

# HALIFAX ROWING ASSOCIATION BYLAWS

Adopted \_\_\_\_\_, 1995  
Last Revised \_\_\_\_\_, 1996

## ARTICLE I, NAME AND PURPOSE OF THE CORPORATION

- 1.1 The name of this Corporation shall be the Halifax Rowing Association, Inc., hereafter referred to as the "Club". The Board of Directors established in the Articles of Incorporation shall hereafter be referred to as the Board of Stewards.
- 1.2 The purpose for which this Club is organized is to encourage, develop, promote and administer a recreational and educational rowing center to benefit the health and well-being of the public by providing a facility for rowing activities and programs designed to teach water safety, rowing instruction, recreational rowing and all allied activities
- 1.3 The purpose of the Club shall be the encouragement and support of amateur rowing, collegiate rowing, community rowing, youth rowing, handicap rowing and the general promotion of physical fitness.
- 1.4 In view of the role of the ERAU Crew in the founding of the Club, the Club holds as one of its purposes the support of ERAU crew and the use of the Club's facilities by the ERAU crew.

## ARTICLE II, CLUB COLORS, FLAG, UNIFORM AND BLADE DESIGN

- 2.1 The Club colors shall be blue and white.
- 2.2 The club flag shall be
- 2.3 The Club pennant shall be
- 2.4 The Club racing uniform shall constitute
- 2.5 The Club blade design shall be

## ARTICLE III, MEMBERSHIP

- 3.1 Any person interested in the purposes of the Club may become a regular, youth or supporting member. Proposals for membership must be made in writing on a standard membership application form, signed by the person requesting membership, and sent to the Membership Chairman with a check for payment of the initiation fee and the appropriate membership dues. "Short term memberships" may be granted to guests and those persons participating in organized programs prior to regular membership.

3.2 Regular Members shall be entitled to all privileges under the Articles of Incorporation and the Bylaws, including voting rights. Regular members are expected to serve on and support Club committees, and actively participate in Club events and the maintenance of Club facilities. The coach and all assistant coaches of the ERAU crew and of any other collegiate or high school crew working out of the Club facilities shall hold regular membership in the Club for so long as they are officially acting in the capacity of coach or assistant coach. Initiation fees and dues are waived for all college and high school coaches.

3.3 Supporting Members shall be entitled to voting rights and all privileges under the Articles of Incorporation and the Bylaws, except for the use of rowing equipment. They will receive all Club mailings. They may serve on Club Committees and they may actively participate in Club activities and the maintenance of Club facilities.

3.4 Youth Members, members under the age of 18, are not entitled to vote but they are entitled to use facilities and equipment while under the direction of a properly supervised program.

3.5 Life Membership shall be available to those who are regular members or supporting members on payment of an amount equal to fifteen (15) times the appropriate annual dues at the time of transfer. Life members are entitled to voting rights, to hold office and all privileges under the Articles of Incorporation and the Bylaws.

3.6 Persons distinguished for their interest in rowing or their special contribution to the welfare of the Club may be appointed to Honorary Membership by vote of the Club upon nomination by the Board of Stewards. The term and rights of the Honorary Membership shall be specified by the Board of Stewards at the time of nomination.

#### ARTICLE IV, DUES

4.1 The Board of Stewards shall prescribe the amount of dues and initiation fees to be paid by the membership and the method of payment.

4.2 An assessment may be made at any time by a four-fifths vote of members present at any meeting of the Club, provided proper and timely notice of the meeting shall have been made, including proper notice of assessment as an agenda item.

4.3 The Board of Stewards may prescribe the conditions under which the members, their spouses, their families, and their guests may use the facilities of the Club.

4.4 The Executive Committee of the Board of Stewards shall have the right to reduce or waive the initiation fee or dues for any member who has special financial needs.

#### ARTICLE V, RESIGNATIONS, DISCIPLINE AND EXPULSIONS

5.1 Lapsed memberships are *de facto* resignations.

5.2 The Board of Stewards may expel from membership or deprive of Club privileges any member whose dues, fines or assessments have remained unpaid for more than sixty (60) days from the billing notification..

5.3 Members expelled for non-payment of dues, fines or assessments shall not again be eligible for membership until all indebtedness is paid in full, when they may be restored into membership, or they may rejoin as a new member.

