

Florida Crew
Bylaws

We, the undersigned, acting as the Executive Committee of Florida Crew, formerly known as the Florida Rowing Club, do hereby adopt the following Bylaws of such club “The Club”, and certify as follows:

ARTICLE I.
DEFINITION

The Florida Rowing Club was founded in 1984, in Gainesville, Florida, for the purpose of promoting rowing as a sport to the members of the University community.

In August 2001, under the revised name of Florida Crew, the first formal draft of the Club’s Bylaws was approved by the Executive Committee. At that time, the Officers approved the following as the Club’s purpose:

“Florida Crew shall strive to achieve the highest level of competitive achievement within the sport of rowing, while promoting an atmosphere in which everyone interested is allowed to compete. Our devotion to winning races shall be exemplified by a strong work ethic, tradition, and professionalism.”

In August 2007, the Executive Committee restated the official purpose of the club, and it is as follows “Our goal is to provide University of Florida students the opportunity to participate in the sport of crew, regardless of skill, in a social and competitive environment”.

ARTICLE II.
MEMBERSHIP

Section 1: Seasons The annual period of membership will be divided into two seasons intended to correspond with the University of Florida’s academic semesters. These seasons will be designated Fall and Spring. The Fall season will begin with the commencement of classes in the fall of each year and will continue through the last day of winter break. The Spring season will begin with the commencement of classes following winter break and will continue through the final regatta of the Spring season.

Section 2: Membership: Membership is open to all University of Florida students, spouses of students, faculty and staff who meet the eligibility requirements of the University of Florida Sports Clubs department.

Section 3: Application: In order to be eligible for membership, individuals must meet the University’s requirements for membership in a Sport Club. An individual may seek

membership status by filling out a waiver and by completing an appropriate swim test as determined by the University of Florida. Submission of these papers into club records will constitute acceptance of membership. The Secretary will be responsible for maintaining participation forms, ensuring they are distributed in a timely manner to individuals seeking membership with the club, and for maintaining complete and up-to-date membership records for the club.

Section 4: Renewal To continue membership with the club from one year to the next, members must remain current with all paperwork required for membership. This includes but is not limited to participation and swim waivers as required by the university.

Section 5: Resignation An individual who no longer desires to be a member should instruct the appropriate Coach in such a manner that will give that the coach actual notice of such intention. Verbal or written resignation will suffice for such notice. A member who resigns during the season will not be extended any club privileges thereafter and must return any club property in their possession.

Section 6: Termination An individual who does not abide by the Florida Crew bylaws or policies, or does not abide by the rules and regulations pertaining to club equipment and facilities, is in violation of any policy or procedure outlined in the Sports Clubs Handbook, and/or Student Organization Handbook can have his/her membership revoked. Revocation of membership can be accomplished by a 2/3rds vote by the Executive Committee and after an investigation and hearing of why the member should be terminated. A member whose membership status is under investigation must receive written notice from any of the five Officers of the club 15 days before revocation may be determined by the Executive Committee. Termination may also occur by action of university officials if the member under review has committed a violation which extends beyond Florida Crew's jurisdiction.

Section 7: Membership Membership in Florida Crew includes access to coaching and club equipment during the practice time allotted for their respective team. First year members are required to receive at least 2 hours of instruction regarding club equipment, boat and dock safety, and safety procedures on the water by their respective coach.

As a member of the club, individuals will be expected to actively participate in fundraising activities organized with the intention of providing means by which the club can cover the costs necessary to facilitate the continued participation in club activities by the club's membership. Florida Crew will not provide insurance for personal equipment.

Section 8: Varsity Status Members who have competed in one Spring season collegiate championship regatta or have competed in three non-Spring seasons at the collegiate level prior to their current season of participation will be considered to hold Varsity status. Individuals holding Varsity status may not compete at the Freshman/Novice level. Under the sole discretion of the Head Coaches, individuals not holding Varsity status may train with members holding Varsity status and compete at the Varsity level.

**ARTICLE III.
COMPLIANCE STATEMENT**

Upon approval by the Center for Student Activities and Involvement, Florida Crew shall be a registered student organization at the University of Florida. Florida Crew shall comply with all local, state and federal laws, as well as all University of Florida regulations, policies, and procedures. Such compliance includes but is not limited to the University's regulations related to Non-Discrimination, Hazing, Commercial Activity, and Student Leader Eligibility.

