



- I. The responsibilities of the officers shall be as follows:
 - a. President
 - i. Presiding over all General Body Meetings and Executive Board Meetings
 - ii. Ensuring that all coaching positions are filled
 - iii. Serving as the general point of contact for the club
 - iv. Ensuring that the team is prepared for competition,
 1. Registration for regattas
 2. Registration with US Rowing
 - v. Serve on the Safety Committee and the Budgeting Committee.
 - b. Vice-President
 - i. Serving as President in the absence of the President
 - ii. Plan logistics for regattas
 1. Get quotes from bus companies and charter the bus (if appropriate)
 2. Coordinate carpools (if appropriate)
 3. Communicate the plan for race day to the team and advise on what to bring
 4. Record attendance and keep track of who goes home early, arrives late, etc
 - iii. Plan logistics for varsity practice
 1. Coordinate drivers/carpools
 2. Plan for any novices attending
 - iv. Plan logistics for novice driving
 1. Account for last minute driving cancellations/revisions
 2. Record daily drivers for later reimbursement
 - v. Work with Treasurer to reimburse drivers for transportation to practices and regattas
 - vi. Plan logistics for other team trips including but not limited to the West Point Tanks and spring break
 - vii. Manage lodging needs for coaches or team members
 1. Primarily for Head of the Charles and States
 2. Includes booking a hotel room(s) for the coaches or rowers if needed
 - viii. Serve on the Safety committee and the Budgeting Committee
 - c. Treasurer
 - i. Along with the Secretary, maintaining membership lists
 - ii. Maintaining and presenting accurate balances at each Executive Board Meeting, as well as changes in balances of current accounts and budgeted line items
 - iii. Oversee the Budgeting Committee
 - iv. Collection of membership dues
 - v. Calculation and collection of trip fees
 - vi. Account credits to include:
 1. Collection of membership dues
 2. Deposit of all account credits into the appropriate accounts
 - vii. Account debits to include:
 1. Purchasing
 2. Reimbursement for other members and coaches
 - viii. Deposit all cash/checks/charge sheets
 - ix. Assure spending matches up with budget
 - x. Handle purchasing of new equipment
 - xi. Verify Union account with our accounts
 - d. Secretary
 - i. Serving as the stenographer at all Business Meetings and Executive Board Meetings.



- ii. Maintaining and having present, either in hard copy or electronically, at all General Body Meetings and Executive Board meetings:
 - 1. The current club Constitution
 - 2. The current club Bylaws
 - 3. All current and past Executive Orders
 - 4. A copy of Robert's Rules of Order
- iii. Maintaining website including:
 - 1. Membership lists
 - 2. Team and coach contact information
 - 3. Racing schedule and results
 - 4. Alumni section
 - 5. Photo section
 - 6. Fundraiser information
- iv. Along with the Treasurer, maintaining membership lists to include:
 - 1. Roster
 - 2. E-mail contact lists
- v. Official documentation, to include:
 - 1. Fundraising letters
 - 2. Varsity letters
- vi. Along with the Fundraising Coordinator, writing a semester newsletter
- vii. Along with the Membership Officer, post to social media
 - 1. Includes Facebook, Twitter
 - 2. Posting information and pictures about races and other pertinent events
- e. Equipment Officer
 - i. Maintaining and repairing equipment to include:
 - 1. Shells
 - 2. Launches
 - 3. Trailer
 - 4. Truck
 - 5. Boathouse
 - 6. Ergs
 - 7. Any other equipment owned or operated by the club
 - ii. Parts
 - 1. Maintaining an accurate inventory of parts
 - 2. Insuring, along with the Treasurer, needed parts are purchased
 - iii. Insuring that gas is purchased for practices
 - iv. Overseeing of the Safety Committee
 - v. Appoint assistant equipment officers with the approval of the entire executive board.
 - 1. Two assistant equipment officers is recommended. However, the final number is at the discretion of the executive board.
 - 2. The purpose of the assistant equipment officers is to be a direct point of contact for helping the Equipment Officer in their tasks.
- f. Membership Officer
 - i. Organize Fall and Spring Recruitment
 - ii. Connect with our Alumni
 - iii. Organize community service for the Hudson Shores Park
 - 1. As part of our lease with the City of Watervliet, we are responsible for a community service project once a year.



2. Previous examples include going to an elementary school and giving a presentation on rowing and being healthy
 - iv. Organize NRB each year
 1. Gather volunteers
 2. Work with the Office of First Year Experience
 - v. Along with the Secretary, post to social media
 1. Includes Facebook, Twitter
 2. Posting information and pictures about races and other pertinent events
 - vi. Maintain team membership through team bonding/building events and activities
 - g. Fundraising Coordinator
 - i. Maintain the Rent-A-Rower program
 1. Receive requests
 2. Communicate with requesters to arrange details
 3. Coordinate volunteers, incl. driver
 4. Follow-up to obtain cash/check
 - ii. Organize fundraising events
 1. Fall Semester: Battle Between The Bridges
 2. Spring Semester: Adirondack Erg Sprints, Erg-A-Thon
 - iii. Lead any other fundraising projects such as weR Gold campaigns
 - iv. Work with Treasurer to ensure that funds are correctly appropriated.
 - v. Receive and process all donations
- II. General Body Meetings
 - a. Fall Meetings shall be held according to the following schedule:
 - i. One Meeting shall be held prior to the start of the first practice
 - ii. One Meeting shall be held following the conclusion of racing and water practices
 - b. Spring Meetings shall be held according to the following schedule:
 - i. One Meeting shall be held prior to the first race
- III. After completing one semester of Varsity membership, each member will receive a Varsity Letter, which will officially welcome them to the team and afford them the opportunity to purchase a Varsity Jacket. Standard presentation of Varsity Letters shall occur at the Annual Banquet.
- IV. Committees
 - a. Budgeting Committee
 - i. The Budget Committee shall consist of the President, Vice President and Treasurer.
 - ii. The Budget Committee shall be responsible for writing the yearly budget.
 - b. Safety Committee
 - i. The Safety Committee shall consist of the President, Vice President, and Equipment Officer.
 - ii. The Safety Committee shall be responsible for the following:
 1. Coordinating safety issues with the coaching staff.
 2. Stage relevant safety testing.
 3. Ensuring safe water conditions.
- V. Uniforms
 - a. Members shall be required to compete in a standardized uniform
 - b. Members shall be required to purchase their own uniforms
- VI. The purchasing of capital equipment must be voted on and approved by the executive board. Voting shall proceed as stated in Article IV.10.iii of the Constitution.
- VII. The Executive Board must meet with the coaches once per semester and as called for by the Executive Board or the coaches.



Rensselaer

MEN'S AND WOMEN'S CREW

BYLAWS (Revised: 8/30/15)

- VIII. The Executive Board must meet with the team advisor once a semester and as called for by the team advisor or the Executive Board.
- IX. A member shall only be refunded membership dues upon request. Refund amounts shall be at the discretion of the Executive Board.
- X. A General Body Meeting shall be requested by the majority of the team with at least seventy-two hours' notice prior to the start of the meeting.