

Constitution for the Christopher Newport University Rowing Club

Article I - Nomenclature

The name of this organization shall be the Christopher Newport Rowing Club.

Article II – Purpose

The purpose of the club shall be:

- A. To foster a wide student interest and participation in activities by providing leadership, programs, and services in concern with rowing and other crew related activities.
- B. To assist students in developing skills and leadership in relation to rowing and other crew related activities.
- C. Promote an educational program devoted to the development of amateur rowing as a means of athletic competition and to the attainment of physical fitness.
- D. Extend representation through being an active member in the Rowing Club organization.
- E. To insure the love and art of rowing within Christopher Newport University.

Article III – Membership

Section I - Members

Any student regularly enrolled in Christopher Newport University may become a member of the Christopher Newport Rowing Club if they successfully:

- A. Complete the swim test.
- B. Fill out the necessary paperwork required by the team.
- C. Watch the safety video.
- D. New rowers, or novices, must receive permission from the coach(es) before they can enter regattas.

Section II - Active Members

In order to be considered an Active Member each semester, participants must:

- A. Be a student in good academic and financial standing with both the team and the school.
- B. Watch the safety video prior to entering a boat.
- C. Adhere to the Constitution.
- D. Attend practices regularly.
- E. Pay dues or have a plan set up with the Treasurer to pay dues.

Section III - Dues

- A. Dues will be given at the beginning of each semester (Fall and Spring).
- B. The dues will ONLY be altered if an individual desperately needs financial assistance, after the President has spoken and already addressed the issue in private.
- C. Per Person per Semester (Twice a Year). Uniforms and apparel charges are not included in dues.
- D. The cost of dues will be determined semesterly at the first fall Executive Committee meeting by a unanimous vote.

- E. Dues are non-refundable.

Article IV - Executive Officers (E-Board)

The executive officers of Christopher Newport University Rowing Club shall be as follows: President, Vice President, Treasurer, Social Chair, Historian, and Scholarly Chair. The aforementioned officers shall constitute the Executive Board.

Article V - Duties of the Executive Officers (E-Board)

A. President -

- a. A future-oriented focus
 - i. Race planning and registration (unless done by coach)
- b. To hold and preside at Executive Board membership meetings.
- c. To be in contact with the coach(es) to help organize practice and regattas.
- d. Necessary paperwork to allow the club to function.
- e. Being in charge of the senior and coach gifts at the end of the year.
- f. REQUIRED: Attend at least $\frac{2}{3}$ practices per week unless exigent circumstances present themselves.

B. Vice President -

- a. To attend all general correspondence of the organization and team meetings, and to attend to the day-to-day operations of the club.
- b. To perform other such duties as required of the E-Board, such as:
 - i. Helping with paperwork when needed.
 - ii. Keeping attendance.
 - iii. Creating a carpool list for practices and regattas.
- c. Maintain practice coordination
- d. REQUIRED: Attend at least $\frac{2}{3}$ practices per week unless exigent circumstances present themselves.

C. Treasurer -

- a. To supervise the financial administration of all revenue at every meeting to the Executive Committee.
- b. To fill out the yearly budget handbook issued by the club department at Christopher Newport University.
- c. To inform the E-Board of purchases.
- d. To create a list of vendors and purchases made by the team.
- e. To collect and manage dues.
- f. REQUIRED: Attend at least $\frac{2}{3}$ practices per week unless exigent circumstances present themselves.

D. Historian -

- a. They will be in charge of all public relations through social media, including: Facebook, Instagram, and the Compass page.

- b. To inform students of upcoming events and fundraisers through flyers and social media posts.
- c. To send out weekly emails that inform the team of upcoming events.
- d. Delegating emails to the correct board member based on responsibilities listed in the constitution.
 - i. Ex. CAB email for spring/fall fests should be delegated to the event coordinator
- e. To make a Google Doc with everyone's major, minor, and year to ensure students can provide assistance to those within their major who need help.
- f. At the end of the year be in charge of superlatives and making the certificates of crafts that will be awarded to the students- e.g. Paper Plate Awards.

