FLORIDA RUNNING CLUB

Constitution 2022/23

**ARTICLE I. NAME OF ORGANIZATION**

The name of this organization shall be the Florida Running Club (FRC) at the University of Florida. This organization functions as a UF RecSports club team and is a member of National Intercollegiate Running Club Association (NIRCA).

**ARTICLE II. PURPOSE STATEMENT**

*Section 1: Purpose Statement*

Florida Running Club has been created to support a competitive group of athletes that aim to be a top cross country and track club in the nation. To reach this goal, the club will compete nationally against other top clubs when possible, including at NIRCA Regionals and Nationals for Cross Country and at NCAA sponsored meets or races with NCAA teams for Track and Field. The club will also compete against varsity squads from D-I, D-II, D-III, and NAIA as preparation for those major races. Funds for the club will be raised through key sponsorships and various other fundraising activities, as well as through funding from the University of Florida. The club also will maintain its status as a Registered Student Organization (RSO).

*Section 2: Goals*

 The club was founded on the belief that a running program run in the mold of a competitive D-III program would benefit the University and its students by providing exposure for the University, leadership opportunities for students, promoting fitness on-campus, and establishing an attitude of achievement that defines the Florida spirit. The goal is for student-athletes to learn time management and discipline in a safe and nurturing environment where they will be able to call on their teammates for assistance in both their academic and athletic pursuits.

*Section 3: Function*

The function of Florida Running Club is to provide a nurturing and safe environment for student-athletes to maintain active and healthy lifestyles through running and participating in team-oriented physical activities. Florida Running Club provides student-athletes the ability to travel and compete against other running clubs, University Division I-III teams, and individual runners. Aside from the competitive aspect of the club, FRC also functions to provide a training group for recreational student runners at the University of Florida.

**ARTICLE III. COMPLIANCE STATEMENT**Upon approval by the Department of Student Activities and Involvement, Florida Running Club shall be a registered student organization at the University of Florida. Florida Running Club shall comply with all local, state and federal laws, as well as all University of Florida regulations, policies, and procedures. Such compliance includes but is not limited to the University’s regulations related to Non-Discrimination, Sexual Harassment (including sexual misconduct, dating violence, domestic violence, and stalking), Hazing, Commercial Activity, and Student Leader Eligibility.

**ARTICLE IV. UNIVERSITY REGULATIONS**

Section A. Non-Discrimination

Florida Running Club agrees that it will not discriminate on the basis of race, creed, color, religion, age, disability, sex, sexual orientation, gender identity and expression, marital status, national origin, political opinions or affiliations, genetic information and veteran status as protected under the Vietnam Era Veterans' Readjustment Assistance Act. Discrimination on the basis of the protected classes described in University of Florida Regulation 1.006 (Non-Discrimination/Harassment/Invasion of Privacy Policies) is prohibited.

Section B. Sexual Harassment

Florida Running Club agrees that it will not engage in any activity that is unwelcome conduct of sexual nature that creates a hostile environment.  Behaviors that could create a hostile environment include sexual harassment (which could include inappropriate sexual comments), sexual misconduct, dating violence, domestic violence, and stalking and repeated instances of cyber abuse. Sexual harassment as described in University of Florida Regulation 1.006 (Non-Discrimination/Harassment/Invasion of Privacy Policy) is prohibited.

Section C. Hazing

Florida Running Club agrees that it will not initiate, support, or encourage any events or situations that recklessly, by design, or intentionally endanger the mental or physical health or safety of a student for any purpose including but not limited to initiation or admission into or affiliation with any student group or organization. Hazing as defined in the University of Florida Regulation 1.0081 (Prohibition of Hazing; Procedures and Penalties) and 4.040 (Student Honor Code and Student Conduct Code) is prohibited. If found responsible for hazing, sanctions may be imposed against the organization, its leaders and/or members.

Section D. Responsibility to Report

The University of Florida identifies Responsible Employees and Campus Security Authorities to support the health, safety, and wellbeing of campus. If Florida Running Club becomes aware of any such conduct described in this article, they are encouraged to report it immediately to staff in Student Activities and Involvement, the Director of Student Conduct and Conflict Resolution, the University’s Title IX Coordinator, or to their Student Organization Advisor, who are identified as mandated reporters.

Section E. Officer Eligibility

Florida Running Clubunderstands, acknowledges, and agrees to uphold and abide by the specific minimal requirements regarding officer eligibility as defined in the [Registered Student Organization Classification and Officer Eligibility Policy](https://hub.policy.ufl.edu/s/article/RSO-Classification-Officer-Eligibility).

