

# **Constitution of Holston Rowing Club**

Amended and Revised August 2018

## ARTICLE I. NAME

This organization shall be known as the Holston Rowing Club (HRC) of Kingsport, TN.

## ARTICLE II. PURPOSE

The purpose of the organization is to unite community members in the Tri-City area with a common interest in rowing, to improve their skills and to compete in regattas and scrimmages as appropriate.

## ARTICLE III. MEMBERSHIP AND DUES

- Section 1. Any duly registered community member is eligible for membership.
- Section 2. Membership shall be maintained by the payment of dues per month, the amount of which is to be established by the Executive Board and to be used in furthering the success of the team by providing funds for equipment (repair and purchase) and general organization expenses.
- Section 3. Members must complete a rowing competence/safety qualification administered by the safety/training officer.

## ARTICLE IV. OFFICERS

- Section 1. The elected officers of HRC shall minimally include president, secretary, treasurer, and safety officer with others added as needed including social media officer, equipment officer, fundraising officer, etc. These officers will make up the Executive Board.
- Section 2. Election of Officers:
- a. Nominations for Executive Officers shall occur at least one week prior to the annual member meeting. Voting shall occur at the annual member meeting or in absentia in the week preceding the annual member meeting
  - b. Voting shall be by ballot or other documented/written communication
  - c. Elections must pass with a majority vote of members present for election.
  - d. If an office is left vacant, the remaining officers may appoint a member to fill the vacancy until the next election.

- Section 3. The term of office served by each executive board member will be two years.
- Section 4. Duties of the President
- a. The president shall preside at all meetings, call all special meetings, and appoint committees.
  - b. The president shall be in charge of all the facilities and equipment of HRC.
  - c. The president shall maintain communication with the Friends of Warriors Path and park rangers at Warrior's path.
- Section 5. Duties of the Secretary
- a. The secretary shall keep an accurate permanent record of all club proceedings, take charge of team correspondence, inform team of announcements and maintain records for non-profit organization.
  - b. Submit the annual reporting information to the State of Tennessee Secretary of State's office to maintain corporation status.
- Section 6. Duties of the Treasurer
- a. The treasurer shall keep accurate and complete financial records of all team transactions, including the collection of dues, payment of fees, taxes, salaries, etc.
  - b. The treasurer must also disburse funds and receive allocations, donations and reimbursements in accordance with the regulations of the non-profit.
- Section 7. Duties of the Fundraiser
- a. The fundraiser shall obtain team money by organizing small and large scale fundraisers.
- Section 8. Duties of the Safety/Training Officer
- a. The safety/training officer shall review and implement the safety policies of HRC.
  - b. The safety/training officer shall coordinate the training and qualification of new members for the use of club equipment.
  - c. The safety/training officer shall assist the equipment manager.
- Section 9. Duties of the Social Media Officer
- a. The social media officer shall maintain a functioning and useable website that is sufficient for members of HRC and others outside the organization.
  - b. The social media officer shall promote the team via social media.
  - c. The social media officer shall write and send publications to promote HRC events.
  - d. The social media officer shall communicate HRC's purpose to the community.

- Section 10. Duties of the Equipment Manager
- a. The equipment manager shall maintain the integrity of all club equipment.
  - b. The equipment manager shall provide feedback/input on the purchase and renting of new equipment.

#### ARTICLE V. MEETINGS

- Section 1. The Executive Board will direct a quarterly Team Meeting, open to all members, unless deemed unnecessary.
- Section 2. All club members are encouraged to attend quarterly Team Meetings in order to receive information about team happenings.
- Section 3. All club members are expected to attend the annual meeting of the members to participate in election of board members.

#### ARTICLE VI. QUORUM

Twenty percent of the membership of the organization shall constitute a quorum to transact business.

#### ARTICLE VII. BY-LAWS

A record of all Rules and Procedures outside of this constitution shall be kept as by-laws for HRC.

#### ARTICLE VIII. AMENDMENTS

- Section 1. Amendment Process
- a. Proposed amendments shall be submitted in writing to the Executive Board for review, discussion and approval.
  - b. All approved amendments must be presented to the team. The team will then have a one-week period for comment.
  - c. Two-thirds majority vote of the current team can override an amendment
- Section 2. This constitution may be amended by a two-thirds majority vote of the Executive Board.