

The Bylaws of the Viking Crew Alumni Association

Mission Statement:

Assist Western Washington University Men's Crew to fulfill its mission, imbue long-term goals, program continuity, and financial assistance. Develop and maintain alumni connections, encourage involvement and support for Men's Viking Crew.

Article 1. Name

1. This organization shall be known as the Viking Crew Alumni Association. This organization shall herein be referred to as "the Association ."
2. The Western Washington University Men's Crew shall herein be referred to as the "Crew."

Article 2. Purpose, Objective, Responsibilities and Priorities

1. Purpose
 - a. To provide support in form of large and small capital purchases for the use of athletes and the coaches of the Crew while they pursue athletic excellence in the sport of rowing.
 - b. To provide a catalyst to connect alumni of the Crew with the current team so that they can remember how strong they once were.
2. Objective
 - a. To support the Crew in becoming a premier rowing program while upholding key tenants of the sport - sportsmanship, competition, discipline, and camaraderie.
3. Responsibilities
 - a. Endowment Fund. Create, build and Direct the discretionary interest proceeds of endowment funds created by the Association .
 - b. Coaches. Facilitate the finding and hiring of coaching staff. Ensure that coaches are fulfilling duties as prescribed by the Crew constitution.
 - c. Budgets. Create and approve a budget to fulfill duties of the Association .
 - d. Advisor. Act as a general advisor and a resource for the Crew
 - e. Organizational Support. To provide guidance for the Crew in terms of a long-term vision and how to divide up roles and responsibilities in the context of a club sport.
 - f. Fundraising. Aid in fundraising & providing financial support for the Crew.
 - g. Network Building. Building a support group amongst the alumni and Crew. In general, just acting as support mechanism or mentor in any way.
 - h. Alumni Involvement. To encourage alumni attendance and participation at rowing events. To encourage various alumni members outside the Board of Directors to help the Crew in a variety of ways - boat repair, boathouse maintenance, fundraising drives, travel accommodations, etc.
 - i. Alumni Connections. To further the connections made among rowing team members while competing for the Crew.

4. Priorities

- a. Annual priorities will be set and revisited each fiscal year in accordance with the short-term and long-term objectives of the Crew and the Association .

Article 3. Membership

1. Any former member of the Crew who has either represented the Crew in competition at NCRC, WIRA, or ACRA Championships or has been a member of the crew for an academic year and has graduated shall be a member of the Association.
2. Any individual or organization may, at the approval of the Board of Directors, be designated a "Friend of Viking Crew" and become members of the Association .

Article 4. Rights and Privileges of Membership

1. Members of the Association shall be invited to and encouraged to participate in all activities and meetings. This includes:
 - a. Voicing opinion and concern on important matters as decided by the board.
 - b. Fore knowledge of all alumni events and opportunities.
 - c. Ability to easily contact the board for any crew or Association reason.
2. Members have the right to hold office as a Officer of the Board of Directors of the Association and/or elect other members into those positions

Article 5. Organization and Fiscal Year

1. The organizational and fiscal year of the Association shall run from July 1 to June 30.

Article 6. Meetings of the Association

1. The annual meeting of the Association shall be held every year near the start of the fall season, a date set in conjunction with the Crew and determined at each prior annual meeting.
2. A board directors meeting will take place during Alumni Day as set by the Crew

Article 7. Board of Directors

The board of Directors shall consist of the following Officers:

1. Chairperson
2. Vice Chairperson
3. General Alumni Representative
4. Financial Advisor
5. Head Coach
6. President of the Crew
7. Vice President of the Crew
8. Financial Officer of the Crew
9. Faculty Advisor

