

Club Running at WMU Constitution

Revised: April 14th, 2019

Updated: June 12th, 2019

Article I

Statement of Purpose

Section A. Club Name

Club Running at WMU

Nickname: RunWestern (most used name)

Alternate name: Club Track & Field – Cross Country (past name)

Section B. Club Vision

To provide world class running opportunities to the next generation in an environment that is focused on fostering community and unforgettable memories.

Section C. Club Mission

Our mission, through the sport of running, is to create meaningful relationships, a dedicated community, and extraordinary memories for students attending Western Michigan University that aim to run recreationally and competitively through our club. Disciplines may include cross country, track, and road races, among others.

We seek a create an open community by the following:

Providing an opportunity for any WMU student that wants to engage in a healthy lifestyle, encouraging those who want to get involved through running to join our supportive team-based atmosphere, and providing the opportunity to participate in both social and competitive running activities at a low cost.

Article II

Membership

Section A. Types of Membership

Team members involved can be any enrolled student at WMU. Undergraduate and Graduate Students can equally participate.

Section B.

Membership Qualifications

The qualifications and requirements to be considered an active team member include the following:

- Must pay a down payment of dues per season to be on a roster and practice,
- Must pay full dues before participating in an organized competition,
- Must be a fully enrolled WMU student (Graduate or Undergraduate),
- Must hold a GPA at or above a 2.0.

Section C.

Non-Discrimination Policy

No individual will be denied membership because of race, color, religion, national origin, sex, sexual orientation, gender identity, age, protected disability, veteran status, height, weight, or marital status. Any WMU enrolled student that fits the above academic requirements will be able to take part in any way they choose in this organization.

Section D.

Member Selection Process

To be considered a member of the RunWestern, members must pay dues for the semester. Dues are charged at the beginning of each semester. The cost of dues is chosen by the president and treasurer and approved by the board. The cost should be decided upon based on previous finance reports, expected expenses, and current funds in all accounts. The price of dues is public information and will remain constant throughout the semester but may vary between semesters and years.

- Members will be accepted based on a consistent interest and involvement with the running club. Members also need to sign a waiver in order to participate.
- No voting shall be necessary for the induction of new members; however, voting may take place to disqualify certain members deemed detrimental to the Club, University, or community.

Section E.

Voting Privileges

All active members will have an equal vote. Alumni will not have voting privileges. Absentee voting will be permitted.

Section F.

Termination of Membership

Active membership will be first put on probation before termination if GPA drops below the above specified 2.0. Any conduct that goes against the Western Michigan University Code of Conduct will be the reason for termination. Removal from the Organization from any of the above offenses will be partaken by an executive board vote needing a majority to pass the act of member removal. The President will not vote, only to break a tie.

Section G.

Active Status

For non-officers (members) active status is determined by coming to at least 2 practices a week or 8 practices a month. Extracurricular activities such as social events count towards the participation total.

For officers, active status is defined by frequent participation and attendance at meetings as determined by the Executive Board each semester.

Article III

Executive Board Officers

Section A.

Executive Board

President:

- Organizes the bi-weekly E-board meeting
- Maintains strong, positive relationships with E-board, members, and admins
- Maintains high activity within the club
- Helps network and coordinate with NIRCA personnel

Vice President:

- Aids the President with running meetings, NIRCA coordination, relationship building
- Maintains high activity within the club events and races

Secretary:

- Records all meeting notes
- Generates emails to active members including recaps of events and bi-weekly updates
- Records member attendance
- Organizes the Google Drive
- Assists with all documents and forms

Treasurer:

- Communicates financial information at bi-weekly meetings
- Creates a budget with the President and Vice President
- Gives a full report of the finances every semester
- Monitors bank account

Social Media & Marketing Director:

- Manages the website and social media accounts
- Promotes and advertises the club
- Organizes events

Social Event Coordinator:

