

BYLAWS
of
ROBINSON CREW BOOSTERS CLUB, INC.

ARTICLE 1 – NAME, PURPOSE, SCOPE

1.1 Name: The name of the organization is the Robinson Crew Boosters Club, Inc. (hereinafter referred to as the RCBC).

1.2 Purpose: The purpose for which the corporation operates in accordance with Fairfax County Public Schools’ regulations, Virginia High School League regulations, and the limitations on the organization’s activities are as set forth in the Bylaws. Specifically, the RCBC aims to promote the sport of rowing at James W. Robinson Secondary School in an atmosphere consistent with the educational philosophy of the school. The RCBC will encourage and support the academic achievement of all its student-athlete members. The RCBC will also teach teamwork, responsibility, self-discipline, and physical well-being. The RCBC will aim to purchase, own, and maintain equipment for the use of the team as well as initiate and coordinate fundraising events for the benefit of the team.

1.3 Not-for-Profit Status: The RCBC is recognized by the Internal Revenue Service as a tax-exempt organization as defined in the Internal Revenue Code, Section 501(c)(3).

1.4 Applicable Law: The RCBC is subject to the non-stock corporation provisions of the Virginia Code.

ARTICLE 2 – MEMBERSHIP

2.1 Membership: All persons having an interest in James W. Robinson Secondary School athletic programs are eligible for membership in the RCBC. Each membership shall be extended in the name of an individual person or in the name of a family unit. Members of the RCBC are family units in which i) a child is a student attending James W. Robinson Secondary School, ii) the student is registered in a program sponsored by the RCBC, iii) the member agrees to abide by the provisions of these Bylaws, including amendments, and the decisions of the Board of Directors, and iv) the member pays dues, fees and special assessments when due and is a member of the RCBC in "good standing" as defined in Article 2.3 of these Bylaws.

2.2 Classes of Membership:

A. Standard Membership. Standard memberships of the RCBC are family units in which (i) a child is a student attending James W. Robinson Secondary School, and (ii) the member agrees to abide by the provisions of the RCBC Bylaws, and the decisions of the Board of Directors, and (iii) the member pays dues, fees, and special assessments as required. Each student participant in the rowing program at James W. Robinson Secondary School shall be represented by a single Standard Membership. The parents or guardians of each student participant (or multiple student participants from one family), who have agreed to support the RCBC and to abide by the provisions of the Bylaws, and

who have paid the established membership dues for the current year, shall collectively represent the Standard Membership associated with each student participant. All standard memberships in good standing shall have the right to vote on all matters coming before any general or special meeting of the RCBC, with each family eligible to cast one (1) vote per student athlete in the rowing program at James W. Robinson Secondary School. Students are encouraged to participate in membership activities and voice their opinions, but are not eligible to vote on RCBC matters.

B. Contributing Membership. The Board of Directors or the President may offer Contributing Memberships to individuals who volunteer to assist or otherwise support the RCBC and do not have a child currently participating in the rowing program at James W. Robinson Secondary School. The Program Director and all coaches for Robinson Crew shall be granted Contributing Memberships. Contributing Memberships do not have any voting rights.

C. General Membership. The General Membership shall consist of all Standard Memberships and Contributing Memberships.

2.3 Membership in Good Standing:

A. Membership Year. The RCBC membership year runs from July 1st through June 30th.

B. Definition. Memberships in “good standing” are defined as Standard Memberships meeting the requirements in Article 2.2.A of these Bylaws and supporting fundraising activities as defined in Article 7.5. Continued fulfillment of established incremental deadlines (e.g., making all installment payments as they come due) suffices to meet these requirements.

C. New Memberships. Memberships associated with students newly joining the RCBC achieve good standing once they have fulfilled the requirements in Article 2.2.A. Rising freshmen who attended James W. Robinson Secondary School in the eighth grade, and all other students newly enrolled at James W. Robinson Secondary School, may establish membership in good standing by completing required registration forms and waivers, and paying the first installment of dues at the start of the membership year, at the time of joining the RCBC or whichever comes first.

