

Official Copy of The Constitution
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Article 1 - NAME

This team shall be known as the University of New Hampshire Sailing Club recognized by The Department of Campus Recreation.

Article 2- OBJECTIVE

The purpose of the University of New Hampshire Sailing Team shall be to (provide to {the students of UNH} an opportunity to sail recreationally and competitively, as well as providing sailing instruction/teaching. The team's membership in NEISA will afford members to compete against ICSA varsity and club teams. All of this while promoting a safe, inclusive, positive environment which encourages community, fellowship, and teamwork .) promote an interest in sailing, in both recreation and inter-team competition, to promote fellowship through mutual interest, to encourage good sportsmanship and teamwork among members, to encourage proficiency and knowledge in the art of sailing, and to engender the spirit of safety on and off the water. We strive to promote a safe and inclusive environment, where individuals feel involved.

Article 3 - MEMBERSHIP

Foreword: The membership of this team shall be open to all full time matriculating university students, faculty, and staff, who wish to join together with the purposes stated in Article 2 and in good standing with the University of New Hampshire.

Section 1- Regular Membership. A recognized member is one who has made full payment of the recreational services fee (student's tuition includes this) to the University of New Hampshire and payment of all dues to the University of New Hampshire Sailing Team for that particular season. You must complete the required swim test and Anti Hazing Seminar held by Health and Wellness, as well as signing the {handbook/Code of Conduct, and Anti-hazing pledge} before becoming a full member of the team.

Section 2 – Expulsion/Suspension. A member may be expelled/suspended for poor sportsmanship, unbecoming conduct, or any other cause considered by the officers to be detrimental to the team's welfare. A majority vote by the officers shall be necessary for the expulsion. Officers may choose to hold a team meeting that may be used to discuss expulsion/suspension with the general membership. A formal decision will then be made by the officers based on an informal vote of the membership. An expelled/suspended member may demand a hearing before a general team meeting at which a

three-fourths vote of the members present is required to overrule the decision of the officers.

Section 3 - Honorary Membership. Honorary membership may be conferred on individuals whose services to this team over a period of years warrant this honor. However, this election to Honorary Membership is merely a gesture and the Honorary Member is afforded none of the privileges of a regular member unless he or she is a regular member at the time. With each election to Honorary Membership, there shall be a citation perpetuated into the records of this team. Honorary Membership may be conferred by the three-fourths vote of the regular members present upon individuals recommended by the officers.

Article 4 - MEMBERSHIP DUES

Membership dues shall be decided upon annually by the Executive Board, within reason and with the good of the team kept in mind. Dues must be paid within two weeks of the fall season's first informational meeting or before participation in any regatta, whichever occurs first. The dues shall remain as the year before unless required to change due to circumstances.

Article 5 - OFFICERS

Section 1 - The officers of this team shall consist of a Commodore, Captain, Secretary, Treasurer, Boat Manager, Webmaster, Recruit Coordinator, Standards Officer, a faculty advisor and/or a representative of the Sailing Team.

Section 2 - Terms. Officers of this team shall serve for a period of one year - running from the first of May to April 31st. The newly elected shall be chosen in February, and will shadow, without responsibility or power, simply to gain knowledge and experience in the leadership role to ease the transition. The running of officers shall occur during the first two weeks of February each year. Election of officers shall occur before the end of February.

Section 3 - Election of Officers. The officers of this team shall be elected in the following way: any dues paying member of the team may decide to run for an officer position. Once a member has decided to run, they will submit a short explanation as to why they wish to take the position. Once all of these have been submitted they will be read at a team meeting by the running individuals, and thereafter the voting will occur. Only recognized members may vote and each member is afforded one vote. Majority of votes for each position will win. If no individual steps forward to run for any given officer

position, then the standing officer can nominate individuals that they think would be a good fit for the position. The nominated individuals can accept or refuse the nomination.

Section 4 - Vacancies. Vacancies among the officers shall be filled at a special meeting called for the express purpose of electing an interim officer.

Section 5 - Removal of Officers. Under a circumstance in which an officer is no longer fulfilling his or her stated duties or abiding by the rules laid out in the Constitution or Code of Conduct/Handbook, they may be removed by a vote of two-thirds of the membership. The performance of duties will be monitored by the Standards Chair. Absentee ballots may be cast, provided they are signed and must be handed to an officer to be cast.

Article 6 - DUTIES OF OFFICERS

Section 1- Commodore. The commodore will act as the administrator of all business meetings and practices, and will serve as the liaison between Campus Recreation, team members, and the coach. The commodore is responsible for pre-season, matters of team membership, and the overall safety of the team. In addition to this, accountability lies upon the commodore to maintain and improve our site and facilities, and to manage transportation to practices and events.

Section 2- Captain. The captain is responsible for all activities relating to racing and travel while presiding at meetings in the event that the commodore is absent. The captain's responsibilities include contacting coaches when necessary, selecting regattas, coordinating housing as needed for "away" regattas, and organizing home regattas. In addition to this, the captain is responsible for handling transportation to events and overseeing boat upgrades/modification.

Section 3- Secretary. The secretary is responsible for taking and distributing meeting minutes, correspondence, and seeing that these by-laws are not violated. In addition to this, the secretary is responsible for ordering food for regattas, periodically checking the roster for missing requirements, and any other required clerical work. The secretary will act as administrator of the Parent Alumni Regatta, but will work alongside the treasurer and webmaster. Lastly, the secretary is responsible for contributing to the monthly newsletter alongside the webmaster.

