

# THE CONSTITUTION OF THE PURDUE CREW

## ARTICLE I

The name of this organization shall be the Purdue Crew.

## ARTICLE II

The purpose of this organization shall be:

- a. To stimulate and to foster interest in amateur rowing at Purdue University by holding both inter-club and intercollegiate competition.
- b. To establish Varsity, Junior Varsity, and Novice squads in both open and lightweight divisions when possible.
- c. To aid in the progress of amateur rowing in accordance with a tradition of fine sportsmanship.

## ARTICLE III

### Section 1

Membership and participation in this organization shall be open to undergraduate and graduate students who are interested in the progress of rowing in any of its various phases and meet the following requirements. Participants must possess a valid ID. Participants may row for a maximum of four years within the first five years of their college education. Associate membership shall be open to Purdue faculty and staff. Membership and participation shall be free from discrimination based on race, religion, ethnic group, national origin, sex, age, national origin or ancestry, marital status, parental status, sexual orientation, disability, or status as a disabled or Vietnam-era veteran. Physically challenged persons will be accommodated in participation to the extent that the sport allows.

### Section 2

Students eligible for membership shall become active members of Purdue Crew upon payment of the required dues. Voting members shall be comprised of members who are active at the time of elections. They must be present at the election in order to vote.

### Section 3

Any member may be expelled from this organization by a majority vote of the executive board. The failure to observe Purdue University or Purdue Crew regulations shall be considered cause for expulsion.

### Section 4

No alcohol or drugs will be permitted at any Purdue Crew event. If a member is found engaged in drugs or alcohol that member will come up for review by the Executive Board and face immediate disciplinary action.

## ARTICLE IV

### Section 1

The officers of the organization shall be President, Vice Presidents (two offices), Treasurer, Secretary, Publicity Director, Quartermaster, and Rigger. Optionally, the offices of Publicity Director, Quartermaster, Historian, or Rigger may be held by more than one member if they so choose, and are selected by the Crew for said office. The term of all officers shall be one year, beginning at the end of the Spring racing season following the officers' election and continuing until the end of the following Spring season. The office of Treasurer shall be elected each spring semester prior to Spring Training. The term shall be from the election until the end of the Spring racing season the following year. The time from being elected until the end of the current Spring racing season will serve as a training period.

### Section 2

A faculty advisor shall be elected by the active membership and shall maintain said position until he/she steps down. The Advisor must be a member of the faculty, a graduate student with a staff appointment, or a member of the Purdue University staff. The advisor must be either full-time faculty or administrative/professional staff at Purdue University or otherwise approved by the Office of the Dean of Students. The faculty advisor does not have voting privileges.

### Section 3

Rowers interested in an officer position should inform the officer running elections by the time decided on by that officer. However, nominations from the floor shall be made. Elections shall be held at an annual meeting during Spring Training to elect above officers.

#### **Section 4**

The officers shall be elected by a majority of members present at the election meeting.

#### **Section 5**

Management of this organization shall be vested in an Executive Board consisting of the elected officers, Varsity coaches, and the Faculty Advisor of the Purdue Crew.

## ARTICLE V

### **Section 1**

#### **The duties of the Faculty Advisor shall be:**

- a. To participate in crew activities and functions.
- b. To publicize his/her availability for consultation by club members including, but not limited to, conflicts with class schedules and the proposed travel schedule for that particular semester.
- c. To be a member of the Advisory Board.

#### **The duties of the Head Coach shall be:**

- a. To accept overall responsibility for the training and the competitive activities of the Purdue Crew and to ascertain that the regulations of Purdue University and the Purdue Crew are adhered to by all active members.
- b. To work with the officers as a link between the Crew, the Office of the Dean of Students, the Division of Recreational Sports, and the Business Office of Student Organizations.
- c. To accomplish all within his/her ability to further the interest in the sport of rowing at Purdue University.
- d. To provide for the safety of all members while in training or in competition.
- e. To properly maintain all Crew property and to make all necessary repairs of said property.
- f. To supervise proper team conduct at all times.

#### **The duties of the Assistant Coach(es) shall be:**

- a. To accept responsibility for the training and the competitive activities of their squads and to ascertain that the regulations of Purdue University and the Purdue Crew are adhered to by all active members.
- b. To work with the officers as a link between the Crew, the Office of the Dean of Students, the Division of Recreational Sports, and the Business Office of Student Organizations.
- c. To accomplish all within his/her ability to further the interest in the sport of rowing at Purdue University.
- d. To provide for the safety of all Crew members while in training or in competition.
- e. To assist the Head Coach in maintenance of all Crew property and necessary repairs of said property.
- f. To supervise proper squad conduct at all times.

#### **The duties of the President shall be:**

- a. To accept overall responsibility for the functions of the Purdue Crew and to ascertain that the regulations of Purdue University and the Purdue Crew are adhered to by all active members.
- b. To preside over the meetings of the Crew and the Executive Board.
- c. To act as a link between the Crew, the Office of the Dean of Students, the Division of Recreational Sports, and the Business Office of Student Organizations as well as all other University departments associated with running the program.
- d. To accomplish all within his/her ability to further the interest in the sport of rowing at Purdue University.
- e. To accept responsibility for the organization of the Fall Callout.
- f. To accept responsibility for the organization of the Spring Awards Banquet.

#### **The duties of the Vice Presidents shall be:**

- a. To assist the President in any of his/her duties.
- b. The Vice President appointed by the President will preside over meetings in the absence of the President.
- c. To accept the duties of the President in his/her absence.
- d. To make arrangements for, to preside over, and to be responsible for Rent-A-Rower fundraiser.
- e. To attend monthly Club Sports Council (CSC) meetings.

