

Augusta Junior Rowing Constitution and By Laws (Adopted April 2004)

This set of By Laws will familiarize you with all facets of the Augusta Junior Rowing Club and competitive rowing in general. It is our hope that the By Law along with accompanying documents in the handbook will help you understand the goals, organization, and polices of the Augusta Junior Rowing Club and prepare you to enjoy the world of amateur rowing.

ARTICLE I- NAME

Section 1. Name:

The name of this organization shall be the Augusta Junior Rowing Club (AJRC).

Section 2. Status:

Junior club organized under the auspices of the Augusta Rowing Club, Inc.

ARTICLE II – OBJECTIVES and POLICIES

Section 1. Objectives:

(a.) The objectives of AJRC are to promote and encourage the growth and development of rowing by providing appropriate instruction and facilities.

(b.) The AJRC will continue to be a leader in the development of junior rowing in the Southeast.

Section 2. Polices:

The polices of AJRC shall be in harmony with the policies of the Augusta Rowing Club and the USRowing Association.

ARTICLE III – FISCAL YEAR

Section 1. Fiscal Year:

The fiscal year of the AJRC shall be the calendar year.

ARTICLE IV– PRINCIPAL OFFICES

Section 1. Principal Offices:

The principal place of business of the AJRC shall be maintained at a location established by the Board of Directors. All rower documents, dues, fees and mailings required by the By-Laws, shall be posted to the designated address set by the Board of Directors.

ARTICLE V – MEMBERSHIP; ELIGIBILITY; SUSPENSION and REMOVAL

Section 1. Membership:

Rowers and parents or guardian of rowers who comply with the requirements set by the Board of Directors, the AJRC By-Laws, the AJRC Handbook and the coaches shall be admitted to membership.

Section 2: Eligibility:

Rowers shall adhere to the attendance policy for practices and regattas as determined by the AJRC Board of Directors.

Section 3: Suspension and Removal:

A member may be suspended or removed from the team only when 2/3 vote of the Board of Directors is in agreement with such suspension or removal. If a Head Coach feels that a member should be suspended or removed he/she should submit his/her reasons for suspension or removal to the President who, in turn, will submit them to the Board of Directors for action.

Except in cases of non-payment of dues or other financial obligations, an opportunity for a hearing before the Board of Directors shall be given. The Board of Directors shall designate a hearing date to consider the suspension or removal.

ARTICLE VI – BOARD OF DIRECTORS Parts A, B & C

Part A. Definition

Section A1. Board of Directors:

The Board of Directors shall consist of the executive officers of AJRC, which are elected by the AJRC, and the Head Rowing Coach. The Board of Directors shall act as a governing body, controlling the policies and expenditures of the AJRC. Members of the Board shall determine the method of operating the organization according to these By-Laws.

Section A2: Officers:

The officers shall consist of the President, Vice-President, Secretary and the Treasurer. The officers shall appoint the chairpersons of the Board of Directors committees.

Section A3. Committees of the Board of Directors:

The Board Committees consist of the Executive Cmte, the Ways & Means Cmte, the Regatta Cmte, Publicity Cmte, Nominating Cmte and By-Laws/Handbook Cmte, and Parliamentarian Cmte, Web Page Cmte and Web Master.

Section A4. Nominations:

The outgoing officers and board committees shall present to the nominating committee a list of at least one candidate for each office and committee chair to be filled. Nominations may be made from the floor at the Annual Meeting. Only one member of an immediate family may be nominated to office. No officer shall serve more than two consecutive terms in the same office.

Section A5. Elections:

The officers shall be elected to a one-year term by vote of the General Membership at the Annual Meeting of the AJRC to be held each year at the December Holiday Social Meeting or at such time as shall be determined by the Board of Directors. Upon election, the officers shall assume their duties on January 1 for a term of one year or until their successor/s are elected. Each immediate family of the general membership shall have one electoral vote.

Part B. Duties Executive Committee

Section 1B: Duties:

President:

- The President shall preside at all meetings of AJRC.
- The President shall provide an Agenda for the AJRC Board of Directors and AJRC General meetings.

Vice President:

- The Vice-President shall assume the duties of the President in his/her absence.
- The Vice-President shall aid the President in directing the AJRC.

Secretary:

- The Secretary shall inform the **Board of Directors** of the time and place of all meetings at least one week in advance.
- The Secretary shall notify the **general membership** of the time and place of all meetings at least one week in advance.
- The Secretary shall keep the minutes of all meetings of the AJRC and add them to the historical archives.
- The Secretary shall serve as Historian of the AJRC.

Treasurer:

- The Treasurer shall collect all dues, fundraising monies and other rowing expenses and make deposits in the Bank account established by the Augusta Rowing Club, Inc.
- The Treasurer shall submit a written record of all deposits and members accounts to the Treasurer of the Augusta Rowing Club, Inc. and to the Augusta Junior Rowing Club
- The Treasurer shall maintain a record of each rower's financial account and required documents and report to the Board of Directors and Head Coach any deficit of rower records.
- The Treasurer will establish an account for each rower tied to participation in fundraising events.

