

Lafayette College Crew Club Constitution
Purpose, Membership, Organization & Officers,
Meetings, Procedure, Amendments, Risk Management

I. Mission and Purpose

Lafayette Crew represents Lafayette College in the collegiate arena of competitive rowing. This group of rowing enthusiasts is patched together from the Lafayette Community. People of all ability levels are encouraged to join, participate, and learn about and from rowing as a sport.

II. Goals

- 1) Promote an inclusive environment in which all members feel welcomed and feel a sense of belonging for all of their intersectional identities of:
 - a) race
 - b) gender identity
 - c) sexual orientation
 - d) socioeconomic status
 - e) use of the scholarship fund
 - f) ethnicity
 - g) ability
 - h) religion
- 2) Practice, compete, and teach the sport of rowing to members of the Lafayette community
- 3) Educate our community on the history of rowing and the impact of white privilege and racism, and to promote continuous improvement of our team culture by:
 - a) Providing educational opportunities and open communication
 - b) Providing recourses in the event of discriminatory behavior

II. Membership

The only requirement to compete in collegiate rowing at Lafayette College is enrollment as a Lafayette College Student.

- a. Team Members
 - i. Team members are students who have paid current membership dues or have utilized the scholarship fund. Only Team Members can compete in collegiate racing. In becoming a member of Lafayette College Crew one chooses to abide by all rules set forth by Lafayette College and the Lafayette College Crew Club.
- b. Dues
 - i. Team Membership dues are determined yearly by the executive officers, and are announced at the first General Meeting of the new academic year.

III. Organization and Officers

- a. Executive Board
 - i. The Executive Board is comprised of the President, Vice President, Secretary, Treasurer, Men's Varsity Team Captain, and Women's Varsity

Team Captain. These officers act on behalf of the club with the College. The officers also determine the yearly procedures, policies, and dues, and determine funds disbursement for the racing season. The Executive Officers must be Team Members.

A. President

The President of Lafayette Crew shall be the liaison to student government and director of Recreation Sports. The President shall keep Lafayette College Crew in good relations with patrons of our team via written correspondence. They shall coordinate parents' efforts in contributing to the team.

B. Vice President

The Vice President shall organize all fundraising activity. They shall mobilize all manpower and materials pertinent to all fundraising activities.

C. Secretary

The Secretary of Lafayette Crew shall record the minutes of all executive and general meetings. In addition, the secretary shall be responsible for the registration of Team Members, and shall record the personal information of members (name, address, phone numbers, and email address). The Secretary announces team meetings through electronic mediums, and coordinates the posting and printing of fliers.

D. Treasurer

The Treasurer of Lafayette Crew shall coordinate all financial disbursements, record all financial transactions and draft budgets (with help from the Head Coach). The treasurer shall also oversee the collection of membership dues.

E. Team Captain

The Varsity Team Captains (Men and Women's teams) of Lafayette Crew shall be responsible for team discipline. The Captains and Coach represent the team in times of protest to officials.

F. The Coach

The Coach is a full time position appointed by the Executive Board. The coach is responsible for developing the training schedule for both land and water workouts, setting board lineups for both practice and races, maintaining the shells and all other equipment, completing and submitting race entry forms, making travel arrangements, determining fall and spring race schedules, and recruiting. Other duties include advising the Executive Board on equipment purchases, drafting disbursements at the beginning of the year to be submitted and approved by the Executive Board, and hiring other members of his/her coaching staff pending approval by the Executive Board. The Executive Board will recognize and consider the Coach's opinions and decisions as having the utmost authority. The Executive Board agrees not to

undermine effective and beneficial decisions made by the head coach.

- a. The Head Coach reserves the right to determine racing eligibility at his discretion regardless of dues payment. He must provide adequate justification for this decision.

