

# CONSTITUTION

## The Running Outreach Initiative

### **Article I - Name, Purpose, and Non-Discrimination Policy of the Organization**

#### *Section 1: Name*

“The Running Outreach Initiative”

#### *Section 2: Purpose*

The purpose of this student organization is as follows:

1. To expose elementary, middle, and/or high school students, especially those from disadvantaged backgrounds, to the sport of running. This is with the hope of promoting each athlete’s own drive, work ethic, and confidence both inside and outside the sport, as well as presenting a source of camaraderie and physical and mental well-being which they can continue to participate in competitively or as a hobby for the rest of their lives. Healthy lifestyles will additionally be encouraged through talks on nutrition, injury prevention, cross training, and more. The primary route for accomplishing these aims shall be through founding individual running organizations at each school, coached by members of The Running Outreach Initiative with optional support from school staff, which align with that school’s schedule and student availability.
2. To overcome the financial barriers of entry into the sport through extensive fundraising for injury-preventing running shoes and race entry fee payment, and also for community-building running club apparel given adequate funds. External organizations such as running shoe retailers may be partnered with to achieve these ends at a reasonable price.
3. To make an effort to organize races such as 5Ks hosted at partnered schools with the aim of raising money for the school as a whole, providing an outlet through which the athletes can test their newfound fitness without the burden of race entry fees, and bringing together the school’s staff, students, and families as well as the surrounding community with an enjoyable event for all.
4. To, given consent from all athletes and their families at the beginning of the season, capture their endeavors and achievements through a dedicated media effort which produces photos and videos that the athletes and families can look back on proudly long after the season is over.
5. To enhance the cohesion of the coaching staff through a variety of social events in which coaches can build friendships which will positively translate to the administration of running club practices and the community formation in each team as a whole. These events will additionally connect the coaching and administrative staffs, such that coaches shall be acquainted with those supporting their athletes while administrators shall be acquainted with those whose efforts they are supporting.

#### *Section 3: Non-Discrimination Policy*

This organization is dedicated to supporting a diverse athlete population and, as such, to building a diverse membership. Therefore, it will not tolerate any discrimination in its activities, programs, admission, and employment for reasons of athletic background, age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other bases in accordance with The Ohio State University Organization Registration Guidelines and the law.

### **Article II - Membership: Qualifications and Categories of Membership**

Membership is open to all undergraduate students of The Ohio State University interested in making a difference in their surrounding community. No prior running experience is required.

Included in membership is the requirement to be actively involved in the organization. The two pillars of membership are coaching and administration, which members are welcome to participate in one or both of after successfully applying during the designated application periods. Assistant coaches' terms are one semester long and they have both fall and spring application periods. Should they choose to continue coaching in future terms, they shall provide updated information on their availability but do not need to reapply. Committee member terms are year-long, and they will need to reapply each fall application period. Applicants may be subject to written applications, speeches, and/or interviews for either of these positions, as they will be directly involved in highly impactful activities. Reliability, selflessness, good character, and work ethic will be some of the primary attributes sought after in an applicant.

*Evans Clause:* Given the foundational role that the Evans Scholars played in supporting the Graham Elementary & Middle School running club program upon which this organization is based, along with their close proximity to this school, Evans Scholars shall be granted reduced barriers to entry into assistant coaching positions.

Upon gaining membership, there may be an optional membership fee, subject to change on a yearly basis and decided by the Executive Committee prior to the beginning of each fall application period, which is required for access to social events, member apparel, right to vote in elections, and ability to run for officer positions. These fees go towards internal social events, club merchandise, and fundraising events as necessary.

#### *Section 1: Assistant Coaches*

Assistant coaches are the backbone of the organization. They provide the resources necessary to manage a large group of students, ensuring their safety and encouraging them in their performances, and they facilitate the team culture. They attend all practices which they sign up for at the beginning of the season (giving one week's notice of any absences), and they take an active role in each practice. This could include setting up cones, pacing a group of runners, encouraging runners, forming groups for games (and participating in them or aiding in their administration), keeping track of times on a stopwatch, engaging in conversation with team members, and including shy team members in social interactions. Though no prior running experience is required, assistant coaches should expect to be participating in some physical activity, though often light. All coaches, male or female, should wear clothing appropriate for a setting containing minors. Assistant coaches are strongly encouraged to attend fundraising and social events.

#### *Section 2: Administrative Committee Members*

Committee members aid in the organization's supportive efforts of its running programs. The formation of a committee is subject to each administrative officer's discretion on a yearly basis, therefore committee member duties may vary. However, event planning, external organization communication, and day-of event administration should be expected. Officers will lead their committee members by clearly outlining their expected contributions for specific tasks. Attendance of social events and fundraisers is also strongly encouraged.

