

# The Track, XC, and Running Club at The Ohio State University

## CONSTITUTION

Last Revision Date: 1/9/2024 By Emma Lally

Approved: 4/11/2023

### Article I

Section 1: Title: Running Club at The Ohio State University (hereinafter "Running Club")

Section 2: Purpose: For those students who ran cross country or track in high school, or just enjoy the sport of running, the Running Club is an organization that will unite students on campus who enjoy the sport of running for the physical and social benefits. The Running Club meets during the week for group runs and will have the opportunity to register for races as a group.

#### **Amendment II (In regards to Article I, Section 2)**

The purpose of the Running Club at The Ohio State University is to gather students who enjoy running either recreationally or competitively. The Running Club will meet throughout the week for: group runs, participation in races, especially those sponsored by our national affiliates, and social events.

Section 3: Non-Discrimination Policy: This organization and its members shall not discriminate against any individual(s) for the reasons of 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 basis in accordance with Ohio State student organization guidelines.

#### **Amendment XXV (In regards to Article I, Section 3)**

Section 4: Anti-Harassment : This organization and its members shall not inflict any form of harassment upon any individual. Behavior that can be considered harassment includes, but is not limited to, internet trolling, bullying, sexual harassment, threats, and aggression.

Internet Trolling - Internet Trolling is defined by Merriam Webster as antagonizing "(others) online by deliberately posting inflammatory, irrelevant, or offensive comments or other disruptive content".

Sexual Harassment - Sexual harassment perpetrated by members of this organization will not be tolerated. Examples of sexual harassment include, but are not limited to, verbal harassment unwanted physical contact, sexualization of an individual, or disclosing an individual's private information publicly.

Violations of Section 4 will be dealt in regards to Article II: Amendment IX & Amendment Amendment XVI

## **Article II - Membership**

The Running Club is open to all enrolled Ohio State students, faculty, alumni, and staff interested in joining. All abilities are welcome.

### Amendment XIV: Membership Types (in regards to Article II)

Running Club will offer two distinct types of membership Social and Racing.

A social membership shall provide the basic benefits of running with a group as well as other opportunities to benefit socially within the club. This form of membership can last both the duration of a semester or a full academic year.

A competitive membership shall consist of the benefits or a social benefit in addition to registration of ALL\* of Running Club's competitive scheduled meets. This form of membership can last both the duration of a semester or a full academic year.

There will be two hybrid membership options, Trackster and Kilomaster, that will be offered. Trackster will include an autumn semester social membership and a spring semester competitive membership semester. Kilomaster will include an autumn semester competitive membership and a spring semester social membership.

\* An additional field-events only track meet may be added to the racing schedule to provide extra practice for those that wish to participate in those events. Field event members traditionally have not had access to practice facilities/equipment in the way that runners do.

All forms of membership may be modified on a year to year basis and additional forms of membership can be added by the officers of Running Club. Pricing of membership shall be finalized by the Treasurer of the club with the approval of the President by the first meeting of Running Club in the current academic year. Members may choose to upgrade their membership from social to competitive at any point; in this case, they will pay the difference between the membership options.

Refunds: Members may request a refund for membership dues from the club at any point. Members paying for a social membership will not be refunded for the current semester after the initial dues-payment deadline, but if they request the refund in the first semester and have paid for the full year, then they will be refunded the difference between full year social and semester social membership dues. Those who paid for a competitive membership will be refunded if they have not yet signed up for a meet. Those who signed up but dropped the meet after the

registration deadline and/or didn't attend the meet are not eligible for a refund. A member may submit an appeal to the Treasurer, and the Executive Committee (President, Vice President, and Treasurer) will make the ultimate decision on whether or not to grant the refund and if granted, its amount.

Removal of members from the club will occur once their membership dues expire, i.e., at the end of the semester or year, depending on the membership. Returning members are re-added upon submission of the next year's dues. Member removal may also occur as a result of the formal complaint process (see Amendments IX and XVI).

