

American University Club Sailing Constitution

Ratified November 07, 2022

Preamble

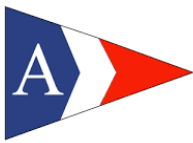
We, as members of the American University Club Sailing Team under the American University Recreational Sports and Fitness and American University Club Sports, hereby establish this constitution to govern our organization.

Article I. Club Purpose

1. The purpose of the American University Club Sailing Team (AU Sailing or the team) is to provide an opportunity to American University students for recreational and competitive sailing and sailing instruction. The team will provide recreational opportunities for members outside of sailing. All opportunities will be provided with the goal of fostering an inclusive, safe and sportsmanlike community for all members of the team.
2. AU Club Sailing is a member of ICSA and competes within MAISA.

Article II. Membership

1. Membership is defined as the ability to participate in Club events, on and off campus. Members are either “Active” or “Inactive.”
 - a. Membership is defined as the admittance into the club upon completing all requirements.
 - b. Membership is granted only once, upon initial completion of requirements. Members can resign their membership or have it revoked by the Executive Board.
 - i. Membership is extended on a semesterly basis; members are not “regranted membership” each semester.
 - ii. Individuals who are unable to participate for a semester are marked “Inactive Members” but are not stripped of their membership.
2. The team will not determine membership or exclude anyone on the basis of gender, race, sexuality, religion, or nationality.
3. Every team member must return a signed and dated copy of the signature page of this constitution in order to participate in any team events, documenting that they have read it and agree to the membership terms and codes of conduct.
4. Members must register with American University Club Sports through the Club Sports Portal and complete all necessary paperwork within the portal.
5. Members must pay dues, which may change from one semester to another, based on team size and team financial needs.
 - a. Dues will cover each semester, fall or spring, and will be renewed each semester.



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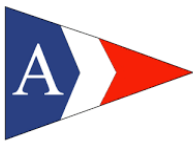
- b. Team leadership will communicate in writing to all members, current and potential, what semesterly dues are.
 - c. Once paid, dues are non-refundable.
6. Membership on the team is at-will: If the club's officers come to the decision that a member of the team is not conducting themselves in an appropriate manner, that member can be expelled from the club without refund of membership dues.
 - a. Expulsion revokes the individual's aforementioned membership status, prohibiting them from re-joining the club.
 - b. A decision to expel requires a two thirds majority vote by Club officers.
 - c. If the member is on the Executive Board a two thirds majority vote by Club officers is still required.
7. Only students enrolled in undergraduate programs at AU may compete in regattas or other ICSA-sanctioned events, per [ICSA Procedural Rules Section 12.a.](#)

Article III. Conduct

1. Members represent AU Sailing and the American University community at large, and must follow the [American University Student Conduct Code](#).
2. Members must abide by local, state, and federal laws and regulations at all times.
3. AU Sailing abides by a zero tolerance policy; Harassment, assault, unwanted touching, intimidation, bullying, and hate speech will not be tolerated and are grounds for loss of membership on the team.
 - a. AU Club Sailing stands with survivors of harassment and assault. Conduct violations should be reported to officers or team advisors. If the member would prefer, they may fill out a [Title IX report](#) themselves.
 - b. [Resources](#) are available for any member of the American University community who is a survivor of assault or has been affected by it.
 - c. The MAISA TIDE committee is a resource available to all members of the club.
4. Good Standing, as referred to in Article V.1., is when a Club member conducts themselves in a way that respects the club and themselves.
 - a. Members must have completed all AU Club Sailing membership requirements, and be in good academic standing with the University.
5. Violating any of the aforementioned conduct requirements is grounds for dismissal from the team, subject to Executive Board vote.

Article IV. All-Team Member Obligations and Privileges

1. All members shall demonstrate their knowledge of boat and water safety before being allowed to participate in club events. These requirements are detailed below.