### **Article III – Organization Leadership**

Officers, who must be members of The Running Outreach Initiative, shall be elected for year-long terms during the April election period, as described in Article V. Officer positions include:

- President
- Vice President
- Treasurer

- Secretary
- Head Coaches, one for each running program
- Fundraising Chair
- Social Chair
- Marketing Chair
- Race Director
- Corporate Relations Liaison

This list is subject to expansion. Furthermore, the President maintains the right to expand officer positions to co-positions each year.

*President:* The President is the Chief Executive and primary representative of the organization. They serve an administrative role and are responsible for closely overseeing its officers and their activities to ensure the achievement of the club's goals (including working with the Vice President and Head Coaches to formulate training plans), setting these yearly goals, structure, and timeline with the input of the advisor, working with the advisor on any relevant business of the organization, scheduling and presiding at General Body meetings, Executive Committee meetings, and elections, being the primary representative and point of contact for the organization, reaching out to schools for the formation of additional running programs, enthusiastically volunteering to support the staff at events and/or practices when needed or simply available, mediating any conflicts which may arise, maintaining the organization's registration each year, submitting updates to the constitution as needed, and completing the required presidential training. The club's yearly transition of leadership will also be supervised by the president, and it shall include the updating of responsibilities of each officer position as needed and providing this information to the incoming officers, as well as connecting outgoing officers with ingoing officers so that there is a clear transfer of information pertinent to the performance of the position.

*Vice President:* The Vice President is the secondary representative of the organization. They shall preside over General Body meetings, Executive Committee meetings, and/or elections in the president's absence and specially aid in the responsibilities of each officer to ensure their proper execution. This includes aiding Head Coaches and the President in the creation of training plans. Additionally, they will work with the fundraising chair, head coaches, and treasurer in the logistics of shoe, race fee, and/or apparel fundraising, the proper delivery of those funds to running shoe retailers, race organizers, and/or apparel brands (and the formation of relationships with those external organizations), and the distribution of these obtained resources to their intended beneficiaries. In situations where there is an unusual absence of coaching staff, they may be called upon to coach at that practice. They should also make every attempt to attend races and support the race-day duties of other officers if they cannot attend. If the opportunity arises to organize a yearly 5K fundraiser for a school where a running program is hosted, the Vice President will lead its organization for the current year, and a Race Chair position will be instated the following year.

*Treasurer:* The Treasurer shall be responsible for maintaining the club's financial records, appropriately disbursing funds necessary to each officer's activities in the organization, overseeing and securing the club's income, aiding in the spending of raised funds on running shoes, race entry fees, and/or apparel, working with the Secretary to maintain a list of members and collect membership fees, coordinating the club's use of funds with the advisor, and receiving the necessary treasurer training.

*Secretary:* The Secretary shall be responsible for taking meeting minutes at Executive Committee meetings, dispersing this information and other relevant information such as upcoming events to the General Body through the club's means of communication, keeping a calendar of all these events and maintaining a timeline of the year's events, working with the Treasurer to maintain a list of paid members, aiding in communication between officers, and maintaining the club's website if one is created (in which case, they should be the one to do so or recruit someone with the ability to do so).

*Head Coaches:* There shall be one Head Coach per running program, though it may be expanded to a Co-Head Coach position if necessary. They are responsible for attending every practice except in the case of emergency, though if scheduling conflicts prevent them from attending part of each week's practices, a Co-Head Coach can make up by attending those missed practices. They shall lead each practice, including the execution of each practice's goals in a timely fashion and the coordinating of assistant coaches to help accomplish this. They shall also be responsible for formulating each season's training plan at the beginning of each season with the input of the President and Vice President, and for administrating the application of assistant coaches.

*Fundraising Chair:* The Fundraising Chair shall work closely with the treasurer to organize fundraising events and other opportunities in order to raise the necessary funds for running shoes, race entry fees, and/or apparel in a financially efficient and enjoyable, community-building fashion. If they elect to form a committee, they shall be responsible for overseeing the application of committee members and for clearly outlining their expected contributions.

*Social Chair:* The Social Chair is responsible for organizing social events which aid in the formation of a tight-knit community in the organization. Ideally, these would take place at the beginning and end of each season so that members can be introduced to those they will be working with and then celebrate their achievements at the conclusion of each season. They shall work with the rest of the Executive Committee when outside opinion on events and fund allocation is needed.

