

The Constitution of The Grand Valley Cross Country and Track Club of Grand Valley State University

Preamble:

We, Grand Valley Cross Country and Track Club will come together to train, run, race, and promote unity on the Grand Valley State University campus. We will not discriminate against or turn away any person who wishes to participate. Those of all skill levels are welcome, regardless of running capabilities. We feel that exercise is a key component in improving oneself emotionally and physically. Through running the Grand Valley Cross Country and Track Club, we will promote the well-being of its members.

Article One: Name

The name of the organization shall be Grand Valley Cross Country and Track Club.

Article Two: Purpose

The purpose of this organization shall be to provide a friendly, healthy, and positive environment for all types of runners at Grand Valley State University. Also, this organization aims to make people feel welcome and that they are an integral part of Grand Valley State University.

Article Three: Affiliation with Other Organizations

The Grand Valley Cross Country and Track Club are currently affiliated with the National Intercollegiate Cross Country and Track Club Association (NIRCA). If future affiliations are requested the matter will be voted on by a majority vote of the officers.

Article Four: Membership

Section One: General Assembly Membership

- 4.1.1 The membership of Grand Valley Cross Country and Track Club shall consist of any interested student currently enrolled at GVSU. It is the policy of GVSU and Grand Valley Cross Country and Track Club that no person based on age, color, disability, familial status, height, marital status, national origin, political affiliation, race, religion, sex/gender, sexual orientation, veteran status, or weight shall be discriminated against.
- 4.1.2 Membership Expectations: Members are required to pay dues, attend at least 50% of general assembly meetings, participate in one fundraising event, must be involved in Turkey Trot (run or volunteer), and attend one Grand Valley Cross Country and Track Club sponsored event (i.e. another volunteer event or social event) per semester to be considered an active member.
- 4.1.3 Selective Membership Criteria: None

Section Two: Dues and Fees

- 4.2.1 A membership fee of \$75/year or \$50/ for one semester only will be due of all members. Membership fees include a Grand Valley Cross Country and Track Club t-shirt. Jerseys can be purchased with dues for an additional \$15 but is only required for members who wish to compete
- 4.2.2 Any member that signs up for a race and does not show will owe the club the entry fee of that race. Travel expense will still be owed at Executive Board's discretion.
- 4.2.3 Scratching at GVSU hosted meets will be handled with a "three strikes" system. Upon the first scratch, a reminder of scratching expectations will be given to the member. Upon the second scratch, a two week ban on competition shall be enforced on the member. Upon the third scratch, the member is subject to loss of eligibility to compete at meets at the Executive Board's discretion.
- 4.2.4 Exceptions to 4.2.2 and 4.2.3 may be granted by the executive board in the case of personal emergency, illness, or injury.

Article Five: Executive Board

Section One: Description

- 5.1.1 The Executive Board shall consist of ten (9) core members: President, Vice President, Public Relations and Event Coordinator, Financial Officer, Fundraising Coordinator, Distance Coordinator, Sprint Coordinator, Turkey Trot Race Director, and Risk Management/Co-Race Director.

Section Two: Qualification and Expectations

- 5.2.1 Each executive board member must be registered for at least six hours of credit at GVSU per semester.
- 5.2.2 Each executive board member must carry a 2.0 cumulative GPA and be in good academic standing with the University.
- 5.2.3 Each executive board member must attend one club sports meeting per semester.
- 5.2.4 Each executive board member must pay dues.
- 5.2.5 Each executive board member should enforce a no alcohol policy at officially sponsored Cross Country and Track Club events.
- 5.2.6 Executive Board members are expected to attend all board meetings. Exceptions can be made on a case by case basis for work, class, illness or personal emergency but must be communicated to the president in a timely manner.

5.2.7 Eboard members must enforce all rules put in place by Club Sports and the GVSU Cross Country and Track Club Constitution.

