

## **Bates College Sailing Club Constitution**

### **Article I- Name and Purpose**

The name of this organization shall be the Bates College Sailing Club. The purpose of the Club will be: 1) To enhance the sailboat racing skills of the Bates College Community, 2) To represent Bates College in intercollegiate competition, 3) to bring sailing to the members of the Bates community through instruction, involvement and communication and 4) to maintain and improve the Club fleets and facilities.

### **Article II – Membership**

Any person considered a current student of Bates College may become a member of the Bates College Sailing Club. Potential members must meet requirements imposed by the Sailing Club, the Bates College Athletic Department, the New England Intercollegiate Sailing Association (NEISA), and the Intercollegiate Yacht Racing Association (ICYRA). To remain a member of either the recreational or racing teams, a student can miss no more than three practices per semester.

Club members are members of either the racing or recreational teams. Membership in the recreational team is less demanding, in that it meets roughly two days per week, while the racing team meets the other three. While we do view attendance as being of the utmost importance, we feel our service to the Bates Community is maximized by having members at as many meetings as possible and leaving these activities open to anyone who would like to attend. Therefore, though the aforementioned attendance is mandatory, one need not be a member of the Bates Sailing Club in order to sail with the recreational or racing sailors. Membership is a necessary, but not a sufficient, precondition to sailing competitively.

All club members in good standing are eligible to vote on issues raised at Club meetings and elections. Members must attend all Club meetings, all Club practices commiserate with his/her level of competition, and be in compliance with all club, NEISA, ICYRA regulations to be in good standing.

Racing privileges will only be granted to current Club members in good standing and exceptions may only be made with the concurrence of the club coach and the club advisor.

### **Article III – Board of Governors**

The Bates College Sailing Club shall be directed by a Board of governors composed of 6 officers. The officers shall include: The two Co-captains, Treasurer, Senior Instructor, Racing Coordinator, and Secretary. All organization and activities of the Sailing Club must be approved by the Board of Governors. Every expenditure of the Sailing Club funds must be approved by a vote of the Board of Governors and concurrence of the club advisor or coach. Each officer shall be elected to a 1 year term beginning January 1 and ending December 31. Each officer is responsible for assuring the proper completion of his/her duties through the end of said term. This board must meet 1 time per week while the club is in session, and 2 times per month when out of season.

The members of the Board of Governors shall have the following duties and must meet the outlined qualifications (See Captain in Section IV).

#### **Treasurer:**

##### Duties:

- Handles all financial transactions on behalf of the Sailing Club
- Collects all dues and money owed from the club members
- Collects receipts from members and reimburses as deemed appropriate for preapproved transactions

- Maintains an accurate record of funds and liabilities of the club and informs the other officers of this record at regular intervals.
- Prepares and submits budgets to the Athletic Department
- Prepares annual budget report
- Organizes all fundraising projects along with Co-Captains

Qualifications:

- Excellent attention to detail
- Ability to work with and maintain good relations with the business office and the athletic office.
- Good communication skills
- High integrity and trustworthiness

**Racing Coordinator:**

Duties:

- Responsible for coordinating all club races.
- Schedules races including NEISA and Alumni Regattas
- Keeps records of sailors for all races.
- Coordinates all transportation to races and provides directions to sailors
- Coordinates all racing publicity
- Responsible for sending a copy of the race schedule to the athletic department.
- Maintains accurate records of practice attendance and race results

Qualifications:

- Minimum of 1 year on the club with racing experience
- Organizational skills necessary to schedule all regattas and transportation
- Ability to communicate regularly with the captains, the instructor, and the coach to keep accurate records of each sailor's level of racing ability.

**Maintenance Coordinator:**

Duties:

- Responsible for compiling a list of needed tools and equipment.
- Coordinates and supervises all maintenance on boats, equipment, and the boathouse.
- Orders all safety and boat equipment.
- Schedules movement of boats and other equipment to and from the sailing site.
- Coordinates safety plan with Director of Sports Medicine

Qualifications:

- Minimum 1 year experience working with boats.
- Working understanding of general seamanship.
- Ability to conduct small repairs
- Knowledge of when repairs cannot be done in house and where to contact for those repairs.
- Organizational skills to maintain accurate inventory of all club boats, equipment and tools.

**Secretary:**

Duties:

- Plan and organize all non-sailing events.
- Schedule social activities- movies, dinners, meeting, etc.



