

# **BYLAWS OF THE NORTH ALLEGHENY ROWING ASSOCIATION**

## ARTICLE I – Name

The name of this organization shall be the North Allegheny Rowing Association (NARA).

This association shall be incorporated under the laws of the State of Pennsylvania as a 501 (c) (3) non-profit organization. The registered office of the association shall be P.O. Box 437, Wexford, Pennsylvania 15090.

## ARTICLE II – Object

Section 1. The mission of the North Allegheny Rowing Association is to promote a competitive rowing program for the school district's high school students that embodies the essential elements of sportsmanship and ethics through the principles of respect, trustworthiness, responsibility, fairness, caring and good citizenship, and encourages character building and personal growth through winning and losing with dignity and self control.

## ARTICLE III – Membership

Section 1. Any North Allegheny high school or eligible student who is selected by the North Allegheny rowing coaches and has agreed in writing to the Rower Code of Conduct (attached hereto as Exhibit A) may become a member of NARA. Parents or legal guardians of rower members are automatically considered members of the Association following their written acceptance of the Parent Code of Conduct (attached hereto as Exhibit B). Parent members whose rower's account is current are entitled to one vote per rower member on all voting matters.

Section 2. Honorary members may be designated by the Board of Directors to those who have provided continuing or exceptional service to the organization or to competitive crew racing. They shall have all the privileges of membership except voting rights and dues shall not be required to retain membership.

## ARTICLE IV – Board of Directors, Officers, Committees and their Duties

### Section 1. Personnel

The Board of Directors shall consist of the President, Vice-President, Secretary, Recording Secretary, Treasurer, Fundraising Manager and Travel Coordinator. These positions also serve as the officers of NARA and shall constitute the only voting members of the Board. Only parents or legal guardians of active rower members who are members in good standing are eligible to hold Board positions. No parent or legal guardian who is currently under disciplinary action imposed by NARA, the North

Allegheny Athletic Director, or the North Allegheny School District, or who has been the subject of more than one such disciplinary action, is eligible,

## Section 2. Duties

The Board of Directors shall have general charge and control of the affairs, funds, dues and property of this organization. It shall be the duty of the Board of Directors to approve all President nominations of officers that may occur in accordance with Article IV Section 6.

Specific Duties of the Officers include:

### 2.1 - President:

- ❖ Preside at all Board and parent meetings.
- ❖ Responsible for direct communication between NARA Board, coaches, North Allegheny Athletics and the NARA parent organization.
- ❖ Appoint open Board positions and committee chairpersons as required and establish new committees as necessary.
- ❖ Evaluate and assure coaching staff is promoting a competitive rowing program and report to the North Allegheny Athletic Director as necessary.
- ❖ In cooperation with other NARA Board members, develop an organizational structure that ensures day to day operational needs of NARA are met.
- ❖ Report any potential problems/issues to the Board, coaches and/or the North Allegheny Athletic Director promptly as necessary.

### 2.2 - Vice President:

- ❖ Attend all board and parents meetings.
- ❖ Preside at all Board and Parent meetings in the President's absence.
- ❖ Fulfill the duties as the President as needed.
- ❖ Act as liaison to head of committees.
- ❖ Support coaching staff in overall athlete recruiting activities, including setting up, communicating and running of summer exploratory camps offered to incoming freshmen.

### 2.3 - Recording Secretary:

- ❖ Attend all Board and parent meetings.
- ❖ Record minutes of Board and parent meetings.
- ❖ Submit Board minutes to Board members, and submit parent minutes for posting to the web site.
- ❖ Actively maintain communication with Board and parent association in the event the President and VP cannot be available.

### 2.4 - Secretary:

- ❖ Attend all Board and parent meetings.
- ❖ Collect and distribute all necessary paperwork deemed necessary by NA Athletics or the NARA Board of Directors and/or coaches.

- ❖ Maintain a roster of all rowers and their parent(s) for each season including applicable contact information. Distribute a copy to all parents and the North Allegheny Athletic Director's office.
- ❖ Assemble an emergency binder containing medical information and phone chains for coaches, President, travel coordinator, team travel bin and boathouse.
- ❖ Maintain eligibility forms required by the North Allegheny Athletic Director's office.

#### 2.5 - Treasurer:

- ❖ Attend all Board and parent meetings.
- ❖ In cooperation with the other NARA Board members, develop a yearly/seasonal budget for the association.
- ❖ Receive and deposit all monies payable to the association on a timely basis.
- ❖ Pay all approved expenditures of the association on a timely basis.
- ❖ Maintain cash flow accounting of income and expenses with appropriate documentation.
- ❖ Present financial statements to Board and parents on a monthly basis.
- ❖ In conjunction with the Secretary, keep a detailed roster of team members accounts including all fees and payments.
- ❖ Maintain and reconcile banks statements.
- ❖ Maintain bank cards and post activity from said cards to financial records.
- ❖ Provide all necessary documentation to an external accounting firm so that a review of transactions and financial statements may be performed annually.
- ❖ Assist external accountant as needed with annual tax return.

#### 2.6 - Fundraising Manager:

- ❖ Attend all Board and parent meetings
- ❖ Coordinate with the board a long range financial plan for the association.
- ❖ Investigate new ideas for fresh opportunities.
- ❖ Coordinate present fundraisers already in place.
- ❖ Report when necessary to the parent and board of events upcoming.
- ❖ Report status of current or recently ended projects.
- ❖ Distribute necessary information to the organization via email or paper copy.

