

# **Oakton Cougar Crew Booster Club Constitution and Bylaws**

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# **OAKTON COUGAR CREW BOOSTER CLUB CONSTITUTION – Revision 1**

## **ARTICLE I – Name**

This organization shall be called the Oakton Cougar Crew Booster Club (hereafter referred to as OCCBC or the “Club”) and shall function as a non-profit organization.

## **ARTICLE II – Purpose**

The purpose of the Club is to furnish necessary financial aid, assistance, and encouragement in cooperation with the Oakton High School administration, the Oakton High School Athletic Boosters Club, and the public school officials of the County of Fairfax, Virginia for the support of rowing crews of Oakton High School Crew Club members (OHSCC).

## **ARTICLE III – Membership**

Membership in the Club shall be open to all OCCBC rowers and parents/guardians or rowers in good standing. All members have agreed to support this organization and to abide by the provisions of the Constitution and Bylaws and decisions of the officers. Each family shall be entitled to all privileges of the Club, including the right to vote and to hold office.

## **ARTICLE IV – Officers**

The Board of Directors shall consist of a President, Secretary, Treasurer, Vice President Administration, Vice President Communications, Vice President Fundraising, Vice President Logistics, Vice President Membership, Vice President Operations, and Vice President Volunteers. The Head Coach and Immediate Past President serve ex-officio.

## **ARTICLE V – Effective Date**

This constitution shall become effective immediately following its adoption.

## REVISED AND APPROVED

The original version of this Constitution was approved at the General Membership meeting held on 15 September 2003.

Revision 1 of this constitution was approved May 3, 2007 at the OCCBC Board meeting.

Revision 2 of this constitution was approved March 8, 2010 at the General Membership meeting.

# **Oakton Cougar Crew Booster Club**

## **BYLAWS**

# Oakton Cougar Crew Booster Club

## BYLAWS

### Acronyms:

OCCBC – Oakton Cougar Crew Booster Club  
OHS – Oakton High School  
OHSCC – Oakton High School Crew Club  
VASRA – Virginia Area Scholastic Rowing Association  
FCPS – Fairfax County Public School System  
NVRPA – Northern Virginia Regional Park Authority  
Occoquan Local Organizing Committee (OLOC)  
VHSL – Virginia High School League  
VP – Vice President

## ARTICLE I - Election of Officers

### ***Section 1 - Term of Office.***

The officers of this Club shall serve a one-year term from June 1st to May 31st of the following year.

### ***Section 2 - Nomination.***

No person shall be a candidate for office in the Club who has not been nominated. In April the VP of Administration shall solicit volunteers and nominees for office. No name may be submitted unless the person nominated has given his/her consent. Up to two members of one family may be on the board, however only one member of a family may serve as an officer of the board that is part of the standing executive committee defined in Article III section 3.

### ***Section 3 - Additional Nominations.***

Additional nominations may be made upon written petition of a member eligible to vote and with the attestation of the nominee of his/her willingness to serve. Such petition shall be submitted to the VP of Administration prior to the last yearly board meeting of the Club.

#### ***Section 4 - Notice to Members.***

The VP of Administration of the Club shall, in the call of the last board meeting of the Club for the year or in the call for the email vote, notify all members of the candidates for office.

#### ***Section 5 - Election.***

Elections shall take place each year either at the last general OCCBC membership meeting of the Club for the year or by email vote prior to the last board meeting of the year. Email votes shall remain open for at least 7 days until the vote is called. The candidate receiving the greatest number of votes for each office shall be declared elected. Write-in votes will be accepted as long as the person has granted their consent prior to the election. In the event of a tie, a new vote shall be taken. In the event of a second tie, the current president of the board shall flip a coin to determine the winner. In the absence of any opposing candidate the entire slate may be elected with one vote. Voting will be in accordance of Article IX, Section 2.

#### ***Section 6 - Installation.***

Newly elected officers of the Club shall be installed at the June Board of Directors meeting . Such meeting will be arranged by the President and the President-Elect and will be a joint meeting with the outgoing and incoming officers present.

