

Stone Bridge Rowing Club
BY-LAWS
Version 5

Article I
PURPOSE

This organization shall herein after be known as the Stone Bridge Rowing Club (SBRC).

The purpose of the SBRC is to provide students from Stone Bridge High School (SBHS) in Loudoun County, Virginia the opportunity to learn and compete in the sport of rowing in a healthy, developmental and competitive environment that instills the ideals of sportsmanship, leadership, and cognitive development.

Stone Bridge Rowing Club strives to instill in each athlete a love of rowing, the principles of fair play and sportsmanship, and the development of personal and social skills. SBRC intends to exemplify the principles and philosophies of US Rowing, the national governing body for the sport of rowing in the United States. With US Rowing trained coaches, SBRC aims to develop some of the finest youth rowing members in the state of Virginia while providing a safe and fun environment for athletes of high school age.

Article II
MEMBERSHIP

SECTION 1. Eligibility

Any student from Stone Bridge High School who is of sound mental and physical health, in good academic standing, and who seeks active participation in the sport of rowing is eligible for membership. Adult membership is restricted to club officials, coaching staff, off-water volunteers and the custodial parent(s) and volunteer(s) of the athletes. Members must remain in good standing with the Loudoun County Public Schools (LCPS), US Rowing, Virginia Scholastic Rowing Association (VASRA), Stone Bridge Rowing Club, and facilities where practices and regattas occur.

A student must maintain academic eligibility as set by LCPS and the SBRC. Any member who fails to maintain the required level of academic performance shall be suspended from participating, playing and/or practicing with the team until they meet the requirements.

SECTION 2. Size of Membership

All members who meet LCPS and US Rowing and VASRA academic and physical requirements are eligible to row. There is a limit of 50 rowing members of the team, due to

current equipment and coaches. Coaches can make exceptions to the 50 member limit at their discretion.

SECTION 3. Loss of Membership

Members shall become liable for payment of dues and fees as determined by Club Officers. Members may be suspended or dropped from the SBRC for failure to abide by Loudoun County Public School rules, US Rowing and VASRA rules, or the SBRC by-laws. Complete guidelines on disciplinary proceedings are outlined in Article VI.

SECTION 4. Membership Privileges

Athletes who pay membership dues and fees assessed by the Club may participate in the appropriate Stone Bridge Rowing Club activities. Custodial parent(s) or guardian(s) of athletes may attend meetings, participate in discussions, serve on committees, if appointed; or serve as an officer, if elected; and vote at general membership meetings as provided in Article X, Section 1.

SECTION 5. Attendance

The sport of rowing is team orientated and as such requires regular attendance and full commitment. Team play and skill development are emphasized. Regular attendance is required to be eligible to participate in regattas.

SECTION 6. Team Selection

The Team's objective is to provide as many members as possible the best opportunity to learn and develop their rowing skills in a fun, safe, and competitive atmosphere. As a result, the number of athletes selected for a team will be guided by a desire to balance maximum participation opportunity, skills match, and safety considerations.

The crew and boat selections are at the sole discretion of the coaches.

SECTION 7. Membership Categories

SECTION 7a. Rowing Members

Rowing membership will be provided to Stone Bridge High School students who seek to acquire rowing skills either as competitive oarsmen/oarswomen/coxswains. Competitive rowers are those selected for participation in scheduled regatta races as outlined in Article II, Section 6.

SECTION 7b. Non-Rowing Members

Non-Rowing membership is available at no cost to any Stone Bridge High School student who has an interest in Crew. Such members can assist in fundraising activities, booster activities, and any other off-water team activities, including discussion sessions on rowing skills

and strategies.

Article III REGISTRATION AND FEES

SECTION 1. Registration

Club registration for the spring season will open at the start of Winter Conditioning. Appropriate notification will be provided to current members and other Stone Bridge High School students. Registration forms must be completed and registration fees paid by the date determined by the Board of Directors.

Late registration applications, up to a deadline the first on-water practice, on or around March 1, will be considered by the Club Officers on a case by case basis. All efforts will be made to accept such registrations consistent with space availability for the number of crews to be fielded.

