## **Crew Club at Iowa State University Constitution**

**Article I: Naming**

The name of the club shall be the Crew Club at Iowa State University and will hereby be referred to as CCISU.

**Article II: Purpose**

The purpose of the club is to promote and compete in the sport of rowing at Iowa State University.

Crew Club at Iowa State University abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. CCISU agrees to annually complete President’s and Treasurer’s Training

**Article III: Membership**

Membership is open to the community and all Iowa State University students. Novices are defined as members who are first-season active members of the club. All members are expected to adhere to this document, the bylaws of the organization, and Iowa State University policies. Crew Club at Iowa State University does not discriminate on the basis of genetic information, pregnancy, physical or mental disability, race, ethnicity, sex, color, religion, national origin, age, marital status, sexual orientation, gender identity, or status as a U.S Veteran.

**Active Member Requirements:**

i. Must be age 18 or above.

ii. Must attend a sufficient number of practices to be considered an active member. This is at the discretion of the Executive Board.

iii. Must participate in team wide fundraisers.

iv. Must exhibit ethics, morals, and inclusivity as representatives of the club and Iowa State University.

v. Are required to pay dues **[Article X]**, jersey fees, apparel fees, and any other relevant fees established by the Executive Board.

vi. Fill out all waivers for the university and/or USRowing prior to any assumption of risk.

vii. Will not put themselves, other members of the club, or club equipment in harm’s way. Must maintain safety standards including but not limited to those listed in **[Article VIII].**

viii. Members that fail to fulfill any of the above items will not be considered an active member, and therefore will not be permitted to compete or hold any other rights of active membership. If actions pose a threat to the safety of club members, equipment, or the reputation of the club, they may be subject to sanctions by the Executive Board, including but not limited to dismissal from the team. Officers cannot be removed through this process, see **[Article VI]** for officer and advisor removal. In order to remove an officer as a member, he/she must first be removed as an officer. Any misconduct allegations or allegations pertaining to **[Article III: iv]**, shall be handled by the procedure outlined in **[Article XI]**.

**Novices:**

All novices must complete a minimum of three land practices on ergs before being allowed on the water, regardless of previous experience. They will also be required to attend at least two water practices before competing in a regatta. Dues will be charged to the novice upon completion of their third water practice or first regatta, whichever comes first. See **[Article X]** for details.

**Article IV: Coaching**

**Coach**

i. The coach shall be of volunteer status and will be considered an active member of the club, with all rights, privileges, and obligations.

ii. The coach will fulfill the following requirements and obligations in addition to the active membership requirements: the coach must be registered with Iowa State University, complete the *Coach Volunteer Agreement,* and fulfill all required trainings and background checks. The Coach must hold a current boater safety certificate. It is highly recommended that the coach be Red Cross CPR and First Aid certified.

iii. The coach is required to work with the Head Coxswain and Vice President regarding practice workouts.

iv. The coach shall not participate as a voting member or as an elected officer of the Executive Board. The coach may be asked by the board to represent the club at internal or external functions and meetings.

v. The coach may have their dues waived by an executive board vote.

**Article V: Executive Board**

The Executive Board shall handle the administrative concerns of the Crew Club at ISU. The Executive Board will meet once a week during the season and may reduce meetings as needed during the off season. Officers must meet the requirements of an active member while a member of the Executive Board.

**Voting Procedure:**

All voting Executive Board members will have one vote in procedural decisions. A quorum will consist of 3/4 of the elected Executive Board members. All procedural decisions require a majority vote to pass.

**Equipment Purchases:**

All purchases of equipment above a value of $50 are to be voted on by the Executive Board.

**Officer Requirements:**

(a) Have a minimum cumulative grade point average (GPA) of 2.00 and meet this minimum cumulative GPA in the semester immediately prior to the election, the semester of election, and semesters during the term of office. In order for this provision to be met, at least six credit hours must have been taken for the semester under consideration.

