

## **Constitution of WIRA – Amended on April 27, 2018**

### **Article I – Title**

The name of this organization shall be the Western Intercollegiate Rowing Association, abbreviated WIRA.

### **Article II – Purpose**

1. To provide an affiliating organization for the purpose of advancing collegiate rowing in the west.
2. To organize and administer a championship regatta for the benefit of the members of WIRA.

### **Article III – Membership**

All members of WIRA must be from the United States Rowing Association Northwest or Southwest regions. Women's Division 2 varsity teams assigned to the NCAA West Region are also eligible for membership. Criteria for membership shall include the backing of the rowing program's athletic department, recreation and intramural sport department, or other office authorized to sponsor the rowing program, and the applicant's demonstrated commitment to the sport of intercollegiate rowing. Members of WIRA will be listed as an addendum to this constitution. Rowing programs desiring to become members of WIRA must make application to the Board of Stewards prior to October 1. A majority of the Board of Stewards shall be required to accept a new member. Voting privilege will be awarded upon the beginning of the second year of WIRA membership. Member rowing programs that do not pay their WIRA dues or do not participate in the WIRA Championship will lose their membership. A member rowing program that does not participate in the WIRA Championship may petition the Board of Stewards to retain its membership, but would lose voting privileges at the subsequent annual meeting.

### **Article IV – Board of Stewards**

A Board of Stewards shall conduct ongoing management of WIRA. The purpose of the Board of Stewards is to adjust and implement the bylaws (method of conduct of the WIRA Championship) and to assist the local organizing committee in the preparation and execution of the WIRA Championship. The Board of Stewards may not make changes to the constitution. The Board of Stewards will resolve all disputes regarding the conduct of the WIRA Championship and the application of the bylaws.

The Board of Stewards shall consist of representatives from seven different WIRA member rowing programs. Each Steward must coach at a member program that is the same as the applicable voting constituency. Three Stewards will come from men's member programs, one elected by men's varsity programs, one elected by men's club programs, and one elected as an at-large representative by all men's member programs. Three Stewards will come from women's member programs, one elected by women's Division 1 varsity programs, one elected by women's Division 2/3 varsity programs, and one elected by

women's club programs. The final steward position will be an at-large position elected by the entire membership. One men's representative and one women's representative will be elected each year so that the three-year terms will be staggered. The at-large representative will be elected each year. Members of the Board of Stewards will be elected by the membership at the annual pre-regatta meeting. Their term of service will start following the end of the current year's regatta. Nominations will be accepted from the floor.

The management of the Association shall be vested in the Board of Stewards. The president shall be the representative of WIRA in all outside issues that may affect WIRA interests. Another steward who represents a program of opposite gender from that of the president shall join the president in any outside representation. The stewards shall elect from among themselves a president, secretary, and an eligibility chairperson. Any actions of the president and the Board of Stewards shall be disseminated to the membership in a timely manner. A steward who has to vacate his or her seat before the term of office expires may appoint his or her successor.

#### **Article V – Secretary**

The secretary shall mail information on meetings, including time, location and agenda items, to the membership. The secretary will also take and distribute minutes for all meetings and circulate the coaches directory.

#### **Article VI – Eligibility Chairperson**

The eligibility chairperson will coordinate issues of eligibility. He/She will gather eligibility information for the WIRA Championship, disseminate information concerning petitions for eligibility and exceptions and waivers, and oversee decisions on issues of eligibility.

#### **Article VII – Voting**

Each member rowing program will have one voting privilege. These voting privileges will be exercised for votes on changes to this constitution. The voting privileges will also be exercised for non-binding indications of preference about the bylaws that will serve as guidance to the stewards. The representative of the member rowing program who exercises the voting privilege shall normally be the head coach of rowing. In all cases, the member rowing program must declare who will exercise the voting privilege prior to the start of any WIRA meeting.

#### **Article VIII – Proxies**

In the case of a Physical Meeting, the authorized voting representative of a member rowing program may designate a proxy if he or she is not able to attend a WIRA meeting. The proxy may be limited to a specific vote on a particular proposal or proposals, or may be a general proxy. The name of the person who will exercise the proxy and the scope of the proxy must be in writing. The proxy must be signed by the normal authorized voting representative and presented to the secretary prior to the WIRA meeting to which the

proxy applies.

### **Article IX – Meetings**

The association will hold an annual meeting. The annual meeting will normally be a pre-regatta meeting and will normally be held on the Friday immediately preceding the WIRA Championship. Special meetings may be called by the Board of Stewards. The Board of Stewards will determine the exact time and location of all meetings. Robert's Rules of Order shall apply at all physical meetings. In order to conduct WIRA business at a meeting, a quorum must be physically present. A quorum is fifty percent of the membership (rounded up to the next whole number) plus one.

### **Article X – Meeting Topics**

All issues concerning WIRA and conduct of the WIRA Championship, including changes to the constitution and bylaws, are eligible for discussion and voting at any meeting. The pre-regatta meeting may not institute any changes in the conduct of that year's regatta. Changes to the decisions of the seeding committee are not allowed (See Article XIII).

### **Article XI – Amendments**

Any changes to this constitution must be approved by two-thirds majority of the voting privileges that are available to be exercised at a WIRA meeting that meets the quorum requirements of Article IX. Any changes to the bylaws must be approved by a majority of the stewards.

### **Article XII – Change of Venue, Date, or Events**

Any changes to the bylaws affecting the venue, date, or events for the WIRA Championship will not take effect until the second WIRA Championship subsequent to the meeting. A change in venue, date, or events for the WIRA Championship immediately following a meeting may be made with the approval of three quarters of the membership.

### **Article XIII – Seeding Committee**

The Board of Stewards will designate a seeding committee. The seeding committee is the final authority on all seeding matters. The seeding committee will solicit input from the membership, including race results and coaches' recommendations for seeding.

While the seeding committee may choose to distribute provisional seedings and solicit feedback, the decisions of the seeding committee are final and not subject to change by the Board of Stewards or the WIRA membership.

### **Article XIV – Rules of Rowing**

The WIRA Championship will abide by the United States Rowing Association (USRA) Rules of Rowing unless otherwise specified in the bylaws. There are some portions of the USRA rules of rowing that are inherently not applicable to the WIRA Championship (e.g. Article VI – Trials Rules).

### **Article XV – Dues**

Failure to pay WIRA dues renders a rowing program ineligible to participate at that year's WIRA Championship. Membership dues support the ongoing operations of the association, including the cost of membership and stewards meetings, and special event insurance.