

**Rock Ridge Rowing, Inc. By-Laws**

*Version 2.3*

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Rock Ridge Rowing, Inc.  
43300-116 Southern Walk Plaza #632  
Ashburn, VA 20148

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## **1 Article I Purpose**

The Rock Ridge Rowing, Inc. organization shall hereinafter be known Rock Ridge Crew (RRCrew).

The purpose of the RRCrew is to promote and develop amature rowing to students in Rock Ridge High School in Ashburn, VA and in Loudoun County, VA.

RRCrew is to provide students from Rock Ridge High School the opportunity to learn and compete in the sport of amature rowing in a health, developmental and competitive environment that instills the ideals of sportsmanship, leadership, and cognitive development.

RRCrew is to support students from Loudoun County the opportunity to learn and compete in the support of amature rowing.

RRCrew strives to instill in each athlete a love of rowing, the principles of fair play and sportsmanship, and the development of personal and time management skills. RRCrew intends to exemplify the principles and philosophies of US Rowing, the national governing body for the sport of rowing in the United States. With USRowing trained coaches RRCrew aims to develop some of the finest youth rowing members in the state of Virginia while providing a safe and fun environment for athletes of high school age.

## **2 Article II Membership**

### **2.1 SECTION 1. Eligibility**

Any student from the Rock Ridge High School who is of sound mental and physical health, in good academic standing, and who seek active participation in the sport of rowing is eligible for membership. Adult membership is restricted to club officials, coaching staff, off-water volunteers and the custodial parent(s) and volunteer(s) of the athletes. Members must remain in good standing with the Loudoun County Public Schools (LCPS), USRowing, Virginia Scholastic Rowing Association (VASRA), RRCrew, and facilities where practices and regattas occur.

A student must maintain academic eligibility as set by LCPS and the RRCrew. Any member who fails to maintain the required level of academic performance shall be suspended from participating, playing and /or practicing with the club until they meet the requirements.

### **2.2 SECTION 2. Size of Membership**

The recommended guideline to rowing member size of the Club is two times the number of rowing seats available. It is the Head Coach's discretion on actual size and if cuts are required.

### **2.3 SECTION 3. Loss of Membership**

Members shall become liable for payment of dues and fees as determined by Club Officers. Members may be suspended or dropped from the RRCrew for failure to abide by Loudoun County Public School rules, USRowing and VASRA rules, or the RRCrew by-laws. Complete guidelines on disciplinary proceedings are outlined in Article VI.

### **2.4 SECTION 4. Membership Privileges**

Athletes who pay membership dues and fees assessed by the Club may participate in the appropriate RRCrew activities. For example, regattas are for those members participating on the racing crew only. Custodial parent(s) or guardian(s) of athletes may attend meetings, participate in discussions, serve on committees, if appointed; or serve as an officer, if elected; and vote at general membership meetings as provided in

### **2.5 SECTION 5. Attendance**

The sport of rowing is team orientated and as such requires regular attendance and full commitment. Team play and skill development are emphasized. Regular attendance is required to be eligible to participate in regattas.

## **2.6 SECTION 6. Team Selection**

RRCrew objective is to provide as many members as possible the best opportunity to learn and develop their rowing skills in a fun, safe, and competitive atmosphere. As a result, the number of athletes selected for a team will be guided by a desire to balance maximum participation opportunity, skills match, and safety considerations. The crew and boat selections are at the sole discretion of the coaches. Members of the Club whose ability and/or size prevent them from placement on a team may still participate at practices and work on developing rowing skills with the Club.

## **2.7 SECTION 7. Membership Categories**

### **2.7.1 SECTION 7a. Rowing Members**

Rowing membership will be provided to Rock Ridge High School students who seek to acquire rowing skills either as developmental or competitive oarsmen/oarswomen/coxswains. Competitive rowers are those selected for participation in scheduled regatta races as outlined in Article II, Section 6.

