

# The Constitution of the Boston University Running Club

## Article I: Name

Boston University Running Club

## Article II: Aim/Purpose

- The objective of this club is to welcome runners of all abilities across Boston University, encompassing both competitive and noncompetitive aspirations.

## Article III: Membership

- Students meeting the following criteria are eligible to join our club:
  - undergraduate or graduate student
  - enrolled either part-time or full-time
- Alumni are welcome to come participate in social events and practice, although they cannot be added to the roster.
- To be placed on the club roster as an active member, eligible students must pay dues.
  - Dues are allocated for competitions (meets), social events, and uniforms.
  - Dues are non-refundable.
- There is no formal recruitment period. Members can join at any point in the semester or academic year.
- Attendance requirements:
  - It is expected that Executive Board members will be at practice at least three times per week, however it is acceptable if this expectation is not met for a legitimate academic-related circumstance.
  - It is expected that regular members will be at practice at least once per week. Again, it is acceptable if this expectation is not met for a legitimate academic-related circumstance.
- The roster will be maintained by the Secretary of the current Executive Board.
- **Non-discrimination statement:** *“In accordance with University policies, there will be no discrimination on the basis of race, religion, political views, sexual orientation, nationality, handicap, sex, etc.” Additionally, there is no required fitness level required to join the team, as participants of all athletic backgrounds are welcome to participate on a competitive or noncompetitive basis.”*

## Article IV: Meetings

- Practices are regularly held five days per week. Sometimes, to absorb the availability of a greater number of members, “split practices” will be held, meaning that we will hold two

practices during the same day. Members are encouraged to coordinate group runs with each other over the weekend.

- Typically, practices will be held on Nickerson Field (the outdoor track) during warmer seasons, in the Track and Tennis Center (the indoor track) during colder seasons, or occasionally in the Fitness and Recreation Center (FitRec).
- There will be several opportunities to compete at local meets during each competitive season: cross country, indoor track, and outdoor track. These competitions will take place on Saturdays or Sundays.
- Executive Board meetings are regularly held bi-weekly. The President and the Vice President have the power to add or remove scheduled meetings, either increasing or decreasing the occurrences.
  - Additionally, the President has the power to call a special or emergency meeting.
- The President of the club will convene these meetings regarding the E-Board, and will be in charge of planning, organizing, and conducting each meeting so the time is used efficiently.
- The President and current Executive Board can choose the location of these meetings. A standard meeting location is the George Sherman Union (GSU) Backcourt.
- If a room reservation is required for a meeting, it is primarily the responsibility of the Secretary. In the event that the Secretary either cannot or does not reserve the room, the President can step in and take the necessary action to reserve that room or change the meeting location.

#### **Article V: Executive Board Structure**

Our Executive Board is composed of the following positions, coupled with the respective description of duties:

- President
  - In charge of internal relations (e.g. SAO and club sports).
  - Coordinates and executes bi-weekly E-Board meetings
  - Ensures realistic goals are set at each meeting for all members of the E-Board, and oversees that each member is performing up to expectations.
  - Ensures communication throughout the entire executive board, and to the team, is sufficient and complete. This includes weekly emails, updating the Facebook group, etc.
  - Works with the secretary to research meets and compile the meet schedule.
  - Ensures that all members are satisfied and happy, to the best of his/her ability. This includes listening to suggestions and being an overall leader to our team.
  - Finds creative ways to promote and advance the club, beyond the listed description.
- Vice President

- In charge of external relations (e.g. NIRCA, other clubs at BU, and other running clubs). In regard to NIRCA, the Vice President ensures we are represented at most NIRCA races in our region, communicates with the NIRCA representative, and ensures our website is maintained.
- Works closely with the President, assisting with various duties.
- Serves as a leader of the team.
- Represents the President in his/her absence (at a practice, meeting, event, etc)
- Treasurer
  - Encompasses anything that pertains to monetary transactions.
  - On a semester basis, sets the price of dues (in conversation and agreement with the rest of the E-Board) and facilitates the procedure of collection, deadlines, and penalties.
  - Responsible for requesting AB funding, booking transportation, and processing payments from SAO to outside vendors for meets and competitive events
  - Other duties include: keeping track of a semester budget, effectively communicating the financial position of the club to the President, paying dues to NIRCA and USATF, and facilitating transactions for social events and equipment purchases.
- Secretary
  - In charge of taking attendance at every practice, and uses these records to count how many practices people go to each week.
    - In the event that the Secretary cannot make practice, he/she tries to coordinate another trusted member to take the attendance.
  - Registers members for meets (i.e. through the club NIRCA account or DirectAthletics account).
  - Finds local meets each season and creates a realistic schedule with the President. NIRCA meets and local meets should be prioritized.
    - Contacts the meet directors to make inquiries and represent the team's interests
  - Communicates any expected costs of future meets (on the schedule) and upcoming meets (during registration) to the Treasurer.
  - Takes notes at E-Board meetings, and uploads the notes to Google Drive, the E-Board Facebook page, or another agreed upon medium.
- Distance Chair
  - Responsible for making a long-term workout schedule for distance runners (1000 meters and above). This training schedule should encompass the cross-country season as well as the indoor and outdoor track seasons. In addition, the distance chair will coordinate workouts with split times, sets, reps, and distances.