#### ***Section 7 - Vacancies.***

Vacancies in any of the offices of the Club that occur during the term of office shall be filled by election by the Board of Directors of the Club and any such person shall fill the remainder of the term to which the person had previously been elected. If there is a vacancy in the President's position a VP will assume an acting role until the vacancy can be filled at the next Open Board of Directors meeting. Votes to fill vacancies may only be held at regularly scheduled board of directors meetings or by email vote with balloting remaining open for 7 days.. The order in which officers will assume the presidency in order is 1) VP Administration, 2) Treasurer. 3) VP Operations.

## **ARTICLE II - Membership**

### ***Section 1 - General Membership.***

Membership of OCCBC will include, but is not limited to, all current student/athletes who are members of OHSCC and their parents/guardians. OHSCC Members are required to pay activity/participation fees as outlined in

Article VII. Membership may be extended to others wishing to sponsor the crew program at Oakton High School or other non-rowers, non-family members and non-sponsors as permitted by the Board of Directors.

### ***Section 2 - Honorary Membership.***

This status may be conferred upon any individual who, having made an outstanding contribution to the OCCBC has been proposed by an active member for honorary membership. Such a proposal requires unanimous consent by the Board of Directors.

## **ARTICLE III - Meetings**

### ***Section 1 - General Membership Meetings.***

Meeting of the general membership as defined in section 1 of article II shall be held a minimum of one time during the year.

The President shall establish the date for such meetings 60 days prior to the end of each regular Virginia Area Scholastic Rowing Association (VASRA) regatta season and shall notify all current members of the date and time of said meetings.

Quorum for a General Membership Meeting shall be a 25% of the general membership defined in section 1 of Article II

### ***Section 2 - Special General Meetings.***

Special general meetings of the Club may be called by the President at his/her discretion, by the Board of Directors, or by written request of ten active members.

Notification for Special General Meeting will either be by email or phone

Quorum for a General Membership Meeting shall be 25% of the general membership defined in section 1 of Article II

### ***Section 3- Board of Directors Meetings.***

The Board of Directors shall meet monthly during the school year or at other times upon the call of the President or a majority of the Board.

The order of business and agenda shall be determined by the President or as set forth in Article IX.

A majority of the Board of Directors shall constitute a quorum for the conduct of all business. If a quorum is not present and a decision must be taken to achieve

some timeliness criteria, a telephone or email vote may be taken at the discretion of the Board members present to continue necessary business.

Each member of the Board of Directors shall be entitled to cast one vote on any matter of business before the Board. Persons sharing the responsibilities of a Board position have one vote with respect to Board decisions. Voting by proxy shall be allowed. The Board of Directors may act on any matter without a meeting with the consent of all Directors. Short-notice requirement for a vote may be conducted by email, telephone, or any method possible if deemed necessary by the President. Such decisions will be confirmed and recorded during the next Board meeting.

There are three types of Board Meetings

**Open** – The monthly (September – June) Board meeting will be conducted as an open meeting with the voting board having the option to move to closed session if needed. An open meeting is a board meeting where the crew members and their families are welcome to attend. These meetings are where the general business of the crew is conducted. A majority of the Board shall constitute a quorum for the conduct of business at an open meeting. If a quorum is not present and a decision must be taken to achieve some timeliness criteria a telephone vote or email vote may be taken at the discretion of the Board Members present to continue necessary business. The results of all votes taken by phone or email will be announced at the next board meeting and recorded into the official minutes.

**Closed** - A closed session is where business that is confidential to the crew club is conducted. Attendance is only open to Board of Directors. In a closed session the meeting minutes shall be kept but not distributed outside of the board of Directors unless the board votes for an exception. Closed session shall not be used to change the bylaws or constitution of the club. Closed sessions are the appropriate setting when individual salaries are discussed. A majority of the Board shall constitute a quorum for the conduct of business at a closed meeting. If a quorum is not present and a decision must be taken to achieve some timeliness criteria a telephone or email vote may be taken at the discretion of the Board Members present to continue necessary business. Other directly concerned parties may be invited to these meetings where required at the discretion of the executive board.