G. Equipment Manager

This person will work in conjunction with the coaching staff to ensure proper equipment management and repairs.

b. Diversity, Equity, and Inclusion Committee (DE&I)

- i. The Committee is in charge of promoting a welcoming team environment, identifying issues within the team culture, and promoting diversity, equity, and inclusion on the team. They will hold at least two events per year that educate the team on issues of identity-based discrimination and diversity that are mandatory for all team members. The Committee may make changes to this section as they are formed, provided they maintain the original intent and message of this section of the Constitution.

A. Chair of the DE&I Committee

This person is tasked with leading the Committee in its efforts to educate itself and the rest of the team on issues of diversity, and a lack thereof within the team and the rowing community at large. They will schedule bi-monthly meetings with the Committee, during which they will discuss programming for the team at large and the remediation of incidences of discrimination or common microaggressions. They are also a member of the Committee and hold the same responsibility of Committee Members. The Chair may not be a current member of the Executive Board. The Chair is elected by a majority vote of the Committee Members and shall serve for one semester, and can serve for up to two consecutive terms.

- B. Members of the DE&I Committee will attend bi-monthly meetings, promote education of current and past racism in America and in rowing, educate their peers and coaches, educate themselves on issues of identity-based discrimination, racism, sexism, homophobia and transphobia, white privilege and white supremacy, especially within the sport of rowing. They will accept anonymous complaints from Members of the team and will treat those complaints confidentially. Violation of this confidentiality may result in removal from the DE&I Committee.

They will watch for incidences of discrimination on the team and are encouraged to educate offending members at the moment when an incidence occurs. The Members may be current members of the Executive Board. There shall be at least three Members at all times, including the Chair. Anyone can join, and any Member can be removed from the Committee for problematic behavior by a $\frac{2}{3}$ vote of the Committee members. There is no term limit.

IV. Meetings

All meetings shall conform to Robert's Rules of Order.

a. General Meetings

There shall be at least two general meetings per academic term. These meetings are called and set by the Executive Board.

b. Executive Meetings

The Executive Board shall meet periodically to discuss concerns, problems, or developments that affect the operation of the club. The Executive Board shall have the power to employ all resources needed to better run the club. Only the Executive Board has voting rights at Executive Meetings.

i. Presiding the Meetings

The President, Vice President, Treasurer, or Secretary shall preside over Executive Board or General Meetings.

ii. Voting

Voting members of the Executive Board include Vice President, Treasurer, Secretary, Men's Varsity Captain, Women's Varsity Captain, and the Novice Men's and Women's Captains.

A. Vice President, Treasurer, Secretary, and Varsity Captains obtain voting privileges effective the first day officially in office.

B. Men's and Women's Novice Captains obtain voting privileges effective the first day of the spring semester. If a new Captain is elected for the spring racing season they will obtain voting privileges effective immediately.

V. Elections

a. Advance notice of time and date should be provided to the entire team for all elections.

b. General elections

i. Timing

Elections for the President, Vice President, Treasurer, and Secretary shall be held in the fall term, no earlier than five weeks before the end of final examinations.

ii. Term to be Served by Officers

The Vice President, Secretary, and Treasurer shall hold office from late January (after returning from interim) immediately following their election until late January (after returning from interim) the following year.

A. The exact date of transfer of power will be determined by the current Executive Board.

iii. Term to be Served by President

The President will serve a term of 3 semesters, from the start of the spring semester to April of the following spring semester.

A. The President will serve the first semester as President-Elect to shadow the previous President.

B. The President will assume full responsibility in April of that first spring semester.

iv. Location

The general elections should take place in a Lafayette College campus lecture hall, to be reserved by the Executive Board.