**ARTICLE IV.
NON-DISCRIMINATION**

In compliance with the University of Florida Non-Discrimination Policy (Regulation 6C1-1.006), Florida Crew will not discriminate on the basis of race, creed, color, religion, age, disability, sex, sexual orientation, marital status, national origin, political opinions or affiliations, and veteran status as protected under the Vietnam Era Veterans' Readjustment Assistance Act.

**ARTICLE V.
MEMBERSHIP**

Membership in this organization is open to enrolled students at the University of Florida. Non-students, spouses, faculty, and staff may be associate members; however, they may not vote or hold office. All members and associate members are free to leave and disassociate without fear of retribution, retaliation, or harassment.

**ARTICLE VI.
MEETINGS**

Section 1: Executive Committee Meetings The Executive Committee will conduct weekly meetings, except for holidays or other exceptions, at a designated time and place agreed upon by the Executive Committee at the beginning of each season. Executive Committee members will be notified of the time and place of the meeting by either email or phone. Executive Committee meetings are open to the general membership, however, individuals may be excluded from attending these meetings with a 2/3rds vote by the Executive Committee. An agenda developed by the President will be presented to the Executive Committee at the meeting and must include a minimum of the following items:

Call To Order
Approve Minutes of Previous Meetings in to Record
Treasurer's Report
Vice President of Administration
Vice President of Operations Report
Items for Discussion
Announcements
Adjourn

The Executive Committee will be responsible for discussing the general business and activities of the club. On matters of business before the Executive Committee, the Executive Committee will discuss each item thoroughly and then make a recommendation for a course of action. While any item of business may be offered to the general membership for discussion at the general membership meetings, business items should be brought before the Executive Committee initially. Two-thirds of the active Executive Committee (8 as presently constituted), will serve as a quorum for conducting business. A simple majority vote is required to pass or reject any item of business before the Executive Committee. Voting may be conducted by phone, email, or proxy where appropriate and supervised by the President. Each Officer is entitled to a single vote, save the President who may cast a deciding vote when necessary (see ARTICLE IV, Section 5.) Assistants, Chairs, and other committee members are not entitled to a vote. Voting will be conducted by ballot or by raising the right hand.

Section 2: General Meetings: Business of the club will be conducted at general membership meetings to be held bi-monthly during the Fall and Spring seasons with a maximum of 3 meetings per season. The general membership will be notified of the place and time of the meeting either by email, newsletter, or telephone.

If the Executive Committee determines a matter of business is appropriate for presentation to, and approval from, the general membership, the following must be determined: what quorum will be for conducting the business at hand; and how many votes will be needed for approval. A 2/3rds vote by the Executive Committee will constitute an issue appropriate for presentation to and approval by the general membership in full or in part.

Section 3: Special Meetings: Special meetings devoted solely to a discussion of specified items of business or specified activities may be called by the President when the situation dictates the necessity to meet at times other than designated Executive Committee meetings. Special meetings are closed to the general membership, except by invitation by the President. Members may present a petition for permission to attend a special meeting. Such requests must be approved by a 2/3rds vote by the Executive Committee. No business, other than that specified as being the reason for the meeting, can be discussed. Six Executive Committee members must be present to constitute a quorum.

ARTICLE VII.

OFFICERS

Section 1: Definition: The Officers of the club shall consist of a President, Vice President of Administration (“VPA”), Vice President of Operations (“VPO”), Treasurer, Secretary, and four team Delegates.

Section 2: Nomination: Nomination for executive office (excluding Delegates) will be at least 1 week prior to the SIRA regatta. Nominations may be received from any active member of the club. Ballots will be prepared by the Secretary prior to the elections.

Members who are nominated for a position, run, and lose may “run down” from their nominated position for a different position according to the order of election. The order of election shall be as follows:

President, VPA, VPO, Treasurer, Secretary

Section 3: Election and Selection Elections for Executive Officers, in addition to Travel Alumni chairs (see Article V Section 2), but excluding Delegates, will be held after the first day of racing at the SIRA regatta each year. To be elected, an individual must win a majority of the votes cast by those members present and voting. Fifty percent of the general membership will constitute a quorum for electing officers. When there are three or more nominations for an office, and after voting no one has a majority of the votes cast, a runoff between the top two candidates polling the most votes will be held. Election will be by secret ballot only. Newly elected Officers (excluding Delegates) will assume office following the last regatta of the spring season. The past years officers are expected to assist new officers for a “transition period” the duration of which will be at the discretion of the new officers.

