

Constitution of the University of Pittsburgh Rowing Club

Name of Organization

The official name of the organization will be the University of Pittsburgh Rowing Club, hereafter referred to as UPRC. This title will be used for University and United States Rowing Association (USRA) registration and insurance purposes.

Acceptance and Compliance to Registration Requirements and Limitations

The UPRC and its membership accept and will fully comply with the requirements and limitations of registration.

Limits of Registration

The UPRC and its membership accept and will fully comply with the limits of registration. Registered student organizations are student associations and are not official components of the University. Registration does not permit a student organization to use or act in the name of the University, to represent the University, engage in any contractual obligation in the name of the University nor represent the organization as being an official part of the University. Registered student organizations are permitted to have approved external affiliations. Registration expressly permits registered student organization to only operate on campus. Off campus activities of registered student organizations are the sole responsibility of the organization, officers and members, unless expressly approved in advance by the University. Membership in a registered student organization and participation in its activities are voluntary and all risks of personal injury, property damage or other losses incidental to membership or participation in activities are assumed solely by the student organization and/or individual member(s) or participant(s).

Annual Reregistration

The UPRC will submit its annual re-registration application during the re-registration period following the election of new officers.

Purpose

We, the members of the University of Pittsburgh Rowing Club, dedicate ourselves to furthering the goals of lifetime health and physical activity for all members. In cooperation with the University and the Office of Student Activities, we will promote the sport of rowing, competition, and good sportsmanship. This will be achieved through a program of teaching the basic fundamentals of rowing, as well as advanced competitive training in a positive and unified atmosphere. In addition, we hope to further the goals of the individual regarding his/her recreation along with their physical and mental health. We will work to impress upon members the importance of teamwork, dedication, and discipline, as these are qualities needed in all aspects of life.

Activities

The UPRC will provide its members with both water and land based training activities. The club will also participate in inter-collegiate rowing competitions. University sanctioned fundraising and recruitment activities will also be carried out by active members of the team. These activities will serve in helping accomplish our goals of promoting competition, physical activity, and lifetime health.

Membership

1. Membership is open to currently enrolled Pitt students as defined herein.
2. All members must accept and comply with all of the requirements and limitations of registration as a condition of membership.
3. Membership in The UPRC is voluntary and all risk of personal injury, property damage or other losses that occur incidental to membership or participation in activities are assumed solely by the student organization and/or individual member(s) or non-member participant(s). Accordingly, the University of Pittsburgh, its officers and agents shall not be responsible nor liable for any claims or causes of action for damage or loss of property or personal injury of any kind or nature which may arise out of or are incidental to the conduct of any organization's activities or that of any individual's participation in any group-related activity. It is further understood and agreed that it is the responsibility of the officers of the organization to assure that all of the organization's members and non-member participants in all activities sponsored by The UPRC are fully informed and advised of this ASSUMPTION OF RISK, and in the event any individual member or participant should express or indicate non-acceptance, the organization's officers shall forbid participation and/or membership of such individual. In regard to the organization member or non-member participant Assumption of Risk, The UPRC acknowledges that the University recommends that the organization members and non-member participants make every effort to arrange for the acquisition of liability insurance sufficient to protect all participants against those risks being assumed. For sport-related organizations, the University recommends that each individual have insurance sufficient to allow for any risks by participation, accident or by deficiencies in physical health.
4. No hazing or illegal discriminatory criteria for membership, including those listed in the University of Pittsburgh's non-discrimination policy, will be used as a condition for membership in the organization. These factors include race, color, religion (except for religious organizations which may restrict membership to those who share their faith-based beliefs), national origin, ancestry, sex (except same sex organizations permitted under Title IX), age, marital status, familial status, sexual orientation, gender identity and expression, genetic information, disability or status as a veteran. This non-discriminatory policy will be applied in a manner consistent with the requirements of the First Amendment of the United States Constitution and other laws applicable to student organizations.
5. Membership is limited to those who pass initial physical testing or trial weeks. Physical testing will be evaluated by the coaching staff.

