



## 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 Club Officers and advised by the Board of Directors.

#### Section 4. Club

A. The Club is run by dues-paying club members, the faculty advisor, and the Officer Corps, with assistance from the Board of Directors.

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 Officer Corps and specifically the Club President.

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

C. The Faculty Advisor will sit on committees when necessary and act as a liaison between the Officer Corps and the Director of Rowing/Head Coach.

#### Section 6. Team(s)

A. The team(s) consist(s) of the Dues-Paying members of the Club, the Director of Rowing or Head Coach 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**

The Club Government Hierarchy is as follows (in descending order):

#### **C. The Officer Corps**

1. President
2. Vice President of Budgeting
3. Logistics Officer
4. Income Accounts Officer
5. Communications Officer
6. Fundraising Officer
7. Safety Officer

D. Coaches are not part of the Club hierarchy as they are employees of the Club, reporting to the Board of Directors (of which the Club President is a member.)

### **Article 4. Club Membership**

**Section 1.** Membership in The Ohio State Crew Club is open to any member of The Ohio State University who 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 Officer Corps 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 Officer Corps

##### **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 Officer Corps will set member dues each year by no later than 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 Officer Corps.
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 Officer Corps
2. The Officer Corps will set race fees each year by no later than the first Friday of the first week of classes with a two-thirds vote of the Officer Corps.
3. Novice fees and varsity fees do not have to be the same.

#### **Section 4. Fundraising.**

A. Members must participate in all fundraising efforts approved and sanctioned by the Officer Corps. Policies pursuant to the goal of fundraising shall be outlined in the bylaws.

#### **Section 5. Member Removal**

- A. Any member who fails to pay dues or to adhere to the rules of the club, which include abiding by the OSU Student Code of Conduct, will be asked to leave the team by the Club President, after consultation with the Officer Corps and an approval of at least two thirds of the Officer Corps.
- B. Any dues that have been paid by an individual who is dismissed from the team will be forfeited. The member may appeal the dismissal and ask for a hearing before the Officer Corps. The approval of at least two thirds of the officers is necessary to reinstate a dismissed athlete upon appeal. The decision of the officers will be final.

### **Article 5. Officer Corps**

#### **Section 1. Officer Positions**

A. The Officer Corps 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 Officer Corps and the delegation of its duties. The President will also serve and represent the interests of the Club on the Board of Directors.
- B. Vice President of Budgeting: The Vice President of Budgeting must create and maintaining a yearly budget and manage the Club's financial wellbeing.
- 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 gains, donations, and other income. 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 with 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 may appoint directors to help them fulfill their duties. The Officer Corps appoints directors with a majority vote. Director policies shall be outlined in the Bylaws.
- J. If an officer fails to continue to meet the criteria to hold office (e.g. through the failure to complete officer duties as outlined, or the failure to maintain a GPA of at least 2.80, etc.), the officer will be asked to step down from his/her position by the Club President, after

consultation with the other officers and an approval of at least two thirds of the officers.

### **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 tenth week of spring semester. Elections may be postponed by up to two weeks if there is a unanimous vote of the Officer Corps and consent of the Director of Rowing/Head Coach or Board of Directors to do so.
- 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 Officer Corps and Director of Rowing/Head Coach.
- 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, or 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. The Faculty Advisor must receive all nominations/candidacies for President by no later than the third Friday of spring semester.
- 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 recommended that candidates obtain references from faculty at the University but faculty standing of recommendation writers is not mandatory. All recommendations must be turned in to the faculty advisor by the last officer 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 for either the Officer Corps, the Board of Directors, or a combination of those prior to elections.
- 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 officers will be done one office at a time starting with that of the 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 (or plurality, in the case of three or more candidates) 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 highest 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 has been made, the winner of the position will be announced. The election will move on to the next officer position, with all candidates being granted five 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 during the designated transition period, which is to be the first Friday after the University's spring graduation. The transition date may be moved either two weeks forward or pushed two weeks back (with the approval of the sitting Officer Corps and the Director of Rowing and/or the Board of Directors) in order to best accommodate the spring racing schedule.