#### Amendment XV: The Not for College Days Alone Clause (in regards to Article II)

Individuals who previously have held membership within Running Club may continue their participation within the membership type of a social member (either semester or full year) and receive the full benefits of social or competitive membership for up to two full years after their graduation date.

#### **Amendment IX (In regards to Article II)**

Members and officers are allowed to make complaints against members of the Running Club. Cases will be brought forth to any Officer, and a meeting between the Officers and parties concerned will be made. Members can be indefinitely suspended by a 3/4 majority vote by all present officers.

#### **Amendment XVI (In regards to Article II)**

The default punishment for a complaint cannot be set forth by the complainee and will be decided by a discussion and then a majority vote amongst all current officers (excluding the accused).

This includes but is not limited to: impeachment, suspension from meets, written apologies, suspension from officer duties, removal from the club, and probation. The terms of probation may also be set during this meeting by the President.

#### **Amendment XXXI (in regards to article II)**

If a member files a complaint which the officer group finds cannot be investigated by the club due to seriousness (legal situations, crimes, ect) or lack of grounds, the officers can vote to not run an investigation -  $\frac{3}{4}$  in favor - & submit the complaint rejection for approval from our advisor.

This will be done by the president meeting with our advisor and showing the submitted complaint as well as a justification for lack of investigation and any reasoning officers who want an investigation may have had.

Upon approval, the club's president will reach out to the individual(s) who submitted the complaint with an explanation of why the complaint cannot be investigated by the club followed by next steps through university conduct resources if their complaint is serious in nature.

## **Article III - Organization Leadership**

### **Amendment XXIII (In regards to Article III replacing previous amendments I,III,XI,XII,IX, and XXI)**

Each office will be elected by dues paying members to help facilitate the group during runs and team functions. Those individuals are expected to assist the President in every aspect possible to make the Running Club function properly. Elected offices that will always be in place:

- President
- Vice President
- Treasurer

The above three positions are considered the Executive Committee

- Social Media Manager
- Apparel Chair, and two Social Chairs (one male and one female)
- Two Long Distance Captains (one male and one female), Middle Distance Captain, and two Sprint Captains (one male and one female)
- Race Logistics Manager

The following leadership positions will be instituted during the start of the 2023-2024 academic year:

*President:* The President's main duties revolve around facilitating the daily runs, making announcements, and ensuring that the officers are coherent in their direction and vision for the club. They will facilitate the transition from the old administration to the new administration, and act as the secondary financial point of contact for the club after the treasurer. They will act as the primary representative of the organization to The Ohio State University (registering for involvement fairs, student org trainings, on campus events, etc.) and during meets (coaches' meetings). They are responsible for generating an overall timeline, structure, and vision for the year ahead and executing it through actions and delegation. They will oversee activities of both the social and racing committees, ensuring the creation of a social calendar and racing schedule. They will make weekly newsletters and club updates, as well as maintain and manage the email account. They will serve as the final decision maker for the club.

*Treasurer:* The Treasurer must maintain an updated list of all paid members and collect important information from those members including phone numbers, email addresses, emergency contacts, medical conditions, etc. They will also collect dues from members for both fall and spring semester and be responsible for acquiring access to the US Bank account, following a change of leadership for the position. They shall review internet

statements and transactions, verifying transactions within Venmo too. They shall apply for and collect both programming and operating funds by their due dates. The Treasurer must provide mid and end of semester updates to all officers on the financial status of the Running Club. They will be expected to create and maintain budgets for both racing and social committee events and an income statement of all monetary transactions within the club. The Treasurer is required to attend the treasurer training session through the Ohio Union. They will also complete the audit at the end of the year.