D. Regaining Good Standing. Memberships which have lapsed may be restored to good standing by fulfilling all requirements, even if completed late.

E. Maintaining Good Standing. Memberships, once having achieved good standing, remain in good standing unless one or more of the following conditions are met:

- Student does not abide by the Code of Conduct as defined by Article 9.3 of these Bylaws
- Student has graduated from James W. Robinson Secondary School

- Student has graduated according to VHSL individual eligibility regulations
- Student disenrolls from James W. Robinson Secondary School
- Student is removed from the RCBC per these Bylaws
- Membership is resigned by written notice to the Board, or
- Membership fails to meet any of the financial, registration, or volunteer/fundraising support requirements by required deadlines.

F. Memberships Continuation. An existing membership in good standing continues as such from one General Membership year to the next.

G. Reduced Obligations. Any reduction of financial obligations or required volunteer hours granted to a membership by the Board (e.g., as an equitable adjustment for special circumstances) shall not be considered cause for loss of good standing due to failure to meet financial or service hour requirements. Requests shall be submitted to any Board member, and the Board will decide by majority vote with a show of hands if the adjustment shall be granted. Special circumstances shall include family hardship and proven inability to meet requirements due to outstanding personal circumstance. Alternative options to contribute to the well-being and function of the team shall be offered.

2.4 Additional Membership Criteria: The Board may from time to time establish additional membership criteria, to be approved by vote of the General Membership, and may admit to the membership any specific persons or organizations as the Board deems appropriate.

2.5 Removal: Any family member may be removed from the RCBC for cause by a 2/3 vote of the Board two weeks after said member has been notified in writing of the course of action intended by the Board and the specifics of the cause. The purpose of this time is to allow the member, if they so desire, to demonstrate why such action should not be carried out. If a rower is removed from the team, no portion of their dues, fees or special assessments is refundable.

2.6 Cutting of rowers from the roster: The goal of RCBC is to build a competitive rowing team and foster a positive environment. In doing so, the Program Director and coaching staff reserve the right to cut rowers from the team roster. The Program Director will cut rowers from the team after consulting with the coaching staff and the James W. Robinson Secondary School Director of Student Activities. Cuts will be made in an objective manner and during Spring Sports Tryout Week before the start of the regular season. The Program Director will notify the rower and family of the rower cut from the team in a discreet manner. The Treasurer will reimburse families of rowers cut from the team for any regular season registration fees paid to the RCBC prior to the date they are notified of being cut from the team so long as their removal from the team was not due to violation of rules set forth in sections 2.3.E or 9.3 of these Bylaws.

ARTICLE 3 – BOARD OF DIRECTORS

The affairs of the RCBC shall be managed by a Board of Directors (hereinafter referred to as the Board), who shall be elected at the Annual Membership Meeting of the RCBC held in May, and whose term shall commence on July 1st following the election. It is the intention of the Board that the newly elected members be allowed to “shadow” their respective Board member counterparts from May through June to afford the RCBC an easier and more cohesive transition. None of the powers of the Board shall convey to the newly elected members until July 1st.

3.1 Board Members and Powers: The Board shall consist of all officers of the RCBC. The Board shall manage, supervise, and control the activities and affairs of the RCBC, except as otherwise expressly provided by law, and these Bylaws.

3.2 Scheduling of Elections: Elections for the following year’s Board positions shall be held every year, in person, at the Annual Membership Meeting of the board RCBC held in May.

3.3 Term of Office: Board members shall serve terms of one year, beginning July 1st, following their election and ending on June 30th of the following year.

3.4 Nominating Committee: In March of each year, the President shall appoint a Nominating Committee composed of not fewer than three (3) individuals representing memberships of the organization, who are not running for a Board position. The Nominating Committee shall submit to the President a slate of nominees for the Board no later than thirty (30) days before the scheduled election meeting. The Secretary shall include the names of the nominees for the Board in the notice of the election meeting, sent to the representatives of the Standard Membership, at least 10 days before the election meeting.