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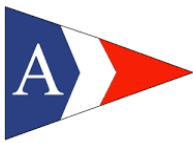
- a. Per the [American University Club Sports Manual](#), Safety Procedures, Section 7 and [ICSA Procedural Rules 13.a](#), all members of the sailing team shall undergo a swimming test before acceptance into the club.
- b. All members shall undergo a controlled capsize drill at the beginning of the Fall semester, or Spring semester if the member joins the team in the spring.
2. Per ICSA Regulations 13.c, all sailors shall wear a properly secured, non-inflatable US Coast Guard approved Type III or V PFD while on the water.
3. Members who wish to skipper boats shall demonstrate their knowledge of sailing to an officer of the club by rigging a boat, identifying the wind direction, confidence in boat maneuvering, knowledge of right-of-way, and performing tacks and gybes in a controlled manner.
 - a. Members shall request permission from officers at least 24 hours in advance if they wish to take a boat out and must comply with the AU Club Sailing Weather Protocols as outlined in Article XV. Individual practice must be approved by the Executive Board and entered into DoSportsEasy (DSE).
 - b. Everyone aboard the boat must submit a completed AU Club Sports waiver before going on a boat and wear a secured PFD as outlined in Article IV.3.
 - c. Failure to properly derig/store the boat, notify officers in advance and comply with the AU Club Sailing Weather Protocols, or ensure all passengers have completed waivers shall be grounds for terminated membership.

Article V. Racing Members

1. Racing members shall pay higher dues as their cost to the Club is higher and be eligible to attend regattas if in good standing with the team.
2. Racing members shall be eligible to attend racing-focused events.
 - a. Events include racing-member-only practices, lessons, social events, etc.
 - b. The Race Captain will publically decree an event as a racing-only before advertising it and mark it as such in the event portal.

Article VI. Social Sailors

1. Social sailors are not eligible to participate in regattas.
 - a. A social sailor may upgrade their membership to Racing Member at any time and at the discretion of team officers.
 - i. Social sailors who wish to do this must notify officers, register with ICSA, and pay additional dues.
 - ii. In an emergency scenario, Social Sailors may attend and race in a regatta with no dues-increase at the discretion of Club Officers.



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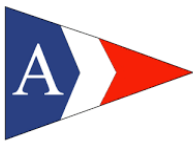
2. Officers shall organize at least three socially-focused events outside of practices each semester for social sailors to participate in.
 - a. Officers shall communicate in writing the date and time for such an event at least one week in advance of the event.
3. Sailors may participate in weekly practices if there are empty spots on the practice roster.
 - a. If a sailor wishes to attend a practice or event, then they must signify their attendance at least 24 hours in advance.

Article VII. Practices

1. The Social Chair shall organize social practices, the Race Captain shall organize racing practices.
2. The practice leader shall communicate, in writing, with members who signed up for practices to confirm attendance and establish a time and place to meet for practice.
3. The practice leader will comply with the guidelines set by the AU Club Sailing Safety Protocol as outlined in Article XV.1.

Article VIII. Regattas

1. Racing sailors may participate in regattas.
2. The Race Captain will make a tentative line-up for the semester one week before the first regatta. Two weeks for following regattas.
3. If a sailor on a regatta roster needs to drop due to a scheduling conflict, they shall give the executive officers one week's notice and ensure that the officers have a replacement on the roster for the regatta.
 - a. Failure to follow this policy may result in disciplinary action, at the Executive Board's discretion.
 - b. Unsportsmanlike conduct at a regatta, or any action which violates the "Good Standing" clause of Article 3.4, will result in disqualification from regatta participation and potentially revocation of club membership.
 - i. The decision to demerit a racing sailor will be made by a two-thirds vote by Executive Board officers.
4. Only members approved in advance by the AU Club Sports Department may drive to or from regattas.
 - a. Any fines, traffic violations, or other incidents caused by improper driving are the responsibility of the driver.
5. Team officers must send at least two skippers and two crews to each fleet-racing regatta, unless determined otherwise in advance by the officers.

