

PITTSBURGH PADDLEFISH
BYLAWS

Approved, as amended
9/22/19

ARTICLE I
NAME AND PURPOSE

1.1 Name The name of the organization is Pittsburgh Paddlefish

1.2 Purpose The purpose of the organization is to provide a vehicle for those individuals interested in the art, science and sport of Dragon Boating to participate in that activity under the auspices of the Three Rivers Rowing Association, a PA non-profit corporation.

ARTICLE II
MEMBERSHIP

2.1 Membership Qualifications. Membership shall be available to those adults willing to support the purpose of and participate in the activities of the organization.

2.2 Membership Dues and Fees. A member of this organization shall be required to be a member in good standing of the Three Rivers Rowing Association and pay organizational dues and other fees to both the Three Rivers Rowing Association and to the Pittsburgh Paddlefish as they may from time to time be determined.

2.3 Membership Limitations. Membership in the organization shall be limited to no more than 70 members.

2.4 Voting Rights. Each member shall be entitled to one vote, either in person, or by written proxy, as to all actions requiring a vote of the membership.

2.5 Removal of Members. A member shall be removed from membership by majority vote of the Steering Committee for failure to pay dues in a timely manner or for conduct which could affect the safety of other members or for conduct which could be considered detrimental to the organization.

2.6 Youth Team. There may be created a youth team (ages 12 through 17) the name of which shall be "The Peace Paddlers". Membership on this youth team shall be at the discretion of those Pittsburgh Paddlefish members who are the coaches/trainers of the youth team. The youth team members shall have no voting privileges regarding adult team matters.

ARTICLE III STEERING COMMITTEE

3.1 Committee Functions. The functions of the committee are to act as the administrative body of the organization relative to finances, policy recommendations to the membership, event and race scheduling, subject to a membership vote, determination of team race entry categories and any other matters affecting the purpose of the organization.

3.2 Committee Composition and Position Functions. The committee shall be composed of individuals filling the following organizational positions none of which shall be shared by more than two members except for the positions of Coach and Equipment Coordinator which may be shared by no more than three individuals. If any position is shared by more than one individual, each individual sharing that position shall be entitled to vote relative to Steering Committee matters. Each Steering Committee member is required to attend at least 3/4 of all Steering Committee meetings.

Captain(s) The Captain shall be the individual or individuals, in conjunction with the team Coaches, (1) responsible for scheduling team practices, (2) determining safety parameters for on-water practices, (3) determining Dragon Boat practice seat assignments and (4) helping to ensure timely and effective team practices and event participation. The Captain shall also act or appoint someone to act as the team's liaison with the Three Rivers Rowing Association Executive Director.

Coach(es) The Coach shall be the individual or individuals, who shall be a team member (if not paid for that position). If there is only one Coach, that person shall have the responsibilities of the Lead Coach and Coach.

When there is more than one individual filling the position of Coach, the Steering Committee shall appoint one of these individuals as the Lead Coach at its first meeting following the team's annual meeting. No coach shall be eligible to vote for the Lead Coach and all coaches shall be excused from the discussion of appointment of the Lead Coach.

Lead Coach. The Lead Coach shall work with the Captain in (1) determining parameters for on-water practices, (2) developing practice-day guidelines, (3) working in conjunction with the other coaches to help develop and implement best dragon boat paddling practices, and (4) determining race day strategies, including team member race day seating assignments.

Coach(es) The Lead Coach(es) shall be responsible (1) for determining long and short term team goals and training sessions with flexibility for each coach to determine his/her sessions, (2) working with the team Captain helping to ensure adequate practice training activities for team members to be competitive in team races, and (3) developing or appointing persons for training of Drummers, Steerspersons (Helm) and individuals wanting to use Outrigger Canoes.

In the absence of a Captain, the Coaches shall assume the duties of the Captain.

A Coach may be designated as a Race Day Coach and shall assume the race day responsibilities of the Lead Coach.

Communications Coordinator. The Communications Coordinator shall coordinate the team's internal communications between the Steering Committee and the membership, act as Secretary of the Steering Committee, prepare meeting agendas, maintain meeting minutes and post updates to the "Paddlefish Update" e-mail and e-mail pertinent information to team members, all in a timely manner.

Equipment Coordinator. The Equipment Coordinator shall be responsible for maintaining an inventory of team equipment, organize equipment repairs, advise team members and the Three Rivers Rowing Association of equipment needs, organize individual and team purchases of equipment and attend Three Rivers Rowing Association equipment committee meetings.

Events Coordinator. The Events Coordinator shall be responsible for planning and coordinating events related to the teams' recruiting efforts and assisting in programs that fall within the teams' dragon boating expertise and interests, along with coordinating appropriate team volunteer and social activities. This position will require communication with TRRA and other external organizations.

Logistics Coordinator. The Logistics Coordinator shall be responsible for all event registrations and travel plans, including fees, hotel accommodations and equipment needs and shall be the primary contact with event and race directors.

Membership Coordinator. The Membership Coordinator shall be responsible for acting as the primary contact person for prospective members, collecting paddling waivers from members and transmitting them to TRRA, maintaining and distributing a current roster of members, and maintaining the team social media accounts and website (with the social media and website responsibilities permitted to be assumed by another team member).

Treasurer. The Treasurer shall prepare a team budget, collect dues and fees, pay team expenses and provide monthly financial reports to the Committee and quarterly reports to the membership.

3.3 Steering Committee Chair. Steering Committee members shall select a Chair of the Committee at its first meeting following the team's annual meeting with the Chair also being the team's liaison to the Three Rivers Rowing Association.

3.4 Steering Committee Meetings. The Steering Committee shall meet no less frequently than monthly. The November meeting of the Committee shall include recommendations to the members of the subsequent calendar year's race schedule.

3.5 Steering Committee Members' Election. Members of the Steering Committee shall be elected at the team's annual meeting with vacancies in any office to be filled, in a timely manner, by the Committee.

3.6 Steering Committee Quorum. A quorum necessary to conduct business of the Steering Committee shall consist of a majority of Steering Committee members.

**ARTICLE IV
NOMINATING COMMITTEE**

4.1 Nominating Committee Members. Nominating Committee Members shall consist of three team members whose function shall be that of nominating the subsequent year's Steering Committee Members, with said Nominating Committee members elected at the team's August meeting.

**ARTICLE V
MEETINGS.**

5.1 Annual Meeting. There shall be an annual meeting of the membership which shall be held on or before October 31 of each year.

5.2 Quarterly Meetings. There shall be membership meetings to be held no less frequently than quarterly.

5.3 Special Meetings. Special meetings shall be called at the request of the Steering Committee or by 2/3 of the members upon one week's notice and agenda sent to the members.

5.4 Quorum. A quorum necessary to conduct business matters of the Membership shall consist of 25% of the Members.

**ARTICLE VI
FISCAL YEAR**

6.1. Fiscal Year. The fiscal year shall commence on March 1 of each year and end on the last day of February of the subsequent calendar year.

**ARTICLE VII
BYLAW AMENDMENTS**

7.1 Bylaw Amendments. These Bylaws may be amended upon a majority vote of the members.

These Bylaws are adopted by the membership, as amended, effective, September 22, 2019

Chair, Pittsburgh Paddlefish