3.5 Nominations from the Floor: Nominations may be made from the floor at the Annual Membership Meeting.

3.6 Eligibility: Only parents or guardians affiliated with Standard Memberships in good standing are eligible to be nominated for election to and serve on the Board.

3.7 Voting for Board Members Nominations:

A. Request for Nominations. Beginning in April of each year, the Nominating Committee will ask the General Membership for nominees for elected offices. Nominations may be made by emailing names and positions to any member of the Nominating Committee.

B. Slate of Nominees. Not later than thirty (30) days prior to the General Membership meeting in which the new Board of Directors will be elected, the chairperson of the Nominating Committee shall forward the slate of nominees to the President, who shall forward the slate to the Board. The Secretary shall e-mail the slate of nominees for the Board in the notice of the election meeting sent to the General Membership at least ten (10) days before the election meeting. This may include an optional brief statement from each nominee who provides one to the Secretary.

3.8 Elections

A. Ballots. Voting shall take place at the Annual Membership Meeting held in May. The Nominating Committee shall prepare ballots.

B. Briefs. At the election meeting, each nominee in attendance may provide a brief overview of their credentials, how they plan to fulfill the duties of their position, and why they should be elected. If the nominee is unable to attend the meeting, they may designate a representative to provide this information.

C. Voting. All Standard Memberships in good standing shall have the right to vote in elections, with each family eligible to cast one (1) vote for each office per student athlete in the rowing program at James W. Robinson Secondary School (Article 2.2). Standard Memberships must be present to vote. Contributing memberships and non-members are not eligible to vote.

The Vice President-Membership shall provide the Nominating Committee with a copy of the current RCBC roster to verify that prospective voters represent a Standard Membership in good standing, and that each Standard Membership in good standing is represented by only one voter.

D. Counting of Votes. Votes will be counted and verified by the Nominating Committee. Those candidates receiving the highest number of votes from those Standard Memberships in good standing represented in-person at this meeting will be elected to the Board. Following verification of the votes, the Nominating Committee will announce the results of the election and selection of new Board members to the General Membership. The voted ballots will be forwarded to the Secretary, who shall retain them until the close of the membership year, and make them available for inspection by any person in the General Membership upon request.

3.9 Meetings of the Board: Meetings of the Board shall be held as needed to conduct the official business of the RCBC and to fulfill its purposes as set forth in these Bylaws. Minutes of these meetings shall be made available to the General Membership upon request.

3.10 Special Meetings: Special meetings of the Board may be called by the President or upon the written (print or electronic) request of three (3) Board members. All special meetings require a minimum of 72 hours notice.

3.11 Emergency Meetings: Emergency meetings of the Board may be called by the President or upon the written (print or electronic) request of three (3) Board members. All emergency meetings require a minimum of 24 hours notice where possible.

3.12 Quorum: A quorum for a meeting of the Board shall consist of a majority of the members of the Board.

3.13 Manner of Acting: Except as otherwise expressly required by law, or these Bylaws, the affirmative vote of a majority of the Directors present at any meeting of the Board at which a quorum is present shall constitute an act of the Board. In the event of a tie vote, the President shall cast the tie-breaking vote.

A. Written Consent. Action taken by the Board without a meeting is nevertheless Board action if written consent to the action in question is filed with the minutes of the proceedings of the Board, whether done before or after the action is taken. E-mail correspondence from a Board member constitutes their written consent. Any one or more Directors may participate in a virtual meeting of the Board that allows all persons participating in the meeting to hear each other, and such participation in a meeting shall be deemed presence in person at the meeting.

3.14 Resignation and Vacancies: Any Director may resign at any time by giving written notice (print or electronic) to the President. Such resignation shall take effect at the time specified in the notice, or, if no time is specified, at the time of acceptance thereof as determined by the President. In the case of the resignation of the President, the Treasurer shall act in the place of the President with respect to the notice and acceptance of the resignation.

