

BYLAWS OF THE COUGAR CREW ALUMNI ASSOCIATION

Mission Statement

Assist Washington State Men's Cougar Crew to fulfill it's mission, provide long-term leadership, program continuity, and financial oversight. Develop and maintain alumni connections, encourage involvement and support for Men's Cougar Crew.

Article I. Name

Section 1.) This organization shall be known as the Cougar Crew Alumni Association. This organization shall herein be referred to as the "Association."

Section 2.) The Washington State Men's Cougar Crew Club shall herein be referred to as the "Crew."

Article II. Purpose , Objective, Responsibilities & Priorities

Section 1.) Purpose

- a.) To provide support for the athletes, the coaches, and the university while they pursue athletic excellence in the sport of rowing. Further, to provide a presence for and to represent Washington State University.

Section 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.

Section 3.) Responsibilities

- a.) Mission. Adopt and maintain a mission statement for the Crew, and assist in the attainment of goals specified within the mission statement.
- b.) Endowment Fund. Direct the discretionary interest proceeds from the Cougar Crew Alumni Association Endowment Fund (also known as the "CRA") endowment fund to board approved Club budget items or toward reinvestment into the endowment.
- c.) Coaches. Hire a coaching staff, including the discussion and creation of goals and objectives. Evaluate the coach's performance with regard to the goals, objectives, and the Crew mission statement. Monitor the coach's progress and

performance. Hiring and terminating members of coaching staff.

- d.) Budgets. Consult on and approve proposed Crew operating budget and capital purchases. Board approval is required for all capital spending exceeding \$500 and sale of used equipment.
- e.) Advisor. Act as a general advisor and a resource to the Crew.
- f.) 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.
- g.) Fundraising - Aid in fundraising & providing financial support for the Crew.
- h.) Network Building - Building a support group amongst the alumni and Crew. In general, just acting as support mechanism or mentor in any way.
- i.) 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.
- j.) Alumni Connections - To further the connections made among rowing team members while competing for the Washington State Cougar Crew Club.

Section 4.) Priorities

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

Article III. Membership

Section 1.) Any former member of the Crew who has either represented the Crew in competition at PCRC, WIRA, or PAC-10 Championships or been a member of the crew for one (1) academic year shall be a member of the Cougar Crew Alumni Association.

Section 2.) Any individual or organization may, at the approval of the Board of Directors, be designated a "Friend of Cougar Crew". The "Friends of Cougar Crew" will become a member of Cougar Crew Alumni Association.

Article IV. Rights and Privileges of Membership

Section 1.) Rights and privileges of members are as follows:

- a.) Members of the Association shall be invited to and encouraged to participate in all Association activities and meetings.
- b.) Members have the right to hold office as an Officer of the Board of Directors of the Association.

Article V. Organization and Fiscal Year

Section 1.) The organizational and fiscal year of the Association shall run from January 1 to December 31.

Article VI. Meetings of the Association

Section 1.) The Annual Meeting of the Association shall be held every year on Cougar Crew Class Day, a date set in conjunction with the Crew and determined at each prior annual meeting.

Article VII. Board of Directors

Section 1.) The Board of Directors shall consist of the following Officers:

- a.) Chairperson
- b.) Vice Chairperson
- c.) Alumni Representative
- d.) Financial Advisor
- e.) Faculty Advisor
- f.) Head Coach
- g.) Commodore (Student Athlete)
- h.) Vice Commodore (Student Athlete)
- i.) Treasurer (Student Athlete)

Article VIII. Duties of Officers

Section 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.

Section 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 any Board meetings in the absence of the Chairperson.

Section 3.) The Alumni Representative shall:

- a.) Maintain and update the Association member mailing lists.
- b.) Work with the Crew to plan and execute Alumni events.
- c.) Help organize, manage and coordinate Cougar Crew Alumni Day / Class Day, Alumni Tents at rowing or university venues, and help garner Alumni representation at any other events the Association or Crew deems appropriate.

