

ARLINGTON ROWING ASSOCIATION, INC. BY-LAWS

Article I

Name

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

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 in the Arlington Rowing Association School Program is composed of the athlete/parents/guardians of registered Arlington Central School District rowers. Membership shall be granted upon full payment of the program fee. The Board of Directors reserves the right to refuse or rescind membership.

Section 1a. Membership shall be for a term of 12 months - following the date of payment of the program fee.

Section 1b. A member maintains good standing by paying all required fees and by abiding by the rules, regulations, and policies of Arlington Rowing Association, Inc.

Section 1c. Each family shall be granted one vote per rower in good standing.

Section 1d. No member may borrow Arlington Rowing Association equipment for personal functions.

Section 1e. Arlington equipment may be rented to members for a fee and a mandatory deposit. Arlington equipment may be rented to members for a fee and a mandatory deposit. Arlington equipment may be rented or loaned to HRRRA or other organizations with the approval of the Executive Board.

Section 1f. The Board of Directors reserves the right to request that any parent/guardian who acts in conflict of the bylaws be removed as a member in good standing. This will not affect the standing of the athlete; he/she will be allowed to practice and participate in all practices and races.

Article IV

Program Fees

Section 1. The Board, on an annual basis, shall establish the program fees for the upcoming season.

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

Section 3. Families with more than one rower are eligible for a 10% discount of the combined program fees.

Article V

Volunteer Requirements

Section 1. The Board, on an annual basis, shall establish the volunteer requirements for the upcoming season.

Article VI

Board of Directors

Section 1. The Board of Directors shall be selected from the slate of nominees presented by May 15. Terms of all offices will be July 1 through June 30. A majority vote is required. Each member shall have one vote: consistent with Article III, Section 1c.

Section 1a. All elections must be performed in a democratic style. All Board of Directors on the slate have the right to address the parents at the General Membership meeting and deliver introductions and their platform.

Section 1b. All Board of Director elections must be conducted in writing and performed using a secret ballot to take place before the “End of Season” banquet in June. At the end of voting, two non-board members will tally the votes and report the winners to the secretary. The secretary will record the votes and announce the winners. An online survey, such as Survey Monkey, may be used in lieu of an in person secret ballot.

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

Section 3. Trustees, who are members in good standing, 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, at which time, a successor to fill the remainder of the term, shall be nominated and elected by the Board. This should be done by the next regular meeting.

Section 5. Officers may be removed by three fourths (3/4) vote of the entire board (Executive & Trustees).

Section 6. No two members from the same household may serve on the Executive Board. Two members of the same household may serve on the Board – one as a trustee and one as an Executive – provided it is voted on unanimously by all Board members.

Article VII

Executive Board

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 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 the 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 monies collected by and for the Association and shall deposit them in an account established with a local bank. 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

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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 monthly Board Meetings, unless a monthly meeting is deemed unnecessary by the President. General Membership shall be invited to attend the monthly Board meetings. The Board, 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 each meeting.

Section 2. A meeting will occur at least once a year with the AHS Athletic Director as to all activities and status of financial aspects of the Association.

Article IX Standing Committees

Section 1. Recruitment 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 recruitment of new rowers.
- D. This committee shall be responsible for organizing *Information Sessions* for seventh and 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 Board will notify the membership, as noted in Article VIII, Section 1.
- G. This committee shall be responsible for organizing the *Open House* at AHS, UVMS, and LMS.

Section 2. Finance Committee

- A. This committee shall be responsible for determining the short and long-term financial needs of the rowing program. In cooperation with the coaching staff, they are to establish financial priorities for the program.
- B. All records shall be available to the VicePresident for annual auditing.
- C. This committee shall be responsible for drawing up a yearly financial plan for the Association and submit it 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 balancing all accounts.

Section 3. Fundraising Committee

- A. This committee shall organize fundraising opportunities for the team to close the income gap reported in the yearly financial plan referenced in Article IX, Section 2C.
- B. This committee can offer suggestions to members seeking individual fundraising opportunities.

Section 4. Sponsorship Committee

- A. This committee is responsible for finding new sponsorship opportunities as well as maintaining previous sponsor relationships.

Section 5. Equipment/Safety Committee

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- A. This committee shall provide a detailed list of all rowing-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 all equipment.
- C. This committee shall be responsible for providing recommendations of necessary replacement items to the Financial Committee for budget review.
- D. This committee shall be responsible for distributing all meeting notifications.
- E. This committee shall be responsible for maintaining the ARA website and all social media sites.
- F. This committee shall be responsible for coordinating all meeting rooms with AHS.
- G. This committee shall be responsible for coordinating Spring Team Pictures and ensuring that photos are given to the appropriate yearbook committees of each school in a timely manner.

Section 4. Food Committee

- A. This committee shall be responsible for supplying nourishment for all athletes during the Spring 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 establish a working relationship with the Athletic Director and AHS, LMS, and UVMS secretaries (unless another contact person is noted).
- B. This committee shall be responsible for developing and distributing communication methods to our general membership, the AHS Athletic Director, and the principals of UVMS and LMS.
- C. This committee shall be responsible for developing and distributing a newsletter.

Section 6. Clothing/Merchandise Committee

- A. This committee shall organize the ordering and distribution of uniforms and team shirts prior to the start of the Spring season.
- B. This committee shall organize the sale of other ARA branded merchandise

Article X Use of Equipment

Section 1. Arlington equipment may be rented or loaned to HRRA or other organizations with the prior approval of the Executive Board.

Section 1a. Equipment use request forms must be submitted to the Treasurer with at least one week's notice.

Section 1b. In instances of emergency, such as during a race, immediate approval of use can be made by the president (or another member of the executive board in the president's absence).

Section 2. Equipment such as the ARA launches will require proof of liability coverage from the borrower's insurance.

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Section 2a. Lack of insurance coverage shall require the borrower to take on full financial responsibility for any damages to equipment.

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-thirds (2/3) vote of the members present is required to amend these ByLaws.