



<https://northamptoncommunityrowing.org/>

## **BYLAWS NORTHAMPTON YOUTH AND COMMUNITY ROWING, INC.**

*Bylaws amended and approved February 26, 2024*

### **Section 1. NO MEMBERS**

The corporation shall have no members, only Directors. Any action or vote required or permitted by law is to be taken by the Directors of the corporation.

### **Section 2. BOARD OF DIRECTORS**

#### 2.1 Powers

The affairs of NORTHAMPTON YOUTH AND COMMUNITY ROWING, INC (herein known as "NCR") shall be managed by the Directors who may exercise all the powers of the corporation.

#### 2.2 Number, Election and Term

The corporation shall have a board consisting of a minimum of five and a maximum of twenty four (24) directors. New Directors shall be elected by the Board of Directors at its annual meeting or at any special meeting held as prescribed in these Bylaws, to hold office for two years or until a qualified successor is elected. Nominations, including self-nominations, should be submitted to the president two weeks prior to the annual meeting, for consideration by the Board. No Director shall serve more than three successive terms, unless serving as an officer, at which time they would perform the responsibilities set forth for that office. Exceptions may be made in urgent circumstances, and approved by vote of the Board. An effort will be made to ensure equivalent representation on the Board from the three main constituencies of NCR: youth (parents), masters club, and masters competitive programs; plus representatives from the community. In addition to the regular members of the Board, there may be honorary Directors and youth delegates to the Board as provided in Section 5.

### 2.3 Committees

The Directors may elect or appoint one or more committees and may delegate to any such committee(s) any or all of their powers, provided that any committee to which the powers of the directors are delegated shall, for voting purposes, consist solely of Directors. Unless the Directors otherwise determine, committees shall conduct their affairs in the same manner as is provided in these Bylaws. A description of the positions, duties and responsibilities of various officers and standing committees shall be provided for in NCR's Rules and Regulations (Appendix A). All committees and administrative roles are outlined in the Rules and Regulations, and as such Rules and Regulations may be further amended, from time to time. Each committee, in turn, has the right to create, establish and revise, from time to time, their own set of procedures and description of responsibilities with the final approval of the Board of Directors. This should be done at the Annual Meeting, but can be done at other times if special circumstances dictate. The members of any committee shall remain in office at the discretion of the Directors.

### 2.4 Annual Meeting

The annual meeting will be held each November, prior to the beginning of the new fiscal year that begins January 1 each year. If no date for the annual meeting is established or such meeting has not been held on the date so determined, a special meeting in lieu of the annual meeting may be held with all of the force and effect of an annual meeting.

### 2.5 Regular and Special Meetings

Regular meetings of the Directors may be held at such places and at such times as the Directors may determine. Special meetings of the Directors may be held at any time and at any place when called by the President of the Board of Directors or by a majority of the Directors.

Board members must attend or call in for every Board meeting or be excused. Board members who are unwilling or unable to fulfill the duties required of them could be subject to dismissal by a majority vote of the Board members present at any Board meeting.

All regular Board meetings are open to all club and community members.

### 2.6 Notice of Meetings

Forty eight hours' notice by mail, email, telephone or word of mouth shall be given for an annual, regular or special meeting, unless shorter notice is necessary due to exceptional circumstances.

### 2.7 Quorum

At any meeting of the Directors a majority of the Directors then in office shall constitute a quorum. Any meeting may be adjourned by a majority of the votes cast upon the question, whether or not a quorum is present, and the meeting may be held as adjourned without further notice.

### 2.8 Action by Vote

When a quorum is present at any meeting, a majority of the Directors present and voting shall decide any question, including election of officers, unless otherwise provided by law, the articles of organization (filed with the Commonwealth of Massachusetts) or the Bylaws. In the event of a tie

vote, the question being voted on will be considered to have failed.

