



CLEMSON RUNNING CLUB

Clemson Running Club Constitution

Revised April 27th, 2018

Article I, Club Name

1. The name of this organization shall be the *Clemson Running Club*, and shall hereinafter be referred to as “*the Club*.”

Article II, Club Purposes

1. To compete as a team under the guidelines of the Clemson Club Sports Council.
2. To compete as a team in National Intercollegiate Running Club Association (NIRCA) sanctioned competitions, as well as other collegiate meets, and local, national, and international competitions.
3. To promote health, wellness, and community through running.
4. To foster healthy relationships through team-building.

Article III, Club Membership

1. Membership in the Club shall be open to all Clemson University and Bridge-to-Clemson students.
2. Membership shall be for one academic year, as defined by the University registrar.
3. A member shall be considered in good standing with the Club through the fulfillment of:
 - a. The payment of annual dues established by the executive committee.
 - b. The satisfaction of participation requirements established by the executive committee.
 - c. The completion of all required forms set forth by the Clemson Club Sports Council.
4. Members who remain in good standing with the Club are entitled to the following benefits:
 - a. The privilege to vote in Club elections.
 - b. The ability to hold an officer position.
 - c. Club equipment procured in the corresponding academic year.
 - d. Participation in non-racing Club events.
 - e. Any additional racing membership and benefits shall be set forth by the executive committee and reflected in the Club SOGs.
5. Failure to meet any of the requirements listed in Section 3 may result in loss of any or all privileges listed in Section 4; and, in extreme cases, may be grounds for removal of membership.



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- a. Other reasons for dismissal may include, but are not limited to: breach of Club Sports rules and regulations; actions deemed detrimental to the Club; expulsion from University or any other instance of a member no longer being a student.
- b. Loss of privileges or membership shall be voted on by a two-thirds vote of the executive committee.
- c. Removed members may make appeals by submitting a written appeal to the executive committee within two weeks of notice of disciplinary action.
- d. Appeals shall be heard by the executive committee and require a simple majority to revoke the disciplinary action.

Article IV, Club Officers

1. The executive committee (officers) of the Club shall consist of: a president, a men's captain, a women's captain, a secretary, a treasurer, and up to three (3) activities chairs.
 - a. All officers shall be elected for a term of one year.
 - i. The term of office shall be from the conclusion of the spring academic year to the conclusion of the following spring academic year.
 - b. Officers must be full-time students in good standing with the Club.
 - c. At least one member of the executive committee shall be a safety officer in accordance with Club Sports guidelines.
 - d. One member of the executive committee shall be designated as volunteer coordinator either by self-nomination or vote with agreement from two-thirds of the executive committee.
 - e. Additional ad hoc officers may be appointed by the executive committee at a Club business meeting, and shall require agreement from two-thirds of the executive committee present.
2. Election of Club Officers
 - a. Candidates may either be self-nominated or anonymously nominated by any member of the Club.
 - i. The nomination period shall begin at the January business meeting and close one week prior to the February business meeting.
 - ii. Nomination shall take place through an electronic form.
 - iii. Candidates reserve the right to decline nomination.



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- b. A list of candidates shall be released to the membership one week prior to the February business meeting.
 - c. Voting shall be by secret ballot and take place at the February business meeting.
 - i. Voting is open to all members in good standing with the Club.
 - i. Absentee ballots shall be sent on request to Club members who are unable to attend the February business meeting.
 - 1. These ballots shall remain sealed until opened by the appointed election committee during the tallying of votes.
 - e. Votes shall be tallied by any present members of the executive committee who are not running for re-election or are running unopposed.
 - i. In the event that all present members of the executive committee are ineligible, the executive committee shall appoint a group of three present Club members, who are not candidates, to tally the votes.
 - f. A simple majority of all votes cast shall be necessary for election.
 - i. In the event of a tie between candidates, a runoff election between the tied candidates for that specific office shall be held at the March business meeting.
 - g. If an office is left vacant, a special election shall be held to fill the position. If no candidates are willing to run, the executive committee may appoint a member to fill the position. This shall require agreement from two-thirds of the executive committee present.
3. Duties of Club Officers
- a. President: Shall preside at all business meetings, call special meetings, and appoint committees; shall be responsible for turning in forms prior to races, organizing practices and races, making Club purchases, making trip reservations, recruiting new Club members, submitting rosters prior to races, attending races, writing Club emails, preparing for the spring budget hearing, and working in conjunction with the treasurer on collecting and administering fund; and shall be the Club liaison with Club advisor, NIRCA Clubs, and Club Sports director. The president must attend practice at least 4 days per week.
 - b. Men's captain: Shall be an active member of the racing team, lead workouts for the men's racing team, organize runs during practice, recruit new Club members, and serve as liaison for the men's team. In the absence of the President, shall perform all duties of that position, in concert with the women's vice president.
 - c. Women's captain: Shall be an active member of the racing team, lead workouts for the women's racing team, organize runs during practice, recruit new Club members, and serve



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as liaison for the women's team. In the absence of the President, shall perform all duties of that position, in concert with the men's vice president.

