

# **UREC Sport Club Constitution**

## **James Madison University Club Rowing**

### **Article I - Name of Sport Club**

The official name of this sport club shall remain James Madison University Club Rowing.

### **Article II - Purpose of Sport Club**

The purpose of JMU Club Rowing is to provide all members with the opportunity to enjoy the sport of rowing, whether they're learning for the first time or have been exposed to the sport for years prior to joining us here. Members will work together, promoting teamwork and unity throughout competitions (regattas) and practices. The club will always work to represent JMU in a respectful manner both on the water and on land.

### **Article III - Sport Club Structure**

#### Section I. Requirements for Officers

Officers must be full-time students at JMU and be in good standing with the University.

#### Section II. Executive Board Positions

The term of office will be one full year (May to May). All officers shall comprise the Executive Committee of the Sport Club. The Executive Committee shall appoint such committees that are needed to carry out sport club goals.

The officers and individual duties shall be:

#### **A. President**

- Cannot row/cox while President, unless deemed necessary by the Exec. Board or urgent circumstances.
- Determine practice dates, locations, and times
- Execute productive practices
- Cancel practices if necessary
- Oversee other Exec. positions, ensuring that all members are properly carrying out their duties and responsibilities
- Adopt any roles not included in others job descriptions but still necessary for club functioning, to be taken care of or appropriately delegated
- Preside over all meetings
- Enact the club mission and encourage an atmosphere aligned with the club's mission
- Ensure that the constitution accurately reflects the club and that the club follows said constitution

- Ensure that the sport club is operating in conformity with the standards set forth by James Madison University and University Recreation
- Maintain communication with sport club advisor
- Keep club informed about relevant information, especially upcoming events
- Handle any conflicts/issues among members of the organization
- Determine the roster
- Bring forward the removal of member(s) if necessary, in accordance with Article IV
- Ensure a system of fairness which keeps in mind both the present situation and future related situations
- Interact with other clubs, teams, coaches, parents, and JMU personnel as appropriate and necessary
- Maintain certifications in first aid, CPR, boating license for launch driving
- Confirm the price of dues
- Administer elections at the end of every school year
- Maintain daily attendance record. If the President is not present at meetings, practices, etc., then the Assistant Coach will take attendance
- Maintain the BeInvolved page
- Register our team and individual members with USRowing
  - Purchase team membership annually and individual memberships on a semesterly basis

## **B. Vice President**

- Preside over meetings in the absence of the President
- Schedule meetings/events with appropriate University Recreation staff
- Organize team table for student org night
  - Design trifold board
  - Print flyers containing interest meeting and tryout information
- Reserve room for interest meeting each semester
- Responsible for advertising tryout dates
- In charge of updating the club website ([www.jmuclubrowing.com](http://www.jmuclubrowing.com))
  - Interest meeting date
  - Dates of tryouts
  - Regatta Schedules
  - Regatta results
  - Member Info
- Purchase apparel and uniforms for the club every year
  - Contact Nike/UnderArmour representative and establish website for orders
  - Order new novice uniforms from Nike
  - Moxie order forms for betting shirts and gray novice shirts
  - Splash jackets from Boathouse
  - Order unis as needed

### **C. Treasurer**

- Maintain accurate and up-to-date records of all sport club financial transactions
- Calculate and collect dues
- Maintain contact information for all purchases made
- Purchase insurance in January of every year
- Reimburse Exec. for team purchases
- Distribute gas money to drivers
- Maintain transparency about current team finances by maintaining a spreadsheet of finances visible by all members of the Executive Board to allow for proper budgeting for races and new equipment
- Per the org handbook, if the club is using any form of university funding, it is required to keep a report of all money uses including receipts, canceled checks, and invoices for 3 years