5.4 The Captain shall have command of all members when they are in the boathouse or in Club boats. Any member who disobeys the rules of the Club, or displays behavior unbecoming a lady or gentleman, is liable to deprivation of the use of Club property, by the Captain, for a period not exceeding two (2) weeks at a time.

5.5 Appeal of the Captain's decisions may be made to the Board of Stewards and that body (except Captain and Lieutenant) shall act as a Board of Appeal, their decision being final. The Board of Stewards has the right to discipline and/or expel any member who as a result of due process has been adjudged guilty of unsuitable conduct.

#### ARTICLE VI, BOARD OF STEWARDS AND OFFICERS

6.1 The entire government and management of the Club and the control, sale, lease and disposition of Club property shall be vested in the Board of Stewards. The records of the Board of Stewards shall constitute a report which shall be made at the quarterly meetings of the Halifax Rowing Association.

6.2 The officers of the Club shall be the President, Vice-President, Secretary, Treasure, Captain, and Lieutenant. They must be voting members.

6.3 The Board of Stewards shall have no less than 10 members but no more than 13 members. The Board of Stewards shall consist of the officers of the Club, the head coach of the ERAU crew, the head coach of any other organized college or high school crew rowing out of the boathouse and regular members as elected by the membership of the Club.

6.4 The term for a member of the Board of Stewards shall be one (1) year. Members may serve in consecutive years.

6.5 There shall be a meeting of the Board of Stewards prior to each quarterly meeting of the members. Other meetings of the Board of Stewards may be called on at least three (3) days notice by the President or any three (3) members of the Board at such time and place as may be stated in the call.

6.6 Five (5) Board members shall constitute a quorum at meetings of the Board of Stewards.

6.7 The Executive Committee shall consist of members of the Board of Stewards, namely the President, Vice President, Coach of ERAU and one other Board member designated by the Board of Stewards.

#### ARTICLE VII, DUTIES OF OFFICERS

7.1 The President presides over all meetings of the Board of Stewards, the Executive Committee and the General Membership.

7.2 In the absence of the President, the Vice-President shall preside over meetings.

7.3 The Secretary shall keep a record of all official meetings of the members and the Board of Stewards. The Secretary shall cause notices of all such meetings to be sent as required by this Constitution. The Secretary, at each quarterly meeting of the Club, shall report the number of members with the number elected, resigned or expelled during the quarter.

7.4 The Treasurer shall receive and have custody of all funds of the Club and shall disburse the same in the ordinary course of business, consistent with the budget, and additionally, so act when authorized by the Board of Stewards. The Treasurer shall keep books of account containing an accurate record of all receipts and disbursements, and shall present at each annual meeting a complete statement of the Club's financial condition.

7.5 The Captain shall have full command in the Boathouse and over Club craft, provide equipment therefor and cause necessary repairs to be made thereon. The Captain shall see that the property is well used and properly cared for and report to the Board of Stewards any case of insubordination of the members. The Captain, at each quarterly meeting of the Club, shall report on the navy in the boathouse, the general conduct of the members, and the condition of Club property.

7.6 The Lieutenant shall assist the Captain and act as Captain in the latter's absence from the city or upon matters requiring immediate action. Further, he will establish and maintain a logbook at the desk in the boathouse for all rowers to log information relative to their rowing. He will compile from the logbook the number of miles rowed by the Club's members, individually and collectively, in the preceding year and report the same at the January quarterly meeting.

7.7 The Executive Committee shall assist the President in the oversight of the general day to day operation of the Club, assist the President in appointing committees, making recommendations on policy and providing information to the Board of Stewards for action, and making Board decisions when necessary until the Board of Stewards can meet. One month after the election of officers at the annual meeting, the Executive Committee shall present to the Board of Stewards a proposed budget for approval by the Board of Stewards.

## ARTICLE VIII, ELECTION OF BOARD OF STEWARDS

8.1 Nominations for officers (the Board of Stewards) shall be submitted by the Nominating Committee to the Secretary at least thirty (30) days before the Annual Meeting and posted at the boathouse. At the Annual Meeting nominations may be made from the floor for positions on the Board of Stewards.