**Executive** – An executive session is where the President, Vice President – Administration, Treasurer, and Secretary meet in private. A quorum for the executive session shall be 3 out of the 4 standing members of the session. Other members of the board and directly concerned parties may be invited to these meetings where required. In Executive Sessions minutes shall be kept but not distributed outside of the attendees unless the members of the Executive Session vote for an exception and release is given in the case of personal information. Executive sessions shall not be used to change the bylaws or constitution of the club or make significant financial commitments. These sessions should be used

only when there are confidential issues such as immediate firing for cause, medical, or legal that should not be disclosed even to the board in general.

**Emergency** – Any of the prior three sessions may be called on an emergency basis, however neither bylaws nor officers may be changed through emergency sessions.

**Special** – July and August meeting of the Board of Directors may be called at the discretion of the President. Due to space limitations these meeting are not required to be open to the entire membership. No new business may be voted on at these meetings, they are conducted for planning purposes only.

#### ***Section 4- Notice of Meetings.***

Notice of any meeting of the membership shall be established by advance schedule as approved by the Board and at least ten days prior to the first meeting so scheduled. Changes in subsequent meeting dates must be announced to the membership ten days in advance. The Board shall also establish a written or on-line (OCCBC web site) schedule of Board meetings with similar provisos.

### **ARTICLE IV - Duties of Officers**

#### ***Section 1 - President.***

The President is responsible for safe, efficient operations of the Club. He/she shall appoint all committees and shall be an ex-officio member of the same. The President is a standing invitee for Executive Sessions of the Board.

The President serves as the primary point of contact for negotiations with school administration, external rowing governing bodies, coaches, and parents.

The President coordinates and officiates meetings of the membership and board.

The President is authorized to appoint committees to perform specific duties such as, but not limited to: coach search and boat purchase.

The President establishes and implements policy and procedure and performs other tasks as required.

The president is authorized to sign contracts for the OCCBC.

The president is an authorized signature on checks for the OCCBC.

## ***Section 2 - Vice Presidents.***

All Vice Presidents will assist the President in the discharge of his/her duties as decided by the Board of Directors. Specific responsibilities of each position are outlined in the subsections below.

### ***Section 2.1 - Vice President for Administration.***

The Vice President for Administration is the secondary point of contact when the president is unavailable. In the absence of the President, he/she shall officiate. The Vice President for Administration is a standing invitee for Executive Sessions of the Board.

The Vice President for Administration prepares and maintains records related to the overall administration of the club. These records include the records of employment for the coaching staff. These records also include the Constitution and Bylaws for OCCBC – which will be provided to the OCCBC web-master for posting on the OCCBC web site. The Vice President for Administration also coordinates with the Treasurer regarding tax and legal documents required for compliance with IRS and state regulation, governing bodies and insurance providers.

The Vice President for Administration is responsible for the annual election of officers to the OCCBC Board of Directors.

The Vice President for Administration is responsible for the annual election of captains.

The Vice President for Administration performs other duties as assigned.

The Vice President for Administration holds one of the two keys to the USPS PO box at the Oakton post office.

### ***Section 2.2 - Vice President for Fund Raising.***

The Vice President for Fund Raising is responsible for executing the current year's fund raising plan and for developing a projected plan to support anticipated expenditures of the Club for the following year.

The Vice President for Fund Raising provides fund raising opportunities for the benefit of OCCBC's mission of providing equipment and support to the OHS Crew Club.

The Vice President for Fund Raising works in conjunction with the Vice President for Volunteers, Vice President for Communications, Publicity chair, coaching staff, Team Captains, school administration and other officers to assure that fund raising events are well supported, coordinated with practice schedules, and in compliance with school guidelines.

The Vice President for Fund Raising provides reports at the monthly OCCBC board meeting on fund raising results and any upcoming events.

The Vice President for Fund Raising creates and maintains records of the amounts of fund raising performed by the individual team members and submits those records and funds collected to the OCCBC Treasurer and the VP of Membership.