Elections for Delegates will be held two weeks after the first scheduled day of fall season practice. To be elected, an individual must win a majority of the votes cast by those members present and voting. Seventy Five percent of the team will constitute a quorum for electing Delegates. If after voting no one has a majority of the votes cast, a runoff between the top two candidates polling the most votes will be held. Elections will be by secret ballot only. Newly elected Delegates will assume office immediately.

Section 4: Vacancies If an officer resigns his/her office, is removed from office, or is otherwise unable to serve for whatever reason, the general membership will be notified immediately, and an election will be held at the next general membership meeting to fill the vacated office, with the exception of the office of the President. If the office of the President becomes vacant, the VPA will succeed to that office and an election for a new VPA will be conducted. The order of succession will be VPA, VPO, Treasurer, and Secretary.

Section 5: President: The President will be responsible for discharging the following duties:

- 1) Preside over all general, special and Executive Committee meetings.
- 2) Interpret the Bylaws and Constitution and settle all disputes as to the meaning of the Bylaws and Constitution. Appeal of any interpretation by the President may be made in writing to the Executive Committee. A simple majority vote by the Executive Committee will be necessary to overturn an interpretation by the President.
- 3) Represent the club in all official capacities and with all individuals and organizations conducting business with the club.

- 4) Sign checks and make deposit of club funds in absence of or in addition to the Treasurer.
- 5) Serve as an ex officio member on all standing and special committees.
- 6) Cast deciding vote in all matters requiring a vote except the election of officers. A tie vote in any election of office will result in a revote.
- 7) Determine the need for, initiate, and conduct, with advisement from the Executive and Coaches committee, any coaching searches.

Section 6: VPA: The VPA will be responsible for discharging the following duties:

- 1) Preside over the general, special and Executive Committee meetings in the absence of the President.
- 2) Serve as Chair to the Fundraising/Sponsorship committee. Select for appointment from the general membership, Chairs over all standing committees not already appointed by the Bylaws (see ARTICLE IV, Sections 6 & 7) and Chairs for all special committees
- 3) According to the President's discretion, preside in place of the President over all standing and special committees for which an appointment from the general membership has not been made.
- 4) Preside over all Chair and Committee meetings not otherwise specified in the Bylaws.

Section 7: VPO: The VPO will be responsible for discharging the following duties:

- 1) Serve as Chair to the Equipment and Facilities committee.
- 2) According to the President's discretion, preside in place of the President over all standing and special committees for which an appointment from the general membership has not been made.
- 3) Ensure that gas is provided on a daily basis for the operation of coaches' boats

Section 8: Treasurer The Treasurer will be responsible for discharging the following duties:

- 1) Deposit all funds received by the Club in the appropriate club account.
- 2) Pay all obligations appropriately incurred by the club.
- 3) Maintain the Club's general record reflecting all receivables and payables throughout the year.

- 4) Prepare a financial statement at the end of the calendar year. Be prepared to audit the books of the club at the request of the Executive Committee.
- 5) Assume primary responsibility for the development of an annual budget that is to be presented to the Sport Clubs Council. Presentation of the budget to the Sports Clubs Council will occur on a date specified by the Sports Club Department.
- 6) Serve as an ex officio member on all the Travel committee.

Section 9: Secretary The Secretary will be responsible for discharging the following duties:

- 1) Take minutes of all meetings. Minutes of all general and Executive Committee meetings shall be recorded and filed. A copy of all minutes shall be made easily accessible to the general membership immediately following their approval into record.
- 2) Maintain a copy of all records, documents and correspondence sent or received by the club during the calendar year.
- 3) Correspond with members, other clubs, governing bodies, community groups, the university, and other interested parties and individuals on matters of club business and activities.
- 4) Develop, in correspondence with the club's committees, a regular newsletter for distribution via email to the general membership and alumni on a bi-monthly basis.
 - 5) Maintain a record of the club's general membership and forward a list for all graduating rowers to the Alumni committee at the conclusion of each season.
 - 6) Organize, maintain and administer a separate listserve for each of Florida Crew's four teams

Section 10: Delegates The Delegates will be responsible for discharging the following duties:

- 1) Serve as liaison between their coach, team, and the Executive Committee.
- 2) Represent and promote the best interests of their team in all issues before the Executive Committee and vote accordingly.
- 3) Execute and oversee completion of all duties issued by the Executive and Coaches committees.
- 4) Assist the coach by informing and helping to organize their team for club activities and perform those duties normally associated with a Sergeant-at-Arms.

