

Riveters Steering Committee Charter / Bylaws

Purpose

Along with many volunteers, the Riveters Steering Committee coordinates and provides leadership for travel, outreach, communications, merchandise (Rivet Gear), tifo, and game day operations (capos, drums and trumpets, and flag crew) for the Rose City Riveters. It also works closely with other committees under the 107IST umbrella as well as the Timbers Army Steering Committee and the 107IST Board.

Members & Roles

The Riveters Steering Committee includes members of core aspects of the gameday experience, merchandise (Rivet Gear), communications, travel, and outreach, with board resources and liaisons from key 107IST committees. Current committee member roster can be found here: <https://107IST.org/riveters/contact>

Operating Guidelines

Members of the steering committee must:

- Be members of 107IST in good standing.
- Treat other members with respect and value differing perspectives that are consistent with the values of the Rose City Riveters.
- Agree to sign an NDA to protect confidential and privileged information.
- Attend each monthly meeting of the steering committee, or notify the committee ahead of time and review meeting minutes.
- Attend any ad hoc committee meetings, or notify the committee ahead of time and review meeting minutes. Any member of the steering committee may schedule an ad hoc meeting as needed.
- Use our preferred communication and planning platforms (Slack and Asana) at least every three days, communicating periods of unavailability, not resorting to side channels unless necessary, and reaching out to committee members by alternative means (text or email) if no response is received before moving forward with decisions.
- Communicate effectively with both the larger groups they represent and the steering committee.
- Communicate with other committees under the 107IST umbrella and broader membership to gather feedback and communicate decisions as appropriate.
- Discuss annually a nominee for the 107IST Board-elected director position.
- Determine biennially if the ISC representatives will rotate &/or select a new member.

The 107IST Board-elected director nominated by the steering committee must:

- Have served on the steering committee for at least 6 months.
- Agree to a one year term of service on the Board.
- Be approved by a majority of the steering committee.
- Maintain existing commitments to the steering committee, including duties and communication expectations.

The chair or co-chairs of the steering committee must:

- Serve a one-year term starting January 1, with the option to serve multiple terms. The one-year term shall include a one-month transition period when the chair position changes.
- Be approved annually by a majority of the steering committee.
- Provide leadership to the steering committee.
- Coordinate the work of the committee, including monitoring projects and checking in on progress with steering committee members regularly.
- Work closely with the 107IST Board-elected director and other 107IST leaders.
- Provide monthly updates to the 107IST Board, with more frequent updates as needed given current events.
- Scheduling monthly meetings of the steering committee.

A member or members of the steering committee shall be assigned administrative duties, to include:

- Post a draft agenda three days prior to the meeting so that the committee may add agenda items.
- Take minutes at each steering committee meeting.
- Send draft minutes to the steering committee within two weeks of the meeting.

When the steering committee wishes to expand or experiences a vacancy:

- The prospective new member will participate in an informational discussion with the steering committee to determine interest, participation capacity and experience. The discussion will include time for the prospective new member to learn about committee expectations and ask questions of the committee.
- The new member must have a prospective area of focus defined at the point of joining the committee.
- The new member is added to the steering committee if a majority of the current members vote in favor.

Removing members:

- A member may be removed from the steering committee if they violate the 107IST Code of Conduct or engage in behavior that is in opposition to the mission and values of the Rose City Riveters.
- A member may be removed from the steering committee if more than three monthly meetings are missed in a year.
- A member may also be removed from the steering committee if there is an absence from communication and planning platforms for more than three weeks that has not been communicated in advance.
- The removal of a member requires unanimous approval of all current members with the exception of the member in question.

Scope

We support the Riveters game day experience by:

- Bringing the beat, the songs, the smoke, the flags, and independently designed, painted, and executed tifo to push the Portland Thorns to victory.
- Providing internal security to de-escalate tensions and provide a place free from racism, sexism, fascism, predatory or aggressive behavior, and homophobia in the North End on match days.
- Providing away support through coordinated efforts with regional supporters' groups.

We support our community through:

- Fundraising and material donations to community partners, through identified merchandise and game day donation drives.
- Supporting initiatives from the 107IST Community Outreach Committee, as well as our partner non-profit organizations of Operations Pitch Invasion and the Gisele Currier Scholarship Fund.
- Forming connections with organizations that actively work with underrepresented communities in the metro area.
- One-off fundraisers, such as Buy Your Capo a Pint (BYCAP).
- Selecting two members from this steering committee with a wealth of knowledge and experience in the Rose City Riveters to represent us as a member on the Independent Supporters Council.

We maintain financial independence from the front office and any corporate interests by:

- Self-funding the organization through the development and sale of branded supporter-inspired merchandise available locally on game days, at special events, and around the world online.
- Accepting financial donations and selling donated tickets at face-value.

We support the players of the NWSL by:

- Advocating for players' rights and safety both on and off the pitch.
- Amplifying requests and messages from the NWSL Players Association and the Black Women's Player Collective, among others.
- Fundraising to support the initiatives of player groups.

Decision-making

The Riveters Steering Committee meets monthly, and we communicate with one another and other committees regularly to address issues as they arise. Internally, we use a consensus-based approach to decision-making whenever possible, with the goal of representing supporters' interests and the core values of the Riveters. We welcome supporter-related comments and collaborations with other committees.

We partner with the 107IST board to:

- Maintain an open dialogue with the Timbers & Thorns Front Office.
- Protect the Rose City Riveters' independence and place in the North End.
- Help steer supporters' culture in North America independently and through membership in the Independent Supporters Council.

Boundaries

- 107IST organization-wide decisions that impact both the Timbers Army and the Rose City Riveters are made in partnership with the Timbers Army and the 107IST board.
- Decisions about supporter group action inside the stadium are made in partnership with the Timbers Army Steering Committee.
- Budgets of game day operations, tifo, and Rivet Gear are within the purview of the Riveters Steering Committee. We spend other funds only after consultation with the appropriate committee (such as Away Travel or Community Outreach).
- Social media posts are coordinated with the 107IST Communications committee as needed.
- Signage or displays relating to political parties, campaigns, or candidates are prohibited unless discussed and vetted with the Timbers Army Steering Committee and the 107IST board.