6. All club members must pay dues in the amount determined by the Business Manager.

Membership Procedures

The UPRC will accept members throughout the fall and spring semesters. Recruitment will be a full year process, with specific recruitment events occurring in the first couple weeks of the fall semester.

- Application procedures will entail:

- 1) Filling out a database form, complete with insurance information.
- 2) Signing a USRA insurance waiver.
- 3) Passing a swim test.
- 4) Physical testing or trial weeks.

- All club members must pay dues and attend functions deemed mandatory by the Head Coach (including general cleanups, trailer loadings, etc.)

- Membership entitles club members to use of club facilities as well as resources such as the coaching staff.

- The Head Coach and the Executive Board have the authority to suspend or revoke club membership for any individual who does not abide by rules and regulations of the University or meet the standards set by the club.

- Reinstatement will also be left to the decision of the Head Coach and Executive Board.

Voting Privileges

Voting privileges are limited to currently enrolled Pitt student members in good standing with the organization. Individual voting privileges are maintained so long as active membership is maintained.

Associate Membership

- Associate members may not vote, hold office, nor serve in a formal leadership role. They may participate in organization meetings and activities. Pitt student membership shall comprise of at least 75% of the total membership at all times.

- Associate members are comprised of faculty and staff within the university.

- Associate members include adult Pitt employees who are interested and desire to participate in rowing activities.

- Associate members form a somewhat separate group that does not compete for resources with the student portion of the club.

Officers

UPRC shall have the following officers.

- President
- Vice President
- Business Manager
- Secretary
- Recruitment Chair
- Treasurer
- Equipment Manager
- Fundraising Chair
- Clothing Chair
- Technology Chair
- Head Coxswain
- Social Media Chair

Terms of Office

Newly elected board members will assume control of their positions on the 1st of June. Terms will last 1 calendar year, and end on the following 1st of June.

Officer Responsibilities and Duties

1). The job responsibilities of the **President** include, but are not limited to the following:

- Scheduling and presiding at all Team and Executive Board meetings.
- Reserving rooms and any necessary equipment for meetings.
- Supervising all election proceedings.
- Acting together with the Vice President as a liaison between the club and the administration, particularly UPRC's Administrative Advisor.
- Participating in various campus functions, dinners, and meetings that allow UPRC to be recognized by the University.
- Delegating responsibility so that the necessary tasks are accomplished.

2). The job responsibilities of the **Vice President** include, but are not limited to the following:

- Serving as acting President in any absence of the President.
- Acting together with the President as a liaison between the UPRC and the administration.
- Acting as the main liaison between the club and the alumni.
- Maintaining contact with alumni via email.
- Organizing, publishing, and sending the alumni newsletter with help from the Executive Board.
- Organizing the annual Head of the Ohio alumni BBQ and contact alumni about attending regattas.
- Soliciting the alumni for funds. Handling all publicity matters.

3). The job responsibilities of the **Recruitment Chair** include, but are not limited to the following:

- Organizing fall and spring recruiting efforts.
- Reserving facilities for recruitment purposes.
- Creating and distributing fliers.
- Creating and distributing an online recruitment video.

4). The job responsibilities of the **Business Manager** include, but are not limited to the following:

- Developing a relationship with the Student Activities Business Offices and the Club Administrative Advisor.
- Drafting and submitting annual budgets as well as any supplemental allocations requests.
- Submitting all requests adhering to the specified SGB deadlines.
- Obtaining the “Student Government Board Allocations Manual for Registered Student Organizations,” (6 th floor, WPU) and the current year’s “Annual Allocations Request Summary,” (Student Activities Business Office, 1 st floor, WPU) for guidance in these procedures.
- Reporting to the Executive Board the status of our SGB affiliated financial situation.
- Coordinating purchases with Coaches and Equipment Manager by obtaining purchase order request forms to spend the allocated SGB money.
- Keeping an accurate record of all purchase orders requested, budgets drafted and any miscellaneous SGB funding requests.
- Determine the amount of dues owed each semester.
- Paying bills and distributing payments as determined by the Executive Board, including novice coach’s pay, reimbursements, etc.
- Preparing a fall and spring budget, including all expenses and incomes, and making a statement of the UPRC’s financial activities at regularly scheduled Executive Board meetings.
- Working with Coaches to ensure timely payment of race entry fees and hotel accommodations.