Section 4- Treasurer. The treasurer is responsible for managing all financial transactions related to the UNH sailing club and its events. The treasurer will produce a budget at the end of each year and will organize the structure of dues. In addition to this, they are

responsible for organizing the team's fundraising efforts which may include "work weekend," merchandise raffles or sales, donations, and sponsorship deals or grants. The treasurer will act as the administrator of Work Weekend, but will work alongside the secretary and the webmaster. Concerning the Parent Alumni Regatta, the treasurer is responsible for organizing donations from local businesses, families, and alumni for the silent auction.

Section 5- Boat Manager. The boat manager is responsible for the overall maintenance of equipment, boats, sails, and docks at practice locations. The boat manager is required to maintain an inventory of all items at the boathouse, and arrange for the repair and/or replacement of sails, boats, engines, docks, etc. The boat manager holds responsibility for ordering all replacement parts, but will work alongside the treasurer to gain approval for purchases.

Section 6- Webmaster/Social Media Chair. The webmaster is responsible for regularly updating and maintaining all digital platforms such as the team's website and social media profiles. The webmaster must distribute information clearly and professionally through all digital platforms, as well as handle spreadsheets, photo and video data, emails, monthly newsletter, and digital rosters. In consideration to the Parent Alumni Regatta and other similar events, the webmaster is responsible for coordinating online forms to assist the secretary and treasurer.

Section 7- Recruit Coordinator. The recruit coordinator maintains and facilitates direct communication with current university students and prospective university students in effort to increase membership and team awareness. The recruit coordinator is responsible for organizing campus visits for prospective students (and their families) and educating current university students about how to join the team. In addition to this, the recruit coordinator will organize social events and gatherings associated with the sailing team in order to promote the inclusion and involvement of all team members.

Section 8- Apparel Chair. The apparel chair is responsible for overseeing the research, selection, and order of team merchandise. This includes "dues" t-shirts, Parent Alumni shirts, burgees, and sailing gear (i.e. drysuits, boots, etc.). In addition to this, the apparel chair is responsible for contacting store representatives, handling inventory, and coordinating with the treasurer to gain approval for purchases.

Section 9- Faculty Advisor/Head Coach. The faculty advisor and/or head coach shall advise and act as a liaison between the team and the University. He/She will be responsible for running practices, attending business meetings, coaching at regattas, and developing the sailing skills of the membership. He/She shall coordinate alongside

the captain in regards to team members and their assignment to regattas and competitions.

Article 7 – COMMITTEES

Section 1 - Executive Committee. The Executive Committee is composed of the Commodore and Captain, and shall serve as the governing body of the team. Decisions made by the Commodore and Captain will take into consideration the input of the coach, other officers, and the general membership. The officers shall report their proposed actions or decisions to the general membership at each team meeting. For serious decisions including those affecting the direction, goals, procedures, or financial accounts of the team, a two-thirds vote by the regular members will be required.

Section 2 - The officer committee.

Article 8 - MEETINGS

Section 1 - General Business Meetings. General Business meetings of the team shall be held **each Monday** evening while the University is in session. Meetings may be deemed unnecessary and cancelled if needed. Notice will be sent to each member regarding cancelled meetings along with the date of the next meeting.

Section 2- Point of Contact Meetings. Point of Contact meetings will be organized with the team's Point of Contact, assigned by Campus Recreation, and shall be held once **per week** to keep in compliance with the University.

Section 2- Special Meetings. Special meetings may be called at any time by the officers or by petition of a majority of the membership. The first year organizational meeting held at the beginning of the academic year shall be considered a special meeting.

Section 3- Decisive Vote. Unless stated in these by-laws, a simple majority of the ballots cast shall constitute a decisive vote on all business and policy matters. Each dues paying member will be afforded one vote.

ARTICLE 9 – MEMBERSHIP REQUIREMENTS

Section 1- All members are required to know and observe sailing safety and team requirements as listed on the membership card, and team handbook signed at the beginning of each year.

- **Anti hazing week**
- **Required swim test**
- **Good academic standing w/ university**
- **Must have read and signed the current handbook**

Section 2- Sailing privileges may be refused to any member when such action is deemed necessary by the Executive Committee or by UNH Campus Recreation. Criteria for such an action includes, but are not limited to; disorderly conduct, serious rule / procedure infractions, actions detrimental to the welfare of the club or its members, unpaid dues, or missing requirements.

Article 10- BINDING AUTHORITY

Foreword: The binding authority of this team shall rest with the executive committee. The signatures of the Commodore and/or the Captain shall be the binding signatures of this team.

*Section 1-*These by-laws shall become effective upon the approval of three fourths votes of the membership present.

Section 2 – These by-laws may be amended or altered by a vote of three-fourths of the total membership. Absentee ballots may be cast if presented to an officer. Written note of any amendment must be given to all members at least two weeks before any action may be taken on the proposed amendment.

Section 3 – No amendment, rules or regulations may be enacted which are not consistent with the existing rules and regulations of the University of New Hampshire.

AMENDMENTS

Amendment 1- All championships for which the team qualifies must be attended.