

GREAT BRIDGE CREW CLUB BY-LAWS

Article I General

The name of this organization is the Great Bridge Crew Club, also known as GBC or the Crew. GBC is categorized by the IRS as a 501(c)(3) not-for-profit organization and is a member of the United States Rowing Association (USRA) through an affiliation with the Southern Branch Rowing Association (SBRA). The purpose of GBC is to develop, support, encourage and foster participation in the competitive sport of crew by the students of Great Bridge High School (GBHS), advance their moral character, and promote sportsmanship, team spirit, fair play, honesty and patriotism. GBC makes possible the competition of our rowers at the local, regional, national and international levels of the sport of crew.

Article II Objectives

GBC promotes and supports laws, regulations and safety standards in the sport of scholastic rowing. The club furnishes the necessary financial aid for GBHS rowers and supports academics, sportsmanship and good will among the students of GBHS.

Article III Policies

Section 1. GBC is a non-commercial, non-sectarian, non-partisan club.

Section 2. The name or official logo of the organization or the name(s) of any member(s) shall not be used in connection with any advertising or political campaigning.

Section 3. GBC's sole focus, efforts, volunteer time and financial fund-raising activities are directed specifically to benefit and further the development of Scholastic Rowing for the students of GBHS.

Article IV Membership

Section 1. Full membership is open to all GBHS students and parents/guardians.

Section 2. A full member in good standing is defined as:

a. Rower: successfully completed the swim test, has a current physical on record, dues are current and has signed the "Coaches/Rowers/Parents Contract and Substance Abuse Policy".

b. Parent/Guardian: has signed, and is in compliance with, the "Coaches/Rowers/Parents Contract/Dues and Obligation Agreement and Substance Abuse Policy", (or has an approved waiver of obligations), and whose child has completed the requirements listed in the previous paragraph.

Section 3. Associate membership may be afforded any individual who is not a dues-paying member but has a desire to promote the goals of GBC through participatory membership.

Section 4. The Board of Directors, in consultation with the Coach, will determine the size of the GBC rower population, which is directly limited to the size of the coaching staff, number of launch boats and water time allowed by the host site. The host site refers to the operator of the facility where boats are stored and launched.

Section 5. The voting membership of GBC consists of parent/guardians who are full members in good standing and are allotted one vote per rower.

Section 6. Cessation of membership in GBC comes upon resignation, disciplinary action, or lapsing, which is defined as a failure to pay dues in accordance with the Dues and Obligations Agreement.

Section 7. Resigned or lapsed membership may be reactivated by payment of current dues and any payments due to GBC at the time membership ended.

Section 8. Members are expected to conduct themselves in a professional and courteous manner. Any member who fails to comply with the By-Laws or who brings discredit upon GBC or the sport of rowing may be subject to disciplinary action.

- a.** Fact Finding. The President shall appoint a member, officer, or committee to determine the facts in a situation that may warrant disciplinary action. The member shall be informed of the alleged offense(s) and afforded the opportunity to offer a written or verbal statement and supportive information.
- b.** Temporary Suspension. Any member may be temporarily suspended from membership by a majority vote of the Board of Directors pending an investigation into a reported incident(s). Temporary suspensions may not exceed thirty days.
- c.** Disciplinary Sanctions. One or more of the following sanctions may be awarded as a disciplinary sanction:
 1. Probation. Members in a probationary status remain in good standing provided that they continue their compliance with the By-Laws. The duration of the probation will be set by the Board of Directors.
 2. Suspension. The length of a membership suspension will be determined by the Board of Directors after a review of the incident.
 3. Termination. Membership of an individual may be terminated by a two thirds (2/3) vote of the Board of Directors for serious breaches of the By-Laws or of accepted standards of conduct.
- d.** Notification. The results of any disciplinary action will be conveyed, in writing, to the member by the Board of Directors.
- e.** Appeals and Grievances Process. A member who has been disciplined may appeal any or all disciplinary actions.
 1. Process. The appeal must be submitted in writing to an elected member of the Board of Directors within two weeks of the disciplinary announcement. The President shall appoint an Appeals and Grievance Committee comprised of three (3) impartial members, including at least one from a list provided by the disciplined member. Unless listed by the member, Board of

Directors members shall not be named to the Appeals and Grievance Committee. The Appeals and Grievance Committee shall meet within two weeks of appointment and shall issue a final, written report within an additional two weeks. The committee shall invite the disciplined member to present extenuating circumstances and facts not previously considered.

2. Final Conclusion. The Appeals and Grievance Committee's written decision is considered final and may not be appealed by the disciplined member(s) or overturned by the Board of Directors or the President. The Appeals and Grievance Committee may only confirm, reduce or annul the original disciplinary action determined by the Board of Directors.