## 2.9 Action by Writing

Any action required or permitted to be taken at any meeting of the Directors may be taken without a meeting if all the Directors consent to the action in writing or email, and the written consents are filed with the records of the meetings of the Directors. Such consents shall be treated for all purposes as a vote at a meeting. A written or emailed vote on a particular subject serves as a proxy for a vote from a Director at an annual meeting, regular meeting or special meeting.

## 2.10 Presence Through Communications Equipment

Unless otherwise provided by law or the articles of organization, Directors may participate in a meeting of the Board of Directors by means of a conference telephone, online meeting platform, or similar communications equipment, with which all persons participating in the meeting can hear or otherwise communicate in real time with each other at the same time, and participation by such means shall constitute presence in person at a meeting.

## 2.11 Vote of Interested Directors

A Director who is a member, stockholder, director, officer or employee of any firm, corporation or association with which the corporation contemplates contracting or transacting business shall disclose his/her relationship or interest to the other Directors acting upon or in reference to such contract or transaction. No Director so interested shall vote on such contract or transaction, nor be counted for purpose of determining a quorum. The affirmative vote of a majority of the disinterested Directors shall be required before the corporation may enter into such contract or transaction. In case the corporation enters into a contract or transacts business with any firm, corporation or association of which one or more of its Directors is a member, stockholder, director, officer, or employee, such contract or transaction shall not be invalidated or in any way affected by the fact that such Director or Directors have or may have interests therein which are or might be adverse to the interests of the corporation.

No Director or Directors having disclosed such adverse interest shall be liable to the corporation or to any creditor of the corporation or to any other person for any loss incurred by it under or by reason of any such contract or transaction, nor shall any such Director or Directors be accountable for any gains or profits to be realized thereon.

## 2.12 No Compensation

Directors shall be prohibited from receiving any compensation for services rendered in the capacities as Board members, including the payment of money or any other form of in-kind compensation, provided that this restriction shall not prohibit members of the Board of Directors from being reimbursed by NCR for actual expenses incurred by them in their capacities as Board members provided that the reimbursement of such expenses is approved in advance by the Board of Directors or an appropriate committee of the Board of Directors.

## 2.13 Standards of Conduct for Directors

All Directors shall discharge their duties:

- (a) in good faith, with the highest level of honesty and integrity;

- (b) acting only with the authority granted through the collective decisions of the Board and not in an arbitrary manner that is counter to the majority opinion of the Directors;
- (c) in a respectful manner, being sensitive to maintaining a collegial and safe atmosphere in all business conducted on behalf of the corporation;
- (d) observing parliamentary procedure in all formal meetings of the corporation.
- (e) Board members should maintain the confidentiality of information entrusted to them by NCR and any other confidential information about NCR, its business, customers or suppliers, which comes to them, from whatever source, except when disclosure is authorized or legally mandated. For purposes of this standard, "confidential information" includes all non-public information relating to NCR, its business, customers or suppliers.
- (f) For any task by NCR or its agents/employees, any case of a conflict of interest or potential conflict of interest on the part of a Director must be identified and reviewed by the Board prior to action on that task.

### **Section 3. OFFICERS AND AGENTS**

#### **3.1 Number and Qualification**

The NCR officers shall be a president, vice-president, past president, treasurer, clerk, who also constitute the Executive Committee of the Board of Directors. Other officers may be named by the Directors. The clerk shall be a resident of Massachusetts unless NCR has a resident agent duly appointed for the purpose of service of process. A person may hold more than one office at the same time.

#### **3.2 Election**

The president, vice president, past president, treasurer and clerk shall be elected by the Directors at the annual meeting and based on the end of individual terms. Such election may be accomplished as a slate or by vote on individual officers. Other officers, if any, may be elected by the Directors at any time. Though not imperative, the succession of vice-president to president to past president would allow for succession planning and leadership continuity.

#### **3.3 Tenure**

The president, vice president, past president each shall hold office for a two-year cycle until the next annual meeting of the Directors or until a qualified successor is elected.