**ARTICLE V. MEMBERSHIP**

Membership in this organization is open to all enrolled students at the University of Florida. Non-enrolled students, spouses, faculty, and staff are prohibited from holding membership, office, or voting powers. All members are free to leave and disassociate without fear of retribution, retaliation, or harassment.

**ARTICLE VI. STUDENT ORGANIZATION ADVISOR**

The advisor and the University of Florida Department of Recreational Sports holds the responsibility to oversee the day-to-day functions and operations of Florida Running Club, including the management of its finances, the selection of its members, and ensuring the organization adheres to University and department policies.

The RecSport Club Liaisons are responsible for advising the club on operations, finance, event planning, risk management, etc. Liaisons will meet with Club leadership once per month at minimum and can meet more regularly at the Club’s request. Sport Programs Professional Staff will assign the club their Liaison for the Academic Year. If the liaison is no longer able to perform their duties, a new one will be assigned. Liaisons serve the Academic Year in question, spanning from July 1st to June 30th. If a club wishes to replace their advisor, they must reach out to Sport Programs Associate Director Jason Darby providing a detailed explanation for requesting the replacement.

**ARTICLE VII. OFFICERS**

*Section 1: Officers*

All officers of the Florida Running Club are elected every April by a general body vote. Officers must win by a simple majority margin. They will serve a one-year term until the following April. All officers must meet all officer eligibility criteria. All officers are expected to attend officer meetings. If there is a valid reason they cannot attend, they should inform the President and follow up with the Secretary on what information was missed.

*A. President*

Responsibilities include, but are not limited to the following: Organizing all officer meetings, representing the club, attending RecSports liaison meetings, interacting with the public and other clubs, writing club press releases, maintaining a visible presence at club functions, recruiting new athletes, managing risk associated with athletes’ health and safety, managing the activities of all other officers, ensuring that RecSports eligibility requirements are being met, coordinating RecSports Leadership Seminar attendance, coordinating with Vice President and Race Coordinator for home meets and NIRCA meets, leading practices if no coach is present, organizing general body meetings, helping with the yearly budget presentation, and upholding the constitution.

*B. Vice President*

Responsibilities include but are not limited to the following: Attending all officer meetings, coordinating Sport Club home event attendance, and submitting forms, working with the President in various tasks and duties and presiding on behalf of the President in the case of absence at functions.

*C. Secretary*

Responsibilities include but are not limited to the following: Attending officer meetings, taking meeting minutes at board meetings, ensuring that all proper forms are complete and submitted to any and all governing bodies (NIRCA and UF RecSports), compiling and maintaining athlete information and contact data (waivers), filing space and room requests (Event Request Forms), keeping track of club members’ officer eligibility.

*D. Treasurer*

Responsibilities include, but are not limited to the following: Attending officer meetings, attending RecSports liaison meetings, establishing and maintaining budget for expenditures, creating a projected budget that will be compliant with guidelines from governing bodies, helping prepare the yearly budget presentation, communicating with the Fundraising Coordinator regarding all club fundraising profits, handling of money from fundraising activities, obtaining quotes for equipment, collecting fees from members for races and equipment including but not limited to apparel and specialized equipment, ensuring that apparel meets RecSports/UAA guidelines, paying club expenses out of the club account, and obtaining reimbursement for travel expenses and meet fees.

*F. Social Coordinator*

Responsibilities include but are not limited to the following: Attending officer meetings, planning club social activities that promote team cohesion such as team dinners, intramural sport teams, etc, creating and promoting Facebook pages for said events, and maintaining contact with other Sport Club social coordinators regarding events.

*G. Fundraising Coordinator*

Responsibilities include but are not limited to the following: Attending officer meetings, organizing, promoting, and managing fundraising activities (minimum two events per semester, excluding summer semester), creating Facebook pages for fundraising activities, completing and submitting Fundraising Tracking Form, recording which members attend fundraising activities, and communicating with Treasurer regarding fundraising activity profits.

*H. Race Coordinator*

Responsibilities include, but are not limited to the following: Attending officer meetings, creating cross-country and track season schedules, compile a local race schedule, communicate with coaches, creating and sharing meet sign-up forms\* to the Facebook group a minimum of two weeks before the event, entering all participating athletes into the meet, arranging lodging and travel to meets, ensuring that everyone has a ride to and from the meet, creating group messages including all traveling members, President, and Race Coordinator, providing all travel and race information to the group message, collecting race fees to give to treasurer before departing for the event, ensuring all equipment necessary for the event is brought (tarps, tents, relay batons, etc.), recording race results, and completing and submitting Pre- and Post-Travel Forms.

