

**BY-LAWS OF HURON ROWING ASSOCIATION
A NOT-FOR-PROFIT CORPORATION**

ARTICLE I ORGANIZATION

The name of this organization shall be Huron Rowing Association.

ARTICLE II PURPOSES

The following are the purposes for which Huron Rowing Association has been organized:

1. to promote the sport of rowing at Ann Arbor Huron High School in an atmosphere that is consistent with the educational philosophy of the school and the Midwest Scholastic Rowing Association;
2. to encourage and support the academic achievement of its student-athlete members;
3. to own, provide, and maintain equipment, including boats, oars, and other equipment, for the use of the Huron High School Rowing Team;
4. to conduct fundraising activities in support of the above purposes;
5. to promote amateur rowing in Ann Arbor and cooperate with other amateur rowing organizations to promote the sport of rowing in Ann Arbor.

ARTICLE III MEMBERSHIP

1. Regular Members: Regular membership is contingent upon the payment of dues and travel fees and the satisfactory completion of fundraising requirements as established by the Board of Directors, and shall be open to:
 - A. Student-Athletes on the Huron High School Rowing Team, and
 - B. Parents and guardians of the student-athletes on the Huron High School Rowing Team.
2. Special Members: Special membership shall be available to those who fill qualifications to be determined by the Board of Directors.

ARTICLE IV MEETINGS

1. The annual membership meeting of Huron Rowing Association shall be held on the third Tuesday of May each and every year.

2. The Secretary shall distribute to every member at his address, as it appears in the membership roster, a notice telling the time and place of the annual meeting.

3. Special meetings may be called by the President when he deems it for the best interest of the organization. Notices of such meeting shall be distributed to all members at their addresses as they appear in the membership roster at least ten (10) days before the scheduled date set for

such special meeting, unless the meeting is called on an emergency basis. Such notice shall state the reasons that such meeting has been called and the business to be transacted at such meeting.

4. At the request of a majority of the members of the Board of Directors or at least 33% (thirty-three percent) of the members of the organization, the President shall cause a special meeting to be called.

5. No other business but that specified in the notice may be transacted at a special meeting without the unanimous consent of all present at the meeting.

ARTICLE V VOTING

At all meetings, except for the election of officers and directors, all votes shall be by show of hands.

ARTICLE VI BOARD OF DIRECTORS

1. The business of the Huron Rowing Association shall be managed by a Board of Directors.

2. The Board of Directors shall comprise the elected officers of the Huron Rowing Association, the chairperson of each permanent committee, the Huron High School Rowing Team representative to the Booster Club, and the two student-athletes.

3. The Board of Directors shall meet on the third Tuesday of every month or at such other time as the board may agree.

4. Five members of the Board of Directors shall constitute a quorum necessary for the board to conduct business.

5. Each director shall have one vote.

6. Only members of the Board of Directors may vote at meetings of the Board of Directors.
7. All decisions of the Board of Directors shall be by majority of the directors in attendance.
8. The Board of Directors may make such rules and regulations covering its meetings as it may in its discretion determine necessary.
9. Vacancies in the Board of Directors shall be filled by a vote of the majority of the remaining members of the Board of Directors for the balance of the year.
10. The President of the organization by virtue of his office shall be Chairman of the Board of Directors.
11. A director may be removed when a majority of the board determines that sufficient cause exists for such removal.
12. The Board of Directors shall establish such rules and regulations as are necessary to enable Huron Rowing Association to accomplish its goals as stated above and do not conflict with these By-Laws.

ARTICLE VII OFFICERS

1. The officers of the Huron Rowing Association shall be chosen from the parents or guardians of student-athlete members, who participate in at least one season of rowing for the year, and shall be (1) President, (2) Vice President, (3) Secretary, and (4) Treasurer.
2. The President shall preside at all membership meetings and meetings of the Board of Directors, shall be chairman of the Board of Directors, shall present at each meeting of the organization an annual report of the work of the organization, shall appoint all committees, temporary or permanent, and shall see that all books, reports and certificates required by law are properly kept or filed. The President shall be one of the officers who may sign the checks or drafts of the organization and shall have such powers as may be reasonably construed as belonging to the chief executive of any organization.
3. The Vice President shall in the event of the absence or inability of the President to exercise office become acting president of the organization with all the rights, privileges and powers as if he or she had been the duly elected president.
4. The Secretary shall keep the minutes and records of the organization and shall at each meeting of the Board of Directors distribute copies of the minutes of the previous meeting. It shall be the Secretary's duty to file any certificate required by any statute,

federal or state, to give and serve all notices to members of this organization, and to act the official custodian of the records of Huron Rowing Team. The Secretary shall attend to all correspondence of the organization and shall exercise all duties incident to the office of Secretary.