(b) Be in good standing with the university and enrolled: at least half time (six or more credit hours), if an undergraduate student (unless fewer credits are required to graduate in the spring and fall semesters) during the term of office, and at least half time (four or more credits), if a graduate level student (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office. An officer is not permitted to be away on study abroad or co-op during their term.

(c) Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b).

(d) Officers’ length of office is 2 seasons (Spring and Fall) and will be up for reelection after the final meeting of the Fall season. Elections will take place after Fall season at the beginning of the Spring season (January, after winter break).

**The Executive Board positions and duties:**

**President**

i. The President shall actively work to improve the CCISU. Act as primary representative and contact for the CCISU. Organize and lead Executive Board meetings. Shall act as liaison to Advisor.

ii. The President will be in charge of organizing and dispensing race and travel itineraries, provide members with race waivers, submit waivers on behalf of the CCISU, and reserve vehicles and accommodations for travel. Must register the CCISU for regattas and indoor competitions. Must keep a record of those with driver training. Ensure each member is registered and has a signed waiver with USRowing. Regatta itineraries must be sent out no later than 4 days before the date of the regatta.

iii. The President will lead the discussion regarding boat lineups for regattas. This discussion is to be held at the Executive meeting prior to the week of the regatta. At the meeting a vote will be held regarding the final racing lineups with a majority required to set. These lineups are to be released no later than 3 days before the regatta. Changes to the approved lineup require a vote by the Executive Board. While traveling, quorum is established by all executive members present for this specific action. The general members are to be informed of the changes immediately.

iv. The President shall work with the Treasurer to plan the annual budget.

**Vice President**

i. The Vice President shall lead Executive Board meetings in the absence of the President. Assist the President with club tasks and activities. Ensure that all members have filled out travel waivers and that the President has registered the team for the regatta. If these duties have not been performed, it is the Vice President’s responsibility to execute the prior listed responsibilities.

ii. The Vice President shall devise, organize, and administer a practice and carpool schedule. Practice schedules for the following week must be sent out no later than 36 hours prior to the first possible practicing time. Shall work with the coxswains, the coach, and Executive Board members for guidance on practice boats.

iii. The Vice President shall be responsible for the safety of all members of the CCISU at all activities pertaining to the club. Responsible for ensuring all Iowa State waivers are submitted prior to any assumption of risk by the club or the individual. The Vice President shall, along with the other Executive members, develop and enforce safety guidelines including but not limited to the rules dictated in **[Article VIII]**.

iv. Keep an updated log of equipment and equipment conditions, present proposals for new equipment to executive board, and work with the treasurer to purchase.

v. Responsible for the maintenance and upkeep of the club equipment, including the trailer, launch, motor, oars, and shells etc. May organize mandatory work parties to facilitate the upkeep and repair of equipment.

vi. Ensure that all equipment is safe to operate. Ensure the safety of all boats for travel. Ensure all boats are tied down correctly and all equipment is secured. Shall verify the ability of the trailer driver. Organize winterization of all equipment within two weeks of the final practice or competition, whichever is later.

vii. The Vice President is responsible for anything related to Risk management. This incudes, minimizing potential risks for the club, recommend risk management procedures, submit proper documentation to ISU Risk Management Office, and ensure proper waivers and background checks are on file with Risk Management if applicable.

**Treasurer**

i. The treasurer shall maintain an accurate record of the club's accounts. Responsible for advising the Executive Board on appropriate dues, collecting dues, and collecting payments for apparel.

ii. Responsible for depositing checks and money into the club’s account. Responsible for cosigning reimbursement or payment waivers and turning in said waivers to the Campus Organization Accounting office. The treasurer shall process all vouchers and petty cash forms. The treasurer shall be responsible for the verification and submission of all p-card transactions.

iii. Develop the budget in conjunction with the Executive Board for the next year and follow the SCC and Student Government’s allocation procedures during the end of Fall semester.

iv. Responsible for forms pertaining to the purchase of equipment and capital items (as defined by the Student Government) through Recreation Services and Campus Org Accounting (CoA). Responsible for all subsequent voucher requests or pertaining forms.

v. Shall keep the club’s advisor aware of any and all financial matters pertaining to the club and meet at least once at the beginning and end of each semester.

vi. Shall obtain a p-card and handle the club’s purchases as needed.

