

Constitution of the University Kayak Club

Article I: Name

- The name of this organization will be University Kayak Club.
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Article II: Purpose

- *Section 1:* The purpose of this organization is to promote kayaking. The club will (a) provide to members instruction in the safe use kayaks, (b) organize trips, and (c) assist individuals interested in informal or organized competition.
 - *Section 2:* The term 'kayaking' as used in Section 1 refers to flat-water, whitewater, and ocean touring kayaking. It includes a range of paddling activities on flat-water, such as touring, kayak polo, and flat-water racing.
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Article III: Membership

- *Section 1:* The voting membership will consist of regularly admitted and currently registered students of the University of Washington. Faculty and staff of the University of Washington, spouses, domestic partners, and instructors comprise the non-voting membership. To be an active member (and thereby eligible to use club equipment and facilities), a person must have paid required dues and fees, signed a University of Washington waiver card, and successfully performed a kayak swim test. Membership expires at the end of the dues year or at the time a person ceases to be either a regularly enrolled student or a member of the faculty or staff. Spousal and domestic partner memberships expire when the membership of the related student, faculty, or staff member expires.
 - *Section 2:* A group of non-voting members are club instructors. Instructors need not be enrolled students, faculty, or staff at the University of Washington. They are appointed by the Executive Committee to provide paddling instruction and promote safety in club activities. Their appointments are renewed each October. Instructors have all the rights, privileges, and responsibilities of other non-voting members.
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Article IV: Meetings

- *Section 1:* Four regular meetings will be held each academic year. The first three are held during the fall, winter, and spring quarters. The fourth is the officer election meeting held during the first two weeks of the fall quarter.

- *Section 2:* Special meetings may be called by the president upon five day notice.
 - *Section 3:* All meetings will be announced in advance through email distribution or posting on the club's web site.
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Article V: Dues and Fees

- *Section 1:* The dues year will run from the first day of autumn quarter of the academic year to the last day of October in the following year.
 - *Section 2:* Club dues and rules will be announced at the fall quarter meeting for the coming academic year.
 - *Section 3:* Faculty, staff, spouses, and domestic partners may be asked to pay a Waterfront Activities Center (WAC) "quarterly use fee" above any regular club dues assessment.
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Article VI: Officers and Club Representatives

- *Section 1:* The officers of the club will be the president, vice-president, treasurer, secretary, white water kayaking tsar (WWT), sea kayaking tsar (SKT), and equipment manager.
- *Section 2:* The club must have five representatives that register with the Student Activities Office (SAO) by submitting their names, addresses, telephone numbers, and copies of student ID cards. The five club representatives must be regularly admitted and registered students. They collectively bear responsibility for club activities including unpaid debts billed to the club. Club representatives represent the club to the SAO. To satisfy the SAO requirement that students control the club, and at the same time provide the club with flexibility in electing officers, the club will use the following election procedure:
 1. The seven club officer positions of president, vice-president, treasurer, equipment manager, WWT, SKT, and secretary are elected at a club meeting held during the first two weeks of the fall quarter.
 2. The president, vice-president, secretary, and treasurer must be students. These four officers must register as official club representatives with the SAO.
 3. The officer positions of WWT, SKT, and equipment manager may be filled by either student or non-student members. If students are elected, one of them must also register as official club representatives with the SAO.

4. If the WWT, SKT, or equipment manager is a non-student (faculty, staff, or spouse), the new president will appoint one student club member willing to serve as an 'at-large' club representative. At-large representatives assume the same bad debt responsibility as other club representatives, however they are not club officers and have neither the responsibilities nor the authority of club officers. At-large representatives must register as official club representatives with the SAO. If an at-large representative resigns before the end of his or her term, the president will appoint a replacement to serve the remainder of the term. In summary, a minimum of four of the club officer positions will be held by students, and an at-large representative may register with the SAO to reach the required number of five student representatives.

- *Section 3:* The term of office for all officers and committee chairpersons will be from the fall quarter election meeting of one year to the fall quarter election meeting of the following year. Any vacancies in the officer and committee chairmanship positions that arise shall be filled to serve the remainder of the term by vote of the Executive Committee.

- *Section 4:* The responsibilities of officers are as follows:

1. The President will preside over club meetings and coordinate club activities. The president will be the official representative of the club and will delegate an alternate only when absent or incapacitated for an extended period. The president will be responsible for club promotion and organizing a quarterly club social.

2. The Vice-President of the club will assist the club president and assume the president's powers and responsibilities when designated by the president. The vice-president will be responsible for organizing pool sessions, keeping the supply of forms stocked in the club house, assisting the president in club promotions, and monitoring updates on the club website.

3. The Treasurer will coordinate purchases of club equipment, maintain the Club's accounts and funds, and will provide a financial report to the executive committee at each regularly scheduled club meeting. The treasurer, in consultation with the Executive Committee and the IMA Sports Club Coordinator, will also submit a budget proposal to the Department of Intramural Activities.

4. The Equipment Manager will supervise and organize work parties to build or repair boats and other club equipment, and be responsible for safety at work parties. The equipment manager will coordinate with club tsars on needed repairs, frequently make an inventory of club equipment, and immediately report missing club equipment to the president. In the event that equipment is lost or suffers major or irreparable damage, the Executive Committee will determine appropriate compensation from the responsible user.