5. The Treasurer shall have the care and custody of all monies belonging to the organization and shall be solely responsible for such monies or securities of the organization. The Treasurer shall cause to be deposited in a regular business bank or trust company all the funds of the organization except that the Board of Directors may cause such funds to be invested in such investments as shall be legal for a non-profit corporation in this state. The Treasurer must be one of the officers who shall sign checks or drafts of the organization. No special fund may be set aside that shall make it unnecessary for the Treasurer to sign the checks issued upon it. The Treasurer shall monthly render a written account of the finances of the organization and such report shall be physically affixed to the minutes of the meetings of the Board of Directors. The Treasurer shall exercise all duties incident to the office of Treasurer.

6. Officers shall by virtue of their office be members of the Board of Directors.

7. No officer shall for any reason of office be entitled to receive any salary or compensation, but nothing herein shall be construed to prevent an officer or director for receiving any compensation from the organization for duties other than as a director or officer.

8. Officers shall serve for a term of one year, at the conclusion of which they shall be eligible for reelection.

ARTICLE VIII COMMITTEES

1. All committees of this organization shall be appointed by the Board of Directors and their term of office shall be for a period of one year or less if sooner terminated by the action of the Board of Directors.

2. The permanent committees shall be:

a. The fundraising committee, which shall originate and oversee all fundraising activities of the Huron Rowing Association;

b. The regatta support committee, which shall manage all necessary transportation and regatta support requirements of the Huron Rowing Team;

c. The equipment committee, which shall oversee inventory, maintenance and repair, and storage of equipment owned by the Huron Rowing Association.

d. The clothing committee, which shall oversee the purchase and sale of all

clothing for the use of the student athletes and other members.

3. The chairpersons of all permanent committees shall be appointed by the President and approved by a majority of the Board of Directors.
4. The Board of Directors shall create such temporary committees as a majority of the Board shall determine.
5. The chairperson of each temporary or permanent committee may be removed by a vote of a majority of the Board of Directors.

ARTICLE IX ORDER OF BUSINESS

The order of business for each meeting of the Board of Directors and each annual meeting shall be:

1. Roll Call.
2. Reading of the Minutes of the preceding meeting.
3. Reports of Committees.
4. Old and Unfinished Business.
5. New Business.
6. Adjournments.

ARTICLE X DUES

The dues of this organization shall be determined by the Board of Directors and shall be payable within 14 days of the first day of practice for each rowing season. [See Amendments 3 and 4 below]. The Board of Directors shall establish reduced membership dues for each family in which there is more than one student athlete.

ARTICLE XI AMENDMENTS

These By-Laws may be altered, amended, repealed or added to by an affirmative vote of not less than 51% (51 percent) of the members in attendance at any meeting called for the purpose of amending these By-Laws, providing that at least 25% (twenty-five percent) of the members are in attendance.

Amendment 1 - approved March 20, 2003. Article VII Officers, 1. added the clause: “,

who participate in at least one season of rowing for the year,”

Amendment 2 - approved June 12, 2003. Article VIII Committees, 2.b. revised transportation committee to “regatta support” committee and added “regatta support” to the transportation requirements.

Amendment 3 - approved June 18, 2006. Article VIII Committee, 2.e. added the following descriptions of the various Board positions including officers and committee chairpersons:

4 OFFICERS OF THE BOARD

PRESIDENT

- Serves as the club (HRA) leader and liaison with parents, coaches, rowers and Huron Athletic Department/ Huron Administration.
- Serves as liaison with Huron High School (HHS). When necessary, works with the Staff in the Athletic Office to make sure that HRA runs smoothly within that department.
- Supports the other officers of the club and committee chairs / coordinators.
- Sets agendas for the Board activities by identifying issues for consideration.
- Conducts Board/Parent meetings to ensure there is a forum to hear all points of view on key topics and policies.
- Works with coaching staff to address rower and parent issues, retain coaching staff, and coordinate club-sponsored awards.
- Assists Treasurer with preparation and HRA approval of budgets and expense authorization; also works with Athletic Department on school portion of crew budget.
- Provides leadership, support and solicits help as required for all club activities, specifically including parent recruiting, fundraising, regattas, transportation, maintenance, budgeting and communication.
- Conducts End of Season Banquets.
- Signs on behalf of HRA for business-related issues (insurance, leases, etc).
- Interfaces with student Board members. As per the By-Laws, there shall be 2 student-athletes on the Board who will most likely be the male and female team captains.