- 5) Collect from and distribute to their team and coach all paperwork required by the Secretary and committees when appropriate and on a timely basis.
- 6) Assist the Treasurer in the collection of all fees and assessments from their team.

Section 11: Removal Of Officers Upon the motion of 2/3rds of the Executive Committee, any officer may be recalled and his official capacity and responsibility terminated immediately. Within 14 days from the recall vote, a new election shall be held pursuant to Article IV.

ARTICLE VIII. COMMITTEES

Section 1: Definition: There shall be ten (10) standing committees as follows: (The executive committee is not considered a standing committee by definition, see ARTICLE VI, Section 1).

- 1) Travel
- 2) Equipment
- 3) Boathouse
- 4) Coaches
- 5) Historical
- 6) Fundraising/Sponsorship
- 7) Recruitment
- 8) Alumni
- 9) Apparel
- 10) Social
- 11) Web
- 12) Family and Alumni Weekend

Section 2: Chair: Each standing committee shall be appointed a Chair, except for the travel and alumni committee, whose chair will be voted upon by the general club membership. The Chair will be responsible for appointing members to their committee as he/she sees fit to ensure that their seasonal objectives are met. All committee meetings will be presided over by the committee Chair or, in his/her absence, the VPA.

Section 3: Appointment: Each Chair shall be appointed by the VPA except for the travel and alumni chairs.

Section 4: Membership: Each Chair may select the membership for his or her committees from the Executive Committee or general membership. Committee members must be in good standing with the club.

Section 5: Special Committees The President may appoint from the Executive Committee or general membership, special committee Chairs as he/she may deem necessary and proper.

Section 6: Reporting: The Chair of each of the standing committees shall be expected to prepare a report to be presented at Executive Committee meetings and general membership meetings as requested by the President per his prepared agenda.

Section 7: Travel and Alumni Chair: The chairperson of both the travel and alumni committees will be elected to their respective positions. This election will happen at the same time as the general executive election at the SIRA regatta. The election rules will be the same as those for the executive election. Members who have been elected to the executive board are prohibited from running for the travel or alumni chair positions. These will be the only chair positions filled before the beginning of the following fall semester.

ARTICLE IX.

DUTIES OF COMMITTEES

Section 1: Executive: The Executive Committee shall consist of the President, Executive VPA, VPO, Treasurer, Secretary, and four team Delegates.

The members of the committee shall be responsible for the following:

- 1) Consider and, if necessary, act on matters of importance and in relation to their official duties which require immediate action in the interim between the meetings of the Executive Committee.
- 2) Report to the Executive Committee at its next meeting of any action taken or planned.
- 3) Develop and work toward the completion of short term and long term goals of the club.

Section 2: Travel: The Travel committee shall be responsible for the following:

- 1) In coordination with the Coaching Staff and President, ensure all entry forms, waivers, and fees are completed and submitted on time for each regatta. Ensure registration paperwork has been received, is correct, and that any regatta information and/or packets are provided for the coaches. Also, serve as a liaison between coaches and regatta officials in the process of scratching boats. Ensure all boat scratch fees are paid.
- 2) In coordination with the Secretary, complete all travel forms that are required by the University.

- 3) Compose, keep records of, and distribute maps and travel directions for club road trips.
- 4) Coordinate regatta boatings with the Coaches committee as they pertain to equipment and hotel needs when traveling. Arrange for and reserve hotel rooms for the membership when travelling to regattas.
- 5) Arrange reservations, pick-up, and drop-off of trailer towing vehicles when appropriate.