*Vice President:* The Vice President will be the primary point of contact for the racing committee. They will oversee all training plans, NIRCA documentation, and travel arrangements for the club. They will be directly responsible for race sign-ups and determining potential meets. The Vice President is to create and distribute meet schedules/information sheets. The VP is responsible for contacting coaches and exploring new racing opportunities. The VP is responsible for managing and maintaining all running accounts associated with run club. (Strava, DirectAthletics, NIRCA, etc.) In the case that a captain is unable to attend a workout, the Vice President will be responsible for explaining and/or leading the workout as needed. The Vice President will report directly to the President, and is expected to be at all meetings (including social committee) to ensure that there are no conflicts with the racing schedule. The Vice President is responsible to organize committee meetings throughout the year as instructed/needed. The VP is in charge, accountable and responsible for all training equipment.

*Social Media Manager:* The Social Media Manager will be required to update the Running Club Website weekly, or at the discretion of the President or Vice President. Included on the site shall be race announcements, pictures, a listing of officers, and other items deemed necessary. The Social Media Manager should utilize social media as a further means of communication. The President may require the Social Media Manager to attend the Basic Website Development Program or Intermediate Website Development Program. The Social Media Manager shall also be responsible for the social media accounts associated with Running Club and will share that responsibility with other officers as they see fit.

*Social Events Chairs (1 male and 1 female):* The social chairs will be in charge of planning and executing all social events, fundraising and community service through the year. They will work directly with the President to create an event schedule before each semester and facilitate the events. The goal of fundraising should be to earn money to subsidize events and items for the whole club. They should try to engage outside sources for fundraising. The most highly recommended community service event is volunteering at the Columbus marathon, which also is a source of fundraising for the club. Social chairs will share responsibilities for planning volunteering events, fundraising events, and social events. There must be one of each type of event per month.

*Apparel Chair:* The apparel chair will be in charge of all ordered apparel during the elected term including spiritwear, T-shirts and jerseys. They will work directly with the President and Treasurer to organize and execute orders and delivery of all apparel and jerseys. They will be a main point of contact for outside suppliers of merchandise for the club. They can assist the Social Events Chair as needed.

*Race Logistics Manager:* The race logistics manager will be in charge of all team travel to and from events. This includes carpool sheets, lodging, and hotel room assignments for both track and cross country season. In addition, they will work with the Vice President to ensure that all NIRCA membership requirements are met (roster, racer profiles, etc).

*Long Distance Captain (1 male and 1 female):* 2 Captains of the Long Distance team of opposite genders will serve as the training organizers during the XC season and for the long distance squad during track season. They will write and facilitate a workout plan for each season including running, lifting, and cross training.

*Middle Distance Captain:* The Captain of the Middle Distance team will serve as the training organizer for the middle distance squads during the Track season. During the XC season he or she is expected to work with the Long Distance Captain in whatever matters are deemed necessary by the President.

*Sprint Captains (1 male and 1 female):* 2 Captains of the Sprint team of opposite genders will serve as the training organizers for the sprint squads during the fall and spring seasons. They will create a workout plan including lifting and cross-training in the fall as well as sprint training during the winter and spring seasons. They will also serve as the primary recruiters for the sprint and jump disciplines. One of the captains will serve as a *Sprint and Field Events Captain*. Once the two captains are elected, they will choose between themselves who will have the emphasis on field events.

*Archivist:* The archivist will manage important club documents (Master Doc, Weekly Schedule, Top 10 Times, Important Stuff) and serve as a club historian. The archivist is in charge of tracking registration trends, attendance counts, and top times throughout the year. The archivist will be in charge of taking notes at officer meetings, or in their absence, delegating this responsibility. They will organize and manage the club's Google Drive, and they will manage the club's GroupMe, including the purge of non-dues-paying members towards the beginning of each semester. Furthermore, the archivist will be the primary historian/journalist of the club; in this role, the archivist will interview club members and draft short articles and stories from major Run Club events. The archivist will create monthly recap videos that highlight events over the course of the year. As a part of their responsibilities, the archivist will collaborate with the Social Media Manager for photo/video documentation of Run Club social/competitive events whenever this

position isn't sufficiently filled by volunteers, or they may delegate this responsibility. Any photo documentation must include consent of all parties involved.

