



# Constitution of the California Lightweight Crew Sports Club

## **Article I: Name, Definition, and Purpose**

### **A. Name**

The name of this organization shall be California Lightweight Crew under the jurisdiction of the University of California, Berkeley Sports Club Program.

- a. Hereafter, California Lightweight Crew will be referred to as “the Club”.

### **B. Definition**

The Club is a UC Berkeley Sport Club as defined by the Sport Club Constitution.

### **C. Purpose**

The Club’s purpose is to strive for success in intercollegiate rowing competition within the framework of the Sports Club Constitution.

- a. Focusing on the long term performance of the team, placing emphasis in the varsity category of the lightweight 8+ competition.

## **Article II: Membership**

### **A. Membership eligibility**

- a. Membership shall be open to all interested students, faculty/staff of the University of California, Berkeley and members of the surrounding community.

### **B. Membership obligations**

- a. Members must fulfill their financial obligations – see Article VI.
- b. Members must conduct themselves appropriately according to the Sports Club Constitution.

### **C. Selection of Members for Races**

- a. Race lineups will be contingent upon the rules and guidelines of the specific event and at the discretion of the coach in charge of the squad in question.

## **Article III: Officers**

### **A. Officer Positions**

#### **a. Voting Officers**

- i. The voting officers of the Club will consist of, but not be limited to, a President, Fundraising, Secretary, Travel Officer, Equipment/Clothing Officer, and Treasurer.
- ii. Regardless of responsibilities, one person is one vote.
  1. With the exception of the President in the event of a tie.
- iii. Hereafter, the voting officers may be referred to collectively as the “officer corps.”

#### **b. Non-Voting Officers**

- i. Non-voting officers are not a part of the officer corps and have no voting rights.
  - c. Creation of Officer Positions
    - i. The officer corps may determine other positions and assign duties as necessary.
    - ii. Voting or non-voting status of each created officer position is to be determined by a unanimous vote of the officer corps before the position is filled. Unless expressly approved as a voting position, all new officer positions are assumed to be non-voting.
      - 1. Members may hold both voting and non-voting positions concurrently.
    - iii. Example positions are recruitment officers, one for each squad, and safety officers, one for each squad.
  - d. Gender Equality
    - i. The officer corps must attempt to equally represent both men's and women's squads.
    - ii. Therefore, each squad should strive to comprise at least one-third of the officer corps.

#### B. Election of Officers

- a. Three officers will be elected by popular vote by all club members and these positions include: President, Secretary, and Fundraising.
  - i. Nominations for President, Secretary, and Fundraising will come from members of the Club.
  - ii. A simple plurality of votes is necessary for an election.
- b. The other three members of the officer corps: Treasurer, Travel Officer, and Equipment/Clothing Officer will be appointed by the three newly elected officers the following week in order to maintain fair representation of the squads (Article III, Section A, Clause d).
  - i. Members of the Club who wish to serve as an appointed officer must make it known to the newly elected officer corps.
  - ii. The officer corps may also approach members of the Club to fill positions.
- c. The election shall take place at the end of the spring racing season with the appointment of the rest of the officers to take place the following week.
- d. An inaugural meeting must be held at the close of the spring racing season in order for the outgoing officers to brief new incoming officers on their responsibilities and duties as officers.
- e. Any vacancies which occur during the year may be filled through appointment by the remaining officer corps.
- f. Each officer shall hold office for a year.

#### C. Guidelines For All Meetings

- a. The officer corps must attend officer meetings.
- b. Officers must meet at least three times per semester but recommend meetings be held monthly.
- c. Coaches and team captains should also be present at officer meetings.

- d. A reasonable effort should be put forth to meet at a neutral location in order to prevent alienating members from different squads.
  - i. If a meeting is to be open then effort should be made to notify everyone on the team.
- e. Officers should try to increase attendance at meetings when applicable, especially from the novice squads.

#### D. Removal of Officers

- a. In the event that an officer is not performing his/her duties adequately, removal of this officer may occur.
- b. Inadequacy may be brought up for discussion by any member of the officer corps, the coaching staff, or team.
- c. Reasons for removal include, but are not limited to:
  - i. Incompetence
  - ii. Failure to perform duties
  - iii. Irresponsible conduct
- d. Removal shall be by vote of the entire officer corps. A simple majority of votes cast shall be necessary for removal.

