

Constitution for Stony Brook University Crew

Article 1: Purpose

- I. To allow all students of Stony Brook University the opportunity to learn, understand, and compete in the sport of rowing.
- II. The name of this organization shall be used to register the organization with the Department of Student Union and Activities and the Undergraduate Student Government is “Stony Brook University Crew.”

Article 2: Membership

- I. Any student of Stony Brook University who is a member of the Undergraduate Student Body may join this organization.
- II. **Non-discriminatory Clause:** This club does not discriminate on the basis of age, sex, race, national origin, or sexual preference, etc. This club fully abides by the office of Civil Rights’ Affirmative Action/Equal Opportunity Guidelines
- III. Stony Brook Crew, as a registered organization at Stony Brook University is committed to promoting a safe and vibrant campus community. In receiving annual recognition through the Department of Student Activities, no individual or group affiliated with Stony Brook Crew will take any action or create a situation which recklessly or intentionally endangers mental or physical health or involves the forced consumption of liquor or drugs for the purpose of initiation into or affiliation with this organization. The leaders and members of Stony Brook Rowing also agree to abide by all aspects of the Stony Brook University Student Conduct Code, university policies and Federal, New York State and Local laws.
- IV. **Membership Obligations:** Individuals who become members of Stony Brook Crew must complete prerequisites prior to participating in water practice and competing in regattas:
 - a) Must pay dues in the amount to be established by the executive board prior to an established date(s)
 - b) Must complete a swim test and view a safety video as per US Rowing guidelines.
 - c) For reasons of safety and physical fitness, must attend a minimum of 11 practices and have coach approval before beginning water practice.
 - d) Those who do not comply with the above rules cannot, under issues of individual welfare and safety be allowed to row. They are, however, allowed to participate in any on-land activity and not be discriminated against in any respect.
 - e) Use of Drugs: As per US Rowing Rule 4-102 (a), “It is forbidden for any competitor to engage in the sport of Rowing, whether in competition or in practice, while under the influence or effect of a drug, or other medical practice such as blood doping, that may enhance athletic capabilities, or that is proscribed as a controlled dangerous substance under the laws of the United States.”

- f) Where required, members will comply with all US Rowing regulations applicable to racing, as listed under the "Rules of Rowing".

V. **Membership Benefits:**

- a) Those members who pay dues and meet the necessary requirements are guaranteed training and practice during the semester for which they are registered
- b) Members are guaranteed transportation to and from regattas in addition to any further overnight arrangements when participating
- c) All matters voted upon will be passed if a 2/3rds vote is obtained from those members present at the meeting. All members not in attendance renounce any voting privileges on the matters voted upon.
- d) By means of a majority vote by the voting body, the coach(es) shall be made honorary members in accordance with USG policies and shall receive all benefits entitled to honorary members, within the limitations set by Campus Recreation.

Article 3: Rower/Coxswain Conduct and Responsibilities

- I. Participate in and complete all fundraisers.
- II. Practice is mandatory. This includes AM land/water practice and any additional practices that a boat or the team might agree upon holding. Also mandatory are designated work days (such as trailer loading/unloading, rigging, etc)
 - a) If practice will be missed it is the responsibility of the rower to notify whoever the eboard designates, should that be the coxswain, coaches, eboard member, or driver
 - b) Practice should only be missed for illness, family emergency, or issues previously agreed upon between the member and his/her coach
 - c) A doctor's note is required in the event that there is an extended absence consisting of four (4) or more consecutive practice days to continue training for health and safety purposes.
 - d) Conduct while at regattas is to be regulated by the eboard or coaches
 - i. While wearing any Stony Brook Crew apparel or uniforms or representing Stony Brook in any way, rowers must act in a respectable manner and not engage in any misconduct unbecoming of the standards put forth by the University and this Constitution
 - ii. The student code of conduct applies to Stony Brook University students while on off-campus trips in the same way as it would on campus
 - iii. No one is allowed to leave the race course until given permission by the eboard and the coaches
 - iv. Everyone on the team is included and invited to all outings, such as dinner and other events while away and on campus
 - v. Before each regatta, all drivers will attend a mandatory drivers meeting with the eboard
 - vi. It is responsibility of drivers to make sure everyone who comes in their car leaves in their car

