



# Rensselaer

MEN'S AND WOMEN'S CREW

CONSTITUTION (Revised: 08/30/18)

## Article I Name of the Organization

The name of this organization shall be the Rensselaer Crew Club, herein called "the club".

## Article II Purpose

The purpose of the club shall be to promote the sport of rowing through competition and good sportsmanship. The club shall seek to impress upon the membership the importance of teamwork, dedication, and discipline, as well as the positive social characteristics of rowing.

## Article III Membership

### 1. Policies

- i. It is the policy of the Rensselaer Union, to provide to the maximum extent feasible, equal opportunity to all qualified individuals without regard to race, color, religion, national origin, sex, sexual preference, or handicap for all aspects of club activities. Therefore this club shall in every way possible carry out this policy of equal opportunity and affirmative action.
- ii. Reckless or intentional endangerment to health or forced consumption of liquor for the purpose of initiation into or affiliation with this club is prohibited.
- iii. Club membership may be restricted for good cause by a two-thirds majority vote of the Executive Board. This decision can be appealed to the voting membership or the Rensselaer Union Judicial Board.
- iv. Associate and Volunteer membership shall not comprise more than 5% of the club membership without annual approval of the Union Executive Board.

### 2. Regular Membership

- i. All currently registered full-time RPI students who have paid both the Rensselaer Union full time activity fee and club dues, as well as their spouses, shall be defined as regular members.
- ii. Regular members shall be full voting members.
- iii. Any full-time student who was registered at RPI for the Spring semester and is registered for the Fall semester will be considered a Regular member during the summer session.

### 3. Associate Membership

- i. Continuing education, part time student and non activity fee paying degree completion students, RPI faculty, staff, and alumni (and their spouses) shall be eligible for Associate membership.
- ii. Students registered at Russell Sage College and Hudson Valley Community College shall be eligible for Associate membership.
- iii. Associate members are required to pay 50% higher club dues.
- iv. Associate members may participate in club activities, but will not have any part of their participation subsidized through the Club or the Rensselaer Union.
- v. Associate members shall not be considered voting members.

### 4. Volunteer Membership

- i. Volunteer members shall be those who are not eligible to be Regular or Associate members because they are not affiliated with the Union or the Institute.
- ii. Volunteer members are required to pay 50% higher club dues.
- iii. Volunteer members shall not be considered voting members.

### 5. Voting Members

- i. All Regular members shall be considered voting members and may hold office or serve as officer assistants.
- ii. Associate members shall be considered voting members but may not hold office or serve as officer assistants.
- iii. Volunteer members shall be considered non-voting members and may not hold office or serve as officer assistants.



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6. Competition
  - i. All members may compete on behalf of the school unless the officers or coaches decide alternatively.
7. Novice Members
  - i. Members who have previously been members of the club for less than two (2) semesters shall be considered Novices.
  - ii. Novices may become Varsity members at the discretion of the coaching staff.
  - iii. Novice members shall be required to choose, as a team, and acquire a Novice Shirt and compete in it as the official team Uniform for the Fall Season. Novice members shall be required to purchase and compete in the official team Uniform for the Spring Season.
8. Varsity Members
  - i. Members who have previously been members of the club for two (2) or more semesters shall be considered Varsity members, unless stated by the coaching staff.
  - ii. Varsity members shall be given the opportunity to purchase the Varsity Jacket.
  - iii. Varsity members shall be required to purchase, and compete, in the official team Uniform.
9. Coaches
  - i. Each coach shall be required to complete a coaching contract.
  - ii. The expectations and responsibilities of each coach shall be outlined in their coaching contract.
  - iii. No coach may act in violation of the Constitution, Bylaws or Union policies.
  - iv. Any coaching decision may be overturned by a unanimous vote of the Executive Board.
10. Advisor
  - i. The Executive Board shall annually select an Advisor.
  - ii. The Advisor shall be a non-student member of the Rensselaer Community.
  - iii. The Advisor shall be exempt from paying dues.
  - iv. The Advisor shall act in an advisory role to the Executive Board.
11. Captains
  - i. Responsibilities
    - a. Captains shall manage their specific responsibilities for the members under their jurisdiction, herein known as "their team" or "membership".
    - b. Captains shall be responsible for helping facilitate practice, including but not limited to: warm-ups, managing coaches' line-ups, and coordinating fill-ins for their team, as well as helping during regattas.
    - c. Fill-ins shall be coordinated with all other captains and used to maximize available seats at either morning or afternoon practice.
    - d. Captains shall be required to communicate with their respective teams through RPI Crew supported social media channels.
    - e. Captains are highly encouraged by the executive board to attend the weekly executive board meetings, as to communicate RPI Crew Club business with their respective teams.
  - ii. Number and Distribution
    - a. The number and distribution of captains shall be chosen, by a majority vote of the executive board, from one of the three following options:
      1. Two (2) Captains: This distribution shall consist of one captain for the Men's members, and one captain for the Women's members.
      2. Three (3) Captains: This distribution shall consist of one captain for the Men's varsity members, one captain for the Women's varsity members, and one captain for the Men's and Women's novice members.



