

The Constitution of:

The University of Iowa Men's Rowing Team

We, the members of The University of Iowa Men's Rowing Team, do hereby establish this Constitution in order that our purpose be realized to its fullest extent.

Article I – Name:

The name of the organization shall be The University of Iowa Men's Rowing Team.

Article II – Purpose:

Offering a competitive alternative by promoting the sport of rowing at the University of Iowa and the surrounding communities.

Article III – Membership:

Section 1 – Eligibility: In no aspect of its programs shall there be any difference in the treatment of persons on the basis of race, national origin, color, creed, religion, sex, age, disability, veteran status, sexual orientation, gender identity, or associational preference, or any other classification which would deprive the person of consideration as an individual. The organization will guarantee that equal opportunity and equal access to membership, programming, facilities, and benefits shall be open to all persons.

Section 2 – Membership Criteria:

- a) Membership is open to all full-time students currently enrolled at the University of Iowa who are in good standing with the University.
- b) Part-time students and individuals not affiliated with the University of Iowa are eligible for membership, however at least 51% of members must be full time students attending the University.
- c) Student members must carry a minimum grade point average (GPA) of 2.0.
- d) Members must sign a Letter of Compliance outlined in Article III, Section 7.
- e) An individual shall be considered a regular team member of this organization upon payment of team dues for the current semester.
 - i. Any member of the team who is delinquent in the payment of his or her dues shall not be allowed to vote, be eligible for awards, participate in any social activities of the organization, or be allowed to use team equipment.

Section 3 – Member Status: All members, in their first year with the organization, begin with a Novice standing. A team member upgrades to Varsity status after having exactly one year of rowing experience from the University of Iowa or another collegiate rowing team.

Section 4 – Equipment: Only varsity members are entitled to use of team's equipment without a coach's presence. Any member found violating equipment is liable for expulsion given a 2/3 vote from the Executive Board.

Section 5 – Attendance:

- a) All members are to be present at all scheduled workouts, meetings, practices, and competitions.
- b) Lateness for any team event or practice is not tolerated. For every minute late, 10 squat jumps are required.
- c) Each member is allowed 2 unexcused absences or 85% attendance (whichever is least beneficial to the individual) every three weeks. The following policy is to be adhered to:
 - I. After two unexcused absences:
 - i. First Absence: 10k erg piece on a day designated by the coaches.
 - ii. Second Absence: 10k erg piece and a coaches meeting
 - iii. Third Absence: No participation allowed at next regatta and the individual must still attend the race.
 - iv. Fourth Absence: Executive board will review status on the team.
- d) Competitions and certain activities, designed by either the President or the Vice-President, count as two practices.
- e) The President, the Vice President, and Coaches reserve the right to designate and manage non-scheduled practice days as optional practices for members to receive past or future attendance credit.
 - I. Attendance credit will expire exactly two weeks from the date of the optional practice. If meters are recorded, then those meters are to be combined with the next regularly scheduled practice.

Section 6 – Selection: The organization reserves the right to select members most beneficial to the team as a whole while adhering to Article III, Section 1. Only coaches choose member boat positions. President and Vice-President may make suggestions. Selection criteria for each competition boat may include physical fitness, attendance, attitude, experience, and any other criteria found relevant to the overall performance of a competition boat. Members selected for a specific boat may change for subsequent competitions throughout the semester.

Section 7 – Compliance: Each member must sign a Letter of Compliance for this Constitution agreeing to all articles and sections before he or she will be allowed to compete in any practice or event. The organization will thus recognize the member as inactive. In the event of a revision(s), the previous Constitution and all associated agreements are to be considered void and a new signature must be produced by each member signifying he or she has read the revision(s).

Section 8 – Recruitment: This organization will conduct three enrollment periods to coincide with the start of the fall, winter, and spring seasons. New members may be accepted throughout the year, however, the Executive Board reserves the right to allow or disallow their participation in any competitions or practices during the semester upon which they enter due to lack of experience.

Section 9 – Code of Conduct:

- a) Members are expected to represent themselves, the organization and the University with the utmost level of maturity, respect and responsibility at all team functions, including (but not limited to) trips, fund-raisers, social events, and special projects.

