

# LAKE WASHINGTON ROWING CLUB

## Member Packet

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# LAKE WASHINGTON ROWING CLUB

## *MEMBER INFORMATION*

### 1. INTRODUCTION

The purpose of Lake Washington Rowing Club (LWRC) is to promote all facets of the sport of rowing. The activities of the Club take place primarily in the greater Seattle area. These activities include: introducing the public at large to the sport of rowing, coaching and education, sponsorship of local and regional rowing competitions, and training of elite rowers for national and international competitions. The Club is a nonprofit Washington corporation and operates according to the “By-Laws of Lake Washington Rowing Club”.

#### **1.1 History**

LWRC was founded in 1958 to support the efforts of a small group of athletes training for the 1960 Olympic Games. Lake Washington men’s crews won gold medals in the 1960 and 1964 Olympics, as well as in the 1963 Pan American games. Women joined the Club in 1963, and LWRC women represented the USA at the World Championships in 1969. Since the 1970s, LWRC sweep rowers and scullers have competed at national and international events and Club members have been a mainstay in Masters Rowing – a sport that began to grow in the 1980s. While LWRC continues to include members that hold outstanding promise and stature among the rowing community, the stability and continuity of the Club comes from its large base of Masters and recreational rowers.

Members worked for more than 20 years to acquire a permanent boathouse. Groundbreaking for the boathouse finally happened in 1994. In 1995 LWRC realized a longstanding goal with the dedication of a beautiful boathouse on the north shore of Lake Union. This is also one of the largest boathouses in the Puget Sound Area. In addition, the Club continues to maintain the floating boathouse on Garfield Street that was the Club’s first independent home.

#### **1.2 Affiliation**

The United States Rowing Association (USRA) is the governing body for the sport of rowing at the national level. Members of the USRA include universities, clubs, high schools and other rowing organizations and individuals. Lake Washington Rowing Club is a member of the USRA in the Northwest Region. Club members must also join the USRA as individuals to compete in USRA sponsored (most) regattas.

#### **1.3 Key Personnel**

LWRC is governed by a Board of Directors consisting of a President, Vice President, Secretary, Treasurer, 2 Co-Captains, and 1 Director-at-Large. The Board hires office personnel to conduct day-to-day business and establish an on-site presence several days of each week. Other part-time personnel, assisted by volunteers, perform club operations, coaching and maintenance activities. Basic rules and procedures of the club, including the officer duties are outlined in the By-Laws of the Lake Washington Rowing Club.

## **2. ROWING AT LWRC**

At LWRC, novice rowers are taught sculling, where each rower uses two oars. Sculling makes symmetrical use of major muscle groups that may require conditioning at the outset of a rowing program. It is an effective way to learn boat handling and rowing technique at their own speed. LWRC also has a variety of sweep rowing classes and competitive programs that are open to members of appropriate ability.

### **2.1 Coaching and Instruction**

Members have access to coaching and instruction, and may participate in recreational or competitive programs. Members pay a program fee to be able to attend any or all of the regular coached programs. If members choose to row on their own, they do not pay a program fee. Fees for the upcoming year are announced at the annual meeting.

Private Lessons are available with approved coaches and guided by the Private Lesson Policy.

### **2.2 Guest Policy**

Members may bring guests, up to and no more than 3 times a year for each particular guest. All guests must sign a waiver each time they row. Guests must be accompanied by a club member in an appropriate boat that matches skill level. Guests may not row in restricted boats unless specifically permitted by a coach or Board member. If guests indicate further interest in rowing, members should check with the office or a Board member on how to proceed.

### **2.3 Private Boat Storage**

Rowers wishing to store a private boat may rent a rack or sling on a space available basis. Contact the office for more information. Members who store their personal boats in either the Fremont or Garfield boathouses must comply with the LWRC Boat Lease Agreement.

### **3. RACING**

Members are encouraged to compete at regattas as members of Lake Washington Rowing Club. The club will supply equipment to the extent possible. Members wishing to race in USRA sanctioned regattas must have paid individual dues to the USRA and must purchase LWRC racing uniforms from JL Racing. In addition, members are responsible for paying their own entry fees and any other expenses associated with participating in a regatta. The Club does not pay for coaches to travel to regattas. Members that are participating in a regatta are expected to assist with loading and unloading the boat trailer.

