

## **CONSTITUTION**

Written 9/20/2006  
Revised 1/16/2011  
Revised 2/27/2012  
Revised 1/06/2013  
Revised 4/28/2013  
Revised 2/03/2015  
Revised 3/30/2016  
Revised 1/16/2017  
Revised 8/1/2018  
Revised 3/19/2019

### **ARTICLE I: Name & Statement of Purpose**

#### **Section 1: Official Club Name**

MSU Running Club

#### **Section 2: Alternative Club Names**

Michigan State University Running Club  
Michigan State Running Club  
MSU RC  
Spartan Runner

#### **Section 3: Statement of Purpose**

To grow a running atmosphere in the community.

- By providing an opportunity for any member of the community that wants to engage in a running lifestyle to participate at a low cost.
- By providing a supportive environment for all those who wish to engage in running.
- By providing the opportunity for all members to participate in competitive and social events at a low cost.

To promote the development both as runners and as individuals of all members.

To compete at a high level at NIRCA events.

To provide the leadership opportunities and memorable life experiences for all members.

### **ARTICLE II MEMBERSHIP:**

The organization will not discriminate on the basis of age, color, gender, gender identity, disability status, height, marital status, national origin, political persuasion, race, religion, sexual orientation, veteran status, or weight. Also, only MSU students may be officers and/or voting members.

### **Section 1: Members**

Graduate and undergraduate students of Michigan State University can become voting members by paying dues and completing and signing a club registration form.

Voting members are eligible to compete in intercollegiate meets sponsored by NIRCA, NCTFA or other University Clubs.

All Michigan State students are welcome to come and run with the club, but do not have access to the aforementioned resources if they have not paid dues.

### **Section 2: Club dues**

Club dues are to be required for club membership. The amount of dues for each year is to be decided by the Presidential Cabinet prior to the beginning of each Fall semester. Club dues are to cover a membership period beginning at the start of Fall Semester through the end of the following Spring Semester. Club dues are to be used as a funding source for the MSU Running Club and are non-refundable. The usage of dues is to be decided by the president and officers of the MSU Running Club based on the procedure outlined in Article V-Club Funds.

### **Section 3: Club Registration Form**

The registration form for club membership must contain the following information about the (potential) member: Name, Sex, Year in School, PID, Emergency Contact, Emergency Contact Phone Number.

### **Section 4: Member Expectations**

Members are expected to uphold a positive impression of MSU Running Club and Michigan State University. Members are accountable for maintaining reputable financial standing with the club in regards to dues, apparel, travel fees, etc.

Any questionable behavior that damages the reputation of MSU Running Club or Michigan State University is subject to review by the MSU Running Club Officers. This may result in a member's forfeiture of privileges and/or membership. Any decisions based on the above conditions will be decided upon with a 8/10 or greater officer vote.

### **Section 5: 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 Presidential Cabinet.

### **Section 6: Sexual Harassment**

The MSU Running Club takes sexual misconduct cases very seriously. The club follows any and all procedures from and uses definitions as outlined by the Michigan State University policy regarding sexual misconduct. That is, for any sort of sexual misconduct that occurs within members of the club especially during club sponsored events including, but not limited to, travel

meets/ weekends, social events, and practice or through any club sponsored technology, the officers will refer to “University Policy on Relationship Violence & Sexual Misconduct.” The policy can be found using the following link:  
<https://www.hr.msu.edu/documents/uwidepolproc/RVSMPolicy.pdf>

If sexual misconduct as described by the MSU policy prevents another member from performing or enjoying the club, just actions may be taken by the officers. Individuals found in violation of the Michigan State University policy regarding sexual misconduct are subject to review by the officers and may be subject to disciplinary action at the discretion of an 8/9 vote by the officers. Any member that experiences or witnesses sexual harassment should inform an officer as soon as possible. Any member can announce their just concern to an officer without fear of reprisal. Any concern brought forth to the e-board will be taken care of with discretion, and any officer who becomes aware of sexual misconduct within the club should bring the issue forth to the other officers, who will handle the matter in a confidential and timely manner.