### ***Section 2.3 - Vice President for Operations.***

The Vice President for Operations is responsible for the acquisition and maintenance of all equipment needed for the operation of the OHS Crew Club. The Vice President for Operations works in concert with the Head Coach to determine the club's needs.

The Vice President for Operations keeps the inventory of equipment currently owned by the club and provides a copy of that inventory to the Treasurer and Vice President for Administration for inclusion in the club records.

The Vice President for Operations identifies equipment needed by the club either for maintenance or to support club growth. The Vice President for Operations locates and prices this equipment. Identified needs are communicated to the Treasurer for budgetary purposes and to the OCCBC Board for purchase approval. All capital expenses are approved by the Board in advance, any department expenses over \$500 need to be voted upon.

The Vice President for Operations works with the Treasurer as needed to purchase approved equipment for the club and arrange equipment delivery and set up.

The Vice President for Operations ensures all Club-owned equipment is safely and properly maintained to support the rowing program.

### ***Section 2.4 - Vice President for Logistics.***

The Vice President for Logistics manages all Regatta Logistics, Club travel, lodging and other logistical needs required for travel outside the local area. This may include participation in the Stotesbury Cup and SRAA National regattas.

The Vice President for Logistics collects all funds for travel regattas, keeping records of payments, and hands over records and funds to the Treasurer for deposit.

The Vice President for Logistics assists team members in setting up car pools if needed for winter conditioning and on-the-water practice.

The Vice President for Logistics oversees the communication of, and compliance with park rules, parking regulations, and regatta day instructions to families in conjunction with the coaches.

### ***Section 2.5 - Vice President for Volunteers.***

The Vice President for Volunteers manages Club efforts to supply team member and parent volunteers. The volunteer areas include

- Fund raising events,
- Required support to VASRA and regatta requirements
- NVRPA and Sandy Run requirements
- OHS Athletic Booster Club and school requirements
- OCCBC's Occoqual Local Organizing Committee (OLOC) representative
- Other activities as required.

The Vice President for Volunteers recruits volunteers for these positions and maintains records of volunteer contributions. The Vice President for Volunteers shares these records as needed with the Vice President for Membership.

The Vice President for Volunteers reports on all upcoming volunteer events and volunteer vacancies at the OCCBC board meetings.

### ***Section 2.6 - Vice President for Communications.***

The Vice President for Communications is responsible for information dissemination to Club members and external interested parties.

The Vice President for Communications communicates with all officers about their areas of responsibility and assists in information dissemination to members.

The Vice President for Communications either performs or supervises others performing the following functions:

- Establishing and maintaining the Crew Communication bulletin board at OHS
- Liaison to OHS Athletic Boosters for matters other than staff employment and finances, including providing information for the OHS Athletic Booster newsletter

- Production of OCCBC web site and its information
- Creation and maintenance of various OCCBC email lists

### ***Section 2.7 - Vice President for Membership.***

The Vice President for Membership is responsible for maintaining the list of active members along with all necessary forms and documentation needed.

The duties of the Vice President for Membership include:

- Creating and maintaining the OHSCC membership file and posting it to the password protected part of the OCCBC web site
- Collecting and reviewing all required documents/forms for crew participation and club membership
- Scheduling swim tests for new members
- Providing the coaches with the required paperwork for each member
- Providing the OHS Activities Office with required documents/forms
- Providing the Vice President for Communications and/or a designated email list administrator with email addresses and corrections for team members and their families
- Working in conjunction with the Vice President for Fund Raising and the Vice President for Volunteers to track fund raising and service hours requirements for individual team members and providing information on team members that have not met the required goals to the coaches
- Working in conjunction with coaches and the VP for Administration to determine the adequacy of paperwork and provide recommendations and updates for future years
- Working in conjunction with the webmaster to make all required forms available on the OCCBC web site
- Distributing the team roster, updating as necessary
- Collecting and tracking dues payments
- Sending rower status reports including paperwork issues, dues, fundraising and service information
- Collecting and distributing club mail
- Possession of one of the two keys for the USPS Post Office Box at the Oakton Post Office.
- Reserving a room at Oakton High School for monthly board meetings
- Reserving Lecture Hall for Fall Interest Meeting
- Consulting with executive board as needed regarding financial hardship issues

### ***Section 3 Secretary.***

The Secretary is a standing invitee for Executive Sessions of the Board.