For regattas where entries are restricted, (e.g., Head of the Charles, San Diego Crew Classic, Opening Day), one or more designated Board member will work with the coaches to put together the most competitive teams possible. All members that want to row in these regattas must follow the boating process established for the regatta. The process will be announced in advance via the electronic bulletin and will be posted in the Fremont Boathouse.

### **4. MEMBER RESPONSIBILITIES**

#### **4.1 Volunteering at LWRC**

LWRC seeks to provide an atmosphere of fellowship and the opportunity to develop one's rowing prowess. Dues are kept as low as possible on the premise that most of the work required to keep the club functioning at an optimal level will be provided by members on a volunteer basis. Club officers are expected to guide committees, not perform all the labor. Each member is required to volunteer at least 10 hours per year. Volunteer labor is essential to the success of the club, and provides an excellent opportunity to meet other members of the club. Many members have been volunteering more than 100 hours per year, year after year. It is this extra effort that allows LWRC to exist as an autonomous organization. Opportunities for volunteering are posted on the LWRC web site: <http://lakewashingtonrowing.com>.

If you are not able to or interested in volunteering time, you may pay a volunteer waiver fee. In addition, monetary donations are always welcome and are necessary to keep the club functioning on a year-to-year basis.

#### **4.2 Contributing and Promoting**

As with most non-profit organizations, LWRC cannot exist on memberships alone. LWRC relies on its members and friends for contributions of money and materials. Contributions of cash or stock are welcome at any time. LWRC is a 501 c (3) corporation

and contributions may be tax deductible. If you want more information on how to donate stock, please contact the office or Treasurer.

Members can also help the Club by encouraging people to sign up for a Learn to Row class and by recruiting experienced rowers to become new or members. Members can also recommend the LWRC boathouse to people who are looking to rent a banquet room or meeting room.

### **4.3 Meetings and Communications**

Members are encouraged to attend the annual meeting in January and other general meetings of the Club, if convened. Members are also invited to attend the monthly Board of Director Meetings.

In addition to the website, <http://lakewashingtonrowing.com>, LWRC maintains an email distribution list. The office sends out the LWRC e-bulletin to keep people up to date on the latest news and events. The Secretary or volunteers prepare a more extensive newsletter on approximately a quarterly basis. Members are encouraged to read and contribute to the web site, e-bulletin, or quarterly newsletter.

## **5. RULES AND REGULATIONS**

The sport of rowing has two key ingredients, people and equipment. The rules of the Club are derived from experience and are intended to preserve the quality of rowing from Club facilities, to ensure the safety of the members and, lastly, to preserve equipment. Feel free to question any rule until you understand the rationale behind it. If for any reason you do not understand a rule, please ask a Board member or the office for clarification as soon as possible. Most rules are in place for your safety and the preservation of equipment. The Board, coaches, and the office are always ready to receive your suggestions regarding the rules.

### **5.1 Safety**

**Weather Conditions** Use common sense. If you see large waves, with or without whitecaps, it is better to wait for calmer weather. Rowing our boats in heavy waves is structurally hard on them, and requires better-than-average technique. If you see fog while already on the water, be prepared to row back to the boathouse as it sometimes rolls in densely. A good rule of thumb, if you cannot see across the lake and especially if you cannot see any bridges, it is too foggy and you should not go out. Dressing in layers is very important for rowing in the wintertime. Try to use the buddy system for all rows, especially in the winter or cold weather. Be aware of extreme cold or heat when planning to row.

**Log Out and In** The principal purpose of the rowing log is to alert others to the possibility that you may be in difficulty somewhere. Always sign out before leaving the boathouse, and sign in when you return. This also ensures that others will leave stretchers outside the bays for incoming boats.

**Heads Up!** The most fundamental safety rule is to be constantly aware of what is going on around you. LOOK AROUND at least once every ten strokes while in a blind boat or as a coxswain. It is easy to get lulled by the rhythmic nature of rowing, but do not let your eyes rest inside the boat.

