

American University Club Sailing Constitution

Ratified April 02, 2025

Preamble

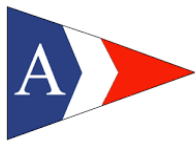
We, as members of the American University Club Sailing Team under the American University Recreational Sports and Fitness and American University Club Sports, hereby establish this constitution to govern our organization.

Article I. Club Purpose

1. The purpose of the American University Club Sailing Team (AU Sailing or the team) is to provide an opportunity to American University students for recreational and competitive sailing and sailing instruction. The team will provide recreational opportunities for members outside of sailing. All opportunities will be provided to foster an inclusive, safe, and sportsmanlike community for all members of the team.
2. AU Club Sailing is a member of ICSA and competes within MAISA.

Article II. Membership

1. Membership is defined as the ability to participate in Club events, on and off campus. Members are either “Active” or “Inactive.”
 - a. Membership is defined as the admittance into the club upon completing all requirements.
 - b. Membership is granted only once, upon initial completion of requirements. Members can resign their membership or have it revoked by the Executive Board.
 - i. Membership is extended semesterly; members are not “regranted membership” each semester.
 - ii. Individuals who cannot participate for a semester are marked “Inactive Members” but are not stripped of their membership.
2. The team will not determine membership or exclude anyone based on gender, race, sexuality, religion, or nationality.
3. Every team member must return a signed and dated copy of the signature page of this constitution to participate in any team events, documenting that they have read it and agree to the membership terms and codes of conduct.
4. Members must register with American University Club Sports through the Club Sports Portal and complete all necessary paperwork within the portal.
5. Members must pay dues, which may change from semester to semester, based on team size and financial needs.
 - a. Dues will cover each semester, fall or spring, and will be renewed each semester.

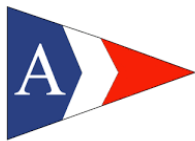


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- b. Team leadership will communicate in writing to all members, current and potential, what semesterly dues are.
 - c. Once paid, dues are non-refundable.
6. Membership on the team is at-will: If the club's officers decide that a member of the team is not conducting themselves in an appropriate manner, that member can be expelled from the club without a refund of membership dues.
 - a. Expulsion revokes the individual's aforementioned membership status, prohibiting them from re-joining the club.
 - b. A decision to expel requires a two-thirds majority vote by Club officers.
 - c. If the member is on the Executive Board, a two-thirds majority vote by Club officers is still required.
7. Only students enrolled in undergraduate programs at AU may compete in regattas or other ICSA-sanctioned events, per [ICSA Procedural Rules Section 12.a.](#)

Article III. Conduct

1. Members represent AU Sailing and the American University community and must follow the [American University Student Conduct Code](#).
2. Members must always abide by local, state, and federal laws and regulations.
3. AU Sailing abides by a zero-tolerance policy; Harassment, assault, unwanted touching, intimidation, bullying, and hate speech will not be tolerated and are grounds for losing membership on the team.
 - a. AU Club Sailing stands with survivors of harassment and assault. Conduct violations should be reported to officers or team advisors. If the member would prefer, they may fill out a [Title IX report](#) themselves.
 - b. [Resources](#) are available for any member of the American University community who is a survivor of assault or has been affected by it.
 - c. The MAISA TIDE committee is a resource available to all club members.
4. AU Sailing prohibits team members from engaging in any behavior that may compromise social standards & the team dynamic.
5. Good Standing, as referred to in Article V.1., is when a Club member conducts themselves in a way that respects the club and themselves.
 - a. Members must have completed all AU Club Sailing membership requirements and be in good academic standing with the University.
6. Violating any of the aforementioned conduct requirements is grounds for dismissal from the team, subject to an Executive Board vote.

