

[Most recent changes: 11/20/2016](#)

University of Pennsylvania Running Club Constitution:

The Penn Running Club shall be a welcoming community for all runners, competitive and recreational, who are affiliated with the University of Pennsylvania.

## **Article I: Officers and Duties**

### Section I: Officers

The Club shall be lead by the Executive Board.

- The officers of the club shall be the President, Vice-President, Treasurer, Secretary, Webmaster, Men's NIRCA Team Captain, Women's NIRCA Team Captain, and Social Chair.
- Each position will be held by at most one person at a time.
- All Executive Officers must be Club members for the duration of their respective terms (see Article III: Membership).

### Section II: Duties

- All Executive Officers shall attend regular board meetings and are expected to attend at least two practices per week as well as other Club events.

The Executive Board can appoint a General Board to assist with its duties.

- Selection Process
  - Each General Board member will be appointed as described in Section IV: Appointment of Officers.
- Duties:
  - The General Board will consist of titled positions decided by the Executive Board each semester. Each General Board member shall execute the duties outlined for his or her position. The General Board can also be consulted for general advice and called upon to help execute necessary duties.
- Meeting Frequency:
  - As decided by the Executive Board
- Length of term:
  - The General Board appointment lasts one (1) semester.
- President:
  - The president shall lead board meetings, act as the primary liaison with NIRCA, and assist the other board members in their duties as necessary.
- NIRCA Captains:
  - The NIRCA captains shall arrange workouts, prepare the seasonal race schedules, and provide training ideas for those who are interested. Captains are the leaders of the team.

- Vice-President:  
The Vice President shall be in charge of membership and recruitment and will assist with managing general club logistics.
- Treasurer:  
The treasurer shall arrange monthly meetings with Penn Rec Athletic Directors, collect dues, handle reimbursements and advances, prepare and maintain semesterly budgets, and keep track of member dues paid.
- Secretary:  
The secretary shall attend and keep minutes at all board meetings. The secretary must also attend monthly SCC meetings and shall notify other board members if unable to attend so that another may go in place.
- Webmaster:  
The webmaster shall maintain the listservs and website and update the website frequently (once a week if needed).
- Social Chair:  
The social chair shall be responsible for overseeing the planning and execution of social events.
- Duties not explicitly assigned to a specific office are for the whole board to execute.
- In addition to all powers inferred, the Executive Board has the power to:
  - Levy dues from Club members
  - Join and leave governing organizations like NIRCA, SCC, etc.
  - Hire a coach
  - Purchase, own, and manage Club property

### Section III: Election of Officers

Executive Officers' terms shall last approximately one year, with turnover occurring some time between Thanksgiving and the end of the Fall semester to be determined by the outgoing board no later than Thanksgiving. In order to be eligible to run for an Executive Board position, candidates must have been a member of Penn Running Club since October 1st of the current year (see Article III: Membership) and must apply for a position by completing an application form assembled by the current holder of that position. Furthermore, all candidates for President must be a member of the outgoing Executive Board. After the application deadline (as part of a timeline set by the outgoing Executive Board) the outgoing Executive Board shall provide all applications to the club, and provide at least 7 days for decisions, as well as a method to collect votes online. Once votes are collected, the outgoing board shall publicly announce the winners

at the end-of-semester celebration.

Executive Officers shall be elected via a preferential voting system as follows:

- Each candidate goes through step-by-step elimination process  
Candidates may be eliminated by:
  - Winning a higher position (as set by hierarchy)
  - Receiving the least amount of 1st choice votes
- In the case of a tie in the number of nth choice votes, the number of n+1th choice votes will be counted.
- In the case of an unresolvable tie, a revote will be taken.

To maintain anonymity and allow the whole outgoing board to tally votes as a group, the number of eligible voters will be tallied and the same number of random numbers (“ID#s”) will be generated. Each ID# will be ~~physically written down and~~ distributed to eligible voters, each voter getting an ID#. When casting a ballot, the voter must input their ID#.

The outgoing board will keep track of which eligible voters have taken an ID# and which ID#s have been taken (but not which ID# is specific to which person).

A single candidate can run for multiple positions (up to a maximum of three) via a dropdown system:

The candidate must complete applications for each position they wish to be eligible for. He/she will appear on the ballot for all such eligible positions. The board position highest on the “hierarchy” for which the candidate meets the winning conditions will be won by the candidate, and all others will be forfeited.

The hierarchy is as such, in order of decreasing priority: President, Captains, Vice President, Treasurer, Secretary, Webmaster, Social Chair

#### Section IV: Appointment of Officers

All General Board positions and all Executive Board positions that become vacant during the term, except for the President, can be filled by appointment in one of two ways:

1. Applications can be solicited from club members, and the appointee can be selected from the applicants.
2. The Executive Board can specially select a willing club member for a position.

Should the presidency become vacant, the next President must be appointed from the current members of the Executive Board. The newly vacated position will be filled as outlined in Section IV: Appointment of Officers.

All appointments must be approved by a  $\frac{2}{3}$  majority of the Executive Board.

### **Article II: Board Decision-Making**

Section 1. Club decisions pass with a simple majority of votes, with each

Executive Board Officer being able to cast one vote. Proposals for formal amendments to the Constitution must also be presented to the Executive Board for a vote, and any formal amendments to the Constitution requires a  $\frac{2}{3}$  **majority** to be ratified. The Club's practice schedule shall also be put to an Executive Board vote each season, and changes to that schedule thereafter will require an Executive Board vote. By default, the Club will have practice on every day that the University of Pennsylvania Undergraduate body has classes.

Section 2. Any Board member, after a formal warning from the Executive Board (decided by a simple majority vote), if performance is deemed not to be satisfactory, may be removed by a  $\frac{2}{3}$  majority of the Executive Board. A successor will be appointed by the remainder of the Executive Board as described in Article I: Section IV: Appointment of Officers.

### **Article III: Membership**

Penn-affiliated persons who have filled out the Club's roster form and satisfied all necessary dues requirements, either by paying or with financial aid, are members of the Penn Running Club. All members are eligible to participate in Club activities and vote in Club elections.

The Board may institute a difference in membership level and a corresponding difference in dues and events for those members. For example, the Board can levy higher dues for competitive team members in exchange for allowing those members to attend races.

### **Loose (non-constitutional) goals / suggestions / traditions:**

Traditions to continue:

- Maintain membership on daily runs throughout the year
- Keep membership active and involved
- **Recruit a million members**
- Continue going to Penn Relays Distance Thursdays in formal wear as PRC prom
- More races, keep people engaged in running throughout the year
- Provide team with accurate schedule
- More pasta dinners
- Provide a competitive environment for those who would like one, and a friendly recreational environment for those who would one.
- Vary workout intensity to ensure maximum membership participation
- Do fun promotions like birthday club, runner of the month
- Continue with athlete of the month
- Continue Ben Franklin Invite and Penn Relay**Z**
- List serv important stuff, facebook is informal stuff
- Activities fair at the beginning of each semester, call out meeting beginning of semester
- PRC Homecoming Formal
- Cross training activities
- Training logs
- Compete with another club sport in a neutral event

- Core and lifting
- Weekend long runs
- Bridge the gap between competitive and rec
- Better way to show notifications and news on the website

Exec board duties:

- Attending as many PRC events as possible
- Establish race schedule and coordinate race registration
- Sending a weekly update of PRC news and events to the club listserv
- Emailing SCC meet summaries and race results
- Manage team uniforms
- Keep track of team personal information,
- Act as a contact for new runners
- Manage the PRC website/social media
- Decide method of presenting Constitution amendment proposals