5). The job responsibilities of the **Treasurer** include, but are not limited to the following:

- Collecting dues owed each semester.
- Coordinating collection of all other payments from club members with Fundraising Chair and Clothing Chair to keep an accurate record of payments made.
- Keeping an accurate record of the UPRC and of each rower’s financial status, and notifying coaches of any athlete who has fallen behind on payments.
- Making deposits on a regular basis.

- Maintaining a working relationship with Business Manager (to utilize resources from the University) and the Fundraising Chair (to coordinate fundraising plans and set quotas).

6). The job responsibilities of the **Equipment Manager** include, but are not limited to the following:

- Maintaining and repairing existing club equipment.
- Informing the Coaching Staff of the need for repair of or replacement of equipment as needed.
- Keeping the supply of tools used for general repairs and maintenance of equipment up-to-date with new items when needed. This includes equipment such as wrenches, screwdrivers, straps, pliers, paint, solvents, etc.
- Organizing and maintaining the bay and erg room.
- Coordinating the trailer loading and unloading times, rigging and de-rigging of the boats at all regattas, and planning winter storage and cleanup of the fleet.
- Keeping an accurate record of boat serial numbers and equipment specs. This includes the spread and height of riggers, blade inboard and overall length of oars, launch serial numbers, outboard motor gas mixture ratios, general maintenance receipts and launch gas receipts, etc.
- Maintaining outboard motors monthly, oil changes, propellers, fuel supply, etc.

7). The job responsibilities of the **Secretary** include, but are not limited to the following:

- Taking minutes at all Team and Executive Board meetings, and distributing them to the team via email in a timely manner.
- Maintaining crew member databases, USRA waivers, and rosters with help from the Coaching Staff.
- Arranging logistics for competition (and Spring Training), including hotel and bus reservations, directions, van lists, room lists, etc. with help from the Head Coach.
- Determining location, price, date, and number of athletes attending all team banquets, and make the necessary restaurant reservations and deposits.
- Writing all ‘Thank You’ letters.
- Counting ballots at all elections.

8). The job responsibilities of the **Fundraising Chair** include, but are not limited to the following:

- Presenting a comprehensive fundraising plan to the team for each semester.
- Coordinating all fundraising events, such as erg-a-thons, work weekends, letter writing campaigns, crowd funding, etc.

9). The job responsibilities of the **Technology Chair** include, but are not limited to the following:

- Maintaining all distribution email lists, including squad lists, team lists, alumni lists, board lists, etc.
- Maintaining the UPRC web page, including a schedule of upcoming events, team news, squad rosters, Coaching Staff roster, contact information, photos, current newsletters, alumni contact information and affiliates, etc.

10). The job responsibilities of the **Clothing Chair** include, but are not limited to the following:

- Ordering and distributing varsity uniforms.
- Ensuring that there are enough novice racing shirts and ordering more as needed.
- Developing a relationship with clothing vendors, particularly Boathouse and The Pitt Shop.
- Researching optional clothing items, including sweats, T-shirts, vests, pullovers, hats, etc.
- Collecting all monies from Treasurer before placing any orders to assure prompt and full payment to clothing vendors.
- Remaining up to date on University policies regarding what can be displayed on club clothing.

11). The job responsibilities of the **Head Coxswain** include, but are not limited to the following:

- Organizing coxswain rotations for varsity practices.
- Teaching and instructing novice coxswains.
- Assisting the Recruitment Chair in the recruitment of Coxswains.
- Working with the Equipment Manager to ensure that all coxing equipment is kept functional and up to date.
- Attending TRRA safety meetings and distributing this information to fellow coxswains.

