

# Oakton Cougar Crew Booster Club

April 19, 2023

Bylaws – Revision 8

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## Acronyms and Definitions

1. Board - Board of Directors of OCCBC (“the Board”)
2. Club - OCCBC (“the Club”)
3. NVRPA – Northern Virginia Regional Park Authority
4. OCCBC – Oakton Cougar Crew Booster Club
5. OHS – Oakton High School
6. OHSCC – Oakton High School Crew Club
7. FCPS – Fairfax County Public School System
8. OLOC - Occoquan Local Organizing Committee
9. VASRA – Virginia Area Scholastic Rowing Association

10. VHSL – Virginia High School League
11. VP – Vice President
12. Masculine pronouns shall refer to the feminine and vice versa

## 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 of rowers in good standing and Honorary members. All members have agreed to support this organization and to abide by the provisions of these Bylaws and decisions of the officers. Each member, except as qualified by these Bylaws, shall be entitled to all privileges of the Club, including the right to vote and to hold office.

The Head Coaches and the Immediate Past President serve as ex-officio officers.

## ARTICLE IV – Election of Officers

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

The officers of this Club shall serve a one-year term from July 1st to June 30th of the following year. No officer may serve in any one position for more than two consecutive years.

### **Section 2 - Nomination**

No person shall be a candidate for office in the Club who has not been nominated. In April, the VP 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, except that they must not have responsibility for both review of financial statements and deposit / disbursement of funds.

### **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 Administration prior to the last yearly Board meeting of the Club.

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

The VP Administration of the Club shall, in the call of the last Board meeting of the Club for the year or in the call for an 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 or online votes shall remain open for at least 7 days until the vote is counted. 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 Club's Board of Directors shall flip a coin to determine the winner. In the absence of any opposing candidate an officer may be elected with one vote via acclamation at a General Meeting. Acclamation for the entire Board is permitted.

## **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 (with the exception of President) that occur during the term of office shall be filled by election by the Board of Directors of the Club (with a simple majority vote) and any such person shall fill the remainder of the term to which the person had previously been elected provided that person consents to such election. 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 or online vote with balloting remaining open for seven days. The order in which officers will assume the Presidency in order is:

1. Vice President, Administration
2. Treasurer
3. Vice President, Operations

# **ARTICLE V – 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, and Honorary members. Except for Honorary members, all members are required to pay activity/participation fees as outlined in Article X and to comply with the service requirements set forth in Article VIII, Section 3.

## **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. Honorary members have all privileges of membership, except that they are not required to pay any activity or participation fees and are not required to comply with service requirements. If elected as an officer, no Honorary member may serve in the same capacity for more than two years, and in no event shall an Honorary member remain on the Board for more than three years.

## **ARTICLE VI – Meetings**

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

A meeting of the general membership shall be held a minimum of one time during the year. The President shall establish the date of the meeting, which shall be not more than 60 days prior to end of the VASRA regatta season.

Any General Meeting may be called by the President, a majority of the Board, or by any ten members of the Organization upon written petition to the President or the Board.

Any General Meeting requires at least 15 days' notice to the membership. Notice shall be via email and posting on the Organization's website.

There is no quorum requirement for any General Meeting properly noticed and convened.

### **Section 2- Board of Directors Meetings**

#### **Section 2.1 – Open 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 XII. All Board meetings, except for Emergency meetings, must be noticed to the membership no less than 10 days before any such meeting by either email or posting on the Organization's website or newsletter.

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.

All meetings of the Board are open to the General Membership and Honorary members except for Closed Meetings.

## **Section 2.2 – Closed Meetings**

A closed session is where business that is of a personal, sensitive, or confidential nature is discussed and conducted. Such matters include, but are not limited to, coach's salary information, performance bonuses, disciplinary action against a member, coach, or rower, or any allegations of a criminal nature. Attendance is only open to members of the Board of Directors. Other directly concerned parties may be invited to these meetings where required. A Closed session may be convened by a majority vote of the Board.

In a closed session the meeting minutes may be kept but not distributed outside of the Board of Directors unless the Board votes for an exception.

## **Section 2.3 – Emergency Meetings**

If any decision that, in the discretion of the President, must be addressed such that the notice requirements for any meeting of the Board cannot be satisfied, then the Board may convene for that limited purpose. No such emergency meeting may be convened unless every member of the Board is notified as to the time and location of such meeting, and at least five Board members are available to attend the meeting either in person or via telephone. Notice for an emergency meeting must not be less than two hours.

As soon as practical, the general membership shall be notified of the time and location of any such meeting. Minutes of the emergency meeting are required. The assembled members at any properly noticed meeting shall constitute a quorum.

## **Section 3 - 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 online (OCCBC website) schedule of Board meetings with similar provisos. Notice, except for emergency meetings, may also be accomplished by email and posting on the website and newsletter.