**Traffic Patterns** In general, follow the rules of the road. The shore should always be on the starboard side. When rowing in a narrow space, such as the canal and cut, always stay left of center. When crossing from one side of the lake or waterways, always row straight across to the other side before fully turning your boat in the direction you want to row. The middle of the lake is fair game, so be extra careful for oncoming boats, including powerboats. Avoid congregating under and near all bridges, do not stop under a bridge. When crossing in the lake in front of Gas Works, going towards the University Bridge, stay on the south side of the large green buoy, and on returning back towards the Fremont boathouse, stay in between Gas Works and the green buoy. Be aware of the red can buoy near the under the I-5 bridge; always go around it, keeping the buoy to starboard (heading east). Also, be aware of all the large buoys in Union Bay. Lastly, during the summer months, sailboat races (Duck Dodge) occur on Tuesday evenings in Lake Union. Avoid Lake Union during this time. Safety materials are available on the LWRC website. Harbor Patrol Guidelines DO NOT enforce the rowing traffic pattern. Small crafts could be anywhere. See Addendum for link.

**Hazards** Lake Union is a busy urban lake. You may encounter other shells, canoes, kayaks, windsurfers, motorboats, floating debris, barges, fishing nets, and other hazards. **KEEP LOOKING AROUND!**

**Darkness** Always use lights when rowing in the dark. Club Policy requires all club boats that do not already have lights affixed, must have a Non-Flashing Bright Red & Green Bow Light, as well as a Bright White Stern Light. Larger boats, 4's and 8's, typically have permanent lighting. Hi-Vis or light colored outer garments will help you be seen. Avoid wearing black on top.

**Wakes** Large wakes from motorboats can leave you half-swamped. When possible, turn the boat parallel to oncoming wakes of any size to minimize hull stress and water intake. Avoid traveling through the Montlake Cut right after a motorboat; their wakes continue to reflect from wall to wall several times. Avoid rowing behind tugboats even though the water may not appear to be rough. They create strong underwater currents, which can be dangerous.

**Incident Reporting** If members are involved in a collision, or other kind of accident as part of their rowing activities at LWRC, they must fill out an Incident Report Form,

which will be made available by the Captains in the Boathouse. These forms will help us with any insurance or legal issues, if needed.

## 5.2 Use of the Boathouses

**Security: Garfield** Always close and lock the bay doors and the front door. DO NOT leave the door open for your friends who you think may be coming soon. Upon return, if there is no one else signed out, close and lock the bay doors using both the hook and the floor pins, as well as making sure that there is nothing left on the dock.

**Fremont** Always close the bay doors and the front door. DO NOT leave the door open for your friends who you think may be coming soon. Leave slings outside the bay doors if there is anyone signed out. Otherwise, make sure all slings are placed inside.

**Attitude** Maintain an open and helpful attitude in the boathouse. If you see someone is having difficulty moving a boat for instance, offer to help him or her. Being helpful includes reminding people the correct procedures for equipment use and staying safe. LWRC expects all members to treat each other with respect. If issues arise that cannot be resolved contact the office or the Board.

**On the Dock** Move along smartly when launching and landing. Adjust and tie your foot stretchers ON THE WATER, if people are waiting. When landing, please be prompt about putting your equipment away. Oars and shoes should be placed on the shore side of the wherry docks and shoes go under the ramp of the main dock, so that they do not become objects to trip over. Please remember that people reside in the houseboats. Keep your voices down and cox boxes turned on low until you have cleared the docks.

**Locker Rooms** LWRC rents lockers for members who want to store personal belongings at the Club. Members who have not rented a locker are responsible for taking their items, including towels, with them. Items left in the locker room will be discarded or put into lost & found. If showering, please turn on the fan. If you are the last person to leave, make sure the shower lights are turned off. Unlike many of the lights, they are not on motion sensors.

## 5.3 Use of Equipment

Use of any club boat requires that you:

- Be able to safely remove it and return it to its rack
- Be able to maneuver it on the water
- Choose a boat that is appropriate for your weight and size

Use of any boat smaller than 4x-/4- (except in a coached group) requires that you pass a flip test.

**Skills & Flip Test** The Club requires all members to pass a skills & flip test to ensure the safety of our equipment and our members. Tests are proctored by designated personnel and are usually scheduled every 2-3 weeks starting in April. Members are encouraged to take a flip test every 3 years.

Flip tests may ONLY be done in flip test designated boats. There are two possible flip tests available:

- **Open Water Boats** Flip test is done in a Maas Aero. Successful completion allows individuals to row in the open water boats, Aeros or Bays.
- **Racing Singles** Flip test is done in a C single. Successful completion allows individuals to row in the club racing singles and pair/doubles.

**Classes of Equipment** It is very easy to damage racing shells, if you do not know how to row and handle them correctly. Hence, there is a hierarchy of equipment designed to allow you to develop skill in boat handling, as well as rowing in stages. You may always row in a boat for which you have passed the skills test; but if you want to learn how to row the next higher level boat, you must do so under the supervision of a coach and then be checked out by the Club Captain.