Except for the President and Treasurer positions, all other vacancies occurring among the Directors shall be filled by a replacement candidate voted by majority vote of the remaining Directors for the unexpired term. To fill the President and Treasurer vacancy, nominations must be voted on by the Board and then by the General Membership at the next General Membership meeting. The Board may, however, call a special meeting of the General Membership for such purposes.

3.15 Removal: Any Director may be removed from office, following 10 days notice to the President of a motion proposing removal, by a 2/3 vote of the members at any regular meeting or special meeting of the General Membership or by a 2/3 vote of the Board at any meeting of the Board. In either case, a quorum requirement must be met.

ARTICLE 4 – OFFICERS

4.1 Titles and Election: The Directors of RCBC will consist of President, Vice President-Administration, Vice President-Membership, Vice President-Ways and Means, Vice President-Operations 1, Vice President-Operations 2, Secretary, Treasurer, At Large 1 (Finance), and At Large 2.

4.2 Duties of Officers:

A. The **President** shall preside at all meetings and shall serve as the Chairman of the Board. They shall be an ex-officio member of all committees and shall be responsible for the day-to-day operations of the RCBC. They shall be the RCBC principal representative to the Virginia Scholastic Rowing Association (VASRA). The President may delegate or appoint a member to be the VASRA representative for the RCBC.

B. The **Vice President-Administration** shall oversee the administrative activities of the RCBC. They shall assist the President in the discharge of their duties, and in the absence of the President, may officiate at RCBC Board meetings and membership meetings in their stead. They shall perform such other functions as assigned by the President.

C. The Vice President-Membership shall be responsible for conducting membership recruitment drives, managing membership forms, and providing monthly reports to the Board and General Membership on current membership numbers. The Vice President - Membership shall maintain an accurate roster of the membership of the RCBC, including all applicable contact information, and share the roster with the VP-Administration, Secretary and Treasurer. The Vice President - Membership, in conjunction with the Treasurer, shall be responsible for collecting all dues and fees. They shall perform such other functions as assigned by the President.

D. The Vice President-Ways and Means shall be responsible for all fundraising activities of the RCBC and shall provide monthly reports on upcoming fundraisers to the Board and General Membership. Dues and fees, although part of the RCBC total income, are not considered part of fundraising in this context. They promote and locate new opportunities for fundraising events and ensure major efforts (e.g., Tag Day, Sponsorship Program) each have a coordinator. They shall perform such other functions as assigned by the President.

E. The Vice President-Operations 1 and Vice President-Operations 2 shall equally and together be responsible for the purchase and maintenance of the equipment owned or leased and operated by the RCBC. They shall identify equipment needed by the club either for maintenance or to support club growth. VPs of Operations shall maintain a record of all equipment owned and operated by the Club, and make the list available to the paying membership upon request. They shall perform such other functions as assigned by the President.

F. The Secretary, or their designee in the event the Secretary is unable to attend, shall be present at every meeting of the Board and shall keep minutes of all proceedings. They shall be responsible for notifying all members of regular and special meetings. The Secretary, in conjunction with the Treasurer, is also responsible for maintaining all employee records. They shall perform such other functions as assigned by the President.

G. The Treasurer shall be responsible for preparing a budget to be presented to and approved by the RCBC Board of Directors after the close of the Fiscal Year. The budget shall be presented at the October General Membership Meeting of the next Membership Year. The Treasurer shall also present a current financial overview at the RCBC Annual Membership Meeting held in May. The Treasurer shall receive all monies from RCBC fundraising activities, shall collect all monies due, and shall maintain accounts of all receipts and expenditures. The Treasurer shall prepare written reports of the financial condition of the RCBC and shall prepare such other reports as the President or Board deem necessary. Financial reports shall be presented by the Treasurer at all Board meetings and scheduled General Membership meetings. The Treasurer prepares tax filings, insurance policies, and other documents as required to maintain compliance with laws governing regulations. They or their designee should ensure that the current Board, rowers, and coaches are covered by the appropriate insurance policies covering injury and civil liability. The Treasurer, in conjunction with the Vice President-Membership shall be responsible for collecting all dues and fees. The Treasurer, in conjunction with the Secretary, is also responsible for maintaining all employee records. They shall perform such other functions as assigned by the President.

