

Constitution

of the

St. John's University Track Club

(4th Edition - September 29, 2017)

- I. Name
 - A. The name of this club is “St. John’s University Track Club.”
 - B. The name of this club may be abbreviated as “SJU Track Club” and “SJUTC.”

- II. Purpose
 - A. 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.
 - B. To train for competitions as a TEAM with a common goal of personal improvement and team success.
 - C. To be a source of fun, fellowship, and fulfillment in the lives of all members.

- III. Membership
 - A. Any St. John’s University undergraduate student, graduate student, or faculty member can join SJUTC at any time. A yearly or semesterly membership due may be implemented at the discretion of the Executive Board.
 - B. General Membership
 - 1. All Members may attend Practices.
 - 2. All Members may attend General Body Meetings.
 - 3. All Members can vote in decisions of the club.
 - C. Active Membership
 - 1. At any given time, an SJUTC member is considered to be “Active” if they have received at least nine practice credits in the previous three weeks. At the discretion of the Captains, an absent athlete may be granted credit for a practice, provided that they communicate a conflict and perform an alternative workout on their own.
 - 2. Only Active Members may participate in Competitions.
 - 3. Active Members will receive the full benefits of SJUTC funding. This will include the coverage of race entry fees and transportation costs whenever possible.

- I. Leadership
 - A. Student Leaders
 - 1. To be eligible for a student leadership position, an SJUTC member must be an undergraduate or graduate student.
 - 2. The term length for all student leadership positions is one full semester.
 - 3. There is no limit for the number of terms a person may serve in a given student leadership position.
 - 4. A Student Leader may choose to step down from their position at any time.
 - 5. General responsibilities of all student leaders include the following:
 - a. Uphold this Constitution.
 - b. Promote SJUTC on campus and recruit new members for the team.
 - c. Do whatever is necessary to satisfy the objectives of SJUTC as detailed in “II. Purpose.”
 - 6. There are three categories of student leadership.
 - a. Executive Board

- (1) Under ordinary circumstances, a person may only hold one executive board position at a given time.
- (2) Executive board members shall be elected once per semester as detailed in “V. Elections.”
- (3) In the case of a vacancy, the remaining executive board members can appoint a team member to fill the position for the remainder of the term.
- (4) Executive board members must attend all Board Meetings.
- (5) There are four executive board positions:
 - (a) President
 - (i) The primary decision-maker and spokesperson of the club.
 - (ii) Manages all administration tasks of the club, delegating them as needed, and ensures that they are followed through to completion.
 - (iii) Ensures that Active Members have multiple opportunities to compete each semester.
 - (iv) Plans and conducts at least two General Body Meetings per semester.
 - (v) Plans and conducts at least six Board Meetings per semester. At least two of these must be with the Director of Club Sports.
 - (b) Vice President
 - (i) The secondary decision-maker and spokesperson of the club.
 - (ii) Assists with all of the President’s responsibilities.
 - (iii) Assumes the role of the President in case of an emergency.
 - (c) Treasurer
 - (i) Manages SJUTC funding.
 - (ii) Keeps a log of all of the club’s financial transactions.
 - (iii) Produces detailed financial reports and budget estimates as needed.
 - (iv) Is the primary person in charge of fundraising.
 - (d) Secretary
 - (i) Ensures that the latest version of this Constitution is available for all SJUTC Members to view at all times.
 - (ii) Maintains a roster of all SJUTC Members.
 - (iii) Keeps an attendance log of all members, with Active Members designated as such.
 - (iv) Completes and submits any necessary paperwork in a timely fashion.

b. Captains

- (1) A person may be a captain in addition to holding an executive board position.
- (2) Captains shall be elected once per semester as detailed in “V. Elections”
- (3) There may be any number of captains.
- (4) The captains are expected to be exceptional leaders by example during practices and competitions, as well as in their behavior off of the track.
- (5) While the captains do not assume any specific administrative tasks per this constitution, they will be asked to participate in the planning process by attending Board Meetings as necessary.
- (6) The Captains shall assist heavily with recruiting new members for the team, particularly at the beginning of each semester.
- (7) In the absence of a Coach, the Captains shall be responsible for planning the weekly workout regimens of each training group.

c. Appointed Positions

- (1) A person may hold any number of Appointed Positions in addition to holding an Executive Board position and/or being a Captain.
- (2) Appointed Positions are created and assigned on an as-needed basis.
- (3) Appointed Positions should be given an official title and an outlined set of responsibilities, to be determined by the Executive Board. See (5) for examples.
- (4) Appointments are made by the Executive Board, and may be accepted or denied by the appointed person.
- (5) Appointed Positions may include, but are not limited to, the following:
 - (a) Meet Director -- responsible for ensuring that home meets run smoothly.
 - (b) Social Events Coordinator -- plans and coordinates team social events like team dinners and service opportunities.
 - (c) Historian -- maintains an up-to-date list of team records, keeps track of any significant historical events concerning the team, and writes a summary for each season in review.
 - (d) Webmaster -- maintains the team website, ensures that information posted on it is current, and checks that links leading to and from the site are active.
 - (e) Publicist -- writes meet previews and recaps, and manages the team’s news outlets (social media).