**Singles** There are different classes of singles, each one requiring a certain level of skill. In general, the classes break down into:

1. **Wherry** Everyone is encouraged to row in the wherry, even if experienced. Novices are required to row a wherry to develop the competence and sense of security to pass the boat skills test.
2. **Training single, open water singles** The next step in the progression of sculling is a single. You must pass a skills & flip test to qualify for these boats.
3. **C Single** Once you feel confident in the training single, the C singles (Ariel/Puck) are available for use. Again a coach or Club Captain will approve use.
4. **Racing Single** The ultimate challenge for those who want to compete. You must show skill and agility to be able to row these narrow boats. Again this approval comes from the Club Captain.

**Double** After you pass the flip test, you may want to row a double. You will want to have sufficient skill so that you can adjust your technique to that of someone else.

**Triple** We are fortunate to have this uncommon yet fun and fast style of boat. You may row this boat once you have passed a flip test.

**Quad** The fastest sculling boat. You may qualify to row in this boat once you are competent steering.

**Pair** If you have a lot of sweep rowing experience or are in a program, you may row in a pair. Flip test is required

**Boat Use Categories** Not all club boats are created equal. All boats at LWRC have a tag attached to the rack designating whether it is a private or club boat. All club boats have one of three designations:

- **General Use (Blue Tag)** For everyone who can safely remove and return the boat to its rack and maneuver safely. The boats have a stronger construction and more forgiving hull design.
- **Limited Use (White Tag)** For experienced rowers only, or for club programs supervised by a coach. Boats are narrower, less stable, and of lighter construction. They require greater skill to be able to maneuver the boat under all water conditions. Rowers sitting bow in a coxless quad must have experience rowing and steering in that position or must be supervised by a coach in a launch.
- **Restricted Use (Red Tag)** By permission of program (not LTR) coaches or Club Captain. A list of those with permission for boats will be kept by the sign out desk. If you've been given permission for a particular boat in the past, double check with Captains, if unsure. These boats are for experience rowers who are very skillful in maneuvering fragile boats on the water and handling on and off the rack. Boats are either made of wood, light and less sturdy, and/or are our top racing boats. Rowers sitting bow in a coxless quad must have experience rowing and steering in that position or must be supervised by a coach in a launch.

**Boat Reservation System** The Club Captains will provide systems for reserving boats and equipment for practice and regattas. Contact the Captains or note posted information about such reservation system. Captains reserve the right to deny use for many reasons, including but not limited to; regatta racing schedule coordination, misuse of equipment, program needs and safety concerns.

**Handling Equipment** Be scrupulous about the condition of the equipment; it gets a great deal of use. You should get in the habit of examining all of the equipment you are using BEFORE rowing in it. Especially, check all rigger nuts and other rigging hardware. This is also a good time to adjust the foot stretchers.

A boat should always have a 'tight' and responsive feel. If anything in the boat feels loose, is noisy, or has some 'give' to it as you row, STOP and FIND OUT what is wrong. If you know how to repair it correctly, then fix it. Otherwise if you do not know how to repair it, PUT A SIGN ON IT and leave a message in the Damage log (or on the black board at Garfield) explaining what is wrong and for which equipment. Be sure to leave your name in case the repairperson needs to clarify the problem. Damage to equipment that results from ordinary wear and tear is considered 'no fault', UNLESS you do not report it. If something occurred which resulted in breakage, offering to help repair the equipment will always be appreciated and be well received; not to mention a great way to learn about the equipment you are rowing.

**Oars** Be sure you are clear on which oars are for club use and which ones are privately owned. When carrying oars, the blades should be tips up in front of you where you can

see them. Always place your oars TIPS DOWN while on the ground or dock. Similarly, flip your oars over as soon as they come onto the dock. This helps prevent the paint from scuffing off and any further abrasions to the blade.

**Cleaning** All boats and oars MUST be wiped down after each row. The local water is dirty, and this helps increase the equipment's life span. Use this time to inspect the hull of the boat for any damages.