### **D. Secretary**

- Make sure paperwork has been collected for every member of the team
  - Informed Travel/Consent Agreement Form
- Maintain current roster list and make sure all club members are valid
- Make sure email addresses for club members are kept up-to-date
- Contact members during the season with reminders of upcoming events
- Complete paperwork through UREC Sport Club Council, submit to SCC Secretary
  - The 7 Charges of Sport Club Officers
  - Sport Club Manual Confirmation
  - Official Team Roster
  - Complete the Verification of Attendance at Sport Club Events and turn into SCC secretary within one week of each event
- Complete JMU Sport Club Participation Numbers and submit online (the 20th of each month)
- Complete JMU Sport Club Weekend Highlights after each club event and submit online
- Complete/Submit officer update form with each election to the current Assistant Director for Sports Clubs when you are moving out of the Exec. position
- Correspond when necessary with University administration and other recognized sport clubs
- Responsible for creating meeting minutes and distributing them within 24 hours of a meeting. All minutes are stored in a folder on Be Involved and JMU Rowing Google Drive.
- Oversee club mailbox located in the front office on the first floor of UREC. Any financial information for the team (i.e. checks, etc.) will be distributed to the Treasurer.
- In charge of the club's Gmail account and drive
- Organize carpools for driving to and from practice

- Primary contact for interested new members
- Write mass email for interest meeting, with signature from our club advisor

#### **E. Fundraising Chair**

- Research and propose ideas for fundraisers
- Act as the primary contact for any group, organization, or individual with whom we are planning fundraisers
- Organize fundraisers
- Communicate fundraising ideas to the rest of the team
- Ensure that there are an adequate number of volunteers for each fundraising event
- Collect any required paperwork for fundraisers from the members of the team
- Submit all the required forms for individual fundraisers
- Document proceeds from each fundraiser
- Relay the success of each fundraiser to the Executive Board
- Manage and keep track of the GoFundMe page and any other fundraising web pages
- Complete and submit Supportive Funds application by the deadline in February of each year
- Work to build and maintain relationships with parents, donors, and other rowing clubs for fundraising purposes

#### **F. Social Chair**

- Know and understand the requirements and the importance of the community service requirement as a sport club team
- Provide ample opportunities to the team members to complete their five required service hours (events) each semester, as well as two required maintenance hours at the boathouse during “operations dates.”
- Assist members in finding service opportunities
- Plan events that give back to the surrounding communities (JMU, Shenandoah, Harrisonburg, etc.)
- Maintain a record of completed hours from team members and be sure to properly report them to UREC
- Responsible for organizing and collecting social dues.
- Plan social events for the team that emphasize team bonding and cohesiveness
  - Ropes Course
  - Outriggers
  - Pasta Dinners
  - Cookouts
  - Collaborate with other organizations
  - Etc.

- Work with the Exec. board and fellow teammates to come up with events that would benefit the social relationship of the team
- Responsible for initiating a recruitment committee prior to the beginning of each season. The committee will consist of the Social chair and at least two other Executive officers (or members with one full semester of experience in JMU Club Rowing)

#### **G. Media Chair**

- Oversee the Club's social media accounts (Instagram, Facebook group, etc.)
- Work with Exec. Board to post accurate and up-to-date information
- Promote social media posts and information to affiliated team members, family, and alumni

#### **H. Assistant Coach**

- Rowing is on an "as needed basis" or per Assistant Coach's discretion.
- Must have rowing experience with JMU Club Rowing
- Must obtain boating license to drive a launch
- Position does not have to be filled every semester
- Available during all scheduled practices and regattas (including winter training)
- Get certified through BeInvolved and/or email the Coordinator of Sport Clubs in order to be able to make room reservations
- Reserve the UREC gym for indoor practices
- Assist president with coaching however necessary
  - Practice plans
  - Boat lineups
  - Workout routines
  - Etc.

#### **I. Regatta Coordinator**

- Research and present to Exec. Board possible regatta venues
- Register boats for regattas
- Work with the President and Vice President to confirm time frames and necessary steps to safely depart and return with all the equipment and vehicle lineups
- Responsible for contacting and keeping good working relationships with other rowing clubs and regatta organizers
- Reserve vans and the truck for regattas
  - Primary contact for Motorpool
- Responsible for general health of members at regattas; regarding food, water, first aid, etc.
- Relay the rules of regattas to the team

- Make sure that all requirements for regattas are met (USRowing membership compliance, regatta registration, etc.)
- Reserve hotel rooms for necessary regattas
- Primary parent contact for regatta and travel information
  - Post regatta info and updates to the Parents and Friends page on Facebook