H. At Large 1 (Finance) Assists the Treasurer, and, at the direction of the President, assists other Board members with their RCBC duties.

I. At Large 2 At the direction of the President, handles special projects and assists other Board members with their RCBC duties.

4.3 Compensation: No officer shall receive compensation other than volunteer hours assigned for their service. As directed by the Board, the Treasurer may reimburse officers for authorized expenses incurred on behalf of the RCBC.

ARTICLE 5 – COMMITTEES

5.1 Creation and Membership of Committees: The Board may establish committees from time to time as it deems appropriate to fulfill the purposes of the RCBC, to include a standing committee for coordinating travel regattas. Such committees will have only those powers and duties designated by the Board. Unless otherwise provided in these Bylaws, the committee, including the chair, shall be appointed by the President. Each committee may consist of members of the Board and members of the RCBC in good standing, as needed. Vacancies must be filled expeditiously in the same manner in which the position was filled in the first instance.

ARTICLE 6 – MEETINGS OF THE GENERAL MEMBERSHIP

6.1 Regular Meetings: Meetings of the General Membership shall be held on a regular basis between the months of October through and including June. Meetings may be held in person or virtually, except for the annual meetings described in Article 6.2 of these Bylaws, which shall be held in person. The President shall establish the date for each such meeting on or before September 15th of each year, and shall, through the Secretary, provide notice (print or electronic) to all current members of the dates for the meetings. The President may change the dates for the meetings so long as notice is provided to members in advance of convening.

6.2 Annual Meetings: The General Membership Meetings held in October and May will constitute Annual Meetings of the RCBC and will be held in person.

A. October Membership Meeting:

- The Treasurer shall present the budget for the current season
- Per Article 7.3, the Board shall ask for a qualified independent auditor who may be a member of the RCBC—or a committee composed of not less than three (3) individuals—to review all books and accounts from the previous fiscal year

B. May Membership Meeting:

- Board of Directors elections shall be held for the upcoming membership year, which begins on July 1st
- The Treasurer shall present a financial review of the year.

6.3 Special Meetings: Special meetings of the RCBC may be called at the discretion of the President, by the Board, or by the written request of ten (10) members in good standing.

6.4 Call to Meetings: The President has the authority to call meetings of the General Membership to be held at such time and at such place as the President deems necessary for the efficient operation of the RCBC. The call notice (print or electronic) shall be given to each member in good standing not less than five (5) days before the date fixed for the meeting. In case of special meetings, the notice (print or electronic) shall specify the purpose of the meeting and the nature of the business to be transacted. If a meeting is adjourned to another time and place, notice (print or electronic) of the new time and place shall be given to all members in good standing. At the rescheduled meeting, any business may be transacted that could have been transacted at the originally scheduled meeting.

6.5 Quorum: A quorum for a meeting of the General Membership shall consist of twenty five percent (25%) of the standard memberships of the RCBC in good standing.

6.6 Order of Business: At all meetings, except special meetings, the order of business shall be determined at the discretion of the President and shall include updates on RCBC financials, roster size and fundraising activities.

6.7 Changes: The Order of Business may be changed at any meeting by the President. Agenda items must be provided to the President at least 48 hours in advance of a meeting. If an item was not provided in time for addition to the agenda, the issue will be brought up at the meeting if time allows. If time does not allow, the item will be added to unfinished business at the next meeting.