- Facilitates club social activities such as monthly team dinners, and other social events
- Schedules fundraisers

Travel Coordinator:

- Coordinates with the treasurer about funding
- Locates and reserve hotel rooms
- Manages transportation logistics

- Helps create a meet schedule
- Assists the Social Coordinator with any traveling aspects of social events

Equipment & Apparel Coordinator:

- Manages and keeps track the equipment for Cross Country and Track
- Coordinates all team apparel
- In charge of all uniforms

Coaches:

- Plan weekly workouts in tandem with the Executive Board
- Collaborate with other members of the Executive Board

Section B. Qualifications for Holding Office

All Executive Board officials must have active status and be in compliance with all academic requirements. The President must have had active status for one year on the Executive Board before taking office.

Section C. Filling Vacancies

Votes will be held to fill vacant positions, with a majority vote by the Executive Board. Two positions can be held by the same member if there is a shortage. The line of succession goes as follows: President, Vice President, Treasurer.

Section D. Recall of Officers

If the Officer is deemed unfit to carry on his/her responsibilities, then a majority vote will be held to recall said officer.

Section E. Termination of a Member

Qualifications for termination include constantly being late to meetings, lack of communication, inappropriate attitude, and but not limited to the irresponsibility of tasks and position. Termination will be decided by the rest of the Executive Board. If a member besides the President is removed or resigns from the organization there must be a two-thirds vote to elect someone into that position.

Article IV

Election Process

Section A. Eligibility for Executive Board

Any member of the organization is eligible to run for a position on the executive board. They must have paid their dues on time and be active within the organization.

If running for the President position they must have one year of prior Executive board experience.

Section B. Election Process for Executive Board

There will be interviews held at the end of the spring semester. The candidate will be interviewed by the entire current Executive board.

After candidates have been interviewed the Executive board will have a closed vote. The Executive board will need a majority vote to elect someone into a position.

Article V

Finances

Section A. On-Campus Accounts

Club Running at WMU will act in correspondence to all Western Michigan University policies, rules, and procedures regarding Registered Student Organization accounts and finances.

Section B. Off-Campus Accounts

This Organization will bank its non-University funds with PNC.

Section C. Dues, Assessments, or Initiation Fees

Members will pay initial dues of \$25 as a recreational member, and \$50 as a competitive member. The payment will be for the entire school year. Members must pay their dues in order to compete and to be included on the roster. The amount of dues charged each year is to be decided by the Executive Board.

Section D. Financial Policy

This organization's financial books and records will be audited annually. The treasurer, as well as one or more applicable Officers, will attend all University required financial workshops. Also, a combination of three officers that must include the President and Treasurer and one other, have the authority to open an account on behalf of the organization. Club Running at WMU will follow and be subject to all University policies, procedures, and practices regarding student organization accounts and finances.

Section E. Disposition of Non-University Funds in the Case of Inactivation

If this Organization disbands and ceases to exist in the future, all non-University held funds left in the financial account will be given to the Club Sports Council for allocation matters of other clubs.

Section F. Financial Transparency

Members have the right to know how their dues money is being used to support the club. All club revenues and expenditures will be posted publicly on the club website by the Treasurer, and postings will be reviewed and confirmed for accuracy by the Board in the near future.

Section G.

Spending Decisions

Club spending decisions are to be made by the Executive Board. The President has final authority over spending decisions. All expenditures not previously discussed amongst all officers must be presented to the executive board before purchase.

Section H.

Large Expenses

Decisions regarding expenditures greater than or equal to 5% of current cumulative club account funds will be proposed to the Executive Board for consideration, and a majority vote in favor of the expenditure will permit the expenditure.

Section I.

Trip Costs

All decisions on how much to charge members for attendance at any race is to be decided by a majority vote by the officers.

The gas/travel reimbursement calculation/rate is to be determined by a majority vote by the officers.

The policy is able to be changed at any time and all decisions are final.