## **ARTICLE VII – Officers and Duties**

The Board of Directors shall consist of the following positions:

1. President
2. Secretary
3. Treasurer
4. Vice President, Administration
5. Vice President, Communications
6. Vice President, Fundraising
7. Vice President, Hospitality
8. Vice President, Logistics
9. Vice President, Membership



10. Vice President, Operations
11. Vice President, Spirit Wear
12. Vice President, Technology
13. Vice President, Volunteers

All officers may assume other duties as assigned or as necessary to effectuate the purposes of the organization, except that no officer with collections and disbursement authority may be assigned review of any financial statements.

## **Section 1 - President**

The President is responsible for safe, efficient operations of the Club. He or she serves as the primary point of contact for negotiations with school administration, external rowing governing bodies, coaches, and parents. He or she establishes and implements policy and procedure and performs other tasks as required.

The President coordinates and officiates meetings of the membership and Board. He or she is authorized to appoint committees to perform specific duties such as, but not limited to: coach search and boat purchase. The President shall be an ex-officio member of any such committee.

The President is authorized to sign contracts for the OCCBC, and is an authorized signature on the bank accounts for OCCBC. Both contracts and checks must be independently approved by the Treasurer before signature.

The President is responsible for calling Closed Sessions of the Board.

## **Section 2 - Vice Presidents**

Vice Presidents assist the President in the discharge of his or 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, Administration**

The VP Administration is the secondary point of contact when the President is unavailable. In the absence of the President, he or she shall officiate.

He or she prepares and maintains records related to the overall administration of the Club. These records include:

1. The contracts for the coaching staff
2. The Bylaws for OCCBC, which will be provided to the VP Communications for posting on the OCCBC website

The VP Administration also coordinates with the Treasurer regarding tax and legal documents required for compliance with IRS and state regulation, governing bodies and insurance providers, and reviews monthly the financial statements including bank reconciliations, profit and loss statements, and balance sheets.

The VP Administration performs other duties as assigned, including:

1. Managing the annual election of officers to the OCCBC Board of Directors
2. Managing the annual election of team captains
3. Holding one of the two keys to the USPS PO box at the Oakton post office
4. Reserving a room at Oakton High School for monthly Board meetings
5. Reserving the OHS Lecture Hall for the Fall Interest Meeting

## **Section 2.2 - Vice President, Communications**

The VP Communications is responsible for information dissemination to Club members and external interested parties. He or she communicates with all Club officers about their areas of responsibility and assists in information dissemination to members. The VP Communications either performs or supervises others performing the following functions:

1. Establishing and maintaining the Crew Communication bulletin board at OHS
2. Liaison to OHS Athletic Boosters for matters other than staff employment and finances, including providing information for the OHS Athletic Booster newsletter
3. Production of OCCBC website and its information
4. Creation and maintenance of various OCCBC email lists

The VP Communications is the contact point between the Board and the web hosting/domain registration company.

For the email lists, the VP Communications:

1. Creates and maintains all email addresses and mailing lists used by Oakton Crew
2. Resolves technical issues that families may have with getting emails delivered or sent (e.g., spam filter issues)
3. Works with service providers to address issues (such as email blacklists, etc.)

For the website, the VP Communications:

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

### **Section 2.3 - Vice President, Fundraising**

The VP Fundraising is responsible for executing the current year's fundraising plan and for developing a projected plan to support anticipated expenditures of the Club for the following year. He or she provides fundraising opportunities for the benefit of OCCBC's mission of providing equipment and support to the OHS Crew Club.

The VP Fundraising works in conjunction with the VP Volunteers, VP Communications, coaching staff, Team Captains, school administration and other officers to assure that fundraising events are well supported, coordinated with practice schedules, and in compliance with school guidelines. He or she provides reports at the monthly OCCBC Board meeting on fundraising results and any upcoming events.

The VP Fundraising creates and maintains records of the amounts of fundraising performed by the individual team members and submits those records and funds collected to the OCCBC Treasurer and the VP Membership. *Note:* Although any single individual may fundraise, funds raised are for the benefit of the entire membership and not for any one individual or group.

### **Section 2.4 - Vice President, Hospitality**

The VP Hospitality is responsible for the following:

1. Team Events and Pasta dinners: recruits hosts for and organizes team events (including the pasta dinners, a parent/coach meet and greet, and other events as may be needed)
2. Regatta Hospitality tent: organizes the donation of team snacks on regatta days and schedules the staffing of the hospitality tent
3. Year-end Banquet committee: organizes the end-of-year team banquet

### **Section 2.5 - Vice President, Logistics**

The VP Logistics manages all regatta logistics, as well as 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 VP Logistics collects all funds for travel regattas and Sandy Run bus transportation, keeping records of payments, and hands over records and funds to the Treasurer for deposit.