E. Team Representative/Safety Coordinator

- a. To be the link from the school to the club.
- b. Will act as the link between the club and the CNU Club resources including club meetings, communications, questions that may arise, hazing prevention, and other required trainings.
- c. Check, keep record, and maintain safety supplies in the boathouse.
- d. Obtain necessary medical supplies from Director of Recreational Services (Jeremy.Fritz@cnu.edu)

F. Event/Fundraising Chair

- a. To organize and manage fundraising events.
- b. Keep members updated on the dates in which events occur for fundraising events.
- c. Creating and purchasing apparel for the team.
- d. To work together to plan and organize activities and special events with the team and the public including involvement fair and CNU sponsored festivals

Article V - Meetings

Section I

- A. The regular and consistent meetings of the Christopher Newport University Rowing Club shall be determined by the President and the officers.
- B. There must be one Team Meeting a semester to ensure every member of the club is well informed on regattas, practices, fundraising, and other important business.

Section II

- A. Special meetings may be called by the President at their discretion or when so requested by the coach(es).
- B. Special meetings may be requested by any member of the Christopher Newport University Rowing Club, but must officially be accepted and called by the President.

Section III

- A. E-Board meetings are mandatory twice a month for officers.

- B. Newly elected officers are invited to the last Executive Committee meeting of that semester.

Article VI

Elections

Section I

- A. The President, Vice President, and Treasurer will be elected on an annual basis at the end of the Spring Semester.
 - a. In order to be eligible to run for President, one must be a member of the team for at least one year and have served on the Executive Committee for at least one semester.
- B. All other positions will be elected on a semi-annual basis at the end of each Semester.
- C. Only members of the Christopher Newport Rowing Club may vote or be in attendance.
- D. In any election held, a position in the Executive Committee may only be filled by a person that has received the majority vote. If there are more than two people running for one position in the Executive Board, in order to be elected for that position one person must receive more than half of the total votes cast. If one person does not receive more than half of the total votes cast, the person with the lowest number of votes must be cut from running for that particular position in the Executive Committee. Subsequently, a second round of votes must be cast with the remaining people running. This process must continue until one person has received more than half of the total votes cast.

Section II

- A. A vacancy in any office other than President shall be filled only by an election.
 - a. Emergency elections can be called by the President to fill a vacancy in office.
 - b. Until an emergency election is called, the duties of the vacant office shall be performed (or delegated, if necessary) by the President.

Article VII

Removal of Officers

Section I - Impeachment

The process to be followed is:

- A. A motion is made to impeach the officer, then seconded. It is then voted on by the active members at the general meeting and must be passed by 100% of the members. The issue is then tabled until the next meeting where the officer will be notified and asked to attend.

- B. At the second meeting the officer being impeached will be asked to give a statement regarding why they should not be impeached, and the member who made the original motion to impeach the officer will be giving the speech for the impeachment.
- C. Voting will then take place and the officer being impeached as well as the member who called for impeachment of the officer will be asked to leave the room.
- D. One-hundred percent of the active members must be at the meeting in order for voting to take place
- E. In any election held, a position in the E-Board may only be filled by a person that has received the majority vote. If there are more than two people running for one position in the E-Board, in order to be elected for that position one person must receive more than half of the total votes cast. If one person does not receive more than half of the total votes cast, the person with the lowest number of votes must be cut from running for that particular position in the Inner Council. Subsequently, a second round of votes must be cast with the remaining people running. This process must continue until one person has received more than half of the total votes cast.
- F. At the next election held by the club a new executive officer must be elected to formally fill the vacant position.

Section II - Vacancies in the E-Board/Succession of Presidency

- A. If the President is unable to continue to hold their position or if the President graduates from Christopher Newport University, the current Vice President will replace them. No election is required to formally implement the Vice President as President under these circumstances. If the Shadowing President position is not currently filled, then the current Vice President will temporarily fulfill the officer's duties on the Executive Board.
- B. If the Vice President is unable to continue to hold their position, the Treasurer will fill their position.
- C. If the Treasurer, Chairman of Publicity and Events, Historian, or Scholarly Chair is unable to continue to hold their position, the current Vice President will temporarily fulfill the officer's duties on E-Board.
- D. Temporarily fulfilling the duties of an officer or temporarily holding the position of an officer in the Internal Council does not make that person the former holder of that executive officer position in the Internal Council. Only official elections determine a permanent holding of a position. An immediate election is required to fill any position that is temporarily filled.

Article VIII

- A. Amendments to this Constitution may be proposed by the voting membership by majority vote from the Executive Board or by petition signed by 75% of the voting membership.

Amendments shall be declared adopted when they are presented at two general meetings and receive a majority favorable vote at both meetings by the voting members present.

- B. This Constitution shall become effective upon ratification by the majority of the organization's membership; and by the approval of the Club department.