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3. Four (4) Captains: This distribution shall consist of one captain for the Men's varsity members, one captain for the Women's varsity members, one captain for the Men's novice members, and one captain for the Women's novice members.
- iii. Elections and Voting
    - a. Policies
      1. Captains shall be elected for a period of one semester, from their inauguration until the next elections in the next season.
      2. Voting shall be held every fall semester no later than the 1st race of the season and every Spring semester no later than Spring Break.
      3. Voting shall be presided over by the former captains.
      4. Should a former captain choose to run for re-election, he/she will choose a proxy from the executive board to preside over voting.
      5. Captains must be, at the time of voting, eligible for membership of the team they intend to be a captain of.
      6. If a captain would, for any reason, cease to be a member of their team during any part of their term, an interim captain shall be appointed by the executive board.
    - b. Procedure
      1. Quorum for captains voting shall be a majority of each team.
      2. Nominations for candidates will be taken from each respective team. Each candidate will be given the option to reject their nomination.
    - c. Voting
      1. All candidates may a deliver a short speech to their membership prior to voting. Members shall be allowed to ask questions to each potential candidate during this time.
      2. Voting shall be done with a secret vote amongst the membership, excluding the candidates.
      3. A candidate receiving a majority vote wins.
      4. Should no candidate receive a majority vote, a second vote shall be held.
      5. Should no candidate receive a majority vote in the second round of voting, the candidate with the least votes shall be removed from the candidacy and added back to the membership.
      6. For every vote following the third, the candidate with the least votes shall be removed and added to the membership until a captain is elected or there is only one (1) candidate remaining.

## Article IV Executive Board

1. The members of the Executive Board shall be the President, Vice President, Treasurer, Secretary, Equipment Officer, Membership Officer, and Fundraising Coordinator.
2. The order of seniority of the members of the Executive Board shall be: President, Vice President, Treasurer, Secretary, Equipment Officer, Membership Officer, and Fundraising Coordinator.
3. The specific responsibilities of each member of the Executive Board shall be defined in the club Bylaws.
4. Policies
  - i. Voting members are eligible to serve as officers on the Executive Board.
  - ii. Officers shall be elected for a period of one year, from January 1st to December 31st.
5. Elections and Voting
  - i. Policies
    - a. The current president shall preside over elections. Should the president desire to run for office, he shall designate a proxy to preside over elections.
    - b. Officer elections shall be held at the Annual Voting Meeting.



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- c. A minimum of two-thirds of the voting membership must be present at the Annual Voting Meeting in order for elections to begin. No members shall be allowed to vote via proxy.
      - d. Members shall be allowed to run for as many offices as they chose, but shall only be allowed to hold one office.
    - ii. Procedure
      - a. The order of voting shall be: President, Vice President, Treasurer, Secretary, Equipment Officer, Membership Officer, and Fundraising Coordinator.
      - b. Nominations shall be taken for the current position.
      - c. Voting shall be conducted for the current position.
      - d. Upon completion of a vote, the next position shall be considered.
    - iii. Nominations
      - a. Nominations will be taken from the general membership.
      - b. Nominations must be seconded by a voting member.
      - c. Seconded nominations shall be considered Candidates.
      - d. Candidates shall be given the opportunity to decline their nomination for any reason.
    - iv. Voting
      - a. All Candidates will leave the room.
      - b. Candidates will enter the room individually and be allotted two (2) minutes to speak to the membership.
      - c. Upon completion of speeches, the presiding member shall call for questions or comments from those present. Questions shall last no longer than eight (8) minutes. There shall be no limit on comments.
      - d. Upon completion of questions and comments, the presiding member shall call for order and complete a secret vote among those present.
      - e. A candidate receiving a two-thirds majority vote wins.
        1. For races with two candidates voting shall be done by hand.
        2. If neither candidate receives a two-thirds majority a second round of speeches, questions, and comments shall be held followed by a second vote which shall also require a two-thirds majority for victory.
        3. If no decision is reached on the second vote a round of closed comments shall be held before a final vote requiring only a majority to win.
        4. For races with three or more candidates a ranking voting system shall be used. Voters will rank each candidate on a piece of paper. Votes for the candidate receiving the fewest votes will be redistributed to their supporters' next preference. This process shall continue until one of the candidates has a two-thirds majority.
      - f. The winning Candidate shall be considered the officer-elect.
    - v. The officer-elects will work with the current officer until their term begins.
  6. Resignation of officers
    - i. Upon resignation of an officer, an interim officer shall be appointed by the President, to be approved by a majority vote of the Executive Board. In the case of a tie vote by the Executive Board, the President shall serve as the tie breaker.
    - ii. Interim officers shall serve until a vote can be held at the next regularly scheduled Business Meeting.
    - iii. Resignation of the President
      - a. Upon resignation of the current President, the most senior officer on the Executive Board shall become the Acting-President.
      - b. The Acting-President shall appoint an interim-officer to serve the duties of their position until a new President shall be elected.
      - c. The Acting-President shall serve as the President until the next Business Meeting, at which point the President's position will be voted on per Article 4, Section 5.