- d. Secretary: Shall keep accurate, permanent record of the minutes and proceedings of the Club; shall take charge of all correspondence, update student government of officer changes, and make necessary reports; and shall create and regularly maintain the website, TigerQuest page, all social media accounts, and any other webpages.
 - e. Treasurer: Shall keep accurate and complete record of all monetary transactions and collect the Club dues; shall disburse fund money in accordance with the regulations of the university; and shall organize fundraisers, approve presidential purchases, and prepare for the spring budget hearing.
 - f. Activities Chair(s): Shall plan Club dinners, meetings, tailgates, and special events; shall assist in recruiting and social media functions; shall help with service project and volunteer work planning; and shall assist with fundraising operations.
4. Dismissal of Club Officers
- a. Any officer may be dismissed from office by a two-thirds majority vote of the executive committee in consultation with the Club advisor for failure to fulfill the roles and responsibilities outlined in Article IV.
 - b. Any dismissed officer may make an appeal by appearing before the executive committee and the Club advisor within two weeks of notice of disciplinary action.
 - c. After an appeal, disciplinary action against an officer can be revoked by a simple majority of the executive committee in consultation with the Club advisor.
 - d. In the event of dismissal of an officer, a special election shall be held to fill the position. If no candidates are willing to run, the executive committee may appoint a member to fill the position. This shall require agreement from two-thirds of the executive committee present.

Article V, Club Advisor

1. The selection of an advisor shall take place at the April business meeting and shall require agreement from two-thirds of the executive committee present.
2. The advisor shall be selected for a period of one year beginning from the conclusion of the spring academic year to the conclusion of the following spring academic year.
3. The advisor must be a full-time University employee.



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4. The advisor shall oversee removal of members of the executive committee from office, handle disputes within the executive committee, and advise the executive committee.

Article VI, Club Meetings

1. The Club will meet every weekday to run during the academic year, with the time determined by executive committee.
2. The Club shall have monthly business meetings, with dates determined by the executive committee.

Article VII, Club Quorum

1. At least three members of the executive committee and four non-executive committee members of the Club shall constitute a quorum to transact business.
2. A Club quorum shall not be necessary to transact business during meetings of the executive committee.

Article VIII, Amendments to Constitution

1. Proposed amendments shall be submitted in writing and read at a regular meeting, and shall be acted on at the following meeting.
 - a. The proposed change shall be delivered to the membership by electronic means at least two weeks prior to the meeting where the proposed change is to be voted on.
2. This constitution may be amended by a two-third majority vote of those members present at the meeting, and shall require agreement from two-thirds of the executive committee present.

Article IX, Club Finances

1. The Club shall maintain an off-campus bank account.
2. Account holders shall be limited to the President and Treasurer.
 - a. After elections, the outgoing President and Treasurer shall be removed from and the incoming President and Treasurer shall be added to the bank account by the April business meeting after the election.
3. Monthly bank statements shall be made available to all members of the Club within a week of the beginning of the month.



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4. All Club checks shall require the signature from both the President and the Treasurer to be considered valid.

Article X, Club Standard Operating Guidelines

1. The Club shall maintain an active set of Standard Operating Guidelines (SOGs).
2. The SOGs shall be approved by a two-thirds majority of the executive committee at the beginning of the term.
3. Changes to the SOGs shall be approved at any time by a two-third majority of the executive committee.
4. In the event of conflict between the Constitution and SOGs, the Club Constitution shall supersede any action set forth by the SOGs.

Article XI, Club Transparency

1. All documents of the Club shall be made available to any member in good standing with the Club upon request, spare those that will violate the privacy or safety of any member or the Club.
2. Documents include, but are not limited to:
 - a. Bank Statements
 - b. Meeting Agendas and Minutes
 - c. Rosters

Article XII, Non Discrimination Clause

1. Membership in the Club shall be open to all Clemson University and Bridge-to-Clemson students free from any restriction based on age, color, disability, gender, national origin, race, religion, sexual orientation, political affiliation, or veteran's status.