

# The Sailing Club at the Ohio State University

## Constitution

### Article I. Name

The name of this organization shall be the "Sailing Club at the Ohio State University." Hereafter the "Club."

### Article II. Purpose

The purpose of the Club shall be to provide facilities for the activity of sailing, the opportunity for instruction in sailing and for intercollegiate racing, and to provide a social atmosphere for people with common interest of sailing.

### Article III. Membership

All students, faculty, and staff of the Ohio State University, (hereafter the University), shall be eligible for membership. No person shall be denied membership to this organization.

- Section I. Only currently enrolled undergraduate students of the University shall be competing members. All other members shall be considered non-competing members.
- Section II. Upon recommendation of the Executive Board (Article VI, Section 1, Sub-section A) other interested persons may become non-competing members.
- Section III. It shall be the duties of all members to attend meetings, assist in all Club projects, maintain and preserve the property of the Club and stand accountable for dues except where exempted.
- Section IV. Upon the recommendation of the Executive Board and with the concurrence of two-thirds of the total membership of the Club, a member may be expelled from the Club for reasons specified in the by-laws. One week notice to the membership of the Club, and to the person under impeachment, in writing, shall be required before such recommendation may be considered by the membership.
- Section V. Former members shall regain active status by paying those dues required for the current semester, and all previously outstanding debts as determined by the Executive Board.

### Article IV. Elected Officers

The elected officers of the Club shall be: Commodore, Vice Commodore, Rear Commodore, Two Fleet Captains, Treasurer, Secretary, Faculty Advisor, Fundraising and Apparel Chairperson, and Recruitment Chairperson.

- Section I. All elected officers shall meet Club and University requirements.
- Section II. Officers shall be elected at a scheduled meeting after December 1 and before the MCSA Midwinter meeting during winter quarter. All newly elected officers shall take office immediately and shall serve a one-year term.
- Section III. A list of nominees for office shall be presented to the Club by the Executive Board one week preceding the meeting at which the elections are to be held.

Additions to that list shall be accepted from the membership at that time and immediately preceding the election.

Section IV.

Election shall be held by secret ballot unless otherwise prescribed by a two-thirds majority of those present.

Section V.

In the event an officer resigns or is removed from office, the office shall be temporarily filled by an appointee from the Executive Board until the next scheduled meeting.

Section VI.

The duties shall be decided upon by the executive board based of the following guidelines.

- A. Commodore – shall preside over all of the meetings of the Club; shall appoint all committees not elected or otherwise specified; shall serve as standing member of all committees; shall represent the Club to Hoover Sailing Club; shall represent the Club to The Ohio State University; shall be permanent chairperson of all Club regular committees.
- B. Vice Commodore – shall be, in the absence of the Commodore, fulfilling the duties of the Commodore; shall be responsible for the maintenance and repair of the property of the Club.
- C. Rear Commodore – shall be responsible for all Club social trips and functions; shall organize all membership events.
- D. Fleet Captains – shall be responsible for all Club competitive events; shall be responsible for organizing practice; shall be responsible for travel and lodging arrangements for competitive events.
- E. Treasurer – shall be custodian of all Club funds, shall distribute said funds as ordered by the Club, shall keep all financial record to date and in the fashion described by the University. Shall be audited by the president and by a board member selected at random, not of the presidents or treasurers choosing.
- F. Secretary – shall keep a written record of all Club and Executive Committee meetings; shall conduct necessary Club correspondence; shall maintain all non-financial records of the Club; shall make arrangements for meeting and office space for the Club; shall be responsible for advertising the Club through conventional or electronic means; Shall oversee the Club's social media presence and website.
- G. Apparel and Fundraising Chairperson – shall keep a record of all Club apparel and merchandise and be responsible for its storage and upkeep; shall oversee sales of apparel and merchandise; shall find opportunities and organize activities to raise funds for the Club.
- H. Recruiting and Outreach Chairperson - shall recruit new members to the club; shall act as point of communication to alumni of the club; shall act as point of communication to outside individuals; shall organize all recruitment events.

