

Constitution and By-Laws
Of the
Arlington Rowing Association
Most recently amended January 9, 2006

Article I
Name

Section 1. The name of this organization shall be the Arlington Rowing Association.

Article II
Purpose

Section 1. The purpose of this organization shall be to support and promote the rowing program for the student athletes that reside in the Arlington Central School District.

Article III
Membership

Section 1. Membership shall be open to any family or individual interested in supporting and promoting the rowing program for the student athletes that reside in the Arlington Central School District. Membership shall be granted upon payment in full of program fees. All members shall be granted one vote.

Section 2. Membership for residences outside the Arlington School district shall be considered by the Board on a case by case basis.

Article IV
Program Fees

Section 1. The Board on an annual basis shall establish the program fees for the upcoming year, to be presented and voted upon at the last Board membership meeting. Program Fees will cover the season of spring or fall.

Section 2. All student athletes must be members in good standing in order to participate.

Section 3. Membership scholarships are available upon approval of the Treasurer and President.

Section 4. Families with more than 1 rower are eligible for a 10% discount for each membership.

Article V
Fundraising Requirements

Section 1. The Board on an annual basis shall establish the fundraising requirements for the upcoming year.

Section 2. Families with more than 1 rower are only required to meet the fundraising requirement for 1 rower.

Article VI
Board of Directors

Section 1. The Board of Directors shall be selected from the slate of nominees presented at the last General Membership meeting. Terms of all offices will be July 1 through June 30. A majority vote is required. Each member shall have 1 vote.

Section 2. The officers of the association shall be President, Vice President, Treasurer and Secretary, who are members in good standing.

Section 3. The trustees are 7 individuals who are members in good standing. They shall serve along with the officers as members of the Board of Directors.

Section 4. In the event a vacancy shall occur in any office, a special meeting of the Association may be called in, at which time a successor to fill the remainder of the term shall be nominated and elected. This should be done by the first regular meeting

Constitution and By-Laws
Of the
Arlington Rowing Association
Most recently amended January 9, 2006

following the withdrawal or resignation of the said office.

Section 5. Officers may be removed by three-fourths (3/4) vote of the membership.

Article VII
Duties of Officers

Section 1. The President shall preside at meetings of the Association. He/She shall appoint the chairperson and members of all committees. The President shall have the usual duties and powers that accompany the office.

Section 2. The Vice-President in the absence or in the inability of the President to perform his/her duties shall perform the duties of the President as stated above. The Vice-President shall assist the President. The Vice-President shall be responsible for auditing the Treasurer's records on an annual basis and reporting its findings to the Board of Directors in writing, no later than June 30. The annual report shall be in writing and submitted at the Annual Meeting of the Association.

Section 3. The Treasurer shall collect and be responsible for all moneys collected by and for the Association and shall deposit it in an account established with a local bank. The Treasurer shall disburse funds by check only. The Treasurer shall keep a record of all receipts and disbursements and turn over all records to his/her successor. The Treasurer must be a member of the Finance Committee.

Section 4. The Secretary shall record the minutes of all meetings and prepare all association correspondence. These minutes will be completed prior to the following meeting. The Secretary will hold the master

copy of the By-Laws, Membership List, and Equipment List as well as maintain a record of committee membership and committee reports. The Secretary shall turn over all records to his/her successor.

Article VIII
Meetings

Section 1. There shall be 2 General Membership meetings of the Association in each season. The Public Relations Committee, in the most convenient manner, will notify the membership of the date, place, time, and purpose of the meeting at least ten (10) days before the meeting.

Section 2. There shall be an election meeting of the Association at the last General Membership meeting of each year for the purpose of electing officers for the following year. The Public Relations Committee will notify the membership, as noted in Section 1.

Section 3. The President may call special meetings of the Association with a minimum of three days notice. No business other than that specified in the notice of the meeting shall be transacted at any special meeting.

Section 4. A minimum of seven (7) members of the Association entitled to vote shall constitute a quorum for the transaction of business.

Section 5. A quorum for Board of Director meetings will be two-thirds (2/3) of the Board Membership, with a simple majority needed to enact decisions.

Section 6. Meetings of the Board of Directors will be held on a monthly basis, to receive reports and transact any other business of the Association. Board

Constitution and By-Laws
Of the
Arlington Rowing Association
Most recently amended January 9, 2006

members need to maintain at least a 75% attendance, if not; good standing could be affected, unless otherwise noted by the Board. No meetings are required in the following months of January, July, August, and December.