SECTION 2. Fees

Club fees will reflect the actual costs necessary to sustain the Club. Dues and other fees (i.e. registration and/or insurance) necessary for the administration of the SBRC programs shall be established by the Club Officers on an annual basis prior to the start of each season with changes as they become necessary.

Every effort will be made to keep the cost competitive with other teams in the area while still providing a quality program. Among the methods of controlling costs are; 1) establishing an active sponsorship program to provide funds to pay for equipment and facilities, and 2) obligating each member to raise specified amounts through fund-raising activities.

Refunds will not be considered unless: 1) the request is received prior to the registration deadline, or the basis of the request is due to 2) an extended illness that prevents further participation, 3) a required move out of the Stone Bridge High School area, or 4) other family emergency to be assessed on a case by case basis by Club Officers. All requests must be made in writing. Only the basic program fees are refundable. Rower uniform fees are not refundable. A ten percent (10%) administrative fee may be deducted from any refund amount. Loss of rower eligibility to represent the Club (academic and/or disciplinary) does not warrant a refund by the Club.

Article IV SAFETY

SECTION 1. Water Safety

US Rowing requires under the US Rowing Safety guidelines that all rowers pass a swim test. Rowers should be able to complete a 100 meter swim and tread water for five (5) minutes.

Coaches will instill and maintain a safety-first attitude with regard to student participation in all Club activities. Safety launches will be readily available for all water activities. The coaches' decisions are final regarding safety issues both on and off the water.

SECTION 2. Health Forms

Rowing members will be required to complete the following health and safety forms as part of the registration process for Team membership:

1. VHSL Sport Physical (paper form due to SBHS/LCPS)
2. Student Athlete Concussion Guidelines (due online to SBHS/LCPS)
3. Parental Consent and Student Agreement (due online to SBHS/LCPS)
4. Training Rules and Regulations (due online to SBHS/LCPS)
5. Emergency Card (due online to SBHS/LCPS)
6. Electrical Modalities Protocol (due online to SBHS/LCPS)
7. Supplemental Oxygen Protocol (due online to SBHS/LCPS)
8. US Rowing Liability Waiver (due online to US Rowing)
9. Release and Waiver Agreement for SBRC practice facility (paper form due to SBRC)

SECTION 3. Liability Insurance

The Club must obtain liability insurance for members annually.

SECTION 4: Safe Sport Policy

SBRC has created a safe sport policy to protect athletes from the following misconduct:

1. Bullying
2. Hazing
3. Harassment (including sexual harassment)
4. Emotional Misconduct
5. Physical Misconduct
6. Sexual Misconduct (including child sexual abuse)

The policy applies to: Athletes, Coaches, and any individuals the member organization formally authorizes, approves or appoints (a) to a position of authority over, or (b) to have frequent

contact with athletes.

Coaches are required to have a criminal background check performed by LCPS upon hire and participate in training concerning the key elements of the US Rowing safety program.

Reporting and commissioning of a conduct board for investigation and action should follow the process established in Article VI, Disciplinary Proceedings.

Article V CODE OF CONDUCT

SECTION 1. Sportsmanship Rule

Athletes, Coaches, Parents, and Spectators are required to conduct their relations with other teams, their own team, and other team members in a spirit of good sportsmanship. Anyone who becomes a member of the SBRC agrees to read and abide by the SBRC Code of Conduct.

SECTION 2. Athletes Code of Conduct

1. Work hard to improve your skills.
2. Be a team athlete. Get along with your teammates.
3. Be on time for practices, meetings and regattas.
4. Learn the rules and play by them. Always be a good sport.
5. Respect your coach, your teammates, your parents, opponents, and officials.
6. Never argue with an official's decision.