**Secretary**

i. The Secretary shall represent the club to the Sports Club Council and keep the minutes of those meetings. The Secretary will attend Executive Board meetings and keep minutes. The Secretary shall make these minutes available to the Executive Board.

ii. Keep a current crew roster along with contact information for each member. A log of past active members shall also be maintained.

iii. Perform other tasks such as organizing the formal events and other club activities as needed. In charge of organizing uniform and apparel design, order, and distribution of items.

iv. Responsible for maintaining the club’s central email account and will provide all Executive Board members access to this account. The Secretary is responsible for notifying the appropriate Executive Board member if a message pertains to them and the officer has not responded within 48 hours.

v. Maintain organization of the club’s documents, both online and in paper form

**Recruitment & Fundraising**

i. Responsible for organizing events to inform the public of the CCISU, this includes Clubfest, Destination Iowa State, 24 hour row, tabling, etc. Act as a liaison for novices.

ii. Responsible for promotion on social media and community outreach.

iii. Must plan fundraising events to help raise funds for the clubs activities and find sponsors.

iv. Responsible for meeting fundraising goals to be set by a vote of the Executive Board at the time of the budget for the following season’s creation.

v. Set team-wide participation requirements fundraising and recruitment events for active members.

**Head Coxswain (Title)**

*The Head Coxswain is not elected by the general assembly, rather is a title appointed by the executive board.*

i. The Head Coxswain title will be appointed by the majority of the Executive Board **[Article V]** three weeks into the fall semester. The Head Coxswain may be a member of the Executive Board, but is not required to be. The member is required to attend Executive Board meetings. This member shall have no vote towards Executive Board decisions or quorum establishment. The Head Coxswain title may be removed by a majority vote of the Executive Board.

ii. The Head Coxswain will work with the Executive Board and Coach to develop weekly training plans. These plans should be communicated to other coxswains no later than 6 hours before the first practice time.

iii.The Head Coxswain will act as an advisor on all practice and regatta boats.

iv. The Head Coxswain shall be in charge of maintaining readiness of all cox boxes and cox kits at regattas and practices.

v. The Head Coxswain is responsible for the training of and ability of all coxswains to motivate, coach, and improve the team’s ability to compete.

**Advisor**

i. Approves and signs appropriate paperwork required for club operation. Gives advice on club direction, provides oversight for the financial operation of the club and is the liaison with the University. The advisor may be asked to represent the club at internal and external functions by the Executive Board.

ii. The advisor is a non-voting member of the Executive Board, except in the instance of a tie, in which case the advisor can cast a tie-breaking vote. The advisor is recommended to attend at least one Executive meeting per month.

iii. The advisor shall be informed of all safety concerns and work with the Executive Board for immediate corrective action. The advisor is considered an active member with all rights, privileges, and relevant responsibilities. The advisor is not required to pay dues.

iv. The advisor shall serve a term at will of the team. Once appointed, there is no limit on a term for the advisor. In such a case that the advisor steps down, is impeached, or no longer interested in the position, the executive board can nominate members as a replacement. Then, using normal election procedures, the new advisor will be voted and appointed to the team.

**Article VI: Officer or Advisor Removal Process**

**1. File Impeachment Petition**

Any member may file a petition for the impeachment of an officer, Head Coxswain, or advisor to the Executive Board. The petition must explicitly define the reasons for such action and provide sufficient evidence for these reasons.

(a) Reasons for impeachment petition may include but are not limited to

i. Purposeful misappropriation of club funds

ii. Conduct unbecoming to an officer of the club or student of Iowa State University

iii. Disregard of position responsibilities

iv. Failure to comply with safety standards

(b) Said petition must be signed by at least one-third (1/3) of the club’s active members to be considered by the Executive Board.

