

Constitution, Regulations, and Bylaws
Track and Field at Western Michigan University

PREAMBLE

This document shall serve as a reference and concrete set of guidelines and procedures by which Track and Field at Western Michigan University, the Track club, club track team, or any associated titles shall be chartered and operated.

The central goal of this organization is two key principles: competition and community.

This organization shall train and compete as a team and shall support itself and its members at all levels and abilities. By joining this organization, members seek to enhance their knowledge or ability in an applicable track and field event and shall also seek to be a contributing part of a supportive team environment.

ARTICLE I

Name:

Western Track and Field or Track and Field at Western Michigan University

Henceforth in the document this organization may be referred to as “the team” or “the club”.

ARTICLE II

Membership:

Section A: Active Members: Active members are any members of the team who actively attend practice and competition with “regularity”. Regularity is defined as at least three meets per season. A membership fee set forth by the acting governing body shall be paid by each member. Active members are team participants and are subject to the entirety of these bylaws and any subsequent additions to said document. Active members are expected to follow the statutes of this document should they remain eligible to participate in team functions. Active Members maintain the right to compete “unaffiliated” at any track and field competitions at which the club is not also competing. Membership is terminated after 2 inactive semesters.

Section B: Membership Qualifications:

Members of the club must satisfy the following:

- A student of WMU with one or more credit hours in a WMU program.
- Pay dues set forth by the governing body.
- Adhere to the guidelines of this document.
- Put forth consistent effort to achieve competition standards.
- Put forth consistent effort to participate in training.

Failure to adhere to these five points may result in member ineligibility if determined by the governing body, and the student has been notified of their potential ineligibility.

Nondiscrimination policy:

Track and field is inherently a sport based on diversity of skill and talent. Western Track and Field club will not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age, protected disability, veteran status, height, weight, or marital status.

Section C: Membership Selection

- Any student who meets the qualifications stipulated above is eligible for participation in the club.
- Members will be notified of their acceptance to the club via email notification from the club sports website upon their admission.

Section D: Voting Privileges:

- Any active member will be permitted one vote in any electoral process set forth within the club.
- Inactive members are not eligible to vote, pending the deactivation of membership has been determined by a vote from the governing body.
- Absentee ballots are permitted to any members who are absent for academic reasons, or who give fair advanced notice to the governing body (at least 24 hours).
- Elections will be held at an in-person meeting if permissible.
- In the event of uncontrollable circumstances that prevent or inhibit voting traditional voting processes, elections will be held in a digital format that has been approved by the governing body.

Section E: Termination of Membership

- Membership shall be terminated if:
 - Member has two (2) or more semesters of unpaid dues
 - Member otherwise fails to meet the qualification standards set forth in Article II sec. B, and is given proper notification of the termination of their membership
 - Members are entitled to hearing by the president and vice president if they wish to challenge the conditions of their termination
 - A member commits a substantial infraction of the bylaws of this document
 - The governing body shall act in good conscience when considering the impacts of the actions of any member that is deemed to be an "infraction".
 - A member accused of an infraction shall be entitled to a hearing with the president and vice president should they request it.
 - Members shall be notified of termination via email once said member has been officially and entirely removed from the team roster.
 - Submitted dues are forfeited in the event of termination.
 - Team property in possession of a terminated member shall hereby be returned to the club.

ARTICLE III

Officers

Officers shall act as leaders of the team on and off the track and shall faithfully execute the responsibilities of their office to the benefit of the membership body.