The treasurer, clerk, and any other officers appointed by the Directors shall each hold office for a two year cycle until the next annual meeting of the Directors or until a qualified successor is elected.

#### **3.4 President**

Unless otherwise determined by the Directors, the president shall be the chief executive officer of NCR and, subject to the control of the Directors, shall have general charge and supervision of the affairs of NCR. The president shall preside at all meetings of the Directors, except as the Directors otherwise determine. The president shall have such other duties and powers as the Directors shall determine.

### 3.5 Vice-president

The vice-president oversees Board meetings in absence of the president and has same powers as president when substituting in that role. Is the official successor to the president upon end of president's term.

### 3.6 Past-president

The past-president will serve as an officer that will provide support and guidance to the president and other officers.

### 3.7 Treasurer

The treasurer, in conjunction with the Finance Committee, shall oversee the financial affairs of the corporation.

### 3.8 Clerk

The clerk shall record and maintain records for NCR. If the clerk is absent from any meeting of the Board of Directors, a temporary clerk will be chosen at the meeting and shall exercise the duties of the clerk at the meeting. All records shall be kept at the NCR principal office or an appropriately secure location within the Commonwealth, and shall be open at all reasonable times to inspection by any Director.

The clerk shall file an annual report with the Corporations Division of the Commonwealth of Massachusetts on or before November 1st of each year. The report shall be filed online [here](#).

### 3.9 Other Officers

Other officers shall have such duties and powers as may be designated from time to time by the Directors.

### 3.10 Execution of Officer's Duties

In discharging duties, an officer, who does not have knowledge that makes reliance unwarranted, is entitled to rely on information, opinions, reports, or statements, including financial statements and other financial data, if prepared or presented by:

- a) one or more NCR officers or employees whom the officer reasonably believes to be reliable and competent with respect to the information, opinions, reports or statements presented; or
- b) legal counsel, public accountants, or other persons retained by NCR as to matters involving skills or expertise the officer reasonably believes are matters:
  - (i) within the particular person's professional or expert competence, or
  - (ii) as to which the particular person merits confidence.

An officer shall not be liable to NCR for any decision to take or not to take any action, or any failure to take any action as an officer, if the duties of the officer are performed in compliance with Section 2.13.

#### **Section 4. SPONSORS, BENEFACTORS, CONTRIBUTORS, ADVISORS, FRIENDS OF THE CORPORATION**

The Directors may designate persons or groups of persons as honorary directors, sponsors, benefactors, contributors, advisors or friends of the corporation, student delegates, or such other title as they deem appropriate. Such persons shall serve in an honorary capacity and, except as the Directors shall otherwise designate, shall in such capacity have no right to notice of or to vote at any meeting, shall not be considered for purposes of establishing a quorum and shall have no other rights or responsibilities.

#### **Section 5. RESIGNATION, REMOVAL AND VACANCIES**

##### 5.1 Resignation

Any Director or officer may resign at any time by delivering their resignation in writing to the NCR president. Such resignation shall be effective upon receipt unless specified to be effective at some other time.

##### 5.2 Removal

A Director or officer may be removed by the vote of a majority of the Directors then in office at a regular or special meeting.

##### 5.3 Vacancies

Any vacancy in the Board of Directors or of an officer may be filled by vote of a majority of the Directors then in office. The Directors may exercise all their powers notwithstanding the existence of one or more vacancies in the Board or for each officer. Vacancies in any office may be filled by the Directors. Each successor shall hold office for the unexpired term, and in the case of the president, vice-president, treasurer and clerk until a successor is elected and qualified, or in each case until they die, resign, are removed or become disqualified.