If all officers are voting on a matter and the votes are split and they are stuck in gridlock, the decision shall be voted on by the Executive Committee and the decision of the Executive Committee will stand.

### **Amendment XXII (replacing Amendment IIX) (in regards to Article III)**

Similar to the way in which members are indefinitely suspended, members and officers are allowed to make complaints against officers of the Running Club. Cases will be brought forth to any Officer, and a meeting with a quorum of officers will be made to decide the fate of the accused officer. The accused officer in this case does a chance to present their own case and with a  $\frac{3}{4}$  majority vote by all present officers (excluding the accused) can the accused officer be suspended indefinitely.

(affects Amendment XXI as well, see above)

In the event that an officer resigns from their position the remaining officers will elect a new officer to that position by a simple majority. All Running Club members may run for an open and resigned position and fill it for the rest of its tenure. All Officers will be voted on during the next voting cycle in normal fashion stated in Article X- Elections.

### **Article IV - Advisor(s)**

The advisor of the Running Club is a full-time member of the University faculty. The role of the advisor is simply to watch over the club and help out in times of need. The advisor is not expected to run with the club, but is more than welcome to join group runs. Advisors are required to attend a training session every two years at the request of Student Activities and the Ohio Union.

### **Article VI - Meetings of the Organization**

**Amendment XVII (in regards to article VI)** - The Running Club sets group runs or other group functions with the hope of making them available to the majority of students with regards to schedule. Each semester the times and locations of runs will be determined by the President, with help from the Vice President. The Running Club will attempt to meet 5 times a week during the weekdays at 5:30 pm on the West Ohio Union Patio. This time and location can be adjusted to due to normal circumstances such as daylight savings time and indoor track practices by the President. Pending bad weather conditions, officers will cancel runs at their best discretion and communicate this effectively to the rest of the Running Club.

Amendment XVIII (in regards to Amendment IIX in replacing Amendment X in regards to Article III: Meetings of the Officers of the Ohio State Running Club will be arranged by the President at his/her discretion. A meeting must have a quorum of 75% elected officers in order for any business to be conducted.

Amendment XXVIII: Officers of the Running Club at OSU shall meet at least once a calendar month with the exception of the months of May, June, July, and December. The Vice President and President can call their respective committees to meet with whatever frequency they see fit.

Amendment XXIX (Varsity Selection Amendment):

Varsity Selection Amendment:

Certain Meets and Events require the Running Club at OSU to select a varsity team or relay from its active members to compete in team-based competitions. This process, in chronological order, is formalized as such:

1. The number of members needed for the team is established at least 2 weeks before the event is scheduled to start. This includes how many members are guaranteed a spot on the varsity team as well as how many members are needed as alternates.
2. From the roster of active members, the number of members specified in the process above will be placed on the varsity team or on the alternate list. Members will be selected based on these specific criteria which are listed in order of priority:

- Event Performance - The most important criteria is having one of the top times for the year in the event being raced. A "top time" is defined as a time that falls within the top set of times from the current season for the number of spots available on the varsity team. Extra emphasis will be placed on Regional's performances for cross country and outdoor performances for Track. Each time logged by an athlete will be compared to times logged by their teammates at the same race so performances can be adjusted to reflect race conditions. For example, a PR set on a course where conditions were not ideal due to weather would be adjusted to reflect those conditions based on the performance of their teammates. In addition, an athlete who has shown consistency with their racing across the entire season and high race attendance may be considered for a spot over an athlete that has a faster PR, but has not raced consistently well or has low race attendance.

- Workout Performance - A member's workout performance is the second most important criteria. Workout performance is measured based on fitness displayed during the Official Cross-Country or Track program workouts. An athlete wishing to have their workout performance considered during the selection process must provide an accurate record of performance such as a GPS readout or eyewitness confirmation from another member of the workout they think proves their worthiness.