*Marketing Chair:* Given the rewarding experience that running program participation (and especially 5K race participation) is for athletes and their families, the Marketing Chair shall be responsible for first, at the beginning of each season, providing each athlete with a waiver form permitting their picture to be taken, then attending at least three practices per program each season as well as the concluding race to capture photos and videos of the athletes, and finally distributing this media to families at the resolution of the season. Additionally, they shall be responsible for the maintenance of a social media page for the organization. This page will abstain from posting content containing athletes unless permission is explicitly granted, and it will primarily serve to advertise the club's upcoming events, especially fundraisers (the Marketing Chair shall create flyers for each and encourage members to repost them on their own social media accounts), and to display the club's achievements. These responsibilities can additionally be distributed to a committee based on the Marketing Chair's discretion.

*Race Director:* The Race Director shall be responsible for the organization of an end-of-season race each semester which brings together each of The Running Outreach Initiative's running programs and their associated communities for an enjoyable event which removes the financial barrier to competition for our athletes and highlights their accomplishments. All revenue from other participants shall go straight to the schools hosting each running program. They will work closely with the treasurer, corporate relations liaison, head coaches, and a committee if they choose to lead one. Though spring races may occur following the end of OSU's spring semester,

the Race Director's in-person attendance is greatly needed to oversee the success of the event through leading a group of race-day volunteers.

*Corporate Relations Liaison:* This position shall create and maintain professional connections between this organization and external corporations as donors and sponsors. They will work in conjunction with the treasurer and event planners for fundraisers and end-of-season races and will additionally seek general donations throughout the year. They are a representative of the organization and will be responsible for effectively communicating its mission and where exactly donated funds are utilized.

In addition to the duties listed above, all officers are expected to attend every Executive Committee and General Body meeting and to assist in the club's function in every aspect they can, including but not limited to aiding fellow officers in their duties when needed and attending as many fundraisers, social events, and races as possible. They are expected to be the outward faces of the club and thus to consistently represent it, doing so with passion and good character. Moreover, outgoing officers are expected to place proper effort into their transfer of power to incoming officers, including strong mentorship of the incoming officers on the positions they will be assuming.

Any officer is welcome to attend a practice as an assistant coach, as long as they make the coaching staff properly aware of their attendance so that they can be briefed on the structure of the practice and their role beforehand. Officers are additionally welcome to be official assistant coaches for entire seasons without needing to apply to an assistant coaching position.

#### **Article IV – Executive Committee**

The Executive Committee is composed of every officer position listed in Article III. It represents the general membership and conducts business of the club through meetings between general meetings of the membership and reports its actions at the general meetings of the membership.

#### **Article V – Method of Electing and Removing Officers and Members**

##### *Section 1: Elections*

Officer elections shall be held during April each year to ensure proper preparation for fall seasons. Applications for assistant coach and committee positions will be opened at the beginning of each fall semester near the time of the involvement fair, with appropriate time ensured before the beginning of the fall season. Assistant coaches will also be able to apply during a spring application period, again near in time to the involvement fair and with ample time before the beginning of the spring season. Assistant coach and committee applications, whether written or verbal/interview format, will be created by the officer administrating the committee or group of assistant coaches, and they will additionally oversee the hiring process for their own committee or assistant coaches.

Any paid member (if payment is currently being required for full membership) of the organization is eligible to run for an officer position and vote in officer elections. Candidates may self-nominate or be nominated by another member for up to three total positions. For each position, candidates will be allotted the same amount of time to give a speech. After all speeches have been given for that position, voting shall take place in a "heads down, hands up" majority vote format, and the President shall count votes.

##### *Section 2: Removal of Officers and Members*

If an officer or member is deemed to be violating any portion of this Constitution, behaving in a way which is detrimental to the goals of the organization (including insufficient attendance), or violating the OSU Student Code of Conduct, they may be nominated for removal by any paid member and removed

with two-thirds majority vote. If an officer is removed, they may appeal to the General Body and be reinstated by a two-thirds majority vote.

#### **Article VI – Faculty Advisor**

The organization's advisor must be a full-time member of the University faculty or Administrative & Professional staff. This advisor shall be responsible for approving any measures that require an advisor and for providing guidance and counsel to the organization.

#### **Article VII – Meetings of the Organization**

At least one General Body meeting shall take place each semester, with at least seven paid members in attendance to vote on any decision put forth. A two-thirds majority shall be required to pass any decision. Executive Committee meetings shall take place at a consistent frequency which is at the discretion of the President each semester.

#### **Article IX – Method of Amending Constitution**

Any proposed amendment to this Constitution must be clearly provided in a written notification to all General Body members at least 24 hours prior to when a vote shall be placed on it, either at a regular General Body meeting or a special meeting. All paid members are eligible to vote. An amendment shall be passed with a three-fourths majority.

#### **Article X – Method of Dissolution of Organization**

Dissolution of The Running Outreach Initiative shall require a two-thirds majority vote by the Executive Committee. The President, with the help of the Executive Committee, shall ensure any organization debts are be paid off and any assets appropriately redistributed before the club is dissolved.