## **J. Equipment Manager**

- Maintain all necessary equipment (tools, boats, launches, motors)
- Research and coordinate the building of support materials (dock, boathouse, surrounding area etc.)
- Maintain support materials
- Advise President, Vice President, and Treasurer on necessary purchases (boats, vehicles, tools)
- Work with the President and Regatta Coordinator to ensure all equipment has been loaded to and from regattas
- Make sure equipment is properly maintained
- Stand as the contact to the Town of Shenandoah concerning equipment
- Purchase necessary equipment
- Stand as the primary reference for equipment questions from team members
- Rowing/coxswaining is optional when holding this position
- Assist in educating members on proper rigging and handling of equipment and equipment adjustments

## Section III. Elections

Election of officers will require a majority vote from the general membership. Members from semesters prior not currently on the team may vote for officers and run for office; granted that they intend on returning to the team in the year the elected will be in office. Those wishing to run for a position must first notify the current Exec. board, in an email, of which position(s) they'd like to run for (maximum of two) along with a brief description of why. The team will then hold an election day during spring season during which all candidates will have the opportunity to present a short speech informing their team members of why they believe themselves to be the most qualified candidate to take over their intended position. Then comes the voting, on anonymous ballots, to be counted by the President and Vice President immediately on site. If a candidate fails to receive a majority of votes, a runoff election will be held within the top two candidates that received the most votes.

If elections are to be held via an online platform (Google Forms, Microsoft Forms, etc.), access to the votes or "results" will be limited to the President and Vice President only. If a candidate, regardless of whether they are currently on the Exec. Board, uses the online platform of the election to alter, tamper, or adjust the election results in their favor or the favor of another candidate, they must forfeit and suspend their campaign. The same rule applies to the sitting

President and Vice President if they seek re-election to their respective position or vice-versa (seeking another position).

#### Section IV. Officer Removal Process

Officers may be removed from office by over ½ vote of the other Executive officers or ¾ of the general membership if the officer fails to uphold the duties of their office or if they engage in actions deemed inappropriate by the membership, including but not limited to, failing to fulfill job responsibilities, abuse of power in office, misuse of funds, violation of JMU policy. The advisor must be notified prior to any vote.

The officer is permitted to speak before the Executive Board about the allegations made concerning their performance. The officer is not permitted to participate in the deliberation of the Executive Board regarding the charges. An individual removed from office still maintains general membership in the organization unless removed via the member removal process.

#### Section V. Position Vacancies

A special election will be held when a position becomes vacant during the year. The election will follow normal procedures. The current semester's Executive Board may also vote on nominating a member to hold the vacant position.

#### Section VI. Officer Resignation

Any officer who wishes to resign from their duties must give written two weeks' notice to the rest of the Executive Board. Within these two weeks, the respective officer must turn in all materials pertaining to their role. The resigned officer is obliged to act as an advisor for their successor to ensure a smooth and efficient transition.

### **Article IV - Membership**

#### Section I. Non-Discrimination Statement

**Membership in this organization is open to all JMU students and will not be restricted on the basis of age, ability, ethnicity, gender, national origin, race, color, religion, veteran status, sexual orientation, gender identity, or political affiliation except in circumstances outlined in federal and state laws.**

#### Section II. Member Expectations

As a member, one is required to attend sport club meetings regularly, pay dues, and actively support sport club projects. Members should attend all meetings unless they have notified the Secretary at least 24 hours in advance. Members are also expected to participate in activities and service events as their schedule allows. Lastly, members must remember they are student-athletes, meaning they must hold a good academic and general standing while at JMU and participating in JMU Club Rowing.

#### Section III. Member Removal Process

Membership will be revoked by over ½ vote of Executive officers or ¾ vote from the general membership if a member is in violation of membership requirements or engages in actions

deemed inappropriate by organization standards. Actions deemed inappropriate and worthy of removal may include, but are not limited to violations of Article VIII, IX and/or, X, as well as failure to hold a good standing in JMU.

## **Article V - Advisor**

### **Section I. Policy No. 3101 (Faculty Advisors to Student Organizations)**

**The advisor shall be a full or part time faculty or staff member at James Madison University. The advisor will assume those responsibilities as outlined in this constitution and/or found in University Policy No. 3101 entitled “Faculty Advisors to Student Organizations.”**

### **Section II. Advisor Selection**

The advisor will be selected by a ½ vote of the Executive Committee and then presented to the general membership for a ¾ vote. Advisors not fulfilling responsibilities or abiding by the sport club’s purpose may be removed from the position by a ½ vote of the Executive Committee.

