

Constitution of the Sailing Club at Georgia Tech

amended February 5, 2015

Article I — Name

The name of this organization is the Sailing Club at Georgia Tech

Article II — Purpose

The purpose of this club is to encourage sailing, teach sailing and promote racing to all members of the Georgia Tech community. The Club will provide boats and facilities for recreational sailing, host regattas, and teach members to sail. The Club will sponsor recreational events at Lake Lanier and sailing trips to other waters.

Article III — Membership

The following rules about membership and Lake Hosts are made to help the Georgia Tech Sailing Club avoid Lake Lanier Sailing Club membership problems.

1. Active membership of the Georgia Tech Sailing Club is divided into two categories:
 - a. Regular members, who are undergraduate students, graduate students, faculty, staff, or anyone else associated with Georgia Tech who has a current, valid Georgia Tech ID. Furthermore, former students may be regular members for one semester after they graduate.
 - b. Associate members, who must be members of the Lake Lanier Sailing Club.
2. A qualified person becomes a member by paying dues. This must be done before the member checks out a boat or windsurfer. People who regularly sail with the Club but do not check out boats should pay dues (unless they are a guest, Bylaws, section 7).
3. The amount of dues is set in the bylaws. Dues may be paid by the year, if desired. Changes in dues must be approved by two-thirds of the Executive Committee and by a majority of the members at a regular meeting (excluding summer semester).
4. Dues are not refundable except possibly in the case of revoked membership (see Article III, section 6).
5. The Executive Committee shall assess any member for damages to property owned or controlled by the Sailing Club at Georgia Tech, which is caused by the negligence or willful misconduct of that member. If a member does not follow the directions of the Lake Host or an officer of the Club, any resulting damage will be considered to be an act of willful misconduct.

6. Membership may be suspended or revoked at any time by a two-thirds vote of the Executive Committee. The membership may overturn this decision with a 2/3 vote.
7. Boat check-out privileges, maintenance duties, and other privileges and duties of the Membership are set forth in the Bylaws.

Article IV — Officers and Executive Committee

1. The officers of the Club are the Commodore, Vice-Commodore, Treasurer, and Secretary. These four officers must be current students at Georgia Tech.
2. The Executive Committee is made up of the four officers (from above) and of those people who are appointed to Executive Committee in accordance with the bylaws. Additional Executive Committee members need not be students.
3. Elections — The order of election of the officers of the Club is: Commodore, Vice-Commodore, Treasurer, and Secretary. Officers will be elected at the end of spring semester. It is the responsibility of the Executive Committee to ensure that there is at least one eligible candidate nominated for each office. Nominations may be made from the floor at any time. During the elections meeting, if a candidate is not elected to an office, that candidate may be nominated to another office. The membership shall be informed of nomination procedures several weeks before the election and the week of the election. All officers must be full-time students or in-town co-op students. If an officer graduates or no longer can fulfill the duties of office, an election is held for just that office. Summer (interim) officers are appointed by that officer and approved by the Executive Committee.

The elections will be conducted as follows: A club member who has not been nominated for an elected position shall be appointed as the Moderator, in advance, by the Executive Committee. The Club is reminded that only members may vote. The voting is done by secret ballot, on an office-by-office basis. Before the vote, the duties of the officer are read. Each candidate gives a speech. After all of the speeches for that office are made, the candidates may be questioned by any club member or the faculty advisor. The Moderator shall then distribute one ballot to each eligible voter and oversee the subsequent collection and counting. If no candidate receives more than 50% of the vote, a runoff election will be held between the two candidates who received the most votes. In the event of more than one tie, the current Executive Committee shall vote by secret ballot to determine the winner. There must be a quorum of members, as defined in Article V, Section One, for the elections to be held.

