

**BALL STATE UNIVERSITY
EXERCISE SCIENCE CLUB
HANDBOOK**

2018



Dear Exercise Science Club Members:

Welcome to the Ball State University EXSCI Club! This year is one of continued growth for us. We have made massive strides in the past few years as an organization, but we aren't even close to being finished yet. We are so excited to have you joining us, and helping us get stronger!

The following handbook is a basic guideline for our activities, policies, and expectations. By reading this handbook, we hope to help you gain a better understanding of this club. As it is, we were already voted Student Organization of the Year by the Office of Student Life in 2016! We look forward to continuing to grow in a positive way at Ball State.

Our members do not need to be Exercise Science majors, but we do have an expectation that no matter what your field of academic study is, you are dedicated to this club and to the values we maintain. We are looking for a strong group of leaders who want to make an impact, and expand themselves as professionals. We know that simply by picking up this packet, you may have what it takes to get there.

Again, thank you for devoting yourself to the BSU EXSCI Club! We are very happy to have you! Please always feel free to send us any questions, comments, concerns, or praises you have.

Thank you once again! We are looking forward to this year!

Sincerely,

The EXSCI Club Exec Board, 2018

Taylor Harman – President

Patia Hunt – Vice President

Sarah Maxson – Secretary

Meghan Walterbusch – Treasurer

Javier Perez – Activities and Morale

Alan Brutchen – Executive Liaison



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2018 EXECUTIVE BOARD

TAYLOR HARMAN (PRESIDENT):

Taylor is a Junior Exercise Science Major, with the concentration in Basic and Applied Sciences. Her hopes are to attend medical school upon graduation to become a pediatrician specializing in critical care. Taylor is from Muncie and has been around Ball State her entire life, so she has a little bit of a different outlook on Ball State. When Taylor isn't in class you are most likely to find her either at work, the library, or the gym playing volleyball. This will be Taylor's third year playing on the Ball State's Women's Club Volleyball Team, which she has enjoyed every minute of. As president, Taylor hopes to build the club to become a prominent club on campus. She would like to see all the members in Exercise Science Club grow and develop as exercise scientist and as people during their time in the club.

PATIA HUNT (VICE PRESIDENT):

Patia is a junior Exercise Science major, concentrating in pre-occupational therapy, and minoring in Interpersonal Relations. She has been a club member throughout her college years and she is also a member of Kappa Delta Sorority. She is from NWI (the region), and her future plans are to receive her doctorate and work with outpatient clients. Her goal for the club is to be awarded Student Organization of the Year again and to increase socialization within the club and on campus!

SARAH MAXSON (SECRETARY):

Sarah is a sophomore Exercise Science major with a concentration in Pre-Physical Therapy and a minor in German. One of her favorite things about the club is how much it gives back to campus and the opportunities it gives to its members. Aside from being the secretary for the club, she is also the Freshman Liaison for Cru, and in her spare time she enjoys watching movies, reading, and hanging out with friends. Sarah's goal for this next year is to increase the clubs' participation in the Muncie community, and she is excited to serve as your secretary!

MEGHAN WALTERBUSCH (TREASURER):

Meghan is a sophomore Exercise Science major with a concentration in pre-physical therapy. She aspires to go on to graduate school and receive her doctorate in Physical Therapy to help people improve and promote healthy lifestyles. Meghan loves being outdoors, exercising, hanging out with friends, and occasionally likes to relax while binge watching on Netflix. She is very excited to be your treasurer this year and hopes to expand the club to people who loves Exercise Science as much as she does.

JAVIER PEREZ (ACTIVITIES AND MORALE):

Javier is a sophomore Exercise Science major with a concentration in Pre-Physical Therapy. Javier has been a member of the club since his first semester, but he is also a member of Phi Kappa Psi Fraternity. You can find him filling his free time with exercise, looking at truck stuff, or at Bracken Library. His goal is to positively impact people's lives, and he believes Exercise Sciences can help him achieve that goal.