### **2.7.2 SECTION 7b. Non-Rowing Members**

Non-Rowing membership is available at no cost to any Rock Ridge High School student who has an interest in Crew. Such members can assist in fundraising activities, booster activities, and any other off-water club activities, including discussion sessions on rowing skills and strategies.

### **3 Article III REGISTRATION AND FEES**

#### **3.1 SECTION 1. Registration**

Club registration for the spring semester will occur prior to January 1st. Appropriate notification will be provided to current members and other Rock Ridge High School students. Registration forms must be completed and registration fees paid at this time. Late registration applications, up to a deadline of VHSL official start of the spring season, will be considered by the Club Officers on a case by case basis. All efforts will be made to accept such registrations consistent with space availability for the number of crews to be fielded.

#### **3.2 SECTION 2. Fees**

Club fees will reflect the actual costs necessary to sustain the Club. Dues and other fees (i.e. registration and/or insurance) necessary for the administration of the RRCrew programs shall be established by the Club Officers on an annual basis prior to the start of each season with changes as they become necessary. Every effort will be made to keep the cost as low as possible while still providing a quality program. Among the methods of controlling costs are

1. establishing an active sponsorship program to provide funds to pay for all team uniforms and practice facilities , and
2. obligating each member to raise specified amounts through fund-raising activities.

Refunds will not be considered unless:

1. the request is received prior to the start of the spring season of the current school year, or the basis of the request is due to
2. an extended illness that prevents further participation,
3. a required move out of the Rock Ridge High School area, or
4. other family emergency to be assessed on a case by case basis by Club Officers.

All requests must be made in writing. Only the basic program fees are refundable. Rower uniform fees are not refundable. A ten percent (10%) administrative fee may be deducted from any refund amount. Loss of rower eligibility to represent the Club (academic and/or disciplinary) does not warrant a refund by the Club.

#### **3.3 SECTION 3. Scholarship**

There is a single Coach's scholarship available for each paid activity.

1. The scholarship does not include any registration, hotel, lodging or food fees which must be paid by the athlete.
2. The selection of the recipient will be at the Head Coach's discretion for each paid activity.
3. The scholarship may be divided to apply to multiple students.
4. The scholarship must be approved by the board as per [Section 9.2 Board Fiduciary Responsibility](#).

## **4 Article IV SAFETY**

### **4.1 SECTION 1. Water Safety**

US Rowing requires under the USRowing Safety guidelines that all rowers pass a swim test. Rowers should be able to complete a 100 meter swim, tread water for five(5) minutes, and put on a life jacket while in the water. Coaches will maintain and instill a safety-first attitude with regard to student participation in all Club activities. Safety launches will be readily available for all water activities. The coaches' decisions are final regarding safety issues both on and off the water.

### **4.2 SECTION 2. Registration Forms**

Rowing members will be required to complete the following health and safety forms as part of the registration process for Club membership:

1. RRCrew Student and Parent Registration
2. Fee Commitment
3. USRowing Liability Waiver
4. Code of Conduct
5. LCPS Participation Forms (to be turned into the Rock Ridge High School Athletic Director)

## **5 Article V CODE OF CONDUCT**

### **5.1 SECTION 1. Sportsmanship Rule**

Athletes, Coaches, Parents, and Spectators are required to conduct their relations with other teams, their own team, and other Club members in a spirit of good sportsmanship. Anyone who becomes a member of the RRCrew agrees to read and abide by the RRCrew Code of Conduct.

### **5.2 SECTION 2. Athletes Code of Conduct**

1. Work hard to improve your skills.
2. Be a team athlete. Get along with your teammates.
3. Be on time for practices, meetings and regattas.
4. Learn the rules and play by them. Always be a good sport.
5. Respect your coach, your teammates, your parents, opponents, and officials.
6. Never argue with an official's decision.
7. Approach your Coach for any issues or concerns.