5.2.8 Eboard members are expected to perform their individual roles as outlined in Article 6.

Section Three: Elections

5.3.1 Potential officers must apply for positions with an application.

5.3.2 The officers shall be elected by a majority of the general assembly. Tiebreaker shall be a second vote within the Executive Board

5.3.3 The New Executive Board shall serve from May, 20XX through April, 20XX.

5.3.4 In the case a position goes unfilled, the sitting president may elect to offer the position to unsuccessful candidates, reach out to members to inquire their interest, or defer this duty to the incoming president.

Article Six: Executive Board Responsibilities

Section One: President

6.1.1 Preside at all meetings of Grand Valley Cross Country and Track Club.

6.1.2 Make an appropriate agenda for meetings.

6.1.3 Review proposed amendments and bring them to the general assembly's attention.

6.1.4 Aid the fundraising coordinator, event coordinator, and training coordinator in their responsibilities.

6.1.5 Approve proposed ideas for spending of the club's budget. However, significant expenditures of \$25+ must also have the approval of the financial officer.

6.1.6 Responsible for the whereabouts of club property.

6.1.7 Research and development of club goals.

6.1.9 Responsible for growth and happiness of club members and officers.

6.1.10 Accompany financial officer to Sports Club Council Meetings and assist with member roster in the beginning of the year.

6.1.11 Obtain lodging information and work with the financial officer to make reservations.

6.1.12 Hold in your possession one of two Cross Country and Track Club debit cards and monitor the outside bank account as a check and balance to the financial officer.

- 6.1.13 In the case of a new jersey design, the duties of designing the jerseys falls to the president.
 - 6.1.14 The president is responsible for updating LakerLink and fulfilling the requirements of LakerLink addressed by the university.
 - 6.1.15 In charge of reserving track time (this responsibility also falls on the Sprint Coordinator).
 - 6.1.16 Responsible for reserving rooms for bi-weekly meetings and canceling room when it will not be used.
 - 6.1.17 Responsible for coordinating elections and distributing forms
 - 6.1.18 Responsible for giving Executive Board members admin permissions on Facebook, Lakerlink, and the Club Sports Website
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*Section Two: **Vice President***

- 6.2.1 Responsible for promoting and coordinating NIRCA and NCAA meets and activities.
- 6.2.2 Address any duties deemed necessary by the organization and/or the President.
- 6.2.3 Perform the duties of the President in their absence.
- 6.2.4 Aid other officers in their responsibilities.
- 6.2.5 Assist in running Grand Valley Cross Country and Track Club meetings, in the president's absence.
- 6.2.6 Assists in responsibility for the whereabouts of club property.
- 6.2.7 Assists in updating the club NIRCA roster.
- 6.2.8 Promotes research and development of club goals.
- 6.2.9 Responsible for the growth and happiness of club members and officers.

*Section Three: **Event/ Public Relations Officer***

- 6.3.1 Update club photo, Facebook, Twitter, Instagram, Club Sports website, etc.
- 6.3.2 Responsible for updating the club sports roster and adding profile pictures to the club sports website.
- 6.3.3 Plan and collaborate with other e-board members to plan social events throughout the year.
- 6.3.4 Plan at the beginning of the year "kick-off" event executed in the week after the first meeting of the fall semester.

- 6.3.5 Plan and coordinate end-of-year banquet, including location, awards, food, and fun.
- 6.3.6 Collaborate with members to bring a social aspect (beyond running) to the club. Ensure the club is inviting for all members.

*Section Four: **Financial Officer***

- 6.4.1 Continually neatly update all financial records to clearly show the whereabouts of club assets.
- 6.4.2 Collect dues from members and keep an updated list of those who have turned in forms and paid dues.
- 6.4.3 Collect money for races and other events sponsored by the Grand Valley Cross Country and Track Club.
- 6.4.4. Attend all Club Sports (Student Life) Fund budget meetings (or have another officer attend).
- 6.4.5. Manage deposits and withdrawals from the Grand Valley Cross Country and Track Club's student life fund.
- 6.4.6. Manage the Grand Valley Cross Country and Track Club's personal separate bank accounts and debit cards. Monitor accounts and President's account activity.
- 6.4.7. Create and update a spreadsheet of members on the club's Google Drive.
- 6.4.8. Responsible for the club cashbox when used at fundraisers or events, and keep an updated total of the cashbox before and after each use.
- 6.4.9 It is suggested the financial officer work Day-Of Registration at the Grand Valley Turkey Trot 5k.