Section J.

Reimbursement

All payments are final until further notice. Reimbursements for expenditures will be classified as special case scenarios and dealt with accordingly.

Section K.

Contracts

If contracts are established between the club and other organizations, this process will be followed:

For all contracts regarding club expenditures, the officer overseeing the specific event and the president must both read through and agree to all the terms of the contract before signing.

Section L.

Unapproved, Excessive, and Unanticipated Expenditures

In the event that a club member or officer is found responsible for any unapproved, excessive, or unanticipated expenditures, the individual(s) will be held financially accountable at the discretion of the current officers, excluding any officer in question. Individual(s) have the right to present their case to the officers.

Article VI

Meetings & Operations

Section A. Frequency of Meetings

Practices will take place daily, multiple times a day, every weekday. This is subject to change at any point. Meetings for officers of the Executive Board will be held on a basis as determined by the Executive Board, currently biweekly.

Section B. Special Meetings

Special meetings may be held for any worthwhile reason deemed necessary. An email will be sent to all active members notifying of the time, place, and reason for the meeting.

Section C. Club Events

Club events are open to all members. Club events that require registration and/or payment shall have a deadline and must be registered/paid for by said deadline. Members who fail to meet this deadline are subject to the discretion of the RunWestern Executive Board.

Section D. Accountability

In the event that the club is charged financially due to inappropriate member behavior including, but not limited to, those that may occur at meets or during travel weekends, the club may hold the individual(s) financially responsible at the discretion of a 90% officer vote. Proper information must first be obtained to hold an individual accountable and a vote by the officers must occur. If proper identification fails to occur, a warning may be distributed by the President to all club members involved. If individuals are later identified, immediate action may take place. Additionally, any member responsible for damage to any club or university equipment may be reprimanded as necessary with a 90% vote from the officers. If an officer is responsible for any of the aforementioned issues, they will be held to the same standards as any other member and will be unable to participate in the vote. The individual(s) in contention may also appear before the officers before the vote.

Section E. Quorum

A quorum will be called by a majority vote and for any valid reason of conducting internal or external business. At least 15 voting members present will constitute a quorum.

Section F. Parliamentary Authority

Parliamentary authority procedures and rules will be decided on later in the organization's life.

Article VII

Advisors

Section A.

Advisor Responsibilities

Advisors will assist in any necessary operations and tasks as determined by the Executive Board. Dr. Charles Henderson of the Mallinson Institute has volunteered as this Organization's advisor and will act as a senior council member.

Article VIII

Amendments

Section A.

Constitution

Any active member may propose an amendment to the constitution and it will be passed by a majority vote. All amendments will be communicated to all officers, and the constitution will be available for review by all members. Discussion for major amendments will be included in special mandatory meetings. The club constitution will be posted on the website.

Section B.

Constitutional Interpretation

In the event that the officers or members of Club Running at WMU deem it necessary to change the constitution due to the various interpretations that may arise from the viewing of the document, the official interpretation of the constitution is to be decided upon by a two-thirds vote by the officers. The President is then responsible for delegating one or multiple officers to submit revised forms of the section or sections in question to go through the Amendment process mentioned previously.

Article IX

Bylaws

Section A.

Bylaws Obligation

If bylaws are deemed necessary, then comments and suggestions will be warranted from any active member. There will be a wait time decided in the future before voting and enactment of these bylaws takes place. Any bylaw voted upon will require a majority vote of all participating members. Bylaws will be kept in paper as well as digitally and shall be publicly accessible. Maintenance of these bylaws will be the duty of the Executive Board.

Article X

Statement of Compliance

Section A. Compliance Obligation

Club Running at WMU will comply with all Student Activities and Leadership Programs (SALP), OSE, and University policies, procedures, and practices and all local, state, and federal laws.

Section B. Registration/Reactivation

The President and Vice President will be tasked with overseeing the registration and/or reactivation process with SALP.