- Practice Attendance - The third most important criteria is practice attendance. While attendance does not indicate someone's fitness, it is important that a member that wishing to be on the varsity team attends practice with relative



frequency so that racing committee members and others on the varsity team can confirm an athlete's fitness. However, due to college's nature, it may be impossible for certain members to attend any practices or workouts, so no member shall be kept from a varsity spot due to attendance alone.

3. The selection meeting will take place at least 10 days before the event. The racing committee will select and vote on a ranked order of participants for the championship event along with 2 alternates. Club members will be informed of who is on the varsity teams promptly after the meeting concludes. If a member is not selected to be a part of the varsity team for a specific event and that member feels that they should be a part of the varsity team, the aforementioned member can write a formal petition to the racing committee for a time trial. To challenge, one must have finished in the top 7 in any race at any point in the season (cross country only). The participants that must participate in the time trial are those participants from the ranked order descending the number of challengers. The petition to time trial must be submitted within 24 hours of the official teams being announced. The time trial will be a distance and course mutually agreed on by the runoff parties. If there is not a mutual agreement, they will default to a 5K on grass (men) or 2 mile on grass (women) (cross country only). During track season, the time trial will be the race distance of the event in question. The time trial will be held before the NIRCA Nationals registration window closes. Any member involved in the time trial that cannot make the time trial must provide evidence of the extreme circumstances that prevented them from attending.

Amendment XXX (Top Times Records):

Wind Measurements:

The Top Times Records should consist of only wind legal marks for the following events: 100m, 100m Hurdles, 110m Hurdles, 200m, Long Jump, and Triple Jump. If wind is not measured at a meet, all records will be counted as wind legal.

Season Length:

Records from the entire track or cross country season will count for the Top Times list, regardless of if it was an official meet on the club schedule or not, as long as the athlete is a competitive member.

## **Article VII - Method of Amending Constitution**

The constitution will be amended by the President as changes and needs are presented to the club. Amendments can be proposed by any member of the Running Club.

### **Amendment XIII (replacing Amendment V) (In regards to Article VII)**

Amendments to the Constitution must be approved by a 3/4 vote of all active officers to go into effect.

## **Article VIII - Method of Dissolution of Organization**

If for some unforeseen reason the Running Club would disband, the assets and debts would be responsibility of the President.

## **Article IX - National Affiliation**

As of Spring of 2006, The Running Club at The Ohio State University is a member of the National Intercollegiate Running Club Association. Annual dues must be paid by the Treasurer to this organization. Additional information can be found at [www.clubrunning.org](http://www.clubrunning.org) for races and other participating member schools.

### **Amendment VII (In regards to Article IX)**

As of Fall 2010, The Running Club at The Ohio State University will again maintain active membership to the National Intercollegiate Running Club Association (NIRCA).

## **Article X - Elections**

### **Amendment XXIV (replacing Amendment XXIV, in regards to Article X)**

Elections of The Running Club at The Ohio State University will occur with the following procedure.

An in-person election event will be held on a Friday or Saturday evening during the spring semester. The event will consist of nominations for the various offices, speeches made by the candidates, a question and answer session, a period for discussion, and a call to vote. Each of the elected positions (see Article III, Amendment XXI) will be elected in this manner.

The Elections will be moderated and facilitated by a group of Election Marshals. Election Marshals consist of graduating-officers. If there are less than 2 Election Marshals, the help of other graduating members or of officers of non-graduating status may be requested, providing the substitute is not running for any positions. These are chosen at the discretion of the President.

### *Voter Eligibility*

A voter must be a non-graduating, active (dues-paying) member of Running Club and present at the time of vote collection in order to attend and vote. A voter must be present at the beginning of the speeches for a position in order to vote for that position. A video conferencing option may be available for elections. In this case, participants must be actively paying attention to the speeches and must have their videos on, barring any major technological limitations. An

election marshal will monitor the video conference and will have the power to kick disrespectful or distracted participants from the call, and will bar them from voting for the current position. Other than in the case of participants on the video conferencing call, no voting outside of the election room may take place.