- e) If practice is missed without valid excuse, or there is failure to contact an eboard member or coach, disciplinary action can be taken. This includes but is not limited to: extra practice, suspension from boat, forfeiting regatta participation, and if problem persists, removal of member from boat or water practice for the semester.
 - i. Disciplinary action is to be dealt with by coach with majority approval of the executive board.
 - 1. In the event that there is no coach available, the executive board will be consulted for further action
 - 2. In the event of disciplinary action against an executive board member, Faculty advisor, or Alumni Associate will be consulted.
- f) If one misses a regatta they were scheduled to row in and fails to notify a coach or e-board member at least 24 hours in advance, the team reserves the right to remove them from any other races for the remainder of the semester.
- g) Attendance policy will be determined by the coaches each semester
 - i. An excused absence would fall under doctor's note, legitimate illness, death of a family member, unforeseeable circumstances, family event, religious holiday, or University obligation (to be reviewed on a case by case basis).
 - ii. An unexcused absence would fall under studying, tests, alarm clock "malfunction", projects, personal relationships
- III. No irresponsible / unsafe use of equipment. Guidelines for the safe use of equipment and practice will be provided by the coaching staff.
 - a) Punishment to be dealt with by the coaches and the executive board.
 - i. Examples of action that can be taken include; disqualification from travel, racing, or use of team equipment.

Article 3: Meetings

- I. General Body meetings will be held bimonthly throughout the season in a designated area on campus that is accessible to all members.
- II. At each meeting, a quorum consisting of three E-board members must be in attendance unless there is an emergency that detains a member.
- III. If there is any voting to be done at a general body meeting, it must be declared 24 hours in advance.
- IV. A quorum consisting of a majority of the team at a meeting that requires an allocation, election, or impeachment.
- V. At the discretion of e-board, an ad-hoc meeting may take place at any formal practice at which a quorum consisting of a majority of the team is present.
- VI. In any given vote, members may either vote: for a notion, against, or abstain.

Article 4: Executive Board

- I. The Crew Club will be organized and governed by an executive board of elected officials. The elected representatives will take one of the following positions: President, Vice President, Treasurer, Secretary, or Equipment Manager. Each position is to be elected individually from its own slate of candidates.
 - a) A person running for any e-board position must be on the crew team for at least one (1) semesters or be in their second semester before becoming eligible to run for any position, unless a situation arises in which there are no members with a background of one (1) semesters who wish to hold an e-board position.
- II. The responsibilities of the officers are as follows:
 - a) **President:**
 - i. Must be on committee in another capacity (vice president, treasurer, or secretary) before being eligible for election
 - ii. Responsible for overall management of team, and serves as ex-officio member of all club sub-committees.
 - iii. Serves as moderator at meetings, opening and closing meetings and hearing motions from the general body.
 - iv. Serves as mediator of all in club conflicts involving coaches or other members.
 - v. Responsible for regatta registration (Regatta Central) and submitting coach-approved lineups.
 - vi. Responsible for off campus trip planning
 - vii. Delegates tasks to other e-board members and establishes/maintains deadlines.
 - viii. Will attend all USG meetings for club presidents
 - ix. Will coordinate team/alumni newsletter, to be published at least biyearly
 - b) **Vice President**
 - i. Coordinates spring training plans for spring break week
 - ii. Serves as Sports Club Council liaison for club
 - iii. Responsible for team fundraising initiative planning
 - iv. Assists with all grant applications
 - v. Assists with team travel arrangements and hotel booking
 - vi. Serves as team liaison for new members and recruitment.
 - c) **Treasurer**
 - i. Keeps log of all crew team expenditures and their purposes as well as a record of all cash on hand
 - ii. Collects dues, fundraising money from team members
 - iii. Tracks due payments for each rower in accessible manner

