

# **THE ROWING TEAM AT THE UNIVERSITY OF GEORGIA, INC.**

201 Ramsey Center  
Athens, GA 30602

## The Bylaws of The Rowing Team at The University of Georgia, Inc.

### **Mission Statement**

Accept every challenge.  
Push every boundary.  
United in excellence.™

### **Vision Statement**

We are UGA Rowing. We strive to achieve consistent success on a national level. We strive to make a meaningful impact on our members' lives and the communities in which they reside. We embrace a competitive atmosphere and provide the tools that allow hard workers to become champions.

### **Statement of Purpose**

The purpose of this organization shall be to advance the skill and interest of all University of Georgia students, faculty members, and staff members pursuing the sport of rowing. This shall be accomplished through conditioning and intercollegiate, regional, national, and international competition under the affiliation and governments of the United States Rowing Association and the University of Georgia Recreational Sports Division.

## Article I

The official name of this organization shall be The Rowing Team at The University of Georgia, Inc.

## Article II

The mailing address of The Rowing Team at The University of Georgia, Inc. shall be 201 Ramsey Center, Athens, Georgia 30602. This address will also serve as the location of officers' and general team meetings. The location of practices will include the Ramsey Center, the UGA Campus and Intramural Fields, and Fort Yargo State Park in Winder, Georgia.

## Article III

The Rowing Team at The University of Georgia, Inc. shall be a nonprofit corporation. The fiscal year shall run from August 1 to July 31. Profits generated by the team shall not be distributed to members for their personal or private benefit.

## Article IV

### Section 1. Membership and Non-Discrimination Clause

Membership and all privileges, including voting and officer positions, must be extended to all students without regard to race, color, sex (including sexual harassment and pregnancy), sexual orientation, gender identity, ethnicity or national origin, religion, age, genetic information, disability, or veteran status. Membership and all privileges, including voting and officer positions, must be extended to all students as stated in the [University of Georgia Non-Discrimination and Anti-Harassment Policy](#). Title VI of the Civil Rights Act of 1964 protects people from discrimination based on race, color or national origin in programs or activities that receive Federal financial assistance. Title IX states that: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

All eligible persons seeking membership to the team must do so according to the rules and conditions of the University of Georgia Recreational Sports Division. Membership will begin with the payment of dues and will continue until dues are not paid. To be an active member of the team, all members must also fill out paperwork required by the Department of Recreational Sports and the team. Upon becoming a member, a person accepts full responsibility for any illness, injury, or death occurring while acting as a member of the team and agrees not to hold officers, coaches, or the team liable.

### Section 2. Requirements for Membership

#### A. Dues

All members are required to pay a set amount of money to the team each season to use equipment. Dues will be \$500 per semester for rowers and \$375 per semester for coxswains. Dues are due at the allotted dates designated by the Finance Officers. These dates will be given at the first team meeting every season. This amount is subject to change based on current financial status of the team and shall be approved by a majority vote of the team officers. Payment plans may be arranged with the current Finance Officers and will not result in forfeiture in membership. However, members delinquent in the payment of dues or other fees without communicating with the current Finance Officers shall forfeit their right to participate in the team until all fees are paid. Members delinquent in the payment of dues and other financial debts shall be notified by the coaches and Finance Officers. Members who leave the team after dues are collected are not eligible for a refund.

#### B. Fundraising

All members are required to participate in team fundraisers that shall be designed and implemented by the team's Fundraising Officers.

#### C. Recruitment

All members are also required to participate in the recruitment process of each season designated by the Public Relations Officers.

#### D. Other Expectations

In order to compete in scheduled regattas, members must attend all practices and complete all workouts set by the coaches.

#### Section 3. Exceptions

Exceptions to the requirements for equipment use and forfeiture of membership shall be considered by the officers of the team on an individual basis. A majority vote of the officers will confirm exceptions. A majority is defined as more than one-half of all officers.