- Should be a leader during workouts for distance runners and be a good resource for suggestions and recommendations for training.
- Should also implement a training schedule for academic breaks (winter break, summer break).
- In addition, creates a workout schedule for non-competitive runners.
- Sprint Chair
  - Sets weekly workouts for the sprinters (800 meters and below).
  - Should be a leader during workouts to sprinters and be a good resource for suggestions and recommendations for training.
  - Should also implement a training schedule for when we are on breaks (winter break, summer break).
  - In addition, creates a workout schedule for non-competitive runners.
- Recreational Chair
  - In charge of the Recreational Team, and is the main representative to the recreational runners better explained as those who are NOT looking to compete.
  - The goal for the recreational chair is to grow our recreational side of our team. He/she should make these members feel welcomed to our team and encourage participation.
  - In charge of leading runs and making sure that everyone has someone to run with. He/she should also focus on familiarizing the recreational team with the area so no one gets lost.
  - Also, will be in charge of developing runs or workouts that are tailored to the recreational members' goals.
  - Also in charge of nominating Recreational Captains.
- Social Chair
  - The Social Chair will primarily be in charge of organizing social events for the team. Upcoming social events should be discussed and well-communicated at E-Board meetings, and during this time suggestions for social events can be made from other E-Board members, or on behalf of other club members.
  - In charge of social media: promoting the website, posting pictures, writing about the progress on the team, etc.
  - Has to be very active during practice, getting to know everyone individually. Outside of practice, he or she should be promoting the team and trying to recruit prospective students.
- Public Relations Chair (merged into Social Chair in Spring 2016)
  - In charge of contacting local running stores for club discounts and “team nights,” where the store hosts our team and offers us a discount on product.
  - Can coordinate social events with other clubs on campus, and communicates the details to the President, Vice President and Social Chair.

- Finds creative ways to promote the club - social media posts, stickers, clothing, etc.
- Health and Wellness Chair
  - In charge of teaching all club members about injury prevention, the components of a healthy diet, and the importance of warming up and cooling down.
  - Should formalize and write down the warm-up and stretching portion of practices.

Miscellaneous rules for the Executive Board:

- All officers will be referred to by the designated position title (*e.g., the Treasurer will not be referred to as the Vice President of Finance*)
- Studying Abroad
  - If properly elected into the position, a student studying abroad is allowed to serve on the Executive Board, as long as this was communicated during the election process.
- Multiple Positions
  - Members are not allowed to serve on multiple positions of the Executive Board. In the event that a member wins the election for multiple positions, he/she can choose one.

In addition to our E-Board, our structure includes the following leadership positions:

- Team Captains
  - Team captains will be members who have shown dedication and responsibility on the team. At any given semester, there can be up to seven team captains: two distance captains, two sprint captains, two recreational captains, and one health & wellness captain.
  - Responsible for coming to three practices a week (legitimate academic-related reasons for missing practice are acceptable). They are not responsible for coming to e-board meetings; however, they are welcome to attend.
  - Distance, sprint, and recreational captains will be responsible for leading runs and workouts. Health & Wellness captain will be responsible for leading pre-run drills and warm-ups along with or in place of the Health & Wellness chair. All captains should show a strong ability to lead and be a unifying presence on the team.
  - Set a good example at practice and continuously work hard. They are especially important on long runs if we split up into groups. The team captains can be responsible for a group and a good resource to members.