Section VII. Upon recommendation of the Executive Board and approval of a majority of the total membership, there shall be appointed a faculty advisor who shall be a non-dues paying member of the Club and who shall retain office as long as is mutually agreeable between him/herself and the Club.

Section VIII. If any officer is found to be derelict in his or her duties, that officer may be impeached and subsequently removed from office. The officer must be notified of the action in writing one week before any announcement of such action is made to the membership as a whole. After the announcement, the membership shall vote and the officer may be removed from the office by a two-thirds vote of the total membership of the Club. Impeachment may occur by either a recommendation from the Executive Board or by a petition signed by 15% of the total membership of the Club. All officers appointed or elected are subject to this provision.

#### Article V. Appointed Boards and Officers

##### Section I.

Board members shall serve one-year terms and vacancies will be filled within two weeks of the date of the vacancy.

#### Article VI. Standing Committees

##### Section I.

The standing committees shall be:

- A. Maintenance Committee – Shall be chaired by the Vice Commodore; shall maintain and improve Club properties; shall be responsible for checking the condition of the fleet at least once a week while in season; shall keep records of boat upkeep, part purchases, and general inventory belonging to the Club.
- B. Social Committee – Shall be chaired by the Rear Commodore and assisted by the Publicity Chairperson; shall generate ideas for Club wide social events; shall be responsible for purchasing and preparing anything necessary before a social event begins. Shall be responsible for assigning committee members to the door to give out wristbands and collect money, if the social event requires it. Shall generate ideas for the Club's social media presence.
- C. Practice Committee – Shall be chaired by the Fleet Captains. Shall be responsible for running practices. Shall ensure that the entire Club is notified in the event of practice cancellation. Shall be well acquainted with Hoover's policies regarding clubhouse usage, motorboat usage, and mark and anchor usage. Shall be responsible for the safety of our sailors during practice, both on and off the water. Shall strive for improvement in our sailors at every practice. Shall keep record of practice attendance.
- D. Regatta Committee – Shall be chaired by the Commodore. Shall be responsible for every aspect of the Club's fall and spring home regattas. Shall appoint the Principle Race Officer and Race Committee. Shall be responsible for planning a two day regatta in accordance to other MCSA regattas.

##### Section II.

Other committees shall be for specific purposes as directed by the Club.

#### Article VII. Affiliations

Upon recommendation of the Executive Board with the approval of a majority of Club membership, the Club shall form affiliations with other organizations as long as these affiliations

do not, in any way, violate either Club or University regulations or interfere with any other affiliations of the Club.

#### Article VIII. Constitutional Amendments

Amendments or revisions to this Constitution shall be enacted in the following manner: all revisions and/or amendments must be presented to the Executive Board in writing before consideration. The proposal must then pass consideration at one regularly scheduled meeting. A majority of the membership present must vote in the affirmative for the proposal to be enacted. No alterations to the proposal are permitted after the first consideration from the Executive Board.

#### Article IX. Rules of the Club

- Section I. All rules and regulations not specified in this Constitution or in the articles of organization of those organizations to which the Club is affiliated shall be, by procedures herein established, added to the by-laws of the Club.
- Section II. Specific operations of the Club shall be detailed in the by-laws. Additions, amendments, deletions, or revisions to the by-laws shall be enacted in a manner similar to the manner in which the Constitution is amended and revised, except that after the first consideration only a two-thirds affirmative vote of the membership present at the second consideration is necessary for enactment.
- Section III. The Commodore shall appoint at the beginning of fall a committee to study the Constitution and by-laws of Club. This committee may recommend changes in the Constitution and by-laws for the purpose of improvement and up-date. Such commendations shall be considered according to procedures herein established for amendments and revisions.
- Section IV. Copies of the Constitution and by-laws of the Club shall be posted at the sailing site, in the office, and shall be available to members upon request.

