Constitution

of the

**St. John’s University Track Club**

(6th Edition - December 12, 2018)

1. Name
   1. The name of this club is “St. John’s University Track Club.”
   2. The name of this club may be abbreviated as “SJU Track Club” and “SJUTC.”
2. Purpose
   1. To provide the students and faculty of St. John’s University with an opportunity to compete in the sports of Track and Field, Cross Country Running, and Road Running.
   2. To train for competitions as a TEAM with a common goal of personal improvement and team success.
   3. To be a source of fun, fellowship, and fulfillment in the lives of all members.
3. Membership
   1. Any St. John’s University student or faculty member can join SJUTC at any time.
   2. Member Rights:
      1. Right to attend Practices.
      2. Right to attend General Body Meetings.
      3. Right to vote in decisions of the club.
   3. Member Responsibilities:
      1. Represent SJUTC in the best manner possible.
      2. Recruit new members to join the team.
4. Meetings
   1. Practices will be held whenever possible.
   2. Competitions will be announced in advance and have a designated sign-up deadline.
   3. General Body Meetings must be announced at least one week in advance and will be used to keep members informed about the club’s plans and involved in club decision-making.
   4. Board Meetings will be used to handle administrative tasks and plan event details.
5. Leadership
   1. General Responsibilities of all Leaders:
      1. Uphold this Constitution.
      2. Do whatever is necessary to help SJUTC satisfy its Purpose.
      3. Vacate a position if circumstances prevent adequate performance of duties.
   2. President
      1. Is the primary decision-maker and spokesperson of the club.
      2. Manages administrative tasks of the club, delegates them as needed, and ensures their completion.
      3. Makes certain that members have multiple opportunities to compete each semester.
      4. Plans and conducts at least six Board Meetings per semester.
   3. Vice President
      1. Is the secondary decision-maker and spokesperson of the club.
      2. Assists with all of the President’s responsibilities.
      3. Plans and conducts at least two General Body Meetings per semester.
      4. Assumes the role of the President in case of an emergency.
   4. Treasurer
      1. Keeps a record of the club’s financial transactions that club members may view at any time.
      2. Produces detailed financial reports and budget estimates as needed.
      3. Ensures that all payments owed to and owed by the club are made promptly.
      4. Plans and conducts fundraisers.
   5. Secretary
      1. Takes minutes at all General Body Meetings and Board Meetings.
      2. Maintains a roster of all SJUTC Members.
      3. Keeps an attendance log of all Practices and Meetings that club members may view at any time.
      4. Completes and submits administrative paperwork in a timely fashion.
   6. Coach
      1. Creates workout plans and provides instruction to members so that “personal improvement and team success” may be achieved.
      2. Assists and advises the Executive Board.
   7. Appointed Positions
      1. Appointed Positions are created and filled on an as-needed or as-desired basis.
      2. Appointed Positions must be given an official title and set of responsibilities.
      3. Examples of Appointed Positions include, but are not limited to: Captain, Meet Director, Publicist, Webmaster, Social Chair, Service Coordinator, etc.
6. Elections and Appointments
   1. General Rules
      1. The term length for all leadership positions is one full semester.
      2. There is no limit to the number of terms a person may serve in a given role.
      3. At any given time, a person may hold at most one Executive Board position in addition to any number of other leadership positions.
      4. All leaders, except for Coaches, must be student members of the club.
   2. Executive Board Elections
      1. E-Board Elections must take place at a General Body Meeting prior to November 1st during the fall semester and April 1st during the spring semester.
      2. The President, Vice President, Treasurer, and Secretary are to be elected in order, one at a time.
      3. First, all persons that wish to run for office must nominate themselves for all positions for which they are running. If and when a candidate wins an election, the candidate will be removed from consideration for all subsequent elections.
      4. Then, for each E-Board position, repeat 5. through 7.
      5. Each candidate will give a brief statement and answer any questions posed by the voters.
      6. Each voter will vote for one candidate via secret ballot.
      7. The candidate that receives the majority of votes wins. If no candidate receives a majority, then the candidate receiving the fewest number of votes shall drop out of the race and 6. is repeated. In the case of a tie with two candidates remaining, the current President will choose the winner.
      8. Following the Elections, the current E-Board will remain in leadership until the final General Body Meeting of the semester, at which point the E-Board Elect will assume the full responsibility of club leadership.
      9. During the transition period between the Elections and the final General Body Meeting of the Semester, the members of the E-Board Elect must learn their new roles by attending Board Meetings and assisting the current E-Board.
   3. Appointments
      1. Any E-Board vacancies must be filled via majority decision of the remaining E-Board members.
      2. Captains are appointed by the Head Coach. If there is no Head Coach, then Captains are appointed via unanimous decision of the E-Board.
      3. All other positions, including Coaches, are appointed via unanimous decision of the E-Board.
7. Impeachment and Removals
   1. Impeachment and Removal of E-Board members
      1. Motions for impeachment may be made on the grounds of (a) neglect of duties, (b) excessive absences, or (c) unethical behavior such as bullying, discrimination, or embezzlement.
      2. Prior to making a motion to impeach, an attempt must be made to have an open discussion with the offending officer. Unless the offense committed is grave, the officer must be given an opportunity to reconcile.
      3. If the efforts in 2. do not resolve the issue, any member may make a motion to impeach any E-Board member at any General Body Meeting by stating the grounds for impeachment and summarizing the efforts made that failed to bring about a peaceful resolution.
      4. Once a motion for impeachment has been made, all members present at the meeting will vote via secret ballot. If a majority votes to impeach, then the officer is officially impeached and the proceedings continue; otherwise, the motion is denied.
      5. Following impeachment, members—including the impeached officer, if present—shall take turns raising questions against, defending, and asking questions about the impeached officer.
      6. Members then vote via secret ballot whether or not to remove the impeached officer from office.
      7. A two-thirds majority is required to remove the impeached officer from office.
   2. An E-Board member that is absent from three or more consecutive Board Meetings spanning a minimum of three weeks may be removed from office via unanimous decision of the other E-Board members.
   3. Captains may be removed at the discretion of the Head Coach. If there is no Head Coach, then Captains may be removed via unanimous decision of the E-Board.
   4. All other leaders, including Coaches, may be removed via unanimous decision of the E-Board.
8. Amendments
   1. Any member can propose an Amendment to this Constitution at any General Body Meeting.
   2. A proposed Amendment shall be discussed until the exact text of the Amendment is finalized and a majority of those present, determined via open ballot, are ready to hold a formal vote.
   3. If the formal vote, conducted via secret ballot, yields a two-thirds majority, then the Amendment passes.
   4. Amendments are effective immediately and shall be reflected in this Constitution where they belong.
   5. All versions of this Constitution must be archived and kept publicly viewable at all times.
9. Bylaws
   1. In addition to this Constitution, SJUTC is also governed by its Bylaws.
   2. The E-Board must maintain the Bylaws and ensure that club members may view them at any time.
   3. The E-Board, via majority decision, can make changes to the Bylaws at any Board Meeting.
   4. The Bylaws must minimally define the Membership Fee, Attendance Policy, and Competition Eligibility Requirements of the club.