*Section Five: **Fundraising Coordinator***

- 6.5.1 Research, propose, and coordinate fundraising events.
- 6.5.2 Report and give earnings from fundraising events to the treasurer.
- 6.5.3 Keep a spreadsheet/document of people who have volunteered.

*Section Seven: **Distance Coordinator***

- 6.6.1. Research and investigate the latest training programs and present ideas to members at bi-weekly meetings.
- 6.6.2 Set up training workshops for Grand Valley Cross Country and Track Club members with guest speakers (i.e. Physical therapists, track coaches, etc).

- 6.6.3. Make oneself available to members to write training plans based on their abilities and goals.
- 6.6.4 Promote activities, workouts, etc. that support members and reduce injuries.
- 6.6.5 Remain knowledgeable about the recreation center's injury care clinic.
- 6.6.6 In charge of updating the Club Record Book.

Section Eight: Risk Manager/Co-Race Coordinator

- 6.7.1 Responsible for filling out travel forms and trip manifest for any off-campus events.
- 6.7.2 Responsible for having drivers fill out driver forms.
- 6.7.3 Responsible for keeping an updated list of approved drivers.
- 6.7.4 Must be CPR certified unless two members of the executive board already hold a CPR license.
- 6.7.5 Assist the Turkey Trot 5k Coordinator in any way.
- 6.7.6 Responsible for coordinating and ordering club gear, jerseys, and T-shirts.
- 6.7.7 Be responsible for recording the meeting minutes for each meeting and distributing these to the club via email or Facebook, within two days of the meeting.
- 6.7.8 Responsible for planning and coordinating trips including finding hotels and rental vehicles when necessary

Section Nine: Turkey Trot 5k Coordinator

- 6.8.1 Plan, promote, and organize the annual Turkey Trot.
- 6.8.2 Distribute duties to other members or officers.
- 6.8.3 Coordinate with the Financial Officer on budgeting and expenditures.
- 6.8.4 Has the power to appoint a communications director to assist them. The communications director does not have voting privileges. The Communications director would assist with Turkey Trot-related PR and volunteers the day of.

Section Ten: Sprinting Coordinator

- 6.9.1 Make oneself available to members to write training plans based on their abilities and goals for sprinting/ short distance.
- 6.9.2 Will be in charge of the key to the Kelly.
- 6.9.3 In charge of reserving track time (this responsibility also falls on the President).

6.9.4 In charge of updating the Club Record Book.

Article Seven: Advisors

Section One: Advisors

7.1.1 The Advisor(s) of the Grand Valley Cross Country and Track Club shall be chosen by the executive board. Each advisor shall serve their term indefinitely until there cannot or is replaced by the decision of a majority of the executive board.

Article Eight: Meetings

Section One: Meetings

8.1.1 The first general assembly meeting in the fall semester shall be held within the first three weeks of the semester.

8.1.2 General Assembly meetings shall be held bi-weekly. Time and the location shall be determined by the decision of the executive board and availability of University space prior to the start of a semester.

Section Two: Quorum

8.2.1 Quorum (number of members required to conduct business) shall be composed of 15 members.

Article Nine: Amendments

Section One: Proposed Amendments

9.1.1 All proposed amendments must be submitted in writing to the executive board before reaching the General Assembly.

9.2.1 The executive board must have the proposed amendment one week before the meeting of its intended presentation and review.

9.1.4. Amendments may be passed by a unanimous vote of the officers.

9.1.5. Amendments not passed by a unanimous vote must be voted on by the General Assembly (including the executive board) and receive a majority vote.

9.1.6. An amendment passed by a unanimous vote of the officers may be challenged by a petition of at least 15 active members, in which the amendment will be voted on by the executive board and the General Assembly.