#### Article X.

All revisions of the Constitution and by-laws previous to the current revision shall be void.

## The Sailing Club at the Ohio State University

### By-Laws

#### I. Dues

- A. The Executive Board shall decide upon semester dues at the beginning of each semester.
- B. All fees are due by the fourth week of the semester, unless special permission is granted by the Executive Board. Under all circumstances no member is to sail after the fourth week if dues are not paid
- C. Dues, once paid, are not subject to refund or reimbursement, regardless of time-frame in which requests are made. However, exceptions for extenuating circumstances may be made at the discretion of the Treasurer.

#### II. Club Management

- A. Funds
  1. There shall be a general fund available for use on all Club projects into which all dues shall be deposited.

2. A new boat fund is established or re-established with initiation fees and fund raising as a separate account with the following rules for the disbursement of funds from the account.
  - a. The fund can only be used to buy boats on the approval of  $\frac{3}{4}$  of the Executive Board.
  - b. For major equipment purchases as approved by  $\frac{3}{4}$  of the Executive Board.
  - c. This fund may have only one loan outstanding. All loans must be to a Club fund and approval of the Executive Board. These loans must be repaid to the boat fund with all the income of the Club not allocated to the boat fund.

B. Meetings

1. Regular business meetings with the Executive Board shall be held biweekly. These shall be informal, but Robert's Rules of Order shall govern procedures.

III. Skipper classifications

Members of the board shall be authorized to individually authorize members of the club to be considered Full Skippers. Full skippers shall demonstrate the following knowledge:

1. Understanding of terms
2. Basic right-of-way rules
3. Club Usage rules

Full skippers shall also demonstrate the following on-the-water requirements.

1. Sailing in moderate light breeze
2. Sailing into winds, docking maneuvers, and knot-tying

IV. Regatta Attendance

- A. It shall be the duty of all members interested in competing in regattas to fill out an interest survey in a timely manner, and it shall be the duty of the Fleet Captains to provide such a survey.
- B. The self-listing of a member's name on an interest form for a regatta shall be indicative of availability and intent to attend and compete if selected.
- C. Regatta rosters shall be posted and made available by the fleet captains no later than two weeks before the prescribed date of competition
- D. Selected members shall notify Fleet Captains of inability to attend, or loss of interest in attending events before 12:00 noon on the Friday one week before prescribed competition
- E. Cancellation of personal event attendance after this one-week time subjects the member in question to lower priority in future regattas.
- F. Exceptions may be granted at the discretion of the executive board for extenuating circumstances and emergencies. Generally, reasons pertaining to time-management and/or coursework will not be granted an exception.

III. Rules to govern OSUSC at the Club site

- A. Safety and good seamanship shall be the guiding principles of behavior.
- B. A safety boat shall be rigged and tested before any sailing takes place.
- C. Three persons, one being a full skipper, must be in attendance during all sailing.
- D. A skipper or full skipper must be present in each boat when sailing. The skipper or full skipper shall be liable for said boat when negligence occurs.
- E. A full skipper shall be in charge of sailing activities when at the site.
- F. Each boat owned and licensed by OSUSC shall conform to the laws of the State of Ohio and the City of Columbus. OSUSC shall be responsible for the fines levied resulting from the general condition of the boat and required gear. Members shall be responsible for fines levied resulting from the operation of the boat or for failure to carry required gear that is furnished and available at the Club site.

