***Running Club at Iowa State Constitution***

***Article I – Name:***

The name of this organization is the Running Club at Iowa State.

***Article II – Purpose:***

Running Club is inclusive to all runners at Iowa State, casual and competitive. All runners benefit from a team training atmosphere that provides workout suggestions and increased enjoyment of running.

The fall season offers the opportunity to participate in competitive cross-country races across the nation on other college campuses through the National Intercollegiate Running Club Association (NIRCA). During the spring, Running Club will compete in track competitions across the nation through NIRCA.

***Article III – Statement of Compliance:***

Running Club abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. Running Club agrees to annually complete President’s and Treasurer’s Training.

***Article IV – Non-Discrimination Statement:***

Iowa State University and Running Club do not discriminate on the basis of genetic information, pregnancy, physical or mental disability, race, ethnicity, sex, color, religion, national origin, age, marital status, sexual orientation, gender identity, or status as a U.S Veteran.

***Article V – Membership:***

Membership is open to all registered students at Iowa State University. Running Club welcomes all students, regardless of race, color, age, religion, national origin, sexual orientation, gender identity, sex, marital status, disability, or status as a U.S. Veteran, or running ability.

As a member, one is asked to make a positive contribution to the Running Club experience by actively supporting the organization and participating in group functions. Members are accountable for maintaining reputable financial standing with Running Club in the event of due collection, t-shirt purchases, and/or covering travel expenses.

Running Club emphasizes the importance of participation on a wide scale and thus does not impose strict regulations on membership. Students involved are expected to represent the university well academically and as a citizen. Students traveling to competitions with Running Club will be held to especially high standards. Any questionable behavior that damages the reputation of Running Club or Iowa State University is subject to review by the Running Club Executive Committee, which may result in a student’s forfeiture of racing privileges in association with the organization.

To remove a club member for not contributing in a positive or productive way, the club member in question will go through a 2-3 step process. First, the club member in question will get a warning about being removed from the club if their behavior does not change. Only one warning will be administered and documented for their duration in the club. Secondly, if the club member in question does not change their behavior and one or more incidents occur, then a meeting will be held. The meeting will consist of the exec members and any other club members that may have valuable information to the case. The club member in question will have time to state their position and any reasoning. The exec board will then vote to either allow the club member in question to remain in the club or be removed from the club. Lastly, if the vote favors for the club member in question to remain in the club and an incident occurs again, they will immediately be removed from the club without a meeting.

***Article VI – Officers:***

**Election of Officers**

Election of officers will require a majority vote from the general membership. If a candidate fails to receive a majority of votes, a run-off election will be held with the top two candidates that received the most votes; for vice president and social chair elections, the top three candidates would participate in the run-off election. Members interested in becoming an officer must meet academic requirements as established by the Student Organization Recognition Policy.

**Term**

The term of office will be one full year, beginning immediately following elections in May. All officers shall comprise the Executive Committee of the organization. The Executive Committee shall meet in addition to regular organization meetings. Attendance will be taken at each meeting to ensure fulfillment of duties. The Executive Committee shall appoint such committees that are needed to carry out organization goals.

**Requirements**

The officers of this organization must meet the following requirements:

(a) Be in good standing with the university and enrolled: at least half time (six or more credit hours), if an undergraduate student (unless fewer credits are required to graduate in the spring and fall semesters) during the term of office, and at least half time (four or more credits), if a graduate level student (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office.

(b) Have a minimum cumulative grade point average (GPA) as stated below and meet that minimum GPA in the semester immediately prior to the election/appointment, the semester of election/appointment and semesters during the term of office. For undergraduate, graduate, and professional students, the minimum GPA is 2.00. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration.

(c) Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b).

**Running Club Officers**

1. President

a. Preside over Executive Committee meetings

b. Ensure that the organization is operating in conformity with the standards set forth by Iowa State University and Student Activities Center

c. Supervise and coordinate cooperation among officers

d. Represent organization on campus

e. Correspond with adviser when necessary

f. Monitor weather before practice and cancel if needed

g. Fulfill the duties of the Risk Management Officer listed below

i. Help minimize potential risks for club activities

ii. Recommend risk management policies or procedures

iii. To submit documentation to ISU’s Risk Management Office

iv. To ensure that proper waivers and background checks are on file

2. Treasurer

a. Maintain accurate record of organization transactions

b. Collect dues when necessary

c. Develop organization budget and present to Executive Committee for review

d. Solicits additional funding if needed from the Student Government

e. Correspond with Campus Organizations Accounting Office when necessary

f. In charge of fundraising activities and finding ways for the club to make money