A vote that results from a misconduct that occurs between officers on the e-board or between club members and officers will exclude any involved officer from the vote.

### **ARTICLE III Leadership & Organization:**

#### **Section 1: Club Organization**

Leadership and organization of the club is broken down into 2 parts, the Presidential Cabinet and the Executive Board.

#### **Section 2: Presidential Cabinet**

The Presidential Cabinet is led by the President and include the President, Vice-President of Operations and Vice-President of Administration. These officers are primarily responsible for insuring that all club operation run smoothly. While the Presidential Cabinet is responsible for the operations of the club as a whole, the following is an outline of duties for each Presidential Cabinet position, known as Primary Officer.

##### **--President:**

The President is responsible for all club operations. He/she is the primary decision maker for all club events as well as all club financial decisions regarding expenditures less than 5% of current cumulative club account funds. The President is responsible for all duties not assigned to another officer.

##### **--Vice President of Operations:**

The Vice-President of Operations is responsible for aiding the President with all club operations regarding club infrastructure. He/she is the primary point of contact for all Executive Board regarding financial operations. Responsibilities include but are not limited to: assisting

President in creating club budget, communication with the Department of Student Life, communication with National Intercollegiate Running Club Association and any club sponsors.

**--Vice-President of Administration:**

The Vice-President of Administration will be responsible for all secretarial duties such as, but not limited to, sending e-mails to members, post-meet articles, record keeping, and organizing taking splits at meets. The Vice President of Administration is also to assist the President and other members in their duties as needed. In the event that the Vice President of Operations resigns or is removed from their position, the Vice President of Administration assumes the position of the Vice President of Operations.

**Section 3: Executive Board**

The Executive Board are responsible for the tasks delegated to them by the Presidential Cabinet. These tasks should be focused towards a specific aspect of the club. The tasks delegated to the Executive Board by the President may also vary year to year based on the current needs of the club. The following are secondary officer positions.

**--Treasurer:**

The treasurer is in charge of club finances. This includes the upkeep and operation of the MSUFCU bank account and the University Account. They are also responsible for writing checks for club events, reimbursing members for approved expenses, keeping other officers aware of the financial state of the club, and assisting the President and Vice-President of Operations with the club budget.

**--Social Coordinator:**

The social coordinator is in charge of developing the social bonds of the club. More specifically, they plan weekly dinners, club parties, end of season banquets and weekend social events. Also, they are in charge of socially including new members into the club, with the help of the other officers.

**--Travel Coordinator:**

The travel coordinator is responsible for assisting the President with travel arrangements for club events. This includes making travel cost estimates for budgeting purposes, making arrangements for overnight stays, coordinating with drivers for club carpool, making sure drivers get reimbursed as soon as possible after the event.

**--Apparel Coordinator:**

The Apparel Coordinator is responsible for assisting the President in procuring and distributing club apparel. Responsibilities include: researching possible club apparel, ordering apparel, distributing apparel.

### **--Fundraising Coordinator**

The Fundraising Coordinator is responsible for club fundraising activities. This includes: organizing fundraising events, organizing member participation in fundraising.

### **--Webmaster**

The Webmaster is responsible for updating and maintaining the club website. This includes keeping updated information and news on the site as well as technically up-to-date and user friendly as possible.

## **Section 4: Officer Removal**

In the event that an officer becomes disconnected from the club and fails to perform his/her duties, it is recommended that they voluntarily resign.

If it is necessary to replace or remove an officer for any reason, one of the Presidential Cabinet members may issue a warning to the officer if at least two of the three are in concurrence that a warning should be given. If they still do not comply, a unanimous vote by the entire Presidential Cabinet may remove the officer in question. There must be at least one full week between the issued warning and the vote for removal. Warning will be dismissed after one month of the date that they are given provided that the officer in question has corrected the issue. After three warnings within one year, the officer is automatically subjected to a vote for removal.

An officer or multiple officers may be immediately dismissed if they have committed a felony, been put on academic suspension, have been expelled, or no longer attend Michigan State University for any reason. If it is determined that an officer must immediately be dismissed and any of the above reasons are not met, first the officers not in question must have a unanimous vote to dismiss said officer(s).