The VP Logistics assists team members in setting up carpools, if needed, for winter conditioning and on-the-water practice. He or she oversees the communication of and compliance with park rules, parking regulations, and regatta day instructions to families, in conjunction with the coaches.

### **Section 2.6 - Vice President, Membership**

The VP Membership is responsible for maintaining the list of active members along with all necessary forms and documentation needed. The duties of the VP Membership include:

1. Creating and maintaining the OHSCC membership file and making it available to other Board members and coaches for OCCBC business
2. Collecting and reviewing all required documents/forms for crew participation and Club membership

3. Scheduling swim tests for new members
4. Providing the coaches with the required paperwork for each member
5. Providing the OHS Activities Office with required documents/forms
6. Providing the VP Communications with required forms for families, along with email addresses and corrections for team members and their families
7. Working in conjunction with the VP Fundraising and the VP Volunteers to track fundraising and service hours requirements for individual team members and providing information on team members that have not met the required goals to the coaches
8. Working in conjunction with coaches and the VP Administration to determine the adequacy of membership records and provide recommendations and updates for future years
9. Collecting and distributing Club mail
10. Possession of one of the two keys for the USPS Post Office Box at the Oakton Post Office
11. Referring financial hardship issues to the President, VP Administration, and Secretary

The VP Membership collects all funds for membership fees, keeping records of payments, and hands over records and funds to the Treasurer for deposit.

### **Section 2.7 - Vice President, Operations**

The VP Operations is responsible for the acquisition and maintenance of all equipment needed for the operation of the OHS Crew Club. He or she ensures all Club-owned equipment is safely and properly maintained to support the rowing program.

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

The VP Operations works in concert with the Head Coach to determine the Club's needs, either for maintenance or to support Club growth. Such 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, and any department expenses over \$500 must be approved by vote. The VP Operations works with the Treasurer as needed to purchase approved equipment for the Club and arrange equipment delivery and set up.

The VP Operations collects all funds for erg rental, keeping records of payments, and hands over records and funds to the Treasurer for deposit.

### **Section 2.8 - Vice President, Spirit Wear**

The VP Spirit Wear is responsible for coordinating the selection, design, ordering and distribution of rower uniforms and Spirit Wear items. These responsibilities include:

1. Purchase any items designed to promote the spirit and unity of the organization
2. Manage the inventory of such items

3. Distribute such items

The VP Spirit Wear collects all funds for Spirit Wear and uniform sales, keeping records of payments, and hands over records and funds to the Treasurer for deposit.

### **Section 2.9 - Vice President, Technology**

The VP Technology is responsible for overseeing the use of various information technology tools for the efficient operation, communication, management and record keeping of the organization. These responsibilities include:

1. Manage and maintain the organization's website, which includes Communications, Fundraising and Spirit Wear functions
2. Assist and train Board members with the use of centralized storage of electronic information
3. Resolve any technical issues
4. Provide information to the Board to keep technology services current
5. Support the upgrading of technical platforms
6. Manage and maintain the credit card payment solutions
7. Manage and administer the Board's email platform

### **Section 2.10 - Vice President, Volunteers**

The VP Volunteers manages Club efforts to supply team member and parent volunteers. These areas include volunteers for:

1. Fundraising events
2. Supporting VASRA and regatta mandates, including either serving as the organization's VASRA representative, or ensuring that the position is filled
3. NVRPA and Sandy Run events
4. OHS Athletic Booster Club and school requirements
5. OCCBC's Occoquan Local Organizing Committee (OLOC) representative
6. Other activities as required

The VP Volunteers recruits volunteers for these positions and maintains records of volunteer contributions. He or she shares these records as needed with the VP Membership. The VP Volunteers reports on all upcoming volunteer events and volunteer vacancies at the OCCBC Board meetings.

### **Section 3 - Secretary**

The Secretary keeps a complete journal of the proceedings at all Board meetings. Meeting minutes are disseminated to Board members as soon as possible after any meeting and posted on the organization's website.

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

1. Board meetings
2. Results of email or telephone votes
3. Rosters

The Secretary forwards all meeting minutes to the VP Communications as an official Club document for permanent retention.

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

The Treasurer maintains the accounts of the Club, and collects and disburses funds for all the Club's debts, and is further responsible for the following:

1. Prepares the OCCBC budget which is voted on at the annual membership meeting
2. Coordinates with OCCBC Vice Presidents to initiate payment for authorized and approved expenditures, and makes bank deposits of funds collected and reported
3. Keeps an exact account of all receipts and expenditures for the Club
4. Provides a written monthly budgetary report at each OCCBC Board meeting
5. Prepares tax filings, insurance policies, and other such documents as required to maintain compliance with laws and governing regulations
6. Arranges for an annual financial self-assessment with a financial review being conducted by an outside accountant every five years
7. Maintains the financial and legal records of the Club 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. 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 has signature authority on the OCCBC bank accounts.