- Coordinates the creation and publishing of the club newsletter 2 times a year.
- Coordinates club web page creation and maintenance.
- Coordinates club publicity.
- Take official minutes at all meetings.

Qualifications:

- Strong leadership ability
- Ability to organize and publicize group events.

Exceptions to the above qualifications for the Board of Governors may only be granted with expressed written consent from the club advisor and club coach.

Any duties that become necessary for a member of the board of governors to perform that are not outlined above may be delineated according to the judgement of a majority (3/4) vote of the board of governors.

Officers who are unwilling or who are unable to fulfill said responsibilities during their senior year (and after graduation) should not seek nomination for a position. Seniors are not eligible to be elected as an officer for the spring of their senior year, however they are eligible to serve as an interim officer for an officer studying abroad during the spring. (Fulfillment of responsibilities after graduation will include coordinating with and/or training the officer-elect during the spring semester of the term.)

Each officer shall have one equal vote in all decisions by the Board of Governors. A quorum of 6 officers must be present at any of the Board of Governors meeting for official action to be taken. Four officers of the Board of Governors may constitute a quorum with permission of the club advisor. If a matter becomes deadlocked within the Board of Governors, the officers must either present the matter to the recognized members of the club for a full club vote or let the matter die.

The Board of Governors must meet a weekly during the sailing season. Officers must also meet once a month during the off season. However, the Board of governors may meet more frequently if deemed necessary. An emergency Board meeting may be called by concurrence of 3 officers provided a 24 hour notice is given to the other board members.

At the initial meeting of each Board of Governors the officers shall select 1 officer to act as Convenor of Meetings. The Convenor of Meetings shall be in charge of facilitating the agenda presented by the Board of Governors at all Full club meetings. The Convenor of Meetings shall conduct full Club meetings using established parliamentary rules of procedure which they shall be responsible for learning. In the absence of the Convenor of Meetings the duty is passed to the Racing Coordinator and then to the Treasurer.

Appointed positions are done do by the Board of Governors. The following positions are no mandatory, but are highly recommended to be filled within a week after new officer elections: Appointee Positions:

**Web Master:**

Duties:

- Maintains and updates the club web page.
- Keep information updated on a weekly basis, adds photos as the come in, and makes sure everything is functioning properly.

Qualifications:

- Basic knowledge of web programming, or wiliness to attend a web site work shop.

**Newsletter Editor:**

Duties:

- Compiles all the information for the newsletters 2 times a year.
- Forwards the newsletter to the Parent and Alumni Relations office for delivery
- Makes sure mailing lists stay up-to-date.
- Manage the sale of advertising space in the newsletter.

Qualifications:

- Strong attention to detail
- Ability to write well and organize a coherent newsletter

**Recruiting Coordinator:**

Duties:

- Respond to all recruiting information sent in via mail, e-mail and web site
- Organizes all recruits, and reports them to the captains on a bi-weekly basis
- Helps organize recruit letters to Admissions office at both Early and Regular decision

Qualification:

- To be an outgoing person who is welcoming to perspective students.

The Board of Governors can create appointed positions as needed (for areas like web site, newsletter etc.)

**Article IV- Captains and Instructor**

The club shall elect 2 captains and 2 instructors. The captains and instructor shall be elected for 1 year terms beginning January 1 and ending December 31 of the same year. The position of 1 office in Section III , a captain or an instructor may be held by the same person.

The captains and instructor shall have the following duties and meet the qualifications:

**Captains:**

Duties:

- Provide general leadership for the Club. Also act as the organizers for all events. They are the co-executives of the club in all matters.
- Work closely with officers on all aspects of the Club.
- Responsible for organizing and running the Club Practices.
- Arrange the necessary equipment for each practice
- Select racers for each regatta
- Coordinates travel to each practice and keeps practice attendance
- Handles all recruiting
- Write and submits the end of the year reports to the Athletic Department.

Qualifications:

- Ability to competently assess a member's ability to safely and successfully represent the college in any competition
- 3 years of racing experience
- One of the co-captains must be at least a current sophomore at the time of election.
- Be ambitious and able to organize large groups of people.

**Instructor:**

Duties:



- Coordinate recreational sailing days and lessons
- Keep attendance record for recreational sailing days
- Responsible for organizing and overseeing all instructional practices for the benefit of novice club members.