## **Section 5: Officer Replacement**

In the event that an officer resigns or is removed from their position, the following are procedures for an interim replacement until the next officer election. An interim officer has all of the responsibilities and privileges as an officer. A waiting period of at least 24 hours must take place between nominations and voting. All voting for new candidates will be done anonymously on paper.

### **--President**

If the President is unable to fulfill their duties, the Vice President of Operations becomes the next president and the Vice President of Administrations becomes the Vice President of Operations. The remaining two Presidential Cabinet members nominate two additional officers as candidates for the vacant seat, and a majority vote of the officers (excluding the leaving member) shall confirm him/her as the interim officer. In the event of a tie, the vote shall be brought to the voting club members with one week notice of the election, and a majority vote will confirm him/her as the interim officer.

### **--Vice-President of Operations**

If the Vice President of Operations is unable to fulfill their duties, the Vice President of Administrations becomes the Vice President of Operations. The remaining two Presidential Cabinet members nominate two additional officers as candidates for the vacant seat, and a majority vote of the officers (excluding the leaving member) shall confirm him/her as the interim officer. In the event of a tie, the vote shall be brought to the voting club members with one week notice of the election, and a majority vote will confirm him/her as the interim officer.

**--Vice-President of Administrations:**

The remaining two Presidential Cabinet members nominate two additional officers as candidates for the vacant seat, and a majority vote of the officers (excluding the leaving member) shall confirm him/her as the interim officer. In the event of a tie, the vote shall be brought to the voting club members with one week notice of the election, and a majority vote will confirm him/her as the interim officer.

**--Executive Board:**

The executive board may nominate two voting members as candidates for the vacant seat and a majority vote of the officers (excluding the leaving member) shall confirm him/her as the interim officer. In the event of a tie, the vote shall be brought to the voting club members with one week notice of the election, and a majority vote will confirm him/her as the interim officer.

**Section 6: Officer Voting**

One of the duties of an officer is to vote on club issues. If an issue is deemed that an officer vote is required, then an officer is to initiate the voting process and that notion is to be approved by a member of the Presidential Cabinet. Once the voting process is initiated, all officers have 48 hours to vote on the issue. Once a vote is cast it may not be changed. In the event of a time sensitive issue, the President may change the 48 hour timeframe to be immediate. Officers are allowed to abstain from voting, and if an officer fails to vote within the previously mentioned time period, then they forfeit their vote on the issue and their vote is counted as them abstaining. In the event that an officer abstains from a vote, that officer will not be counted in the total affecting the required majority.

**ARTICLE IV: Club Operations**

**Section I: Club Events**

Club events are open to all dues-paying 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 MSU Running Club Officers. Members must also pay club dues first, before they can attend club events. If they do not pay dues first, then they will not be able to attend the club event.

The only exception is if the club event permits a date. A date does not have to be affiliated with running club.

## **Section 2: Liability**

Club members are responsible for their own safety and actions while at practice and all club events.

MSU Running Club is not liable for any injuries/accidents that occur at sponsored events.

## **Section 3: 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 an 8/9 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 an 8/9 vote from the officers. If an officer is responsible to 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 4: Adding Unregistered Students to Events**

Members are not permitted to send sign-ups or sign-up links for club events to non-members. If members are found to be performing this action after the sign-up due date, the member will be responsible for covering the non-members charge and their own charge. Both the member and the non-member will also not be allowed to attend the event

## **ARTICLE V: Club Funds**

### **Section 1: Spending Decisions**

Club spending decisions are to be made by the Presidential Cabinet, with assistance from 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 2: 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 3: Trip Costs**

All decisions on how much to charge for members to attend 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 any time and all decisions are final.

#### **Section 4: Reimbursement**

Receipts for tabs must be presented within 30 days of purchase. One notice will be issued seven days in advance by the club as a reminder to present all receipts. If receipts cannot be properly displayed within the 30 days, the tab will be closed and forfeited. Tabs will be paid as quickly as possible if sufficient funds are available.

All gas receipts accumulated during the travel for club functions must be presented within 30 days of returning from the event to be eligible for reimbursement.