**2. Impeachment Vote**

1. A general meeting shall be held within 10 days of the successful filing of the petition to vote upon the removal of the officer designated in such impeachment petition. The petitioner may remain anonymous to the officer in question if they so choose.
2. A quorum for voting on the removal of any officer shall be two-thirds (2/3) of the club’s active members, not including the advisor or coach.
3. The charges stated in the petition will be read aloud before the general assembly. The officer in question is then permitted to speak before the general membership about the charges made concerning his/her performance.
4. Following the testimony, the officer in question is to exit the room. The advisor will run a blind ballot vote for the remaining members. The officer shall be removed from office upon the affirmative vote of (2/3) of the quorum. Upon removal, the officer shall be considered an active member, assuming he or she meets the requirements for membership at that time.

**Article VII: Elections**

Officers will serve a two-semester term. Elections will be held once a year one week into the Spring Semester and will be led by the sitting president. If an officer wishes to continue to hold their position, the officer must run again.

**A. Officer Election**

To run for an executive office, a candidate must be an active CCISU member **[see Article III]**.

1. All executive positions will be put up for election every election cycle.
2. In addition to any nominations made ahead of time, nominations may be made for each position as it is addressed. Positions will be addressed, nominated for, nominees given the opportunity to speak (c), and voted on (d) before moving to the next position. Positions will be addressed in the following order: President, Vice President, Treasurer, Secretary, Recruitment and Fundraising.
3. A call for nominations for the position in question shall be announced. A member may be nominated by themselves or another member for multiple positions. Once all nominations have been stated for the position in question, each nominee will, in turn, accept or decline their nomination. Following this, the nominees that have accepted will each give a short description of why he/she would like to be elected.
4. A quorum of (2/3) active members must be present to vote. Voting will commence through a blind ballot vote. The sitting president shall tally all votes and the candidate with the most votes for that position will be the winner. In the case of a tie, the sitting president shall break the tie. If the sitting president is running for any position, the next sitting officer in the list mentioned who is not running for any position (b) shall act as the president for these proceedings.
5. Officers may only hold one elected position, except in the case of a vacancy, reference **[Article VII: C]**.
6. Neither the advisor nor the coach may vote, or run, for an executive position.

**B. Transition of Power**

1. For the next two meetings following elections, the incoming and exiting officers will work together to foster the smoothest transition of responsibility. The ultimate power will reside in the hands of the new officers. The former Treasurer and President will be required to attend these meetings.

**C. Vacancy**

1. If there is an office with no candidate running, the position will be temporarily filled by another Executive officer approved by majority of those present at an Executive meeting. Another member may then request this position at any point, in which case an electronic or in-person vote will be held, following the same quorum and ratification requirements listed under *Officer Election* above.
2. If a vacancy occurs within an Executive position, an electronic or in-person vote may be held to fill the position for the remainder of the term following the same requirements listed under *Officer Election* above. Any officer elected during such an election will finish serving the term of office left vacant by the predecessor.

Any officer may resign from his/her position by submitting a written explanation of his/her reasons for resignation to the President and/or Advisor.

Method of electing advisors follows the same procedure as the elections of officers.

**Article VIII: Safety**

i. Do not permit rowers to row in conditions outside of their ability levels.

ii. Weather safety: Do not row in wind greater than 14mph, heavy rain, snow, or lightning; use a lightning detector. Do not row in temperatures below freezing 32F. A boat’s ability to launch will be at the coxswain’s discretion.

iii. If rowing between sundown and sunup, a 360°/all-around white light is required on the opposite side of the boat of the coxswain. If wet docking while rowing in air temperatures less than 36F, a launch **is required**. The coxswain must carry an emergency communication device.

iv. The launch driver must have a current boater safety certificate. The launch is to be equipped with emergency supplies such as a cox kit, emergency communication device, floatation devices, and space blankets.

v. Coxswains are in charge of the safety of their boats and are responsible for not launching if deemed unsafe. If weather conditions are predicted to be unfavorable, coxswains are responsible for canceling their boats at least 90 minutes before the scheduled meeting time. They are encouraged to discuss this decision with the Head Coxswain if possible.