Section 9. Membership terminated by disciplinary action may be reactivated upon approval of the Board of Directors and payment of current dues and any moneys owed to GBC at the time membership ended.

Article V Rules and Responsibilities

Section 1. All members agree to comply with the GBC By-Laws.

Section 2. All rowers will abide by the rules established by the coaches of GBC.

Section 3. Parents/Guardians will work together to support GBC. Without their support GBC could not operate successfully.

Article VI Dues and Obligations

Section 1. GBC is a non-sponsored club of GBHS and does not receive any funds from the school.

Section 2. The annual membership dues for the student/rower are determined by the Board of Directors and approved by the general membership at the first general membership meeting to occur prior to the start of the academic year. The amount of dues are based on the needs of the Crew Club, which include the anticipated next year's budget, the schedule of events and expected capital improvements. Dues should cover all operating expenses.

Section 3. Dues are paid annually by installments directly to the Treasurer on dates determined and announced by the Board of Directors. Failure to meet payment dates may limit a rower's participation in GBC activities or result in loss of membership.

Section 4. Rowers have additional fundraising obligations that are determined by the Fundraising Committee, recommended by the Board of Directors, and approved by the general membership at the first general membership meeting to occur prior to the start of the academic year.

Section 5. Parents/Guardians are also encouraged to participate in GBC sponsored fund-raising activities. During Fall and Spring seasons the Fundraising Committee Chair will provide an updated list of events.

Section 6. Parents/Guardians are required to participate in vital crew support activities without which the crew could not operate., Volunteer Coordinators will

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determine the required number of parent/guardians needed for each activity to assure the club runs smoothly.

Article VII Election of the Board of Directors

Section 1. The elected officers of GBC are the President, Vice President, Secretary, Treasurer and Member-at-Large.

Section 2. A Nominating Committee of at least three (3) members will be appointed by the Board of Directors and announced no later than the March general meeting. The Nominating Committee will consist of GBC members not elected to the Board of Directors. The Nominating Committee will propose a slate of interested and qualified nominees for the Board of Directors at the April general meeting. Once the nominees are announced at the general meeting, the floor will be open for additional nominations until a vote for election is taken. Additional nominees must concur with their addition to the ballot.

Section 3. Elections will be held at a **spring** general meeting.

Section 4. The Maintenance Committee and the Fund Raising Committee Chairpersons are positions appointed by the GBC board.

Section 5. The student members of GBC may elect officers as their representatives. Student officers will be non-voting advisory members of the Board of Directors.

Article VIII Officers

Section 1. Only active full members in good standing and eighteen years of age or older, the legal age of majority in the Commonwealth of Virginia, are permitted to hold office.

Section 2. Elected officers assume their duties on July 1st.

Section 3. The term of an elected officer is one year and runs from July 1st to June 30th of the following year. An elected officer can only serve three full consecutive terms of the same office and may hold only one office at a time.

Section 4. All past officers shall deliver to their successors all official material of the GBC when the two boards, past and present, meet. The meeting shall be arranged by the President and President Elect.

Section 5. Any officer may resign at any time by giving written notice to the President or Secretary.

Section 6. No elected official may be removed from office before his/her term without cause. The Board of Directors will appoint a committee of at least three (3) full members in good standing to review any allegations and determine whether there is just cause for removal. If just cause is found, a report will be made to the general membership and a vote taken. Removal of an elected official requires a two-thirds (2/3) vote of those present if a quorum exists.

Section 7. Vacancies of any elected office should be filled at the first general meeting following the announcement by a majority vote of those present if a quorum exists. The elected officer will assume the duties of office immediately upon election and the term of office is completed on the following 30th of June.

Article IX Coach(es)

The Head Coach is appointed on a yearly basis coinciding with the school calendar and should be appointed no later than August 1st. The Coach(es) role and responsibilities are governed by a written agreement developed with the President and approved by the Board of Directors. Generally, the Coach is directly responsible for the safety, training and development of the GBHS student members of the club. This includes creating an environment that encourages and fosters participation in the sport of crew as well as coordinating team competitions at the local, regional, national and international levels as deemed appropriate. The Head Coach will also represent the GBC at any affiliated organizations as deemed appropriate by the President or Board of Directors. The Coach(es) also serves as advisory member(s) of the Board of Directors.

Article X Board of Directors

The Board of Directors consists of the President, Vice-President, Secretary, Treasurer and Member-at-Large. Advisory members of the Board of Directors include appointed officers, committee chairs, coaches and student officers. Only elected officers in good standing have full voting rights.