Section A: Elected Positions

President: The office of the president functions in the following capacities:

- President shall oversee all external affairs and relations.
- Training regulation:
 - Oversee practices.
 - Create training programs for members as appropriate.
 - In the absence of a head coach, the president functions as the head coach of the team.
 - This responsibility shall be shifted to a coach should the organization gain coaching staff on behalf of itself or the University.
- President will interface with appointed club advisors.
- President will coordinate with team on club's behalf. This includes:
 - Coordinate all events involving outside community organizations.
 - Coordinate logistics of meets and competitions.
 - Oversee and lead team meetings.
 - Organize team events.
- Oversee practices and competitions with the Vice President.
- Work directly with the treasurer on issues of spending, dues collection, or account management with club sports.
- Direct interface between the club and any external organization (club sports, university officials, representatives or associates of organizations that are not Track and Field at WMU).
- Ensure the faithful execution of the statues and stipulations of this document.
- Function as a signatory to spending related items, recruiting events, or any other item that involves the identity or representation of the club.
- Shall faithfully inform the governing body of all team related external affairs
- President acts as one of two student financial managers and is liable for all responsibilities of this position listed in Student RSO handbook.

Vice President:

- In the absence of a president, the vice president shall assume their responsibilities.
- Training regulation:
 - Oversee practices
 - Oversee competition needs
 - In the absence of an assistant coach, the Vice President shall function as the assistant coach of the team
- Faithfully oversee and execute *internal* team functions directly:
 - Due collection
 - Member issues
 - Arbitrations
- Shall faithfully inform the governing body of all team related internal affairs.

Treasurer:

- Manage and oversee the fiscal portion of the organization.
- Collection of member dues.
- Collection of funds from Club Sports.
- Shall hold the team “on-campus” account card.
- Shall act as a signatory to any spending.
- Regulate the income and expense reports of the club.
- Manage annual team audit.
- Treasurer acts as one of two student financial managers and is liable for all responsibilities of this position listed in Student RSO handbook
- Shall report all fiscal activity and actions faithfully to the entire governing body.

Agent/Promoter (secretary)

- Promote club to prospective members, community partners, or external organizations.
- Coordinate all recruiting events.
- Interact directly and personally with new members.
- Design and coordinate marketing campaigns and public identity.
- Handle the public relational aspects of the team.
- Responsible for the management of all official social media accounts related to the club
- Inform the governing body on the status of recruitment, retention, and public relations.

Section B: Qualifications for Holding office

- Must meet the requirements of Article II section B.
- Must be an active member.
- Must compete at five or more meets annually.
- Must pay dues on time.
- Must attend practice and meetings with sufficient regularity.

Section C: Selection of Officers:

- Officers and club officials shall be selected by popular majority vote by the membership.
- Officer terms are one full year, (fall semester and spring semester).

- Elections shall be held during the fall semester.
- Candidates may request a recount of ballots two times per election.
- In the event of tie ballots will be recast.
- In the event of a further tie (after recasting votes) the winning candidate shall be selected through head-to-head competition in three randomly selected running or field events.
- Each candidate will choose one event, and the elected officer holding the highest position of power will randomly choose one more event.
- Random events may not be duplicate events of those chosen by candidates.
- Candidates may request one “re-do” or “do-over” in field events or in running events less than 1000m.
- Regular competition standards will apply.
- Violations of sportsmanship will result in ejection from the candidacy proceedings and the default winner will be elected.

Section D: Filling Vacancies

If an officer is no longer able to fulfill their role (team dismissal, personal resignation), an interim officer shall be selected from the governing body to assume their role until an emergency election can be held.

- Emergency elections will be held at the meeting two calendar weeks after the vacancy is created.
- During the meeting one week prior to the election, candidates shall be identified
 - In an emergency election, the new candidate must have the support of two or more members to nominate them.
- At the second meeting (the election meeting) two weeks from the initial vacancy elections shall be held.
 - During emergency elections members cannot nominate themselves
 - During emergency elections candidates may not vote for themselves.
- Officers who assumed their role during an emergency election shall be the incumbent candidate.
- Vacancies may be created in the event of:
 - Resignation from office
 - Resignation from the club
 - Graduation from the University
 - Programs of study that conflict with team availability (study abroad, etc.)