**Article IX: Disbanding of the Club**

Should the Club disband, the club’s equipment that was purchased shall become the property of the Iowa State University Recreation Department. Equipment donated to the CCISU will be at the discretion of the donor. Should the donor not wish to recover the equipment, it will become property of the Iowa State University Recreation Department. The money in the CCISU's account will be transferred to the general Sports Club Council account.

**Article X: Finances**

The organization may establish reasonable dues that must be paid by all active members. The amount of these dues will be decided by the end of the week following Clubfest in the fall semester by the Executive Board and shall not exceed $170. Dues must be paid by the **sixth** week of the semester. If the member has withstanding dues past this date, they will not be eligible for water practice or regattas and will not be considered an active member. If dues have not been paid for a semester, the person will not be allowed to participate as a member the following semester until the unpaid semester and the next semester have been paid. Late joining novices are permitted to attend up to three water practices or one regatta, whichever comes first, before dues can be considered late.

All money belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Campus Organizations Accounting Office and/or approved institution/office (must receive authorization via Campus Organizations Accounting Office). All funds must be deposited within 48 hours after collection. The Adviser and Treasurer must approve and sign for each expenditure before payment.

All financial matters are to be handled in accordance with Iowa State University’s Student Organization Treasuer Training and policies listed therein.

**Article XI: Misconduct**

Every member of the Crew Club at Iowa State University is expected to do everything in their power to uphold the safety, moral, and ethical standards outlined in this document and by Iowa State University. This **[Article XI]** does not intend to serve as a system of litigation for Harassment and Discrimination where a member is in physical or mental harm due to another member. This **[Article XI]** only serves in cases when a member believes that another member has violated their Equal Opportunity or inalienable rights with relation to the club.

**A. Report**

1. Any instance of misconduct within the club from one member to another member that directly relates to the club should be reported immediately. Again, this does not seek to remedy any situation where a member is in physical or mental harm due to another member.
2. The member should seek assistance from any member of the Executive Board and submit a formal petition to the board stating the inappropriate behavior.
3. The Executive Board will hold an emergency session immediately to discuss the charges and their relevance. The person in question will be asked to attend to discuss the issue with the board. The board will vote to determine whether or not to move forward to a general meeting, with a majority vote considered affirmative. If the person in question is on the board, they will not have a vote.

**B. Meeting**

1. If a general meeting is deemed appropriate, it shall be held as early as possible to discuss the claims and evidence.
2. The member in question must be present, but must remain outside the room for this discussion. The member will then be allowed in the room to answer the allegations in front of the general assembly.
3. The member submitting the petition has the right to remain anonymous to the general club if they desire.

**C. Removal**

1. Any Executive Board member may then call for a vote on the immediate removal of the officer or active member in question from the club. A quorum of two-thirds (2/3) of the active members must be established, and the member in question must remain outside of the room.
2. The general assembly will then perform a blind ballot vote for the removal of the member.
3. Should at least two-thirds (2/3) of the quorum find the member in question in contempt, they will be dismissed from their role in the club and no longer be allowed to be a member of the Crew Club at Iowa State.

**Article XII: Amending the Constitution**

If there is a motion to ratify the constitution the motion must be made in writing at an Executive meeting. An email notifying a desire for a constitutional change shall be announced at least a week before the Executive meeting where the details of the desired changes will be proposed. A general meeting will be held to discuss and vote upon the changes.The constitution can be ratified only when all of the Executive members and 2/3 of the general membership are present. It must pass a 2/3 majority vote of this established quorum. Amended or ratified constitution should be submitted within 10 days to Student Activities Center for approval.

This document was ratified by the Iowa State University Crew Club on 03/25/2021