



## Constitution of The Ohio State Crew Club

### Article 1. Name

**Section 1.** The official name of the organization will be The Ohio State Crew Club

**Section 2.** The official crest of The Ohio State Crew Club is contained at the top of this document.

### Article 2. Purpose

**Section 1.** Physical fitness, competition, and teamwork are vital to the overall health of the individual. The Ohio State Crew Club is formed to teach and practice the fundamentals of rowing, sportsmanship, competition and good health.

**Section 2.** These goals are pursued through disciplined instructional programs combining basic and advanced rowing techniques with high-level physical fitness training as well as participation in national caliber rowing competitions.

**Section 3.** The Club seeks to become not only the best collegiate club-rowing program, but also to compete with and consistently perform at a level comparable to fully funded competition.

**Section 4.** The Club will provide a positive atmosphere for collegiate athletes to compete and learn teamwork, and that promotes the idea of fair competition and sportsmanship.

**Section 5.** Additionally, the Club will also seek to cultivate rowing throughout Ohio and the United States.

**Section 6.** Through rowing, the Club will strive to teach discipline, leadership, commitment, and responsibility, which will ultimately enrich the lives of the Club members.

**Section 7.** Above all, the idea of team will always be placed before that of the individual.

### Article 3. Organizational Overview

**Section 1. The Ohio State Crew Club is a Club Sport Team administered by the Sports and Recreation Department of The Ohio State University and therefore subject to all their policies and procedures**

**Section 2.** The Ohio State Crew Club will be the administrative body for the Competitive Team(s).

**Section 3.** All members of The Ohio State Crew Club will additionally abide by the rules of the Crew Club Constitution and the system of policies deemed necessary and proper decided by the Executive Board.

#### Section 4. Club

A. The Club is run by dues-paying club members, the faculty advisor, and the Executive Board, which consists of the officers.

B. The Club will have the responsibility to provide its Dues-Paying members with the following: funding (through dues and fundraising), coaching, equipment, transportation, lodging for events, facilities, recruiting of new members, status within the university, a relationship with the Alumni Association and other duties as deemed necessary.

#### Section 5. Faculty Advisor

A. The Faculty Advisor is the primary advisor to the Executive Board and specifically the Club President.

B. The Faculty Advisor will be selected by the President and approved by a two-thirds vote of the Executive Board when necessary.

C. The Faculty Advisor will sit on committees when necessary and act as a liaison between the Executive Board and Head Coach.

#### Section 6. Team(s)

A. The team(s) consist(s) of the Dues-Paying members of the Club, the Director of Rowing and other coaches.

B. The team will provide the following to the Club:

1. A competitive, safe and fun atmosphere.

2. Maintenance of equipment.

3. Respect of Club rules.

4. Policies and reputation.

5. The establishment of competitive goals.

6. Other duties as deemed necessary.

#### Section 7. Club Hierarchy

- A. The Club Government Hierarchy is as follows (in descending order):
- B. The Executive Board
  - 1. President
  - 2. Vice President of Budgeting
  - 3. Logistics Officer
  - 4. Income Accounts Officer
  - 5. Communications Officer
  - 6. Fundraising Officer
  - 7. Safety Officer
- C. Coaches are not part of the Club hierarchy as they are employees of the Club, reporting to the Executive Board.

**Section 8. Advisory Board**

- A. Advisory Committee Purpose
  - 1. The Advisory Committee is a small group of advisors that can be utilized by the Executive Board for guidance, direction, and general advice. As this body is in place for consultation only, the committee does not have a vote in decision-making processes.
- B. Committee Membership
  - 1. There will be seven members of the advisory Committee. These members will be described in detail in the Bylaws.

**Article 4. Club Membership**

**Section 1.** Membership in The Ohio State Crew Club is open to any member of The Ohio State University that is under the age of 27. In order to compete in a regatta the member must meet that regatta's eligibility requirements. Membership is not limited by, nor shall any person be denied membership due to, his or her: race, sex, creed, national origin, or sexual orientation. Membership requirements consistent with this section will be set by the Executive Board and laid forth in the Bylaws.

**Section 2. Rules**

- A. All members must abide by the spirit and letter of this Constitution and sign an annual contract acknowledging this understanding.