### **Section III. Advisor Role**

The advisor shall serve as a resource to the organization and provide guidance to the Executive Board. The advisor may attend Executive Board and general body meetings as their schedule permits. The advisor should meet with the President at least once per month during the academic year.

### **Section IV. Advisor Removal**

The organization advisor may be removed by the same process as Executive board members.

## **Article VI - Meetings**

### **Section I. Meeting Structure**

The Executive Board shall hold regular meetings during the academic term with the exception of holidays, examination periods, or other circumstances that make meeting impractical or unnecessary. Sport club meeting dates/times will be determined prior to the start of each season by a majority vote of the Executive Board. Attendance at sport club meetings is expected for all members. A quorum shall consist of a simple majority membership plus one Executive officer.

Meetings specifically for the Executive Board will be held on the first Friday of every month, unless deemed otherwise by a majority vote of the Board. These meetings will pertain specifically but not limited to pertinent team developments, proposals from Executive Board members, event planning, budgetary proposals or review from the treasurer, and general officer reports.

## **Article VII - Finance**

### **Section I. Dues**

JMU Club Rowing must establish reasonable dues that must be paid by all members. The amount of the dues will be determined in the beginning of the academic year by the Executive Board.



Dues must be paid one week prior to the first competition, with the exception of established payment plans from the treasurer. The Treasurer shall maintain all financial records. All members are subject to a full refund of dues (excluding gas money dues) during the following week (Monday-Friday) after dues have been collected. After that period of time, the full amount of dues is the property of the club. This is due to the notion that regattas have already been registered and paid for.

#### Section II. Use and Responsibility of Funds

Dues will be used to support projects that match the mission of the organization including, but not limited to signing up for competitions, hosting mock regattas, traveling expenditures, etc. Organization dues will not be used for projects or expenditures that do not conform to the organization's mission or that may put the organization at risk.

#### Section III. Bank Accounts

The organization maintains a bank account through Truist. The President, Treasurer, and Advisor are all listed on the bank account.

#### Section IV. Right to Access

Any returning member, or new member after they have paid dues, has the right to access the Club's financial standing; This includes but is not limited to budgets, expense sheets, etc. Exceptions include any documentation that has sensitive information of the Club such as the Club's debit card number or bank account number. All final decisions regarding what is sensitive and what is not are at the sole discretion of the Treasurer. After a written request is submitted, the Treasurer has one week to send out the requested documents.

#### **Article VIII - Hazing**

***JMU Club Rowing, in keeping with JMU's expectations for a positive academic and social environment, unconditionally opposes hazing. No individual member of our group or the group itself may engage in or plan any activity that may be defined as hazing.***

***JMU Club Rowing opposes any situation created intentionally to produce mental or physical discomfort, embarrassment, harassment or ridicule to its members or potential members. In addition, no individual nor recognized organization may, by physical or mental stress or by subtle or covert technique, impair, make captive, or destroy an individual's freedom of thought and choice.***

**J17-100 Hazing: The university prohibits any situation created intentionally to produce mental or physical discomfort, embarrassment, harassment or ridicule in connection with or the purpose of initiation, admission into, or affiliation with or as a condition for continued membership in a club, organization, or association, regardless of whether the students participated voluntarily in the relevant activity. Students directing, engaging in, aiding, or participating in, actively or passively, the forcing, compelling, requiring, encouraging, expecting, whether direct or implied, of individuals to participate in hazing activities shall be considered in violation of this policy. It is impossible to anticipate every situation that could involve hazing. Behavior listed below does not, and cannot encompass**

every circumstance that can be categorized as hazing. Further, this policy is not intended to prohibit customary athletic events, contests, and competitions that are sponsored by the institution or the organized and supervised practices associated with such events or activity or conduct that furthers the goals of a legitimate educational curriculum, extracurricular program, or military training program as approved by the University.