After the election meeting, the new and old Executive Committee will meet. At this meeting, a Bank Resolution form will be filled out, transferring the Wells Fargo account to the new Treasurer (This form is available from Wells Fargo). The outgoing Secretary provides the new Secretary with electronic files containing the text of the constitution and

bylaws. Other club records are turned over to the appropriate officers. The next week, the outgoing officers preside at the banquet, and at the banquet ceremonially turn over the Club to the new officers.

Officers may be removed from office by a two-thirds vote of the Executive Committee and of the regular members at a meeting one week after the Executive Committee has notified the Club of removal proceedings, or by a three-fourths vote of regular members without any action from the Executive Committee.

3. Duties of officers

All officers are responsible for the activities and operations of the Club. All officers must be members of the sailing club (must have paid dues). Officers shall attend all executive committee meetings. If an officer cannot attend, the officer should inform the Commodore. If an officer cannot attend at least 75% of the meetings, that officer should resign or may be impeached. If an officer is temporarily unable to fulfill the duties of the office, that officer may appoint someone to temporarily fill the office. The Executive Committee approves the temporary officer.

Commodore — The Commodore is responsible for the overall guidance and direction of the Club. The Commodore represents the Club at appropriate councils and meetings or appoints a representative to do so. The Commodore is entrusted with the administration of the Club, and will preside at all general meetings and Executive Committee meetings, enforce all rules, and carry out the will of the membership. The Commodore will ensure that any matter which needs to be decided upon by Executive Committee is brought up, as well as any other matter which a member believes needs to be decided upon. The Commodore must make sure that all officers are doing their job, and if not, is obligated to begin removal proceedings. All contracts are signed by the Commodore. All skipper's cards are signed by the Commodore and the approved on-the-water instructor. The Commodore appoints committee chairmen. The Commodore is responsible for keeping the Club facilities clean and maintained.

Vice-Commodore — The Vice-Commodore must take on the duties of the Commodore in the event that the Commodore temporarily cannot fulfill those duties. If the Commodore is absent from a meeting the Vice-Commodore will preside. The Vice Commodore should oversee and lead committees whose purpose is to achieve long-term club goals. The Vice-Commodore is in charge of the instructional program and the testing program. The Vice-Commodore may appoint members to help in giving the written test. The Vice-Commodore may also nominate instructors, who must be approved by a majority vote of the Executive Committee.

Treasurer — The Treasurer administers the financial affairs of the Club, collecting dues, issuing reimbursements for authorized expenses, submitting bills to the CRC, and

submitting receipts to the CRC. The Treasurer acts according to the fiscal policies set forth in the constitution and bylaws, and ensures that expenditures of the Club match the allocations of the Executive Committee and Club. The Treasurer prepares a budget to submit to SGA. A list of paid membership is kept up-to-date by the Treasurer, available to the Lake Hosts.

Secretary — The Secretary records the minutes for the Executive Committee and Club meetings. These minutes form a record of the decisions, policies, and financial allocations of the Club. The Secretary informs the membership of the decisions of Executive Committee, provides a copy of the minutes to anyone who wants them, and keeps the membership “up-to-date” with a newsletter. The Secretary is responsible for Club publicity, Technique advertisements, flyers, and membership campaigns. The Secretary maintains a membership roster, and handles liability waiver forms. The Secretary maintains a current copy of the constitution and bylaws, and posts a copy of the constitution and bylaws where any member can refer to them.

Fleet Captain — The Fleet Captain is appointed by the Executive Committee. The Fleet Captain holds office until new officers are elected, or until removed by a 2/3 vote of the Executive Committee.

Duties of Fleet Captain:

- a. The Fleet Captain enforces boat checkout procedures as established by the Executive Committee.
- b. The Fleet Captain is aware of the maintenance status of all of the boats.
- c. The Fleet Captain takes care of boat and trailer registration.