\*Meet sign-up forms should provide meet location, date/time, costs, and any necessary qualifying times as applicable. Forms should collect club members’ names, cell phone numbers, UFIDs, UF emails, ability to provide transportation (# of seats, if applicable), desired events (track only) and desired seed times (track only).

*I. Marketing Coordinator*

Responsibilities include, but are not limited to the following: Attending officer meetings, creating club flyers according to RecSports rules, organizing flyering and tabling, promoting the club in general, taking pictures at club events or contacting attending members to take pictures if the Marketing Coordinator is unable to attend, maintaining and updating club social media accounts, compiling media for event albums, updating the club records, and keeping alumni up to date and informed on club activities, progress, and race results monthly through alumni newsletter.

*J. Volunteering Coordinator*

Responsibilities include but are not limited to the following: Attending officer meetings, seeking and organizing service events to fulfill community service hours (minimum two events per semester, excluding the summer semester) and documenting members’ volunteer hours for the year, and completing and submitting Community Service Report forms.

*Section 2: Coaches & Other Leaders*

Coaches are considered officers for election purposes and are club members elected by a general body vote every April with the rest of the office positions. A coach will be elected after a simple majority margin. Coaches serve a one-year term, until the following April. Only the Head Coach is a necessary position to fulfill each term. Additional coaches (assistant, event, and strength) can be elected on a demand basis.

*A. Head Coach*

The Head Coach oversees the club’s overall training philosophy. The Head Coach is an unpaid position. The Head Coach will also be an Event Coach. Responsibilities include but are not limited to the following: Attending officer meetings, overseeing the training of all event groups (practice and workout schedules), communicating with NCAA coaches, working with Race Coordinator for developing the meet schedule, leading practices on a day-to-day basis, providing club announcements at practices, and communicating between the Executive Board and the Event Coaches.

*B. Assistant Coach*

The Assistant Coach helps the Head Coach with any of the necessary responsibilities and can function as an Event Coach and/or a Strength Coach. Responsibilities include but are not limited to the following: Attending officer meetings, working with other coaches and Race Coordinator to develop schedules, overseeing practices if the Head Coach is absent.

*C. Event Coach*

Event Coach is a generic term for several coaching positions, each of which is in charge of a specific event group (e.g. Sprints, Distance, Jumps, etc.). The Event Coaches are recognized by the club as vital to the team’s continued success. The Executive Board will determine the number and scope of Event Coaches. Event Coach positions must be filled by active participants on the team. Responsibilities for each Event Coach within his or her respective event group include but are not limited to the following: Writing training plans, managing athletes’ day to day activities, working with other coaches and Race Coordinator to develop training and meet schedules, determining meet entries, and communicating with the Head Coach and his or her athletes.

*D. Strength Coach*

The Strength Coach develops and oversees the core and strength training for the club and should be knowledgeable about weightlifting and strength-related exercise. Responsibilities include but are not limited to the following: Attending officer meetings, creating, and sharing core and strength training plans, working with other coaches to develop the training schedules, leading a minimum of one strength workout per week, and providing strength training advice to club members if asked.

*Section 3: Executive Board*

*A. Members*

The Executive Board is composed of the following leadership positions: President, Vice President, Secretary, Treasurer, and Head Coach.

*B. Duties & Responsibilities*

The Executive Board guides the overall direction of the club. It collectively comprises the highest authority of the club. It is expected to meet physically or virtually at least once a month to take care of club business and to vote on matters essential to maintaining a nationally competitive club. Special meetings can be called as necessary by the President to ensure smooth club operation. Members are expected to have 100% attendance at meetings. Repeated unreasonable absence can be grounds for removal from office. Meetings are open to all club officers, and all officers are highly encouraged to attend.

*C. Voting*

All club officers will have a single vote. If a duty is not specified by officer responsibilities in the Constitution, it must be put to a vote. All decisions will be made by a simple majority unless otherwise stated in this document. A quorum of seven officers is required for a vote. All the Executive Board must be part of the quorum. Voting may take place through a physical meeting or online poll participation - poll participants must be given at least 24 hours to vote. In the event of a tied vote, the President has the tie-breaking vote.

*Section 4: Resignation*

Officers and Coaches may resign at any time by notification to the Executive Board. If the Head Coach/President resigns, the Assistant Coach/Vice President steps into that position. Any vacant position can be filled by an existing officer through an officer vote. Existing officers will be eligible to enter an election and win by a simple majority to fill in the vacancy. Only the existing officers will be eligible to vote to fill in the vacancy for the remainder of the one year term and the next normal election is scheduled.

