

**THE CONSTITUTION AND BY-LAWS OF
Harvard Dragon Boat Team: A GSAS Student Organization**

(Revised, November 28, 2020)

ARTICLE I. TEAM NAME.

The official name of the organization shall be the Harvard Dragon Boat Team: A GSAS Student Organization. For short, it may be referred to as Harvard Dragon Boat GSAS.

ARTICLE II. PURPOSE.

The purpose of the Harvard Dragon Boat Team: A GSAS Student Organization [hereinafter referred to as 'the Club'] is dedicated to the goals of:

- 2.1 Promoting the sport and culture of dragon boating for individuals of the Harvard community and specifically for students affiliated with the Graduate School of Arts and Sciences (GSAS).
- 2.2 Providing access to dragon boat practice sessions and races for its members by securing necessary resources.
- 2.3 Promoting a culture of sportsmanship and mutual respect for one another and with competing national and international teams.

ARTICLE III. CRITERIA FOR MEMBERSHIP.

- 3.1 Membership in the Club shall be open to all students currently enrolled in Harvard University, regardless of sex, race, creed, age, national origin, physical disability, or sexual orientation.
- 3.2 A simple majority of the members of the Club shall be registered in the Graduate School of Arts and Sciences at Harvard University.
- 3.3 Once attained, the individual's membership to the Club is the priority. Therefore, any participation in another team's practices/races must be approved by Head Coach 24hrs prior to any action.
- 3.4 Membership shall continue for the season until the student formally withdraws from the Club. Any member may formally withdraw by informing in writing one of the officers of the Club. Once withdrawn, they cannot re-attain membership until next season.
- 3.5 Upon an individual ceasing to be a member of the Club for any reason, he/she shall not be entitled to the return of any portion of his/her membership dues.
- 3.6 Individuals affiliated with Harvard University who are not students registered in Graduate School of Arts and Sciences may become members of the Club, subject to approval by the Executive Board on a case-by-case basis.
- 3.7 Each member shall be bound by the Constitution, rules, and policies of the Club. If the member fails to uphold the Constitution, then the member can be

suspended. Suspension of a member from the Club for the season will be determined by unanimous vote by the Executive Board. Re-instatement of membership for the following season is not automatically allowed, but rather must be granted by unanimous vote of the Executive Board of the following season.

ARTICLE IV. ADVISORY BOARD.

- 4.1 The Advisory Board shall consist of no more than three advisors. Advisors may advise the Executive Board on all aspects of the activities of the Club.
- 4.2 Candidates shall be nominated by at least three officers. Candidates must obtain a majority of all votes cast in order to be elected to the position. The term of office of Advisory Board member(s) will be one year.
- 4.3 The President shall report to the Advisory Board at the beginning of each season the plan of activities, and at the end of each season a summary of completed activities.

ARTICLE V. EXECUTIVE BOARD AND HEAD COACH.

- 5.1 The officers of the Club shall be President, Vice-President, Secretary, Treasurer, and Head Coach. Any student currently registered in the Graduate School of Arts and Sciences at Harvard University is eligible to serve as an officer. The term limit for any Executive Board position is two years, consecutive or not.
- 5.2 All officers of the Club shall be held responsible for knowledge of the regulations of Harvard University in regards to student organizations, publications, public meetings, and related concerns.
- 5.3 Any discussion within official Executive Board meetings will not be discussed with general members of the club except via official e-mail. The confidentiality within the meetings must be kept or the offending officer is subject to impeachment via unanimous vote of the unoffending officers.
- 5.4 President:

It shall be the duty of the President to serve as the chief executive officer of the Club and exercise general supervision of all affairs of the Club. The President enforces all GSAS and Dragon Boat Rules and Regulations, submits annual registration forms to GSAS at Harvard University in order to maintain official status of the Club as a GSAS student-run organization, and presides at all meetings of the Club. Enumerated responsibilities:

 - a. Presiding over meetings of the group
 - b. Calling special meetings of the group
 - c. Facilitating officer board meetings
 - d. Preparing and submitting Annual Group Renewal

- e. Maintaining contacts with the GSAS GSC and other organizations
- f. Representing the group to the University and other organizations
- g. Serving as a secondary signatory on financial accounts
- h. Assisting all executive officers
- i. Organizing leadership retreats
- j. Coordinating officer elections and transitions

5.5 Vice-President:

It shall be the duty of the Vice-President to assist the President in the duties of that office and shall officiate in the absence of the President. Should the President resign from his/her position prior to completion of term, the Vice-President shall assume the office until the next regularly scheduled election. Enumerated responsibilities:

- a. Assuming the duties of the President in their absence
- b. Directing Constitutional updates and revisions
- c. Facilitating elections of officers
- d. Recruiting new members
- e. Serving as Parliamentarian (i.e., advisor to the club on the interpretation of its rules and procedures)
- f. Representing the group to the University and other organizations

5.6 Secretary:

It shall be the duty of the Secretary to schedule and keep records of all meetings of the Executive Board, attend to correspondences between the Executive Board and Club members, and keep membership records. Enumerated responsibilities:

- a. Obtaining appropriate facilities for group activities
- b. Keeping a record of all members of the group
- c. Keeping a record of all activities of the group
- d. Notifying all group members of meetings
- e. Attending all group meetings
- f. Maintaining attendance at each meeting
- g. Taking and distributing the minutes of each group meeting
- h. Preparing groups calendar of events
- i. Keeping the group informed of both group and university business
- j. Maintaining the group's records and materials
- k. Handling all correspondence of the group

- l. Representing the group to the University and other organizations
- m. Preparing and submitting Annual Group Renewal (with the President)

5.7 Treasurer:

It shall be the duty of the Treasurer to regulate the finances of the Club in accordance with accepted accounting practices. The Treasurer collects membership dues, activities fees, works with the President for payment of team equipment and race registration, maintains financial records, and addresses other financial matters as they occur. Enumerated responsibilities:

- a. Being familiar with accounting procedures and policies
- b. Serving as the primary signatory on financial accounts
- c. Serving as chair of the fundraising committee
- d. Acting as a liaison to the GSC Treasurer
- e. Paying group bills
- f. Collecting mail on the 3rd floor of GSAS Student Center
- g. Collecting group dues
- h. Keeping all financial records of the group
- i. Preparing an annual budget
- j. Preparing all budget requests for funds
- k. Preparing and submitting financial reports to the members
- l. Maintaining a financial history of the group
- m. Providing advisor with summary of financial records at the end of the academic year
- n. Advising members on financial matters (i.e. vendors, ticket selling procedures)
- o. Preparing purchase orders, requisition forms, or supply requests
- p. Maintaining an inventory of all equipment and its condition
- q. Representing the group at official functions

5.8 Head Coach:

The Head Coach will be appointed by the Executive Board and will act in an advisory role to the E-board. Furthermore they will fully support whatever decision is made/e-mail sent out by the E-Board and not disclose whatever is discussed in E-Board meetings to general members. The E-board may appoint two Head Co-Coaches if they see fit. Other responsibilities of this role include:

- a. Be responsible for the safety of the boat at practices and races. The Head Coach needs to 1) ensure that there is a proficient coach and steerer for all practices 2) that all paddlers are practicing safely (ex. if

a paddler is being disruptive and endangering other members or the boat, they must bring it up to the E-Board so proper actions can be taken) 3) determine line-ups so that the boat is balanced and harmonious (good timing, engine, and rocket sections) and 4) work out practice schedules with members who are interested in participating in a race with another team in which the Club is not officially sending a team.

- b. Determine the weekly goals for the team, which is determined in part by how close we are to a race weekend (ex. work on technique, work on endurance, work on race starts, etc.).
- c. Inform the E-board of news/issues on the water. They will attend any E-board meeting related to team dynamics/races/etc.
- d. Together with other coaches, hold final decisions on training strategies, the paddling technique, and race strategies for the team. In case of an even vote among all coaches, Head Coaches will make the final decision. If the head coach is not present at the race, then the coaches present will determine the line-up.
- e. Be responsible for the process of selecting and training new coaches and steers. Other coaches that see potential in members for new coaches or steerers should submit those names/nominations to Head Coach. Head Coach will then approach the member and organize training if the person accepts.

ARTICLE VI. COMMITTEES.

6.1 Committee Chairs

It shall be the duty of Committee Chairs to:

- a. Centrally organize and coordinate activities related to their committee duties;
- b. Report to the President any activities or plans related to their committees in a timely manner;
- c. Participate in committee meetings; and
- d. Actively participate and initiate activities relevant to the objectives of their committee.

6.2 Committee for Fundraising

It shall be the duty of the Committee for Fundraising to:

- a. Apply for funding from various sources within Harvard University; and
- b. Establish and maintain a network of external sponsors.