VICE-PRESIDENT

- With Treasurer, serves as the Scholarship Committee.
- Regularly checks the HRA mailbox at Huron High School on Fuller Rd. in coordination with the Coach, who also checks the mailbox.
- Works on special projects as needed.
- Prepare packets of rower registration forms including cover letter and check sheet of items rowers need to fill out and turn in at the beginning of each season.
- As needed, works with Travel Coordinator on travel waivers. (General Travel Waivers allow rowers to travel via transportation paid for or arranged by HRA).
- Copies and distributes Rowing Regatta Waiver Packets. (Coach prepares original).
- Assists President as needed, filling in when President is absent.

TREASURER

- Prepares and updates as necessary a seasonal and fiscal year (school year) budget for all HRA revenues and expenses.
- Prepares a monthly Treasurer's Report for presentation at Parent/Board meetings.
- Manages the finances of the club
- In cooperation with the President, signs off on all purchases and contractual agreements (e.g., insurance).
- Maintains HRA checking account and other accounts as well as credit card account within Quick Books.
- Maintains points accumulation within Quick Books.
- Collects team fees from all rowers.
- Collects assessments/surcharges for each regatta that requires extra money.
- Pays for all Board-approved HRA expenses including assistant coaching fees, equipment purchases, insurance, travel, uniforms, regatta entry fees, etc. and provides reimbursement to parents and coaches who incur HRA-related expenses.

- Serves as primary HRA contact person for most financial transactions (insurance, leases, equipment purchase, etc).
- Maintains records of receipts and expenditures.
- Works with CPA to ensure proper tax forms are filed.
- Follows through and monitors State of Michigan forms such as non-profit status and license to solicit donations.
- Is responsible for contacting those members who are in arrears for dues payments or behind in their points accumulation.
- With Vice President, serves as the Scholarship Committee

SECRETARY

- Manages all HRA correspondence and communication (with the exception of Regatta information to be communicated by the Coach).
- Takes minutes at Parent/Board Meetings (and other related meetings) and completes minutes for review at next meeting.
- Maintains Minute Book, record of all documents and forms, and all HRA correspondence.
- Updates HRA Rowers and Parents Handbook as well as other club documentation detailing tasks necessary to run the HRA.
- Maintains team roster and email lists via the website.
- With the Coach and Board members, updates the HRA Rowers and Parents Handbook to reflect changes in club contact information, Board members and email addresses, coaching staff, budget and calendar, schedules and procedures.
- Serves as HRA historian and maintains archives of all documentation including procedures and changes to By-Laws and Handbooks.

As per the HRA By-Laws, there are 8 permanent Board Members including the 4 officers and the 4 permanent committee chairpersons. The permanent committees are Fundraising, Equipment, Clothing, and Regatta Support. Other major HRA committee coordinators/chairpersons may also be Board members as a majority of the core Board (8 members) shall determine. The core Board shall determine if the following members are voting members or not.

4 PERMANENT COMMITTEE CHAIRPERSONS OF THE BOARD

FUNDRAISING COORDINATOR

- Proposes a fundraising program by the beginning of the Fiscal Year, subject to full Board approval.
- Recruits and oversees coordinators for individual fund-raising activities and events.
- Manages/ keeps / maintains any fund-raising equipment (e.g. car wash supplies).
- Ensures that record of rower / parent participation in fund-raising events (i.e. tally of points) is sent to the Treasurer on a monthly basis for input into Quick Books.

EQUIPMENT COMMITTEE MANAGER

- Works with coaches to identify needs for maintenance work on boats, oars, launches, ergs and other related equipment.
- Maintains the HRA equipment for regattas including HRA trailer, tents, cooking stoves, liquid propane tanks, tables, tarps, etc.
- Works with the coaches to coordinate transportation and setup of all HRA equipment to regattas.
- Recruits volunteers for maintenance work.
- Organizes Work Days at and around the Boathouse.
- May work on equipment if experienced.