**Section 3. Dues**

- A. All dues will be set by a two-thirds vote of the Executive Board
- B. Member Dues
  - 1. Member dues cover the fixed costs of the Club.
  - 2. After consideration of the new budget proposed each year and in consultation with the Vice President of Budgeting, The Executive Board sets member dues each year before the first Friday of the first week of classes.
  - 3. Member dues may be adjusted before each season begins with a two-thirds vote of the Executive Board.
  - 4. Novice dues and varsity dues do not have to be the same.
- C. Race Fees
  - 1. All competitive members are responsible for paying race fees as determined by the executive board.
  - 2. The Executive Board will set race fees each year before the first Friday of the first week of classes with a two-thirds vote of the Executive Board.
  - 3. Novice fees and varsity fees do not have to be the same.

**Section 4. Fundraising.**

- A. Members must participate in all fundraising approved by the Executive Board. Policies pursuant to the goal of fundraising shall be outline in the Bylaws.

**Article 5. Executive Board**

**Section 1. Officer Positions**

- A. The Executive Board acts as the administrative body of The Ohio State Crew Club and consists of the elected officers of President, Vice President of Budgeting, Logistics Officer, Accounts Officer, Communications Officer, Fundraising Officer and Safety Officer.

**Section 2. Officer Responsibilities**

- A. President: The President has responsibility for interaction with the Department of Sports and Recreation, oversight of The Club and Executive Board and the delegation of its duties.
- B. Vice President of Budgeting: The Vice President of Budgeting must create and maintaining a yearly budget and manage the Club's financial well-being.
- C. Logistics Officer: The Logistics Officer is in charge of all Club travel and competition plans.
- D. Accounts Officer: The Accounts Officer is in charge of collecting all member dues, race fees, fundraising income, donations, and other income to the club. In addition the Accounts Officer must enforce the payment of the aforementioned monies.
- E. Communications Officer: The Communications Officer is in charge of communications within the Ohio State Crew Club and any other entity that the Club interacts with, as well as recruitment of new members.
- F. Fundraising Officer: The Fundraising Officer oversees all Club fundraisers including the Rent-a-Rower program, Row for Dimes, and Kroger Dollars.
- G. Safety Officer: The Safety Officer's position is defined in the Bylaws and mandated by the Rec. Sports Department.
- H. Assignment of duties: Specific duties listed for each position are described in the Bylaws.
- I. Officers must appoint directors to help them fulfill their duties. The Executive Board appoints directors with a majority vote. Director policies shall be outlined in the Bylaws.

**Section 3. Dues**

- A. The Vice President of Budgeting, Logistics Officer, Accounts Officer, Communications Officer, Fundraising Officer, and Safety Officer will receive a one-third discount on their membership dues for the year they hold office.
- B. The President will receive the Terah Schamberg Presidential Crew Club Credit, which entitles him/her to a credit in the amount of membership dues to his/her account for the year he/she holds office.

#### **Section 4. Elections**

- A. Elections will be held during the first week of May. Elections may be postponed if there is a unanimous vote of the Executive Board and consent of the Director of Rowing for a period of up to two weeks.
- B. Elections will be held in a formal setting somewhere other than the boathouse.
- C. All candidates, excluding those running for President, must nominate themselves in a letter to the sitting President at least one week prior to elections. In this nomination candidates must state the highest-level officer position for which they intend to run. Additionally they must indicate all other officer positions that they intend to run for if they do not win the election for the initially elected position.
- D. The nomination must detail all pertinent skills and experience for all potential positions.
- E. Nominees will be publicly announced no sooner than four days prior to elections.

#### **Section 5. Candidate Stipulations for Vice President of Budgeting, Logistics Officer, Accounts Officer, Communications Officer, Fundraising Officer, and Safety Officer.**

- A. All candidates must be dues-paying members and be current on all dues, fees and fines or have been granted immunity from the acting Executive Board and Director of Rowing.
- B. Any first, second, or third year member may run for the offices of Vice President of Budgeting, Logistics Officer, Accounts Officer, Communications Officer, Fundraising Officer, and Safety Officer.
- C. If an office is empty after the elections, or at any other point due to any reason, the acting President will be required to appoint a club member to fill the office.
- D. No candidate may be on academic probation or have a GPA less than 2.80.