SECTION 3. Coaches Code of Conduct

1. Winning is a consideration, but not the only one, nor the most important one. Care more about the child than winning the race.
2. Be a positive role model to your rowers, display emotional maturity and be alert to the physical safety of the rowers.
3. Be generous with your praise when it is deserved; be consistent, honest, fair and just; do not criticize rowers publicly; be an effective communicator; do not yell at athletes.
4. Adjust to the personal problems and needs of the rowers; be a good listener; never verbally or physically abuse an athlete or official; give all rowers the opportunity to improve their skills, gain confidence and develop self-esteem.
5. Organize practices that are fun and challenging for your rowers. Familiarize yourself with the rules, techniques, and strategies of rowing; encourage all of your rowers to be team athletes.
6. Maintain an open line of communication with your athletes and parents. Explain the goals and objectives of the team.
7. Be concerned with the overall development of your rowers. It is more important to be a good citizen than a great rower. Stress good health habits and clean living.

8. Promote the premise and goals of the Stone Bridge Rowing Club.

SECTION 4. Administrator's Code of Conduct

1. Follow the rules and regulations of the LCPS, US Rowing, VASRA, SBRC and any associated organizations to ensure that their philosophy objectives are enhanced.
2. Support programs that train and educate athletes, coaches, parents, officials, and volunteers.
3. Promote and publicize our programs; seek financial support when possible.
4. Communicate with parents by holding parent/athlete orientation meetings as well as by being available to answer questions and address problems throughout the season.
5. Work to provide programs that encompass fairness to the participant and promote fair play and sportsmanship.
6. Recruit volunteers, including coaches, who demonstrate quality role models to the youth sport in this area.
7. Encourage coaches and officials to attend US Rowing clinics and education opportunities; support the necessity of that training to maintain team growth.
8. Read and be familiar with the contents of the US Rowing Guide and Rule books.
9. Develop other administrators to advance to positions within the SBRC.

SECTION 5. Parent's Code of Conduct

1. Do not force your children to participate in sports; however support their desire to play their chosen sport.
2. Encourage your child to play by the rules.
3. Do not embarrass your child by yelling at athletes, coaches, or officials.
4. Show a positive attitude towards the races and all of their participants.
5. Emphasize skill development and practice.
6. Know the rules of rowing and support event officials; you will be helping development and support of the sport.
7. Recognize the importance and impact of the coaches.

SECTION 6. Spectator's Code of Conduct

1. Display good sportsmanship.
3. Help provide a safe and fun environment by being a respectful spectator.
2. Do not taunt or disturb other fans; enjoy the races together.
5. Support the referees and coaches.
6. Be responsible for your own safety.
7. Respect locker rooms and the private areas for athletes, coaches, and officials.

Article VI DISCIPLINARY PROCEEDINGS

SECTION 1. Conduct

The conduct of athlete members will be largely governed by the current official rules of athletes as published by LCPS, US Rowing, VASRA or as modified by the rules of any league or associate in which the Stone Bridge Rowing Club participates. Any athlete or adult member whose conduct is prejudicial to, or tends to injure the good names of LCPS or the Stone Bridge Rowing Club, disturb its well-being, hamper its function, or otherwise elicit discredit on LCPS or Stone Bridge Rowing Club may be brought before the Conduct Board.

SECTION 2. Misconduct

Any oarsman/oarswoman, athlete, non-athlete, coach, parent or spectator who is alleged to be in violation of the Sportsmanship Rule of the Code of Conduct may be investigated by the Conduct Board. The Conduct Board, upon its investigation of alleged violations of the Sportsmanship Rule or the Code of Conduct, will have the authority to take action against the individual(s) involved as described by policy established by Club Officers. Suspension, for any reason, does not entitle a member to a refund of club dues, however Club Officers may approve exceptions.

SECTION 3. Conduct Board

SECTION 3a. Authority and Organization

The Conduct Board is convened under the authority of US Rowing and the Stone Bridge Rowing Club by-laws. The Conduct Board is not a legal proceeding. It is an administrative process whose sole purpose is to enforce the good citizenship goals of LCPS, US Rowing, VASRA, and the SBRC goals for safety and development of athletes.

SECTION 3b. Composition and Selection

The SBRC Officers nominate and approve the members of the Conduct Board. The Conduct Board will normally be chaired by the Club President and composed of three (3) to five (5) members or non-members of the SBRC. During the nominating process, the SBRC President must ensure that all Conduct Board members are not personally involved in the action under review to prevent undue influence and ensure fairness and impartiality. If necessary, SBRC officers may nominate and select any Club member in good standing to be a member of the Conduct Board to meet these objectives.

