

Constitution of the Sailing Club at Georgia Tech

amended April 14, 2017

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.

4. 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 certifications 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 of the Sailing Club at Georgia Tech

Amended April 3, 2017

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. Boats must be properly checked out.
 - 1.3. A member of the Executive Committee will brief the SC@GT on the proper checkout method near the beginning of each semester. It is the Executive Committee's responsibility to ensure that all skippers are familiar with the checkout process and requirements.
 - 1.4. 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.
 - 1.5. Members who do not yet have a skipper's certification may serve as crew on a club boat, attend all socials, and attend all club outings.
 - 1.6. Members who owe the club money, or who have not paid dues yet that semester may not check out a boat.
 - 1.7. Keelboats, powerboats, and other boats of relative size must have an official safety box on board when in use. For boats owned by the SC@GT, the proper assigned safety box must be used. For other boats, the spare safety boxes must be used. Boxes must be properly stored and returned to the SC@GT shed.
 - 1.8. Powerboats will not be used unless explicit permission is given by the SC@GT executive committee.
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 certifications.
 - 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 certification, and sailing privileges may be suspended.
3. Qualifications
- 3.1. In order to act as a skipper on any SC@GT boat, an individual must be granted skipper privileges on the given boat type. In order to become qualified for a skipper certification, a candidate must pass the appropriate written test(s), pass an on-the-water test for the boat type they intend to skipper, and be approved by a majority vote of the Executive Committee. The on-the-water test must be completed in one day, with an instructor who is certified to administer the test. Skipper certifications are not transferable between boat types. For a detailed visual representation of the certification layout, see Appendix A.
 - 3.2. Boats are categorized as listed below:
 - Basic Dinghy: 420, Laser, Hobie, Windsurfer
 - Advanced Dinghy: Thistle
 - Keelboats: J24, Catalina 27, Santana 20
 - 3.3. To receive and maintain a Basic Dinghy skipper certification:
 - a. Candidates must pass a swimming test unaided by a flotation device.
 - b. Candidates must pass the basic dinghy written test. The written test must have been passed within one year of taking the on-the-water test. The candidate does not need to retake the basic dinghy written test if the candidate has already received at least one skipper certification that requires the basic dinghy written test.
 - c. Candidates must pass the boat's specific written test appendix. The boat's specific written test appendix may be taken at the same time as the basic dinghy written test. The written test must have been passed within one year of taking the on-the-water test.
 - d. Candidates must pass the on-the-water test for the boat they wish to obtain a skipper certification on.
 - e. Candidates must receive a majority vote of approval from the Executive Committee.

- 3.4. To receive and maintain an Advanced Dinghy skipper certification:
 - a. Candidates must pass the specific Advanced Dinghy's written test appendix. The written test appendix must have been passed within one year of taking the on-the-water test.
 - b. Candidates must hold at least one Basic Dinghy skipper certification
 - c. Candidates must pass the on-the-water test for the boat they wish to obtain a skipper certification on.
 - d. Candidates must receive a majority vote of approval from the Executive Committee.
- 3.5. To receive and maintain a Keelboat skipper certification:
 - a. Candidates must hold a full skipper certification for any of the Basic Dinghies
 - b. Candidates must pass the keelboat written test. The keelboat written test may only be attempted once a month at a maximum of two times a semester.
 - c. Optional: After successful completion of the keelboat written test, instructors may recommend candidates for intermediate skipper-ship. Two intermediate skippers may take a keelboat out together upon satisfying the following conditions:
 - 1. Written consent is obtained from the executive board, or a keelboat instructor
 - 2. A Float Plan is filed with exec
 - d. Candidates must pass the on the water test for each boat class for which they wish to hold a skipper certification.
 - e. Candidates must receive a majority vote of approval from the Executive Committee.
 - f. Skippers for all keelboats must submit a float plan before each use of a keelboat.
- 3.6. Instructors
 - a. Instructors are nominated by the Vice Commodore and approved by a majority vote of Executive Members.
 - b. Instructors must be certified skippers on the boats they intend to instruct on.
 - c. Instructors may only administer the general dinghy written test, and the written test appendices and on-the-water tests for the boats on which they are certified to instruct.
- 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. By the third meeting of each

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. Skipper certified,
 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.
- 4.3. 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 certification 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 and the associated written test(s).
 - 5.2. Instructors are nominated by the Vice-Commodore and approved by the Executive Committee for each boat to be held in their instructor jurisdiction.
 - 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
- 7.1. Any member may bring a guest sailing or on an outing. Members may bring two guests total and guests may visit the lake twice per semester. Frequent guests are encouraged to become members.
 - 7.2. 2. SC@GT alumni are allowed unlimited guest visits.
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.

- 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 faculty 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 previously 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. Any race team travel expense that is not reimbursed by SGA funding shall be split by the attending race team members.
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
 - 10.1. The appointed Fleet Captain shall receive one vote on the Executive Committee.
 11. Membership Chair
 - 11.1. 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. Coordinator Positions
 - 12.1. Apparel Coordinator

The Apparel Coordinator will be the official organizer of the ordering and styling of any SC@GT apparel and gear. The Apparel Coordinator will work closely with the Treasurer throughout the ordering process. The Apparel Coordinator is a position elected by the general SC@GT membership.
 - 12.2. 12.2 Keelboat Coordinator

The Keelboat Coordinator is responsible for the promotion and management of the keelboat fleet. The Keelboat Coordinator is encouraged, but not required, to be keelboat certified and should act as an approachable person that members can go to for any information about keel boats, keel boat certifications, and use of the keel boats. The Keelboat Coordinator should work closely with the Fleet Captain to keep all keel boats maintained and in well working order, and should work closely with the Membership Chair when organizing events. The Keelboat

Coordinator is a position elected by the general SC@GT membership.

13. Assistant Positions

- 13.1. 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.
- 13.2. 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.
- 13.3. Assistants must be nominated by their respective mentor and approved by a majority vote of the Executive Committee.
- 13.4. The Executive Committee may at any time remove someone from their assistant position.

14. Membership and Voting

- 14.1. 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.
- 14.2. 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.

15. Institute Policy

- 15.1. 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.

Appendix of the Bylaws of the Sailing Club at Georgia Tech

Amended April 17, 2017

Appendix A