#### **Section 6. Candidate Stipulations for President**

- A. Only second and third year members may be candidates for the office of President.
- B. By the first Friday of Spring quarter/semester the Faculty Advisor must receive all Presidential nominations.
- C. Each of the officers may nominate one person and write a letter of recommendation for an eligible club member other than him or herself. The nominated person is responsible for obtaining a second letter of recommendation.
- D. Any eligible club member may nominate him or herself or another varsity member but this person is responsible for obtaining two letters of recommendation.
- E. Letters of recommendation may not come from the head coach or the faculty advisor. It is preferred that the recommendation comes from a faculty member but it is not mandatory. All recommendations must be turned in to the faculty advisor by the last officers meeting before elections.
- F. If a candidate is interested in running for other officer positions in the event that he/she does not win the election for President, the candidate must additionally follow the procedures outlined in Article 5, Section 3 and Section 4.
- G. The candidate must have attended five open meetings (those not required by club members) throughout the year.
- H. No candidate may be on academic probation or have a GPA less than 2.80.

#### **Section 7. Election Procedure**

- A. The President will declare the election open at the designated time, unless a quorum (see Article 10, section 1) is not present. If a quorum is not present, the election must be rescheduled at a new date to be decided by the President.
- B. The acting President will run the election.
- C. Voting for offices will be done one office at a time starting with President. Voting will take place after each set of candidates has presented his or her case for being elected. The announcement of the elected officer will occur after each vote tally.
- D. Each candidate will have only five minutes to speak on their qualifications for office and plans for their service if elected.
- E. Two coaches designated by the President will count the votes.
- F. A majority vote is required to take office.
- G. If there are an equal number of votes for two or more candidates, there will be a re-vote between/among only the two majority vote holding candidates.
- H. If the re-vote does not decide the election, a coin flip will decide the election.
- I. If a student is disabled and cannot vote without assistance, a coach may help him/her write in his/her choice.
- J. Once the written ballots for each office have been tallied and a decision made, the winner of the position will be announced. The election will move on to the next officer position, with all candidates having 5 minutes to speak on any subject they choose—including the candidates who were not elected to previous positions who choose to run for subsequent positions. This procedure will continue until the election for Safety Officer is complete.
- K. Records of the election results will be kept by the Communications Officer for future reference.
- L. Officers will assume their positions on the first Friday after the last exam of Spring Quarter/Semester.

#### **Article 6. Non-Profit**

- Section 1.** The Ohio State Crew Club is a non-profit organization and will only accept funds, donations, contributions, etc. as a means to maintain and expand its existing program.

#### **Article 7. University Regulations**

- Section 1.** The Ohio State Crew Club and its members and coaches and will uphold all regulations of The Ohio State University pertaining to the Club's existence and operation.

#### **Article 8. Amendment(s)**

- Section 1.** Any amendment to this constitution must be approved by a two-thirds majority vote of the active, Dues-Paying membership.
- Section 2.** Amendments must be submitted to the Executive Board, Director of Rowing, and Faculty Advisor separately at least two weeks prior to a vote.

## **Article 9. Bylaws**

**Section 1.** Additional policies pursuant to the completion of these articles shall be described in the Bylaws.

**Section 2.** Bylaws may not be created contrary to the Constitution.

**Section 3.** If a Bylaw and a policy described by the Constitution are in conflict, the Constitution shall be deferred to.

**Section 4.** Bylaws may be added or removed by a unanimous vote of the Executive Board.

**Section 5.** Bylaws govern the day-to-day aspects of the club and do not govern the parliamentary proceedings of the club.

**Section 6.** Bylaws must be reviewed and revalidated by a unanimous vote of the Executive Board at the beginning of each year.

## **Article 10. Quorum**

**Section 1.** A quorum of The Ohio State Crew Club is necessary to conduct official business at a Club or Executive Board meeting.

**Section 2.** A quorum for Big Team Meeting will consist of two-thirds the active, Dues-Paying membership and at least two thirds of the Executive Board members. An Executive Board member, preferably the Communications Officer, will ensure that a quorum exists at the opening of each meeting.