SECTION 3c. Incident Report

The incident report is the official means of communication to the Club Officers of an

incidents (on or off water) by a rower, coach, parent, family member, regatta official, or other party that was directly involved, may require further action of consideration by the SBRC Conduct Board.

SECTION 3d. Procedures and Determination

When an incident is brought to the attention of the SBRC Officers through the filing of an incident report or other means, a Conduct Board will be convened within thirty (30) calendar days of the incident. Every effort will be made to convene a Conduct Board as soon as possible after the incident. The Conduct Board will review all pertinent written statements and may request additional information be presented by individuals who are knowledgeable of the incident. It is preferred that the involved individuals are present; however, it is not mandatory, if sufficient information is available to make a knowledgeable determination. The Conduct Board will determine:

- a. The full spectrum of events and actions associated with the incident in question.
- b. If warranted, the disciplinary actions or sanctions to be imposed against the individual(s) involved in the incident.
- c. Any procedural recommendations which can be used to mitigate future potential or similar incidents.
- d. Lessons learned which are to be communicated to the coaching staff and team members.

SECTION 3e. Disciplinary Actions

A wide range of disciplinary actions or sanctions are available to the Conduct Board. These include, but are not limited to, verbal reprimands, written reprimands, race suspensions, season suspensions, and (in extreme cases) disbarment from the Stone Bridge Rowing Club. They should be fairly and consistently applied based upon the severity of the incident. Conduct Board determinations will be communicated to the offending individual(s) within twenty-four (24) hours by a member of the Conduct Board through verbal means. A written determination will also be sent within five (5) calendar days.

If a Stone Bridge Rowing Club athlete is involved in an incident, the Head Coach will advise the athletes and the athletes' parents of the Conduct Board determination. In addition, the Conduct Board will send, within five (5) calendar days, written notification to the offending athletes and parents. In some cases, the Conduct Board may request a follow-up meeting with the offending individuals and personally advise them of the basis of the Conduct Board determination.

If the incident involves an athlete outside of the SBRC, written and verbal communication will be provided to the offender's organization recommending actions to be taken by that organization. If the incident involves sanctions imposed under US Rowing, proper organization officials will be verbally advised and provided with a complete summary of the Conduct Board minutes. Students are expected to follow Loudoun County Public Schools code

of conduct and appropriate behavior. Disciplinary actions or sanctions are effective as of the date prescribed in the Conduct Board minutes.

SECTION 3f. Meeting Minutes

Minutes will be taken at each Conduct Board and approved by those Conduct Board members in attendance. At a minimum, the minutes should include the data, members present, others present, and a summary of the determinations as identified above. If requested by an individual involved in the Conduct Board determination, the Conduct Board minutes must be made available for their determination.

SECTION 3g. Appeals Process

Following the determination by the Conduct Board, the effected individual(s) may request an appeal of the imposed disciplinary actions/sanctions to the Stone Bridge Rowing Club standing officers. The individual must notify the SBRC in writing that he/she requests an appeal. The SBRC Officers are required to honor that request within thirty (30) calendar days of the appeal request receipt. During the appeal process, all previously imposed disciplinary actions or sanctions shall remain in effect. Individual(s) requesting an appeal will be offered an opportunity to present his/her version of the incident to Club Officers for their determination. Other individuals knowledgeable of the incident may also be requested by Club Officers to attend the appeal in order to provide additional information. Club Officers have the latitude to uphold or alter the Conduct Board's assigned actions/sanctions as they find appropriate for the incident. Administrative determination by the SBRC Officers is final and cannot be further appealed unless it falls under US Rowing Appeals Procedures.

Article VII OFFICERS

SECTION 1. Composition, Term, and Compensation

Stone Bridge Rowing Club Officers shall include a President, Vice President, Treasurer, Secretary, and Head Coach. The Club shall have a minimum of five (5) standing officers. No officer may hold more than one office at one time. The officers shall hold a term of one (1) year or until his or her successor is elected and qualified. Officers do not need to be affiliated in any way with any SBRC member. No compensation shall be paid to standing officers, as such, for their service.