- b) The organization will not tolerate, under any circumstances, the use of illegal drugs including barbiturates.
- c) The organization will not tolerate alcohol use during or 12 hours prior to any official team activity. This includes, but is not limited to, practices, fund-raisers, and trips. The use of alcohol will not be tolerated during or 7 days prior to any competition. (Informal, non-organizational, social gatherings involving members of the team are not considered team activities.) The Executive Board reserves the right to extend the period if it found necessary. If any member is found possessing or consuming alcohol during a period of abstinence or competition, they are subject to disciplinary action.
- d) All team related apparel, (including, but not limited to, team uniforms, jackets, sweatshirts, sweatpants, hats, etc.) whether individually purchased or borrowed from the team's cache, are not to be worn in any informal and/or nonacademic environment especially in situations involving potentially illegal activities.
 - I. The President and Vice President reserve the right to determine appropriate settings for team apparel.
 - II. All active and inactive members must follow this policy.
 - III. All members are required to sign a Compliance Letter related to team apparel agreeing to the above terms and must be willing to release possession of said apparel items back to the team's cache.

Section 10 – Ergometer Records: Any 2000-meter or 6000-meter time that surpasses one already listed as a record in the primary team documents will be considered invalid unless the President, Vice President, a coach, or an approved Executive Board member witnesses the entire piece and personally records the time to be submitted to the Board.

- a) Approval only can come from the President and/or the Vice President. Disagreement of appointments will follow voting structure listed in Article V, Section 2a(IV).
- b) No member (including all individuals approved for recording) may record his or her own time and submit it to the board. A second approved member must witness the occurrence.

Section 11 – Team Disputes: All team related information must be kept confidential unless the Executive Board believes it to be public. Any member, not a part of the Executive Board, should not personally attempt to solve any intra-team or inter-team situation arising in conflict. All matters that result in a dispute, will be held by the governing body of the team only.

Article IV – Finances:

Section 1 – Dues:

- a) Each varsity and novice member (excluding new members) of the organization must pay dues in full within the first two weeks of each semester. The amount of said dues will be set by the Executive Board during the first week of each semester.
- b) New members will be given 30 days in which to pay dues. That date marks the first day for membership enrollment.
- c) All dues are non-refundable.

- d) The Treasurer will manage and maintain records of dues collected and inform the Executive Board of infractions.

Section 2 – Budget:

- a) All moneys generated internally (from dues, donations, fund-raising) will be handled and deposited in accordance with the University policies regarding such funds of clubs and organizations.
- b) All moneys received from the University will be handled in accordance with University policy regarding such funds.
- c) The budget shall be kept by the Treasurer and presented to the Executive Board and members during meetings.
- d) The budget and expenditures will be approved and adopted by the organization each semester.
- e) All spurious and/or non-team related spending will be prosecuted to the fullest extent. The Executive Board has full authority to freeze funds if spending becomes suspicious.
- f) The budget will not be allowed to go into deficit.

Section 3 – Dissolution of Organization: Upon dissolution, state money and mandatory student fees revert back to the granting organization. Group fees should be divided as stated in the Constitution and carried out by the dissolving group's members and officers. If the group has dissolved and group fees have not been divided as stated in Constitution by five years from last account activity, moneys in the group's 00 account will revert to an account specified for this purpose within UISG. These funds will then be available for distribution through SABAC guidelines in compliance with University of Iowa policy. Statement of where group fees should be divided upon dissolution (FYI: The University of Iowa or UISG is not responsible for the division of student fees that you have outlined above. It is the responsibility of your group to submit a copy of minutes, which has recorded the agreement of what is to be done with the money, along with filling out the appropriate approval forms, vouchers, and tax information in the Student Organization Business Office).

Article V – Executive Board

Section 1 – Eligibility: To be eligible for election or appointment:

- a) Members will be selected fairly as stated in Article III, Section 1 and have all the requirements listed in Article III, Section 2.
- b) Experience: Club members must have at least 1 year of experience in the organization by the time that member would take office. Nominees for the positions of President and Vice President must have had 2 years of membership by the time the member would take office.
 - a. In special circumstances where members show extraordinary leadership qualities, members who have existed on the team for less than two years may qualify for a President or Vice President position. The board must approve this measure by 2/3 before the entire team may vote in a premature member in a leadership position.