### **5.3 SECTION 3. Coaches Code of Conduct**

1. Winning is a consideration, but not the only one, nor the most important one. Care more about the child than winning the race.
2. Be a positive role model to your rowers, display emotional maturity and be alert to the physical safety of the rowers.
3. Be generous with your praise when it is deserved; be consistent, honest, fair and just; do not criticize rowers publicly; be an effective communicator; do not yell at athletes.
4. Adjust to the personal problems and needs of the rowers; be a good listener; never verbally or physically abuse an athlete or official; give all rowers the opportunity to improve their skills, gain confidence and develop self-esteem.
5. Organize practices that are fun and challenging for your rowers. Familiarize yourself with the rules, techniques, and strategies of rowing; encourage all of your rowers to be team athletes.
6. Maintain an open line of communication with your athletes and parents. Explain the goals and objectives of the team.
7. Be concerned with the overall development of your rowers. It is more important to be a good citizen than a great rower. Stress good health habits and clean living.
8. Promote the premise and goals of the RRCrew.

### **5.4 SECTION 4. Administrator's Code of Conduct**

1. Follow the rules and regulations of the LCPS, USRowing, VASRA, RRCrew and any associated organizations to ensure that their philosophy objectives are enhanced.
2. Support programs that train and educate athletes, coaches, parents, officials, and volunteers.

3. Promote and publicize our programs; seek financial support when possible.
4. Communicate with parents by holding parent/athlete orientation meetings as well as by being available to answer questions and address problems throughout the season.
5. Work to provide programs that encompass fairness to the participant and promote fair play and sportsmanship.
6. Recruit volunteers, including coaches, who demonstrate quality role models to the youth sport in this area.
7. Encourage coaches and officials to attend US Rowing clinics and education opportunities; support the necessity of that training to maintain Club growth.
8. Read and be familiar with the contents of the US Rowing Guide and Rule books.
9. Develop other administrators to advance to positions within the RRCrew.

#### **5.5 SECTION 5. Parent's Code of Conduct**

1. Don't force your children to participate in sports, but support their desire to play their chosen sport.
2. Encourage your child to play by the rules.
3. Don't embarrass your child by yelling at athletes, coaches, or officials.
4. Show a positive attitude towards the races and all of their participants.
5. Emphasize skill development and practice.
6. Know the rules of rowing and support event officials; you will be helping development and support of the sport.
7. Recognize the importance and impact of the coaches.
8. Respect the privacy of the practice and regatta areas for athletes and coaches.
9. Approach the President or Vice President for issues not addressable by the Athlete and Coach. Athlete and Coach is the primary method of resolving issues.

#### **5.6 SECTION 6. Spectator's Code of Conduct**

1. Display good sportsmanship.
2. Do not taunt or disturb other fans; enjoy the races together.
3. Help provide a safe and fun environment by being a respectful spectator.
4. Support the referees and coaches.
5. Be responsible for your own safety.
6. Respect locker rooms and the private areas for athletes, coaches, and officials.

## **6 Article VI DISCIPLINARY PROCEEDINGS**

### **6.1 SECTION 1. Conduct**

The conduct of athlete members will be largely governed by the current official rules of athletes as published by LCPS, USRowing, VASRA or as modified by the rules of any league or associate in which the RRCrew participates. Any athlete or adult member whose conduct is prejudicial to, or tends to injure the good names of LCPS or the RRCrew, disturb its well-being, hamper its function, or otherwise elicit discredit on LCPS or RRCrew may be brought before the Conduct Board.

### **6.2 SECTION 2. Misconduct**

Any oarsman/oarswoman, athlete, non-athlete, coach, parent or spectator who is alleged to be in violation of the Sportsmanship Rule of the Code of Conduct may be investigated by the Conduct Board. The Conduct Board, upon its investigation of alleged violations of the Sportsmanship Rule or the Code of Conduct, will have the authority to take action against the individual(s) involved as described by policy established by Club Officers. Suspension, for any reason, does not entitle a member to a refund of club dues, however Club Officers may approve exceptions.