The Secretary keeps a complete journal of the proceedings at all OCCBC board meetings.

The Secretary distributes meeting minutes to the Board and forwards them to the webmaster as a Club official document for permanent retention. Note: Prior to implementation of the club website as the repository, meeting minutes records were maintained by the Treasurer and VP Administration. Copies of minutes older than those kept on the web are available from these officers.

The Secretary disseminates the meeting minutes to board members as soon as possible after any meeting.

The Secretary is responsible for keeping all official documents of the OCCBC club including:

- Board meetings
- Results of email or telephone votes
- Rosters

### ***Section 4 - Treasurer.***

The Treasurer is a standing invitee for Executive Sessions of the Board.

The Treasurer maintains the accounts of the club. The Treasurer collects all money due the Club, banks, and disburses the same for all legal debts of the Club. The Treasurer keeps an exact account of all receipts and expenditures for the club. The Treasurer coordinates with the OHS Athletic Boosters treasurer and the school Athletic Department payroll.

The Treasurer prepares the OCCBC budget which is voted on at the annual membership meeting. The Treasurer provides a written monthly budgetary report at each OCCBC board meeting. At the end of the Treasurer's term, the Treasurer prepares a written annual report on the financial condition of the Club including budgeted vs. actual amounts. The Treasurer arranges for an annual financial self assessment with a financial review being conducted by an outside accountant every five years.

The Treasurer prepares tax filings, insurance policies, and other such documents as required to maintain compliance with laws and governing regulations.

The Treasurer maintains the financial and legal records of the corporation in coordination with the VP-Administration. These are the official records and documents for the Club including property inventories. At the end of every fiscal year all Committee chair and Board members should turn over pertinent records to the treasurer. All records are to be retained for seven years.

The Treasurer has signature authority on the OCCBC checking account.

## **ARTICLE V - Rules and Responsibilities**

### ***Section 1 - General.***

The Club will abide by the Rules and Memorandum of Understanding approved by the High School Crew Council governing the member teams of VASRA. Full responsibility for conduct of the crew while in the boathouse, on the water, or on trips shall be vested in the Coaches and their duly appointed assistants.

### ***Section 2 - Rowers.***

Student/athletes wishing to be rowers and/or coxswains will be members of the Oakton High School Crew Club (OHSCC), a Fairfax County Public School sanctioned club, which will meet periodically at Oakton High School. Student/athletes become eligible to row for OHSCC once they have passed a swimming test, submitted the VHSL physical certification form and other required membership paperwork to OHSCC and have become members in good standing of OCCBC. As varsity athletes, rowers/coxswains will abide by the rules established by the coaches, the Code of Conduct of Oakton High School and by the rules levied by the Virginia High School League (VHSL) and Fairfax County Public Schools. The rower must sign a VHSL Rules Form and a Fairfax County Public School Rules Form before he/she can participate in training. Rowers/coxswains may also be required to register on-line for specific regatta events.

### ***Section 3 - Volunteer Support.***

The crew program is possible only through the volunteer efforts of both parents/guardians and rowers. Volunteer support may include participation in fundraising activities, filling volunteer positions during regatta days, and participation in Sandy Run maintenance activities.

### ***Section 3.1 – Rowers/Coxswains.***

Rowers/coxswains are required to participate in club sponsored fund-raising events. During fall and spring registrations, the VP for Volunteers will have an available list of events and will identify the minimum number of commitments required of the rower/coxswain.

### ***Section 3.2 - Parents/Guardians.***

Parents/guardians are also expected to participate in club sponsored fund-raising events and to fill volunteer regatta positions. During registration, the VP for Volunteers will have an available list of events and will identify the minimum number of commitments required of the parent/guardian. Failure to report for a regatta position results in the Club being fined by the VASRA. The parent/guardian failing to report for duty is liable for that fine.