Article Ten: Impeachment

Section One: Executive Board

10.1.1 Impeachment proceedings and charges may be moved by any member.

10.1.2 A vote of 1/2 of active members and seven officers is necessary for impeachment.

Section Two: Veto Power

10.2.1. Decisions of the President may be overruled by a majority vote of the other officers.

Article Eleven: Conflict Resolution and Commitment

Section One: Robert's Rules of Order

11.1.1 Look to "Robert's Rules of Order" to resolve any disputes, conflicts, or rulings.

11.1.2 Members of the Eboard will respond to incidents as they come in order to maintain a safe space for the club. A warning will be issued for a first offense, and should the member continue to be disrespectful, the Eboard holds the right to remove a member from the club should they be unwilling to cooperate with our resolution protocols.

Section Two: Executive Board Commitment Clause

11.2.1 All executive board members are required to acknowledge and accept the responsibilities presented in the following statement...

11.2.2 I, [insert name], will continually promote the main purpose of the Grand Valley Cross Country and Track Club as identified in the constitution. I will not allow any personal conflicts I may have with other executive board members to be projected onto the group, or impact my actions concerning club matters in any way. I will do my best to help my fellow officers and members when needed. I understand that under evolving circumstances I may be required to do more than my specific duties outlined in the constitution. I take this position with knowledge and understanding of the commitment it requires.

11.2.3 If you at any point decide to quit your position, you must announce it to the general assembly at the next scheduled meeting. You must return any club assets in your possession to the President (or acting president), and follow through with any outstanding duties and commitments you have toward the club including financial and operational tasks. You must log out of Google Drive and all social media, and you must not discuss your grievances with any general member.

11.2.4 Have FUN with your position!

11.2.5 Any ties on the executive board regarding club decisions will be decided by general vote.

Article Twelve: Dissolution

Section One: Dissolution

12.1.1 Upon the disbandment of the organization, off-campus and non-Office of Student Life assets and funds should be donated to Kids' Food Basket.

Amendments

Name Change

13.1.1 With the increased growth in the competitive atmosphere of the club we, Grand Valley Running Club, would like to change the name of the club to Grand Valley Cross Country and Track Club (GV XC & TF Club). We are hoping this will better represent what the vast majority of our active members are interested in. When changing the club's name there is one main issue that may come up, and that is the stake of the more casual runners in the club. We will continue to foster an environment that is welcoming to all runners. With this Grand Valley, Cross Country and Track Club will need to recognize this and remember this is a club for all students of Grand Valley State University, regardless of members PRs or what their focus is in running.

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13.2.1 During the 2020-2021 school year membership requirements will be altered to paying dues, attending more than 50% of general assembly meetings, and being a regular attendee to practice.

13.2.2 Practice will be held twice a week during the Fall 2020 semester. Monday and Wednesday 6-8 pm at the Outdoor Track.

13.2.3 Competitions for the Fall 2020 semester are suspended.

13.2.4 Turkey Trot is canceled indefinitely and will not be postponed or held virtually. Role of Turkey Trot 5k Coordinator shall be put on hiatus until the Executive Board votes to restart the Turkey Trot.

13.2.5 During the Fall 2020 semester members are required to wear a mask to practice, provide attendance through IM leagues, and fill out daily self-assessments provided by GVSU.

Article Fourteen: Travel Expectations

14.1.1 In the event that travel is necessary, the club will follow GVSU's travel guidelines adhering, but not limited to, duration of travel one member can go before switching drivers (approximately 3-4 hours), and completion of the RecWell Driver Approval Request form (large van drivers must be 21, any other vehicle must be 18).

14.1.2 Should the club be away at a hotel, the curfew for being away from said hotel is 10 PM, unless a clear and understandable reason is expressed by a member to an Eboard member.

Article Fifteen: Coaching

15.1.1 The XC & TF Club does not have a coach (as of the 2024-2025 school year), as we have two Eboard members that fulfill those positions (Distance Coordinator / Sprints Coordinator). Should the club decide to have a club in the future, it is imperative that the coach's responsibilities involve creating engaging practices, be available at meets for the members, and work with Eboard members for all sorts of club related activities throughout the school year.