- iv. Presents a yearly budget that predicts how the money will be spent
- v. Provides financial updates monthly or upon request
- vi. Attends all USG treasurer meetings
- vii. Maintains financial records and keeps record of all bank transactions.
- viii. Deposits funds into Faculty Student Association (FSA) account when necessary.

d) Secretary

- i. Keeps lists of active members and appropriate contact information
- ii. Takes Minutes at meetings
- iii. Maintains weekly crew e-mails
- iv. Organizes team clothing and uniform orders
- v. Arranges for both daily and team trip transportation including organizing carpools and rental vehicles.
- vi. Attends all USG meetings for secretaries
- vii. Manages SBLife profile for team
- viii. Manages team's website and social media pages

e) Equipment Managers (up to 2)

- i. Collects maintenance information from all crews to report to executive board
- ii. Does all business with commercial providers of equipment, working with e-board to do so.
- iii. Reviews needs of the team with the Executive Board in regards to researching, pricing, and purchasing equipment.
- iv. Responsible for maintenance and repairs of equipment and the purchase of replacement parts
- v. Maintains inventory of crew assets and works with USG inventory liaison

- III. All unassigned tasks will be assigned by the e-board in written form or electronically as the occasion arises. E-board reserves the right to create an ad-hoc committee to delegate certain responsibilities within the scope of running the team.

Article 5: Role of the Coaches

- I. In all administrative issues, the coaches are considered under the executive board in terms of power and authority. Should there be a disagreement between the executive board and the coaches on any issue regarding the administration of the team, the executive boards decision shall take precedent in all cases besides ones having to do with race and practice lineups. This applies to any purchases, choices of hotels, decisions on events or fundraisers, spending money and budgeting, or various other decisions.
- II. While on the water at practice or competing at regattas, the coaches are considered above the executive board in terms of power and authority.

- III. While on the water, Coaches should adhere to all safety guidelines set by the USRowing Organization and the State of New York
- IV. The coaches should organize workouts and conduct practices efficiently.
- V. The coaches should email to team members daily “secondary workouts” during the season for members to do on their own time during the day. During the off season and during winter/ summer break the coaches should do the same.
- VI. The coaches should plan workouts for at least a week in advance.
- VII. Coaches are responsible for boat lineups, both for practice and regattas. The e-board members should never be in charge of determining this.
- VIII. Under no circumstances should a coach fraternize with any rowers on the team. This includes dating, engaging in sexual relations, showing favoritism toward one rower over all others, or any action that may be deemed inappropriate by the e-board. If a coach is found to be fraternizing the e-board has the right to fire him or her.
- IX. Coaches should communicate with each other as well as the Executive Board before making major decisions.
- X. Coaches must comply with the standards outlined in their contract signed with the Undergraduate Student Government.
- XI. Coaches are paid once a semester. Their salary will be determined by the eboard beforehand.

Article 6: Role of Coxswains

Coxswains serve an important role in every rowing program. The position of coxswain will be given to individuals who the coach and e-board feels will meet the requirements and most benefit the team. Coxswains will:

- A. Serve as a main point of communication between coaches and rowers.
- B. Serve as a mediator in conflicts between coaches and rowers.
- C. Serve as workout leaders in the absence of a coach.
- D. Coaches have the right to appoint workout leaders who they feel are qualified in the event of their absence during the training season to lead particular workouts.
- E. Provide motivation and encouragement to rowers.
- F. Keep track of absences within squad/boat and report to e-board and coach.
- G. Direct the crew when moving boats on land
- H. Assume responsibility for the shell they are assigned to cox.
- I. Attend all meetings mandatory for coxswains.
- J. Coxswains will follow all applicable rules that apply to rowers.

Article 7: Alumni Associate

Upon graduation, or anytime thereafter, a SBU Crew Alumnus may apply for or be asked to apply for the position of Alumni Associate by the Executive Board. The position must be granted by unanimous vote of the Executive Board, and may be rescinded at any

time, again by unanimous vote. To be considered for the position, the alumnus must have held a position on the Executive Board for at least one year and be knowledgeable of the relationship between SBU Crew and the University. They should be accessible to offer advice and resolve any internal and external issues the organization experiences including those not governed by SBU Crew policy.