## 6.0 The Do's and Don'ts of LWRC

### 6.1 Club Regulations

- DO** Volunteer 10 hours per year.
- DO** Be friendly and considerate.
- DO** Attend club meetings.
- DO NOT** Use a boat that is reserved either for personal or program use. Check the equipment board for more information about reserved boats.
- DO NOT** Bring the same guest more than three times a year. (Temporary members may not bring guests without permission.)
- DO NOT** Row a type of boat you have not been approved to row. Ask the Club Captain if you are unsure what boat you are qualified for or to advance your status.
- DO NOT** Row in private boats or with restricted boats and oars without approval.
- DO NOT** Store your personal belongings in the locker room

### 6.2 Water Safety

- DO** Row in the proper traffic patterns. Avoid Duck Dodge sailors on summer Tuesday evenings.
- DO** Look over your shoulder every 10 strokes or so. (This works best if you look when your oars are out of the water, or take a slight pause at the finish.)
- DO** Be alert for other boats, floatplanes, and floating debris.
- DO** Memorize the locations of navigational markers, projecting dock and moored vessels.
- DO** USE LIGHTS at all times in the dark.

- DO NOT** Row where the wind or powerboats have made rough water.
- DO NOT** Stop your boat under or near bridges and congested areas.
- DO NOT** Row in heavy fog.
- DO NOT** Row when temperatures may result in personal injury, such as hypothermia or heat exhaustion.

### **6.3 Use of the Boathouse**

- DO** KEEP the bay doors and front entrance closed and locked behind you.
- DO** Enter your name, boat used, and time in and time out in the logbook.
- DO** Help others to carry boats whenever needed.
- DO** Move along smartly when launching or landing on the docks.
- DO** Your part to help keep the boathouse clean – do not leave your trash and water bottles lying around.
- DO** Remember that the upstairs rooms in Fremont are rented out. We need to be courteous to our visitors, as well as keeping the upstairs free of our trash. Contact our Event Coordinator at 206-245-3432, if you wish to use the upstairs facilities.

### **6.4 Boat Maintenance**

- DO** Keep side nuts and center pins tight. Check them before, during, and after your row.
- DO** Check rigger nuts before rowing. Be careful to not over-tighten.
- DO** Watch the oar blades on the dock and ground. TIPS DOWN!
- DO** Remember that equipment damage is ‘no fault’ unless you fail to report it. Notify the damage in the Damage Log.
- DO** Wipe down your boat and oars when you are finished rowing.
- DO** Be careful not to damage boats while carrying them.
- DO** Make sure your shoes are out of the way if you leave them on the dock.
- DO NOT** Row with ANY damaged equipment. If you choose to row in a boat that is clearly marked as needing repair you will be personally responsible for

paying the insurance deductible. This money will be used to repair further damage as a result of using it without permission.

**BY-LAWS**  
**OF**  
**LAKE WASHINGTON ROWING CLUB**

The following are the restated and effective By-Laws of Lake Washington Rowing Club located at 910 N. Northlake Way, Seattle, Washington, 98103. Lake Washington Rowing Club (also referred herein as “the Club”) is incorporated under the Nonprofit Corporations Act of the State of Washington. These bylaws are restated and effective January 31, 2016.

Article 1. MEMBERSHIP

*Article 1.01* Classes of Membership.

**(a)** *THE CLASSES OF MEMBERSHIP SHALL INCLUDE REGULAR MEMBERS, FAMILY MEMBERS, LIFETIME MEMBERS, INACTIVE MEMBERS, AND SUCH OTHER CLASSES OF MEMBERS AS MAY BE ESTABLISHED FROM TIME TO TIME BY THE BOARD OF DIRECTORS. ONLY REGULAR MEMBERS, FAMILY MEMBERS AND LIFETIME MEMBERS SHALL BE ENTITLED TO VOTE UPON ANY MATTER THAT SHALL COME BEFORE THE MEMBERSHIP DURING THE PERIOD FOR WHICH THEY ARE PAID MEMBERS, INCLUDING THE RIGHT TO VOTE FOR DIRECTORS/OFFICERS OF THE CORPORATION OR TO AMEND THESE BY-LAWS OR THE ARTICLES OF INCORPORATION OF THE CORPORATION. MEMBERS*

*SHARING A FAMILY MEMBERSHIP SHALL BE ENTITLED TO SHARE ONE VOTE ON EACH MATTER COMING BEFORE THE MEMBERSHIP.*

*Article 1.02 Privileges of Membership.*

*(a) MEMBERS SHALL BE ENTITLED TO THE PRIVILEGES OF THEIR CLASS OF MEMBERSHIP, AS DETERMINED BY THE LWRC BOARD OF DIRECTORS, FOR THE BALANCE OF THE YEAR FOR WHICH THEY HAVE PAID THEIR MEMBERSHIP DUES.*