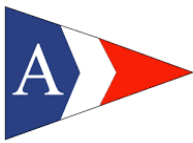


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6. Per the Club Sports Manual, page 22, the Race Captain must submit travel plans for each regatta and receive prior approval by the Club Sports Office two weeks in advance. This includes hotel and transportation bookings.
7. Pinnies must be worn by sailors over their life jackets while racing. The AU Club Sailing logo goes on the back.
8. With the exception of emergency substitutions, AU sailors shall not sail on behalf of another team, nor shall a member of another university's sailing team sail for American University, nor shall any sailor falsely represent their school allegiance, per ICSA Regulations 12.a.
 - a. Violation of this by any AU sailor will constitute a conduct violation and is subject to investigation by team officers and expulsion or suspension from the team without refund of dues.

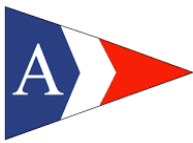
Article IX. Executive Board

1. Elections for year-long executive board positions shall be held at the end of spring semester, with terms lasting May-May.
 - a. Board members must be of exemplary character.
 - i. Board members must be in good standing, past or present, and follow the rules of Conduct in order to create a safe, equitable community.
 - b. Appointments may be made if no one runs for a position.
 - i. Emergency elections may be held as needed.
 - c. There is to be a section for write-in candidates for all positions.
 - d. Club members are eligible to run for each position after two semesters of active membership.
 - i. Emergency or need-based appointments may ignore this requirement.
 - e. Any officer who needs to willingly resign their position shall notify the team advisor and fellow officers, and may help find a replacement officer or distribute responsibilities among remaining officers until the position can be filled again.
2. Officers shall maintain and update the team website per the regulations outlined in the Club Sports Manual, page 26.
3. **Commodore** - the Commodore shall lead the team and ensure that members adhere to the Constitution. They shall help organize the executive board and act as the team representative for the rest of the school and as representative to other collegiate sailing teams. Other responsibilities include:
 - a. Ensuring that the team's operations follow the regulations outlined in the ICSA procedural rules and AU Club Sports regulations.



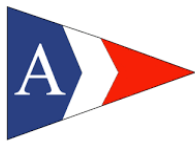
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- b. Ensuring that the Club is a positive influence on its members and the University, and is regarded with respect.
 - c. Approving practices, all-team meetings, and Executive Board meetings.
 - d. Being in regular contact with the Club Advisor and receiving their counsel on proceedings.
 - e. Ensuring all members have paid dues and filled out the appropriate paperwork before participating in activities.
 - f. Ensure the team is a safe, equitable, non-hostile environment.
 - i. Enforcing Title IX and conduct standards.
 - ii. Providing support for members who have any concerns regarding other members, board members, or individuals outside the scope of the university.
 - g. Performing quality control for all club created content, communications, relations, etc.
 - i. Communications and content produced by and for the club follow the University's standards as well as MAISAs.
 - h. Facilitating large-scale social events
 - i. AU Club Sports Fair
 - ii. "Commodore's Ball"
 - 1. Based on interest and budget. If there is no money allocated for the event, the Commodore may choose to spend their own money on such an event.
 - i. Leading the efforts for large acquisitions.
 - i. Providing the social chair with any assistance necessary.
 - ii. Remaining in constant contact with Club Sports Administration about milestones and progress reports.
4. **Vice Commodore** - the Vice Commodore shall organize the aspects of team membership. These duties may include:
- a. Performing roll-call and keeping notes at mandatory events to ensure attendance by members, and fielding advance absence notices from members whose schedules conflict with such events.
 - b. Maintaining the "events" section of Club Sport's DoSportsEasy portal, making sure no events, practices, etc. are missing.
 - c. Communicating, in writing, deadlines and dues to all current and potential members.
 - d. Keeping a written and dated record of members who have demonstrated water safety skills and passed the swim test.
 - e. Reserving rooms on campus for meetings and events at least 48 hours in advance.