#### Section 4. Alumni Membership

Alumni members shall be those individuals whom meet the requirements set forth in the team's Alumni Association's bylaws.

### Article V

There shall be, in the structure of the team, a governing body which shall be called the UGA Rowing Officer Board. These officers will also serve as the team's board of directors. The team's elected officers will only consist of active members of the team and shall be composed of the following offices: men's and women's captain, men's and women's executive officer, two finance officers, two fundraising officers, two equipment officers, two public relations officers, one secretary, and one apparel officer. Officers will not be compensated financially.

#### Section 1. Terms of Office

Term of office for all offices is one academic year. No individual may hold more than one officer position.

#### Section 2. Elections

Elections will be held towards the end of the spring season during the general team meeting. All members of the team are eligible to run based on the requirements of each individual officer position and vote equally through a democratic and silent ballot. Nominations will be required for each position and a simple majority vote will choose the officer. Coaches are not eligible to vote, but will run the voting process. The men and women will first split and elect their respective captain and executive officer, then reconvene to elect the other positions. Novice rowers moving to Varsity rowers are not eligible to run for team captain or executive officer. Only Varsity members at the time of the election can run for these positions. Team members who do not have a year's experience on the Officer Board are not eligible to run for executive officer. Only previous or existing members of the Officer Board can run for executive officer.

#### Section 3. Duties of Office

Duties include, but are not limited to, those listed here and in each officer position's billet. All officers are required to provide their successor with a billet detailing the responsibilities of office.

##### A. Captains

The team captains serve as the leaders of the team. They oversee team meetings, assist with novice practice schedules if needed, lead practices when necessary, regulate the rules of the team, and organize team events. A member must have at least three seasons of membership to be eligible for this office.

##### B. Executive Officers

The executive officers delegate responsibilities among the officers. It is their duty to know the status of all of the officers' projects. They are responsible for team travel plans including accommodations and must also facilitate the completion of team travel forms and turn the forms into Recreation Sports prior to departure for each regatta. It is their job to oversee officer meetings. A member must have at least three seasons of membership and one year's experience on the Officer Board to be eligible for this office.

##### C. Finance Officers

The finance officers are responsible for creating the budget, collecting dues and other income, managing the team checking account and the Recreational Sports account, making boat payments and insurance payments, and paying regatta fees and other bills. They must attend annual Recreational Sports budget meetings and are responsible for all forms and documents due to that department. They are also responsible for filing taxes every year and completing the annual registration for incorporation with the Georgia Secretary of State.

#### D. Fundraising Officers

The fundraising officers are responsible for organizing at least two fundraising events per semester. They must design, plan out, prepare, and carry out all fundraisers. They must report all updates and fundraisers to the team so that the team may be aware of the fundraiser.

#### E. Equipment Officers

The equipment officers are responsible for the general upkeep of boathouse property, including the maintenance of the security system and the locks. They must keep an updated inventory of team equipment. They shall oversee the maintenance of the launch, motor, truck and trailer, as well as boats. They are responsible for replacing broken or missing equipment and attending and leading all rigging days and boathouse workdays.

#### F. Public Relations Officers

The public relations officers are in charge of informing team families, friends, alumni, and the Athens community about upcoming and past events through social media platforms. They are in charge of all activities fairs, recruitment, and thank you notes and gifts. They will also communicate with alumni through the Alumni Association's liaison.

#### G. Secretary

The secretary is the main contact for the team parents, and will send emails to parents about the regattas. S/He will take meeting minutes at both officer and general meetings, and will collect information about events to keep a record. S/He will also be responsible for organizing parent volunteers to provide meals at regattas, and for bringing snacks and other team items such as team tents and tables.

#### H. Apparel Officer

The apparel officer is responsible for creating, ordering, and distributing team apparel, including t-shirts, race uniforms, varsity jackets, etc.

#### Section 4. Resignation

In the event that an officer cannot complete his or her term, the officer must state his or her resignation to the rest of the officers. The remaining officers will hold a replacement election following the rules of elections at a general meeting to replace the departing officer.