*Section 5: Impeachment*

 Officers and Coaches can be impeached at any time with majority approval by the remaining Executive Board members at a meeting closed to the individual in question. An opportunity will then be given for them to resign or defend themselves. If the impeached individual does not resign, a trial will be held by the remaining Executive Board members. If the impeached individual does not respond to the impeachment notification, the trial will commence without them. Based on trial results, the impeached officer can then be removed by positive vote of all but one of the other Executive Board members. The open position will be filled by standard resignation procedures.

**ARTICLE VIII. ELECTIONS**

*Section 1: Officer Eligibility*

To be eligible to run for and be elected to an officer position in the club, a member must have attended a minimum of two Florida Running Club volunteering events, two fundraising events, and one Sport Club Home Event that academic year. They must also be a degree-seeking University student as defined by the Registrar. This includes be registered for a minimum of 12 credits in the Fall and Spring semesters. Also, they must maintain a minimum 2.5 cumulative grade point average and cannot be on academic warning or probation during their term. At all times, the student must remain in good standing with the University and have no delinquent obligation for fees or debts owed to the university.

*Section 2: Officer Elections*

All Officers will be elected directly by general body members of the club. Elections will take place each year in the month of April for the following year’s Officers. Individuals self-nominate through an online form for positions two weeks prior to elections and are elected via web-based ballots that are submitted no more than 24 hours after the meeting. Candidates will be given a chance to give a speech for why they should be elected at the election meeting before votes are cast. The candidate with the most votes will win the election. Votes for each position will be counted by an Executive Board member not running for that position. In the event of a tie, a runoff election will be held between applicable candidates. In the event of a 3 or more-way tie, the Running Club Members in that election with the highest semester-based seniority will be able to participate in the run-off election. If there still is a tie, then the officers will gather to review the candidates and will discuss until they all agree on a winner.

**ARTICLE IX. FINANCE**

Funds are provided by the University of Florida Departments of Recreation Sports and will not be procured through a Student Government funding application. As such, no membership fee is required of members to participate in Florida Running Club. Funds are raised through apparel sales that occur continuously throughout the school year. Funds are also raised through the hosting of fundraisers like Fun Runs and 5Ks. Funds are also raised through work opportunities offered by University of Florida Cross Country and Track and Field Teams. These opportunities raise money through direct donation to the club account. Funds will be used for the following expenses: Competition fees, travel costs including room, board, transportation, gas, equipment for training and/or competition, and other expenditures necessary for the proper function of the club. Funds will be used and applied for in compliance with the governing bodies and the funding bodies. General members and officers are expected to participate in fundraising activities.

**ARTICLE X. DISSOLUTION OF ORGANIZATION**

If the organization dissolves, all members and the University of Florida Departments of Recreation Sports will be sent a notice. All obtainable monies through the Running club’s business account will be used to pay off any existing debt and bills. All email boxes, mailboxes, and files will be sorted and cleared. All social media account will be deemed inactive. Any additional monies or equipment will be donated to Girls on the Run.

**ARTICLE XI…BY LAWS FOR FLORIDA RUNNING CLUB**

Florida Running Club may elect to maintain separate bylaws document to outline the day-to-day operations of the organization and to clarify policies and procedures otherwise not included in the previous articles. Bylaws and/or other guiding documents may not take precedence over the requirements sent forth by local, state, and federal laws, the university of Florida’s regulations, policies, and procedures, and the SAI constitution requirements. Amendments and changes may be made to the bylaws and shall be consistent with the SAI approved constitution on file and SAI’s constitution requirements. Should the organization transition leadership, all bylaws and guiding documents will be transitioned to new student organization leaders and/or advisor(s). [name of organization] agrees to provide all unaltered by laws and guiding documents and/or clarify its procedures in writing to any university of Florida student, faculty, or staff upon request.

**ARTICLE XII: AMENDMENTS TO CONSTITUTION**

*Section 1: Amendments*

Amendments can be made to the constitution at any time with approval by a majority of the Executive Board, and this amendment must be submitted to the Department for Student Activities and Involvement for approval.

*Section 2: Proposition*

Proposition of new amendments to Florida Running Club’s constitution may be proposed by any member of the officer board, implying not solely the executive board. The proposition must be made to the executive board, and the amendment must then be approved by the Department of Student Activities and Involvement.

*Section 3: Voting*

A majority vote from the executive board is required to approve the change to the constitution.

*Section 4: Submission to the Department of Student Activities and Involvement*

**All amended constitutions must be submitted directly to the Department of Student Activities and Involvement for review and approval.**