

Lafayette College Crew Club
Lafayette College
CONSTITUTION

ARTICLE I: Name

The name of this organization shall be [Lafayette Crew](#).

ARTICLE II: Purpose and Scope

Section 1: Purpose Statement

The purpose of this club is to [represent 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.

Section 2: Goals/Objectives

In pursuit of this general purpose, [Lafayette Crew](#) will aim to:

- A. [Promote an inclusive environment in which all members feel welcomed and feel a sense of belonging for all of their intersectional identities of:](#)
 - [race](#)
 - [gender identity](#)
 - [sexual orientation](#)
 - [socioeconomic status](#)
 - [use of the scholarship fund](#)
 - [ethnicity](#)
 - [ability](#)
 - [religion](#)
- B. [Practice, compete, and teach the sport of rowing to members of the Lafayette community](#)
- C. [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:](#)
 - [Providing educational opportunities and open communication](#)
 - [Providing resources in the event of discriminatory behavior](#)

Section 3: Relationship & Policy Agreement

As a recognized Lafayette College student organization, [Lafayette Crew](#) will have access to advising and resources through the Division of Student Life and the Lafayette College Student Government, however, [Lafayette Crew](#) activities are not supervised by Lafayette College staff or Student Government Representatives. The members of the organization itself are responsible for following all College policies and state laws and for ensuring the safety, security, and appropriate and lawful behavior of the membership as well as any students involved in activities sponsored by the organization.

Section 4: Affiliation

[Lafayette Crew is affiliated with the United States Rowing Association \(USRowing\), which is in charge of competitive rowing at all levels throughout the country. All team members must watch the USRowing Safety Video before beginning their time on the water, and all team members must be registered USRowing members before competing in regattas. USRowing also provides the Lafayette College Crew Club with insurance.](#)

ARTICLE III: Membership

Section 1: Nondiscrimination

In keeping with Lafayette College's policy of nondiscrimination, membership in [Lafayette Crew](#) is open to all students of Lafayette College, regardless of race, color, national or ethnic origin, disability, religion, age, military or veteran status, sex, sexual orientation, gender identity or expression, marital or familial status, pregnancy, genetic information, or any other characteristic protected by law.

Section 2: Active Members

Active membership in [Lafayette Crew](#) shall be limited to students who are currently enrolled at Lafayette College. [Active team members are students who try their best to show up every day, unless there is a conflict, and who have paid current Lafayette College Crew Club 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.](#) Active members are eligible to vote and hold office. Other members of Lafayette College such as faculty, staff, and alumni may participate but only as non-voting associate or honorary members.

All members register on DSE via <https://recreation.lafayette.edu/join-a-sports-club/> website.

Section 3: Selection of New Members

[There is no formal try-out, application, or interview required. Anyone is welcome to join and attend practice as much as they would like to.](#)

Section 4: Hazing

Lafayette College requires that no student participate in and that no student organization allow any of its prospective members, new members, members, or others to participate in any ceremony or practice that involves mental or physical exhaustion or abuse, or in any way interferes with the students' mental or physical ability to perform their work at Lafayette College. These rites must not reflect unfavorably upon either the group or the College or be of a dangerous, rude, or demeaning nature. Hazing, whether it occurs on or off campus, is prohibited and will be subject to sanctioning through the conduct process.

Section 5: Voluntary Member Withdrawal

Any member can, at any time, voluntarily withdraw their membership from the organization.

Section 6: Non-Voluntary Member Withdrawal

A member can be removed from the organization in accordance with the Code of Conduct as seen in **Appendix I**,

Issue Report Procedures

1. Any and all issues that cannot be immediately and sufficiently resolved between the affected parties should be submitted in an issue report form detailed below
2. All issues reported will be reviewed by the president and presented to the board unless requested otherwise within the form or if a board member is an affected party
 - a. All issues will be taken into account, whether minor or major, and the board will determine whether to open a dialogue with the affected parties

3. For more serious issues, the board may forward the issue to the appropriate Lafayette College channels unless specifically requested otherwise by the filer of the report
4. For less serious issues, the board will handle these cases internally
 - a. The board will decide when appropriate to open a dialogue with the affected parties to resolve the issue
5. If a team member is shown to be causing multiple issues, and a pattern of behavior contrary to that detailed in the code of conduct is established, said member may be subject to non voluntary member withdrawal
 - a. For this to occur, the team member continues to perpetuate their pattern of behavior after being made aware of the issue(s) through meetings with the president and/or board/head coach.

Section 7: Dues

Semesterly dues of \$200 are required to be considered an active member. Failure to pay dues will result in the revocation of active membership. If a member of the organization cannot pay dues during a given semester, they may request a team scholarship to be approved by the current treasurer.