President's Responsibilities:

1. Preside at all Board and General Meetings.
2. Guide the Board of Directors.
3. Act as principal liaison between the members, rowers and coaching staff of GBC.
4. Work closely with the Maintenance Committee Chairperson and Coach(es).
5. Act as a liaison with the SBRA and GBC's host site, keeping the Board of Directors informed.
6. Represent GBC and be responsible for functions not specifically covered in the By-Laws.

Vice-President's Responsibilities:

1. In the absence or inability of the President, perform the functions of that office with the same duties and powers.
2. Oversee all committees except Maintenance.
3. Supply each committee chairperson with job descriptions and provide guidance as necessary.
4. Assist committees and, if experiencing problems, communicate such to the Board of Directors for resolution.

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5. In the absence of the Treasurer, perform the functions of that office with the same duties and powers.
6. Act as the direct liaison between the student officers and the Board of Directors.
7. Act as liaison with other local school clubs/teams.

Secretary's Responsibilities:

1. Record and publish the minutes of GBC General Meeting and record Board of Directors meetings. As a minimum the minutes should contain the type of meeting, date and time, presiding officer and board members in attendance.
2. Provide a sign-in sheet and keep records of attendees.
3. Keep a record of motions and disposition of such.
4. Secure a location for general and board meetings.
5. Conduct the correspondence for and maintain the documents of GBC.

Treasurer's Responsibilities:

1. Deposit and disburse monies as directed by the Board of Directors.
2. Maintain GBC's financial and property records.
3. Supply a current (monthly) Treasurer's Report at each general and board meeting.
4. Advise the board and general membership of available funds.
5. Prepare a budget using the previous two-year's expenditures as a baseline.
6. Meet with all committee chairpersons to ascertain required expenses for the following year.
7. Work closely with the Vice-President to ensure familiarity with the ledger and bookkeeping practices.
8. Provide information as requested to the Audit Committee and incorporate approved recommendations from that committee.
9. Work with a certified public accountant on the filing of any required forms, such as tax returns, ensuring all documents are completed accurately and filed on time.
10. Prepare and distribute tax information to any paid employees according to IRS regulations.
11. Maintain all club records up to date.

Member-at-Large

1. Represent the general membership.
2. In the absence of the Secretary or Vice-President, perform the functions of that office with the same duties and powers.
3. Perform any additional duties assigned by the President.
4. Ensure all proceedings follow the GBC By-Laws and Robert's Rules of Order.

Maintenance Committee Chairperson:

1. Ensure all GBC physical assets are maintained in good physical condition and that they support the needs of the coaches and rowers.
2. Maintain and foster a good working relationship with the host site.

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3. Coordinate the security and transfer of boats and equipment.
4. Coordinate the maintenance team in daily activities.
5. Coordinate directly with the coaching staff in regards to the condition, upgrade, replacement, and movement of equipment.
6. Advise the Board of Directors about equipment requirements, revisions and deletions of capital improvement projects, etc.
7. Transfer maintenance records to job successor.

Fund-Raising Committee Chairperson:

1. Determine available fund-raising opportunities and present to the Board of Directors a plan that meets the budgetary requirements for the club.
2. Present the fund-raising requirements to the general membership at the earliest opportunity and solicit participation from the general membership in these activities. All fund-raising activities that commit GBC resources must be approved by a majority vote of the GBC Board of Directors when a quorum is present.
3. Provide periodic updates to the board and general membership on fund-raising activities and success in reaching goals.
4. Coordinate with the Corporate fundraising chairperson to solicit donations from sponsors, organizations and individuals. A formal correspondence acknowledging donations shall be mailed at the earliest opportunity.
5. Fundraising activities and events must have prior approval by the GBC Board of Directors.

Article XI Committees

Section 1. Standing Committees shall be appointed within 30 days of the election of the Board of Directors. The Standing Committees are: Maintenance and Fund-Raising.

Section 2. Special and Ad Hoc Committees may be formed as required, at the discretion of the Board of Directors or President.

- a. Such committees may include: Nominating, Audit, Appeals and Grievance, By-Laws and Standing Rules, etc.
- b. Unless otherwise directed, all committees shall consist of at least three (3) full members in good standing.
- c. The Vice-President will provide job descriptions for all committees.
- d. An Audit Committee of at least three (3) members will be appointed by the Board of Directors and announced at the April general meeting.

Article XII Meetings

General Meetings:

General meetings are conducted each month of the school year unless otherwise posted.

Board of Directors Meetings:

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The Board of Directors meets monthly during the school year or at other times upon the call of the President or a majority of the Board. Board of Directors Meetings will normally be open meetings, unless the Board votes to go into Executive Session, in which case only elected members and selected advisory members of the Board of Directors will attend. Any non-board member wishing to address a Board of Directors meeting will submit the purpose and content of the address to the President or Secretary of the Board of Directors at least 48 hours prior to the board meeting. The priority of the address will be established by the Board not to interfere with the conduct of GBC business.

