

The Constitution of The Running Club

at Christopher Newport University
First adopted and amended Spring 2017

Table of Contents

Article I: Name

Article II: Purpose

Article III: Responsibilities

Article IV: Membership

Article V: Executive Officers

Article VI: Duties of the Executive Officers

Article VII: Meetings

Article VIII: Elections

Article IX: Removal from the Executive Board

Article X: Vacancies and Succession

Article XI: Amendments

Article XII: By-Laws

Article XIII: Role of the Advisor(s)

Article XIV: Ratification

Article I - Name

Section 1. The name of this organization shall be known as the “Running Club” at Christopher Newport University (CNU).

Article II - Purpose

Section 1. The purpose of the club shall be (a) to foster wide student participation in running and a healthy lifestyle by providing leadership opportunities, and services to further individuals with their running and (b) to assist students in developing skills and leadership in such areas.

Article III – Responsibilities

Section 1. The Running Club shall adhere to University policies and all city, state, and federal laws.

Article IV - Membership

Section 1. Any student regularly enrolled in Christopher Newport University may become a member of the Running Club with voting and office-holding privileges. The standard of qualification shall be determined by the organization.

Section 2. The Running Club shall not haze any prospective member of the purpose of the admission into or affiliation with the organization. Members of the Running Club are free to leave or dissociate without fear of retribution or harassment. The Running Club shall not discriminate based on race, creed, color, sex, age, national origin, disability, and sexual orientation.

Section 3. In order to be an active member, one must attend at least two practices a week as well as pay a \$20 due semesterly to be collected by either the Treasurer or President.

Section 4. If a member is recovering from an injury or an exhaustive race, or the member has personal training that conflicts with club practices, the requirement for the member to attend two practices a week may be temporarily suspended at the discretion of the Executive Board.

Section 5. Any member found guilty of using performance enhancing drugs shall be automatically expelled from the organization.

Article V - Executive Officers

Section 1. The executive officers of the Running Club shall be as follows: President, Vice President, Treasurer, Social Chair, Male Captains, and Female Captains. The aforementioned officers shall constitute the Executive officers.

Section 2. There shall be at least one Male Captain and one Female Captain, with a cap of two Captains for both Male and Female Captain positions.

Section 3. Perform all other duties that are necessary for the good health of the organization.

Article VI - Duties of the Executive Officers

Section 1. The President shall: Preside over all General Membership and Executive Board meetings, meet regularly with the faculty advisor and keep them apprised of events/activities, act as a delegate to faculty and administration, act as a representative of the organization to the community, organize practice scheduling, be familiar with Robert's Rules of Order, reserve meeting rooms and practice spaces on campus as needed, be in charge of coordinating campus outreach and recruitment, and address any membership retention issues.

Section 2. The Vice-President shall: Preside in the President's absence and perform other such duties as may be required by the by-laws or resolutions of the Executive Committee, keep the organization up to date on the latest running trends, organize potential organization trips and social events, manage the organization's social media accounts, and create and maintain points-of-contact with other organizations.

Section 3. The Treasurer shall: Supervise the financial administration of all revenue periodically to the Executive Committee and membership on the financial condition of the organization, complete and submit all financially-related forms for items including, but not limited to, activities, events, fundraisers, and reimbursements, as well as handle management of the roster keeping track of membership of the club.

Section 4. Social Chair shall: Be responsible for posting any club updates on either the Instagram (@cnurunningclub) or Facebook (Running Club of CNU). The social media credentials must be passed down to the next person who takes the position and can be changed by the new Social Chair if necessary.

Section 5. Captains (Male and Female) shall: Be responsible for leading training efforts one-on-one with the general membership, remain engaged and aware at all times during practice, set up the specifics of the exercises at practices, address attendance issues, and perform other such duties as may be required by the by-laws or resolution of the Executive Committee.

Section 6. All Officers Shall: attend all General Membership and Executive Board meetings, if possible, actively recruit members, assist in planning and coordinating events/practices, perform all other duties assigned by the President, meet at least once a month during the school year, notify the Treasurer when handling money, and perform other such duties as may be required by the by-laws or resolution of the Executive Committee.

Article VII - Meetings

Section 1. The President and the officers shall determine the regular meeting of the Running Club.

Section 2. The President or the officers at their discretion may call special meetings.

Section 3. 55 percent of the membership shall constitute a quorum.