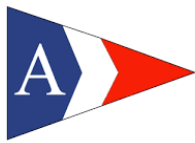


Article IV. All-Team Member Obligations and Privileges

1. All members shall demonstrate their knowledge of boat and water safety before being allowed to participate in club events. These requirements are detailed below.
 - a. Per the [American University Club Sports Manual](#), Safety Procedures, Section 7 and [ICSA Procedural Rules 13.a](#) all sailing team members shall undergo a swimming test before acceptance into the club.
 - b. All members shall undergo a controlled capsized drill at the beginning of the Fall semester, or Spring semester if the member joins the team in the spring.
2. Per ICSA Regulations 13.c, all sailors shall wear a properly secured, non-inflatable US Coast Guard-approved Type III or V PFD while on the water.
3. Members who wish to skipper boats shall demonstrate their knowledge of sailing to an officer of the club by rigging a boat, identifying the wind direction, having confidence in boat maneuvering, knowledge of right-of-way, and performing tacks and gybes in a controlled manner.
 - a. Members shall request permission from officers at least 24 hours before taking a boat out and must comply with the AU Club Sailing Weather Protocols as outlined in Article XV. Individual practice must be approved by the Executive Board and entered into DoSportsEasy (DSE).
 - b. Everyone aboard the boat must submit a completed AU Club Sports waiver before going on a boat and wear a secured PFD as outlined in Article IV.3.
 - c. Failure to properly derig/store the boat, notify officers in advance, comply with the AU Club Sailing Weather Protocols, or ensure all passengers have completed waivers shall be grounds for terminated membership.

Article V. Racing Members

1. Racing members shall pay higher dues as their cost to the Club is higher and be eligible to attend regattas if in good standing with the team.
2. Racing members shall be eligible to attend racing-focused events.
 - a. Events include racing-member-only practices, lessons, social events, etc.
 - b. The Race Captain will publically decree an event as a racing-only before advertising it and marking it as such in the event portal.
3. Team members shall be eligible for consideration as a racing member upon fulfillment of at least one of the following criteria:
 - a. Prior collegiate regatta experience.
 - b. Prior high school regatta experience.
 - c. Successful completion of a basic skills assessment conducted by the Race Captain or Social Chair.
 - i. The basic skills assessment is designed to ensure that members can safely maneuver the boat and respond appropriately to changes on



AMERICAN UNIVERSITY CLUB SAILING

the water. It does not assess racing skills. The specific skills required for this assessment may be revised at the discretion of the Race Captain; however, any changes must be documented prior to the commencement of the assessments.

Article VI. Social Sailors

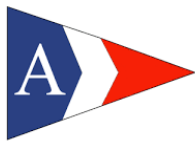
1. Social sailors are not eligible to participate in regattas.
 - a. A social sailor may upgrade their membership to Racing Member at any time and the discretion of team officers.
 - i. Social sailors who wish to do this must notify officers, register with ICSA, and pay additional dues.
 - ii. In an emergency scenario, Social Sailors may attend and race in a regatta with no dues increase at the discretion of Club Officers.
2. Officers shall organize at least three socially-focused events outside of practices each semester for social sailors to participate in.
 - a. Officers shall communicate in writing the date and time for such an event at least one week before the event.
3. Sailors may participate in weekly practices if there are empty spots on the roster.
 - a. If a sailor wishes to attend a practice or event, they must signify their attendance at least 24 hours in advance.

Article VII. Practices

1. The Social Chair shall organize social practices; the Race Captain shall organize racing practices.
2. In writing, the practice leader shall communicate with members who signed up for practices to confirm attendance and establish a time and place to meet for practice.
3. The practice leader will comply with the guidelines set by the AU Club Sailing Safety Protocol as outlined in Article XV.1.

Article VIII. Regattas

1. Racing sailors may participate in regattas.
2. The Race Captain will make a tentative line-up for the semester one week before the first regatta. Two weeks for following regattas.
3. If a sailor on a regatta roster needs to drop due to a scheduling conflict, they shall give the executive officers one week's notice and ensure that the officers have a replacement on the roster for the regatta.
 - a. Failure to follow this policy may result in disciplinary action at the Executive Board's discretion.