*(b) LIFETIME MEMBERS SHALL HAVE ALL OF THE RIGHTS, PRIVILEGES, AND RESPONSIBILITIES OF REGULAR MEMBERS. CURRENTLY, THE CLUB IS NOT ACCEPTING NEW LIFETIME MEMBERS. ANY PROPOSAL TO ESTABLISH NEW LIFETIME MEMBERS SHALL BE APPROVED BY VOTE OF THE MEMBERSHIP. LIFETIME MEMBERSHIPS SHALL BE PERSONAL TO THE LIFETIME MEMBER AND SHALL NOT BE ASSIGNABLE OR TRANSFERABLE.*

*Article 1.03 Dues.* Dues for all classes of membership shall be established each year for the succeeding year by the Members at the Annual Meeting.

*Article 1.04 Nondiscrimination.* No person shall be denied membership or discriminated against in the use of Club facilities or equipment on the basis of race, creed, color, national origin, religion, gender, or sexual orientation; provided, however, that the policy of nondiscrimination shall in no way prohibit the Club from boating men's and women's crews for training and competition as such.

*Article 1.05* Political Campaigns. As a non-profit corporation, no activities or money of the Club may be used to participate in any political campaign on behalf of or in opposition to a candidate for public office or ballot issue or to attempt to influence legislation.

Article 2. MEETINGS

*Article 2.01* Annual Meeting. The Annual Meeting of the Members shall be held during the month of January each year at such time and place in Seattle, Washington, as shall be selected by the Board of Directors.

*Article 2.02* Special Meetings. Special Meetings of the Members may be called by the Board of Directors or by any 20 Regular Members.

*Article 2.03* Notices. The Secretary or designee shall send written or e-mail notice of the time and place of the Annual Meeting and all Special Meetings of the Members to each Member at his or her mailing address or e-mail address as shown on the records of the Club at least 10 days prior to the date set for the meeting.

*Article 2.04* Election of Directors/Officers. The Directors/Officers of the club shall be elected by the voting members at the Annual Meeting as provided for herein and shall take office upon acceptance of the election.

*Article 2.05* Fixing of Dues. Membership dues shall be determined by a vote of the membership.

*Article 2.06* Nominating Committee. The President may, but is not required to, appoint a nominating committee who shall prepare and submit a slate of proposed Directors/Officers for nomination for election at the Annual Meeting.

*Article 2.07* Quorum. One-tenth (1/10) of the voting members shall constitute a quorum for the transaction of business and the holding of elections at any Annual or Special Meeting of Members. Any meeting which has been duly called may be continued from time to time until a quorum is present.

*Article 2.08* Voting Requirements. All business, including the election of Directors/Officers, shall be by voice vote unless two-thirds of those present request that any matter be voted upon by secret written ballot. A bare majority of those present voting in favor of a matter shall be required for its adoption or enactment, except on any matter which involves the dissolution of the corporation or the merger, sale or encumbrance of all or substantially all of the property of the corporation, in which case a two-thirds (2/3) majority shall be required. Directors/Officers of the corporation shall be elected on the basis of a majority of votes cast for the office. Whenever in any election no nominee for office has received a majority of the votes cast for the office the two persons receiving the highest number of votes shall compete in a runoff election to be held at the same meeting. Voting by proxy at any Annual or Special Meeting shall not be permitted except when received in writing or electronically by the Secretary or designee prior to or at the commencement of the meeting, signed by the person giving the proxy, and naming a Member present as the proxy.

Article 3. DIRECTORS/OFFICERS

*Article 3.01* Directors. The affairs of the Club shall be managed by a Board of Directors consisting of seven Regular or Family members who are the elected officers and at-large directors of the Club. At least four members of the Board of Directors must be present to conduct Club Business. The officers of the Club shall be a President, Vice President, Secretary, Treasurer, two Captains and one at-large director. All board members shall serve a term of two years unless a shorter term is needed to backfill a position that was prematurely vacated. The President, Treasurer, and one Captain shall be elected in even years. The Vice President, Secretary, other Captain, and at-large director shall be elected in odd years. Candidates for President should have served on the LWRC Board of Directors for at least one term. The duties of the officers are as hereinafter set forth.

