator and complete a I-9 form.

Section 3. Removal of coaches shall be done by a two-thirds majority vote of club officers followed by the ratification by a simple majority of all active club members.

Section 4. The methods used for hiring a new coach shall be determined by the executive board. A coaching committee consisting of board members who seek out, contact, and interview potential coaching candidates may be organized, and job postings may be listed through organizations like Row2k.com, etc.

Section 5. The Head Coach of the Brandeis Rowing Team shall be a paid position. Payment of any assistant coaches shall be the decision of the club officers. All coaches shall be considered independent contractors.

B. Coaching Expectations and Responsibilities

Section 1. Coaches are to have the following responsibilities and expectations in their position, which are to be made clear by the executive board before hiring:

* Planning race schedules for each season, at the approval of the Executive Board and in accordance with the team budget.
* Determining race entries as needed for each regatta, through Regatta Central or other necessary means.
* Communicating with other team coaches) when needed.
* Driving the team trailer (containing necessary team equipment) to regattas and other events.
* Attending regular team practices and training sessions, during the Fall, Winter, and Spring and actively provide training critiques for the improvement of team performance.
* Helping to manage team equipment and make equipment purchase recommendations to the executive board.
* Be or become (can be at team’s expense) CPR/AED certified. Coaches would ideally be at least a level 1 USRowing-certified coach.
* Generally be a knowledgeable, patient, positive, safety-oriented, helpful, and proactive rowing coach.

**Article XI**

Parliamentary Authority

The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern the organization in all cares to which they are applicable and in which they are not inconsistent with the constitution, bylaws and special rules of order the organization may adopt.

**Article XII**

Ratification

Ratification of the Brandeis Rowing Team constitution and any amendments thereof shall be done at a team meeting, with a quorum (two-thirds) of active team members present. A two-thirds majority of those attending is needed to ratify the constitution. All active club members must have been given ample time to read the proposed constitution, and sufficient discussion must be allowed. The Club constitution must also be approved by the Club Sport Council to take effect.

**Article XIII**

Bylaws

When a soft quorum is met, addition of any bylaws shall be done by a simple majority vote of active members.

**Article XIV**

Elastic Clause

When a soft quorum is met, a number equivalent or greater to n-1 members present may vote to override (but not amend) this constitution.