ALAN BRUTCHEN (EXECUTIVE LIAISON):

Alan is a sophomore Exercise science major, concentrating in pre-physical therapy with a minor in Chemistry. Upon graduation from Ball State, Alan plans to go on to receive his doctorate in Physical Therapy and then work as a physical therapist in a hospital. Alan enjoys playing basketball, hanging out with friends, and working out with his fellow club members. As Executive Liaison, Alan wants to help promote and expand the club and ensure the members have a good time!

CLUBS VISION AND MISSION

Our vision for the Ball State Exercise Science Club is to create an atmosphere of opportunity and involvement for members within both the collegiate and professional communities.

What does it mean to be a member?

Being a part of the Ball State University EXSCI Club is a large commitment because being a member means being a representative of the Exercise Science program as a whole. A member is someone who holds good standing in the university, is a dedicated student of his or her major, and is an avid learner.

A member of the BSU EXSCI Club is also someone who is invested in his/her own future and the future of the Exercise Science program at Ball State. A member wants to create opportunities for themselves and to be a leader in their field. A member knows that being a part of this organization is not just about the title or the extra line on the resume, but about the incredible knowledge and insight that it can add to their experience.

A member of the BSU EXSCI Club is here because they belong here.

What does the club represent?

The Ball State University EXSCI Club represents an opportunity. This opportunity is for students to become involved on campus, enrich themselves in knowledge from all corners of the vast Exercise Science degree, and make connections that will lead to great friendships and possible career prospects.

We also represent a group of students who are the future leaders of the Exercise Science field. Members of the club will create a good name for themselves and Ball State University's School of Kinesiology.

Finally, we represent Ball State University in everything that we do. We are ambassadors of this university, and anyone who comes in contact with us should think only great things about BSU and us as Cardinals. We represent everyone here on campus.

CLUB MEETINGS AND EVENTS

The purpose of regular meetings will be for club development. The club will decide on which events to attend, plan site visits and EXSCI club run activities, and create connections within the club during this time. Most of this planning will be done through the medium of Club Committees.

Outside events are also available to members. These events are anything that the club does as a whole, or offers to members to attend. There are several types of outside events, and members are encouraged to attend some of each type of event.

The first type of outside event is our Professional Development Speaker Series. There will be at least one Professional Development meetings offered per month. These meetings may cover a variety of topics from leadership to networking to effective communication to specific field information, such as PT/OT, gym ownership, strength and conditioning, cardiopulmonary, and more. We would love to continue expanding in the professional development field so we would love to hear your ideas on what speaker you want.

Conferences will occur throughout the year. These include the Midwest ACSM conference and the NSCA conference. These are great ways to bond with fellow club members, network with professionals, and learn in depth material about what is going on in the Exercise Science field. Club members may attend these events personally, or with a group of members on scholarship.

Finally, the club offers a number of social events and activities. These range from a rock climbing night to a club bonfire, and anything in between for great team bonding.

In addition, the club will be responsible for planning potential site visits. These visits will take place on a Friday or Saturday, and students will be excused from class to attend them. The EXSCI Club will plan these events during regular club meetings. If possible, the Club would like to plan one site visit per semester, but these are not guaranteed.

There will be a calendar available at meetings, on the EXSCI Club website, and on the Club BennyLink Site that will have the dates for all the planned events. The EXSCI Club can choose to add or remove any events from this calendar by a majority vote at any regular club meeting, or by majority vote of the Executive Board.

2018 MEETINGS

The following are required of all members of the EXSCI Club in order to be considered active members.

All members are expected to attend at least 4/5 of the all-member club meetings during the 2018 Spring semester.

The all-member club meeting dates are as follows:

January 18th at 7:15pm

February 8th at 7:15pm

March 1st at 7:15pm

March 29th at 7:15pm

April 19th at 7:15pm

These dates are tentative and are subject to change. If a change is to occur, the Exec Board will make every attempt to notify members approximately 2 weeks before the scheduled meeting.

Members are also expected to be a part of a committee within the club. To be considered a committee member $\frac{3}{4}$ of committee meeting attendance is required.