#### Section 5. Impeachment

In the event that an officer has defaulted on his or her duties, uses the team to his or her advantage, steals money or property, borrows money or property without permission, does not follow the guidelines of the bylaws, or any other matter the team feels is inexcusable and improper, the officer may be impeached. Steps to the impeachment of an officer:

1. During an officers' meeting, a member may be acknowledged and may state their grievances to the other officers.
2. A second officers' meeting will be held for the sole purpose of discussing the situation.
3. If the accused officer does not show up and has no excuse, they forfeit their right to defend their position and the team will still conduct the meeting.
4. After every member is satisfied with the meeting's discussion, the issue will be presented to the varsity members of the team and a vote will be taken whether to remove the officer or not.
5. A 2/3 vote of the members present will determine the action taken against the officer.

#### Section 6. Exceptions

A. In the event that there is no member of the team who has been a student member for the specified time in order to hold a particular office prior to the time of elections, a majority vote of the officers shall confirm exception to the time requirement.

B. An officer may hold more than one position if there are not enough eligible team members that are willing or able to fill in the officer position. The discretion lies within the current officer board and must be voted on and approved.

#### Section 7. Truck Maintenance and Policy

Only a coach or an individual a coach deems competent to drive the team truck may do so. The team truck may only be used for activities that benefit and are necessary for regular function of the team. Individuals who violate this rule or use the truck for personal gain may be subjected to disciplinary action by the executive members of the team. The primary trailer driver must be a coach whenever possible. It is the responsibility of the primary trailer driver to maintain the truck. The primary trailer driver must ensure the oil is changed and tires are rotated every 5,000 miles, and that any recommended services are performed. If he or she is not an Equipment Officer, he must report the maintenance status to the Equipment Officers.

#### Section 8. Quorum Policy

In any basic voting process, at least 2/3 of the officers must be present. Any voting process in general team meetings must have 51% of all members present.

#### Section 9. Appointed Positions/Liaisons

The officer board will appoint a Webmaster at the beginning of the academic year. The Webmaster will be in charge of the team website ([ugarow.org](http://ugarow.org)). The interested member must go through an application process and must be approved by the officer board. Although not a member of the officer board, the Webmaster may attend officer meetings and must abide by the current officers' rules. The following co-officer positions may also be offered at the discretion of the officer board: Finance, Fundraising, Public Relations, Apparel, and Webmaster. This will provide those majoring in certain areas to apply their knowledge and skills to improve the team, without any compensation. An application process will also be conducted for these positions.

### Article VI

#### Section 1. Coach Selection Process

1. The search for any vacant coaching positions shall begin as soon as it is known that the position will become vacant. During this hiring process, any coaches being considered for a position will be temporarily taken off both the team listserv and officer listserv. After the hiring process is complete, all coaches shall be added to both listservs.
2. Once a search closes, the candidates' applications and resumes shall be reviewed over the officer listserv.
3. After all officers have had the opportunity to review all applications, the officer board shall vote on which of the candidates should be interviewed and phone interviews shall be scheduled. The officers shall vote within a week after the search has closed so that contact with candidates may be made quickly.
4. Three officers and one coach shall be present for each phone interview. One of the three officers must be on the executive officer board and one of the three officers must be a senior officer with 3 or more seasons of membership (unless there are no current officers with that distinction). One officer may fit both of these requirements. The remaining officers will be chosen based on a first-come, first-serve basis. However, priority will be given to any officer who has yet to participate in an interview.
5. During the interview, the majority of questions asked of the candidate shall be a set of standard questions formed by the officer board, with any remaining questions to be based on the individual his/her resume and application. Each officer participating in the interview shall take notes which are to be compiled after the interview is complete. These notes will be emailed over the officer listserv.
6. After each officer has had the opportunity to view the notes of each candidate interviewed, the officer board will vote on the candidates to fill the position. The chosen candidate should be contacted within the week.