#### **Section 6. INDEMNIFICATION**

NCR shall, to the extent legally permissible, indemnify each person who may serve or who has served at any time as a Director, or officer of NCR or of any of its subsidiaries; or who at the request of NCR may serve or at any time or has served as a director, or officer of, or in a similar capacity with, another organization or an employee benefit plan, against all expenses and liabilities (including counsel fees, judgments, fines, excise taxes, penalties and amounts payable in settlements) reasonably incurred by or imposed upon such person in connection with any threatened, pending or completed action, suit or other proceeding, whether civil, criminal, administrative or investigative, in which such person may become involved by reason of serving or having served in such capacity (other than a proceeding voluntarily initiated by such person unless they are successful on the merits, the proceeding was authorized by the corporation or the proceeding seeks a declaratory judgment regarding their own conduct); provided that no indemnification shall be provided for any such person with respect to any matter as to which they shall have been finally adjudicated in any proceeding not to have acted in good faith in the reasonable belief that their action was in the best interests of NCR or, to the extent such matter relates to service with respect to any employee benefit plan, in the best interests of the participants or beneficiaries of such employee benefit plan; and provided, further, that as to any matter disposed of by a compromise payment by such person, pursuant to a consent

decree or otherwise, the payment and indemnification thereof have been approved by NCR, which approval shall not unreasonably be withheld, or by a court of competent jurisdiction.

Such indemnification shall include payment by NCR of expenses incurred in defending a civil or criminal action or proceeding in advance of the final disposition of such action or proceeding, upon receipt of an undertaking by the person indemnified to repay such payment if they shall be adjudicated to be not entitled to indemnification under this section, which undertaking may be accepted without regard to the financial ability of such person to make repayment.

A person entitled to indemnification hereunder whose duties include service or responsibilities as a fiduciary with respect to a subsidiary or other organization shall be deemed to have acted in good faith in the reasonable belief that their action was in the best interests of NCR if they acted in good faith in the reasonable belief that their action was in the best interests of such subsidiary or organization or of the participants or beneficiaries of, or other persons with interests in, such subsidiary or organization to whom they had a fiduciary duty.

Where indemnification hereunder requires authorization or approval by NCR, such authorization or approval shall be conclusively deemed to have been obtained, and in any case where a Director of NCR approves the payment of indemnification, such Director shall be wholly protected, if:

- (i) the payment has been approved or ratified
  - 1) by a majority vote of a quorum of the Directors consisting of persons who are not at that time parties to the proceeding, or
  - 2) by a majority vote of a committee of one or more Directors who are not at that time parties to the proceeding and are selected for this purpose by the full Board (in which selection Directors who are parties may participate); or
- (ii) the action is taken in reliance upon the opinion of independent legal counsel (who may be counsel to NCR) appointed for the purpose by vote of the Directors or in the manner specified in clauses (1) or (2) of subparagraph (i); or
- (iii) the payment is approved by a court of competent jurisdiction; or
- (iv) the Directors have otherwise acted in accordance with the applicable legal standard of conduct. Any indemnification or advance of expenses under this section shall be paid promptly, and in any event within 30 days, after the receipt by NCR of a written request therefor from the person to be indemnified, unless with respect to a claim for indemnification NCR shall have determined that the person is not entitled to indemnification. If NCR denies the request or if payment is not made within such 30 day period, the person seeking to be indemnified may at any time thereafter seek to enforce their rights hereunder in a court of competent jurisdiction and, if successful in whole or in part, they shall be entitled also to indemnification for the expenses of prosecuting such action. Unless otherwise provided by law, the burden of proving that the person is not entitled to indemnification shall be on NCR.

The right of indemnification under this section shall be a contract right inuring to the benefit of the Directors, officers and other persons entitled to be indemnified hereunder and no amendment or repeal of this section shall adversely affect any right of such Director, officer or other person existing at the time of such amendment or repeal.

The indemnification provided hereunder shall inure to the benefit of the heirs, executors and administrators of a Director, officer or other person entitled to indemnification hereunder. The indemnification provided hereunder may, to the extent authorized by NCR, apply to the Directors, officers and other persons associated with constituent corporations that have been merged into or consolidated with NCR who would have been entitled to indemnification hereunder had they served in such capacity with or at the request of NCR.