6.8 Rules: All meetings shall be conducted in accordance with the President's discretion.

6.9 Voting by Membership: All Standard Memberships in good standing shall have the right to vote on all matters coming before any general or special meeting of the RCBC. Except for voting for the Board of Directors in Article 3.7, voting by the membership shall be by a show of hands, at either in-person or virtual meetings. Only Standard Memberships present at any meeting are entitled to vote at that meeting.

ARTICLE 7 – FINANCIAL ADMINISTRATION

7.1 Budget and Fiscal Year: The RCBC fiscal year runs from July 1 through June 30. Each year at the October General Membership Meeting, a proposed budget that has been prepared by the Treasurer and approved by the Board shall be submitted to the membership.

7.2 Expenditures: All capital expenditures in excess of \$500.00 shall first be approved by the Board and documented in the minutes by the Secretary. All expenditures shall be recorded in the RCBC financial records, which shall be made available to all memberships upon request.

7.3 Review: All books and accounts shall be reviewed at least once every year by a qualified independent auditor who may be a member of the RCBC or by a committee composed of not less than three (3) individuals. The Treasurer shall provide the necessary materials for this review. The call for volunteers to review the books and accounts shall be made at the October General Membership meeting. The review shall be completed by the end of the calendar year.

The results of this audit shall be made available to all standard and contributing memberships.

7.4 Disbursements: The approval of the proposed budget constitutes full authority for the Board, through the Treasurer, to make disbursements of RCBC funds for line items in the budget. Unbudgeted disbursements over \$5,000.00 must be presented to the membership and approved prior to disbursement.

7.5 Dues, Fees, and Assessments: Dues, fees, and special assessments associated with membership shall be determined by a majority vote of the Board. Fees and special assessments shall be paid when due. Dues are assessed for annual membership in the RCBC and are due by a specific date issued by the RCBC; the final payment date will be the first day of the rowing season. The first day of the rowing season is specified each year by the Virginia High School League (VHSL). Refunds of annual dues shall not be available after the final payment date other than for rowers cut from the team following winter conditioning. The Board, pursuant to policies outlined in the Robinson Crew Handbook, may waive dues, fees and special assessments in order to provide for students who might not otherwise afford to participate on the Robinson Crew Team. The Board may provide for installment payments of annual dues, fees, and special assessments in appropriate circumstances, notwithstanding the final payment date provision above. Additional fees may be assessed for spring training and such other activities (such as out of town trips) as might be provided by RCBC. These fees are assessed only for those RCBC members whose students participate in the activity. All fees and special assessments are payable as determined by the Board.

7.6 Fundraising Support: The fundraising year shall run concurrent with the RCBC fiscal year. Each member is responsible for participating in fundraising activities as determined by the Board and in order to remain a member in good standing. The Board will offer an option for a monetary “buy-down,” in lieu of fundraising participation to meet the requirements of this section—except for Tag Day and Letter Writing Campaign—which are mandatory for all rowers. Additional fundraising opportunities will be determined at the discretion of the Board. Securing corporate sponsorships is considered participation in fundraising activities.

7.7 Disposition of Assets: In the event of cessation of scholastic rowing at James W. Robinson Secondary School or the dissolution of the RCBC, outstanding obligations will be met from assets on hand at the time of such dissolution. Any assets remaining after satisfaction of such obligations will be made available to Fairfax County Public School (FCPS) authorities or to other organizations eligible for tax-exempt status under Section 501(c)(3) of the Internal Revenue Code. The Board in office at the time of dissolution shall make decisions pursuant to this section.

7.8 Required Reserves: The RCBC will maintain reserve funds to cover the purchase of a new boat and oars or “worst-case scenarios,” such as the ability to pay for outstanding obligations like boat loans and existing financial contracts. This required reserve equates to roughly \$50,000 but may fluctuate from season to season. The Treasurer will recommend the required reserve as part of the annual budget proposal, and the Board will approve the required reserve as part of the vote on the annual budget. The Treasurer is responsible for maintaining the required reserve and apprising the Board of expenditures that place this reserve at risk. The Board must vote to approve the expenditure of any funds held in the required reserve.