Section 4. Meetings will be conducted informally; if order is required, Robert's Rules with the Executive Board presiding shall be used.

Article VIII - Elections

Section 1. Formal nominations for Executive Board positions will take place at the General Meeting prior to the scheduled elections. Election of the officers shall take place annually either during the final week of March or the first week of April, no incumbency limit applies.

Section 2. Any student eligible for nomination as an officer of the Executive Committee who: (a) meets CNU's eligibility for student office holding which consists of a 2.0 grade point average and (b) fulfills the qualifications as set up by the Executive Committee.

Section 3. A nominee for an executive position must be nominated by one individual of the voting membership. The nominee must then accept the nomination before the election is held.

Section 4. Active Members may be nominated for more than one Office but may only serve in one Officer or Appointed Position. If a nominee is elected to an Office or Appointed Position, he/she must decline nominations for other Offices.

Section 5. The order of election for Officers shall be the order in which they are listed in Article V, Section I.

Section 6. Those persons interested in running for an executive position must be in The Running Club for at least one semester.

Section 7. A nominee may address the voting membership orally and/or in writing. The nominee must agree to limit discussion to objective and subjective knowledge, skills, abilities, and other characteristics related to the position they are nominated for.

Section 8. When a position on the Executive Board becomes vacant, nominations will be taken at the next Running Club Meeting. Nominations will remain open until the following Running Club Meeting where elections will take place.

Section 9. Any candidate for Office must receive the votes of a majority of the present Active Members. If no candidate receives a majority of the votes cast, the name of the candidate(s) with the least number of votes shall be removed from consideration and the voting shall proceed in this fashion until one candidate receives a majority. If after a case of a consistent tie, defined as three tied votes in a row, both candidates shall race in an 8 lap race (2 miles), preferably at POMOCO Stadium, the winner shall assume the said office.

Section 10. The Executive Board of the organization shall designate two Active Members to serve as mediators for the electoral process.

Section 11. The voting membership will determine the voting method for that Election Day by majority agreement.

Section 12. In the event of a single nominee for an executive position, the voting membership must still vote in order to elect that nominee for that position with a majority vote.

Article IX – Removal from the Executive Committee

Section 1. Any officer who fails to assist in events and activities, fails to complete their constitutional duties or is in any other way guilty of dereliction of duty will be subject to removal from the Executive Committee.

Section 2. Any member who believes that an officer should be removed from office must submit, in writing, their reasons for removal to the organization's advisor. This complaint can remain anonymous at the discretion of the member.

Section 3. At the next meeting, the accused officer will have a chance to respond to the accusation(s) after they have been read aloud to the present Active Members. The entire membership will then vote to keep the officer or remove them from office. A two-thirds majority is required to remove an officer from the position. Once a removal vote is passed by the voting membership present, the accused officer will be immediately removed from their position.

Article X – Vacancies and Succession

Section 1. In the event of a vacancy in the office of the President, the Vice President shall assume the position of President until an election is held.

Section 2. In the event of a vacancy in any other office, the voting membership will elect a new Running Club member that fulfills the requirements as stated in Article VIII to fill that position.

Section 3. In the event that vacant offices are not filled in an electoral process, the remaining and newly elected Executive Committee members shall delegate the unassigned duties and responsibilities of unelected positions among themselves until the vacant position(s) is/are filled.

Section 4. In the event of a vacancy in all offices, the Faculty Advisor shall hold a meeting and lead the membership in an election for new leadership.

Article XI - Amendments

Section 1. Proposed amendments submitted by Running Club members shall be submitted to the Executive Board in writing at a regular meeting.

Section 2. The proposed amendments must be passed by a two-thirds majority vote of the general voting membership present.

Article XII - By-Laws

Section 1. By-laws, not inconsistent with the constitution may be adopted or amended by a simple majority vote of the present Active Members.

Article XIII - Role of the Advisor(s)

Section 1. A CNU faculty or staff member shall serve as advisor. The advisor of the organization shall provide support, counseling, and guidance in all necessary situations. The advisor is expected to offer advice. The advisor shall work closely with the organization in coordinating activities to ensure that they are conducted in compliance with CNU's policies and federal, state, and local laws.

Article XIV - Ratification

Section 1. This Constitution shall be ratified and considered in effect upon the approval of a two-thirds majority vote of those attending a General Meeting at which quorum is held.