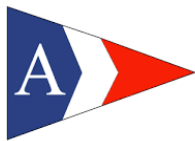


AMERICAN UNIVERSITY CLUB SAILING

- b. Unsportsmanlike conduct at a regatta, or any action which violates the “Good Standing” clause of Article 3.4, will result in disqualification from regatta participation and potential revocation of club membership.
 - i. A two-thirds vote by Executive Board officers will make the decision to demerit a racing sailor.
4. Only members approved by the AU Club Sports Department may drive to or from regattas.
 - a. Any fines, traffic violations, or other incidents caused by improper driving are the driver's responsibility.
5. Team officers must send at least two skippers and two crews to each fleet-racing regatta unless determined otherwise in advance by the officers.
6. Per the Club Sports Manual, page 22, the Race Captain must submit travel plans for each regatta and receive prior approval by the Club Sports Office two weeks in advance. This includes hotel and transportation bookings.
7. Pinnies must be worn by sailors over their life jackets while racing. The AU Club Sailing logo goes on the back.
8. With the exception of emergency substitutions, AU sailors shall not sail on behalf of another team, nor shall a member of another university's sailing team sail for American University, nor shall any sailor falsely represent their school allegiance, per ICSA Regulations 12.a.
 - a. Violation of this by any AU sailor will constitute a conduct violation and is subject to investigation by team officers and expulsion or suspension from the team without refund of dues.

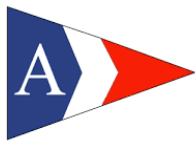
Article IX. Executive Board

1. Elections for year-long executive board positions shall be held at the end of the spring semester, with terms lasting May-May.
 - a. Board members must be of exemplary character.
 - i. Board members must be in good standing, past or present, and follow the rules of Conduct to create a safe, equitable community.
 - b. Appointments may be made if no one runs for a position.
 - i. Emergency elections may be held as needed.
 - c. There is to be a section for write-in candidates for all positions.
 - d. Club members can run for each position after two semesters of active membership.
 - i. Emergency or need-based appointments may ignore this requirement.
 - e. Any officer who needs to resign their position willingly shall notify the team advisor and fellow officers and may help find a replacement officer or distribute responsibilities among remaining officers until the position can be filled again.



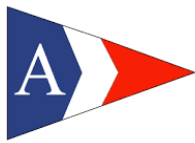
AMERICAN UNIVERSITY CLUB SAILING

2. Officers shall maintain and update the team website per the regulations outlined in the Club Sports Manual, page 26.
3. **Commodore** - the Commodore shall lead the team and ensure members adhere to the Constitution. They shall help organize the executive board and act as the team representative for the rest of the school and as representatives to other collegiate sailing teams. Other responsibilities include
 - a. Ensuring that the team's operations follow the regulations outlined in the ICSA procedural rules and AU Club Sports regulations.
 - b. Ensuring that the Club positively influences its members and the University and is regarded with respect.
 - c. Approving practices, all-team meetings, and Executive Board meetings.
 - d. Being in regular contact with the Club Advisor and receiving their counsel on proceedings.
 - e. Ensuring all members have paid dues and completed the appropriate paperwork before participating in activities.
 - f. Ensure the team is in a safe, equitable, non-hostile environment.
 - i. Enforcing Title IX, culture, and conduct standards.
 - ii. Providing support for members who have concerns regarding other members, board members, or individuals outside the university's scope.
 - g. Performing quality control for all club-created content, communications, relations, etc.
 - i. Communications and content produced by and the club following the University's standards and MAISAs.
 - h. Facilitating social events and recruiting efforts.
 - i. Three off-the-water social events a month
 - ii. AU Club Sports Fair
 - iii. "Commodore's Ball"
 1. Based on interest and budget. If no money is allocated for the event, the Commodore may choose to spend their own money on such an event.
 - i. Leading the efforts for large acquisitions.
 - i. Providing the social chair with any assistance necessary.
 - ii. Remaining in constant contact with Club Sports Administration about milestones and progress reports.
 - j. Facilitate community outreach, including with the Alumni network.
 - i. Consistently updating the social media accounts and website to keep strong bonds with Alumni.
 - ii. Publish regular newsletters or updates on Club activities for Alums.
 - iii. Keep a record of Alumni