In the event that the MSU Running Club bank account is inaccessible or sufficient funds are unavailable, tabs may be held beyond the above specified deadlines but must be reimbursed no later than 30 days after the account is accessible or sufficient funds are available.

All personal tabs require proof of purchase or proof of expenditure by means of itemized receipt before the tab is repaid.

#### **Section 5: Contracts**

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

#### **Section 6: 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 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: ELECTIONS**

#### **Section 1: Eligibility**

All voting members are eligible to run for any secondary position. Any member who has been active on the club for a minimum of 3 semesters is eligible to run for a Vice President position. Only members who have previously held an officer position are eligible to run for the President position. In the case that there are not enough eligible members running for the President position then voting members may be eligible to run for the position.

Only members are eligible to cast votes for officer positions.

#### **Section 2: Election Process**

A club-wide meeting should be held before finals week of Spring Semester to hold elections for officers for the next year. In the case that a voting member is unable to attend the election meeting, he/she may turn in a

ballot to the President at any time prior to the election meeting. There must be at least one week's notice for the election meeting.

The election will be done as follows: for each position the members must assign a number to each person running with a 1 signifying who they wish to get that position. Numbers cannot be repeated within that position. The person with the most #1s is elected to that new position. If deemed necessary by the current year's e-board, as seen by a 7/8 vote, the president will be voted for 1st, winner announced, and then all of the other positions will be voted on.

Members are eligible to run for multiple positions but must signify which position is their first choice. If a person wins one position all of their votes for the other positions they ran for must be taken out of consideration. Once this is done the numbers of those remaining will decrease by 1 in order to fill those spots taken by the person who already won a position.

If there happens to be a tie between two people, and one has not been elected to a different position, their #2 votes will then be tallied. The person with the most #2 votes will then have won. If a tie still remains, the process will continue until one person has won. If once all of the numbers have been tallied and there is still no winner the past year's executive board will re-vote for that position.

## **ARTICLE VII: Amendments**

### **Section 1: Proposal**

Amendments may be proposed by any club officer.

### **Section 2: Ratification**

#### **--Step One (Officer Approval)**

Proposed amendments must first be approved by a two-thirds majority of officers. Nine-tenths of the officers must be present for the vote to be valid.

#### **--Step Two (Member approval)**

Proposed amendments must also be approved by a one-half majority of voting members. One-fifth of members must be present for the vote to be valid and the amendment ratified. Two weeks' notice is to be given to club members informing members of the date and location of the voting meeting and the contents of the proposed amendment. Members are allowed to send in their vote if they make prior arrangements with an officer at least one week before the vote. All members are responsible for making their own prior arrangements.

#### **--Step Three (Officer Direct Ratification)**

In the event that One-fifths of the voting members are not present at the voting meeting then the officers may ratify the amendment with a three-fourths majority. Nine-tenths of the officers must be present for the vote to be valid and the amendment ratified.

## **ARTICLE VIII: Disclaimers**

### **Section 1: Liability**

Club members are responsible for their own safety and actions while at practice and all club events. MSU Running Club is not liable for any injuries, accidents, or any other mishaps that may happen because of or during any MSU Running Club event. By becoming a member of MSU Running Club, the member here for waives their right to claim MSU Running Club, any of its affiliates, and/or officers as responsible for any incident that may ensue during an MSU Running Club event unless that incident was proven to be the sole fault of the MSU Running Club, its associates, and/or its officers.

### **Section 2: Drug and Alcohol Usage**

MSU Running Club does not condone any forms of drug or alcohol usage, especially during MSU Running Club events/trips. MSU Running Club is not responsible for any drug or alcohol use, the effects that they may cause, and/or the consequences that may happen during an MSU Running Club event. MSU Running Club hereby officially discourages underage drinking and the use of illegal drugs.

### **Section 3: Constitutional Interpretation**

In the event that the MSU Running Club constitution can be interpreted in multiple ways, the official interpretation of the constitution is to be decided upon by a simple majority vote by the officers. The President is then responsible for delegating one or multiple officers to submit revised form of the section or sections in question to go through the Amendment process mentioned in Article VII.