### *Candidate Eligibility*

A candidate need not be present to run. They must be a non-graduating, active (dues-paying) member of Running Club.

### *Order of Elections*

- 1) President
- 2) Treasurer
- 3) Vice President
- 4) Long Distance Captain
- 5) Middle Distance Captain
- 6) Male Sprint Captain
- 7) Female Sprint Captain
- 8) Apparel Chair
- 9) Male Social Chair
- 10) Female Social Chair
- 11) Race Logistics Manager
- 12) Archivist
- 13) Social Media Manager

### ***Procedure of Elections***

The President will choose a time and location for Election Night. A nomination form will be sent to the club electronically for members to nominate both themselves and other members for officer positions. This will open three weeks before Election Night. Nominations can be accepted and denied, and are able to be made up until the speeches for a position begin on Election Night. (see Candidate Eligibility paragraph)

As voters enter the voting room, an Election Marshal will use a roster in order to check that each voter is eligible to vote. (see previous Voter Eligibility paragraph)

The election will run in the order described above. A person may accept/run for a maximum of 3 positions. There are no restrictions on which position(s) a person may run for.

Before each position's speeches begin, the Election Marshals will read out the position's duties as defined by the Constitution.

Each position election will consist of the following:

- **A final call for nominations** will be held, and the final nominees will be listed and will exit the voting room.
- **Speeches:** The candidates will be brought into the voting room individually in alphabetical order. Each candidate is allowed a 2 minute speech regardless of the position, as long as the speech is the candidate's first of the event. Subsequent speeches for the 2nd and/or 3rd positions being run for are limited to 1 minute each. If a candidate cannot be present at the event, he or she may choose another member of the club to read his or her speech within the allotted speech time. Alternatively, a non-present candidate may submit to the election marshals a video speech (not exceeding the in-person speech time limits) no later than 2 days prior to elections. Candidates may not call in. If a candidate is attending the election, they may submit to the election marshals no later than 2 days prior to elections a 1-slide PowerPoint to be displayed during the candidate's speech.
  - Candidates are not allowed to hear other candidates' speeches.
- **Questions:**
  - The questions from the audience are selected by an Election Marshal by raised hands. Care should be taken to ensure the same audience members aren't asking all of the questions.
  - Candidates are limited to a total of 5 minutes to answer questions. There is no limit to the number of questions asked during the time allotted, however, any questions deemed by the election marshals as disrespectful toward the candidate will be halted. Once this time limit is reached, no more questions may be asked regardless of how many the candidate has answered.
  - If a candidate is having a proxy read his or her speech in their place, no questions may be asked or answered.
  - If 5 minutes of questions is unnecessary for a candidate, a voter may motion to end questions and a majority vote will be held by a raise of hands to end questions.
- Following the questions, the candidate will exit the voting room.
- After all the candidates have submitted their speeches and answered questions, a discussion will begin. The candidates may not be in the room for this discussion.

- **Moderated Discussion:** a 5 minute speakers list will be maintained by the Election Marshals.
  - When a voter raises their hand, they will be added on to the end of the speakers list. The speakers are allowed to speak in descending order for no more than 30 seconds each.
  - Voters may motion to end discussion at any point. A majority vote by a raise of hands will end the discussion.
  - At the end of the 5 minute discussion period, voters may motion to extend the discussion in 2 minute increments. A majority vote by a raise of hands will extend the discussion.
  - Election Marshalls are not allowed to participate in the discussion.
  
- **Voting:** A paper vote count will be held after all speeches and questions have ended, which will be counted by no fewer than two Election Marshalls separately OR a secure electronic vote will be held if appropriate equipment is available to do so.
  - If an electronic vote is being held, there will be a time limit of 1 minute 30 seconds to vote.

#### *Unacceptable Behavior During Elections*

- If at any point during the election event a candidate or voter is disrespectful toward another or displays an open alcohol container, the election marshals have the right to remove the person from the event and disqualify them from voting or running for any remaining positions.