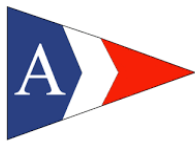


AMERICAN UNIVERSITY CLUB SAILING

1. Name(s), Date(s) Graduated, Methods of Contact
- k. Work with the Financial Chair to promote, acquire, and keep track of donations.
4. **Vice Commodore** - the Vice Commodore shall organize the aspects of team membership. These duties may include
 - a. Performing roll-call and keeping notes at mandatory events to ensure member attendance, and fielding advance absence notices from members whose schedules conflict with such events.
 - b. Facilitating social events and recruiting efforts.
 - i. Three off-the-water social events a month.
 - c. Maintaining the “events” section of Club Sport’s DoSportsEasy portal, ensuring no events, practices, etc., are missing.
 - d. Communicating, in writing, deadlines, and dues to all current and potential members.
 - e. Keeping a written and dated record of members who have demonstrated water safety skills and passed the swim test.
 - f. Reserving rooms on campus for meetings and events at least 48 hours in advance.
 - g. Serve as the MAISA TIDE Representative for the AU Sailing Club and ensure that the Club maintains compliance with the TIDE committee.
 - h. Oversee all social media accounts, update websites (including linktree), etc.
5. **Social Chair** - The social chair shall coordinate educational and water-based activities for social sailors, including:
 - a. Scheduling all social practices, lessons, and on-the-water events.
 - b. Create a Lesson Plan following U.S. Sailing’s standards and progression of learning.
 - c. Lessons must include: identifying wind; points of sail; rigging; how to capsize and right the boat safely; crewing and skippering basics; sail controls; right of way.
 - i. Lessons should include chalk talks and water instruction.
 - ii. A capsize recovery drill is mandatory.
 - d. Answering questions new sailors may have about any of the aforementioned topics.
 - e. Communicate details of practices and lessons with applicable members of the team.
 - f. Be present at all social practices, or arrange a stand-in as the point of contact and the one in charge.

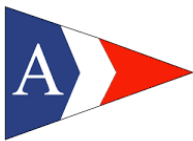


6. **Race Captain** - The Race Captain shall organize team participation in regattas, including
 - a. Signing up for regattas through MAISA and attending the MAISA draft.
 - i. If they cannot attend the MAISA Draft, they will appoint a suitable replacement to attend.
 - b. Organizing housing accommodations for regattas outside of the Washington, D.C. metro area. Two weeks in advance of the regatta.
 - c. Organizing transportation to/from regattas, including car rentals if necessary, and ensuring an approved driver to transport racers to the regatta. Two weeks in advance of the regatta.
 - d. Creating rosters for regattas and communicating at least two weeks in advance to the racers chosen to attend. If racers cannot accept a roster spot when offered, the Race Captain must assign the spot to another racing member.
 - e. Notifying racers attending a regatta about housing and transportation plans at least 48 hours before departure.
 - f. Attending all regattas as the point of contact, i.e., Regatta Manager.
 - g. If the Race Captain is not attending regattas, they shall appoint an attending member as the regatta manager and provide, in writing at least 72 hours in advance of departure: details on housing, including hotel reservations if needed; emergency contact information, including contact information of regatta hosts; car rental information if applicable, including pickup time, location, and instructions; regatta information, including NOR, location, boat rotation information, and report time; information on score reporting, and withdrawal protocol.
 - h. Setting dates and running all racing practices, including chalk talks and land drills.
 - i. Communicate details of their practices and lessons with applicable members of the team.
7. **Financial Chair** - The financial chair shall manage the team's finances, including
 - a. Assessing the Club budget to assist in determining yearly team dues.
 - b. Tracking and managing team financial accounts through frequent communication with the AU Club Sports Department.
 - c. Communicating to the team at least once per semester the financial standing of the team, including progress on meeting any financial or fundraising goals.
 - d. Working with the Commodore to organize at least two fundraising events per semester and communicating with the team regarding these events.