SECTION 2. Purpose of Club Officers

Club Officers shall meet at the call of the President for the purpose of conducting regular business of the SBRC, for insuring that the purposes of the organization are carried out, for setting policies and operational guidelines, and for handling investigations that may be brought

before it through the proceedings of the Conduct Board as outlined in Article VI, Section 3. Additional volunteer positions (e.g. webmaster, spiritwear coordinator) may be invited to Board of Director meetings to facilitate communication of Board decisions and progress team plans.

Club Officers meeting in concert are empowered to suspend or expel members for failure to pay dues or fees or for disciplinary reasons when charges are formally brought and investigated through the Control Board. Should a Club Officer be the subject of the investigation or a material witness, such member shall be disqualified from acting on the Conduct Board for that case.

SECTION 3. Duties and Responsibilities

SECTION 3a. President

The President shall be the chief executive officer of the Club and the presiding officer over formal meetings. The President shall conduct the regular business of the Club in accordance with the SBRC by-laws and other official operational guidelines (US Rowing, VASRA). The President shall coordinate and maintain liaison with the SBRC athletes, coaches and parents and shall manage all special events of the Club. The President will also coordinate with other Club Officers the upcoming issues and agenda items and provide them to the Secretary as agenda items prior to each meeting of Club Officers and/or members, and serve as the Overseer of committee chairs and subcommittees. The President shall recruit and recommend for approval of the Head Coach to the Board of Directors. The President shall make an annual report to the voting members containing the highlights of events from the year for historical purposes.

SECTION 3b. Vice President

The duties of the Vice President include 1) serving as the presiding Club Officer over the SBRC meetings in the absence of the President, 2) presiding over the Conduct Board at the request of the President, 3) Responsibilities include negotiating and securing facilities for the Club and maintaining the relationship with the overarching organization monitoring rowing on the SBRC practice facilities.

SECTION 3c. Treasurer

The duties of the Treasurer are 1) to be responsible for the custody of all SBRC funds and financial records, 2) to receive, account for, and disburse SBRC funds through the authority of the Club Officers, 3) to prepare financial statements, maintain and reconcile SBRC bank statements, 4) collection of membership dues and preparation of annual budgets, 5) to submit a written financial report for membership meetings, 6) to provide financial information to tax preparer as local, state, and federal law requires, and 7) to serve as presiding officer over the SBRC meetings in the absence of the President and Vice President.

SECTION 3d. Secretary

The duties of the Secretary are 1) to keep a record of all proceedings of the organization (minutes) and make them available upon request from Club Officers, 2) to draft or assist in drafting of official documents, such as filings with the federal government, the state of Virginia, and other government bodies, and 3) to maintain files to include all committee reports, and 4) to maintain records of by-laws, minutes of meetings, and non-profit status.

SECTION 3e. Team Representative

The Team Representative shall be responsible for 1) representing the team at all US Rowing and VASRA meetings, 2) voting at all US Rowing and VASRA meetings, and 3) serving as the Stone Bridge's representative on VASRA's Local Organizing Committee (LOC).

SECTION 3f. Head Coach

The duties of the Head Coach are 1) providing training to the members of the SBRC and instilling the SBRC philosophy, 2) helping coaches develop season plans, 3) making recommendations to Club Officers on the approval or dismissal of coaches, 4) selecting assistant coaches, 5) selecting and creating boat seat line-ups, 6) to serve as the registrar for US Rowing and VASRA, and 7) responsible for school communication.

All coaches and assistants will be required to complete appropriate US Rowing coaches programs and LCPS coaches training requirements. Coaches are responsible for obtaining the fullest possible rowing potential from their athletes, enforcing the US Rowing rules or other regulations, particularly with regard to safety, reporting all serious incidents resulting in misconducts or higher penalties to the Stone Bridge Rowing Club and league authorities who require such reports, and serving as a direct information source for Club Officers.