8.2 The Board of Stewards shall be elected each Annual Meeting and shall hold office until their successors are elected.

8.3 Any vacancy occurring in the officers of the Club shall be filled by the Board of Stewards until officers are elected at the October meeting of the Club.

## ARTICLE IX, COMMITTEES

9.1 The Board of Stewards shall appoint Standing Committees of the Club.

9.2 The President, along with the Executive Committee, shall appoint the Nominating Committee and may appoint all committees not otherwise created.

9.3 All committees shall make timely reports and recommendations to the Board of Stewards.

## ARTICLE X, MEETINGS

10.1 The regular order of business at quarterly meetings of the Club shall be as follows:

1. Records of Previous Meetings
2. Special Business
3. Reports:
  - a. Secretary
  - b. Treasurer
  - c. Captain
  - d. Lieutenant
  - e. Committees
  - f. ERAU
4. Unfinished Business
5. New Business
6. Remarks for the Good of the Club

10.2 Roberts Rules of Order shall be in force as needed. The regular order of business may be suspended at any meeting by a three-fourths vote of the members present.

10.3 The Annual Meeting of the Club shall be held in October of each year, and three additional meetings will be held: one in January, one in April and one in July, at such time as the President or the Board of Stewards may direct. Notice shall be given at least two (2)

10.4 Members are responsible for furnishing their correct address to the Secretary. The mailing of any notice to a member directed to the address thus furnished shall constitute legal delivery.

10.5 The President may call a special meeting of the Club on at least one (1) weeks notice and shall do so at the written request of five (5) Regular members. The object of a special meeting shall be stated in the notice.

10.6 Eleven (11) Regular members shall constitute a quorum.

#### ARTICLE XI, CLUB EQUIPMENT AND PRIVATE PROPERTY

11.1 The Captain shall designate the crafts which members may use. Other than in supervised rowing, no member may use a boat unless they have been declared proficient in the use of the craft by the Captain or the Director of Rowing. No Club boat shall be transported from the boathouse except by permission of the Captain. The use of boats may be further regulated by the Board of Stewards.

11.2 None but regular and life members shall be allowed to use Club craft except by permission of the Board of Stewards or as hereinafter provided. Visiting oarsmen and oarswomen may be granted permission to use Club craft at the Captain's discretion.

11.3 Each member shall record in the appropriate logbook the number of miles rowed in the boats and meters on the ergometers. Members shall be responsible for the Club property in their care and immediately report to the Captain or Lieutenant any damage which may occur. All accidents shall be recorded in the Club logbook.

11.4 All users of the Club facilities and Club equipment shall be liable for any damages caused through negligence of the user. The Captain will evaluate any incidents and assess liabilities of damage. The Club will be responsible for making any necessary repairs and the person(s) who caused the damage shall reimburse the Club for any costs not covered by insurance.

11.5 The Board of Stewards shall arrange for Club participation in crew races. The Board shall have full charge of said races and oversee all necessary arrangements. During the time of a regatta, no Club craft may be used without permission of the Captain.

11.6 Private property of members may be kept in the boathouse by permission of the Captain. The Board of Stewards may determine fees for the storage of private boats in the boathouse.

11.7 No guest shall be permitted to use Club boats more than six times a calendar year, unless as active participants in the Rowing Program or by special permission of the Board of Stewards.

## **ARTICLE XII. DIRECTOR OF ROWING**

**12.1** The Board of Stewards may appoint a Director of Rowing to develop, promote and administer instructional programs at the Club. These programs shall be open to members, the general public and special groups, such as the handicapped, as the Board of Stewards may direct.

**12.2** The Director of Rowing shall be responsible to the Board of Stewards.

## **ARTICLE XIII. AMENDMENTS**

**13.1** This document may be amended, added to or repealed by a two-thirds vote of the members present at a regular meeting of the Club, provided at a previous regular meeting said proposed amendment, addition or repeal shall have been submitted in writing, endorsed by seven (7) members of the Club.

**13.2** Notice of the meeting at which an amendment, addition or repeal is to be acted upon shall contain a verbatim copy thereof.

**ARTICLES XIV AND FOLLOWING HAVE NOT BEEN WRITTEN, BUT SHOULD BE INCLUDED**