

Lafayette College Running Club
Lafayette College
Constitution

Article I: Name

The name of this organization shall be “Lafayette Running Club.”

Article II: Purpose and Scope

Section 1: Purpose Statement

The purpose of this club is to provide a sociable community for runners, along with opportunities to participate in team runs and compete in various road and trail races.

Section 2: Goals/Objectives

1. To provide students with an opportunity to get and remain in good physical form
2. To encourage runners of all levels of ability to pursue their personal fitness goals
3. To positively represent Lafayette in nearby competitions

Section 3: Relationship & Policy Agreement

As a recognized Lafayette College student organization, the Lafayette College Running Club will have access to advising and resources through the Division of Student Life and the Lafayette College Student Government, however, the Lafayette College Running Club activities are not supervised by Lafayette College staff or Student Government Representatives. The members of the organization itself are responsible for following all College policies and state laws and for ensuring the safety, security, and appropriate and lawful behavior of the membership as well as any students involved in activities sponsored by the organization.

Article III: Membership

Section 1: Nondiscrimination

In keeping with Lafayette College’s policy of nondiscrimination, membership in Lafayette College Running Club is open to all students of Lafayette College, regardless of race, color, national or ethnic origin, disability, religion, age, military or veteran status, sex, sexual orientation, gender identity or expression, marital or familial status, pregnancy, genetic information, or any other characteristic protected by law.

Section 2: Active Members

Active membership in the Lafayette College Running Club shall be limited to students who are currently enrolled at Lafayette College. All members are invited to every club sanctioned event. An active club member is defined as any individual who has either (i) attended three or more practices in the most recent 30 days, (ii) attended one or more races in the most recent semester, or (iii) receives a grant of active membership by the president. Active members are eligible to vote and hold office. Other members of Lafayette College such as faculty, staff, and alumni may participate but only as non-voting associate or honorary members. All members must register at <https://recreation.lafayette.edu/join-a-sports-club/> to participate in club practices and events.

Section 3: Selection of New Members

There is no formal application or interview required. All members of the Lafayette community are welcome to attend practice, and they may join after attending two practices.

Section 4: Hazing

Lafayette College requires that no student participate in and that no student organization allow any of its prospective members, new members, members, or others to participate in any ceremony or practice that involves mental or physical exhaustion or abuse, or in any way interferes with the students' mental or physical ability to perform their work at Lafayette College. These rites must not reflect unfavorably upon either the group or the College or be of a dangerous, rude, or demeaning nature. Hazing, whether it occurs on or off campus, is prohibited and will be subject to sanctioning through the conduct process.

Section 5: Voluntary Member Withdrawal

Any member can, at any time, voluntarily withdraw their membership from the organization.

Section 6: Non-Voluntary Member Withdrawal

A member can be removed from the organization by...

1. The membership may request that an active member be removed if their conduct violates the College's Code of Conduct in a manner warranting disciplinary action from the College. The Organization Advisor should serve as a non-voting mediator for these proceedings. The removal of an Executive Officer is described in Article 6, Section 6.
2. The active member should be given notice of concerns raised by the membership (verbal and in writing) by the Executive Officers with the Advisor present.
3. A second meeting should be held between the active member, Executive Officers, and Advisor to discuss the concerns and determine the outcome.

Article VI: Organizational Leadership

Section 1: Officers

The officers of the Lafayette College Running Club shall be the President, Vice President, Secretary, Treasurer, and the Captain(s), which will serve as the executive committee.

Section 2: The President Shall:

- A. The President shall oversee all activities of the group and assume the responsibilities of another board member in the event of their absence. Attends and leads Club Sports meetings, registers the club for races. Primary planner for workouts. Certified in CPR and First Aid Training each semester. The president is the chair of the board, and will run the general meetings. In times of severe club distress, the president may subsume all board powers until either (i) a new election is held in accordance with this Constitution or (ii) the president determines that normal board activities may resume.

Section 3: The Vice President Shall:

- A. The Vice President shall assist the president and assume the president's duties in the event of his/her absence. Serves as the primary safety officer. Certified in First Aid Training each semester. The Vice President is also in charge of the Club's social media accounts and spearheads social initiatives.

Section 4: The Secretary Shall:

- A. The Secretary shall record information from executive board meetings and send emails to the club members alerting them of practice times and race times and locations. Responsible for handling any forms, reports, letters, or other administrative paperwork for the club.

Section 5: The Treasurer Shall:

- A. The Treasurer shall maintain a record of the financial transactions of the group and is responsible for maintaining the budget. Drafts and submits a budget to Student Government at the beginning of each semester. Attends financial related Club Sports meetings.

Section 6: The Captain(s) Shall:

- A. The captain(s) shall assist the other officers in running day-to-day practices and provide guidance and advice to newer runners. Anyone serving as a captain must be a certified safety officer. The outgoing president will determine whether zero, one, or two captains will be elected for the upcoming term. At the president's discretion, captains may be a voting member of the executive board.