Section 3: Equipment The Equipment committee shall be responsible for the following:

- 1) Establish, publish and disseminate to the members rules as to use of the club equipment. Instruct membership on care and maintenance of equipment as deemed appropriate. Recommend to the Executive Committee, under the advisement of the Coaches committee, procedures to be followed when equipment is damaged. Report to the Executive Committee violations of rules on using equipment and recommend necessary action.
- 2) Make recommendations to the Executive Committee as to equipment needs. Make recommendations to the Executive Committee as to purchase of club equipment. Maintain inventory of club equipment. Acquire and dispose of Club equipment per approval of the Executive Committee.
- 3) Ensure equipment is kept in repair and do so in a timely manner.

Section 4: Boathouse The Boathouse committee shall be responsible for the following:

- 1) Maintain the physical appearance of the boat houses, docks, and grounds. Conduct work sessions as needed.
- 2) Maintain and supervise the storage of all club and private equipment as follows:
Priority of equipment storage will be club equipment, private equipment and third party arrangements.
Storage space of private equipment will be selected from a “waiting list” maintained by the Chair on a first come first serve basis.
When a vacancy occurs, the space first becomes available to any member currently storing equipment based on seniority, (frequency of equipment use then length of time equipment has been stored), as determined by the Chair. The space which then becomes available is assigned to the next individual who appears on the “waiting list”
Any member may store equipment as per ARTICLE II.
A member’s space is reserved indefinitely as long as the individual is a student of the University of Florida.
If any member removes equipment for repairs, races, etc., the Chair shall be notified of the member’s actions.

Members may move equipment from individual spaces with the approval of the members concerned and the approval of the Chair to accommodate training schedules, etc.

3) Inspect buildings and grounds of the Club and make recommendations to the Executive Committee as to needed maintenance. Plan and conduct all construction projects needed and approved by the Executive Committee. This includes dock additions, rack construction, etc., but does not include work on boats.

Section 5: Historical: The Historical committee shall be responsible for the following:

1) Maintain records of all club officers and Chairs and club archives regarding club history, major events, noted individuals, and artifacts.

2) Maintain all club race records from major competitions. Establish and maintain record of all trophies won.

3) Maintain an updated written description of the club for program and public relation purposes.

4) Maintain all facility decorations.

Section 6: Fundraising/Sponsorship The Fundraising/Sponsorship committee shall be responsible for the following:

1) Review recommendations from the Executive Committee and Coaches committee regarding potential fundraising projects. Make recommendations to and advise the Executive Committee regarding contemplated fundraising projects.

2) Update and maintain sponsorship literature regarding the club.

3) Correspond and follow-up with all sponsors. Maintain records regarding all past, current, and prospective sponsors.

Section 7: Coaches The Coaches committee shall be responsible for the following:

1) Abide by the coaching tenets of Florida Crew.

2) Establish all training schedules for members using club facilities, with members in good standing receiving priority. Abide by the eligibility status of club members.

3) Ensure and develop adequate inter-squad support at all times.

4) Recommend volunteer Assistant Coaches and other staff members. Oversee and assume responsibility for the actions of volunteer assistant coaches and hold them to the terms of these Bylaws.

- 5) Designate and supervise usage of club equipment by the general membership. Ensure that only properly functioning equipment is utilized during practice and racing.
- 6) Inform the Executive Committee if any equipment beyond club inventory is needed for away regattas and request approval for and pursue acquisition of such.
- 7) Ensure that the Club is adequately represented at all coaches and coxswains' meetings and that all coxswains will be adequately informed concerning regatta specific racing information. Also, represent the club at meetings of the club's organizational governing bodies (ie FIRA, SIRA, etc.) The Club will assume responsibility for travel and lodging costs incurred to insure attendance at these meetings.
- 8) Ensure a representative is available and in attendance for all regularly scheduled Executive Committee meetings. The representative will be empowered to express the Coaches Committee's opinion by proxy for the absent coaches, when necessary. One weeks notice is required for attendance at unscheduled meetings.

Section 8: Recruitment The Recruitment committee shall be responsible for the following:

- 1) Plan, organize, and execute recruitment efforts under the direction of the Executive and Coaches committees throughout the year.