- I. The Alumni Associate may assist in the following:
 - a) Attending Executive Board meetings when available
 - b) Serving as a full voting member of the Executive Board
 - i. However, their vote shall not be required to reach Quorum at any time.
 - c) Serving as a public relations liaison between the organization and the public
 - d) Facilitating team events such as dinners, guest coaching, speakers, and training combines
 - e) Facilitating Alumni communications and events
 - f) Facilitating Parent communications and events
 - g) Facilitating all matters related to donations made to the team
 - h) Facilitating all matters related to the upkeep of equipment and inventory management, including the transfer of equipment from Executive Board to another.
 - i) Assisting the Executive Board in all facets of operation
 - j) Resolving any and all conflicts afflicting the team and it's staff
 - k) If asked, serve as keeper and banker of the teams outside funds.
- II. The Alumni associate must communicate with the Executive Board before making any major decisions.

Article 8: Elections

- I. Nominations for all executive board positions shall take place one week prior to the scheduled election. A second is necessary to make a nomination formal
- II. The election shall be scheduled at least one month prior or before racing season. Elections cannot be held later than May 1st for the spring semester
- III. A candidate is considered elected if awarded the majority vote by the eligible voting body over any other candidate for that position.
- IV. Each position will have its own slate nominated independently of all other positions
- V. Elected officials shall take office the day after the end of the semester. All passwords and privacy information shall be issued to position-elects at this time.
- VI. All passwords to the Stony Brook Crew email account must be changed within one month after an election.
- VII. Eboard members agree to serve their role for a full academic year after being elected.

Article 9: Impeachment

- I. Any officer of the club may be brought up on impeachment charges if he/she is acting detrimentally to the organization or he/she has significantly disregarded the major responsibilities of his/her office
- II. If a list of charges, signed by three quarters (3/4) of the officers, is submitted to the president he/she must call for impeachment proceeding. If the President is being brought up on charges, the petition shall be submitted to the Vice President. Upon receipt of the petition, the President shall suspend the officer and prevent him/her from exercising all powers and voting rights pending outcome of the impeachment proceedings
- III. If a list of charges, signed by two thirds (2/3) of the active members is submitted to the President, he/she must call for impeachment proceedings, as per section 2
- IV. After proper impeachment proceedings, the officer(s) so charged may be convicted of impeachment of power by a three quarters (3/4) vote of organization members. If impeachment passes, the officer shall be removed from his/her position
- V. Special Elections:
 - a) Upon impeachment of:
 - i. President – the Vice President assumes the Presidency and a special election is held for Vice President within a one month period
 - ii. Other officers – a special election will be held within a one month period

Article 10: Finances

- I. Dues will be in amount set by the board and paid by every member
 - A. Dues will be paid by a date determined by the treasurer, before the date of the first race. Appropriate measures will be taken if dues are not paid by set date.
 - B. Dues will typically be segmented in a maximum of four payments over a semester.
 - C. Dues are non-refundable unless a situation arises where the eboard is unanimously in favor of a refund. Those who quit the team after paying dues will not be refunded, unless the eboard deems appropriate.
 - D. The e-board reserves the right to withhold water practice privileges to members behind on due payments or exclude them from attending a regatta
- II. Dues are collected by the Treasurer at the general body meetings in a form of payment the board deems acceptable. This may include cash, checks, money orders, etc
- III. If a receipt of payment is requested, one will be provided by the treasurer for the amount received.
- IV. Board members are exempt from the traditional dues schedule and may pay use their dues owed as incidental expenses for the team where necessary (i.e. authorized purchases including gas money, tools, needed supplies, etc) by form of printed receipt

acting as payment (where applicable). By the end of the season, board dues must be paid in full.

Article 11: Amendments

- I. Amendments to this constitution may be introduced from the floor and must be submitted to the secretary in writing at a general membership meeting
- II. For an amendment to become a formal part of the constitution, it must be passed by 3/4 of club membership at the following meeting.

Article 12: Dissolution

In the event of dissolution of this group, all USG funds and assets of this organization shall revert to the Undergraduate Student Government (USG)