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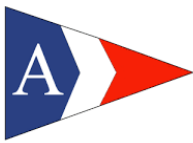
- f. Serve as the MAISA TIDE Representative for the AU Sailing Club and ensure that the Club maintains compliance with the TIDE committee.
 - g. Oversee all social media accounts, update websites (including linktree), etc.
5. **Social Chair** - The social chair shall coordinate educational and water-based activities for social sailors, including:
- a. Scheduling all social practices, lessons, and on the water events.
 - b. Create a Lesson Plan following U.S. Sailing's standards and progression of learning.
 - c. Lessons must include: identifying wind; points of sail; rigging; how to capsize and right the boat safely; crewing and skippering basics; sail controls; right of way.
 - i. Lessons should include chalk talks and water instruction.
 - ii. A capsize recovery drill is mandatory.
 - d. Answering questions new sailors may have about any of the aforementioned topics.
 - e. Communicate details of practices and lessons with applicable members of the team.
 - f. Be present at all social practices, or arrange a stand-in, as the point of contact and the one in charge.
6. **Race Captain**- The Race Captain shall organize team participation in regattas, including:
- a. Signing up for regattas through MAISA and attending the MAISA draft.
 - i. If they are not able to attend the MAISA Draft they will appoint a suitable replacement to attend.
 - b. Organizing housing accommodations for regattas outside of the Washington, D.C. metro area. Two weeks in advance of the regatta.
 - c. Organizing transportation to/from regattas, including car rentals if necessary and ensuring there is an approved driver to transport racers to the regatta. Two weeks in advance of the regatta.
 - d. Creating rosters for regattas and communicating at least two weeks in advance to the racers chosen to attend. If racers cannot accept a roster spot when offered it, the Race Captain must assign the spot to another racing member.
 - e. Notifying racers attending a regatta about housing and transportation plans at least 48 hours in advance of departure.
 - f. Attending all regattas as the point of contact, i.e. Regatta Manager.
 - g. If the Race Captain is not attending a regattas, they shall appoint an attending member as the regatta manager and provide, in writing at least



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72 hours in advance of departure: details on housing, including hotel reservations if needed; emergency contact information, including contact information of regatta hosts; car rental information if applicable, including pickup time, location, and instructions; regatta information, including NOR, location, boat rotation information, and report time; information on score reporting, and withdrawal protocol.

- h. Setting dates and running all racing practices including chalk talks and land drills.
 - i. Communicate details of their practices and lessons with applicable members of the team.
7. **Financial Chair** - The financial chair shall manage the team's finances, including:
- a. Assessing the Club budget to assist in determining yearly team dues.
 - b. Tracking and managing team financial accounts through frequent communication with the AU Club Sports Department.
 - c. Communicating to the team at least once per semester the financial standing of the team, including progress on meeting any financial or fundraising goals.
 - d. Working with the Commodore to organize at least two fundraising events per semester and communicating with the team regarding these events.
 - e. Setting financial goals and developing longer-term financial plans to ensure the team can continue to develop.
 - f. Establishing a budget for each Club event and for the entire semester.
 - g. Tracking and adjusting the long-term financial plan for the Club under the supervision of the Executive Board and the Club Advisor.
 - h. Ensuring all members have paid dues and filled out the appropriate paperwork before participating in activities.
8. **Alumni Relations Chair**
- a. Facilitate community outreach, including with the Alumni network.
 - i. Consistently updating the social media accounts and website with the goal of keeping strong bonds with Alumni.
 - ii. Publish regular newsletters or updates on Club activities for Alums.
 - b. Keep record of Alumni
 - i. Name(s), Date(s) Graduated, Methods of Contact
 - c. Organize alumni specific events such as dinners, outings, etc.
 - i. Host a single, recurring yearly event specifically aimed toward alumni.
 - d. Work with the Financial Chair to promote, acquire, and keep track of donations.

