

*Article I - Name, Purpose, and Non-Discrimination Policy of the Organization.*

Section 1 Name:

Team Buckeye Student Riders (TBSR) at The Ohio State University

Section 2 - Purpose:

The Team Buckeye Student Riders works to create awareness of Team Buckeye and the Pelotonia organization on the Ohio State campus. In addition, TBSR provides a community for student riders to assist them with recruiting fellow riders, meeting their fundraising goals, and positively impacting cancer patients at The Comprehensive Cancer Research Center on Ohio State's campus.

Section 3 - Non-Discrimination Policy:

This organization does not discriminate on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other bases under the law, in its activities, programs, admission, and employment. We strive to unite a diverse group of students behind TBSR's cause.

*Article II - Membership: Qualifications and categories of membership.*

Membership in Team Buckeye Student Riders requires enrollment as an undergraduate student at The Ohio State University. Since our main event occurs in August, membership is open to incoming freshmen enrolled full-time for the coming school year.

Membership is open to all interested individuals. Membership is maintained through individuals meeting their fundraising minimums as Riders, participating as Virtual Riders, or actively volunteering and therefore fulfilling their commitment to the Pelotonia cause. Membership can also be maintained through habitual attendance at meetings and events put on by TBSR.

*Article III - Organization Leadership: Titles, terms of office, type of selection, and duties of the leaders.*

Team Buckeye Student Riders officers must commit to attending all TBSR meetings and subcommittee sessions, as well as regularly scheduled meetings with the club's advisors. Team Buckeye Student Riders are representatives of Team Buckeye and the university, and should present themselves (to students, faculty, administrators, staff, and community members) in a friendly, dignified, respectable, intelligent, and responsible manner. We work together with one goal: end cancer.

The President is selected through an application and interview process conducted by the previous President and TBSR Advisors. The members of the Team Buckeye Student Rider Executive Council are selected through a two-step process. First, interested individuals must complete an application with their qualifications, interests, ideas, and availability. The application process is followed by an interview with the interviewing

committee, which consists of the incoming President and Advisors. This process occurs between May & June, but leadership roles change over in August following the Pelotonia ride.

Position duties are as follows:

#### Faculty Advisors

Assist and advise TBSR leadership in planning meetings, organization activities, marketing, purchasing, and events; help guide the student coalition when questions or concerns arise, provide links to university resources.

#### President

The TBSR president is the leader of the student organization. The president directs and facilitates meetings; prepares agenda for executive board meetings with input from the steering committee, officers, and/or the advisor; keeps meetings on topic and on time. When a proposal is made during meetings the president will make sure the proposal is clear and asks for a vote (see decision making process); the president does not vote when facilitating. The president designates an official representative in advance of any absences. The president creates any necessary project/campaign committees and appoints directors for those committees. The TBSR president should be aware of group communication dynamics at all times and attempt to involve everyone in discussions as much as possible while creating a positive, friendly and relaxed atmosphere during meetings. The president also serves on the steering committee and represents the club during formal meetings, appearances, and events. TBSR president meets with advisors regularly, and provides a monthly report to the Team Buckeye Advisory Council.

#### Vice President

The TBSR vice president co-facilitates meetings by helping keep on topic and on time. The vice president performs all duties of the president in the event of the president's absence, specifically agenda preparation and meeting facilitation. If the TBSR secretary is absent, the vice president is responsible for taking minutes/notes and providing them to the TBSR group and advisors. The vice president also serves on the steering committee, and should be present when possible during formal meetings, appearances, and events. The vice president works with the advisors and treasurer to order TBSR supplies and apparel. The vice president can help offset the workload of the president.

#### Fundraising Chair

The fundraising chair assists TBSR membership in identifying community organizations, businesses, or industries that want to support Team Buckeye Student Riders pelotons. The fundraising chair provides an extensive list of resources for students and student pelotons to use when pursuing their fundraising goals. This officer should gather a list of possible contacts and document any past donations of note. The fundraising chair gives TBSR members the tools to be successful, with the goal of exceeding their fundraising commitments.

### Treasurer

The treasurer handles all TBSR student organization financial affairs; completes financial forms; manages club accounts with the director of Team Buckeye; collects and organizes receipts for reimbursement and keeps a tab on account balances for weekly updates. The treasurer checks and manages cash boxes before, during, and after any fundraising events. In advance of an absence, the treasurer must find another officer to fill in, and communicate this change with the president. The treasurer provides any reports deemed necessary by the Office of Student Life at Ohio State University.