### ***Section 4 - Interpretations.***

The Board of Directors shall decide interpretation of all rules and regulations in the Constitution and Bylaws as adopted.

### ***Section 5 - Tax Exempt Status.***

Business of the Club will be conducted in a manner to meet the requirements of Section 501(c)(3) of the Internal Revenue Code of 1954.

## **ARTICLE VI - Fiscal Year.**

The fiscal year of the Club shall begin on the first day of July and end on the thirtieth day of June of each year.

## **ARTICLE VII - Membership Fees**

### ***Section 1 - Initiation Fee.***

There shall be no initiation fee.

### ***Section 2 - Other Fees.***

The Board of Directors of the Club shall annually establish activity participation fees for each OCCBC member wishing to row for the upcoming rowing season. Fees shall be paid at such a time and in such a manner as determined by the Board of Directors.

### ***Section 3 - Failure to Pay.***

Failure to pay fees when due will result in the loss of a member family's good standing in the Club with resultant impact on the rower's participation in crew, unless other arrangements have been made with, and approved by the Board of Directors. Parents must make contact with the VP of Membership.

### ***Section 4 - Waiver of Fees (Scholarships).***

Fees may be waived or reduced for any family unable to pay. The Executive Board will make a final decision on a complete or partial scholarship with advice from the VP of Membership and in consultation with the activities office. The family's eligibility for free and reduced meals will be considered.

## **ARTICLE VIII – Committees and Team Support Positions**

The Board of Directors is hereby empowered to create such committees and team support positions from time to time as deemed necessary.

### ***Section 1 – Currently Recognized Committees and Team Support Positions***

#### ***Section 1.1 Athletic Boosters Rep***

The Athletic Boosters rep represents the crew team at the regular Oakton Athletic Booster meetings. The Athletic Booster rep reports back to the Oakton Crew Board.

#### ***Section 1.2 Beach Parent***

This is a parent who stays at the boat house area during on-the-water practices. This parent

- Helps supervise any students doing land workouts
- Has his or her own cell phone for emergencies
- Helps find missing equipment
- Has a change of clothes if someone gets wet and doesn't have one
- Ensures the boats are wiped down before putting them away
- Can even learn to help with minor boat repairs that can easily be done at practice
- Emails the operations group to let them know about any boat repairs that are needed

### ***Section 1.3 Hospitality Chair***

The Hospitality person ...

- Organizes and recruits hosts for team parties (including the pasta parties and a parent/coach meet and greet party)
- Coordinates donation of team snacks on regatta days
- Organizes the end of year team banquet
- Coordinates as needed for the school varsity sports program
- Reserves the tent as appropriate for out of town regattas

### ***Section 1.4 VASRA Rep***

The VASRA (Virginia Area Scholastic Rowing Association) rep represents Oakton at the regular VASRA Board of Directors meetings (approximately 6 over the year). VASRA is the membership organization of local high school rowing clubs that sponsors the regattas in which the high school teams compete. The VASRA rep reports back to the Board of Directors.

### ***Section 1.5 OLOC Rep***

The Occoquan Local Organizing Committee (OLOC) is a subgroup of VASRA that focuses on the regattas on the Occoquan that are held at Sandy Run. The OLOC rep represents Oakton at the meetings and also spends all day every regatta working in the headquarters at Sandy Run. This job requires a one year commitment. Because this job requires such a large time investment, the person(s) filling this job gets a 50 % discount on their club dues

### ***Section 1.6 Pasta Dinner Hosting***

These volunteers host a pasta dinner for the OHSCC on Friday, the night before the regatta. All OHSCC members are invited to the dinner. The host family provides pastas, sauce, beverages, and paper products. The club provides some financial assistance for this event. Rowers supplement the menu by providing side dishes and desserts.