ARTICLE 8 – INDEMNIFICATION

8.1 Indemnification: Unless otherwise prohibited by law, the RCBC shall indemnify any director or officer or any former director or officer, and by resolution of the Board indemnify any employee, against any and all expenses and liabilities incurred in connection with any claim, action, suit, or proceeding to which they are made a party by reason of being director, officer, or employee. However, there shall be no indemnification in relation to matters as to which they shall be adjudged to be guilty of a criminal offense or liable to the RCBC for damages arising out of their own gross negligence in the performance of a duty to the RCBC. Amounts paid in indemnification of expenses and liabilities may include, but shall not be limited to, counsel fees and other fees; costs and disbursements; and judgments, fines, and penalties against, and amounts paid in settlement by, such director, officer, or employee. The RCBC may advance expenses or, where appropriate, may undertake to provide for the defense of any director, officer, or employee. However, such director, officer, or employee shall repay such expenses if it should be ultimately determined that they are not entitled to indemnification under this Article. The Board shall also authorize the purchase of insurance on behalf of any director, officer, employee, or agent against any liability incurred that arises out of such person's status as a director, officer, employee, or agent, whether or not the RCBC would have the power to indemnify the person against the liability under law.

ARTICLE 9 – MISCELLANEOUS

9.1 Exclusive Authority of Board: No member of the RCBC or the Board may enter into any agreement with James W. Robinson Secondary School, its officials or agents, FCPS, its officials or agents, or on behalf of the RCBC without the approval of the Board. No member of the RCBC or the Board may contact the above-mentioned parties, James W. Robinson Secondary School student body representatives, rowing associations or equipment vendors on behalf of the RCBC without the approval of the Board. In each case, the President is the authorized person to make contact. In their absence or at their discretion, the President shall designate a contact person.

9.2 School Contact: No member of the RCBC may contact Fairfax County Public Schools (FCPS), its officials or agents, school officials, or the student body on behalf of or representing the RCBC without the authority of the Board.

9.3 Crew Conduct: All rowers must abide by the standards defined by the Fairfax County Public Schools (FCPS) Student Rights and Responsibilities. Rowers must also abide by the policies of James W. Robinson Secondary School and the FCPS regarding zero tolerance for drug and alcohol use and academic requirements for student athletes. Full responsibility shall be vested in the Head Coach(s) and their duly-appointed assistants for the conduct of the rowers enroute to an activity, in the boathouse, on the dock, at practices, on the water, and in the buses or carpool used for transportation. The foregoing applies to activities both within and outside of the Washington Metropolitan region. Rowers shall also abide by the RCBC fundraising policies, and the rules of VASRA, VHSL, US Rowing, and any other associations or governing bodies that operate regattas.

A. The team captains and the coaching staff shall monitor rowers for full compliance. Any conduct by a rower or rowers that discredits the RCBC, other

rowers, or James W. Robinson Secondary School shall be brought to the attention of the Program Director. The Program Director is responsible for contacting the James W. Robinson Secondary School Director of Student Activities to apprise them of the situation. Disciplinary procedures will align with the guidelines set forth in the FCPS Student Rights and Responsibilities.

- B. The Program Director** shall ensure that the Code of Conduct is presented annually to each member of the rowing team. The Code of Conduct, other rules, and the consequences for violations, will be defined and explained at the beginning of each school year. Parents and rowers must each sign an annual statement that affirms their understanding of the Code of Conduct.