## **ARTICLE VIII – 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 team 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), which is a Fairfax County Public School sanctioned Club.

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 - Service Requirements**

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 fundraising events.

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

Parents/guardians are required to participate in Club sponsored fundraising events, a VP-initiated committee, and to fill volunteer VASRA regatta positions. Prior to team registration for each season, the OCCBC Board of Directors shall establish the required number of service obligations to Oakton Crew and to VASRA per rower/family for the year based on the size and needs of the team, and such obligations shall become a binding part of the signed Membership Commitment for that year. During registration, the VP Volunteers will have an available list of committees and will identify the minimum number of service commitments required of the parent/guardian.

Failure to report for a VASRA regatta position will result in the Club being fined by VASRA. The parent/guardian who failed to report will be liable for the fine.

### **Section 4 - Interpretations**

The Board of Directors shall decide interpretation of all rules and regulations in the 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 IX – 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 X – Membership Fees

### **Section 1 - 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 2 - 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 Membership.

### **Section 3 - Waiver of Fees (Scholarships)**

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

## ARTICLE XI – Committees and Team Support Positions

Each Vice President will be responsible for establishing a committee that will support that aspect of the organization's mission and function (e.g., Hospitality Committee, Operations Committee, Logistics Committee, etc.). Members, except for honorary members, are required to join at least one such committee, and meaningfully contribute to that committee. In addition, the following currently recognized committees and team support positions include:

### **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 Board.

### **Section 1.2 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 OCCBC OLOC rep represents Oakton at the meetings and also spends all day every regatta working with 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 will receive a discount on their Club dues.

### **Section 1.3 VASRA Rep**

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



## **Section 1.4 Novice Parents Rep**

The Novice Parents Rep(s) assist with the assimilation and orientation of new parents and members of OCCBC. The Rep(s) provide an additional point of contact for questions and assistance to rower families.

## **ARTICLE XII – Order of Business and Meetings**

### **Section 1 - Agenda**

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

1. Adoption of the minutes
2. Report of the President
3. Report of the Captains
4. Report of the Coaches
5. Reading of the Treasurer's Report
6. Reports of the Vice Presidents and Committees
7. Reading and consideration of all communications
8. Unfinished business
9. New business
10. Review of past and new action items
11. 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 that families with more than one student are entitled to the same number of votes as student members. Except for Bylaws amendments, the results of any vote taken at a regular membership meeting shall be determined by majority vote. Voting requires that a family be in good standing with their dues and other service obligations. 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 or 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 standing member of the Executive Board.

1. General Membership. Except where specified in other sections of the Bylaws, votes shall be by majority of voting members present.

2. Open and Closed Board Sessions. Except where specified in other sections of the Bylaws, votes shall be by majority of voting members present.
3. Email and Online Board Votes. Email and online votes by the Board of Directors will be allowed. To conduct an email or online vote all Board members will be sent the question to be voted on. Members will have 48 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.
4. 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 apply.

### **Section 3 - Resolutions**

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

## **ARTICLE XIII – 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. For example, the organization may send flowers for a death in a rower's family, or provide a small gift to a member who has shown extraordinary service to the organization.

### **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 XIV – Alterations and Amendments**

These 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 XV – 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 XVI – 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 XVII – Election of Team Captains**

The Program Director, or designee, will select and announce next school year's captains at the year-end banquet. The captains will serve the following season. There will be at least two team members for the men's team and at least two team members for the women's team. If a captain cannot fulfill his or her role during the season, then the Head Coach will select a replacement captain for the remainder of the year.

### **ARTICLE XVIII – 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 IXX – Loan or Rental of Equipment**

Only the Head Coaches, President, VP Administration and the VP 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 XX – 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, subject to majority approval by the OCCBC Board of Directors.

## ARTICLE XXI – Effective Date

The Bylaws shall become effective immediately following their adoption.

## ARTICLE XXII – Revision and Approval History

1. The original version of these Bylaws was approved 7 September 2005 by OCCBC Board of Directors.
2. Revision 1 of these Bylaws was approved May 3, 2007 at the OCCBC Board meeting
3. Revision 2 of these Bylaws was approved March 8, 2010 at the General Membership meeting
4. Revision 3 of these Bylaws was approved September 14, 2011 at the OCCBC Board meeting
5. Revision 4 of these Bylaws was approved September 11, 2013 at the OCCBC Board meeting
6. Revision 5 of these Bylaws was approved September 14, 2015 at the OCCBC Board meeting
7. Revision 6 of these Bylaws was approved February 11, 2018 at the OCCBC General meeting
8. Revision 7 of these Bylaws was approved January 16, 2019 at the OCCBC Board meeting
9. Revision 8 of these Bylaws was approved April 19, 2023 at the OCCBC Board meeting