Article V: Advisor

Section 1: The Lafayette College Running Club will be advised by a Lafayette College faculty, staff, or a full-time employee.

Section 2: The organization is free to select any eligible employee to serve as the advisor to the organization. Upon selection, the advisor must be approved by the Director of Student Involvement.

Section 3: The Advisor shall:

- A. Provide guidance and support
- B. Advise the group on College policies and procedures and risk management
- C. Attend meetings and major functions of the Lafayette College Running Club

Article VI: Officer Terms and Election Procedures

Section 1: Term

The terms of all officers of the Lafayette College Running Club shall be one calendar year. Officers may serve multiple consecutive terms.

Section 2: Election Timeline

New officers are elected prior to the end of the fall semester, with their terms beginning the week after spring break.

Section 3: Officer Criteria

All officers shall be elected from the active members. Any student seeking to hold office must have and maintain good academic and judicial standing. This includes being free of any academic warnings, probation, etc., as officer responsibilities require some amount of time in addition to time being spent on school activities, the latter of which should always come first. If running for President, that member must have previously been on the board for at least one year.

Section 4: Election Process

- A. Election for these positions occurs during the fall semester. Responsibilities begin the Monday after Spring Break and last one year. During the interim between the election and assumption of board status, the outgoing board should train the incoming board in their duties. After the incoming board takes power, the outgoing president becomes the President Emeritus and attends board meetings as a non-voting member to provide guidance.
- B. As election integrity is paramount, an anonymous nomination survey will be sent via email to the club members within 72 hours to nominate officers for the election. Additionally, active members, as defined in the Membership section (Article III, Section 2), will have at least 72 hours to register to vote. Once the nomination period ends, the secretary will contact all nominees, and they will have at least 24 hours to accept the

nomination. If they do not respond, then it will be assumed that they decline the nomination.

- C. Once nominations are accepted, an anonymous election form will be emailed to all those who registered to vote. They will have at least 72 hours to vote. Once the voting period ends, the winners will be determined by the Instant-Runoff Voting Method. If a tie for a position occurs, the individual with more first-choice votes will win. If a tie still exists, the individual with more second-choice votes will win, and so on. If a tie still exists, the two individuals will be voted on again in a separate election by the members. All votes must be counted, and a winner must be declared within 48 hours of the election closing.

Section 5: Officer Resignation

Any officer can, at any time, voluntarily resign from their position with proper notice given to the other officers and Advisor.

Section 6: Officer Impeachment

- A. The membership may request that an Executive Officer step down from their duties for failing to complete the duties of their office or if their conduct violates the College's Code of Conduct in a manner warranting disciplinary action from the College. The organization's Advisor should serve as a non-voting mediator for these proceedings. The impeachment hearing must occur while classes are in session. The Executive Officer should be given notice of concerns raised by the membership (verbal and written communication) at a regular meeting at which three-fourths (3/4) of the active members are present.
- B. At the next regular meeting, three-fourths (3/4) of active members must be present in order for the impeachment hearing to begin. The moderator of the impeachment hearing will be the President unless they are being impeached, in which case it will be the Vice President. The moderator cannot be the Officer being impeached. Each side will be given the opportunity to present their case and the active members may ask questions.
- C. The membership upon hearing the case shall vote. A three-fourths ($\frac{3}{4}$) affirmative vote of all present members is required to remove the Executive officer from office.

Section 7: Officer Succession

Should an executive office become vacant, the President shall assume their duties until a new member is elected. If the President vacates their office, the Vice President shall fulfill the role of president. Should someone resign from the board with less than one semester left in their term, the President will nominate a replacement, who will be confirmed by a majority vote of the executive board. This occurs, for instance, when an officer goes abroad for the spring semester.

ARTICLE VII: Meetings and Programs

Section 1: The first meeting of the fall semester shall be within two weeks after classes start, or whenever deemed necessary by board members.

Section 2: Additional meetings will be held as necessary, determined by the board.

Section 3: There may be certain meetings that are open to all members, as the board will determine. These meetings may be held at practice, or in another setting (i.e. to plan for a race). This is a chance for all members to input their feedback and thoughts to board members to help improve the club. There must be a quorum of two board members to validate a meeting.

Section 4: Robert's Rules of Order shall govern meetings in all cases except when in conflict with this constitution and with general College regulations.

ARTICLE VIII: Constitutional Amendments

Section 1: Amendments to the Constitution must be proposed in writing by an active member of Running Club at any regular meeting at which two-thirds ($\frac{2}{3}$) of the active members are present.

Section 2: Proposed amendments shall be voted upon only after two regular meetings following the introduction of the proposal and discussion period.

Section 3: Proposed amendments will become effective following a three-fourths ($\frac{3}{4}$) affirmative vote of the active members.