- v. Eligibility to Vote
All active team members who have paid dues for the fall season or have been exempted from dues by the Executive Board are eligible to vote for President, Vice President, Treasurer, and Secretary.
- vi. Eligibility to Run for Office or DE&I Committee
 - A. Active team members are eligible to run for office, with the following restrictions:
 - a. Graduating seniors are not permitted to run for or serve as President, Vice President, Treasurer, and Secretary.
 - b. Any student who has plans to go abroad or leave Lafayette College for an extended period of time during the time they would be serving in office is not permitted to run for or serve as President, Vice President, Treasurer, or Secretary.
 - c. Team captains are not permitted to run for or serve as President, Vice President, Treasurer, or Secretary.
 - B. Required Experience to Hold Elected Office
 - a. President and Vice President
 - i. Candidates must have completed at least two (2) active semesters with the team.
 - b. Treasurer and Secretary
 - i. Candidates must have completed at least one (1) active semester with the team.
- vii. Election Process
 - A. A nominations committee of at least three (3) graduating seniors shall be formed to preside over the elections process.
 - B. The committee shall distribute paper ballots to team members.
 - C. Order of Voting
 - a. Elections shall take place in the following order: President, Vice President, Treasurer, and Secretary.
 - b. Any member who runs for but is not elected to an office can choose to run for a “lower” office.
- viii. Procedure
 - A. The current President shall begin the process by describing his or her duties and/or responsibilities. He or she shall then open the floor to nominations.
 - B. Any active team member can make a nomination by saying aloud “I nominate _____”
 - C. Another team member then must “Second” the nomination.
 - D. Once a member has been nominated and the nomination has been seconded, he or she can choose to accept or decline the nomination.
 - a. This must be done out loud, and the decision is final.

- E. Once all nominations have been taken, the nominations committee shall close nominations and ask the candidates to speak on why they should be elected to the office.
 - F. After individual speeches, all team members are permitted to ask questions of any or all of the candidates.
 - G. The candidates shall then be sent out of the room, while further deliberation is permitted to take place among the voting body.
 - H. Active team members may write their vote on the piece of paper, which shall be collected and counted by the nominations committee.
 - I. The candidates shall be sent for to reenter the room and the winner shall be announced.
 - J. The process shall then continue with the Vice President, Treasurer, and Secretary.
- ix. Decision
- A. A plurality if votes is required to win.
 - B. If there are three (3) or more candidates, the two top candidates (in terms of number of votes) will be entered into a second and final vote. If there is a tie, team members shall revote, with only the candidates involved in the tie eligible for election.
 - C. Skype Vote
 - a. Team members abroad can Skype in for the entire duration of elections and vote via chat to the nominations committee.
 - D. Absentee Balloting
 - a. There should be no absentee balloting.
- x. Special Elections
- A. Should an officer resign before the end of their term a special election will be held immediately following their resignation.
 - a. The officer elected will serve until the end of the traditional term.
 - b. Elections will follow the same procedure outlined for general elections.
- c. Captain's Elections
- i. Timing
 - A. Varsity
 - a. Fall – within the first 4 weeks of the fall season.
 - b. Spring – on the Spring Break training trip.
 - B. Novice
 - a. Fall – at a time to be determined by the Assistant Coach or the Executive Board. There should be a sufficient amount of time for the team members to get to know each other. The election must occur before the first race in which novice will participate.
 - b. Spring – on the Spring Break training trip.

- ii. Term to be Served by Captains
 - A. The Men's Varsity, Women's Varsity, Men's Novice, and Women's Novice Captains serve terms of approximately one season of rowing.
 - B. Captains will serve from the time they are elected until the next election period.
 - C. Men's and Women's Novice Captains elected during Spring Break serve a term that terminates on the last day of that same spring semester.
- iii. Location