6.3 Committee for Practices and Races

It shall be the duty of the Committee for Practices and Races to:

- a. Appoint training coaches and team captains;
- b. Support team captains in organizing weekly practice sessions; and
- c. Lead the Club at local and international races.
- d. Assist the Treasurer in collection of membership dues and activities fees.

6.4 Committee for Membership Development

It shall be the duty of the Committee for Membership Development to:

- a. Foster bonds among existing members of the Club;
- b. Actively recruiting new members; and
- c. Assist the Secretary in maintenance of membership records.

6.5 Committee for Public Relations

It shall be the duty of the Committee for Public Relations to maintain correspondence with

- a. Administration of Harvard University;
- b. Organizers of Dragon Boat Races;
- c. Training partners (e.g. Dragon Boat Club of Boston);
- d. Other Dragon Boat Associations; and
- e. News media.

ARTICLE VII. ELECTION AND REMOVAL OF OFFICERS.

- 7.1 Officers shall be elected annually by the membership of the Club. Elections shall be held prior to the end of October. The term of office shall commence immediately following the election meeting.
- 7.2 In electing officers, each member shall have one vote. Candidates must obtain a majority of all votes cast in order to be elected to office. In the event that no candidate receives the requisite number of votes for election, a run-off election shall be held between the two candidates with the highest number of votes.
- 7.3 No individual shall hold more than one officer position at any one time. An individual shall cease to be an officer at the start of the election meeting that follows his/her election and he/she will be eligible for re-election. The term of office of an officer will be one year.

ARTICLE VIII. ELECTION AND REMOVAL OF COMMITTEE MEMBERS.

- 8.1 New committees can be added and existing committees can be eliminated based on the need of the Club. The decision shall be made by majority voting

at the election meeting following recommendation by any Executive Board Member.

- 8.2 Each Committee shall consist of one Chairperson and no more than five committee members in addition to the Committee Chair.
- 8.3 In electing committee members, each member shall have one vote. Candidates must obtain a majority of all votes cast in order to be elected to committee position. In the event that no candidate receives the requisite number of votes for election, a run-off election shall be held between the two candidates with the highest number of votes.
- 8.4 No individual shall serve as Chairperson for more than one committee at any one time. An individual shall cease to be a Chairperson of a committee at the start of the election meeting that follows his/her election and he/she will be eligible for re-election. The term of office of a Committee member will be one year.

ARTICLE IX. MEETINGS.

- 9.1 Organizational meetings of the Club shall be held in the Spring prior to the start of the active season and shall be open to all members of the Club.
- 9.2 The President shall preside over all business meetings of the Club. In the absence of the President, the Vice-President shall preside.
- 9.3 Officers are required to attend all the meetings of the Club. If any officer fails to attend a meeting for two consecutive times without legitimate reasons, their officer positions are automatically withdrawn and vacancies may be filled in the future.
- 9.4 At least two officers are needed to request a special meeting of the Club and must inform the President or Vice-President at least one week prior to the proposed date of the meeting.
- 9.5 The Secretary shall be responsible for informing the membership of the date, time, and place of all regular and special meetings.
- 9.6 For the purpose of voting at business meetings, a quorum shall be defined as a majority of the members in attendance. Each member shall have one vote.

ARTICLE X. SAFETY.

The Club shall have clearly established procedures for handling any medical emergency that may arise during the course of practice sessions and races. All member shall be required to sign a waiver of liability in case of accident and injury. Adherence to all safety rules of the team and the commands of the Coaches in regards to operations during practice sessions and races is mandatory.

ARTICLE XI. ENACTMENT OF BY-LAWS.

Any member of the Club may propose a by-law. The officers of the Club shall vote on the law during the next scheduled organizational meeting. A majority of all votes cast shall be required to enact the law.

ARTICLE XII. AMENDMENTS.

The majority of Executive Board members, all of whom are currently registered in the Graduate School of Arts and Sciences at Harvard University, are needed to propose amendments. These proposed amendments shall be communicated to the President or the Vice-President, who shall schedule a meeting for the purpose of voting these amendments. If the date of submission of these amendments is near the date of a regular or special business meeting, then no additional meeting needs to be scheduled. A three-quarter majority of all votes cast shall be required for any changes to this constitution. The GSAS Student Center must be notified of any amendments to this constitution.

Amendments

AMENDMENT I. TEAM NAME (NOVEMBER 28, 2020)

The new name of this organization shall be the Harvard Dragon Boat Team: A GSAS Student Organization. This document will refer to this organization as “the Team.”

References to Dudley House shall be replaced with “GSAS Student Center.”