- G. The OSUSC site is on grounds leased from the Columbus Division of Parks by Hoover Yacht Club. The following have effect at the Club site and the Hoover Reservoir:
    - 1. No alcoholic beverages are permitted in boats.
    - 2. No swimming is permitted.
    - 3. Sailing is permitted until 10:00 P.M. with lights as required by City Law 921-17, Division of Watercraft. (Bow lights: red-port, green-starboard, and white light spotted into rigging when approached by other watercraft.
    - 4. Boats shall land only at OSU and HSC docks.
  - H. A maximum of four persons is permitted in each FJ or 420 at a time, three persons is the maximum for the Lasers.
  - I. OSUSC shall keep clear of private boats and HSC races at all times.
  - J. Instruction and/or racing and have priority over other activities when previously scheduled at the last Club meeting.
  - K. There shall be a half-hour time limit for sailing if members are waiting to use the boats.
  - L. All members must wear life jackets at all times.
  - M. All past and presently non-paid members shall lose the use of previously held privileges for boat usage and to be considered guests.
- IV. Boat usage rules
- A. Boats may be trailered to intercollegiate regattas where the host Club enforces the collision rule. The Fleet Captains shall determine which boats may be trailered and shall inspect them before and after each trip.
  - B. For non-collegiate regattas, permission to trailer shall be subject to approval of the Executive Board by a unanimous vote.
  - C. Safety Boats
    - 1. The Safety boats are reserved for rescue use and for race duties.
    - 2. Safety boats shall be driven according to all local regulations of the City, State, and HSC.
    - 3. Only members who have been approved by a member of the Executive Board shall drive safety boats.
  - D. Negligence
    - 1. The Commodore shall be empowered to take action towards members whose negligence results in damages to OSUSC, its members, or the general public.
    - 2. An appeal may be presented to the Executive Board for review.
- V. Selections and Procedures of OSUSC Racing Teams
- A. All members who have paid dues and have sailed in practice at HSC shall be eligible for intercollegiate racing.
  - B. Whenever two or more members are competing for a berth in any regatta, it shall be the jurisdiction of the Fleet Captains to determine who shall take the berth at the regatta. If the Fleet Captains do not come to agreement on who is to take the berth, it shall be the jurisdiction of the Commodore.
    - 1. All skippers who have notified the Fleet Captains ten days prior to the regatta, except for OSU home regattas, shall be eligible for the berth at the regatta.. Eligible skippers for the OSU home regatta shall meet the above requirements and one of the following requirements:
      - a. Sailed in one previous collegiate regatta that semester.
      - b. Must be an active participant in Club functions. Participation is approved by a majority vote of the Executive Board with the Fleet Captains having one vote each and the Commodore's vote used as a tiebreaker, but also counted in the original vote.
  - C. Crew choice shall be decided by the Fleet Captains, while keeping in mind the preference of the skippers.

- D. The Fleet Captains shall select the skippers, taking past records and qualifications into account.
  - E. The Fleet Captains shall appoint a racing team captain in the event of his absence from a regatta. Duties of the Captain are:
    - 1. Representation of the team when one vote is required
    - 2. Deciding who sails in which division
    - 3. Deciding upon substitutes
    - 4. Responsibility for the approval of substitutions
  - F. Decisions on the Team Captain may be overridden by a two-thirds majority vote of the other team members.
  - G. It is the intention of the OSUSC to send the most qualified racing team with the best chance of winning.
- VI. Racing Team travel allowance
- A. Each racing team shall consist of not more than eight members, for the purposes of this rule.
  - B. Reimbursement shall be given only to teams travelling to regattas not hosted on OSUSC home waters. The annual midwinter meeting of the MCSA shall be considered a regatta and its "Racing Team" shall consist only of members required by MCSA to attend, and members who are MCSA Officers or candidates for office.
  - C. Teams traveling to regattas shall only have their regatta fees paid for by the Club.
  - D. The team captain for each regatta is responsible for keeping the Club check and paying for all racing members in the regatta.
  - E. The team members are responsible travel and food expenses.

#### Article XI

##### Discrimination

- F. Discrimination against any individual based upon protected status, which is defined as age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status, is prohibited

#### Article XII

##### Ohio State Code of Conduct

- A. The Ohio State University Code of Student Conduct applies to the team and its individual members.