Article 8. Duties of Officers

1. The Chairperson shall:
 - a. Preside at all meetings of the Association
 - b. Appoint committee chairpersons in accordance with the goals and activities of the association.
 - c. Act as the primary liaison between the Association and the Crew.
2. The Vice Chairperson shall:
 - a. Take minutes at all Association meetings and make minutes available to all members of the Association.
 - b. Work with the Crew to publish frequent newsletters.
 - c. Publicize within the Membership dates for important events and Association meetings.
 - d. Send notice of meetings to the members of the Board of Directors.
 - e. Act as Chair of an Board meetings in the absence of the Chairperson.
3. The General Alumni Representative shall:
 - a. Maintain and update the Association member mailing lists.
 - b. Work with the Crew to plan and execute Alumni events.
 - c. Plan the raising of money from Association members and other external resources for purposes of the Association and Crew.
4. The Financial Advisor shall:
 - a. Review the Operation Budget of the Crew and present it to the Board of Directors for approval.
 - b. Oversee the administration of the Viking Crew Association Endowment Fund.
 - c. Oversee that taxes, state and federal, are properly filed.
5. The Head Coach shall:
 - a. Perform the duties as outlined by the Constitution of Western Washington University Men's Crew and represent the Crew on the Association Board of Directors
6. The President of the Crew:
 - a. Perform the duties as outlined by the Constitution of Western Washington University Men's Crew and represent the Crew on the Association Board of Directors
7. The Vice President of the Crew:
 - a. Perform the duties as outlined by the Constitution of Western Washington University Men's Crew and represent the Crew on the Association Board of Directors
8. The Financial Officer of the Crew:
 - a. Perform the duties as outlined by the Constitution of Western Washington University Men's Crew and represent the Crew on the Association Board of Directors
9. Faculty Advisor

- a. Representative from the University. Meant to be the sports club coordinator or any like position
- b. Breaks all ties in board decisions
- c. Arbitrating voice for WWU regulation

Article 9. Board of Directors / Meetings

1. As a member of the Board of Directors, each Officer will perform all the duties and exercise all authority as designated and report to the Association, except as delegated.
2. As a member of the Board of Directors, each Officer will perform all the duties and exercise all authority as designated and report to the Association, except as delegated.
3. Notice of the time and place of regular and special meetings shall be given by the Chairperson or Vice Chairperson, or by the directors calling the meeting, by e-mail, mail or personal communication over the telephone or otherwise, at least twenty-five (25) days prior to the date on which the meeting is to be held. The date for the annual general meeting will be set at the Alumni Day meeting each year.

Article 10. Terms of Office

1. Terms
 - a. The terms of office for each member of the Board of Directors will begin and end on Alumni Day as follows: (1) Chairperson, Vice Chairperson, Alumni Representative, and Financial Advisor shall be 3 years each position with staggered terms
 - b. Head Coach, President, Vice President, & Financial Officer shall be members based on their position as determined by the Crew.
 - c. All board members shall be eligible for re-election.
2. Vacancies
 - a. Any midterm vacancies of office shall be filled by appointment of the Chairperson.
 - b. Any midterm vacancy of the office of Chairman shall be filled by majority vote of the remainder of the Board.
3. Elections
 - a. Elections shall be held for vacant offices during the meeting of the Association.
 - b. Any member of the Association may challenge the election of an officer by providing just cause. The remaining Board members shall resolve any such challenge.
 - c. Elected positions by the Association are: Chairperson, Vice Chairperson, Financial Advisor, and Faculty Advisor.
 - d. Each elected position is determined by a majority vote of Association Members present at the Association's annual meeting day.

Article 11. Committees

1. The Chairperson, under the approval of the Board of Directors , shall appoint such committees as are necessary to pursue the Purposes of the Association, and to properly administer the affairs of the Association.

Article 12. Determination of a Quorum and Voting

1. All business of the Board of Directors will be conducted by a simple majority vote of the quorum present.
2. A quorum of the board will be established for any meeting with a minimum of six (6) members present. A proxy vote from any board member may be given to any other board member for execution. (This proxy is valid and may be used to determine a quorum provided the Vice Chairperson was notified 15 calendar days in advance of the meeting in writing or via email.)
3. The membership of the Association shall ratify the Board of Directors actions annually at the Associations Annual Meeting.

Article 13. Amendments

1. The Bylaws may be altered, amended, or repealed by majority vote of the Board of Directors/ At least fifteen (15) days advance written notice (via e-mail; twenty-five days if fax or regular mail) must be given of the intention to alter, amend or repeal Bylaws at a meeting.
2. Any member of the Association may propose an amendment of the Bylaws to the Board of Directors.