

The Running Outreach Initiative

Student Organization Constitution

ARTICLE I. NAME OF ORGANIZATION

"The Running Outreach Initiative"

ARTICLE II. ORGANIZATION 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 organize races such as 5Ks with the aim of raising money for the schools hosting our running programs and providing an outlet through which the athletes can test their newfound fitness without the burden of race entry fees, while additionally 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.

ARTICLE III. UNIVERSITY REGULATIONS

Section A. Harassment and Discrimination, including Sexual Misconduct

The Running Outreach Initiative *agrees that it will not engage in sexual misconduct nor any harassment or discrimination on the basis 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 the Student Organization Registration Guidelines.*

Section B. Hazing

The Running Outreach Initiative *agrees to maintain a zero-tolerance policy for hazing, in compliance with Ohio State University and Collin's Law. All members must conduct themselves in a manner that supports an environment free from hazing. Hazing includes any activity, regardless of consent, that causes or creates a substantial risk of physical, mental, or emotional harm or humiliation to any individual as part of membership or affiliation with the student organization. If found responsible for hazing, members and/or the organization may face disciplinary actions.*

Section C. Bylaws

The Running Outreach Initiative *retains the right to maintain separate bylaws to outline the day-to-day operations of the organization and to clarify policies and procedures otherwise not included in the previous articles. Bylaws and/or other guiding documents may not take precedence over the requirements set forth by local, state, and federal laws, The Ohio State University's regulations, policies, and procedures, and the Council on Student Affairs (CSA) Student Organization Registration Guidelines. Organizations may make amendments and changes to the bylaws without consulting the Ohio Union & Student Activities department, and changes to bylaws do not require approval. All elements of organizational bylaws shall be consistent with the organization's currently approved constitution on file and CSA constitution requirements.*

ARTICLE IV. MEMBERSHIP

Section A. Membership Eligibility

Membership is open to all undergraduate students of The Ohio State University who are interested in making a positive difference in their surrounding community through mentorship, coaching, philanthropy, event planning, and/or supporting these efforts through marketing, forming corporate relations, or other administrative tasks. No prior running experience is required, even for coaches. Members are expected to be actively involved in the organization.

Upon gaining membership through filling out a brief contact form, there may be a 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 would be required for access to social events, member apparel, right to vote in elections, and ability to run for officer positions. This fee would help fund internal social events, club merchandise, and fundraising events as necessary.

Section B. Member Selection

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. Beneath officer-level positions, these roles primarily take the form of committee and assistant coaching positions. Selection for officer positions involves speeches followed by voting, while other positions each involve a written application to be evaluated by the officers. Reliability, selflessness, good character, and work ethic are some of the primary attributes sought after in an applicant, as members will be directly involved in highly impactful activities.

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 and the good character required to obtain the scholarship, Evans Scholars shall be granted reduced barriers to entry into assistant coaching positions.

The following expands upon what prospective members can expect within non-officer positions:

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.

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.

Section C. Membership Timeline

General members may join at any time of the year by filling out a brief contact form. 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. Officer terms are also year-long, and officer elections take place each April.

Section D. Member Removal

A member may be removed for behavior detrimental to the organization's goals, violation of the OSU Student Code of Conduct, or failure to meet membership expectations such as consistent attendance or communication.

The removal process shall include:

1. Presentation of evidence for cause to the officers and advisor.
2. Written notice to the member with an opportunity to respond.
3. A vote of the Executive Committee requiring a two-thirds ($\frac{2}{3}$) majority for removal.
A removed member may appeal to the General Body, which may reinstate them by a two-thirds vote.

ARTICLE V. ADVISOR

Section A. Advisor Duties and Responsibilities

The faculty or staff advisor serves as a resource and mentor, providing guidance to officers and members while ensuring the organization operates within university policy. The advisor shall:

- Complete OSU advisor training every two years and anti-hazing training annually.
- Approve annual registration, goals, and any CSA funding requests.
- Advise on budgeting, risk management, and event planning.
- Support officer transitions, conflict resolution, and professional development.

The advisor may not vote or hold office in the organization.

Section B. Advisor Term

The advisor serves a renewable one-year term corresponding with the university's registration cycle, continuing at the mutual consent of the advisor and organization.

Section C. Advisor Selection

The advisor must be a full-time faculty member or administrative and professional staff member at The Ohio State University. The Executive Committee nominates and votes to appoint an advisor by majority vote.

Section D. Advisor Replacement

If the advisor resigns or becomes unable to fulfill their duties, the Executive Committee shall promptly nominate a new advisor and obtain their acceptance before the next registration deadline.

ARTICLE VI. ORGANIZATION LEADERSHIP

Section A. Officer Positions

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.

Section B. Officer Eligibility

Only official members in good standing are eligible to run for or hold office. They must be full-time students at The Ohio State University.

Section C. Officer Selection Process

Officer elections are held each April. Eligible members may self-nominate or be nominated for up to three positions. Candidates present brief speeches, followed by a “heads-down, hands-up” majority vote. The President or Vice President oversees the election process and counts votes.

Section D. Officer Removal

Any officer may be removed for failure to perform duties, violation of OSU policy, or conduct harmful to the organization.

The process mirrors member removal:

1. Written notice and opportunity to respond.
 2. Two-thirds vote of the Executive Committee for removal.
 3. Right of appeal to the General Body requiring a two-thirds vote for reinstatement.
- Vacancies are filled by special election.

ARTICLE VII. ORGANIZATION DISSOLUTION

Section A. Dissolution Requirements

The organization may be dissolved by a two-thirds ($\frac{2}{3}$) vote of the Executive Committee when continuation of the organization's mission is no longer feasible.

Section B. Dissolution Procedures, including Assets and Debts

Prior to dissolution, all outstanding debts shall be paid, and any remaining assets will be transferred to the Ohio Union or another non-profit entity that supports youth fitness and education, as approved by the advisor. Under no circumstances may the organization leave debts to The Ohio State University or its entities.

ARTICLE VIII. CONSTITUTIONAL AMENDMENTS

Section A. Amendment Process

Proposed amendments must be submitted in writing to all General Body members at least 24 hours before the vote. Amendments may be approved by a three-fourths ($\frac{3}{4}$) majority of paid members present. Approved changes must be uploaded to the Ohio Union and Student Activities Department within 30 days for record update.