Section 2 – Voting: All members on the Executive Board hold one vote. Coaches are allowed to be present at board meetings, but hold no vote on the Board. Multiple

members can hold one position. If two or more members hold one position, then each member receives a vote equal to one divided by the number of members holding said position (e.g. two members holding Treasurer position will receive ½ vote each). All voting must take place during announced and official board meetings. A vote cannot and will not take place unless the number of votes (represented by each board member whether it be one or less than one vote) present is at or exceeds 2/3 of the total possible number of votes that make up the most current Executive Board. In the event of insufficient attendance, the board may call an emergency meeting for voting given that two days notice is provided to all board members.

- a) A 51% majority vote of board members in attendance is required for:
 - I. Financial spending totaling or exceeding \$149.99.
 - i. Separate transactions completed in a 72-hour period totaling or exceeding \$149.99 must be presented to the board and is subject for approval.
 - ii. All financial transactions must be presented to the board at the next meeting even if approval is waived.
 - II. All constitutional content
 - III. Attendance of competitions
 - IV. Matters resulting in dispute
 - V. Status of individuals up for board review
 - VI. Temporary Executive Board positions
- b) A 2/3 vote of board members in attendance is required for:
 - I. New Constitutional amendments
 - II. To expel members/coaches from the team
 - III. Overrule any Executive Board member's authority
 - IV. Freeze some or all financial spending
 - V. Allow member to be eligible to become President or Vice President
 - VI. To appoint a committee to reconstruct a new Constitution
 - VII. Remove Board Member from said position
- c) A 90% vote of board members in attendance is required to:
 - I. Approve a new and revised Constitution.

Section 3 – Elections: The officers shall be elected by ballot annually, for the upcoming academic year, on the first Tuesday of April. Nominations for each office will be made by all members (both novice and varsity) present at the meeting, and voted on by a majority vote of the members present. 2/3 of the current roster must be present to vote. All members hold one vote. Officers assume their official duty at the close of the final official meeting and serve for a term of one year until their successors are elected.

- a) Officers may serve more than one term if so elected by the members.
- b) All officers are required to work effectively with the members of the organization and the coaches, to meet the objectives and comply with the rules and regulations set forth in this constitution. Failure to fulfill duties may result in the removal from said position at the discretion of the Executive board.
- c) The Executive Board may appoint positions if vacancies arise.
- d) Vacancies occurring in any office shall be filled for the remainder of the semester by a person elected by a majority vote of the remaining members of the Executive Board and the captains and coaches.

- e) The Executive Board reserves the right to create temporary positions they find need of either by appointment or by election, according to the nature of the position.
 - I. All temporary positions expire at the end of the school year and must be renewed by the Executive Board the following year.
 - II. The Executive Board determines the hierarchical location, if any, of the temporary position.
- f) No board member may hold two separate positions unless position is temporary.
- g) If an insufficient number of members are nominated for the executive board, then the positions filled must be in hierarchal order beginning with the President.

Section 4 – Hierarchy: The Executive board is the governing body of the team. Coaches do not exist on the hierarchical scale, but it is assumed they hold command during all practices. The Executive Board may overrule a coach’s decision if it becomes excessively unnecessary or irrational. Executive command will follow a strict hierarchy at all team events such as competitions and practices. The President has ultimate authority above all team and board members minus specific assigned duties to the board members. In the absence of the President, the following Executive Board member will assume responsibly as sole authority figure in which all other members must adhere to. The hierarchy is as follows:

1. President
2. Vice President
3. Treasurer
4. Secretary
5. Equipment Manager
6. Fundraising/Social Chair
7. Alumni/Parent Liaison
8. Web Master

Section 5 – Meetings: The Executive Board will meet bi-monthly on a day specified by the Executive Board members during the first week of school. Attendance at meetings for officers is mandatory.

Section 6 – Positions: The officers of the Executive Board shall be a President, Vice President, Treasurer, Secretary, Fundraising Chair, Equipment Manager, Web Master, Alumni Liaison, and others, if decided upon by the board.

