



REVISED DECEMBER 10, 2018

The Constitution of the RUN Club at Indiana University-Bloomington

Preamble

- a) The purpose of RUN Club is to bring people together based upon the common interest of running.
- b) The aim of RUN Club is to promote a healthy lifestyle and to provide opportunity for members to compete and train for events in Track, Cross Country, and Road Racing through group running.
- c) The function of RUN Club is to offer a foundation for social networking while providing facilities, times, coaching and venues for competition.

Article I. Membership

- a) Restrictions to participation in the RUN Club is without regard to arbitrary consideration of such characteristics as age, color, disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation, or veteran status.
- b) The following requirement must be met for membership:
 - i. Must be currently affiliated with Indiana University; through enrollment or employment, or a member of the community.
- c) The following procedures are to be followed in terms of admission to membership.
 - i. Contact an Executive Officer of the club and indicate desire to join.
 - ii. Provide evidence which satisfies Article I.b.
 - iii. Attend general meetings for official induction and to receive pertinent information (i.e. practice schedule, training information, etc.).
- d) The following procedure is to be taken when a given membership is to be revoked:
 - i. Grievances against members must be filed, by another member or Executive Officer, with the President.
 - ii. Grievances will be discussed at the following general meeting to determine if further action must be taken (see part iii.)
 - iii. "Further action" consists of an open forum at which all members are invited to bring their opinion on the given circumstance and make their case to the Executive Board.
 - iv. A simple majority vote among the Executive Board will determine the actions to be taken upon a given member. The Executive Board reserves the right to remove membership in its entirety or to suspend membership for a given period of time thereby determined.
 - v. Votes will only be counted of those members of the Executive Board whom attend the open forum. Five members of the Executive Board must be in attendance to vote.



- e) The Executive Board reserves the right to establish membership dues at any given time. However, such dues require a unanimous vote among members and are to be reserved for necessity only.

Article II. University Compliance

- a) This organization shall comply with all Indiana University regulations, as well as local, state, and federal laws.

Article III. Executive Board

- a) Officer Titles:

- i. President
- ii. Vice President
- iii. Treasurer
- iv. Social Chair & Social Media Coordinator
- v. Fundraising Coordinator
- vi. Volunteer Coordinator
- vii. Meet Coordinator
- viii. Track & Field Coordinator
- ix. Secretary
- x. Faculty Advisor

- b) Officer duties and responsibilities:

i. **President**

- Attend the Club Sport Officer's Workshop/Training
- Read and understand the content of the Club Sport Officer website
- Determine the location of all Club Sport equipment and submit inventory to the Club Sport office in March.
- Remain aware of the club's financial status - income and expenses
- Ensure that the Club Sport Office has an up-to-date constitution
- See that all club members have signed the Conditions of Participation and Release Form. They are kept on file in the Club Sport office
- Learn what services are available through the Club Sport office
- Notify the Club Sport office of changes in leadership
- Meet with the Club Sport Advisor periodically to update him/her on Club Sport activities
- Work with the Club Sport Treasurer to prepare an annual budget
- Attend or send a representative to monthly Club Sport Federation meetings
- Ensure that a certified safety officer attends all Club Sport practices, competitions or activities home and away
- Complete all required university forms
- Promote good sportsmanship on and off the field or court
- Implement proper disciplinary action procedures when necessary
- Hold monthly meetings with the Club Sport officers and semester meetings with the Club Sport members