The right of indemnification under this section shall be in addition to and not exclusive of all other rights to which such Director, officer or other persons may be entitled. Nothing contained in this section shall affect any rights to indemnification to which NCR employees or agents, other than Directors, officers and other persons entitled to indemnification hereunder, may be entitled by contract or otherwise by law.

## **Section 7. EXECUTION OF PAPERS**

Except as the Directors may generally or in particular cases authorize the execution thereof in some manner, all deeds, leases, transfers, contracts, bonds, notes, checks, drafts and other obligations made, accepted or endorsed by NCR shall be signed by the president or the treasurer, after approval by vote of the Board of Directors.

## **Section 8. SEAL AND FISCAL YEAR**

### 9.1 Corporate Seal

The NCR seal shall be circular in form with the NCR name around the periphery and the year and state of incorporation within, or such other form as the Directors may determine.

### 9.2 Fiscal Year

The fiscal year of the corporation shall end on December 31 in each year or such other date as the Directors may determine.

## **Section 9. GENDER**

The use of the third person plural (they, them, their) herein shall refer to any and all persons, unless otherwise expressly provided, and the use of the singular herein shall also refer to the plural, unless the context otherwise requires.

## **Section 10. AMENDMENT**

These Bylaws may be amended or repealed, in whole or in part, by vote of a majority of the Directors then in office at any meeting of the Directors. Review by legal advisor is recommended as part of this process. Notice of a proposed amendment or repeal of these by laws in whole or in part shall be mailed by post or emailed to all Directors at least seven (7) days prior to the date of any such meeting.



**LIST OF APPENDICES**  
**NORTHAMPTON COMMUNITY ROWING, INC.**

Appendix A. Rules and Regulations

Appendix B. Mission, Inclusion and Volunteerism Statements

Appendix C. Organizational Chart (*in progress*)

**Note:** The Bylaws and each Appendix may be revised independently, with date of amendment and approval by the Board indicated accordingly.

## Appendix A: Rules and Regulations

*Rules and Regulations amended and approved February 26, 2024*

This Rules and Regulations document is intended to be a “living document” such that it undergoes regular review and update, as requested by any member of the Board of Directors.

As stated in the Bylaws, the Directors may, by majority vote, establish one or more committees of Directors or Directors plus at-large members. Said appointed committee(s) shall have delegated powers of the Directors except those which by law, Article of Organization or bylaws prohibit.

In addition to the Rules and Regulations, NCR will maintain and make available to all athletes and parents the *Manual for Youth Athletes* and *Manual for Master Athletes*. These manuals, found on the website, provide additional information about expectations and resources that is essential for all those involved with NCR.

### A. STANDING COMMITTEES

The list of NCR standing committees and their responsibilities as follows. Each committee must include one Board member, who will provide a monthly report of the Committee’s activities at each Board meeting. An up-to-date list of committee memberships are provided in the *NCR Committee Memberships [year]* document, found on the website. In addition to the responsibilities stated below, each committee is responsible for identifying and recruiting replacement or additional members of their committee, as needed.

- **Executive Committee**

- Members: president (Chair), vice president, immediate past president, clerk, and treasurer
- Responsibilities: ensure the appropriate and inclusive functioning, fiscal responsibility, and sustainability of all NCR programs; function as the central group responsible for all Director activities including Board meetings, ancillary meetings, or retreats
- Review safety policies and procedures
- Ensure that committees are meeting, functioning and reporting as intended
- Maintain up-to-date job descriptions for Board members, officers and other volunteers
- Maintain up-to-date job descriptions for all paid and unpaid staff
- Hire, supervise and perform job reviews for Program Director, Coaches and any administrative assistants
- Solicit input from Program Director and recommend staff training programs
- Conduct periodic reviews not to exceed 5 years of: Bylaws, Rules and Regulations, Strategic Plan and other official NCR documents; obtain Board input and approval for all revisions
- Oversee all aspects of governance, including:
  - identification, nomination, orientation and stewardship of new Directors
  - establish and disband standing and ad hoc committees, as needed
  - monitor Directors’ terms, plan for leadership succession, and present slate of officers for annual election
  - make decisions as needed between Board meetings
- At its discretion, the Executive Committee may delegate any of the above tasks to an ad hoc officer or committee on a temporary basis and as needed.