Section E: Recall of Officers

If an elected official has failed to act in the interests of the organization, the membership, or has been found guilty of violating University policy or the statutes of this club they may be removed from their position.

- A recall can only be triggered by a majority vote during a regular meeting
- A recall is only substantial or reasonable if one of the following violations are met

- Absenteeism (missing multiple practices or meets without proper notification or warning to team or e-board.
- Violation of responsibilities of office or failure to perform duties.
- Actions which negatively and credibly impact the club's reputation.
- In the event of a recall, the recalled position shall be considered "vacant" and the procedures in "Article III section D" are to be followed.
- Recalled officers must relinquish any credentials or privileges specific to their office to another e-board member.
 - Recall doesn't impact membership unless the sanctions or punishments from the causal event (event dictating the reason for the recall) also dictate the removal of the member from the roster.

ARTICLE IV: Finances

Section A: On-campus accounts:

- Funds collected or allocated the club will be maintained in a "on campus account". Dues, donations, or other income generated by the club will be kept in this account.
- Track and Field at WMU will follow and be subject to all University policies, procedures, and practices regarding student organization accounts and finances.
- In the event that the organization is disbanded, all remaining funds in the "on-campus account" will be reverted to Western Michigan University
- The funds in the "on-campus account" may be used for
 - Equipment acquisition
 - Member Recruiting and retention purposes
 - Marketing purposes
 - Travel expenses
- The balance of the "on-campus" account must always maintain a sufficient amount of money (as dictated by the acting administration of the club) in the event of emergency or immediate fiscal needs.
- The club president and treasurer are the sole members with access to the on-campus account
- No other member shall be permitted to access this account

Section B: "off-campus accounts"

- The club maintains no official "off campus account".
- Any member or officer who spends their own capital on club needs with the approval of the e-board (loans, borrowing money) shall be reimbursed for their personal expenditures from capital from the "on-campus" account should the donor so request reimbursement.

Section C: Dues

- All members listed on the roster must pay dues
- Dues will be set and published by the acting e-board
- E-board may set or change dues as needed after voting on it in a regular meeting
- Dues will be collected in two ways
 - One lump-sum collection in fall, or
 - Two smaller payments over the course of fall and spring semesters (payment plan option).
- Members who want to use the payment plan option must receive approval from the treasurer.
- Treasurer approval for payment plan depends on the existing balance in the “on-campus” account and the immediate need to collect dues in full for the semester.
- Money collected from dues will be dispensed into the “on campus account” within two business days of receipt.

Section D: Financial Policy

- A financial record of all club spending and income will be maintained by the treasurer.
- The financial record will be audited by the treasurer and either the president or vice president once annually.
- Treasurer and president shall be held responsible in the eyes of the university for all financial matters relevant to the club.
- Treasurer and president will attend University sanctioned financial workshops as required by the university.
- In the event of any discrepancies or disparities (errors, missing money) in the financial records, the president and/or treasurer will immediately notify club sports and other e-board members.
- Any spending decisions must be personally approved by the treasurer and president
- Any e-board member proposing to spend money may only propose spending initiatives within the purview of their office:
 - President may seek Treasurer approval to spend money on travel expenses or to coordinate club related events with outside parties
 - Promoter must seek Treasurer approval for expenses related to a recruiting event or a club related marketing campaign.
- Dual approval of both president and treasurer is required for any dispensation of money in the official “on-campus” account.
- The president and treasurer are the sole members with access to the “on campus” account.
- Western Track and Field club will follow and be subject to all University policies, procedures, and practices regarding student organization accounts and finances.

Section E: Disposition of Non-University Funds in the Case of Inactivation:

- The club maintains no official off campus accounts.
- In the event that Western Track and Field is disbanded any money held in bank accounts maintained by the club shall be dispensed to Western Michigan University Club Sports.

**ARTICLE V
Statement of Compliance**

Western Track and Field club will comply with all Office of Student Engagement and University policies, procedures, and practices and all local, state, and federal laws.