5. The Secretary will maintain and monitor the club's paperwork and will organize the filing system for membership forms and enter new members into the club's

database on a monthly basis. The secretary will also record and distribute minutes from club meetings. Finally, the secretary will send all trip paperwork to the ACA on a monthly basis, enter members' ACA numbers into an updated spreadsheet which will be made available to trip leaders on a monthly basis, and assist the vice-president in monitoring and updating the club website.

6. The Whitewater Tsar will (a) make decisions concerning the classification of the difficulty of river runs under various conditions, (b) make additions or deletions of names to the white water trip leader lists, (c) determine penalties for members violating club rules and safety procedures in conjunction with the sea kayaking tsar, (d) suggest to the club Executive Committee safety education activities that should be undertaken, and (e) periodically edit and update the document Safety Guidelines. The white water tsar will also be responsible for trip promotion and scheduling and keeping the white water section of the club website up to date.

7. The Sea Kayaking Tsar will (a) make decisions concerning the classification of the difficulty of sea kayaking routes under various conditions, (b) make additions or deletions of names to the sea trip leader lists, (c) determine penalties for members violating club rules and safety procedures in conjunction with the white water tsar, (d) suggest to the club Executive Committee safety education activities that should be undertaken, and (e) periodically edit and update the document Safety Guidelines. The sea kayaking tsar will also be responsible for trip promotion and scheduling and keeping the sea kayaking section of the club website up to date.

- *Section 5: Provisions for removing officers are:*

1. Officers may be removed from office by a vote of 'no confidence' by the club voting members.

2. Prior to a vote of 'no confidence', a two week notice must be given to voting members.

3. The named officer will be removed from office if more than half the voting members present vote 'no confidence'.

4. Voting will be done by secret ballot.

5. A vote of 'no confidence' requires a quorum of two-thirds of the voting membership, or forty voting members, whichever is smaller.

6. If a quorum is not present at the meeting, additional votes to reach a quorum may be tallied for one week after the meeting by a secure absentee ballot, email, or website voting procedure.



Article VII: Executive Committee

- *Section 1:* Management of the club will be vested in an Executive Committee made up of the seven club officers: president, vice president, treasurer, secretary, WWT, SKT, and equipment manager.
 - *Section 2:* The president will coordinate the activities of the Executive Committee and report on its activities at club meetings.
 - *Section 3:* The powers and duties of the Executive committee constitute: (a) allocating and spending funds, (b) preparing a budget in September or early in the fall quarter for the coming academic year, (c) deciding what emphasis should be placed on various club activities, (d) designating various club activities and when and where they will be held, (e) electing people to serve vacated officer terms, (f) determining reasonable compensation for lost or damaged club equipment, and (g) making changes to the club bylaw document Rules and Customs.
 - *Section 4:* The Executive Committee will periodically review and revise the document Rules and Customs. This document reviews various club policies concerning dues, standing committees and committee chairpersons, pool session information, kayak swim test procedures, river trips, sea trips, sign-out of club equipment for river, lake, and sea use, and various restrictions on club equipment use. The Club Constitution and its bylaws in the form of the documents Rules and Customs and Safety Guidelines are the three documents which describe the Club's organization, procedures, and rules. These documents should be made accessible to all members.
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Article VIII: Faculty Advisor

- *Section 1:* An interested faculty member will be appointed by the Executive Committee as faculty advisor for an academic year. It is preferable that this person be an experienced paddler.
 - *Section 2:* The faculty advisor will advise the club. The president will suggest to the faculty advisor where his or her help is most needed.
 - *Section 3:* The faculty advisor will be consulted about any disputes with officials of the Waterfront Activities Center (WAC) or the Department of Intramural Activities (IMA), and will be expected to assist in resolving them.
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Article IX: Committees

- *Section 1:* The Executive Committee will appoint interested club members to chair committees such as the 'Beginner Trips Committee' and 'Environmental Affairs

Committee'. Other standing or ad hoc committees may be established by the Executive Committee as it deems necessary. Committee chairpersons may select willing members to assist them.

Article X: Amendments

- *Section 1:* A meeting for voting on proposed amendments to the Club Constitution must be announced two weeks in advance through email distribution or posting on the club's web site.
 - *Section 2:* The Club Constitution may be amended (or an entirely new version adopted) if more than two thirds of the voting members present vote in favor of the amendment.
 - *Section 3:* A vote on an amendment to the Club Constitution requires a quorum of two thirds of the voting membership or forty voting members, whichever is smaller.
 - *Section 4:* If a quorum is not present at the meeting, additional votes to reach a quorum may be tallied for one week after the meeting by a secure absentee ballot, email, or website voting procedure.
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Notes

1. A new version of the Club Constitution was approved at the autumn quarter meeting, October 1985.
2. Article I designating the name of the club was amended at the autumn quarter meeting, October 1986. From the Club's beginning in the early 1970's until October 1985, the club was known as the University of Washington Canoe Club (UWCC). This was changed to The Canoe Club in October 1985 at the request of the Student Activities Office due to liability concerns. In October 1986 the name was changed to University Kayak Club to better reflect the Club's principle activity.
3. 'Executive Board' was changed to 'Executive Committee' in October 1987 to conform to customary usage. Provision for a Safety Committee Chairperson was also made at this meeting.
4. A new version of the Club Constitution was approved at the autumn quarter meeting, September 1999.