Captain's elections may take place at any location convenient to the team.
- iv. Eligibility to Vote
 - A. Only active members of a certain team (varsity men, varsity women, novice men, novice women) are permitted to vote for their captain.
 - B. Coxswains may choose to vote for a captain of an opposite gender provided they spend a substantial amount of time coxing that team.
 - C. Coxswains may only vote once per election cycle.
 - D. A freshman who is rowing on the varsity team may choose to vote in either the novice or varsity election, but not both.
- v. Eligibility to Run for Office
 - A. Active team members are eligible to run for office, with the following restrictions:
 - a. Any student who has plans to go abroad or leave Lafayette College for an extended period of time during the time they would be serving in office is not permitted to run for or serve as captain.
 - i. A student may run for fall captain if they plan on going abroad in the Spring semester. The captain will resign in December and hold interim captain elections. The interim captain will take office from the time of election until Spring Break.
 - ii. A student may run for spring captain if they plan on going abroad in the fall semester. The captain will resign in May and hold interim captain elections. The interim captain will take office from the time of the election until fall elections are held.
 - b. The President, Vice President, Treasurer, and Secretary are not permitted to run for or serve as captain.
 - B. Required Experience to Hold Elected Office
 - a. Varsity Captains
 - i. Candidates must have completed at least one active semester with the team.
 - b. Novice Captains
 - i. No experience necessary.
- vi. Process

- A. Current Executive Board Officers or seniors should form a nominations committee to preside over elections.
 - a. For novice elections, the Assistant Coach or an upperclassmen may serve in place of the committee.
 - B. The committee shall distribute paper ballots to team members.
- vii. Procedure
- A. The current captain shall begin the process by describing his or her duties and/or responsibilities.
 - B. He or she shall then open the floor for nominations.
 - C. Any active team member can make a nomination by saying aloud “I nominate _____”
 - D. Another team member must then “second” the nomination.
 - E. Once a member has been nominated and the nomination has been seconded, he or she can choose to accept or decline the nomination.
 - a. This must be done out loud, and the decision is final.
 - F. Once all nominations have been taken, the committee shall close nominations and ask the candidates to speak on why they should be elected to the office.
 - G. Active team members may write their vote on a piece of paper, which shall be collected and counted by the nominations committee.
 - H. The committee will announce the winner, who will be officially accepted as the new captain at the next meeting of the Executive Board.
- viii. Decision
- A. A plurality of votes is required in order to win.
- ix. Absentee Balloting
- A. There are no absentee ballots permitted for Captains’ elections.

VI. Code of Conduct

All team members will agree to and abide by the approved Lafayette Crew Code of Conduct. Team members will only be required to agree and sign the Code of Conduct once during their time as a member of the team. Should additions or changes be made to the Code of Conduct, team members will be required to resign before being considered an active team member.

VII. Amendments

- a. An amendment to the constitution may be presented by the Executive Board or by two members of the club. Full disclosure of the proposed amendment must be made to the membership. The amendment is ratified by the membership by a 2/3 affirmative vote of those in attendance at an annual election or special meeting, provided a quorum is maintained. Notice of the proposed amendment(s) and meeting date must be provided to the general membership at least 5 days ~~at least 14 days~~ in advance of the meeting.
- b. A special meeting may be called by the Executive Board with a majority vote of the board.

VIII. Risk Management

- a. Injuries
 - i. Role of the Head and Assistant Coach
 - A. Lafayette College Crew Coaching staff will actively supervise team athletes to ensure a safe training environment.
 - ii. Practices
 - A. U.S Rowing safety guidelines will be followed at all practices.
 - B. Sufficient safety equipment will be present for athletes at practice. This includes flotation, re-warming, and first-aid equipment.
 - C. Lafayette College Crew coaching staff will ensure athletes are sufficiently prepared for practice conditions (appropriate dress, warm-up, etc.)
 - iii. Regattas
 - A. Sufficient safety equipment will be present for athletes at competition. This includes re-warming and first-aid equipment. On the water safety will be handled by event staff.
 - iv. Winter Training
 - A. Lafayette College Crew coaching staff will sufficiently prepare athletes for winter training. This includes instruction of proper weight-lifting and rowing technique.
 - B. Lafayette College Crew coaching staff will provide a conditioning plan for the winter training period that balances workouts and recovery days.