ARTICLE IV: Organizational Leadership

Section 1: Officers

The officers of the Lafayette College Crew Club shall be the President, the Vice President, the Secretary, and the Treasurer, the Men's Team Captain, the Women's Team Captain, and the Diversity, Equity and Inclusion Chair, which will serve as the Executive Committee. 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.

Section 2: The President shall:

- A. The President of Lafayette Crew shall be the liaison to the 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.

Section 3: The Vice-President shall:

- A. The Vice President shall organize all fundraising activities. They shall mobilize all manpower and materials pertinent to all fundraising activities. **The Vice-President will serve as the primary safety leader/risk manager**

Section 4: The Secretary shall:

- A. 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, is the main organizer of parent outreach emails, and coordinates the posting crew team photos, graphics, videos, etc on team social media including website. The secretary will additionally be responsible for helping update the Constitution document during renewal years.

Section 5: The Treasurer shall:

- A. 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. The treasurer shall 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. The treasurer shall keep a 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. The treasurer shall be aware of current account balances and retain a rollover balance in the restricted account that is consistent with the past 5-year averages.

Section 6: The Team Captains shall:

- A. 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.

Section 7: The Coach shall:

- A. 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.

Section 8: The Equipment Manager shall:

- A. This person will work in conjunction with the coaching staff to ensure proper equipment management and repairs.
- B. This position is optional each election year.

Section 9: The Diversity, Equity, and Inclusion Chair shall:

- A. Lafayette Crew Team's Diversity, Equity and Inclusion (DE&I) Chair is to improve the experiences of students on the Crew Team and at Lafayette at large. DE&I institutes educational programming and campus wide activities in order to become a more open-minded and inviting group of participants. Additionally, DE&I fosters an environment in which students feel safe to reach out to any member of the committee with questions or concerns.

ARTICLE V: Advisor

Section 1: The Lafayette College Crew Club will be advised by a Lafayette College faculty, staff, or a full-time employee.

Section 2: The organization is free to select any eligible employee to serve as the advisor to the organization. Upon selection, the advisor must be approved by the Director of Student Involvement.

Section 3: The Advisor shall:

- A. Provide guidance and support
- B. Advise the group on College policies and procedures and risk management
- C. Attend meetings and major functions of the Lafayette College Crew Club

ARTICLE VI: Officer Terms and Election Procedures

Section 1: Term

The terms of all officers of the Lafayette College Crew Club shall be one calendar year (transition meeting through transition meeting). Officers may serve multiple consecutive terms if eligible.

Section 2: Election Timeline

All officers shall be elected on or before the end of fall semester of each year, with their term effective beginning in late January (after returning from interim) immediately following their election and lasting until late January (after returning from interim) the following year. The exact date of transfer of power will be determined by the current Executive Board.

Section 3: Officer Criteria

All officers shall be elected from the active members. Any student seeking to hold office must have and maintain good academic and judicial standing.

Section 4: Election Process

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 President, Vice President, Treasurer, and Secretary shall hold office from transition period immediately following their election until transition period the following year.
 - a. The exact date of transfer of power will be determined by the current Executive Board.
- iii. Location: The general elections should take place in a Lafayette College campus lecture hall, to be reserved by the Executive Board.
- iv. 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.
- v. Eligibility to Run for Office or DE&I Committee
 - a. Active team members are eligible to run for office, with the following restrictions:

- Graduating seniors are not permitted to run for or serve as President, Vice President, Treasurer, and Secretary.
 - 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.
 - Team captains are not permitted to run for or serve as President, Vice President, Treasurer, or Secretary.
- b. Required Experience to Hold Elected Office:
- President and Vice President
 - i. Candidates must have completed at least two (2) active semesters with the team.
 - Treasurer and Secretary
 - i. Candidates must have completed at least one (1) active semester with the team.

vi. 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 ballots to team members.
- c. Order of Voting
 - Elections shall take place in the following order: President, Vice President, Treasurer, and Secretary.
 - Any member who runs for but is not elected to an office can choose to run for a “lower” office.

vii. 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. 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 to reenter the room and the winner shall be announced.
- j. The process shall then continue with the Vice President, Treasurer, and Secretary.

viii. Decision

- a. A plurality of 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: Team members abroad can Skype in for the entire duration of elections and vote via chat to the nominations committee.
- d. Absentee Balloting : There should be no absentee balloting.

ix. Special Elections

a. Should an officer resign before the end of their term, a special election will be held immediately following their resignation.

- The officer elected will serve until the end of the traditional term.
- Elections will follow the same procedure outlined for general elections or the board may decide to hold the special election through another outlet (i.e. Google Forms).

b. Captain's Elections

- Timing

i. Varsity

- Fall – within the first 4 weeks of the fall season.
- Spring – on the Spring Break training trip.

ii. Novice

- 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.
- Spring – on the Spring Break training trip.