## Section 2. Head Coach Duties

The head coach shall be responsible for outlining and conducting team tryouts, scheduling and attending varsity practices, determining race lineups, completing regatta registration and packets on time as specified by the officer calendar, scheduling erg testing, attending and managing spring break training, creating team workouts, enforcing punishments, and maintaining a regular practice schedule. Assistant coaches shall assist the head coach in his or her duties. In the event that there is no coach, the current officers will absorb the coaching duties to the best of their abilities so that the team may subsist until a coach is found.

## Section 3. Coach's Stipend

The head coach will be offered a stipend to offset their personal investment into the team. The amount of the stipend shall be determined at the beginning of each semester based on budget allowances. The coach has the option to be paid monthly or at the end of the semester. If the coach resigns their position before the completion of a semester, they forfeit their remaining stipend.

## Section 4. Impeachment

The guidelines for impeaching a coach will follow the guidelines for impeaching an officer.

## Section 5. Head Coach One-Time Pay Increase Request Policy

The Head Coach must submit the request for a one-time pay supplement, pertaining to the Head Coach only, in writing at an officer or executive officer meeting at least three weeks prior to the event for which payment is desired. The request must be accompanied by valid reasons for said request. A one-time pay supplement should, if at all possible, not be drawn from funds currently in the team's account. The supplement amount is not to exceed the Head Coach's average weekly pay at a non-rowing job. The coach must recognize that each supplement request is independent and the team is not required to renew the supplement on an annual basis, even if the event for which the pay supplement is provided occurs annually. The executive officers, with input from finance officers, will decide whether to honor the one-time pay supplement request and report back to the coach within seven days of the request submission. Executive officers reserve the right to refuse the request or to adjust the monetary amounts desired and approach the coach about the new compromise.

## Section 6. Issues

If a coach has an issue that needs to be discussed, an executive board meeting or an officer meeting should be scheduled, and the issue should be discussed in person. The issue(s) should be thoroughly resolved in a timely and amiable manner.

### **Article VII**

The executive board shall consist of the coaches, team captains, and executive officers. They will be responsible for creating the regatta schedule, planning weekly team meetings, and making travel plans.

### **Article VIII**

The advisor to the team shall be a member of the University's faculty or staff chosen by the officers. The term of Advisor shall last indefinitely. The dismissal of the Advisor shall require a unanimous vote of all the officers or a 3/4 vote of the members at a general meeting.

### **Article IX**

#### Section 1. General Meetings

Regular general meetings of the team will be held when necessary with the dates, time, and locations scheduled by the officers so as not to conflict with practice schedules or the interest of the majority of the team.

#### Section 2. Officer Meetings

Officer meetings will be held on a weekly basis, as decided by the executive board, at a date, time, and location that does not conflict with the interests of the majority of officers. All team purchases

over \$100 will be voted on at officer meetings, with the exception of pre-budgeted purchases such as regatta food by the secretary.

### Section 3. Executive Board Meetings

Executive board meetings will be held when necessary at a date, time, and location not to conflict with the interests of any executive member.

#### **Article X**

Amendments to this constitution may be proposed in writing by any voting member. An amendment may be approved by a majority of officers and then may be ratified by a 2/3 vote by team members.

#### **Article XI**

The officers or coaches of the team shall not be held liable for the injury, illness, or death of any team member. Members assume full responsibility for injury, illness, or death upon joining the team.

#### **Article XII**

If the team should for any reason dissolve, the current officers shall decide what to do with the remaining assets and money of the team and how to settle all current affairs without personal financial gain.

#### **Article XIII**

The Rowing Team at the University of Georgia will abide by all UGA Recreational Sports rules and regulations and will follow the UGA Code of Conduct at team practices, on team trips, and during any other team formal/informal gatherings at all times.

#### **Article XIV**

As a student run organization under the Department of Recreational Sports under the Division of Student Affairs at the University of Georgia, the current officer board holds the power to make any and all executive decisions regarding any issue the team may face. However, coaches' inputs are taken into consideration.