The Head Coach must also be a model of control and patience in dealing with the athletes and parents. The Head Coach must at all times be in complete control of his team, the kind of control that stems from coaching discipline. There can be no wavering in the application of Club principles. The coaches shall use such methods and systems as specified by Club Officers and US Rowing.

SECTION 3g. Hospitality Committee Chairman

The duty of the Hospitality Chairman (or co-chairmen) is to lead the committee responsible for coordinating the planning and execution of the tailgating at team events and races for both athletes and families, as is customary in the sport of rowing. Depending on the venue, events can range from picnic style to barbeque grilling. The chairman will ensure that the team's chuck wagon is in operating condition and is utilized to transport supplies to races, as needed and allowed by the venue. Any concerns with operability must be presented to the Board of Directors for disposition.



SECTION 3h. Fundraising Chairman

The duties of the Fundraising Chairman (or co-Chairmen) are to lead the committee in organizing and carrying out fundraising activities (such as Erg-a-thon, car washes, spirit dinners, SCRIP) and gaining sponsors for our non-profit organization. The club relies on these charitable contributions to offset the registration fees, in order to maintain suitable rowing equipment and facilities for the team.

SECTION 3i. Communications Chairman

The duties of the Communications Chairman are to interface with the school for meeting room needs, website, calendar, and daily scroller postings, and coordinate information between coach, club, and school as needs arise. Contact local newspapers and publications as often as possible (or when there are reportable items) to increase community awareness/involvement via articles or pictures.

SECTION 3j. Volunteer Coordinator

The duties of the Volunteer Coordinator are to facilitate our parent volunteering needs to sustain the team, as well as act as our team representative to VASRA in fulfilling our commitment to supply parent volunteers for VASRA races, as required by our membership.

SECTION 3k. Background Check

Board of Directors members, who are signatories for SBRC bank account, must receive a background check.

Signatories for the SBRC bank account are as follows:

- President
- Vice President
- Treasurer

Signatories may be disqualified based on the results of the background check, at the discretion of the Board of Directors.

Head Coaches and assistant coaches must also receive a background check or provide formal verification and/or documentation from his/her current employer.

SECTION 3l. Registration Chairman

The duties of the Registration Chairman include 1) to maintain the SBRC's official membership roll, 2) to distribute notice of membership meetings, and 3) organize and maintain membership sign-up (fall and spring) and other required documents.

Article VIII ELECTIONS

SECTION 1. Nomination

No less than sixty (60) days prior to annual meeting of the SBRC, held in May, the President shall solicit nominations for candidates for SBRC Officers and Committee Chairmen. The membership of the SBRC may also nominate candidates by submitting the names of

members to the Secretary to be included on the ballot. Nominations from the floor may also be made. All candidates must be members in good standing.

SECTION 2. Voting

Voting for the election of Club officers/directors shall be made by secret ballot. Voting members will consist of parents and all others serving in official capacity for the organization, who are in attendance at the annual meeting. In the event of a tie-breaking situation, the President will have final decision. Mail-in votes or proxy votes are not allowed.

SECTION 3. Succession

In the absence of the President, Vice President, Treasurer, and Secretary, the Head Coach shall take over leadership responsibilities for the teams. If an Officer is unable to serve in his/her elected capacity, the President, with the approval of the Club Officers, shall appoint a successor to serve until the next general membership meeting when an election of new officers is held.

SECTION 4. Removal of Officers

If an officer of the SBRC fails to perform the duties assigned to him, his office may be declared vacant by an affirmative vote of Board of Directors. The President shall appoint, with the approval of Club Officers, a successor until the next general membership meeting, when an election will be held.

Article IX DIRECTORS

SECTION 1. Composition, Term, and Compensation

Club Officers elected to the positions of President, Vice President, Treasurer, and Secretary shall serve as ex-officio members of the Board of Directors of the Stone Bridge Rowing Club corporate entity. The directors shall hold a term of one (1) year or until his or her successor is elected and qualified. No compensation shall be paid to directors, as such, for their service.