- Term to be Served by Captains

- i. The Men's Varsity, Women's Varsity, Men's Novice, and Women's Novice Captains serve terms of approximately one season of rowing.
- ii. Captains will serve from the time they are elected until the next election period.
- iii. 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.

c. Location: Captain's elections may take place at any location convenient to the team.

x. 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 first year who is rowing on the varsity team may choose to vote in either the novice or varsity election, but not both.

xi. Eligibility to Run for Office

a. Active team members are eligible to run for office, with the following restrictions:

- 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 interim captain elections will be held. 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 interim captain elections will be held. The interim captain will take office from the time of the election until fall elections are held.

iii. The President, Vice President, Treasurer, and Secretary are not permitted to run for or serve as captain.

b. Required Experience to Hold Elected Office

- Varsity Captains

i. Candidates must have completed at least one active semester with the team.

- Novice Captains

i. No experience necessary.

xii. Captains' Election Process

a. Current Executive Board Officers or seniors should form a nominations committee to preside over elections.

- For novice elections, the Assistant Coach or an upperclassmen may serve in place of the committee.

b. The vote will be conducted live with electronic tallying.

xiii. Captains' Election 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.

- 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 then vote electronically and tallied 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.

xiv. Captains' Election Decision

a. A plurality of votes is required in order to win.

xv. Captains' Election Absentee Balloting

a. There are no absentee ballots permitted for Captains' elections.

Section 5: Officer Resignation

Any officer can, at any time, voluntarily resign from their position with proper notice given to the other officers and Advisor.

Section 6: Officer Impeachment

Officers can be impeached by:

- A. The membership may request that an Executive Officer step down from their duties for failing to complete the duties of their office or if their conduct violates the College's Code of Conduct in a manner warranting disciplinary action from the College. The organization's Advisor should serve as a non-voting mediator for these proceedings. The impeachment hearing must occur while classes are in session. The Executive Officer should be given notice of concerns raised by the membership (verbal and written communication) at a regular meeting at which three-fourths (3/4) of the active members are present.
- B. At the next regular meeting, three-fourths (3/4) of active members must be present in order for the impeachment hearing to begin. The moderator of the impeachment hearing will be the President unless they are being impeached, in which case it will be the Vice President. The moderator cannot be the Officer being impeached. Each side will be given the opportunity to present their case and the active members may ask questions.
- C. The membership upon hearing the case shall vote. A three-fourths (¾) affirmative vote of all present members is required to remove the Executive officer from office.
- D. Captain removal follows the same procedure as officer impeachment.
- E. Coaches may be removed via a non renewal of semesterly contract for Assistant Coach or annual contract for Head Coach
- F. Coaches/officers may be removed from position through a violation of the code of conduct

Section 7: Officer Succession

Should the office of the President be vacant, the Vice President shall become the President and assume all of the responsibilities of that office. Should the office of any of the remaining officers become vacant, a special election will be held at the next meeting, following the process outlined in Article 6, Section 4. The remaining officers will split all duties of the vacant position until the special election is held.

ARTICLE VII: Meetings and Programs

Section 1: The first meeting of the fall semester shall be within two weeks after classes start.

Section 2: At least one business meeting should be held per month. A business meeting is defined as an official publicly advertised meeting with quorum present and minutes recorded.

Section 3: Quorum: A simple majority of the membership is required to conduct business (half plus one).

Section 4: Robert's Rules of Order shall govern meetings in all cases except when in conflict with this constitution and with general College regulations.

Section 5: General Meetings: There shall be at least two general meetings per academic term. These

meetings are called and set by the Executive Board.

Section 6: Executive Meetings

- A. Presiding the Meetings: The President, Vice President, Treasurer, or Secretary shall preside over Executive Board or General Meetings.
- B. 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.

ARTICLE VIII: Constitutional Amendments

Section 1: Amendments to the Constitution must be proposed in writing by an active member of **Lafayette Crew** at any regular meeting at which two-thirds ($\frac{2}{3}$) of the active members are present.

Section 2: 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. An Executive Board vote will determine the recommendation provided to general membership amendments.

Section 3: Proposed amendments will become effective following a three-fourths ($\frac{3}{4}$) affirmative vote of the active members.

ARTICLE VIII: Risk Management

Section 1: Injuries

- A. Role of the Head and Assistant Coach
 - a. Lafayette College Crew Coaching staff will actively supervise team athletes to ensure a safe training environment.
- B. Practices
 - a. USRowing safety guidelines will be followed at all practices.
 - b. Sufficient safety equipment will be present for participants at practice. This includes flotation, re-warming, and first-aid equipment.
 - c. Lafayette College Crew coaching staff will ensure participants are sufficiently prepared for practice conditions (appropriate dress, warm-up, etc.)
- C. Regattas
 - a. Sufficient safety equipment will be present for participants at competition. This includes re-warming and first-aid equipment. On the water safety will be handled by event staff.
- D. Winter Training
 - a. Lafayette College Crew coaching staff will sufficiently prepare participants 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.