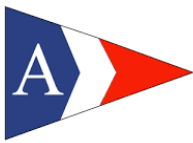


9. Event Chair

- a. Organize a minimum of three non-sailing, team-building functions or activities each semester.
 - i. Event locations and timing shall be communicated to team members in writing at least one week in advance of the event.
 - ii. Events may include, but are not limited to, movie screenings, game nights, group dinners, field days, etc.
 - iii. All events organized through the team must follow all local, state, and federal laws and abide by the AU Student Code of Conduct.
 - b. Maintain consistent communication with the Vice Commodore to maintain attendance lists, reserve rooms, publicize events and other necessary functions.
 - c. Assist in planning Commodore's Ball, or a similar yearly event in December or at the end of the Spring.
10. Each officer shall have a designated folder for their respective role in the Club's Google account. The folder shall contain relevant paperwork, rosters, and important contact information. This will allow for leadership information to be passed between generations of officers and ensure structural continuity between semesters/years.
- a. Each officer will have a manual in which they may note any important tasks, problems, to-do's, tips & tricks, etc.
 - i. This manual must be updated frequently with any important information in order to maintain structural continuity between semesters/years.
11. Officers shall use email for official communications with the team so as to ensure accountability and limit potential for online harassment.
- a. Additional correspondence and reminders may be made through other group messaging platforms.

Article X. Finances

1. A committee, led by the financial chair, shall conduct an audit of financial and physical holdings every year at the end of the Spring semester before the annual elections.
 - a. Additional audits may be conducted upon team dissolution, wholesale executive committee turnover, or confusion regarding team holdings.
 - b. The audit shall include inventory of team boats, sailing gear owned by the team and apparel/promotional gear yet to be sold by the team.



Article XI. Dissolving the Team

1. If AU Club Sailing should for any reason dissolve, the current officers shall decide what to do with the remaining assets and money of the team and how to settle all current affairs without personal financial gain.
2. Officers shall notify, in writing, team members and the AU Club Sports office upon the dissolution of the team.

Article XII. Advisor Role

1. The Advisor to the team shall be a member of the University's faculty or staff chosen by the officers. The term of Advisor shall last indefinitely. The dismissal of the Advisor shall require a unanimous vote of all the officers or a three-fourths vote of the members at a general meeting.
2. The Advisor must be able to regularly contact the Commodore and provide guidance on proceedings and Club initiatives and goals.

Article XIII. Affiliation

1. American University Sailing is affiliated with Washington Sailing Marina and all team members shall abide by the [Marina's rules and regulations](#), and shall be subject to all [National Park Service rules](#) and regulations.

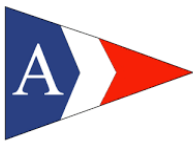
Article XIV. Liability

1. The officers, advisors, or coaches of American University Club Sailing shall not be held liable for the injury, illness, or death of any team member. The member assumes full responsibility for the injury, illness, or death upon joining the team.

Article XV. Safety Protocols

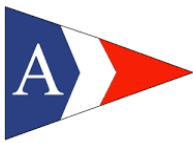
1. All Club members must follow the requirements and proceedings set forth in the [Sailing Safety Protocols Document](#).
2. The Sailing Safety Protocols Document may be amended by the same process outlined in Article XVI.2.
 - a. The document should be reviewed at the end of each semester to ensure that it aligns with the club's needs and be amended if found to be out of date or needing to be revised.
 - i. If amending proves necessary and beneficial to the Club, the amendments should be presented to both the Club Advisor and the AU Club Sports Department after being voted on to be added to the document.

Article XVI. Ratifying the Constitution



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1. This constitution shall be reviewed upon its drafting and thereon once annually at the beginning of Fall semester by all members of the team.
2. Any proposed amendments shall require a two-thirds majority of executive officers or three-quarters majority of club members present at a meeting titled or including the title of “regarding ratification”.
3. After team review at the beginning of the Fall semester, a copy of the constitution shall be submitted to the American University Club Sports office, in accordance with the Club Sports Manual Club Responsibilities and Requirements, Section 11.



Acknowledgement of agreement

I, (print name) _____, hereby acknowledge that I have read the above document and agree to follow all the requirements outlined herein.

Signature

Date