#### 2.7 - Travel Coordinator:

- ❖ Attend all Board and parent meetings.
- ❖ Coordinate overnight accommodations for team members, coaches and chaperones attending regattas. (Parents are responsible for their own accommodations.)
- ❖ Negotiate and sign all contracts regarding travel and /or travel related business.
- ❖ Distribute to association via team web site the travel information for said trips.
- ❖ Distribute blue absence forms to team members when a school day will be missed
- ❖ Keep in communication with Attendance Secretary(ies) as required for absence forms not approved.
- ❖ Coordinate daily water practice schedule and notify school of any cancellations.

- ❖ Coordinate with Corresponding secretary and athletics all necessary physical forms.
- ❖ Set up swim test for rowers as required by coaches and North Allegheny Athletic Director.
- ❖ Show travel video to all rowers and parent/chaperones.

### Section 3. Board Meetings

The Board of Directors will conduct monthly meetings throughout the rowing season to attend to and direct the affairs of this organization. The general business session of such meetings shall be open to any member in good standing of the organization. The Board of Directors may also elect to conduct closed-door sessions to conduct business of a sensitive nature and such sessions may exclude non-Board members.

### Section 4. Quorum

A simple majority of the Board of Directors shall constitute a quorum.

### Section 5. Annual Election of Board Members.

The annual election process is as follows:

A) Each December a Nominating Committee, composed of three members in good standing and led by the parent of a senior, outgoing rower, shall be appointed by the President at least (60) days before the meeting when elections will be conducted. Officers who will have active rowers in the subsequent school year are eligible for re-election. The Nominating Committee shall nominate one member in good standing for each office. A member in good standing is defined from this point forward as a person(s) whose current account is not in arrears and a person(s) who at the present time has no unresolved dispute, open violation or impending litigation against/or involving any parties of North Allegheny School District or NARA and who has not been the subject of more than one previous disciplinary action by NARA, the North Allegheny Athletic Director, or the North Allegheny School District

B) At the January general membership meeting, approximately thirty (30) days prior to the meeting when elections will be conducted, other nominations will be accepted from the floor for inclusion on the ballot.

C) The annual election of Board members will take place during the February general membership meeting. Only Parent members with rowers eligible to participate in the Fall rowing season following the election and who are current with dues are entitled to one vote per rower member at the election. Voting will be conducted by completion of a written, secret ballot for each position with multiple nominations. The voting process and announcement of results will be entirely managed by the Nominating Committee.

## Section 6. Board of Directors Term Limit

All officers shall hold one year terms to match the rowing year. No member may hold the same Board of Directors position for more than three (3) consecutive years. The application of this Term Limit can be overridden at the discretion of the Board of Directors in the event that no candidate for an office comes forward pursuant to Article IV, Section 5(B).

Should an officer cease to have an active rower on the team or resign his/her position while in office, that officer is no longer eligible to hold office and the President shall designate a replacement to perform the duties of that office until the next annual election.

## ARTICLE V – Policies

### Section 1. Political Affiliation

This association shall be non-sectarian and non-partisan. The name of this association or its officers in their official capacity shall not be used in connection with any partisan interest or for other than the regular work of the association unless authorized by the Board of Directors.

### Section 2. Properties

All properties purchased by this organization shall remain the property of this organization unless specifically designated to be sold by the membership or the Board of Directors.

### Section 3. Disbursement of Funds

The names of the President and Treasurer of this organization will be listed on all bank accounts. The Treasurer is responsible for all deposits, withdrawals and disbursements under Article II. Section 2.5. However, with the exception of payments for lodging and transportation for the rowers and coaches related to approved competitions, withdrawals and disbursements exceeding \$500.00 must have the approval of the Board of Directors. All withdrawals and disbursements shall be reviewed at the next regularly scheduled meeting of the Board of Directors.

### Section 4. Conflict of Interest

If a Board member has a potential pecuniary interest, either directly or indirectly, in any matter before the Board, the member shall announce such interest and abstain from voting thereupon.

## Section 5. Removal of a Board Member

A Board member shall be removed upon petition of two thirds of the full membership or upon a vote of five (5) members of the Board of Directors.

## ARTICLE VI – General Membership Meetings

### Section 1. Meetings

There will be a minimum of eight scheduled general membership meetings during the rowing season.

### Section 2. Other Meetings

Other meetings of the membership of this association may be called by the President or on the request of five members in good standing of the association.

### Section 3. Quorum

A simple majority of members in good standing who are present shall constitute a quorum at any membership meeting of the association.

## ARTICLE VII – Parliamentary Authority

Robert's Rules of Order shall be the parliamentary authority for all matters of procedure not specifically covered by the By-laws or by specific rules of procedure adopted by this organization.

## ARTICLE VIII - Amendments

Amendments to these By-Laws, in the form of a resolution, shall be presented in writing at any Board of Directors meeting, whereupon the Board of Directors shall vote on the issue. If the amendment is approved by the Board of Directors, it shall be voted on at the next regularly scheduled general membership meeting. A majority of those members in good standing who are present shall be deemed sufficient to amend these By-Laws.

## ARTICLE IX – Dissolution

In the event of the dissolution of this organization, all assets remaining after payment of, or provision for payment of all debts and liabilities, and all properties shall be distributed to such non profit organizations which are organized and operated exclusively for charitable purpose and which have established their tax exempt status under section 501 (c) (3) of the Internal Revenue Code as the Board of Directors shall

determine. This designation shall be determined by a majority vote of the current Board of Directors. This designation shall be in the form of a restricted donation.

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