### **6.3 SECTION 3. Conduct Board**

#### **6.3.1 SECTION 3a. Authority and Organization**

The Conduct Board is convened under the authority of USRowing and the RRCrew. The Conduct Board is not a legal proceeding. It is an administrative process whose sole purpose is to enforce the good citizenship goals of LCPS, USRowing, VASRA, and the RRCrew goals for safety and development of athletes.

#### **6.3.2 SECTION 3b. Composition and Selection**

The RRCrew Officers nominate and approve the members of the Conduct Board. The Conduct Board will normally be chaired by the RRR President and composed of three (3) to five (5) members or non-members of the RRCrew. During the nominating process, the RRCrew President must ensure that all Conduct Board members are not personally involved in the action under review to prevent undue influence and ensure fairness and impartiality. If necessary, RRCrew officers may nominate and select any Club member in good standing to be a member of the Conduct Board to meet these objectives.

#### **6.3.3 SECTION 3c. Incident Report**

The incident report is the official means of communication to the Club Officers of an incidents (on or off water) by a rower, coach, parent, family member, regatta official, or other party that may require further action of consideration by the RRCrew Conduct Board.

### **6.3.4 SECTION 3d. Procedures and Determination**

When an incident is brought to the attention of the RRCrew Officers through the filing of an incident report or other means, a Conduct Board will be convened within thirty (30) calendar days of the incident . Every effort will be made to convene a Conduct Board as soon as possible after the incident. The Conduct Board will review all pertinent written statements and may request additional information be presented by individuals who are knowledgeable of the incident. It is preferred that the involved individuals are present; however, it is not mandatory, if sufficient information is available to make a knowledgeable determination. The Conduct Board will determine:

- a. The full spectrum of events and actions associated with the incident in question.
- b. If warranted, the disciplinary actions or sanctions to be imposed against the individual(s) involved in the incident.
- c. Any procedural recommendations which can be used to mitigate future potential or similar incidents.
- d. Lessons learned which are to be communicated to the coaching staff and team members.

### **6.3.5 SECTION 3e. Disciplinary Actions**

A wide range of disciplinary actions or sanctions are available to the Conduct Board. These include, but are not limited to, verbal reprimands, written reprimands, race suspensions, season suspensions, and (in extreme cases) disbarment from the RRCrew. They should be fairly and consistently applied based upon the severity of the incident. Conduct Board determinations will be communicated to the offending individual(s) within twenty-four(24)hours by a member of the Conduct Board through verbal means. A written determination will also be sent within five (5) calendar days.If a RRCrew athlete is involved in an incident, the Head Coach will advise the athletes and the athletes' parents of the Conduct Board determination. In addition, the Conduct Board will send, within five (5)calendar days, written notification to the offending athletes and parents. In some cases, the Conduct Board may request a follow-up meeting with the offending individuals and personally advise them of the basis of the Conduct Board determination. If the incident involves an athlete outside of the RRCrew, written and verbal communication will be provided to the offender's organization recommending actions to be taken by that organization. If the incident involves sanctions imposed under USRowing, proper organization officials will be verbally advised and provided with a complete summary of the Conduct Board minutes. Students are expected to follow Loudoun County Public Schools code of conduct and appropriate behavior. Disciplinary actions or sanctions are effective as of the date prescribed in the Conduct Board minutes.

### **6.3.6 SECTION 3f. Meeting Minutes**

Minutes will be taken at each Conduct Board and approved by those Conduct Board members in attendance.At a minimum, the minutes should include the data, members present, others present, and a summary of the determinations as identified above. If requested by an individual

involved in the Conduct Board determination, the Conduct Board minutes must be made available for their determination.

### **6.3.7 SECTION 3g. Appeals Process**

Following the determination by the Conduct Board, the affected individual(s) may request an appeal of the imposed disciplinary actions/sanctions to the RRCrew standing officers. The individual must notify the RRCrew in writing that he/she requests an appeal. The RRCrew Officers are required to honor that request within thirty (30) calendar days of the appeal request receipt. During the appeal process, all previously imposed disciplinary actions or sanctions shall remain in effect. Individual(s) requesting an appeal will be offered an opportunity to present his/her version of the incident to RRCrew Officers for their determination. Other individuals knowledgeable of the incident may also be requested by RRCrew Officers to attend the appeal in order to provide additional information. RRCrew Officers have the latitude to uphold or alter the Conduct Board's assigned actions/sanctions as they find appropriate for the incident. Administrative determination by the RRCrew Officers is final and cannot be further appealed unless it falls under USRowing Appeals Procedures.