IX. Finances

- a. Role of the Treasurer
 - i. The treasurer will build and actively manage a semester-based budget. Funding for critical activities (coaching salaries, regatta expenditures, etc) will be prioritized over equipment or upgrade funds.
 - ii. The treasurer will keep current record of team income and expenditures, both expected and actual. These records will be presented to the executive board within two (2) weeks of the beginning of each season.
 - iii. The treasurer will be aware of current account balances and retain a rollover balance in the restricted account that is consistent with the past 5-year averages.
 - iv. The executive board will vote on a five-year team financial projection at the beginning of each fall season.
- b. Role of the Head Coach
 - i. The head coach will not spend more than \$600.00 without voted board approval.
 - ii. The head coach will submit purchase receipts and orders within one (1) week of expense.
 - iii. The head coach will follow all college club expenditure guidelines.
- c. Role of the Executive Board
 - i. The executive board will oversee the treasurer and head coach in the management of team funds.
- d. Dues

- i. The executive board will collect dues from team members on a semesterly basis.
- ii. Dues amounts will be determined on a per semester basis by the executive board.

X. Hazing

Lafayette College Crew Club will remain in full compliance with both college policy and Pennsylvania state laws regarding hazing. Any athlete found to be in violation of college policy or Pennsylvania State Law be reported to Club Sports administration.

a. College Policy

- i. The Lafayette College Student Handbook states: Lafayette College requires that no group allow any of its new members, members of others to participate in any pre-membership ceremony or practice which involves mental or physical exhaustion or abuse, or would in any way interfere with the students' mental or physical ability to perform their work at Lafayette College.
- ii. As stated in the Lafayette College Student Handbook, hazing includes:
 - A. Pressuring, urging, or encouraging anyone to consume alcohol or drugs.
 - B. Physical activity (e.g., middle of the night calisthenics) that is not a part of organized group sport events.
 - C. Paddling, shoving, or striking in any manor.
 - D. Pressuring individuals to wear degrading or uncomfortable clothing.
 - E. Force-feeding.
 - F. Disrupting sleep.
 - G. Depriving individuals of regular meals and the opportunity for adequate personal hygiene.
 - H. Individual interrogations such as "rat court" or "kangaroo court".
 - I. Throwing or pouring substances on anyone.
 - J. Any activity that interferes with a students' attending class or studying.
 - K. Harassment or disruption of other residences or groups.
 - L. Any form of restriction of a person's freedom of movement.
 - M. Nudity as part of an initiation activity.
 - N. "Line-ups" of any type.
 - O. Any activity that tends to or actually degrades, humiliates, ridicules, embarrasses, or intimidates another person.

iii. Pennsylvania Law

- A. The team will act in accordance with Pennsylvania Law in regards to Hazing.

XI. Transportation To and From Practice

- a. Team members will be transported to and from practice in full compliance with current club sport policy.
 - i. No team members will be allowed to run or walk to the boathouse.
 - ii. The Executive Board will insure athletes' ability to attend on the water practice by providing a college approved method of transportation.

- iii. In the event college approved transportation cannot be secured, Lafayette College Crew coaching staff will coordinate with the Executive Board to run on land practice.

XII. Quorum

At all meetings of the Crew Club, two-thirds of active members shall constitute a quorum.

Appendix I- Team Member’s Bill of Rights

- A. The right to feel safe and included on the team for all of one’s intersectional identities
- B. The right to equal treatment regardless of one’s intersectional identity and/or previous rowing experience in boatings, practice, and team social events
- C. The right to directly address discrimination or micromessages and hold each other accountable, if the discriminatory statement comes from a teammate or coach
- D. The right to recourse in the event of discrimination, if the discrimination is from a teammate or a coach, and the provision of an avenue by which to do so:
 - 1. Such methods will ensure confidentiality and protect against retaliation
 - 2. The complaint can be reported to any member of the DE&I committee and that member will read the complaint to the rest of the committee without any personally identifying information
 - 3. The recourse will be identified by the DE&I committee, and can include mandatory education, a formal apology, revocation of rowing or racing privileges as a recourse or if education is not completed, up to removal from the team, or other recourses identified by the committee

President

Treasurer

Vice President

Secretary