Article X MEETINGS

SECTION 1. General Membership Meeting

The general membership shall meet at the call of the President, following the end of the regular rowing season within thirty (30) days not later than June 30th for the purpose of electing

officers/directors and conducting SBRC business. If one-fifth (1/5) of the members petition, the President shall call a meeting within thirty (30) days of receipt of such petition. Voting is restricted to custodial parent or guardian, one vote per athlete member, coach and officer. One-tenth (1/10) of the voting membership shall constitute a quorum.

SECTION 2. Club Officer Meetings

Club Officers shall meet at the call of the President at least annually. Any athlete's custodial parent or guardian may attend. The presence of a simple majority of Club Officers and Committee Chairmen currently serving shall be required to constitute a quorum for the transaction of business.

SECTION 3. Committee Meetings

Committees appointed by the President shall meet at the call of the designated committee chairperson. SBRC committees may include, but need not be limited to:

- Volunteer Committee
- Fundraising Committee
- Hospitality Committee
- Spirit wear Committee
- Communications Committee
- Social Media Committee

SECTION 4. Special Meetings

The President, or in the absence of the President, the Vice President, may call a special meeting of Club Officers at any time and shall do so upon the request of a majority of the serving officers.

SECTION 5. Notice of Meetings

Reasonable notice of each meeting/practice shall be given to each member of the Club. A minimum of ten (10) days' notice for regular club business meetings is recommended, but not required.

SECTION 6. Order of Business

The following order of business is included in these by-laws only as an aid to the presiding officer in the conduct of a meeting:

- Call to Order
- Secretary's Report

- Treasurer's Report
- Board Activity Report
- Committee Reports
- Old Business
- New Business
- Next Meeting Date and Time
- Adjournment

Article XI RECORDS

SECTION 1. Club Documents

Copies of the organization papers of the SBRC, its by-laws and any amendments there to, and the membership records of the Club shall be reserved in a place of safekeeping. The membership rosters of the Club shall not be sold or provided to facilities in which off-water activities are held or any other organization without written approval of individuals on the roster.

SECTION 2. Financial Review

Financial records of the team are available at the request by club members. Club Officers shall initiate a review of the SBRC financial records as requested, and inventory of the Club's property to be taken annually for insurance and tax purposes.

Article XII AMENDMENTS

These by-laws may be amended at a meeting of the membership or at any special meeting called for that purpose by a two-thirds (2/3) vote of the membership present, provided that notice of the intent to offer amendments, and description of the particular amendments to be proposed have been given each member at least ten (10) days and not more than thirty (30) days in advance of such a meeting.

1) The following amendments were made and approved on Feb 20, 2013:

- Article II Membership,
 - Section 2, Size of Membership: Changed size to be limited to 50 rowing members, due to current equipment and coaches
 - Section 4, Membership Privileges: Remove sentence referring to developmental crew participants (due to limited equipment and coaches focused on competition)
 - Section 6, Team Selection: Remove sentence referring to developmental crew participants (due to limited equipment and coaches focused on competition)
 - Section 7, Membership Categories: Remove sentence referring to developmental crew participants (due to limited equipment and coaches focused on competition)
- Article III Registration and Fees
 - Section 1, Registration: Adjusted timing for registration to be by the first one-water practice
 - Section 2, Fees: refer to sponsorship being used primarily for equipment and facilities
- Article IV, Safety
 - Section 1, Water Safety: Remove requirement to put on life jacket during swim test
 - Section 2, Health Forms: Added requirement to complete release and waiver form for Goose Creek Reservoir and Dam
 - Section 3, Liability Insurance: Add requirement for club to obtain liability insurance annually
- Article VII, Officers
 - Section 3, Duties and Responsibilities: Switched some of responsibilities between President and Vice-President, more reflective of current activity. Designated the Vice-President as the representative on the overarching association for the Beaverdam Reservoir
- Article X Meetings
 - Section 3, Committee Meetings: Removed Communications, Finance and Banquet Committees and replaced with Fundraising and Hospitality Committees, reflective of current organization.