### Secretary

The secretary will take minutes during every formal meeting and distribute to interested parties. Minutes should capture the essence of topics discussed, and general conversation dialogue. The secretary logs any motions or formal proposals made, who made them, and if they were passed. All proposals that are passed should be stated in the minutes with bold print marked proposals passed. The secretary attaches a copy of the minutes to a copy of the agenda from every meeting prior to the next official meeting. The secretary keeps digital copies of all meeting minutes in the TBSR Google Drive folder for reference. The secretary also completes any facility reservations, registrations, or subscriptions TBSR may need to initiate.

### Communications Chair

The communications chair will coordinate all marketing and communication efforts on behalf of TBSR with the assistance and guidance of the advisors. The communications chair works with a subcommittee including a public relations officer, who coordinates copy writing for any promotional materials. The communications subcommittee oversees the TBSR email account, including a newsletter to members, submits announcements to university newsletters, and coordinates tabling reservations and distribution of marketing materials throughout campus. The communications subcommittee organizes and creates table displays, banners, and promotional items for distribution. The communications subcommittee keeps a running list of important contact people on campus, especially for promotional use. The communications chair works with the Marketing & Creative Services area of the Department of Recreational Sports to receive advice, guidance, graphic design services, and support for promotional endeavors.

### Partnerships Chair

The partnerships chair is a catalyst in creating connections from TBSR to other clubs, organizations, departments, sponsors, or governing bodies across the university. The partnerships chair should identify and introduce TBSR to other entities that would make good partners (Buckeyethon, Student Government, Greek Life). The partnerships chair should work with advisors to become familiar with campus policies and procedures and make sure TBSR is in good standing with all.

### Membership Chair

The membership chair provides resources to the entire TBSR membership. The membership chair works with the membership subcommittee to serve separate but equally important subgroups of the TBSR Peloton. This includes Volunteers, Virtual

Riders, Riders, and sub Peloton captains (TBSR Fisher College of Business, TBSR VetMed, etc.). The membership chair assists all those interested in participating in Pelotonia/Team Buckeye obtain their membership of choice. The membership subcommittee welcomes new members to TBSR, and works with the communications chair and fundraising chair to reach out with important member information. A recruitment subcommittee member is in charge of recruiting new members to TBSR. The membership group is also the center of team morale management.

#### Events Chair

The events chair coordinates all events and outreach with help from other officers and TBSR membership. This includes making schedules and cementing volunteers for all shifts of outreach events. An official TBSR fundraising event is held on campus each year. The events chair is a co-leader of this event with the fundraising chair and events subcommittee. The events chair oversees a subcommittee including a training director, who organizes all aspects of cycle training for the TBSR membership. This includes: novice, intermediate, and advanced rides; bike acquisition; health and wellness; etc.

#### *Article VI – Method of Removing Officers and Members.*

Removal of members: If a member conducts themselves in such a manner deemed detrimental to advancing the purpose of this organization or is in violation of the OSU Student Code of Conduct, they can be removed through a majority vote of the other voting membership or unanimous vote of the officers, with the consultation of the advisor.

Removal of officers: If an officer conducts themselves in such a manner deemed detrimental to advancing the purpose of this organization, is delinquent in performing their officer duties, or is in violation of the OSU Student Code of Conduct, they can be removed through a majority vote of the voting membership or unanimous vote of the other officers, with the consultation of the advisor.

#### *Article VII – Advisor(s) or Advisory Board: Qualification Criteria.*

Advisors of student organizations must be members of the University faculty or Administrative & Professional staff. Advisors are responsible for approving the quarterly recruitment and fundraising plans created by the Executive Council. They are also responsible for providing insight to the University and assisting in creation of events through their extensive knowledge of opportunities available on campus.

#### *Article VIII – Meetings of the Organization: Required meetings and their frequency.*

Executive Council members are required to meet once a month with advisors and twice with the President to develop events. Executive Council members are also required to attend all events possible put on by the student team and assist in extensive recruitment efforts.

Student members are required to contribute in a positive way to Pelotonia weekend, date specified yearly, and/or meaningfully promote the event on campus to help make it a success.

*Article IX – Method of Amending Constitution: Proposals, notice, and voting requirements.*

Proposed amendments should be in writing, should not be acted upon but read in the general meeting in which they are proposed, should be read again at a specified number of subsequent general meetings and the general meeting in which the votes will be taken. Approval should require at least two-thirds of voting members present (and to conduct any business an organization should have a quorum present at a business meeting, which is at minimum 50% + 1 of total organization members). The constitution should not be amended easily or frequently.

*Article X – Method of Dissolution of Organization*

The Team Buckeye Student Riders can be dissolved only by the Team Buckeye organization. Should any organization assets and debt exist, they will be paid or accepted by the Team Buckeye organization.