Section 7. A meeting will occur at least once a year with AHS as to all activities and status of financial aspects of the Association.

Article IX
Committee Structure

Section 1. There shall be two types of committees: Standing Committees as outlined in Article X below and Ad hoc Committees. The President will form Ad hoc Committees for a specified time and purpose. Members may be appointed to any committee. Each committee shall keep minutes of its meetings and records of its transactions and turn same over to the Secretary at the termination of the committee. Re-evaluation of each committee chair and its members will be completed prior to the start of a new year.

Article X
Standing Committees

Section 1. **Membership Committee**

- A. This committee shall be responsible for developing new members for the Association.
- B. This committee shall be responsible for maintaining past and present membership lists, including Board members. A copy of this list is to be given to the Secretary.
- C. This committee shall be responsible for organizing freshman night for the recruiting of new rowers.

- D. This committee shall be responsible for organizing an information night for eighth graders.
- E. This committee shall be responsible for auditing ballots during the annual board voting. Appointing a non-board member to complete this task would be advised.
- F. This committee shall be responsible for submitting a slate of Officers and Trustees for consideration at the First General Membership of the spring season. The Public Relations Committee will notify the membership, as noted in Article VIII Section 1.
- G. This committee shall be responsible for organizing the Open House at AHS.

Section 2. **Finance Committee**

- A. This committee shall be responsible for determining the short and long term financial needs of the rowing program. In the cooperation with the coaching staff, they are to establish financial priorities for the program.
- B. All records shall be available to the Vice-President for annual auditing.
- C. This committee shall be responsible for drawing up a yearly financial plan for the Association and submit same to the Board of Directors for approval.
- D. This committee shall be responsible for completing collection of fees.
- E. This committee shall be responsible for using the report mentioned in Section 2C to develop fund-raising techniques to accommodate the gap in the income. All fund-raising activities are to be approved by a Board vote prior to any commencement of the fund-raising.
- F. This committee shall be responsible for balancing all accounts.

Section 3. **Equipment/ Safety Committee**

- A. This committee shall be responsible for maintaining a detailed list of all rowing

**Constitution and By-Laws
Of the
Arlington Rowing Association
Most recently amended January 9, 2006**

related equipment owned by ARA. This list shall be updated no later than June 30 and a copy given to the Secretary.

B. This committee shall be responsible for recommending updates or enhancements to any and all equipment.

C. This committee shall be responsible for providing recommendations of necessary replacement parts to the Financial Committee for budget review.

D. This committee shall be responsible for maintaining a list of all CPR and First Aid trained personnel. This list shall be updated no later than June 30 and a copy given to the Secretary.

Section 4. Food Committee

A. This committee shall be responsible for supplying nourishment for all athletes during all spring and fall meets.

B. This committee shall be responsible for maintaining a detailed list of all cooking related equipment owned by ARA. This list shall be updated no later than June 30 and a copy given to the Secretary.

C. This committee shall be responsible for submitting a yearly financial plan with recommendations for equipment and food supplies to the Board of Directors for approval.

D. This committee shall provide an end of the year financial report to the Board of Directors.

Section 5. Public Relations Committee

A. This committee will include a school liaison who is an employee of Arlington High School.

B. This committee shall be responsible for developing and distributing communication methods to our general membership and AHS, preferably the Principal and Athletic Director.

C. This committee shall be responsible for developing and distributing a newsletter.

D. This committee shall be responsible for distributing all meeting notifications.

E. This committee shall be responsible for maintaining ARA website.

F. This committee shall be responsible for coordinating all meeting rooms with AHS.

G. A grievance Ad Hoc Committee will be formed for any complaints presented to ARA. The investigation will be typed and submitted to the President no later than 1 week past the date when the complaint was brought forward.

H. This committee shall be responsible for coordinating Spring Team Pictures.

Section 6. Coaching Staff Committee

A. The coaching staff will consist of a Head Coach, Assistant Coaching Staff and a Land Coach.

B. This committee shall be responsible for the training of all student athletes as to the proper techniques of rowing.

C. This committee must submit a coaching staff budget to the Financial Committee for budget review.

D. This committee shall be responsible for providing lists that detail out future equipment required to stay competitive.