- **Finance Committee**
  - Members: NCR Treasurer (Chair), President, Vice-President; Past Treasurer and Program Director may serve as *ex officio* members
  - Responsibilities: Oversee and ensure the fiscal health of the organization
  - Monitor compliance with the principles and policies consistent with the mission of the Corporation and all current and future governmental requirements applicable to the Corporation as a nonprofit organization exempt from taxation under Section 501(c)(3) of the Internal Revenue Code.
  - Review budgets, status of current operations against budget, and progress of the operating and strategic plans
  - Develop criteria for, announce, and select financial aid recipients for all programs
  - Review and authorize annual financial audit/financial reviews
  - Consider and make recommendations to Executive Committee and Board regarding all proposed annual budgets
  - Develop compensation and benefits packages offered to staff; revise as needed
  
- **Program Committees**
  - Responsibilities: Work with the Program Director, Events Coordinator, and Marketing and Development Committee to assist in design, implementation, and support of programs for all ages and experience levels
  - Provide oversight of programs and program policies and report to Board on current practices
  - Identify and communicate to Board the interests and needs of all rowers in NCR programs
  - Develop "New Rower" packages and distribute to incoming athletes in all programs
  - Develop and implement procedures for analyzing the performance of each program and NCR programming as a whole
  - Plan and manage one large fundraiser each (Youth, Masters Committees) per year; coordinate with Marketing and Development Committee and ad hoc Events Coordinator
  - Recommend and monitor the implementation of new programs; solicit, review, and share feedback from rowers to coaches and Board and athletes at end of every season

Additional duties specific to the Youth and Masters Program Committees include:

- **Youth Program Committee**
  - Members: Board member, 2 youth captains, 2 youth parents; Program Director will serve as *ex officio* member
  - Solicit input and recommend youth preferences for regattas, and programming for each season
  - Identify needs, coordinate, and tracks parent and youth participation in volunteer and fund-raising activities
  - Schedule youth program meetings throughout the year, as needed to review manual, expectations, and goals for the season
  - Maintain up-to-date *NCR Manual for Youth Athletes*; present revisions to Board for approval on an annual basis, distribute
  
- **Masters Program Committee**
  - Members: Minimally, a Board member, Club Captain, Comp Team Captain; Program Director will serve as *ex officio* member. Distribution across experience level is desirable.
  - Coordinate and track Masters' volunteer work

- ❑ Solicit and recommend Masters' preferences for programming and regattas
- ❑ Schedule "all hands" Masters' meetings prior to spring and fall seasons
- ❑ Schedule and organize Masters social, fundraising, scholarship, and work/volunteer events; working with other committees as appropriate
- ❑ Maintain up-to-date *NCR Manual for Masters Athletes*; presents revisions to Board for approval on an annual basis; distributes to new members

- **Marketing and Development Committee**

- Members: Minimally, 2 Board members, youth member, community member. The Program Director will participate as an *ex officio* member of this committee.
- Responsible for development and execution of all fund-raising programs and projects
- Assist in evaluation, cultivation, solicitation and stewardship of projects, donors, and prospects.
- Recommend goals and best practices for all programs and oversee long-range fundraising projects and plans
- Recommend annual fundraising plans to the Board for approval in January each year
- Identify estimated revenue and costs for each fundraising event
- Provide board with summary of results for each fundraising/marketing event
- Under instruction from Executive Committee, perform periodic review and recommendations for multi-year Strategic Plan