AMERICAN UNIVERSITY CLUB SAILING

- e. Setting financial goals and developing longer-term financial plans to ensure the team can continue to develop.
 - f. Establishing a budget for each Club event and for the entire semester.
 - g. Tracking and adjusting the long-term financial plan for the Club under the supervision of the Executive Board and the Club Advisor.
 - h. Ensuring all members have paid dues and completed the appropriate paperwork before participating in activities.
8. **Fleet Operations Manager** – The fleet operations manager shall ensure boat and equipment maintenance is tracked and executed, including
- a. Keep a running asset list of all club equipment, boats, tools and parts.
 - b. Consistently assess and record serviceability of all boats and club equipment.
 - c. Communicate the status of any unserviceable equipment to the executive board members to ensure no unsafe equipment is taken into the water.
 - d. Draft requisition forms for any required parts, materials or equipment needed to maintain the fleet's capabilities, for review by the financial chair.
 - e. Perform preventative and unexpected maintenance tasks required on a timely schedule, with the order of priority being
 - i. Urgent safety requirements and general seaworthiness.
 - ii. Any issues that if left unattended will result in further damage to equipment.
 - iii. Aesthetic and performance defects or damages.
 - f. Upon request: provide the Financial Chair with a detailed maintenance cost projection for the next 2 years.
 - g. Before each season, brief board members and sailors with best practices of boat storage procedures to conduct after each practice so damage due to neglect can be avoided.
9. Each officer shall have a designated folder for their respective role in the Club's Google account. The folder shall contain relevant paperwork, rosters, and important contact information. This will allow leadership information to be passed between generations of officers and ensure structural continuity between semesters/years.
- a. Each officer will have a manual in which they may note any important tasks, problems, to-do's, tips & tricks, etc.
 - i. This manual must be updated frequently with any important information to maintain structural continuity between semesters/years.



10. Officers shall use email for official communications with the team to ensure accountability and limit the potential for online harassment.
 - a. Additional correspondence and reminders may be made through other group messaging platforms.

Article X. Finances

1. A committee led by the financial chair shall audit financial and physical holdings every year at the end of the Spring semester before the annual elections.
 - a. Additional audits may be conducted upon team dissolution, wholesale executive committee turnover, or confusion regarding team holdings.
 - b. The audit shall include an inventory of team boats, sailing gear owned by the team, and apparel/promotional gear yet to be sold by the team.

Article XI. Dissolving the Team

1. If AU Club Sailing should for any reason, dissolve, the current officers shall decide what to do with the remaining assets and money of the team and how to settle all current affairs without personal financial gain.
2. Officers shall notify, in writing, team members and the AU Club Sports office upon the team's dissolution.

Article XII. Advisor Role

1. The Advisor to the team shall be a member of the University's faculty or staff chosen by the officers. The term of Advisor shall last indefinitely. The dismissal of the Advisor shall require a unanimous vote of all the officers or a three-fourths vote of the members at a general meeting.
2. The Advisor must be able to regularly contact the Commodore and provide guidance on proceedings and Club initiatives and goals.

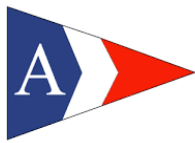
Article XIII. Affiliation

1. American University Sailing is affiliated with Washington Sailing Marina, and all team members shall abide by [Marina's rules and regulations](#) and shall be subject to all [National Park Service rules](#) and regulations.

Article XIV. Liability

1. The officers, advisors, or coaches of American University Club Sailing shall not be held liable for any team member's injury, illness, or death. The member assumes full responsibility for the injury, illness, or death upon joining the team.

Article XV. Safety Protocols

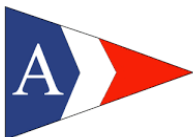


AMERICAN UNIVERSITY CLUB SAILING

1. All Club members must follow the requirements and proceedings outlined in the [Sailing Safety Protocols Document](#).
2. The Sailing Safety Protocols Document may be amended by the same process outlined in Article XVI.2.
 - a. The document should be reviewed at the end of each semester to ensure that it aligns with the club's needs and be amended if found to be out of date or need to be revised.
 - i. If amending proves necessary and beneficial to the Club, the amendments should be presented to both the Club Advisor and the AU Club Sports Department after being voted on to be added to the document.

Article XVI. Ratifying the Constitution

1. This constitution shall be reviewed upon its drafting and thereon once annually at the beginning of the Fall semester by all members of the team.
2. Any proposed amendments shall require a two-thirds majority of executive officers or a three-quarters majority of club members present at a meeting titled or including the title of "regarding ratification".
3. After team review at the beginning of the Fall semester, a copy of the constitution shall be submitted to the American University Club Sports office, in accordance with the Club Sports Manual Club Responsibilities and Requirements, Section 11.



Acknowledgment of agreement

I, (print name) _____, hereby acknowledge that I have read the above document and agree to follow all the requirements outlined herein.

Signature

Date