## **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 each of the following, distinct parties: the Officer Corps, Director of Rowing or Head Coach, and Faculty Advisor 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 Officer Corps.

**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 Officer Corps 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 officer meeting.

**Section 2.** A quorum for Big Team Meeting will consist of two-thirds of the active, dues-paying membership and at least two-thirds of the members of the Officer Corps. A member of the Officer Corps, 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 a minimum of three Big Team Meetings a year, at least one per semester. One election Big Team Meeting must be held during the tenth week of spring 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. Officer Corps Meetings**

A. Officer Corps (or "officer") meetings are to be held at least twice a month during the regular semester, preferably once a week. Officer meetings must be 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/Director of Rowing 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 Officer Corps and signed by at least two thirds of the Officer Corps shall be written to the coach describing the problem and how it must be remedied. This memo should also be forwarded to the President of the Board of Directors and the Director of Rowing or Head Coach (approved and ratified 8/26/11.)

2. If the coach does not make a satisfactory change, a second memo will be sent to the Board of Directors and the Director of Rowing/Head Coach detailing the situation (approved and ratified 8/26/11.)

3. Finally, a meeting with the Officer Corps, Faculty Advisor, and Board of Directors will be scheduled to discuss the issue at hand, as well as the coach's future employment with The Ohio State Crew Club.

##### **B. Terminations**

1. The Board of Directors has the power to immediately terminate any coach's contract (with notification given to both the Director of Rowing/Head Coach and the Officer Corps) for any of the following reasons (approved and ratified 8/26/11):

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 Board of Directors

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

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

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

1) The Recruitment Committee shall be led by the Club President and contain a minimum of three members who represent the diverse interests of the men's and women's teams. At least one member of each team (the men's and women's) must be a part of the Recruitment Committee.

B. Based upon a review of all qualifications, the Recruitment Committee will prepare a list of three candidates for interviews and forward that list on to the Board of Directors (approved and ratified 8/26/11.)

C. At the conclusion of the interviews, the Board of Directors will make the final decision to hire a Director of Rowing/Head Coach (approved and ratified 8/26/11.)

D. The Board of Directors will proceed to negotiate the hiring and will consult the Officer Corps about salary and possible additional

benefits (approved 8/26/11.)

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

- A. In the event that there is no Director of Rowing/senior Head Coach under contract, the Board of Directors, with the advisement of the sitting President, 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 specified period of time. The Club President must approve the designated 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 Officer Corps will be responsible for all Director of Rowing/Head Coach administrative duties during this period.

**Article 14. Coaching**

**Section 1. Director of Rowing**

- A. The Director of Rowing or most senior Head Coach is the supervisor of all the other coaches.
- B. Director of Rowing/Head Coach is a paid employee of the Board of Directors (approved and ratified 8/26/11.)
- C. If the Director of Rowing/Head Coach leaves the Team for any reason, including dismissal for misconduct and resignation, the coach who has the longest consecutive Club tenure will become the temporary Director of Rowing/Head Coach through the end of the school year or until a new Director of Rowing/Head Coach can be hired.

**Section 2. Coaching Staff**

- A. The coaching staff is composed of the Director of Rowing/Head Coach and any requested assistant(s).
- B. A coaching proposal or list of the assistants requested by the Director of Rowing/Head Coach shall be submitted to the Board of Directors for formal approval before said assistants are offered contracts (approved and ratified 8/26/11.)

**Section 3. Coaching Contracts**

- A. A coaching contract should be provided to the Director of Rowing/Head Coach by the third Friday after the University's spring graduation. This date may be adjusted by the Board of Directors and the Officer Corps as circumstance dictates.
- B. The Director of Rowing must submit a Coaching Proposal detailing his/her preferred coaching staff 28 days after he/she has received his/her contract. This date may be extended with approval of the Board of Directors.

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