Section 4.) The Financial Advisor shall:

- a.) Plan the raising of money from Association members and other external resources for purposes of the Association and Crew.
- b.) Review the Operational Budget of Cougar Crew and present it to the Board of Directors for approval.
- c.) Coordinate the financial relationship with the Washington State University Foundation.
- d.) Oversee the administration of the Cougar Crew Alumni Association Endowment Fund.

Section 5.) The Faculty Advisor shall:

- a.) Coordinate relationships between the Association, Sport Club Federation, Washington State University, and the Crew.

Section 6.) The Cougar Crew Head Coach shall:

- a.) Perform the duties as outlined by Men's Cougar Crew and represent the Crew on the Association Board of Directors.

Section 7.) The Cougar Crew Commodore shall:

- a.) Perform the duties as outlined by Men's Cougar Crew and represent the Crew on the Association Board of Directors.

Section 8.) The Cougar Crew Vice Commodore shall:

- a.) Perform the duties as outlined by Men's Cougar Crew and represent the Crew on the Association Board of Directors.

Section 9.) The Cougar Crew Treasurer shall:

- a.) Perform the duties as outlined by Men's Cougar Crew and represent the Crew on the Association Board of Directors.

Article IX. Board of Directors / Meetings

Section 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.

Section 2.) Meetings of the Board of Directors shall be held at such times and places as are necessary to complete the duties of the Board of Directors. There shall be at least one regular meeting of the Board of Directors each year. Special meetings must be called by the Chairperson upon written request to do so by a minimum of seven (7) officers.

Section 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. Notwithstanding the foregoing, the annual general meeting will be set at the Class Day meeting the year before.

Article X. Terms of Office

Section 1.) Terms

a.) The terms of office for each member of the Board of Directors will begin and end on Cougar Crew Class Day as follows:

(1) Chairperson, Vice Chairperson, Alumni Representative, Financial Advisor, & Faculty Advisor shall be 3 years; each position with staggered terms.

(2) Head Coach, Commodore, Vice Commodore, & Treasurer shall be members based on their position as determined by the Crew.

b.) All board members shall be eligible for re-election.

Section 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.

Section 3.) Elections

a.) Elections shall be held for vacant offices on Cougar Crew Class Day at the Annual 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 Cougar Crew Class Day.

Article XI. Committees

Section 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 XII. Determination of a Quorum and Voting

Section 1.) All business of the Board of Directors will be conducted by a simple majority vote of the quorum present.

Section 2.) A quorum of the board will be established for any meeting with a minimum of seven (7) 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.)

Section 3.) The membership of the Association shall ratify the Board of Directors actions annually at the Associations Annual Meeting.

Article XIII. Amendments

Section 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.

Section 2.) Any member of the Association may propose an amendment of the Bylaws to the Board of Directors.

ADOPTED AND APPROVED BY THE BOARD OF DIRECTORS:

Chairperson

Date

Vice Chairperson

Date

Alumni Representative

Date

Financial Advisor

Date

Faculty Advisor

Date

Head Coach

Date

Commodore

Date

Vice Commodore

Date

Treasurer

Date

CCAA Board Meeting
4/8/06
Lewis Alumni Center
Pullman, Washington

Approved for Consideration: 3/18/06
Date of Notification: 3/20/06
Date to Call for a Vote of Amendment to the CCAA Bylaws: Not before 4/4/06
Approved by Email Vote of the Board:

BYLAW AMMENDMENT

Board Rotation

Elected Position Term: 4 years

Alumni

Chairperson: Year of Election: 2005; then 2009, 2013, 2017, 2021, 2025

Vice Chairperson: Year of Election: 2005; then 2008, 2012, 2016, 2020, 2024

Financial Advisor: Year of Election: 2005; then 2007, 2011, 2015, 2019, 2023

Alumni Representative: Year of Election: 2005; then 2006, 2010, 2014, 2018, 2022

Faculty Advisor: Year of Election: Annually, by position held

Team Members

Head Coach: Year of Election: Annually, by position held

Commodore: Year of Election: Annually, by position held

Vice Commodore: Year of Election: Annually, by position held

Treasurer: Year of Election: Annually, by position held