Article V. Amendments and decision-making

1. The general membership is the ultimate decision making body, and can reverse Executive Committee decisions. Decisions are made by majority vote. A quorum is 1/3 of the membership (members who have paid dues).
2. Most of the Club’s governance is carried out by the Executive Committee. Decisions are made by majority vote, and a quorum is more than half of the voting members. One person may only have one vote, except in the case of a tie. In this case, the Commodore has a tie-breaking vote. The Executive Committee may not vote special privileges to itself, such as parties or trips. Any member may ask to be on the agenda and present an issue to Executive Committee.
3. The bylaws may be amended by a majority vote of Executive Committee. The membership is promptly informed of bylaw changes.
4. The constitution may be amended by a 2/3 vote of the executive committee, followed by a 2/3 vote of the general membership.

5. Skipper's cards are approved by Executive Committee. Instructors, who are nominated by the Vice-Commodore, are approved by the Executive Committee. Committee heads, which are nominated by the Commodore, are approved by the Executive Committee.

Article VI. Meetings

Meetings of the SC@GT will be held at least 4 times a semester. If the Club does not hold meetings, or the membership falls below 12 members for 3 semesters in a row, the Club will be considered inactive and disbanded. In this event, all assets and boats are transferred to the GT Georgia Institute of Technology Campus Recreation Center until the Club is restarted. The boats which belong to the Georgia Tech Alumni Association are held by the Alumni Association.

Article VII. Fiscal responsibility

To demonstrate that sound financial practices are being followed by the Executive Committee, the books of the Club will be audited every semester by a club member, the Commodore, and the Club's advisor. The results of the audit will be reported to the Club. The procedures for this audit are set forth in the Bylaws, section 8.

Article VII. Affiliation

The SC@GT is affiliated with the LLSC through the purchase of 10 student memberships. The SC@GT Commodore is in regular contact with the LLSC Commodore, or with a liaison to the LLSC Board of Governors.

The SC@GT is a member of the Georgia Tech Foundation. This membership provides 501(3)(c) status, and provides for the bonding of officers. The Club's liability insurance is carried through the Georgia Institute of Technology Campus Recreation Center.

Bylaws

Amended February 5, 2015

1. Boat privileges

1.1 SC@GT members may only be at LLSC when a Lake Host is at LLSC. The Lake Host must be the last to leave LLSC property. The only exception to this is that SC@GT members may go to skipper's meetings for keelboat races (auxiliary fleet) at the LLSC clubhouse.

1.2 Skippers and instructors may check out boats whenever there will be a Lake Host at LLSC. The keelboats may be checked out by keelboat qualified skippers at any time during the week. Boats must be properly checked out.

1.3 Every boat must have a qualified skipper on board at all times. The only exception is if an instructor grants special permission for a novice to take a boat out. In such a case, the sailing instructor shall restrict the area in which the boat may sail so that any accidents may be observed.

1.4 Members who do not yet have a skipper's card may serve as crew on a club boat, attend all socials, and attend all club outings.

1.5 Members who owe the club money, or who have not paid dues yet that semester may not check out a boat.

2. Responsibilities

2.1 The person who checks out a boat is responsible for damage done and equipment lost due to negligence. The Executive Committee shall assess all damages and submit a bill to the person concerned. These charges may be appealed to the Executive Committee.

2.2 When a boat breaks, the skipper who was using the boat helps with the repairs.

2.3 Members should attend work parties to maintain their membership privileges. Participation in work parties may be considered by the Executive Committee when giving skipper's cards.

2.4 If a member is warned by the Lake Host or an officer to not do something, like sail in high winds, or sail too far from LLSC, and persists, the member is "negligent." Any damage to the boat due to negligence will be charged to the skipper, and membership privileges, skipper's cards, and sailing privileges may be suspended.

3. Qualifications

3.1 To become a dinghy skipper, a candidate must pass the written test, pass the on-the-water test, and be approved by a majority vote of Executive Committee. The on-the-water test (with checklist) must be completed in one day, with one instructor. The written test must have been taken within one year of taking the on-the- water test.

3.2 To receive Hobie qualification, a candidate must have a dinghy skipper's card, and pass the Hobie on-the-water test (similar checklist as for dinghy skipper's card).