- (f) Art Designer -- designs promotional flyers, official logos, and team apparel.
- (g) Photographer -- takes photos of the team.

B. Coach

1. Any person is eligible to be a Coach.
2. There may be any number of Coaches.
3. A Coach may be appointed at any time by unanimous decision of the Executive Board.
4. A Coach may be removed at any time by a two-thirds majority vote of the Executive Board.
5. The primary responsibility of a Coach is to help teach and train SJUTC members so that they may improve as individuals and as a TEAM.
6. The Coaches shall assist the Executive Board as is discussed prior to each semester and at the time of a Coach's appointment.

IV. Elections

A. Executive Board Elections

1. Executive Board Elections will be held during the middle of each semester to determine the Executive Board for the following semester.
 - a. During the fall semester, Executive Board Elections must take place prior to November 1st.
 - b. During the spring semester, Executive Board Elections must take place prior to April 1st.
2. The Executive Board Members are elected one at a time. The President is elected first, the Vice President second, the Treasurer third, and the Secretary fourth. The election procedure for each Executive Board position is as follows:
 - a. All eligible persons who wish to run for the position shall nominate themselves.
 - b. All candidates will be given an opportunity to speak on their own behalf.
 - c. Voters shall vote for one candidate.
 - d. 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 step 3 is repeated. In the case of a tie with two candidates remaining, then the current President shall choose the winner.
3. Following the E-Board 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.
4. During the transition period between the E-Board Elections and the final general body meeting of the semester, the members of the "E-Board Elect" must shadow their predecessors to ensure a smooth transition of leadership. To effectively learn their new roles, the E-Board Elect should do the following:

- a. Attend all board meetings for the remainder of the semester.
- b. Gain experience performing the responsibilities of their role by assisting the Current E-Board on a voluntary and as-needed basis.

B. Captain Elections

1. Captain Elections will be held at the final general body meeting of each semester to determine the Captains for the following semester.
2. All of the Captains are elected at once. The election procedure for choosing the Captains is as follows:
 - a. All eligible persons who wish to run for the position of Captain shall nominate themselves.
 - b. All candidates will be given an opportunity to speak on their own behalf.
 - c. Voters will then vote “yes” or “no” for each candidate.
 - d. Any candidate that receives a two-thirds majority of “yes” votes shall be a Captain.

V. Meetings

A. Practices

1. Practices will be held daily on weekdays whenever possible.
2. All SJUTC members are encouraged to attend.

B. Competitions

1. SJUTC will participate in multiple Competitions per semester.
2. Only Active SJUTC members may participate in Competitions.
3. All Competitions shall be announced far enough in advance to allow for proper planning and preparation by participating SJUTC members.
4. For each Competition, the Captains shall determine an appropriate signup deadline for those Active SJUTC Members who wish to participate.

C. General Body Meetings

1. There will be at least two General Body Meetings each semester.
2. All SJUTC members are encouraged to attend.
3. General Body Meetings will be announced at least one week in advance.
4. General Body Meetings will be used to keep Members informed about all things concerning SJUTC, as well as to discuss planning for events.
5. At every General Body Meeting, there will be an opportunity for SJUTC members to raise issues for discussion.

D. Board Meetings

1. There will be at least six Board Meetings each semester.
2. Attendance is mandatory for all Executive Board Members. Captains and Appointed Positions should attend as necessary. Other SJUTC members may attend only at the invitation of the Executive Board.
3. Board Meetings will be used to plan out the details for events, as well as to discuss other issues as they come up.

VI. Amendments

- A. Any member can propose an Amendment to this Constitution at any General Body Meeting.
- B. Proposed Amendments shall be discussed until a majority of those present at the Meeting are ready to vote on the Amendment.
- C. An Amendment passes if it receives a two-thirds majority vote.
- D. Amendments shall be reflected in this Constitution where they belong.
- E. All versions of this Constitution must be archived for reference purposes.