12). The job responsibilities of the **Social Media Chair** include, but are not limited to the following:

- Managing and updating Facebook, Instagram and Twitter and maintaining an active presence on these sites.
- Media acquisition during regattas, practices, and appropriate social events.
- Coordinating with the recruitment chair and Vice President to produce and distribute recruitment, rower of the week, alumni outreach, and race announcement material
- The Social Media Chair does NOT have the power to distribute material without appropriate Vice President and Recruitment Chair permissions.

Election of Officers

- 1) Annual Elections for the Executive Board will be held in a democratic fashion, at an open Team Meeting, directly following the nomination procedure. For an election to take place, a quorum of a minimum of 2/3 of the active club members must be present. All active members have the ability to vote. No absentee ballots will be recognized.
- 2) In order to be eligible for nomination for an office on the Executive Board, a member must:
 - a. Be an active member of the club.
 - b. Be a member of the club for at least 2 semesters.
 - c. Be present for nominations and elections.
 - d. Not have previously held the office he/she is running for, for more than three semesters.
- 3) No member may serve on the board at any one position for more than two years or a total of five semesters (See emergency election procedure under “Vacancies”). Also, no member may hold multiple board positions simultaneously.
- 4) Each officer will be elected during the spring season to a one-year term beginning on the 1st of June.
- 5) The election proceedings will be as follows:
 - a. Nominations & Acceptance of nominations.
 - b. Brief speech by all of the nominees for the particular office.
 - c. Brief discussion of the nominees by the team.
 - d. Vote by secret ballot, counted by the current Secretary and President.
 - e. The winner will be determined by a majority vote. In the event of a tie, there will be a re-vote in which the Coaching Staff will also participate.
- 6) If a nominee is not elected for a particular office, he or she may run for subsequent offices.
- 7) After elections, the newly elected board member will shadow the established officer for the duration of his/her term at the end of the spring semester. Voting privileges for Executive Board decisions will commence with the start of the newly elected Executive Board member’s term in the fall.
- 8) While UPRC engages in this necessary political activity, the organization strives to remain as nonpolitical as possible.
 - a. Campaigning or advocating for particular board candidates shall be limited to the organized discussion portion of board elections.

- b. In the case of a team member violating this agreement, violations should be brought directly to the attention of the Head Coach.
- c. Decisions regarding punishment for said violations shall be decided upon by the Head Coach.

Voting Powers of Officers

While major board decisions may be discussed by the entire team or board, the final decision will be voted upon by the five voting positions on the board. Voting positions include the **President, Vice President, Secretary, Business Manager, and Recruitment Chair**. Given that there are five voting positions, there is no need for a procedure regarding ties.

Removal of Officer

The Executive Board possesses the ability to remove officers with a majority vote. The Executive Board's decision must be supported by the Head Coach to be upheld.

Vacancies

Emergency Elections will be held in the event that an Executive Board officer cannot complete his/her duties due to removal or resignation from the board or team at large.

- The emergency election will take place at the first Team Meeting following the Board officer's resignation/removal.
- Eligibility status and election proceedings will be the same as for the Annual Executive Board election.
- The newly elected officer will have voting privileges for Executive Board issues immediately.
- The newly elected officer will only serve the duration of his/her predecessor's term, while retaining his/her two years of eligibility, unless there is more than 1 semester left in the term. He/she may run for re-election for that position during Annual Executive Board Elections in the spring.

Responsibilities of the Head Coach and Coaching Staff

- 1). The job responsibilities of the **Head Coach** include, but are not limited to the following:
 - Teaching the sport of rowing to all active, dues paying members of the UPRC.
 - Promoting the safety of club members both in practice and race situations, in accordance with the guidelines established by the USRA, TRRA, and the University of Pittsburgh.
 - Establishing and promoting club policies that comply with all rules and regulations of the USRA and the University of Pittsburgh.
 - Reviewing and updating the UPRC "Risk Management Plan," with the help of the Administrative Advisor, on a yearly basis. This includes but is not limited to: liability insurance and registration renewal with USRA, equipment insurance renewal with the

University (trailer, shells, oars, launches and miscellaneous equipment), and CPR/AED/First Aid course completion or renewal.