Committee meeting dates are as follows:

January 22nd at 6:30pm (time is subject to change)

February 19th at 6:00pm (time is subject to change)

March 12th at 6:00pm (time is subject to change)

April 2nd at 6:00pm (time is subject to change)

These dates are tentative and are subject to change. If a change is to occur, the Exec Board will make every attempt to notify members approximately 2 weeks before the scheduled meeting.

ABSENCES

If a member is not able to attend an all-member club meeting, members must submit in writing the reason to the Executive Board who will determine if the absence is excused. If an absence is deemed “excused”, the meeting point may be made up by meeting with an executive member to go over the meeting minutes. It is not guaranteed that an absence will be excused.

If a member is not able to attend a committee meeting due to an excused absence, which is to be determined by the executive board members, the meeting point may be made up by meeting with the committee chair and/or an executive member to go over what was missed. It is not guaranteed that an absence will be excused.

COMMITTEES

Activities and Morale Committee:

The goal of this committee is to bring together everyone within the club. The committee will be in charge of planning any social events, gatherings, and activities that the club participates in. This can include, but is not limited to: intramural sports, Homecoming, other organization's philanthropies/events, and athletic competitions. They will lead the Dance Marathon team, as well as other activities throughout the semester. The committee will be led by an elected chairman and facilitated by executive member Javier Perez.

Alumni Relations Committee:

The goal of this committee is to create a network for professional development and opportunities to network within the club. The committee will be in charge of helping plan and facilitate professional developments, creating an Alumni newsletter, and helping with finding possible connections for the club. The committee will be led by an elected chairman and facilitated by executive member Alan Brutchan.

Fundraising Committee:

The goal of this committee is create ways for the club to raise money, this includes raising money for our philanthropies during events. The committee will be responsible for all fundraising, as well as managing apparel for the club. The committee will be led by an elected chairman and facilitated by executive member Meghan Walterbusch.

Community and Campus Relations Committee:

The goal of this committee is to create a network on campus and create outreach opportunities for the club. The committee should look for ways in which the club can contribute to both Ball State and Muncie. This can include, but is not limited to: service days, Habitat Builds, SVS openings, "Fitness Days" or "Exercise Science Days". This committee may work closely with Activities and Morale for campus activities. The committee will be responsible for campus and community outreach, high school and elementary programs, and run social media. The committee will be led by an elected chairman and facilitated by executive member Patia Hunt.

Philanthropies Steering Committee:

The goal of this committee is to help the Executive Board create new ideas for our philanthropy event. The committee will be responsible for coming up with ideas and events to support our philanthropy as well as run these events. The committee will be led by an elected chairman and facilitated by executive member Sarah Maxson

The purpose of the chairman within each committee is to lead the members of the committee and make final decisions if needed. They will be responsible for communication within the committee as well as communication to the Executive Board. Each chairman will be elected within each committee and the Executive Board has the right to decline any elected chairman if they feel they are not fit for the position.

Each committee will be facilitated by an executive board member to ensure the committee is completing the tasks that they have been given. They are to help the committees, not run them. Executive members should be used as a resource for the committees and help in any way they can. All committees will be overseen by the President, Taylor Harman

ACTIVITY POINTS

Professional Development

- One point each
- One about every other week all semester (approx. 5)

Swollemates

- One point for a complete 4-week plan submitted
- Max of 3 points a semester

Delta Elementary Run Club

- Participation in at least half of all planned activities with the elementary students = 1 activity point
- If you complete the whole program with the kids 3 activity points will be awarded

Volunteer hours

- For every 2 hours of volunteer work done within the community = 1 point
- This would include our habitat builds
- There is no max as long as they are EXSCI related

Sporting events

- Go to at least 2 events = 1 point
- Picture is needed to document that you were there with time stamp at beginning and end
- Have to go with at least one or more members from the club
- Max 4 points

Study Tables, Tutoring, and Library Hours

- One point is given for attending 3 study tables with one or more club members
 - A picture taken with study group members and a summary of what you were studying or a study table form needs to be filled out
 - EXSC Lab hours count for this
- Swiping in at the library and obtaining 10 hours = 1 point
- Study rooms will be provided during Midterms and Finals. If requested, they can be reserved all semester.