- Notify the Assistant Director of Club Sports of travel, fund raising and program plans
 - Understand and adhere to the insurance policies and procedures
 - Supervise fund-raising projects
 - Duties include; responsibility as indicated in Article I, general management of Club affairs (i.e. calling general and executive meetings, developing meeting agendas, acting as moderator of all Club and Board meetings, setting organizational goals) and consulting the subsequent elected President.
 - Act as liaison to National Intercollegiate Running Club Association (NIRCA) executive board.
- ii. ***Vice President***
- The Vice President is a support position for the President. Responsibilities include, but are not limited to, the same responsibilities as the President. Many, if not all duties, can be shared as the President and Vice President see fit.
 - Primary manager of purchasing and distribution of all club apparel
- iii. ***Treasurer***
- Attend a training session at the student organization accounts office at the beginning of each fall
 - Attend the Club Sport Officer's Workshop
 - Read and understand the content of the Club Sport Officer website
 - Submit bills, receipts, invoices and/or three bids with purchase requests
 - Ensure that all club members have paid their membership dues, if required
 - Prepare ledger sheets for recording all income and expenses for SOA, Allocation and IUF Accounts
 - Present budget requests to the Assistant Director of Club Sports by the Spring deadline
 - Prepare a revised CSF budget each fall
 - Deposit funds (dues, fund raising income etc.) in the SOA account
 - Keep a detailed personal account of all funds that can checked against the SOA record
 - Expected to keep President informed
- iv. ***Social Chair & Social Media Coordinator***
- Plan official club social events from start to finish
 - Inform the President or Vice President of events with follow up
 - Follow all Club Sport guidelines and rules for club sponsored events
 - Communicate with the Treasurer to deposit or receive funds
 - Attend the Club Sport Officer's Workshop
 - Read and understand the content of the Club Sport Officer website
 - Design, maintain, and update club website, Facebook, Twitter, Instagram and any other media outlets that are active (including calendars, dates/times of practices, other general info that is subject to change and posted on media)
 - Assist the President and Vice President with the current listserv/email system



- Design the weekly club newsletter layout given the content that needs to be included (if implemented)
 - Attend the Club Sport Officer's Workshop
 - Read and understand the content of the Club Sport Officer website
 - Keep President informed
- v. ***Fundraising Coordinator***
- Develop new fundraising ideas to generate revenue for the club
 - Expand upon previous fundraising initiatives such as merchandise sales
 - Follow Club Sport guidelines and rules for club sponsored events
 - Communicate with Treasurer to deposit funds into the appropriate account
 - Attend the Club Sport Officer's Workshop
 - Read and understand the content of the Club Sport Officer website
 - Keep President informed
- vi. ***Volunteer Coordinator***
- Develop new fundraising ideas to generate revenue for the club
 - Expand upon previous fundraising initiatives such as merchandise sales
 - Follow Club Sport guidelines and rules for club sponsored events
 - Communicate with Treasurer to deposit funds into the appropriate account
 - Attend the Club Sport Officer's Workshop
 - Read and understand the content of the Club Sport Officer website
 - Keep President informed
- vii. ***Meet Coordinator***
- Schedule and organize home meets for cross country and track & field
 - Work with NIRCA to sanction the meets
 - Compile lists of potential competitions to be reviewed by the Exec. Board
 - Recruit participants for all competitions
 - Register all participants for each competition
 - Logistics and planning of all travel including transportation, lodging, meals (if applicable), reimbursement.
 - Communicate with the Treasurer to deposit funds or request funds particularly reimbursement
 - Attend the Club Sport Officer's Workshop.
 - Read and understand the content of the Club Sport Officer website.
 - Keep President informed
- viii. ***Track & Field Coordinator***
- Recruit members interested in track and field during the fall and spring semesters
 - Organize practice and training times during the fall semester for track athletes
 - Work with the Meet Coordinator to create fall/spring semester track meets
 - Attend the Club Sport Officer's Workshop
 - Read and understand the content of the Club Sport Officer website
 - Keep President informed



- ix. ***Secretary***
- Maintain a current list of emails and phone numbers for the club officers and members
 - Complete an Acknowledgment of Responsibility form for each club officer. These forms must be kept on file in the Club Sport office
 - Submit a monthly and an annual report of Club Sport activities
 - Submit semester facility requests by the designated deadline
 - Ensuring the completion of all necessary forms for NIRCA membership and participation
 - Check in with all other exec regarding their materials/documentation to submit to Club Sports and NIRCA
 - Submitting all necessary materials/documentation to Club Sports through BeInvolved (or current submission platform if changed) and NIRCA prior to deadlines
 - Check the Club Sport mailbox (Member Services, WIC) when Club Sports notifies there is mail
 - Keep President informed
- x. ***Faculty Advisor***
- Offer opinion/advice to the Executive Board.
 - Comply with University guidelines for the role of the Advisor.
- c) Requirements for Executive Officers:
- i. Currently Enrolled at Indiana University as a full-time student.
 - ii. An active Member of the Club.
- d) Electoral Procedures for Executive Officers:
- i. The first year of membership as a Club Sport at Indiana University will consist of Executive Officers appointed by the President.
 - ii. Thereafter, elections will be held in December, by secret ballot, for the positions of Executive Officers the following two semesters.
 - iii. The election will be based on a simple majority vote and is limited to the full-time students in the club.
 - iv. Any member interested in an Executive Board position must make it known to the Executive Board by the first of December, to allow time to “campaign” for the position.
 - v. Elected Executive Officers will take office beginning in the spring semester following the election.
 - vi. The addition or removal of positions from the Executive Board must attain a unanimous decision from the Executive Board.
- e) Removal, Resignation, and Succession of Executive Office positions:
- i. Resignation from an Executive Office position can come anytime during one’s term if a month’s notice is given to allow time to attain a proper successor (interim).