- Establishing a working relationship with the current Coaching Staff and Equipment Manager and provide guidance on the purchase of and selling of necessary equipment.
- Determining the competitive racing and practicing schedules by coordinating with the Coaching Staff.
- Acting as advisor and adult representative of the club.
- Attending TRRA monthly board meetings as acting representative of UPRC.
- Working with the Secretary to coordinate travel arrangements and logistics.

2). The job responsibilities of the Coaching Staff include, but are not limited to the following: -

- Concerning only the Varsity Coaches; hiring a competent Novice Coaching Staff taking into consideration the concerns and recommendations of the UPRC's Administrative Advisor and the Executive Board.
- Teaching the sport of rowing to all oarsmen and coxswains that are club members in good standing.
- Working in conjunction with the Head Coach and Executive Board to establish a healthy team environment conducive to good sportsmanship and camaraderie amongst the squads.
- Learning the UPRC "Risk Management Plan" and adhering to its guidelines.
- Promoting the safety of club members both in practice and in race situations in accordance with the guidelines established by the USRA and the UPRC.
- Acting as advisors and adult representatives of the UPRC.
- Determining the practice schedules for their respective squads.

Responsibilities of Varsity Captains

The Varsity Men and Varsity Women will each elect a captain for their respective squad at the conclusion of the spring racing season. This position does not carry voting privileges on the executive board; a rower or coxswain can simultaneously hold both the captain position and an executive board position. The job responsibilities of the **Women's Captain** and **Men's Captain** include, but are not limited to the following:

- Acting as a role model for the rest of the squad. This includes setting positive athletic and scholastic examples and maintaining squad morale.
- Acting as the representative to the Executive Board for the squad's best interests and communicating all pertinent Executive Board decisions to squad.
- Fostering inter-squad relations. This includes maintaining a positive relationship with the other varsity squad and coordinating "little sister/brother" efforts with the novice teams.
- Serving as head of squad in the absence of coaches.
- Acting as liaison between the coach and the squad.

Meetings

Monthly board meetings shall be scheduled and presided over by The President. All active members are welcome to attend monthly board meetings, but only board members and coaches may verbally participate. 2/3 of board members are required to be present at meetings for official decisions to be made. The President can call special board meetings at any time.

Full team meetings are also scheduled and run by the President. Full team meetings can be scheduled at any time and for any reason but are typically called for elections or for information distribution at the beginning of each semester.

Finances

All budgets will be determined by the Business Manager, with help as needed from the Head Coach, Equipment Manager, Treasurer, and Secretary. Only the Business Manager, Equipment Manager, and Head Coach possess the ability to spend the organization's money.

The UPRC shall fully comply with the University fundraising policies and procedures for registered student organizations.

The organization will not maintain an outside bank account if it receives funding from The Student Government Board.

Publication Codes

In compliance with the Publications Code for Student Organizations, all publications of the organization will comply with current copywriter laws, be distributed according to policies and procedures, refrain from expressions that are considered obscene or libelous according to current statute, advocate or insight the material interference or physical disruption of the educational process of the peace, order and decorum of the campus, or that advocate or insight imminent, lawless action or the violent overthrow of the government and identify the organization as publisher and specify that the group is a certified student organization at the University of Pittsburgh.

Adviser

- The Club Advisor is and always will serve as the Head Coach of UPRC.
- The Adviser's role is outlined thoroughly in the "Responsibilities of the Head Coach and Coaching Staff" section.
- The Club Advisor will accompany the team on all trips, including competitions and spring training. The presence of the adviser will give the club the ability to rent university transportation, which is why the Adviser role will always be filled by the Head Coach.

External Affiliations

External affiliates include:

- US Rowing
- Dad Vails

- ACRAs

Amendments

- Any member of the club may submit amendments to the Constitution.
- Proposed amendments will be submitted in writing to the President of the Executive Board and defended before the board.
- Proposed amendments will be voted on at the next Team Meeting.
- General voting procedure will be followed when an amendment is presented.
- All constitution additions, revisions, and deletions must be reported to the SORC.