- **Equipment Committee**

- Members: Program Director and one each: active Youth rower, Master rower, parent
- Responsible for maintaining NCR physical plant, facilities, and all equipment
- Oversee safety code conformity and adequacy of physical property
- Establish equipment and facility maintenance and repair schedules; disseminate as needed
- Organize "all hands" work parties for equipment and facility maintenance
- Organize "all hands" work parties for movement, storage and re-organization of equipment and facilities, as needed seasonally
- Identify future equipment and facilities needs and estimated costs, and recommend priorities and timelines to Executive Committee
- Regularly review *NCR Manuals for Youth Athletes* and *Masters Athletes* for accuracy related to facility and equipment use and safety

## **B. AD HOC ASSIGNMENTS: COMMITTEES, COORDINATORS, TASK FORCES, etc.**

The Board of Directors will designate and provide the charge and approximate timeline for ad hoc committees, coordinators, liaisons, and task forces, as needed. Examples of current needs for ad hoc activities include:

- Events Coordinator
- Strategic Planning Committee

## **C. RESPONSIBILITIES OF ALL COMMITTEES**

- Select a chair or co-chairs at the beginning of each calendar year
- Meet regularly/adequately; notify Clerk about meeting schedule and focus
- Record minutes for all meetings and submit a copy to Clerk for NCR's permanent record
- Present report of activities, initiatives, priorities and recommendations at each board meeting and solicit input, as needed
- Check website regularly to ensure correct and adequate information related to committee's

- charge; contact Clerk or designated website manager when changes are needed
- Submit list of committee members to Board at the beginning of each calendar year; make the Directors aware of any membership changes that may occur during the year; maintain updated membership list in *NCR Committee Memberships [year]* document
- Compile and update operating manual for all events/activities/duties related to the committee and submit to Clerk at the beginning of each calendar year

#### **D. COMMITTEE MEETINGS**

Committee meetings shall be scheduled as frequently as necessary in order to ensure that committee business is carried out effectively. At a minimum, each committee shall meet in person, virtually, or by other means prior to each Board meeting. Minutes should be kept so that each committee is prepared to:

- Identify a clear owner and timeline for key tasks agreed to by the committee
- Deliver a timely and comprehensive report of its work to the Board
- Solicit input from the Board on aspects of its work
- Present motions for vote by the Board, as needed

#### **E. TOPICS TO ADDRESS AT BOARD MEETINGS**

The agenda, previous minutes, financials and all necessary documents should be distributed in advance of each meeting. Sample agenda:

- President opens meeting
- Clerk calls for corrections and vote on last month's minutes
- Treasurer's report
  - Budget & financial status summary
  - Finance Committee report
- Program Director's report
- Committee updates, recommendations, discussion
  - Executive committee; activities, highlights
  - Youth Program Committee
  - Master's Program Committee
  - Marketing & Fundraising Committee
  - Equipment & Facilities Committee
- Ad Hoc Activity Reports
- For the Good of the Order
- President summarizes action items, deadlines, and date and location of next meeting
- Call to adjourn

## **Appendix B: Mission, Inclusion, and Volunteerism Statements**

*Mission and Inclusion Statements amended and approved February 26, 2024*

### **Mission**

To provide the youth and adults in our communities a rowing program that develops rowing skills, sportsmanship, fitness, teamwork, leadership skills, and a sense of belonging, as well as to foster stewardship of the Connecticut River.

### **Diversity, Equity and Inclusion**

Northampton Community Rowing welcomes and provides for all members of the community, regardless of race, ethnicity, culture, socioeconomic background, or gender identity. NCR embraces the philosophy that a diverse program is a strong and sustainable program.

### **Volunteerism**

As a non-profit community organization, Northampton Community Rowing runs on the spirit of volunteerism, thus promoting the personal connections and sense of community essential to good health, continued growth of our community, and stewardship of the Connecticut River.