### ***Section 1.8 Spirit Wear Chair***

The Spirit wear volunteer

- Deals with team jacket orders - collects orders, orders the jackets from the jacket company, and makes jacket pick up places and times available

- Works with the OHSCC Captains and to decide what the spirit wear choices for the year will be and what the artwork will look like
- Deals with the spirit wear orders - collects orders/payments, places the order with the spirit wear company, and makes spirit wear pick up places and times available

### **Section 1.9 Uniforms Chair**

The Uniforms volunteer

- Reminds returning team members to check whether their uniforms still fit
- Measures new team members and returning team members who outgrew their uniforms
- Places the order with the uniform company
- Makes uniform pick up places and times available

### **Section 1.10 Webmaster**

The Webmaster position is part of the communications committee and deals with both the website and the email lists. The webmaster is the contact point between the board and the web hosting / domain registration company.

For the email lists, the webmaster:

- Creates and maintains all email addresses and mailing lists used by Oakton crew
- Helps families diagnose problems with getting emails delivered or sent (usually spam filter issues)
- Works with email provider companies that black ball all email from our host company to get on their white list

For the website, the webmaster:

- Actively gathers information from board members, parents, crew events, school news, etc. to post on the OCCBC web page
- Provides frequent updates to the index, news, volunteer sign up, and ad pages
- Receives photos needed for the web pages or gathers photos from others
- Resolves any technical issues with the website, form mail, etc.

### **Section 1.11 Publicity Chair**

The Publicity Chair is part of the Communications Committee and is responsible for publicizing the Club and the Club's accomplishments to the school community and the local community through a variety of electronic and print media within acceptable FCPS parameters.

Publicity shall:

- Promote the club and club events
- Promote the rowers accomplishments
- Work with the Vice-President for Fundraising to advertise the aforementioned to corporate concerns

## **ARTICLE IX - Order of Business**

### ***Section 1 - Agenda.***

At meetings, except special meetings, the order of business shall be as follows:

1. adoption of the minutes
2. Review of the OCCBC Planning Calendar
3. Report of the President
4. Resport of the Captains
5. Report of the Coaches
6. Reading of the Treasurer's Report
7. Reports of the Vice Presidents and Committees
8. Reading and consideration of all communications
9. Unfinished business
10. New business
11. Review of past and new action items
12. Adjournment

The order of business may be changed at any meeting by unanimous consent.

### ***Section 2 - Voting.***

Voting by the General Membership shall be in person by show of hands at meetings or by email vote for email votes, in either case each family shall have one vote. Except as provided in Article XI, the results of any vote taken at a regular membership meeting shall be determined by majority vote. Each member family in good standing shall be entitled to cast one vote during each membership meeting at which such member is represented, in accordance with the provisions of Article III of the Constitution. Officers may vote only in their status as a member. In the event of a tie vote, the President shall cast the tie-breaking vote even though he/she may have voted as a member. Proxy voting will be permitted. Proxy votes must be presented in writing, signed by the member in good standing, and given to a member of the executive board.

General Membership Meeting – Except where specified in other sections of the bylaws votes shall be by majority of voting members present.

Open and Closed Board Sessions – Except where specified in other sections of the bylaws votes shall be by majority of voting members present.

Executive Board Sessions – Votes shall be by majority present at executive sessions with the president empowered to break tie votes.

Email Board Votes – Email votes by the board of directors will be allowed. To conduct an email vote all board members will be sent the question to be voted on. Members will have 24 hours to respond. For the issue to be decided the same quorum for the vote as a normal board meeting shall apply at the end of the allotted time.

Telephone Board Votes - Telephone votes by the board of directors will be allowed. To conduct a telephone vote all board members will be called and polled on the question to be voted on. For the issue to be decided the same quorum for the vote as a normal board meeting shall.

### ***Section 3 - Resolutions.***

All resolutions except those of a brief description must be presented in writing to the President, Vice President for Administration or Recording Secretary before consideration.

## **ARTICLE X - Budget and Disbursements**

### ***Section 1 - Proposed Budget.***

Each year at a regular meeting the Treasurer shall submit a proposed budget to the membership, approved by the Board of Directors, setting forth cash on hand and in banks, anticipated receipts, actual and anticipated disbursements during the current accounting year.