CLOTHING COORDINATOR (including team uniforms)

- Works with coaches to select style and brand of all clothing and team uniforms, including hooded sweatshirts, T-shirts, rain jackets, hats, shorts, unisuits and long sleeve rowing shirts.
- Manages process of ordering clothing, collecting money and distribution.
- Manages measurements processing of specialty items, e.g. unisuits.
- Manages process of distributing and collecting clothing at the beginning and end of each season.

REGATTA SUPPORT COORDINATOR

- Oversees coordination of the Regatta Support sub-committees: food, travel and chaperones/hotel.

OTHER COMMITTEE CHAIRPERSONS (may or may not be Board members)

FOOD COORDINATOR (under the coordination of the REGATTA SUPPORT COORDINATOR)

- Purchases (or coordinates volunteers to purchase) food for all regattas.
- Coordinates all cooking equipment (pots, pans, serving, food storage bins, coolers, water containers).
- Coordinates storage of food and transportation of food to regatta sites.
- Works with parent volunteers to prepare food and beverages at regatta sites.
- Coordinates transportation of food-related HRA equipment with Equipment Manager.

TRAVEL COORDINATOR (under the coordination of the REGATTA SUPPORT COORDINATOR)

(The Travel Coordinator position may be combined with the Hotel and Chaperone Coordinator position)

- Arranges bus or other transportation for all out of town regattas. Recruits drivers as needed and ensures appropriate paperwork is in order.
- Handles paperwork required by the school (may work with Club President/ VP as needed) for out of town, out of state or out of country travel.
- Ensures bus chaperones have copy of instructions and rower medical information.
- Looks for cost effective options (e.g. sharing buses with other schools)

CHAPERONE/HOTEL COORDINATOR (under the coordination of the REGATTA SUPPORT COORDINATOR)

(The Chaperone/Hotel Coordinator position may be combined with the Travel Coordinator position)

- Arranges for chaperones for all regattas.
- Coordinates with travel coordinator for hotel chaperones (should be same as on bus?)
- Coordinates chaperones' food preparation assignments with Food Coordinator.
- Arranges hotel or other overnight accommodations for all regattas.
- Ensures hotel chaperones have copy of instructions and rower medical information.
- Explores cost-savings options (e.g. sharing hotel bookings with other schools).

WEBSITE MANAGER

- Manages team website www.huronrowing.org.
- Works with the Secretary to post minutes and documents to the site under a non-public link.
- Works with the Secretary to manage email lists and roster via the huronrowing.org address.
- Works with Fundraising Coordinator to post sign-up sheets for activities on the website (e.g. Art Fair, Hockey Games)

HRA BOOSTER CLUB REPRESENTATIVE

- Liaison between HRA and the HHS Booster Club.
- Secures fundraising opportunities for HRA announced by the Athletic Department (such as concession stands for Huron games or parking at the U of M games).
- Identifies additional fundraising opportunities via the Booster Club.

Amendment 4 - approved November 16, 2006. Article X, added the following re dues and fees:

1. The season orientation meetings are to be held to communicate the fees, dues, and fundraising opportunities and collect all the required paperwork in a timely fashion.
 - o Spring practice begins mid-March; for the spring season, the spring orientation meeting is to be held during the first week of practice.
 - o Fall practice begins mid-August; because many families are on vacation at this time and some students are attending Interlochen Band camp, the fall orientation

meeting cannot be held during the first week of practice, however, it shall be planned no later than the first week of school.

2. A deadline for payment of fees, dues and points in arrears shall be clearly announced and communicated; this deadline should be each season's orientation meeting.
3. All paperwork (health forms, waivers, contact information) must be collected on or before each season's orientation meeting. Note: the Athletic Office requires that all health forms be completed and handed in before a student is allowed to practice.
4. No refunds are permitted for dues and fees that have been paid unless a rower withdraws from the team prior to the first regatta of the season. Withdrawal prior to the first regatta will result in a 50% refund of fees and dues paid.

Amendment 5 – approved May 17, 2007. Article X, added the following re dues reimbursement for withdrawal from the team:

1. If a student withdraws within the first 2 weeks, for whatever reason, then a 100% dues refund will be given and there will be no points obligation for that season.
2. If a student withdraws after 2 weeks but before the first regatta, for whatever reason, then a 50% dues refund will be given and there will be no points obligation for that season.
3. If a student withdraws after the first regatta, for whatever reason, no refund for dues paid will be given. In addition, the rower will be obligated to fulfill the entire 400 points obligation for that season.