Qualifications:

- 3 years of racing experience and ideally US Sailing Level 1 certification

**Article V – Elections**

The Board of Governors, the captains and the instructor shall be elected by current club members in good standing at a special meeting called for this purpose. This meeting must occur before the beginning of December of each year. Each current Club member in good standing shall have 1 vote for each position. Each position shall be selected individually.

If a newly elected officer cannot fulfill the duties of that position because they will be studying off campus during the spring semester, a proxy officer shall be nominated and confirmed by the club. That proxy officer will have full authority and duties of the position during the spring semester. On June 1 of said year the proxy officer term of office will end and the elected officer will resume the duties of the position.

If an officer will be studying abroad for the fall semester, that officer must resign their position by June 1 of said year and prior to April 1, a new officer must be elected.

If an officer cannot fulfill their duties or has resigned the remaining members of the Board of Governors must call a special full club meeting for the purpose of filling this vacancy. This meeting must occur within 1 week of the position vacancy. In the event of a tie, a second elections will be held consisting of only the two candidates who are tied to break the tie. If a tie still exists, existing board of Governors will vote on the issue and make a final decision.

**Article VI – Impeachment of Officers**

Any members of Board of Governors may be removed from office for dereliction of duty or for loss of good standing. A written signed request for impeachment must be submitted to the Racing Coordinator for review. This request must include the following: Name and position of office challenged, list or narrative describing the charges against the officer and a formal request for impeachment. This request must be submitted by a recognized, current Club member in good standing. In the event the Racing Coordinator is challenged, the request should be submitted to the Treasurer.

The impeachment proceedings shall follow formal rules of procedure and must include: a full club meeting, reading of the impeachment request, testimony by the requester, opportunity for the officer challenged to rebuke the charges, voluntary testimony of any witnesses, and judgment by secret ballot by current Club members in good standing. Each member in good standing is entitled to 1 vote. The vote shall be tallied by the Racing Coordinator unless Racing Coordinator is challenged where the treasurer will assume said duties. Impeachment of an officer requires 2/3 majority vote of all current Club members in good standing. At all impeachment hearings the Club advisor must be in attendance of the hearing may not proceed.

A charged officer shall retain full duties of the office until the club votes to impeach that officer.

If an officer is removed, the Board of Governors shall have the authority to select an emergency officer with a term of 30 days. A permanent officer must be elected at another full club meeting before the expiration of the 30 day term.

**Article VII – Finances**

Finances are, of course, absolutely necessary for the continued operation of the Bates College Sailing Club. Equipment deteriorates over time, and small expenses add up by the end of a strong season of racing. In addition, each race we attend requires a small entrance fee, and we must pay yearly dues to the New England Intercollegiate Sailing Association. Our travel expenses, though small, are indispensable, in that we must travel to other colleges' regattas in order to compete. Boarding costs at races as well as lease and rental agreements and guest speakers are our largest expenses. We also invest our funds in Sailing Club memorabilia, such as beverage coozies and t-shirts. These yield a positive monetary return, and encourage club membership and school pride.

#### **Article VIII – Full Club Meetings**

The Board of Governors must assemble a quorum of current members in good standing at least twice per academic semester; this constitutes a full club meeting. A quorum will consist of 60% of all recognized as full Sailing Club members as of 1 week before the scheduled meeting. While in season, the full club should meet 2 times per month, and out of season should meet 1 time per month. One of these assemblies may take place as part of the elections of officers.

The Board of Governors must give at least 7 days notice prior to any Sailing Club meeting. This notice must be given through normal means of club communication as well as a campus wide posting via e-mail and poster. This notice must include a time, place, and date of the meeting. If possible an agenda should be placed with it. Any club member in good standing may submit an agenda item to the Convenor of Meetings to be raised at the next full meeting. Full club meetings shall follow established parliamentary rules of procedure and shall be facilitated by the Convenor of Meetings.

An Emergency meeting of the full Sailing Club may be called by the submission of a written request by 3 officers to the Racing Coordinator. At least 48 hours notice must be given to the current members in good standing before the meeting may occur. The Board of Governors must give this notice through normal channels of communication.

#### **Article IX – Amendments**

Amendments to this document may be offered at any full Sailing Club meeting. An amendment must be submitted by a member in good standing in its final written form for consideration by the full club. A 2/3 majority of the full club is necessary to pass an amendment. No amendment shall be recognized until the Club advisor has given their formal written approval of the amendment to the Racing Coordinator.