#### E. Duties/Responsibilities

- a. All Officers
  - i. Keep records of tasks performed.
  - ii. Follow all requirements of the Sports Club Program as cited in the Sport Club Constitution.
  - iii. Attend officer meetings.
- b. President
  - i. Ensure the team has a complete coaching staff at start of season.
  - ii. Must meet with Sport's Club Representative at the beginning of the season.
  - iii. Call and conduct periodic officer meetings.
  - iv. Closely work with coaches on administrative issues (i.e., allocation of equipment, purchases, race schedule, etc.)
  - v. Act as a tie-breaker for the officer corps.
  - vi. Make sure all other officers are performing their duties and meeting deadlines.
  - vii. Act as the official representative of the team
  - viii. Ensure the Club abides by all Sports Club Program guidelines.
  - ix. Must notify Coach by May 1<sup>st</sup> if their employment contract is to be renewed for the next season, may be negated if preexisting contract specifies duration of employment.
    - 1. President shall consult with the officer corps before any decision is reached or notice is given. A simple majority vote from the officer corps is required for approval.
  - x. Possibly hold an annual update meeting to inform all members and coaches of the Club's status.
- c. Fundraising
  - i. Actively search for fundraising events the Club can partake in

- ii. Organize the team members for these events.
- d. Equipment and Clothing
  - i. Oversee all aspects of team clothing purchases
  - ii. Oversee all aspects of purchasing new equipment or spare parts for the team. Work closely with coaches on replacing, repairing, maintaining and acquiring equipment for the Club.
  - iii. All expenses must be approved by the Treasurer
- e. Secretary
  - i. Take minutes at all officer meetings, and send them out to the entire team in a timely manner.
  - ii. Write and edit letters and publications sent out by the Club.
  - iii. Maintain the team roster and email lists in a timely manner.
  - iv. Deliver a copy of this document to each member of the team in printed or electronic form at least once per year.
- f. Travel Officer
  - i. Perform all actions required by the Sports Club Program in relation to team travel such as arranging vehicle rentals, hotel accommodations, booking flights, and obtaining directions.
- g. Treasurer
  - i. Create and maintain a budget outlook for the year in a timely manner
  - ii. Collect dues.
  - iii. Meet with financial aid candidates; see Article VI, Section C.
- h. Recruitment
  - i. Contact local high schools.
  - ii. Collaborate with head coach as per Article IV, Section D, Clause i.
  - iii. Interact with potential recruits.
  - iv. Table at appropriate times throughout the semester or when necessary.
- i. Safety Officer
  - i. Make sure the team is in compliance with the safety clauses of the Sports Club Constitution.
  - ii. Be CPR certified as required by the Sports Club Constitution.

#### **Article IV: Coaches**

##### **A. Coach positions**

- a. The coaching staff will consist of, but will not be limited to one varsity men's coach, one varsity women's coach, one novice men's coach, one novice women's coach.
- b. Coaches are to be paid a salary of a sum agreed upon before start of employment.

##### **B. Hiring of Coaches**

- a. Qualified candidates are to be interviewed with at least the President and one coach, preferably the coach the candidate would be working most closely with.
  - i. Additionally, as this is traditionally done in the summer, the incoming President should work closely and consult with the outgoing President.

- b. Each coach will be selected by the President after consulting with the officer corps.
- c. In the event of a coaching vacancy, nominations may be given by any member of the Club, or any current coach.

#### C. Removal of Coaches

- a. In the event that a coach is not performing his/her duties adequately, removal of said coach may occur.
- b. Inadequacy may be brought up for discussion by any member of the officer corps or coach.
- c. Reasons for removal include, but are not limited to:
  - i. Incompetence
  - ii. Failure to perform duties (Article IV, Section D)
  - iii. Irresponsible behavior
- d. Procedure:
  - i. Before any coach(es) can be dismissed they shall be given a warning by the President if it is believed the coach(es) is(are) not conducting themselves properly. The coach must also be given a reasonable amount of time to correct the problem.
    - 1. The secretary will also record the incident for informational purposes.
  - ii. Said coach shall be informed via the president after he/she has consulted the rest of the officer corps at a closed officer corps meeting and obtained their approval via simple majority vote.
  - iii. Coach will be given a probationary period of time to correct behavior or better perform duties.
  - iv. If after the probationary period and the conditions set forth in Article IV, Section C, Clause c have not been satisfactorily addressed, officer corps will consult with that coach's squad.
  - v. After consulting with the squad and other members of the coaching staff, the officer corps may then dismiss the coach.
- e. Removal shall be by vote of the officer corps. A unanimous vote shall be necessary for removal.