Section A: Registration/Reactivation

- The annual process of organization registration and reactivation shall be carried out by the president or vice president

**ARTICLE VI
Meetings**

Section A: Meeting Frequency

- Meetings will be held on a bi-weekly (every other week) basis in fall semester.
- Meetings will be held on a weekly basis in spring semester.

Section B: Special Meetings

- Special meetings may be declared with a week's advanced notice to the membership body
- Special meetings are divided into two categories
 - Emergency meetings
 - Forums
 - Emergency meetings:
 - Emergency elections.
 - Matters requiring immediate attention of the entire membership
 - Emergency meetings may be declared by the e-board as needed
 - Forums:
 - Irregular meeting time to accommodate the schedule requirements set in place by the needs of travel or competition
 - Irregular meeting time to accommodate the schedule requirements set in place by a university event or recruiting event
- Members will be notified of special meetings via text message or email (as applicable to means of group communication) and will also be notified of a subsequent or upcoming special meeting

ARTICLE VII

Advisors

- The club reserves the right to take into service advisors to oversee the needs or aspects of training or competition. Unless otherwise specified advisors will only function in their capacity as coaches, trainers, or liaisons between the club and the University. All logistical tasks or recruiting or event/travel coordination will remain within the purview of specified student officers.
- If permitted, advisors may give guidance into financial matters or university events on behalf of the club or elected administration
- The club may elect whether to solicit the services of an advisor
- Should the membership body elect to solicit the services of an advisor, the acting executive board will begin the selection process for advisors
- Advisors are volunteers on the club's behalf.
- Any advisor who agrees to volunteer their services to the club will be notified of their activation as an advisor by an official email from the club's president
- The notification will include the specific duties and responsibilities of said advisor and of the advisor's right to discontinue their service to the club at any time.
- The club retains the right to seek a replacement advisor at any time should such a replacement be deemed appropriate through majority vote at a regular meeting.
- Advisors who are released from service to the club will be notified of their release from club affiliation via email or phone call.
- The club will maintain records of all advisors retained in the service to the club, as well as a record of how long said advisors were in service to the club.
- All advisors should be faculty or staff members of Western Michigan University or a spouse/partner of a faculty or staff member.

ARTICLE VIII

Amendments

Section A: Constitutional Amendments:

- The constitution of this organization may be amended so that the organization may pragmatically adapt to changing circumstances and evolving needs. However, this constitution is not a living document, and all alterations must be made through the process of amendment, and not through the direct alteration of the text in articles I-IX of this document.
- If an amendment is proposed, it shall be voted on in the next regular meeting unless the popular vote of the club determines that the amendment must be voted on the same day.
- Amendments that are enacted will be written into place by the next regular meeting.
- Once an amendment is elected the window of time between its proposal and enactment will be the span of time between the proposal meeting and the next regular meeting time. Amendments will be fully effective legislation in their entirety after this intermediate period has passed.

Section B: Amendment voting protocol:

- Amendments may be proposed by any official member in good standing during any regularly scheduled meeting.
- Amendments may not be proposed during emergency meetings or forums.
- To propose an amendment, the motion of the proponent must be seconded by at least one other club member.
- To elect an amendment, 75% of the membership must favor its election. Any members who do not attend a meeting and do not possess the permission of the executive board to cast absentee ballots will not have their votes accounted for.
- Should an amendment be proposed, it shall be discussed at the current meeting, or given time to be discussed at the next meeting.
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ARTICLE IX

Bylaws:

Section A: Constitutional Bylaws

- Constitutional bylaws are rules and regulations that provide details into the inner workings of the organization. Additions to the bylaw section may be made through the process of amendment.
- All members must make good faith effort to attend all meetings.
- Members who cannot attend meetings must notify an officer of their absence.
- Meetings will address upcoming team events and any existing team affairs.