**Article VI: Executive Board Elections**

- Officer resignations and dismissals

- If the President, Vice President, Treasurer or Secretary resigns or is dismissed, it is the responsibility of the remaining three members in these positions to temporarily take on the workload until a new member can be properly elected into the open position.
  - In the event that one of these positions opens up in the Spring semester (with a long time until the club general election in late Fall), and a candidate is running unopposed, the Executive Board may vote on behalf of the club. If a candidate receives a majority vote (more than half of the E-Board), he/she wins the election.
- If a member in another position resigns or is dismissed, then a statement is made to the rest of the members of the club, and members interested in taking the open position must tell the President. The current Executive Board votes among the interested members to fill the positions, and a majority vote (more than half) wins.
- Executive Board members can be dismissed from the eboard with a two-thirds majority vote. Reasons for dismissal can be contingent on the following:
  - Lack of attendance (executive board meetings and practice)
  - Misrepresenting the club in an ill-sighted manner.
  - Going against SAO requirements, and jeopardizing club status held Student Activities Office
  - Lack of public relationship skills to work efficiently and effectively within the team, and is detrimental to the progress and mission of the club.
- Minimum requirements to run for an E-Board position
  - E-Board members are required to have one active semester of experience before being elected.
  - E-Board members will be responsible for coming to three practices a week and semi-weekly e-board meetings.
- The Election Process
  - Terms
    - Elections for E-Board positions will be held annually around Thanksgiving Break. The exact date of the election will be decided by the current E-Board.
    - The terms will start in the Spring Semester, and terms last for two academic semesters, including all breaks (summer vacation, Thanksgiving, winter break, spring break, etc)
    - After an E-Board is elected, the new members will select captains on behalf of the team.
  - Running for a position
    - Members interested in running for a position must tell the current President, who will announce everyone's candidacy to the club. Members

running for President or Vice President are allowed to announce their own candidacy.

- Voting
  - Voting will be done in a reserved room either on paper ballots or in a similar fashion (e.g. raising hands). Votes will only count **if the voting member is present at the election**, or in accordance with the absentee ballot rules.
  - An E-Board member (or other trusted member of the club) who is not running for the following term will be in charge of running elections and counting the ballots. This member is known as the election moderator.
  - Absentee voting will be done before elections, and on a case-by-case basis. The absentee member must have a legitimate reason for missing the election, and the legitimacy of each vote is up to the discretion of the election moderator.
  - The election moderator will withhold his/her vote during the initial election.
  - The candidate with the greatest number of votes will win the position.
- Tie-Breakers
  - In the case of a tie for any E-board position, the election moderator will cast their vote, therefore deciding the winner.
- An informational meeting for people interested in running should be held before each E-Board election.
- It is expected that the outgoing E-board member for each position will mentor and train the incoming E-board member.

#### **Article VIII: Amendments**

- Suggested amendments will be presented at E-Board meetings. Ideas can originate from an E-Board member, or be made on behalf of a regular member.
  - All members can suggest an amendment to an e-board member.
  - If an idea is good, it will be voted upon by the E-Board. If more than half of the E-Board agrees to the changes, the changes will be implemented.
  - After an amendment is made, the changes will be announced to the rest of the club.

#### **Article IX: Extensions**

- Our club is affiliated with the National Intercollegiate Running Club Association (NIRCA).
- Our club is an active member of the USA Track & Field Association (USATF).

- Our club is registered on Direct Athletics, which allows us to search for and register for competitions and meets.

### **Article X: Social Conduct**

- The Boston University Running Club does not tolerate any offensive or derogatory behavior including but not limited to:
  - discrimination on the basis of sex, gender identity, race, religion, sexual orientation, disability, etc.
  - sexual harassment and or assault
  - bullying
  - hazing
  - the abuse of power dynamics
- Members are expected to abide by the Social Conduct Clause at all times during their enrollment at Boston University. Inappropriate behavior at any event, including those not affiliated with Boston University, will not be tolerated. Misconduct at any time risks your standing as a member of the club.
- E-Board will actively work to promote a safe and healthy culture within the club by being aware of university policies, available resources, active bystander intervention strategies, current events, and university happenings. The health and wellness chair will serve as a proxy for resources and will be the official E-Board appointee for any arising concerns.
- Our club abides by all Boston University's Student Codes of Conducts in addition to the NIRCA Code of Conduct.
- We encourage our members to report violations to any E-Board member they feel comfortable, or anonymously on our Social Conduct Concern Form (hyperlink), should they not feel comfortable reporting to an E-Board member. Anonymous concerns will be directed to the President, Vice-President and health and wellness chair.
  - Should you choose to report to an E-Board member, your name will remain anonymous for further proceedings, should you choose otherwise.
- In the case of an anonymous complaint, the accused club member will be subject to a meeting with the aforementioned club leaders to discuss club policy on social conduct. In the case of a second complaint, the standing of the member will be taken to a vote.
  - If a complaint indicates that a member has been put in immediate psychological danger or physical harm, the health and wellness chair has the right to bypass the initial conversation and immediately report to the E-Board.
- The E-board reserves the right to remove a club member by a vote of three or more E-Board members (two if the perpetrator is an E-Board member) if there is sufficient evidence suggesting they are in violation of the aforementioned policies.
  - In the case a member is removed from the club, removal is permanent and dues will not be refunded.

- In the case of continued behavior related to a policy violation, the club will take an active stance in supporting the victim and pursue further action steps not limited to meeting with Dean Battaglino to eliminate the continued behavior of the offender.