Socials and Club events

- Any event outside of club and committee meetings has the opportunity for points to be awarded.
- The executive board will keep the club updated as to when these opportunities will be and how many points they will be worth.

Other points

- Are there any other activity points you would like to see the club offer? If so, please come talk to the executive board and tell us your ideas! We want to make this a fun way to be involved and enriching for all members

OTHER OPPORTUNITES

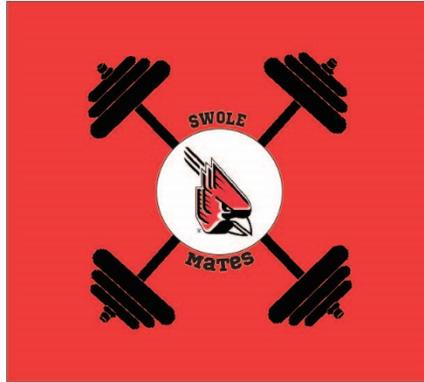
Throughout the semester, the EXSCI Club offers many additional opportunities for involvements that are not necessarily categorized as specific events. They are still just as vital to the operations of the club and to the experience of the member. Those opportunities are outlined below.

Every semester, the Club offers one to two Intramurals for members to join free of cost. We want to encourage healthy lifestyles and a friendly social environment within the club between its members. The Club will vote on which sports will be offered, and the operation will be overseen through the Executive Liaison and a committee. Members who sign up for these intramurals are expected to attend all games. Failure to do so may result in a fine equal to the cost of participation in the intramural sport.

For the Spring 2018 semester, we have organized an EXSCI Club team for the Ball State Dance Marathon called FLEXSCI. Members can sign up for this team through the end of January. Participation on the EXSCI Club team or any other DM team is highly encouraged and is included in activity points.

We are planning to continue offering a new workout group called "Swolemates". It can be tough to work out on your own, so now you don't have to! Club members will be able to join other members for scheduled workouts in the Student Rec Center or elsewhere (as announced). Workouts will be given to Club members by Club members.

SWOLEMATES



Purpose:

- Swolemates is an exercise group that encourages its members to get active, know others in the club, and have fun!

Requirements:

- Log 2 workouts a week for 4 weeks to receive an activity point
- Workout with 1 or more exercise science club members
- List workout with name of exercise, sets, and reps
- Attach a before and after selfie with a timestamp

Swolemates Sessions:

- If you show up to a Swolemates workout, you don't have to list the workout or take a selfie!
- If you are interested, download "GroupMe" and text me to be added to the group. You will be aware of workout times and be able to coordinate times with others in the group!

Detailed Information:

- You do not have to work out twice a week for four consecutive weeks! For example: if you work out 2 times a week for two weeks and take a two week break and then do two more weeks of logging the workouts, you will receive an activity point!
- The maximum amount of activity points one can receive from Swolemates is three points!
- You do not have to write a paragraph or go into detail with your workout. The name of the exercise and how long/many you did will work!
- Try to make the duration between your selfies around 35-75 minutes as that is the ideal workout time.
- You can use the Snapchat filter or download "Timestamp Camera – Date Stamp."
- If you would like to log your workout from your phone, download "Google Docs" and share it with me!

Contact Information:

Alan Brutchen

abrutchen@bsu.edu

765-729-2915

MEMBER STATUS AND INCENTIVES

Probation (in order to be reinstated):

- 8 activity points
- All club meetings
- $\frac{3}{4}$ committee meetings
- Pay dues
- Have contributed to the philanthropy
- Go to 1 social event

Red (required of all members):

- 5 activity points
- $\frac{3}{4}$ committee meetings
- $\frac{4}{5}$ club meetings
- Pay dues
- Have contributed to the philanthropy

Silver (Earns a small prize and a raffle entry):

- 10 activity points
- $\frac{3}{4}$ committee meetings
- $\frac{4}{5}$ club meeting
- Pay dues
- Have contributed to the philanthropy
- 3+ meetings with buddies

Gold (Earns silver level plus small merchandise and 2nd raffle entry and certificate):

- 15 activity points
- All committee meetings
- All club meetings
- Pay dues
- Have contributed to the philanthropy
- 5+ meetings with buddies
- Attend 2 socials

PROVISIONAL MEMBERSHIP:

Those members who cannot attend any of the Thursday meetings due to class, work, or some other acceptable conflict, can be on “provisional membership” status. This means that the member is still responsible for participating in a committee and all committee related meetings and activities outside of the regular All Club Meetings, paying dues, and earning five (5) Activity Points.