3. Vice President

a. Assume Presidential duties in the absence of the President

b. Coordinate Running Club activities, including race participation, travel arrangements, and on campus promotion

c. Monitor weather before practice and cancel if needed

d. Plan formal in coordination with the social chairs

e. Attend or delegate SCC Meetings

f. Manage the Discord chat

g. Fulfill the duties of the Risk Management Officer listed below

i. Help minimize potential risks for club activities

ii. Recommend risk management policies or procedures

iii. To submit documentation to ISU’s Risk Management Office

iv. To ensure that proper waivers and background checks are on file

4. Secretary

a. Maintain membership directory and assist Treasurer in maintaining record of due payment

b. Correspond when necessary with University administration and other recognized organizations

c. Take notes at all executive team meetings

5. Public Relations Chair

a. Increase group membership through on campus recruitment

b. Coordinate presentation at Club Fest

c. Maintain an active presence on the Running Club’s social media accounts

d. Maintain the club’s website

6. Social Chair (2 people)

a. Plan formal in coordination with Vice Presidents

b. Plan all other social events and coordinate with Treasurer on purchases

c. Ensure compliance with Iowa State University rules at all socials

d. Plan theme runs for the club

7. Race Director

a. Plan meet(s) to be hosted be the club

b. Organize volunteers for meets hosted by the club

c. Assists Vice President with club races and race promotion

d. Register athletes for meets

8. Captains (XC men’s and women’s & T/F men’s and women’s for field, sprints, and mid distance)

a. Plan workouts in coordination with other captains

b. Lead morning workouts

c. Find and present meets for each season

**Removal of Officers:**

Officers may be removed from office by a ¾ vote of the officers if actions are deemed inappropriate by the members of the Running Club. The first step an officer can take to have another officer removed is to propose an executive committee meeting to be held in order to discuss the issues of the officer, this meeting must be seconded by another officer. If the meeting is seconded by another Executive Committee a meeting must take place within two weeks with atleast ¾ of the Executive Committee present. The officer is permitted to speak at the meeting regarding their charges being assessed. However, the officer in question is not allowed to participate in the vote regarding their position in the club. If a ¾ vote is not accumulated in either vote, then the officer shall regain his position. If a ¾ vote is attained the officer shall be reviewed by the Executive Committee for further punishment of possible dismissal from the club.

*Examples:*

*Impeachment or removal of an officer may be considered if an officer fails to uphold the duties of their position or commits wrongdoing against another club member.*

*Impeachment or removal of an officer may also be considered if an officer decides they no longer wish to be a member of the club.*

Replacement of the Officer shall be as follows. The president will appoint a new individual to fulfill the vacated position. Once the individual is appointed the individual will be accepted with either a 1/2 vote of the officers or a 1/2 vote of the general membership. This vote shall take place at the next meeting following the removal of the previous officer or advisor.

***Article VII – Adviser:***

Section 1: Adviser Duties:

a. Sign University paperwork when necessary

b. Cooperate with President when assistance is requested

Section 2: Method of Selection of Adviser(s):

The adviser of this organization shall be selected by a unanimous decision of the executive officers.

Section 3: Adviser(s) Term of Service:

The Adviser of this organization shall serve an indefinite term length at their leisure.

Section 4: Impeachment/Removal of Advisers:

Impeachment proceedings for the Adviser shall follow the same format as Officer impeachment proceedings.

Section 5: Replacement of Advisers:

In the event an Advisor must be replaced, the method of selection shall be the same as described in Article VII Section 2.

***Article VIII – Finances:***

a. All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Campus Organizations Accounting Office and/or approved institution/office (must receive authorization via Campus Organizations Accounting Office). All funds must be deposited within 48 hours after collection. The Adviser to this organization must approve and sign each expenditure before payment.

b. Upon disbandment of Running Club, all funds and properties in excess of liabilities and expenses of dissolution will be distributed as determined by a majority of officers.

c. Dues are required for runners planning to participate in socials or compete with the club at any of the meets. The due is set at $30 for one semester or $50 for the year but is subject to change. Competitions and socials may require additional payment. The Treasurer is responsible for collecting and depositing said dues.

***Article IX – Amendments & Ratification:***

The Running Club at Iowa State Univeristy Constitution is to be re-assessed by each Executive Committee prior to the academic school year in the fall. The duty will be assigned to a willing and able Committee member and is not assigned to a specific officer position. A proposal to amend this constitution may be extended to Officers by any voting member of the organization. A constitution may be amended with a 2/3 vote of due paying members. The amended constitution will be submitted within 10 days to the Student Activities Center for approval.