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7. Recall of officers
  - i. Any officer may be recalled by a majority vote of the voting membership at a Business Meeting.
  - ii. Upon recall of any officer, a special election shall immediately be held according the above rules.
  - iii. The newly elected officers shall immediately take office and hold office until the next Annual Election Meeting.
8. Committees
  - i. Committees may be created by majority vote of the Executive Board.
9. Assistants
  - i. Any officer may request an Assistant to be chosen from the Voting Members.
  - ii. Assistants must be approved by a majority vote of the Executive Board.
10. Executive Board Meetings
  - i. The President shall ensure that Executive Board meetings are held on a weekly basis, unless the President determines that the current club business does not require a weekly meeting. At a minimum, an Executive Board meeting shall be held every two week. The President shall make every effort to ensure that each member of the Executive Board is able to attend each meeting and that each member is given at least seventy-two hours' notice prior to the start of any scheduled meeting.
  - ii. Procedure
    - a. The President shall call the meeting to order.
    - b. Officer Reports
      1. Each officer shall present a status report for their areas of responsibility.
      2. All officers shall be permitted to discuss as needed on each status report.
      3. Each officer shall present a list of action items to be completed as determined.
    - c. New Business
      1. The President shall call for new business.
      2. The President shall recognize calls for any new business from any officer.
      3. Any relevant discussion shall occur for each issue of new business.
    - d. The President shall adjourn the meeting.
  - iii. Voting
    - a. For any issue which requires a vote, the President shall call for discussion.
    - b. Following discussion, the President may call for a vote.
    - c. The officers shall vote by a show of hands.
    - d. Should a majority exist, the issue will be decided.
    - e. Should a tie exist, more discussion shall be called for by the President.
    - f. Following additional discussion, the President may call for a second vote.
    - g. Should a majority exist, the issue will be decided.
    - h. Should a tie exist, the President shall cast the deciding vote.
      1. The Executive Board should seriously reconsider any issue which results in two tied votes.
  - iv. In any circumstance not covered above, each meeting shall proceed at the direction of Robert's Rules of Order.
  - v. Unless otherwise specified, Executive Board meetings are open to the membership of the club.
  - vi. The Executive Board may restrict the attendance of any meeting by a majority vote of the officers present.
  - vii. A copy of Robert's Rules of Order, this Constitution, the club Bylaws and all Executive Orders shall be present at all Executive Board Meetings, either in hard copy or electronically.



## Article V General Body Meetings

1. A General Body Meeting shall be any meeting which is called for the general membership.
2. A minimum of one General Body Meeting shall be held each semester.
3. Procedure
  - i. The President shall call the meeting to order.
  - ii. The President shall give status updates for each area of business.
  - iii. The President shall call for new business from the officers.
  - iv. The President shall call for new business from the voting membership.
  - v. Unless otherwise specified herein, any issue which requires a vote by the membership shall require a majority of the voting members to be present.
  - vi. The President shall call the meeting to a close.
4. Annual Election Meeting
  - i. The final meeting of the Fall semester shall be designated the Annual Election Meeting.
  - ii. Standard Executive Board elections shall occur at the Annual Election Meeting.
  - iii. Each officer shall present a summary of their areas of responsibility.
5. Annual Business Meetings may be held at the discretion of the Executive Board.

## Article VI Additional Notes

1. Executive Orders
  - i. An Executive Order is a temporary Bylaw imposed by the Executive Board.
  - ii. Any officer may propose an Executive Order.
  - iii. An Executive Order must be voted upon and receive a majority vote of the Executive Board in order to come into effect.
  - iv. A successfully passed Executive Order will be in effect until the end of the current academic semester.
  - v. An Executive Order may only be renewed once, after which it must become a Bylaw.
2. Bylaws
  - i. Any proposed Bylaw must have been an Executive Order for one semester in order to be given consideration as a permanent Bylaw.
  - ii. A Bylaw will require a majority vote by the voting membership at a General Body Meeting.
  - iii. A Bylaw may be repealed by a majority vote by the voting membership at a General Body Meeting.
3. Amendments to the Constitution
  - i. Any proposed amendments to this Constitution shall require a two-thirds majority vote at a General Body Meeting.
  - ii. Any proposed amendments to this Constitution must proceed according to current Union policies.
4. Financial rules
  - i. Dues will be charged for each member of the club according to their membership status, as outlined in the Membership section.
  - ii. All financial actions must strictly follow any and all applicable Union rules