3.3 To receive and maintain keelboat skipper qualification:

- a. Current intermediate skippers must submit and have approved a "float plan" to the Executive Committee prior to each use of the keelboats.
- b. The Vice Commodore or an appointed member of the SC@GT, approved by a majority of Executive Members, shall administer an optional "Advanced Sailing" Course and mandatory Written Exam to candidates no more than once in a two month period.
- c. A SC@GT Keelboat Instructor shall administer the "On-The-Water" Practical Exam and give a summary of results to the Executive Committee. Current Instructors are expected to provide instruction time to candidates prior to administering the Practical Exam.
- d. The Executive Committee (by way of a majority vote) may grant full skipper status or intermediate skipper status to respective candidates upon reviewing the results of all, or some, of the above exams. The Executive Committee must review skipper status yearly.
- e. Keelboat Instructors shall be keelboat skippers nominated by the Vice Commodore and approved by a majority of Executive Members. The Executive Committee shall review instructor status each January.
- f. Requirements and guidelines of using SC@GT keelboats shall be suggested by the Vice Commodore after consulting with SC@GT Keelboat Instructors and approved by a majority of Executive Members.
- g. The Executive Committee shall review the status of the keelboat fleet and qualification process each January and make revisions available to the general membership.

3.4 To receive windsurfer qualification a candidate must properly rig the board, demonstrate points of sail, and a knowledge of safety considerations. In addition, the candidate must pass a swimming test unaided by a flotation device.

3.5 To receive Laser qualification, a candidate must have a dinghy skipper's card, and pass the Laser on-the-water test (similar checklist as for dinghy skipper's card).

4. Lake Hosts

4.1 No one is allowed on LLSC grounds unless they are a guest of a LLSC member. Lake Hosts are LLSC members.

4.2 Lake Hosts will be selected by a majority vote of the Executive Committee. Lake Hosts may be added to the Lake Hosts list at any Executive Committee meeting, after being nominated at least one week before. During fall semester, all Lake Hosts will be voted on by Executive Committee, and must receive a majority vote of confidence to stay on as Lake Host.

Every Lake Host must be

1. a skipper,

2. have been a member of SC@GT for two semesters, and
3. either
 - a. a member of SC@GT, a student, and less than 28 years old, or
 - b. a member of SC@GT and LLSC.

Suggested qualifications for Lake Hosts: 1) can rig all small boats, 2) are a people person, 3) will be at Tech at least 1 year more, 4) have a skipper's card or are a windsurfing instructor, 5) are involved in boat maintenance, and 6) are willing to check out boats at least twice a semester.

5. Instructors

5.1 Instructors administer the on-the-water test.

5.2 Instructors for small boats, Hobies, keelboats, Lasers, and windsurfers are nominated by the Vice-Commodore and approved by the Executive Committee.

5.3 Any skipper may teach a member to sail.

6. Meetings of Executive Committee

6.1 The Executive Committee will meet weekly at a pre-specified place and time.

6.2 Any member may sit-in on the meeting, however they may not participate unless asked by the Executive Committee.

6.3 The Executive Committee may meet impromptu to address expenditures that need to be handled immediately.

7. Guests

Any member may bring a guest sailing or on an outing. Frequent guests are encouraged to become members.

8. Financial policies

8.1 Dues Policy

1. Students: Dues are \$65 for spring and fall semesters. \$55 for summer semester.
2. Faculty/Staff: Dues are \$95 for spring and fall semesters. \$75 for summer semester.
3. Associate Members: Dues are \$95 for spring and fall semesters. \$75 for summer semester.

8.2 Receipts for boat repairs or club authorized expenditures can't be submitted in place of dues. This simplifies and clarifies bookkeeping. A receipt will be written for any money received by the Club.

8.3 The Club's finances are divided among three accounts: a checking account (Wells Fargo account), an Agency Account(SGA money), and a Georgia Tech Foundation Account.