Section 2: Finances

- A. Role of the Treasurer
 - a. (SEE ARTICLE IV SECTION 5)
- B. Role of the Head Coach
 - a. The head coach will not spend more than \$600.00 without voted board approval.
 - b. The head coach will submit purchase receipts and orders within one (1) week of expense.
 - c. The head coach will follow all college club expenditure guidelines.
- C. Role of the Executive Board
 - a. The executive board will oversee the treasurer and head coach in the management of team funds.
- D. Dues
 - a. The executive board will collect dues from team members on a semesterly basis.
 - b. Dues amounts will be determined on a per semester basis by the executive board.

Section 3: Hazing

- A. 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.
 - 1. 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 manner.
 - 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.

b. Pennsylvania Law

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

DOCUMENT HISTORY:

Created: [March, 7th, 2023](#)

President Signature: [Kendall Lamm](#)

Appendix I: Code of Conduct & Expectations

Being an active member of Lafayette Crew is defined as 1) having signed the code of conduct, and 2) having completed the full payment of spring and fall semesterly dues. Any member may be subject to non-voluntary member withdrawal in the case that they breach the code of conduct, or are unable to pay Fall/Spring semester dues. Members may be exempt from paying full or partial payment of dues if they qualify for the scholarship fund, and are approved by the current elected student board treasurer. The following list consists of Lafayette Crew's expectations for all active members. You are expected to read this list thoroughly and in its entirety.

1. Respect
 - a. Respect all team members
 - i. Treat all teammates with a basic level of respect
 - ii. Cooperate with teammates during team functions
 - b. Respect all coaches
 - i. Respect all guidance and instruction from coaches
 1. All decisions made by coaches are final
 - ii. Any questions or concerns are to be voiced respectfully
 - c. Respect your environment
 - i. Treat equipment with respect
 1. Be cautious when handling all equipment. Be aware of your surroundings
 2. Clean all equipment after use
 - ii. Treat practice, regatta, and travel areas with respect
 1. Clean up after yourself
 2. Do not leave trash anywhere including trailer, bus, hotel, boathouse, etc.
 - d. Respect yourself
 - i. Treat your body and mind with respect
 - ii. Always act with your safety and well being in mind
 - iii. Make smart choices and think before you act
2. Behavior
 - a. Behave appropriately at all times. Remember that your behavior reflects the values of the Lafayette Crew team.
3. Team Contributions
 - a. Be punctual

- i. Show up at the expected time for all team functions
 - ii. Notify coaches and team captains in advance if you cannot be on time
 - iii. Fill out the schedule on time every week
 - b. Contribute
 - i. All active members are expected to contribute equally
 - ii. This includes but is not limited to:
 - 1. Safely loading and unloading the trailer
 - 2. Correctly rigging and derigging
 - 3. Setting up and breaking down before and after practice
 - 4. Participating in fundraising events
- 4. Communication
 - a. Communicate issues to the necessary parties
 - i. For small issues, talk with the team member
 - ii. For bigger issues, talk with coaches and/or board members
 - iii. For serious issues, fill out the issue report procedure detailed below
 - b. Addressing issues is important to maintain smooth team operations
 - i. Handling smaller issues internally can foster trust and communication between teammates.
 - ii. For bigger issues that should be handled externally, report possible patterns of individual behavior and actions to school administration.

Issue Report Procedures

- 6. Any and all issues that cannot be immediately and sufficiently resolved between the affected parties should be submitted in an issue report form detailed below
- 7. All issues reported will be reviewed by the president and presented to the board unless requested otherwise within the form or if a board member is an affected party
 - a. All issues will be taken into account, whether minor or major, and the board will determine whether to open a dialogue with the affected parties
- 8. For more serious issues, the board may forward the issue to the appropriate Lafayette College channels unless specifically requested otherwise by the filer of the report
- 9. For less serious issues, the board will handle these cases internally
 - a. The board will decide when appropriate to open a dialogue with the affected parties to resolve the issue
- 10. If a team member is shown to be causing multiple issues, and a pattern of behavior contrary to that detailed in the code of conduct is established, said member may be subject to non voluntary member withdrawal
 - a. For this to occur, the team member continues to perpetuate their pattern of behavior after being made aware of the issue(s) through meetings with the president and/or board/head coach.

Printed Name: _____ Signature: _____

Date: _____