Special Meetings:

As necessary, Special Meetings may be called by the President, by the Board of Directors or upon written request of at least ten (10) members in good standing. Special meetings should be announced by any available means; letter, web page, e-mail, etc.

Quorum:

For Board of Directors meetings: at least three (3) elected officials constitute a quorum. For general meetings: fifty-one percent (51%) of voting members to include three (3) elected board members constitute a quorum. Special meetings fall under the same rules as a general meeting.

Voting:

Voting should be conducted by the most expeditious means as determined by the presiding officer. This could be voice vote, show of hands, written ballot, etc. Proxy votes will not be accepted. Absentee ballots are only permitted for election of officers and must be received by the Secretary prior to the vote.

Article XIII Order of Business

Section 1. The agenda at meetings, with the exception of special meetings, shall normally consist of:

- a. Reading and adoption of minutes.
- b. Treasurer's report.
- c. Coach's report.
- d. Student Officer's report.
- e. President's report.
- f. Reports of the Vice-President and Committees.
- g. Unfinished business.
- h. New business.
- i. Adjournment.

Section 2. Agenda items must be provided to the Secretary at least 48 hours in advance of a meeting. If an item was not provided in time for addition to the agenda, the issue will be brought up at the meeting if time allows. If time does not allow, the item will be added to unfinished business at the next meeting.

Article XIV Conduct at GBC Meetings

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All members and non-members in attendance will conduct themselves politely and direct all issues and discussions to the presiding officer and not toward an individual. Anyone causing direct confrontation with another member will be asked to leave the meeting.

Article XV Parliamentarian

If the Board of Directors deems it necessary, the President shall appoint a member in good standing in whom he/she has confidence as the parliamentarian. The parliamentarian is a consultant who advises the President and other board members on matters of procedure. The parliamentarian's role during a meeting is purely advisory and consultative, the President rules on all questions of order or inquiries during a meeting.

Article XVI Loan or Rental of Equipment

GBC members own the assets of the club. No member or coach may loan or rent any equipment unless approved by the Board of Directors.

Article XVII Budget and Disbursements

Section 1. The Treasurer is responsible for the next year's budget. He/she will solicit information from the Board of Directors and Committee Chairpersons, along with the information provided from expenditures of the previous year.

Section 2. All disbursements and income will be handled by the Treasurer and reflected in a report to the Board of Directors which shall be presented at each General meeting.

Section 3. An annual audit must be completed by the Audit Committee and reported to the General membership at the August meeting.

Section 4. The Board of Directors has limited authority to disburse emergency funds, not to exceed \$500, with the approval of two elected members.

Section 5. GBC's fiscal year begins on the first day of July and ends on the last day of June the following year.

Section 6. GBC's funds are deposited in a bank(s) or trust company(s) designated by the Board of Directors.

Article XVIII Contributions to GBC

Contributions shall only be received without personal stipulations of guaranteed returns of any form. Exceptions to this rule may be for contributions designated to either general operating funds or capital improvements without any additional specific stipulations. However, if a gift is made for the purchase of a new shell, and the gift exceeds 50% of the cost of the shell, the contributor may request a specific name for that shell. Otherwise, if a gift cannot be given and received in the pure sense, then it should not be accepted, in accordance with the true spirit of crew.

Article XIX Amendment of the By-Laws

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Any member in good standing can seek to amend the By-Laws by first submitting a letter to the Secretary which will be presented at the next scheduled Board of Directors meeting. At the next general meeting following the Board of Directors meeting, the amendment will be presented to the general membership. A committee may also be appointed by the Board of Directors to recommend changes to the By-Laws for adoption at a general meeting. A two-thirds (2/3) vote of the members present, if a quorum exists, is required to amend the By-Laws.

Article XX Dissolution

Dissolution of the club and its assets must be approved by a two thirds (2/3) vote of the full membership to include at least four elected members of the Board of Directors. In the event of GBC's dissolution, all income and assets remaining after the satisfaction of any outstanding obligations shall be given to a successor organization, another organization which promotes the sport of crew, or to a charity as determined by the Board of Directors. Input from the general membership will be solicited.

Article XXI Maintaining Morale

If at any time a member is not in agreement with the leadership of this club, he/she should meet with the Board of Directors to air his/her grievance(s) before seeking assistance from the school administration. GBC is a non-funded club at GBHS and the Board of Directors should be given the first opportunity to remedy the situation. No member of this club shall, at any time, represent the club to school officials or the student body without the permission of the Board of Directors.