- ii. The Executive Board is given sole discretion on the succession of that Officer (appointment of the interim of an Executive Officer), based on a simple majority vote, with the tie breaker going to the President.
 - iii. The procedures for removal from an Executive Officer position mimic the procedures of removal from the club (found in Article I.d).
- f) Executive Board Meetings:
- i. The President assumes responsibility to organize and allocate the time for general meetings
 - ii. Another member of the Executive Board can suggest a meeting be called to the President, at which time it is the President's decision.
 - iii. All decisions made at an Executive Board meeting based on a "yes" or "no" vote in which must pass with a simple majority.

Article IV. Advisor

- a) Duties include; offer opinion/advice to the Executive Board and have a vote in all Executive Board Meeting decisions if he/she wishes.
- b) Comply with University guidelines for the role of the Advisor.
- c) Assist the treasurer by signing off and approving SOA check requests.

Article V. Club Meetings

- a) A bimonthly meeting will be held on a date to be determined by the current Executive Board at the beginning of each semester.
- b) The meeting will include, but not limit to:
 - i. Discussion on calendar events
 - ii. Propositions of Club Activities.
 - iii. Grievances with the Executive Board.
- c) The President is given full authority over the order and schedule of the meeting.
- d) Only the President has authority to call emergency meetings, in which case, the members in their entirety will be notified by electronic mail.

Article VI. Dues and Budgets

- a) The Executive Board reserves the right to establish membership dues at any given time. However, such dues require a simple majority vote by members present at a general meeting and are to be reserved for necessity only.
- b) The collection of the dues will be set and ample time will be given for each member to submit the dues.



- c) Any member who has not paid the dues will not be allowed to participate in any races or activities in which the dues count towards. These events will be determined by the Executive Board at the time dues are set.

Article VII. Non-Hazing

- a) Hazing is strictly prohibited. Hazing shall be defined as any conduct which subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may endanger, abuse, degrade, or intimidate the person as a condition of the association with a group or organization, regardless of the person's consent or lack of consent.

Article VIII. Financial Affairs

- a) Dues will be set by the executive officers at the beginning of each academic year (fall semester).
- b) Payment and repercussion of non-payment of dues are to be determined at the time Article I.e. is enacted.
- c) The current Treasurer assumes the duty and responsibility for all financial affairs as stated in Article III.b.iii.1. to include: applying for and maintaining an SOA account and other means of financial maintenance.
- d) The Treasurer shall give a "State of the Club" addressing such budget issues at the first Executive Board meeting of the term.
- e) Personal Gain Clause: This organization, if raising funds, shall ethically raise and distribute profits from organizational functions to either the organization or to members who provide a service that directly benefits the organization. Individual members may not receive compensation from for-profit companies if acting as a representative of a student organization.

Article IX. Reimbursements

- a) Reimbursement policy will be set by the executive officers at the same time dues are established as stated in Article IX a.

Article X. Amendments

- a) Members of the club can present an amendment to the Executive Board at any time by the following procedures:
 - i. Contact an Executive Board member with the proposition.
 - ii. The Executive Board member is responsible for the President placing the proposal on the agenda.
 - iii. Present the proposition at the next Executive Board meeting, in which the Executive Board follows amendment voting procedures.



- iv. A reintroduction of a prior failed amendment must pass unanimously by the present Executive Board.

- b) To successfully pass or ratify an amendment to the RUN Club Constitution, it must pass a simple majority vote by all members present at a general meeting.

- c) If approved, the amendment is submitted to the Assistant Director of Club Sports and Intramural Sports.