Part C. Duties Board Committees

Fundraising / Ways & Means Chairperson and Cmte:

- The Ways & Means Chairperson shall coordinate the AJRC fundraising events and any other projects that are deemed necessary by the Board of Directors.
- The Ways & Means Chairperson shall consult with the Regatta Committee before each Season to help determine the fundraising projects.
- The Ways & Means Chairperson shall report to the Board on a regular basis the status of these activities.

Regatta Committee:

- Regatta Committee consists of the head coach, the treasurer, a novice parent & a varsity parent.
- The regatta committee will establish the regatta schedule and report to the Board of Directors prior to the upcoming season.
- The regatta committee will identify the chairperson, the travel and the food coordinators.

Publicity Chairperson and Cmte:

- The Publicity Chairperson shall be responsible for coordination of all public information about the AJRC regattas and regatta results.
- The Publicity Chairperson shall make arrangements for results of out-of-town regattas.
- The Publicity Chairperson shall keep the regatta history.

Recruiting Chairperson and Cmte:

- The rowing team Recruiting Chair will coordinate recruiting activities for in the local schools.

Nominating Committee Chairperson and Cmte:

- The Nominating Committee shall be responsible for identifying, recruiting and nominating candidates to fill vacancies on the Board of Directors.
- The Nominating Committee shall be responsible for orientation and education of new members to the board.

Parliamentarian Chairperson:

- Parliamentarian shall maintain Robert Rules of Order at all AJRC meetings.

By-Laws/Handbook Chairperson:

- The By-Laws/Handbook Chairperson shall review and update the Handbook.
- The By-Laws/Handbook Chairperson shall review and make recommendations on any revisions to the By-Laws.
- The By-Laws/Handbook Chairperson shall provide a copy of the AJRC By-Laws & Handbook to each member.

Web Page Chairperson:

- The Web Page Chairperson shall regularly examine the web page for inaccuracies and inform the Web Master and AJRC Board of Directors.

Web Master:

- The Board of Directors will appoint the Web Master.

ARTICLE VII – DUES, PAYMENTS, and FUNDRAISING:**Section 1. Seasonal Dues:**

The Board of Directors prior to the Season shall set the Seasonal dues i.e. Fall Rowing, Spring Rowing, Summer Rowing.

Section 2. Payments:

Seasonal Dues may be paid in installments. Anyone joining during the Season is responsible for the entire designated Season dues. All dues shall be paid in cash, check or money order sent to the treasurer's designated address made payable to AUGUSTA JUNIOR ROWING CLUB.

Section 3. Suspension:

Any member not paying all financial obligations within 45 days of billing notice will be suspended from membership after notification by the Board of Directors.

Section 4. Refunds:

Dues are not refundable. Any exception to this will be handled on an individual basis by the Board of Directors based upon a written request submitted by the member to the Board of Directors.

Section 5. Regatta Expenses:

Each parent/guardian is responsible for the payment of regatta expenses not covered by dues. These regatta expenses will be noted on the regatta schedule published at the start of each season. The Ways & Means Committee will establish fundraising events for extra regatta expenses. The chaperones, parents, family members and friends who attend regattas will be responsible for their travel, lodging, food and any other expenses they incur.

Section 6. Fundraising Account:

The Board of Directors Treasurer will establish an account for each rower tied to participation in fundraising events. The rowers will be notified periodically about amount in the rowers account. Excess amounts in the rower's account may carry over to the next season within the school year.

Section 7. Refunds:

If all the funds have not been utilized when the rower terminates membership, the fund will revert to the AJRC.

ARTICLE VIII– MEETINGS OFAJRC**Section 1. Meetings of the Augusta Juniors Rowing Club:**

All meetings are open to the general membership and their guests and prospective members. The proceedings of AJRC shall follow Robert's Rules of Order. The annual organizational meeting of AJRC shall be held prior to the Fall Season in September of each year on a date set by the Board of Directors. The general membership will be notified of the time and place at least one week in advance. Each family of the general membership shall provide one or more representatives to attend this organizational meeting.

Each family in good standing, regardless of the number of rowers, shall have one vote. A simple majority of those voting members present is required to carry any action on any pending matter.

ARTICLE IX – PARTICIPATION

Section 1. Volunteers:

The AJRC is dependent on parental volunteer participation. Each parent will be assigned a committee according to their preference. Each family must participate on at least one committee. Committee assignments will be made at the beginning of the season.

Section 2. Regatta Participation:

Every family must have at least one volunteer at the regattas hosted by the Augusta Rowing Club.

ARTICLE X –AMENDMENT OF THE BY-LAWS

Section 1. Amendment of the By-Laws:

These By-Laws may be altered, amended, repealed or added to only after written notice shall be given to the membership at least fifteen (15) days in advance of the monthly meeting or special meeting, by an affirmative vote of not less than three-fourths of the total membership at any monthly meeting or special meeting called for this purpose. Members who are not in attendance may appoint a written proxy for this purpose.