**The duties of the Treasurer shall be:**

- a. To assist the President in any of his/her duties.
- b. To maintain an accurate list of paid members, to maintain an account of the Crew expenditures and income, to deposit the organization's funds, and to make expenditures in a manner approved by the Business Office of Student Organizations and Student Services Division.
- c. To be prepared at scheduled meetings to present a complete and timely financial report.
- d. To be in charge of distributing, collecting, and organizing completed Financial Agreements, Liability Release forms, and Grade Release forms for all active members.

**The duties of the Secretary shall be:**

- a. To assist the President in any of his/her duties.
- b. To keep minutes of all meetings.
- c. To initiate and to answer all correspondence.
- d. To be responsible for all clothing orders.
- e. To keep a current roster with names, addresses, and phone numbers which shall be updated as needed.
- f. To be in charge of distributing, collecting, and organizing completed Clothing Agreement forms.

**The duties of the Publicity Director shall be:**

- a. To assist the President in any of his/her duties.
- b. To publicize all Crew activities under the auspices of the Executive Board
- c. To publicize local events via table-talks, BTV, and press releases.
- d. To accept the responsibility to organize, design, and distribute the annual calendar.
- e. To accept the responsibility to organize, design, and distribute the annual poster.
- f. To organize the entire crew Semi-Formal.
- g. To accept the responsibility for the design and printing of the Awards Banquet programs.

**The duties of the Historian shall be:**

- a. To assist the President in any of his/her duties.
- b. To record all race results, to keep a copy of all race programs, and to keep a general historic record of all Crew activities.
- c. To insure that a photographic record is made of the entire Crew each year.
- d. To supply the Purdue Crew Alumni Association a list of all graduating rowers, including their name, phone number, and address.
- e. To conduct surveys throughout the year to gain information and feedback from crew members.
- f. To organize the video presentations for Callout and Awards Banquet.
- g. To maintain and update the club web site.
- h. To accept the responsibilities for writing bi-monthly newsletters for distribution throughout the Crew Club and university.

**The duties of the Quartermaster shall be:**

- a. To assist the President in any of his/her duties.
- b. To assist the Head Coach and the Graduate Assistant Coach in all equipment repairs and maintenance.
- c. To organize the Boat's on Campus during the first week of classes.
- d. To organize the Parent's Day Picnic.
- e. To assist the Purdue Crew Alumni Association with the organization of Alumni Weekend.
- f. To organize the entire Row-A-Thon event during the second semester.
- g. To organize program work projects such as Feast of the Hunter's Moon Setup and Clean-up.

**The duties of the Rigger shall be:**

- a. To assist the President in any of his/her duties.
- b. To accept responsibility for the organization of transportation of equipment to and from regattas.
- c. To assist the Head Coach and the Graduate Assistant Coach in all equipment repairs and maintenance.
- d. To accept responsibility for the organization of boathouse clean-ups.
- e. To accept the responsibility to maintain the ergs every week during winter training.
- f. To organize and conduct Novice Trailer Training in the Fall
- g. To aid the president in conducting Officer Elections.

## **Section 2**

Any officer who does not show active participation is subject to removal by the Executive Board by a two-thirds majority vote of the officers. Upon removal of an officer, the President shall declare a special election to be held for that position only.

## **Section 3**

Any officer who does not return to the Crew in the Fall of their term for any reason shall be replaced for the duration of that term. The President shall declare a special election to be held for that position only.

## **ARTICLE VI**

Amendments to the By-Laws and the Constitution may be made only after being passed by a two-thirds majority vote of the established quorum. All Amendments and By-Laws are subject to approval by the Division of Recreational Sports and the Office of the Dean of Students.

## **BY-LAWS OF THE PURDUE CREW**

### **Section 1**

1. All students who participate as members of the Crew must have maintained a scholastic average during their preceding semester at Purdue University in accordance with the requirements of N.C.A.A. and the Division of Recreational Sports for scholastic eligibility. Individual coaches of squads should obtain from the Dean of Students, prior to competition, verification of the fact that all participants qualify in this respect.
2. For all intercollegiate participation, the Purdue Crew shall be governed by the travel and other specifications as set forth by the Division of Recreational Sports for all Club Sports.
3. Each member of the Crew must file with the Division of Recreational Sports a record of his/her successful completion of the Recreational Sports swim test before he/she participates in actual rowing under the auspices of the Purdue Crew.

### **Section 2**

Meetings shall be called whenever deemed necessary by either the President, the Coach(es), or the Faculty Advisor.

### **Section 3**

1. A quorum shall constitute of one hundred percent of the current Officer Board.
2. A quorum shall be required to vote on any business or to pass any resolution.

### **Section 4**

1. The amount and date of dues of the Purdue Crew shall be decided upon by the Executive Board during the Summer Officers' Retreats.
2. All required uniforms must be purchased prior to Fall competition.
3. All clothing designs, in addition to the required uniforms, must be approved by the Executive Board.

### **Section 5**

All members shall be obligated to participate in all mandatory Crew activities including, but not limited to, fund-raisers, travel preparations, and maintenance and/or construction of Crew facilities. Excused absences shall be defined by the Executive Board.

### **Section 6**

Members who do not participate in fund-raisers shall be required to pay funds to the Crew in the amount that they were expected to earn for the Crew by participating. Members who do not participate in other mandatory Crew activities shall be subject to disciplinary action as set forth by the Executive Board.

### **Section 7**

Financial responsibilities of program members will be detailed in the Financial Agreement which will be signed by all Varsity Members immediately at the beginning of the Fall Semester and by all Novices before the first race of the Fall Semester.

### **Section 8**

All members must read the Constitution of the Purdue Crew before membership to the Crew is completed.

Constitution edited and approved by the Purdue Crew Officer Board on 03/11/2007.