Hazing activities include but are not limited to; physical abuse; kidnapping, blindfolding, confinement, or binding and/or restricting movement; calisthenics or other strenuous physical activity used to harass, punish, or harm an individual; excursions; spraying, painting, or pelting with any substance; burying in any substance; nudity; servitude; exposure to uncomfortable elements; verbal abuse or harassment; wearing of apparel which is conspicuous or indecent; forcing consumption of any legal or illegal substance (e.g. food, liquid, beverage, alcohol, drug, or other substance); depriving of sufficient sleep; burning, branding, or tattooing; interrogation in an intimidating or threatening manner; misleading members in an effort to convince them that they will not become or remain members unless they complete tasks, follow instructions, or act in a certain way; misleading members into believing that they will be hurt during induction or initiation; carrying items that serve no constructive purpose or that are designed to punish or embarrass the carrier; requiring or suggesting obtaining, possessing items or completing tasks in an unlawful manner (i.e. scavenger hunts); any act that is designed to or likely to compromise the dignity of a member or prospective member, cause embarrassment or shame to a member or prospective member, cause a member or prospective member to be the object of malicious amusement, ridicule, or emotional strain, or cause psychological harm or substantial emotional strain; or any other activity which may result in physical injury or endanger the health or life of the individual being hazed.

An individual cannot consent to being hazed; a victim's voluntary or willful participation in hazing activities will not be considered evidence that a violation of this policy did not occur.<sup>[LSEP]</sup> Section 18.2-56 of the Code of Virginia declares hazing illegal, establishes conditions for civil and criminal liability, and outlines the duties of the university when a student has been found guilty of hazing in civil or criminal court.

It is hereby incorporated as part of this constitution and will serve as a guide for action by the university and *JMU Club Rowing* if there is an instance of hazing by this organization or any of the members of this organization. It will be the duty of the officers of *JMU Club Rowing* to educate the membership of this policy.

#### **Article IX - Risk Management**

The Executive Board is responsible for overseeing the well-being of the organization, members and guests at activities and events sponsored by the organization. Violations of JMU policy, local, state or federal law at any meeting or event is strictly prohibited. Any violation should be reported directly to OSARP and/or Title IX.

#### **Article X – Sexual Assault and Harassment**

Sexual harassment is a form of gender discrimination and is prohibited under Title IX. It includes conduct that is sexual in nature; is unwelcome; and denies or limits a student's ability to

participate in or benefit from a JMU sponsored activity. Types of conduct that may constitute sexual harassment include physical assault or coerced sexual activity; demands or subtle pressure for sexual favor; obscene phone calls, texts, e-mails or gestures; and inappropriate touching, patting, pinching, etc.

This kind of behavior is strictly prohibited from any team-related event, included but not limited to practices, games, tournaments, and social events. If a player exhibits any of these behaviors, which are then presented to a single Executive member, that Executive member has the power to suspend a player immediately, and then further action will be discussed among the Executive Committee. If a player is reported to have exhibited any of these behaviors, he, she, or they need to schedule a meeting with the Executive Committee of the team to present their case and will receive at least a two-week suspension from the team. The player will also be referred to the University for judicial review through OSARP if the member who brought this concern to the Executive member is agreeable. The player will be allowed back on the team by the Executive Committee's discretion. The Executive Committee will take all sexual assault or harassment allegations seriously and professionally.

If a case of sexual assault or harassment between members of this team occurs outside of a team-related event, the case will be taken directly to OSARP if it is reported to the Executive Committee and the member who brought it up is agreeable. Under these conditions, the Executive Committee does not have the power to suspend the offender from the team, but will do their best to create a safe environment for the victim at team-related activities. Any situations that the Executive Board is not comfortable handling will be taken directly to the appropriate JMU organization.

This article is in place to ensure that JMU Club Rowing is a safe environment for all of its members. We will not tolerate sexual assault or harassment of any kind on this team.

#### **Article XI - Amendments**

Amendments to this constitution must be submitted in writing at a regular meeting of the sport club. Said amendment(s) will be voted on at a subsequent meeting. In order to adopt the amendment, a majority vote of the Executive officers (more than ½) is necessary. The only exception is a change in Executive officer duties, in which case a majority vote of all club members is necessary.

#### **Article XII - Ratification**

This constitution shall become effective upon approval by a ¾ vote of the membership. Ratified constitutions must be uploaded to the BeInvolved organization page in a timely manner after substantial amendments and submitted each year with Annual Organization Registration.

#### **Article XIII - Dissolution of Organization**

Dissolution of the organization can be voted on with a  $\frac{3}{4}$  vote by the membership. Funds left by the organization should be donated to the Town of Shenandoah within two weeks of voting.