E. All coaching staff qualifications will be submitted to the Board of Directors upon employment.

F. Coaching staff committee will be responsible for developing new coaches.

G. This committee will submit a race schedule and entry considerations prior to each season for review by the Board of Directors.

**Article XI
Amendments**

Section 1. These By-Laws may be amended or repealed, in whole or in part, with changes presented to the membership with 30 days notice prior to the vote. A two-

Constitution and By-Laws
Of the
Arlington Rowing Association
Most recently amended January 9, 2006

thirds vote of the members present is required to amend these By-Laws.

Article XII
Procedure

Section 1. The usual rules parliamentary procedure shall be followed and in the event of questions thereon, ROBERTS RULES of ORDER, REVISED shall prevail.

Article XIII
Safety

Section 1. The Association shall follow the safety standards and requirements as delineated by the U.S. Rowing Association. The Arlington Rowing Association (A.R.A.) does not allow any rower to drive his/her own vehicle to any Fall race, NO EXCEPTIONS. Rowers violating this rule will be suspended from rowing one week.

Article XIV
Awards

Section 1. Awards are presented at the Spring Sports Awards Assembly that is held on the second Thursday of June each year. A.R.A. has a short meeting and awards ceremony in one of the cafeterias immediately after the presentations in the auditorium. The coaches decisions on who should be awarded the below indicated honors should be made by the end of the Stotesbury Regatta so that there is enough time to order and receive the plaques.

Section 2. **Patrick Furr Leadership Award**

A. The Arlington Rowing Association (A.R.A.) will recognize two varsity student athletes from the Arlington High School Crew Team each year. This award shall be awarded at the consensus of the coaches to

one young man and one young woman who consistently demonstrated leadership abilities that exemplify the attributes of the "team rower". The student athletes selected should "set the example" for all rowers by exhibiting a positive attitude toward the sport and the team. Leadership by example is especially important to help establish a positive attitude among the freshmen and novice rowers which will assist them to achieve a productive career as an Arlington rower. Sportsmanship in the boathouse, during land training, and on the water sets the example for other team members.

Encouraging all individuals to participate in all team activities is important to ensure that the workload is shared and the results of our team efforts reach their full potential.

B. A.R.A. will award a suitable plaque with proper inscriptions to those two individuals as well as furnish name plates for the perpetual plaque on display in the High School Lobby.

C. Wording for the Patrick Furr Leadership Award plaques:

(Rower's Name)

200x Patrick Furr Leadership Award

Section 3. **Boat of the Year Award**

A. ARA will recognize one boat per year for their performance.

B. ARA will present a perpetual plaque with boat crew members' names engraved to be permanently displayed at the boat house.

C. Appropriate recognition will be provided to each member of the selected boat.

Section 4. **Outstanding Rower Award**

A. A.R.A. shall present an award to a member of each squad (boat) to recognize superior effort exerted by individuals who would not be recognized by either of the other two awards.

**Constitution and By-Laws
Of the
Arlington Rowing Association
Most recently amended January 9, 2006**

B. Plaques for these awards are 6" X 8" purchased from TROPHY WORLD in Staatsburg on Rt. 9, 889-4776.

C. Some Boat Classifications, Men's Novice 8, Women's Freshman 8, Women's Novice 8, Men's Midweight 8, Men's Varsity 4, Men's Junior Varsity 8, Women's Varsity 8, Women's Lightweight 8, Women's Junior Varsity 8, Women's Lightweight 4 to name a few.

D. Wording for Outstanding rower plaques:
Arlington Rowing Association
Outstanding Rower
Spring Crew 200x
(Boat Classification)
(Rower's Name)
Presented this June x, 200x

B. Transportation to all races, including pulling the shell carrier.

C. Coaches and stipends.

D. Shell carrier inspection.

E. All other support is on a need basis and is reviewed at the meetings mentioned in Article 8 Section 7.

**Article XV
Conflict of Interest**

Section 1. No officer, Trustee, or employee/coach of the Arlington Rowing Association shall in any manner, directly or indirectly, participate in the deliberation upon or the determination of any question affecting his pecuniary interest or the pecuniary interest of any other corporation partnership, or association in which he/she is directly or indirectly interested. No Officer, Trustee, or employee/coach or student athlete shall be affiliated or compete with any competing rowing association except as approved by the ARA Board.

**Article XVI
School support**

Section 1. In the Spring season Arlington High School has budgeted the following items.

A. Transportation to the boathouse for weekday practices.