Section 9: Alumni The Alumni committee shall be responsible for the following:

- 1) Maintain and develop the relationship between Florida Crew and its alumni.
- 2) Develop, in correspondence with the Executive and Publicity committee, a monthly or bi-monthly newsletter to be distributed via email to all Florida Crew alumni.
- 3) Maintain an up-to-date directory of alumni contact information. Work closely with the Web committee to ensure the Alumni Association ListServ and online directory is current and accurate.
- 4) Work intimately with the Fundraising/Sponsorship committee to solicit financial support from alumni in a responsible and professional manner.
- 5) Develop or maintain donation plan for alumni

Section 10: Apparel The Apparel committee shall be responsible for the following:

- 1) Recommend to the general membership any changes in design or inventory of club attire. Attain a 2/3rds approval from the affected membership before instituting any

changes in design. A fifty percent quorum is required from the affected general membership for votes regarding changes in design.

- 2) Determine and coordinate all merchandise purchasing from club suppliers with approval of the Executive Committee. Consummate all clothing transactions and maintain appropriate records for the Treasurer.

Section 121: Social The Social committee shall be responsible for the following:

- 1) Develop and coordinate the annual awards banquet.
- 2) Develop and coordinate all club picnics, open houses and parties.
- 3) Represent the club at community social events.

Section 142: Web The Web committee shall be responsible for the following:

- 1) Maintain and regularly update the Florida Crew webpage and develop and modify pages under the direction of and based on the needs of the club's respective committees.
- 2) Work intimately with the Alumni committee to maintain and regularly update the Florida Crew Alumni webpage.

Section 13: Family and Alumni Weekend The Family and Alumni Weekend committee shall be responsible for the following:

- 1) Develop, in coordination with the secretary, a list with home mailing addresses for all general members families.
- 2) Plan all activities, including banquet and outdoor activities, for which family and alumni will participate
- 3) Send thank you notes to all family and alumni that participate in the weekend
- 4) Solicit donations from local businesses to fundraise for weekend
- 5) Maintain contact with participants throughout the year to keep them informed of upcoming Florida Crew events

ARTICLE X.

FACULTY ADVISOR

The faculty advisor shall serve as a resource person and provide advisory support for the officers and members of the organization. The faculty advisor should attend executive and general meetings; however, the faculty advisor may not vote in any Florida Crew matters. The faculty advisor shall be nominated by the officers and confirmed by a majority vote of the members.

ARTICLE XI.

Dissolution

In the event Florida Crew dissolves, all monies left in the treasury, after outstanding debts and claims have been paid, shall be donated to “US Rowing”

ARTICLE XII.

POLICIES

Section 1: Definition Standing Policies may be approved by the Executive Committee to serve as a behavioral or procedural guideline for specific and/or temporal club action

Section 2: Procedure Recommendations for development, revision, addition, or alterations of Florida Crew Policies must be submitted in writing at a scheduled Executive Committee meeting. Policies may only be changed or added or be under consideration for change or addition if the Executive Committee has determined by 2/3rds vote, that the current form of the Policy where applicable no longer serves the club in its best interest or that a new Policy is required.

Section 3: Approval A policy proposed for consideration by the Executive Committee must be written in final draft in the form of a “Policy Draft” by an Officer of the Executive Committee or by a committee Chair. Approval of a “Policy Draft” can only be made by a 2/3rds vote by the Executive Committee. The President is then required to incorporate a signed final draft of the Policy as an attachment to the Florida Crew Bylaws and inform the general membership that the Policy has been approved by the Executive Committee.

ARTICLE XIII.

AMMENDMENTS

Section 1: Procedure Recommendations for changes, revisions, additions, or alterations of the Florida Crew Bylaws must be submitted in writing at a scheduled Executive Committee meeting. Items in the Bylaws may only be changed or be under consideration for change if the Executive Committee has determined by 2/3rds vote, best that the current interpretation of the Bylaws where applicable no longer serves the club in its interest.

Section 2: Approval An amendment proposed for consideration by the Executive Committee must be written in final draft by the Executive Committee in the form of an “Amending Resolution.” Approval of a “Amending Resolution” can only be made by a 2/3rds vote by the Executive Committee. The President is then required to incorporate a signed copy of the “Amending Resolution” as an attachment to ARTICLE IX of the Florida Crew Bylaws and inform the general membership that an amendment of the Bylaws has been approved by the Executive Committee.