## **7 Article VII OFFICERS**

### **7.1 SECTION 1. Composition, Term , and Compensation**

RRCrew Officers shall include a President, Vice President, Treasurer, Secretary and Athletic Director. RRCrew shall have a minimum of three (3) and a maximum of eight (8) standing officers. No officer may hold more than one office at one time .

The officers shall hold a term of one (1) year or until his or her successor is elected or assigned. Officers do not need to be affiliated in any way with any RRCrew member.

No compensation shall be paid to standing officers, as such, for their service, except for the Head Coach. Heach Coach are barred from any compensation discussions related to coaching.

### **7.2 SECTION 2. Purpose of Club Officers**

Club Officers shall meet at the call of the President for the purpose of conducting regular business of the RRCrew, for insuring that the purposes of the organization are carried out, for setting policies and operational guidelines, and for handling investigations that may be brought before it through the proceedings of the Conduct Board as outlined in Article VI, Section 3. RRCrew Officers meeting in concert are empowered to suspend or expel members for failure to pay dues or fees or for disciplinary reasons when charges are formally bought and investigated through the Control Board. Should a RRCrew Officer be the subject of the investigation or a material witness, such member shall be disqualified from acting on the Conduct Board for that case.

### **7.3 SECTION 3. Duties and Responsibilities**

#### **7.3.1 SECTION 3 a. President**

The President shall be the chief executive officer of the Club

1. Presiding officer over formal meetings.
2. conduct the regular business of the RRCrew in accordance with the RRCrew by-laws and other official operational guidelines (LCPS, USRowing, VASRA)
3. coordinate and maintain liaison with the RRCrew athletes, coaches and parents and shall manage all special events of the Club
4. negotiating and securing water access and facilities for the Club
5. recruit and recommend for approval of the Board of Directors and the Head Coach
6. make an annual report to the voting members

#### **7.3.2 SECTION 3b. Vice President**

The duties of the Vice President include

1. serving as the presiding Club Officer over the RRCrew meetings in the absence of the

President,

2. presiding over the Conduct Board at the request of the President,
3. coordinating with other Club Officers the upcoming issues at the request of the President

### **7.3.3 SECTION 3c. Treasurer**

The duties of the Treasurer are

1. to be responsible for the custody of all RRCrew funds and financial records
2. to receive, account for, and disburse RRCrew funds through the authority of the Club Officers,
3. to prepare financial statements, maintain and reconcile RRCrew bank statements,
4. preparation of annual budgets,
5. to submit a written financial report for membership meetings, estimated and actuals
6. to provide financial information to tax preparer as local, state, and federal law requires, and
7. to serve as presiding officer over the RRCrew meetings in the absence of the President and Vice President, and

### **7.3.4 SECTION 3d. Secretary**

The duties of the Secretary are

1. to keep a record of all proceedings of the organization (minutes) and make them available upon request from Club Officers,
2. to draft or assist in drafting of official documents, such as filings with the federal government, the state of Virginia, and other government bodies, and
3. to maintain files to include all committee reports,
4. to keep the organization's official membership roll,
5. to distribute notice of membership meetings, and
6. to maintain records of by-laws, minutes of meetings, non-profit status, organize and maintain membership sign-up (fall and spring) and other required documents, and
7. to serve as the registrar for USRowing and VASRA. A separate non-Officer position for registrar may be created, if necessary.

### **7.3.6 SECTION 3e. Rock Ridge High School Liaisons**

The Athletic Director is the Rock Ridge High School and LCPS Teir3 sponsor of the RRCrew. The Teacher Sponsor shall serve as Rock Ridge High School faculty sponsor of the RRCrew.