8.4 Internal audit procedure: An internal audit will be made once a semester to check for bookkeeping errors and to ensure that financial policies are being followed. This audit will determine that:

1. Each reimbursement check is matched by a receipt for supplies or by a bill.
2. Reimbursement checks reflect what was authorized by the Executive Committee.
3. Deposit records for all accounts match club income (from dues, sale of boats, and other income).

The procedure for this internal audit is:

1. The audit of the financial records will be done once per semester, during the first or second week of school. The final audit will be done just before elections. Nominees for Treasurer are encouraged to attend the audit.
2. If receipts are turned into CRC for reimbursement to the operating expenses accounts before the semester audit, the receipts will be photocopied, so they can be included in the audit.
3. The audit committee will be composed of one student club member who is not a member of the voting Executive Committee, the Commodore and the YMCA advisor.
4. The audit committee will report its findings to the general membership at the next meeting, and place a copy of the report in the minutes.

8.5 All expenses less than \$30 will be reimbursed if prior authorized by one member of the Executive Committee. Expenses of more than this amount require approval by a majority of the Executive Committee. No person should expect to be reimbursed for expenses that did not receive prior authorization from the Executive Committee.

8.6 The racing team has a separate pool of money that is used to fund regattas (gas, hotel, etc.) and to charge the attendees of the regatta. Only expenses that need to be split among the attendees of the regatta should be paid from that separate pool of money. In order for the racing team to have enough money on the account, the attendees must pay within a week of receiving a request of payment. Failure to do so will result in a 15% increase in cost for each week that the payment is late, provided that a reminder has been sent each week. Repeat offenders may be banned from competing in regattas. If the offender refused to pay, the amount may be taken from his Bursar's account.

9. Racing

9.1 The racing team is composed of sailing club members who wish to be on the racing team. These team members must be members of SC@GT and undergraduates at Georgia Tech.

9.2 The Race Team Captain is elected by a majority vote of the team members on the night of the General SC@GT elections. Team members are eligible to vote or run for the Captain position

if they have paid dues for the current semester and competed in at least one college regatta during either of the two most recent seasons.

9.3 The racing team sends a voting representative to Executive Committee. This representative is the Team Captain unless the captain already has a vote on Executive Committee. In this case, another person will be elected by the racing team as their voting representative in all Executive Committee decisions. The voting delegate from the racing team must be approved by the Executive Committee.

10. Fleet Captain

The appointed Fleet Captain shall receive one vote on the Executive Committee.

11. Membership Chair

The Membership Chair shall be elected by the general membership. The Membership Chair is responsible for planning social events including trips for the general club as well as encouraging participation in such events. The Membership Chair shall receive one vote on the Executive Committee.

12. Assistant Positions

12.1 The Executive Committee may accept assistants to the Treasurer, Fleet Captain, and/or Race Team Captain, who will learn their respective position by helping those currently in that position.

12.2 Assistants may participate in Executive Committee meetings and be on the Executive Committee mailing list, but they may not have a vote in Executive Committee decisions.

12.3 Assistants must be nominated by their respective mentor and approved by a majority vote of the Executive Committee.

12.4 The Executive Committee may at any time remove someone from their assistant position.

13. Membership and Voting

13.1 Membership in Georgia Tech Sports Clubs is defined by the University and limited to all current undergraduate or graduate students enrolled in six or more credit hours, full time co-op students, and faculty or staff of the institute.

13.2 SC@GT decision making processes will be governed in accordance with SGA policy. Only current members (as defined in Article III of the Constitution) may vote in club elections or run for Executive office. Students who have recently graduated or are taking a semester off from course work may still serve on the summer semester Executive Committee if they meet the requirements set forth in Article IV of the Constitution.

14. Institute Policy

Rules and guidelines for Sports Clubs set forth by the Georgia Institute of Technology Dean of Students, the Student Government Association, and Campus Recreation Center take precedent over the SC@GT Constitution and Bylaws.