- (a) Duties of the President. The President shall preside at all meetings of the Club and at all meetings of the Directors and shall be an ex-officio member of all committees. The President shall have authority to sign, with the Secretary or any other officer of the Club authorized by the Board, any deed, mortgage, bond, contract or other instrument that the Board has authorized to be executed except where the Board has expressly delegated such authority to some other person. The President shall appoint an Endowment Chair who will be responsible for chairing a committee whose role is to safeguard and guide the use of all endowment and otherwise restricted funds in accordance with

their stated purposes. The Endowment Chair will work in conjunction with the Treasurer in determining the annual contribution to a long-term building and land fund. The President may establish additional committees from time to time to inquire into and report on matters pertaining to the Club and rowing.

(b) Duties of the Vice President. The Vice President shall preside at all meetings of the Club when the President is absent, and shall assume all duties of the President in the management of the Club when the President is absent or incapacitated for a prolonged period of time as determined by the Board of Directors and shall automatically succeed to the office of the President upon the President's resignation or removal from office.

(c) Duties of the Secretary. The Secretary shall keep the minutes of the meetings of the Directors and the Members and shall prepare and distribute a periodic newsletter to the Members. The Secretary or designee shall mail or email notices of meetings to the Members. The Secretary shall also be the Club historian.

(d) Duties of the Treasurer. The Treasurer or designee shall keep the membership records and accounts of all Members and shall collect all bills and pay all expenses of the Club. The Treasurer or designee shall deposit all monies of the Club in a depository approved by the Directors. The Treasurer or designee shall prepare and maintain an operating budget, including a contribution to a long-term building and

land fund to be determined each year in conjunction with the Endowment Committee. The Treasurer shall report the financial condition of the Club at each meeting and shall present a financial statement of the condition of the Club at the Annual Meeting. The Treasurer or designee shall maintain the Club asset list and be responsible for preparation of IRS form 990.

(e) Duties of the Captains. The Captains shall be responsible for repair and maintenance of all boats and equipment. The Captains shall establish rules for the use of boats and equipment, designate Members to check out other Members in the different types of boats, and reserve boats for racing and training. The Captains are authorized to deny use of Club boats and equipment to any Member. The Captains are responsible for organization, communication, boatings, club boat use, and transportation for competitions.

(f) Duties of the at-large-director. The at-large-director shall participate in board meetings and other board discussions related to Club policy and activity. The at-large-director may be asked to lead a committee or otherwise perform special tasks as needs arise.

(g) Board Compensation. No officer/director may receive compensation from the Club for duties as an officer/director. This does not preclude reimbursement for approved expenses related to Club business.

*Article 3.02* Authority of the Board. In carrying out the management of the Club, the Board of Directors may establish such Rules and Regulations as it deems necessary for the conduct of Club Members and the use and management of Club boats and equipment. The Board of Directors shall have the power to establish committees, hire staff, and procure whatever services are necessary for effective operation of the Club. The Board of Directors shall have the power to **suspend** Members for violation of Club Rules and Regulations and to terminate or expel members whenever in their judgment the conduct of the Member so requires.

*Article 3.03* Removal of Officers. Any officer may be removed by a vote of two-thirds of the Regular Members present at any special meeting called for that purpose.

*Article 3.04* Vacancies. Any vacancy arising in any office or among the Board of Directors shall be filled by appointment of a successor, except the office of President, by the Board of Directors.

Article 4. CLUB COLORS / EMBLEMS

*Article 4.01* Colors. The Club colors shall be blue (Pantone 7460C) and white.

*Article 4.02* Emblem. Emblems and pennants shall contain the letters "LWRC" in the Club blue against a white field with a single Macon oar passing through the right side of the "W" as shown on the front page of these by-laws. The Board of Directors shall approve all changes to the Club logo.

*Article 4.03* Uniforms. The Board of Directors may establish rules and regulations for selecting and wearing of Club uniforms.

Article 5. AMENDMENT OF BY-LAWS

*Article 5.01* Amendments. These by-laws may be amended or revised by two-thirds of the Regular Members present at any annual or special meeting, the notice of which has set forth the nature of the proposed amendment.

THIS IS TO CERTIFY that the foregoing restated By-Laws of the Lake Washington Rowing Club constitute the restated and amended By-Laws of the Club as of January 31, 2016.

Secretary: \_\_\_\_\_  
Marilynn Goo

Attest: \_\_\_\_\_ President  
K.C. Dietz