However, to make up for missing the regular All Club Meetings, a provisional member **MUST** also earn an additional THREE (3) Activity Points, to make EIGHT (8) total, in order to maintain membership

A member may only be on provisional status for one semester. After that, the individual may either become a full member of the Club, following all Attendance and Activity Point guidelines enumerated above, or forfeit membership in the Club.

To Become a provisional member, you must fill out the proper form and turn it into the executive board for approval.

Grades:

- If all A's and B's in EXSC classes, you get gift baggie
- If all A's in EXSC classes, you get some merchandise
- At midterms prizes and points will be given for A's in EXSC classes

DUES

Dues will be collected once each semester, and will cover the member's food, entertainment, and events for that semester. Additional money may be collected from members for outside events that the club knowingly agrees to pay for and attend (such as conferences), and any shirts or other apparel that a member chooses to purchase.

For the Spring and Fall 2018, dues will be charged at a rate of \$15 per semester

These dues must be paid in full by the second regular club meeting, or the executive board reserves the right to revoke membership in the club. Individuals who do not pay their dues will no longer be considered members, and will be unable to attend any events for club members only.

RUNNING FOR OFFICE

Elections for new officers will take place every year so that fresh leadership can have a chance to direct the club. The Executive Board term will run from January 1 through December 31, covering exactly one calendar year. This is to allow students who may be interning in the spring or graduating early to run for and hold office their senior year. Incoming officers may begin working on Club business as soon as Finals end for the Fall term if desired.

Elections will take place in November so that the incoming officers will have a chance to shadow the outgoing officers. This provides a learning environment that will create a smooth transfer of leadership for the next year.

In order to be eligible for office, a student must have at least one semester of membership within the EXSCI Club and must be in good standing. The student will be required to make a short speech about his or her qualifications for the office he or she wishes to run for, and the club will vote for the best candidate. Students are permitted to run for multiple offices during one election, but cannot hold more than one office.

The President must be selected from the previous year's Executive Board. The Executive Board will determine the new President by executive vote, and announce their selection to the club for approval.

In the event an Executive Board Member fails to fulfill the obligations of their position, misrepresents the club, or is no longer in good standing with University, the President and remaining Executive board will vote upon the status of their position. A majority vote would result in the Executive board member being asked to resign from their position. If majority vote is not reached, the member will remain holding their position but will be monitored by the President and other members. If a second vote is deemed necessary, an automatic termination of the member's position will occur. A new special election would be held to fill the position. Special elections will be finalized by the President and other members of the executive board.

CLUB POLICIES AND RULES

Members of the Ball State University EXSCI Club should be current or former Ball State students. They should be in good academic standing with the university and maintain a professional character.

The attendance policy will be enforced so that members of the club are educated on the club's activities, and benefiting from those such activities.

With guest speakers, site visits, etc., the EXSCI Club will enforce a strict zero-tolerance closed-door policy. Once the speaker has begun, we have left for the site visit, etc., no one will be allowed to join. This is out of courtesy to our speakers and guests.

Exercise Science polo's must be worn to all site visits.

The Ball State University EXSCI Club reserves the right to revoke membership from any person at any time for any reason. Basic guidelines for revoking membership include inappropriate or embarrassing behavior, poor standing with the university, and lack of attendance. These rules apply both to behaviors at club activities as well as behaviors at other university events, any exercise science internships, or any other events where the member represents Ball State University or the Ball State University School of Kinesiology.

Individuals who lose their Club membership for any reason will be unable to list the Exercise Science Club as an activity on resumes, job applications, etc. The Club will take immediate action against anyone found to be devaluing the Club reputation in this way.