#### D. Coach Duties

- a. Keep the mental and physical health of the members of the Club in mind at all times.
- b. Focus on exceptional performance in championship 2000-meter races in the lightweight category. Exceptional performance is defined as competitively performing in the regattas the squads of the Club enter.
- c. In the past, the Club has endeavored to competitively race in the following regattas:
  - i. San Diego Crew Classic
  - ii. WIRA Championships
  - iii. Pacific Coast Rowing Championships
  - iv. Dad Vail National Championships
  - v. IRA National Championships

- d. The above list is not definitive, it is meant for reference. Races of different status may be chosen depending on the speed of the squad in question within the constraints of the budget and consent of the officer corps. Additionally, in the future the above races may not exist as they do now at the writing of this document.
  - e. Place reasonable effort on allowing all members of the Club to participate and race while ultimately focusing on the speed of the squad in question.
  - f. Teach the rowing stroke and implement a periodized training/fitness program toward the goal of exceptional performance as stated in “Article IV, Section D, a.”
  - g. Attend annual coach’s orientation with Sport Club Program. Follow all safety procedures and other guidelines mandated by the Sport Club Program.
    - i. Additionally, at least one coach must attend the WIRA meeting in the fall.
  - h. Ensure equipment is maintained in working and safe state via coordinating with/informing the equipment officer.
  - i. Head coaches should work closely with the appropriate recruitment officer.
  - j. Oversee the safe transit of equipment.
  - k. Try to attend officer corps meetings.
  - l. Should inform the officer corps by May 1<sup>st</sup> if they will not be returning to coach the following season.
- E. Coach Decision Making
- a. Coaches shall do their best to inform and negotiate decisions involving team travel and finances with the President as representative of the team officer corps.
  - b. Similarly, the officers shall do their best to inform and negotiate with the other coaches on their decisions regarding team travel, team finances, and similar issues.
  - c. Granted that the coaches are employees of the team, they shall be given room to act as they see fit in the best interests of the team. Should a disagreement or a special situation arise, the President is to act as a diplomatic liaison between the team and the coach involved.

## **Article V: Equipment**

### **A. Allocation**

- a. Equipment made available/purchased by general funds shall be decided by the coaching staff and the President.
- b. Donations should be used according to the donor’s desires.
- c. Equal allocation of equipment between the men and women’s squads should be stressed.

### **B. Procurement**

- d. Coaches and the President will work together on determining equipment needs. Should the rest of the officer corps disagree with a decision reached by the coaches and the President, the issue is to be put to a vote. The officer

corps must unanimously agree in order to veto said coach(es) and the President.

- i. This vote does not include the President.

### C. Disciplinary Action

- a. In the event of equipment damage, the officer corps can reprimand and/or impose sanctions on those responsible as they see fit.

## **Article VI: Financial**

### A. Dues

- a. All members must pay dues
- b. The financial payment schedule and exact deadlines are to be set by the officer corps and clearly communicated by the Treasurer.
- c. Member dues are the same for every member of the Club
- d. Exceptions:
  - i. Officer can designate exceptions for payment of dues.
  - ii. Drivers may receive a discount. The discounted amount will be determined at the beginning of the year by the officer corps.
    1. Definition: driver must regularly and consistently take other members to and from practice.
  - iii. Members experiencing financial strain, see Article VI, Section C.
- e. Member's dues are determined by the officer corps.

### B. Fundraising

- a. All members of the Club are required to participate in raising funds.
- b. The method in which the funds are raised shall be determined by the officer corps.
- c. Members failing to fundraise will be reprimanded by the officer corps and/or coaches.

### C. Financial Aid

- a. Definition:

Those interested in rowing, but cannot afford to pay dues as a result of financial stress.
- b. Process
  - i. Arrange a meeting with respective coach and current treasurer.
  - ii. Requestee will present a detailed report of his/her budget to show evidence of financial need.
  - iii. A joint decision between treasurer, coach and requestee on payment schedule will be reached.
  - iv. Officer, coach, and requestee will enter a signed agreement.
  - v. The officer and coach are to make a reasonable effort to respect confidentiality of the arrangement.

## **Article VII: Ratification and Amendments**

### A. Ratification

- a. This constitution must be submitted for review by all members and coaching staff. Comments by members and the coaches are to be given reasonable debate at an open officers' meeting.
- b. This constitution must be approved unanimously by the Club's officer corps (as defined by Article III, Section A) with all officers present and a simple majority of the team members that are returning from the previous semester.

B. Amendments

- a. Amendments to the Constitution shall be submitted to all officers and coaches in writing at least four weeks prior to a meeting. The team and coaches shall be notified at least one week ahead of time that a vote will take place and reasonable efforts should be spent to allow most to attend the meeting.
- b. Amendments must be ratified by a unanimous vote of the Club's officer corps.

This Constitution has been Unanimously Ratified by All Officers  
And

Faithfully Signed Into Action  
On this Day  
The Seventeenth of January  
In the Two-Thousand and Seventh Year

Patrick John Samuel  
President, California Lightweight Crew

Fiat Luxum.  
Let There Be Lights.