### **7.3.7 SECTION 3f. Head Coach**

The duties of the Head Coach are

1. providing training to the members of the RRCrew and instilling the RRCrew philosophy,
2. helping coaches develop season plans,
3. making recommendations to Club Officers on the approval or dismissal of coaches,
4. selecting assistant coaches, and
5. selecting and creating boat seat line-ups.
6. representing the team at all USRowing and VASRA meetings,

7. voting at all USRowing and VASRA meetings, and

8. serving as the primary point of contact with the rowing associations in Loudoun County

All coaches and assistants will be required to complete appropriate USRowing coaches programs. Coaches are responsible for obtaining the fullest possible rowing potential from their athletes, enforcing the USRowing rules or other regulations, particularly with regard to safety, reporting all serious incidents resulting in misconducts or higher penalties to the RRCrew and league authorities who require such reports, and serving as a direct information source for Club Officers. The Head Coach must also be a model of control and patience in dealing with the athletes and parents. The Head Coach must at all times be in complete control of his team, the kind of control that stems from coaching discipline. There can be no wavering in the application of Club principles. The coaches shall use such methods and systems as specified by Club Officers and USRowing.

## **8 Article VIII ELECTIONS**

### **8.1 SECTION 1. Nomination**

Not less than sixty (60) days prior to annual meeting of the RRCrew, the President shall appoint a committee to nominate adult members as candidates for RRCrew Officers. The membership of the RRCrew may also nominate candidates by submitting the names of members to the Secretary to be included on the ballot. Nominations from the floor may also be made. All candidates must be members in good standing.

### **8.2 SECTION 2. Voting**

Voting for the election of Club officers /directors shall be made by remaining Club officers. In the event of a tie-breaking situation, the President will have final decision.

### **8.3 SECTION 3. Succession**

In the absence of the President, Vice President, Treasurer, and Secretary, the Head Coach shall take over leadership responsibilities for the teams. If an Officer is unable to serve in his/her elected capacity the President, with the approval of the Club Officers, shall appoint a successor to serve until the next general membership meeting when an election of new officers is held.

### **8.4 SECTION 4. Removal of Officers**

If an officer of the RRCrew fails to perform the duties assigned to him, his office may be declared vacant by an affirmative vote of Club Officers. The President shall appoint, with the approval of Club Officers, a successor until the next general membership meeting, when an election will be held.

## **9 Article IX BOARD OF DIRECTORS**

### **9.1 SECTION 1. Composition, Term , and Compensation**

Club Officers elected to the positions of shall serve as ex-officio members of the Board of Directors of the RRCrew corporate entity. The directors shall hold a term of one (1) year or until his or her successor is elected and qualified. No compensation shall be paid to directors, as such, for their service.

1. President (required)
2. Vice President (required)
3. Treasurer (required)
4. Secretary (optional, if there is a Vice President)
5. Special Advisor to Coaching (optional)
6. Special Advisor to Equipment (optional)

### **9.2 SECTION 2. Fiduciary Responsibility**

The Board of Directors will have fiduciary responsibility over the budget, income and expenses. Approval on expenses:

- 1) \$1 - \$499 Officer approval and coordination with Treasurer
- 2) \$500 - \$10,000 will require on Board majority vote.
- 3) \$10,000 and above will require a unanimous Board vote.

### **9.3 SECTION 3. Head Coach Board Voting Privilege**

In order to allow the Coaching staff a voice on Board decisions. The Head Coach will:

1. have the ability to cast a vote as a board member.
2. have the ability to receive compensation. However the Head Coach will not be able to vote on any Coaching compensation topics, if the Head Coach financially compensated.

## **10 Article X MEETINGS**

### **10.1 SECTION 1. General Membership Meeting**

The general membership shall meet at the call of the President, following the end of the regular rowing season within thirty (30) days not later than July 31st for the purpose of electing officers/directors and conducting RRCrew business. If one-fifth (1/5) of the members petition, the President shall call a meeting within thirty (30) days of receipt of such petition. Voting is restricted to custodial parent or guardian, one vote per athlete member, coach and officer. One-tenth (1/10) of the voting membership shall constitute a quorum.