### ***Section 2 - Disbursements.***

#### ***Section 2.1 - Budgeted Items.***

To the extent the membership adopts the proposed budget, such actions shall constitute full authority for the Treasurer to make disbursements out of the Club funds in his/her hands for items in the budget. Disbursement for an item(s) included, but to an amount in excess of that budgeted shall be made only upon approval of the President and a majority of the Board of Directors. Each such disbursement shall be reported to the membership at the next regular meeting.

#### ***Section 2.2 - Non-Budgeted Items.***

Disbursements for any item not included in the budget shall be made only upon specific approval of the Board of Directors and each such disbursement shall be reported to the membership at the next regular meeting.

#### ***Section 2.3 - Limitations.***

With the object of the Club in mind, funds may be disbursed for a limited number of personal, non-rowing related reasons. An example would be flowers for a death in a rower's family. Disbursement for an item shall be made only upon approval of the President and a majority of the Board of Directors and shall be limited to a rower's immediate family (parents and siblings). Each such disbursement shall be reported to the membership at the next regular meeting.

### ***Section 3 – Annual Financial Self Assessment***

At the end of each fiscal year the Treasurer will arrange for an annual financial self assessment. Every five years a financial review must be conducted by an outside accountant.

## **ARTICLE XI - Alterations and Amendments**

### ***Section 1 - Constitution.***

No alterations or amendments of the Constitution shall be made except at a regular meeting of the Club, at which a quorum is present and two-thirds of those present vote in favor of it. All amendments must be submitted at a meeting held at least two weeks previous to the meeting at which final action is to be taken. As long as the organization enjoys tax exemption privileges under Section 501(c)(3) of the Internal Revenue Code of 1954, no substantive change shall be made in Article II of the Constitution, defining the purpose of the Club.

### ***Section 2 - Bylaws.***

The bylaws may be amended at the next regular Board Meeting after a first reading of the change at a prior meeting by a majority vote of a quorum of Board members.

## ***ARTICLE XII - Removal of Officers***

Any officer of the Club may be removed for cause by a two-thirds vote of the remaining members of the Board of Directors or by three-fourths vote of the members in good standing of the Club.

## ***ARTICLE XIII – Creation and Deletion of Officer Positions***

Officer positions can be created or deleted with a two thirds vote at a regular board meeting following a reading of the proposed creation or deletion at a prior regular meeting.

## ***ARTICLE XIV - Representation***

### ***Section 1 - The Oakton Cougar Crew Booster Club (OCCBC).***

No member of this Club may contact school officials or student body on behalf of the Club without authority stated in their job description, or given by the Board of Directors. Representatives will be chosen annually for interaction with VASRA and the Oakton High School Athletic Boosters Club.

## ***Section 2 - The Oakton High School Crew Club (OHSCC).***

The President and the Vice President of Communications serve as a liaison with the teacher-sponsor of the OHSCC, a student club approved by FCPS and Oakton High School administration.

## ***ARTICLE XV - Loan or Rental of Equipment***

Only the Head Coaches, President, VP of Administration and the VP of Operations are empowered to coordinate loan or rental of Club equipment. Except in emergency situations (e.g. short-notice need of another school during competition), loans or rental of equipment will only be executed after receiving the majority consent of the Board of Directors, such action being duly recorded by the Club Secretary.

## ***ARTICLE XVI - Disposition of Assets***

In the event of cessation of Oakton High School rowing activities or the dissolution of OCCBC or OHSCC, outstanding obligations will be met from assets on hand at the time of such dissolution. Any assets remaining after satisfaction of such obligations owed by the OCCBC will be made available to the Oakton High School Activities Department or the Oakton High School Athletic Booster Club or to other organizations eligible for tax-exempt status under Section 501 (c)(3) of the Internal Revenue Code of 1954.

## ***ARTICLE XVII - Effective Date***

The original version of these bylaws was approved 7 September 2005 by OCCBC Board of Directors

Revision 1 of these bylaws was approved May 3, 2007 at the OCCBC Board meeting.