## **Article 11. Meetings**

**Section 1.** Club Meetings

A. There must be one Big Team Meeting per quarter/ semester.

B. Annual Banquet – The Club will hold an annual banquet at the end of the year to summarize the Club and teams' accomplishments.

**Section 2.** Executive Board Meetings

A. Executive Board meetings will be held at least twice a month. Executive Board meetings are open to all Dues-Paying members at least once a month.

B. The President Shall set the Agenda for each meeting.

C. The Head Coach and Faculty Advisor shall attend the meetings of the Executive Board unless excused by the President.

## **Article 12. Disciplining of Coaches**

A. Warnings and Minor offenses

1. A memo written by the Executive Board and signed by at least two thirds of the Executive Board will be written to the coach describing the problem, and how it must be remedied.

2. If a satisfactory response is not made to the first memo, a second memo will be sent. The second memo will request a written response from the coach outlining a plan for solving the difficulty.

3. Finally a meeting with the Executive Board and Faculty Advisor will be scheduled to discuss the issue at hand, as well as future employment with The Ohio State Crew Club.

B. Terminations

1. The Executive Board of the Ohio State Crew Club has the power to immediately terminate any coach's contract with a two-thirds vote of the Executive Board plus the positive vote of the Faculty Advisor if presented with enough evidence to support claims of any of the following:

a. Failure to meet obligations to the Club as defined by this Constitution

b. Mismanagement of the Club's funds

c. Sexual harassment

d. Repeatedly missing practice without notice and approval

e. Failure to comply with University policies

f. Committing illegal actions

g. Other actions as deemed by the Executive Board

## **Article 13. Replacement and Recruiting of a Director of Rowing**

**Section 1.** In the event the Director of Rowing resigns, is not offered a new contract, or is terminated, the following consultative search procedure is invoked.

A. The Advisory Committee, led by the Club President, will solicit applications and qualifications through advertisements in the various traditional rowing media.

B. Based upon a review of all qualifications the Advisory Committee will prepare a list of three candidates for interviews.

C. The interviews are to be held with all the stakeholders in the Club, including Captains, Assistant Coaches, the Faculty Advisor, the Advisory Committee, and the Recreational Sports Department. These stakeholders will present their comments to the Advisory Committee at the conclusion of each interview.

D. At the conclusion of the interviews, the Advisory Committee will make the final recommendation to the Club President

E. The President will proceed to negotiate the hiring and will consult the Executive Committee about salary and possible additional benefits.

F. In the event that the Club President does not act upon the recommendation of the Advisory Committee, he/she must make a full account of his/her actions to the Advisory Committee and the Club before hiring a new coach.

**Section 2.** Extended Absence of Director of Rowing

A. In the event that there is no Director of Rowing under contract, the President of the Club will appoint men's and women's team captains to run practices and club competitions.

1. These Captains will be the same as those elected by the team at the annual banquet.

2. In the event that these Captains are temporarily unable to perform duties, they may delegate responsibilities to a specific club member for a specific period of time. The Club President must approve this member.

3. In the event that the Captains elected by their respective team(s) leave the Club, the President will appoint temporary captains until the team(s) can elect new ones. The Executive Board will be responsible for all Director of Rowing administrative duties during this period.

## **Article 14. Coaching**

**Section 1.** Director of Rowing

- A. The Director of Rowing is the supervisor of all the other coaches.
- B. Director of Rowing is a paid employee of the Club.
- C. In the Director of Rowing leaves the Team for any reason, including dismissal for misconduct and resignation, the coach who has coached for the Club for the longest consecutive time will become the temporary Director of Rowing until the year's end.

**Section 2.** Coaching Staff

- A. The coaching staff is composed of the Director of Rowing, any requested assistant(s).

**Section 3.** Coaching Contracts

- A. A coaching contract must be provided to the Director of Rowing by the third Friday after the last exam of Spring Quarter/Semester.
- B. The Director of Rowing must submit a Coaching Proposal detailing the other coaches for the team 28 days after he/she has received his/her contract.

**Article 15.** Copies of both the new and old Constitutions will be kept on file with the Communications Officer.