### **10.2 SECTION 2. Board Meetings**

The Board shall meet at the call of the President at least annually. The presence of a simple majority of Club Officers currently serving shall be required to constitute a quorum for the transaction of business.

- Board Members
- Head Coach
- RRHS Principal, Athletic Director or School Sponsor

### **10.3 SECTION 3. Committee Meetings**

Committees appointed by the President shall meet at the call of the designated committee chairperson. RRCrew committees may include, but need not be limited to:

- Communications Committee
- Operations Committee
- Fund-raising Committee

### **10.4 SECTION 4. Special Meetings**

The President, or in the absence of the President, the Vice President, may call a special meeting of Club Officers at any time and shall do so upon the request of a majority of the serving officers.

### **10.5 SECTION 5. Notice of Meetings**

Reasonable notice of each meeting/practice shall be given to each member of the Club. A minimum of ten (7) days notice for regular club business meetings is recommended, but not required.

### **10.6 SECTION 6. Order of Business**

The following order of business is included in these by-laws only as an aid to the presiding officer in the conduct of a meeting:

- Call to Order
- Old Business
- New Business
  - Secretary's Report
  - Treasurer's Report
  - Board Activity Report
  - Committee Reports
- Next Meeting Date and Time
- Adjournment

## **11 Article XI RECORDS**

### **11.1 SECTION 1. Club Documents**

Copies of the organization papers of the RRCrew, its by-laws and any amendments there to, and the membership records of the Club shall be reserved in a place of safekeeping. The membership rosters of the Club shall not be sold or provided to facilities in which off-water activities are held or any other organization without written approval of individuals on the roster.

The following is an inventory of documents to be carried by the club. All documents are intended to be living documents and are expected to change over time.

1. Incorporation
  - a. Article of Incorporation with Commonwealth of VA, legalzoom.com
  - b. EIN, from the IRS
  - c. 501c3 status, currently with ParentBoostersUSA.com
  - d. By Laws
  - e. Annual Budget (Estimate and Actuals)
  - f. Meeting Minutes
2. Officers
  - a. Coaching Contracts (Head Coach and Assistant Coaches)
  - b. Equipment Inventory
  - c. Tier3 Memorandum of Agreement
3. General Information
  - a. Student Athlete and Parent Roster
  - b. Organizational Chart (personnel and functions)
  - c. General Calendar of Events
  - d. Website rockridgecrew.com

### **11.2 SECTION 2. Annual Audit**

Club Officers shall initiate an audit of the RRCrew financial records and inventory of the club's property to be taken annually and at such other times as it may be necessary.

## **12 Article XII AMENDMENTS**

These by-laws may be amended at a meeting of the Board of Directors or at any special meeting called for that purpose by a two-thirds (2/3) vote of the membership present, provided that notice of the intent to offer amendments, and description of the particular amendments to be proposed have been given each member at least ten (10) days and not more than thirty (30)days in advance of such a meeting.

We, the Board of Directors of RRCrew do hereby declare, the proceeding by-laws will serve as the doctrine and rules of our organization. Furthermore, we promise to uphold these by-laws in good faith and in honor to ensure the integrity, validity, and future of all those who participate from this day forward.

(Signature on File)

\_\_\_\_\_  
Neil Matias, President

\_\_\_\_\_  
Date

(Signature on File)

\_\_\_\_\_  
Kimberly Wagner, Vice President

\_\_\_\_\_  
Date

(Signature on File)

\_\_\_\_\_  
Nate Powell, Treasurer

\_\_\_\_\_  
Date

(Signature on File)

\_\_\_\_\_  
Cristal Smith, Communications

\_\_\_\_\_  
Date

(Signature on File)

\_\_\_\_\_  
Brian Fleury, Special Advisor to Coaching

\_\_\_\_\_  
Date