2) The following amendments were made and approved on May 13, 2014:

- Article IV Safety
 - Section 1, Water Safety: Changed length of swim test to 100 meters to align with VASRA.
- Article VII Officers
 - Section 1, Composition: Changed maximum board positions as 10, and designated if chairman are shared, only one vote would come from co-chairs for the position.
 - Section 2, Purpose of Club Officers: Added additional volunteer positions that may attend board meetings to facilitate communication.
 - Section 3, Roles and responsibilities: Clarified that Team Representative would act as LOC (Local Organizing Committee) for VASRA. Added the following Chairman positions as official board members: Hospitality Committee Chairman, Fundraising Chairman, Communications Chairman, and Volunteer Coordinator.
- Article XI Records
 - Section 2, Financial Review: Changed from requiring an annual audit to stating that financial records are available for review upon request, and a financial review will be conducted upon request of any member.

3) The following amendments were made and approved on December 10, 2014:

- Throughout the document: Changed “Beaverdam Reservoir” to “SBRC Practice Facilities”.
- Article III Registration and Fees
 - Section 1. Registration: Changed “prior to January 1st” to “the first week of January”.
 - Section 1. Changed payment deadline to “paid by the date determined by the board.”
 - Section 2. Fees: Deleted, “Only the basic program fees are refundable”.
- Article VII Officers
 - Section 3. Duties and Responsibilities.
 - Added section 3k. Background Check.

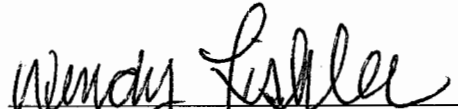
4) The following amendments were made and approved on November 7, 2017:

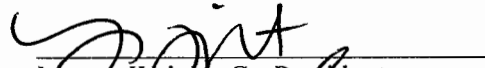
- **Article II Section 2** – Exceptions can be made to 50 member limit, at the coaches discretion.
- **Article III Section 1** – Registration will open when winter conditioning starts.
- **Article IV Section 2** – Health Forms required by LCPS were added to list. Change the word “Club” membership to “Team”.
- **Article IV Section 4** – Second paragraph from bottom change to “Coaches are required to have a criminal background check upon hire” instead of bi-annually.
- **Article VII OFFICERS Section 1** – First paragraph: get rid of maximum number of 10 standing officers and change 4 as the minimum number of standing officers to 5. Remove the co-chair votes count as one vote. Everyone’s vote should count.



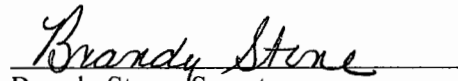
- **Article VII Section 3a** – President’s annual report. President is to act as a historian and report on regatta’s won, team/individual accomplishments, highlights of the season. Just keep record of events throughout the season and what happened.
- **Article VII Section 3c** – Remove item #8 from the Treasurer regarding the Finance Committee.
- **Article VII Section 3g** – Rename first 3g **Head Coach** to 3f. Add 3l (L) **Registration**.
- **Article VII Section 3f (Head Coach)** - Add #7 responsible for school communication. Second paragraph add “LCPS coaches training requirements” to end of first sentence with US Rowing Coaches programs.
- **Article VII Section 3k** – Background Check should be done for all signors. What disqualifies someone from being treasurer or signor (i.e. financial or other crimes) will be at the discretion of the Board of Directors based on the offense.
- **Article VIII Section 1** – First sentence: change election from June to May and add Committee Chairs to SBRC Officers making it SBRC Officers/Committee Chairs.
- **Article VIII Section 2** – Whoever is at the meetings gets to vote, instead of one vote per family.
- **Article VIII Section 4** – Board of Directors decides when Club Officers should be removed.


We, the Board of Directors of the Stone Bridge Rowing Club (SBRC), do hereby declare that on this 9th day of January, 2018, the amended proceeding by-laws from the previous version on 19th day of July, 2015, will serve as the doctrine and rules of our organization. Furthermore, we promise to uphold these by-laws in good faith and in honor to ensure the integrity, validity, and future of all those who participate from this day forward.


Wendy Fishler, Co-President


Megan Wright, Co-President


Rhoda Shields, Vice President


Brandy Stone, Secretary


Tom Ritz, Co-Treasurer


Bob Wright, Co-Treasurer