Article IX: Risk Management

Section I: Injuries

- a) In the Event of Injury
 - i. At least one executive board member will be certified in first-aid and one in CPR to ensure that any injuries that might occur can be dealt with properly. At least one executive board member will carry a phone during practice to get additional help for a club member in case of emergency.
- b) Injury Prevention
 - i. The executive board will educate club members of general running safety guidelines at the start of the year which all members will be expected to adhere to.
 - ii. It is the club members' responsibility to inform the executive board of any relevant recent or ongoing injuries/health concerns (shin splints, asthma, etc.) that could limit their physical performance during a practice. The executive board will meet with an individual to discuss which workouts they are or are not capable of doing.
 - iii. The executive board will lead the club in stretches directly after practice to reduce the potential for injury.
 - iv. The executive board will provide a conditioning plan that balances work outs and recovery days.
- c) Running Safety Guidelines
 1. Don't wear headphones. Use your ears to be aware of your surroundings. Your ears may help you avoid dangers your eyes may miss during evening or early morning runs.

2. Run against traffic so you can observe approaching automobiles. By facing on-coming traffic, you may be able to react quicker than if it is behind you.
3. Look both ways before crossing. Be sure the driver of a car acknowledges your right-of-way before crossing in front of a vehicle. Obey traffic signals.
4. Always stay alert and aware of what's going on around you. The more aware you are, the less vulnerable you are.
5. Trust your intuition about a person or an area. React on your intuition and avoid a person or situation if you're unsure. If something tells you a situation is not "right", it isn't.
6. Know where open businesses or stores are located in case of emergency.
7. Run with a partner. During group runs, go single file.
8. Write down or leave word of the direction of your run. Tell friends and family of your favorite running routes.
9. Avoid unpopulated areas, deserted streets, and overgrown trails. Avoid unlit areas, especially at night. Run clear of parked cars or bushes.
10. Ignore verbal harassment and do not verbally harass others. Use discretion in acknowledging strangers. Look directly at others and be observant, but keep your distance and keep moving.
11. Wear reflective material if you must run before dawn or after dark. Avoid running on the street when it is dark.
12. Practice memorizing license tags or identifying characteristics of strangers.
13. When using multi-use trails, follow the rules of the road. If you alter your direction, look over your shoulder before crossing the trail to avoid a potential collision with an oncoming cyclist or passing runner.
14. CALL POLICE IMMEDIATELY if something happens to you or someone else, or you notice anyone out of the ordinary. It is important to report incidents immediately

Section II: Finances

The officers will discuss the club's financial outlook at least once a semester. At the beginning of the fall and spring semesters, a budget will be submitted to the student government.

Section III: Hazing

- a) Lafayette Running Club will not tolerate hazing in any manner. We will remain in full compliance with both college policy and Pennsylvania state laws regarding hazing. Any athlete found to be in violation of college policy or Pennsylvania State Law will be reported to Club Sports administration.
 - i. If a situation arises in which an act of hazing has occurred within our team, it is the responsibility of the officers to mediate the situation and get the club sports directors involved in order to handle the situation. If the executive board is involved in an act of hazing, it is the responsibility of the other team members to report the incident to the club sports directors. Any member

involved in an act of hazing is subject to removal from the team. Any officer involved in an act of hazing is subject to impeachment of their position and removal from the team.

b) College Policy

- i. The Lafayette College Student Handbook states: Lafayette College requires that no group allow any of its members (returning or new), or others to participate in any pre-membership ceremony or practice which involves mental or physical exhaustion or abuse, or would in any way interfere with the students' mental or physical ability to perform their work at Lafayette College.
- ii. As stated in the Lafayette College Student Handbook hazing includes:
 1. Pressuring, urging, or encouraging anyone to consume alcohol or drugs.
 2. Physical activity (e.g., middle-of-the-night-calisthenics) that is not a part of organized group sports events.
 3. Paddling, shoving, or striking in any manner.
 4. Pressuring individuals to wear degrading or uncomfortable clothing.
 5. Force-feeding.
 6. Disrupting sleep.
 7. Depriving individuals of regular meals and the opportunity for adequate personal hygiene.
 8. Individual interrogations such as "rat-court" or "kangaroo-court".
 9. Throwing or pouring substances on anyone.
 10. Any activity that interferes with students' attending class or studying.
 11. Harassment or disruption of other residences or groups.
 12. Any form of restriction of a person's freedom of movement.
 13. Nudity as part of an initiation activity.
 14. "Line-ups" of any type.
 15. Any activity that tends to or actually degrades, humiliates, ridicules, embarrasses, or intimidates another person.

Amendments:

Spring 2018 - President Andrew Schmid, Vice President Elaine Huang

Winter 2020 - President Andrew Schmid, Vice President Ian Bowe

Fall 2021 - President Aaron Shoemaker, Vice President Kristen Steudel, Secretary Anna Kunz, Treasurer Andrew Scardina, and Captain Evelyn Locke-Tittle

Spring 2023 - President Andrew Scardina, Vice President Harvest Gil, Secretary Anna Kunz, Treasurer Ethan Junk, and Captain Steven Alvarez