Section 7 – Officer Positions:

1. President: Holds sole authority over all decisions unless otherwise voted by the Executive board. Responsible for presiding over organizational meetings, conducts business as decided in the Executive Board meetings prior to the organizational meeting. Oversees the Executive Board meetings and other Executive Board officers. Must help any board member in need of assistance. Primarily responsible for enforcing all articles and sections in this Constitution and all additional team regulations not outlined. Serves as

- primary liaison between the organization and the University. Handles disciplinary actions.
2. Vice-President: Responsible for assuming duties of President in his or her absence. VP is responsible for all recruitment activities and approves all new recruits. Oversees Executive Board meetings. If the President is unable or is in need of assistance with a certain responsibility, the VP is required to help. Also must enforce all constitutional content in addition to the President. The VP must plan all trips and competitions including a required detailed itinerary. Additionally, the Vice President manages disciplinary actions.
 3. Secretary- Responsible for recording minutes of committee meetings. Relays minutes to the rest of the team. Responsible for including all team members in activities. Works closely with the Social/Fundraising Chair to setup fundraisers and help with the preparation of needed displays to raise awareness about the club (this includes Press Awareness). Most, if not all paperwork is handled by Secretary. Primary liaison between team members and Executive Board. Provides all reminders for meetings, competitions and temporary activities/practices. Responsible for obtaining vehicles.
 4. Equipment Manager- Responsible for the inventory of all equipment owned by the organization. Inventory must be taken during the first week of each season. Additionally, an updated maintenance log must be kept of all equipment and must be presented monthly at the Executive Board meetings. The individual is responsible for overseeing all equipment owned or used by the team, including but not limited to maintenance, repair, replacement of boats, docks, oars, launches, trailers, etc. Responsible for tracking all team equipment during competitions.
 5. Alumni and Parent Liaison- In charge of voicing the concerns of both Alumni and members of the parent crew. Will work closely with the Social/Fundraising chair in efforts to generate Alumni and parental support via financial contributions and social awareness. Also holds the responsibility of generating the seasonal News letter "Inside the Shell."
 6. Treasurer- In charge of all team funds and the distribution of acquired funds. Will also be responsible for all official financial procedures and official documents in regards monetary issues. Other than the President, the Treasurer is the sole authorized person to sign checks and other financial documents of the organization. Shall keep a current record and provide receipts for all moneys paid or owed by members. Shall provide a current financial report at all Executive and organizational meetings. Only individual aloud to collect membership dues and distribute finances for reimbursement purposes.
 7. Social Chair/Fundraising Chair- In charge of organizing team social events and setting up fundraisers for the advancement of team funds. Will also keep track of individualized accounts for member recognition of funds earned.
 8. Webmaster- Manages all website activities including the posting of all team updates and results of competitions.

Section 8 – Novice/ (non-officer) Varsity Representation: Novice and non-officer Varsity members have the right to make a complaint to any Executive Board member. The issue must be brought to the most recent upcoming meeting for discussion and possible vote (if issue merits a vote). Individuals with novice or varsity status have the right to attend

meetings at a predetermined time, set by the President or Vice President, to voice the concern.

Section 9 – Disciplinary Actions: Any member found violating this Constitution or additional accepted and approved guideline is subject to disciplinary action. Only the President and Vice President may assign disciplinary measures. Executive Board members may be assigned to oversee disciplinary punishments. Coaches reserve the right to regulate team members during practice, but should inform both heads of the executive board if delinquent behavior becomes habitual.

Article VI – Amendments:

This constitution may be amended at any regular meeting of the organization following the rules stated in Article V, Section 3b, provided that notice of the proposed amendment(s) shall have been given at the previous meeting. All amendments must be approved by the Office of Student Life and Recreational Services. A committee may be appointed to submit a revised constitution to replace the existing constitution by a two-thirds vote of the members at the organizational meeting.

Article VII – Ratification:

Adoption of a new Constitution requires a 90% vote of the current Executive Board. The subsequent version and ratification date must be written in the footer of each page along with the ratification date. This article (as written) is to be included in all revisions.

Letter of Compliance

I have read the above Constitution (Version two [2] dated on the 14th of February, 2009) and hereby agree to abide by all rules and regulations stated in the articles and sections. I understand violation in any of these articles may result in disciplinary action including expulsion from the team. If any change to this constitution's articles or sections is passed by the Executive Board, then this version (stated above and in the footer of every page) is to be considered void.

Signature

Please Print

(First, Last)

Date

Letter of Compliance for Team Apparel

I hereby agree that all team related apparel can be repossessed by the Executive Board if I am found violating the rules outlined in Article III, Section 9d (III).

Signature

Please Print *(First, Last)*

Date