9.4 Coaching Staff: Activities that involve James W. Robinson Secondary School students and employees are governed by Robinson and FCPS. James W. Robinson Secondary School, through the Director of Student Activities, is responsible for recruiting, retaining, and evaluating coaches. Coaches shall be compensated by the RCBC and, prior to the start of the rowing season and or prior to their official start date, the Board shall ensure that coaches and the Program Director each sign an annual contract, which provides a payment plan for such compensation for duties specified by separate contracts between the coaches (including the Program Director) and FCPS. Coaches, including the Program Director, are hired on a year-to-year contract. Those contracts are renewed or terminated by the James W. Robinson Secondary School Principal and the Director of Student Activities. The Board shall encourage all coaches to attend Membership and Board meetings, except meetings in Executive Session.

- A. Program Director:** The Program Director is responsible for the daily operations of the rowing team and shall provide administrative direction and oversight for all facets of the scholastic rowing program. The Board shall be responsible for hiring a Program Director. The Program Director is responsible for ensuring compliance with all RCBC, James W. Robinson Secondary School, FCPS, VASRA and US Rowing regulations, advising on the raising and expenditure of funds for purchase of equipment, operational expenses, program fees and coaching salaries, and sustaining a culture of sportsmanship, professionalism, and respect at all levels. The responsibilities of the Program Director include ensuring the safety of program participants and the condition of the equipment and related facilities, supervising full and part-time coaching staff, collaborating with coaching staff and parent volunteers on team administrative activities, and coordinating with coaches to schedule regatta entries. The Program Director is the primary liaison between the rowing team and the Board and will attend board meetings to ensure alignment across the RCBC.
- B. Coaches:** All coaches shall adhere to the rules and regulations governing the VHSL, FCPS Code of Conduct, James W. Robinson Secondary School, and the rules and regulations governing scholastic rowing of the VASRA and US Rowing. Coaches are responsible for scheduling and conducting practices, boat assignments and the safety of all team members.

9.5 Coaching Decisions: Matters of concern to the members regarding decisions and activities of the Program Director, coaches, or assistant coaches shall be directed to the James W. Robinson Secondary School Director of Student Activities.

9.6 Use of Equipment: The Board must approve any loan, gift, or transfer of equipment belonging to the RCBC. Loans exceeding thirty (30) days will be recorded by the Secretary and reported to the members at the next regular meeting. No member of the Board of Directors, member of the RCBC, coach, assistant coach, student, or staff of the athletic department of James W. Robinson Secondary School is empowered to lend, rent, give outright, or otherwise make available any piece of equipment belonging to the RCBC, without the majority approval and express written consent of the Board, each such action being duly recorded by the Board Secretary.

ARTICLE 10 – REVIEW AND AMENDMENT OF BYLAWS AND ARTICLES OF AMENDMENT

10.1 Review: The Board shall conduct a biennial review of the Bylaws, including amendments, and report recommended changes, if any, to the members of the RCBC at the appropriate membership meeting of the year in which reviewed.

10.2 Changes Affecting Tax-Exempt Status: No substantive changes shall be made to the defined purpose of the RCBC in Article 1 of these Bylaws, as long as the RCBC remains a non-profit corporation under section 501(c)(3) of the Internal Revenue Code.

10.3 Interpretation: Interpretation of the Bylaws shall be decided by majority vote of the voting-eligible Board members.

CERTIFICATION

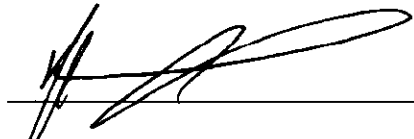
The foregoing Bylaws were adopted by the RCBC on October 10, 2023. The Bylaws were proposed by the Board and submitted to the members in accordance with the provisions of Article 10.1 of the RCBC Bylaws and approved by the membership on October 10, 2023 at a meeting of the voting members, at which a quorum was present, the total number of votes cast for and against as shown. The decision regarding these Bylaws, by members entitled to vote was:

Total Voting Members: 22

Voting For: 22

Voting Against: 0

The number of votes cast for these Bylaws, by standard memberships in good standing, was sufficient for approval of the amendments. These Bylaws are approved by a 2/3 majority of the quorum present.



Mark Davis, President

Robinson Crew Boosters Club, Inc.

Date: 10-25-23