

## Unicycle Club at The Ohio State University Constitution

This constitution outlines the organizational components of Unicycle Club at The Ohio State University. It may be subject to change in the future.

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

**Section 1 - Name:** This student organization shall be known officially as “Unicycle Club at The Ohio State University” in compliance with The Ohio State University’s student organization naming guidelines. The student organization may be referred to simply as “Unicycle Club” as well. There shall be no indication that this student organization is an official entity of The Ohio State University.

**Section 2 - Unicycling Society of America Affiliation:** This student organization is affiliated with The [Unicycling Society of America](http://uniusa.org/clubs/become-usa-affiliated/) (USA) and adheres to their affiliation guidelines listed at <http://uniusa.org/clubs/become-usa-affiliated/>. Unicycle Club has the ability to utilize resources that the USA provides as well as attend USA sanctioned events as an affiliated club. The president of Unicycle Club is to purchase a USA membership in order to meet the requirements of being an affiliated club. The membership can be paid for by requesting operating funds from The Council on Student Affairs (CSA). Should any member of Unicycle Club attend an official unicycle convention such as NAUCC or UNICON, they should understand that they represent Unicycle Club and that throughout their time at the event, their behavior must be consistent with the acceptable behavior defined for members attending club meetings at Ohio State. Should a club member participate in unacceptable behavior, they may face removal from the club according to the guidelines defined in Article III.

**Section 3 - Purpose:** Unicycle Club at The Ohio State University facilitates an environment where members can bond through the activity of unicycling. Unicycle Club will teach new skills to unicyclists and prospective unicyclists of all skill levels. There will be weekly events to teach these skills. Members can come whenever they like but are encouraged to come every week. No unicycle is required.

### **Section 4 - Non-Discrimination Policy:**

Unicycle Club follows the University’s non-discrimination statement outlined in the Affirmative Action, Equal Employment Opportunity & NonDiscrimination/Harassment 1.10 (<https://hr.osu.edu/public/documents/policy/policy110.pdf>) which is stated as follows:

*“The Ohio State University is committed to building and maintaining a diverse community to reflect human diversity and to improve opportunities for all. The university is committed to equal opportunity, affirmative action, and eliminating discrimination. This commitment is both a moral imperative consistent with an intellectual community that celebrates individual differences and diversity, as well as a matter of law.*”

*Ohio State 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.”*

Additionally, Unicycle Club will not tolerate sexual misconduct. As a student organization at The Ohio State University, Unicycle Club expects its members to conduct themselves in a manner that maintains an environment free from sexual misconduct. All members are responsible for adhering to University Policy 1.15, which can be found here:

<https://hr.osu.edu/public/documents/policy/policy115.pdf>. If you or someone you know has been sexually harassed or assaulted, you may find the appropriate resources at <http://titleIX.osu.edu> or by contacting the Ohio State Title IX Coordinator at [titleIX@osu.edu](mailto:titleIX@osu.edu).

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

**Section 1 - Basic Membership:** Membership is open to all current Ohio State students and there is no membership fee or expectation for commitment. Other non-student members, such as faculty, alumni, professionals, etc., may become members, but only as non-voting associates or honorary members. After Fall and Spring semesters, the roster should be checked for inactive members. Any member that attends a meeting may be added to the roster for the semester that they attend the meeting. If a member on the roster has not attended a meeting in the semester prior to the list being checked, that member should be removed. A removed member is permitted to come back to the club in a future semester, provided they were not removed forcibly due to bad behavior with the methods defined in Article III.

*II.a. As required by the Guidelines for Student Organizations, 90% of the membership of a student organization must include current Ohio State University students. Active members and Executive Committee are able to make decisions regarding the membership of community and other non-student members of an organization. Community or other non-student members may be temporarily or permanently suspended with a two-thirds majority vote of the Executive Committee.*

**Section 2 - Unicycle Club Waiver:** All members of the Unicycle Club must sign the official Unicycle Club waiver before riding with the club. If a member has not signed the waiver, they cannot ride a unicycle. Members who have not signed a waiver may still attend any club meetings, including those where members are riding unicycles, but they may not ride a unicycle themselves.

## **Article III – Methods for Removing Members and Executive Officers**

*III.a. If a member engages in behavior that is detrimental to advancing the purpose of this organization, violates the organization's constitution or by-laws, or violates the Code of Student Conduct, university policy, or federal, state or local law, the member may be removed through a two-thirds majority vote of the officers. Reasons for removal of a member are left intentionally vague so that Executive Officers have the ability to make informed decisions on any specific situation that may arise. Should the lack of guidance become an issue, the Executive Board should create bylaws to address specific situations.*

*III.b. Any elected officer of the club may be removed from their position for cause. Cause for removal includes, but is not limited to: violation of the constitution or by-laws, failure to perform duties, or any behavior that is detrimental to advancing the purpose of this organization, including violations of the Student Code of Conduct, university policy, or federal, state, or local laws. The Executive Committee may act for removal upon a two-thirds affirmative vote of the executive board in consultation with the organization's advisor.*

*III.c. In the event that the reason for member removal is protected by the Family Educational Rights and Privacy Act (FERPA) or cannot otherwise be shared with members (e.g., while an investigation is pending), the executive board, in consultation with the organization's advisor, may vote to temporarily suspend a member or executive officer.*

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

The roles of each Executive Officer are subject to change and should be outlined more specifically in the bylaws. A general description on the roles of each required leadership position is outlined below.

**Section 1 - President:** The President of the Unicycle Club is the highest power and is responsible for the following tasks:

- Organizing club activities
- Scheduling regular meetings for Executive Officers
- Delegating tasks to Executive Officers or other members of Unicycle Club willing to help
- Ensuring Executive Officers and other club members are performing the tasks assigned to them
- Ensuring club requirements are fulfilled every year in the Spring semester
- Choosing new leadership positions either by facilitating an election or by appointment
- Facilitating leadership transitions particularly for the President role, and ensuring other leadership transitions are progressing well
- Communicating with advisor
- Solving problems with members or club activities

The President also inherits the responsibility of anything that may arise which is not delegated to another Executive Officer, Advisor, or general member. This does not mean they must take on these responsibilities themselves, but they may choose to do so if they do not delegate the responsibility to another member.

**Section 2 - Vice President:** The Vice President of Unicycle Club serves as a helping hand to the president. The secondary leader has no specific tasks, but is expected to help with tasks assigned to the President and Treasurer. The Vice President is expected to communicate regularly with the President and Treasurer as well as any other Executive Officers.

**Section 3 - Treasurer:** The Treasurer handles all monetary aspects of Unicycle Club and is responsible for overseeing fundraising, marketing, and merchandise creation and sale. The

Treasurer must ensure any monetary transactions made on behalf of the Unicycle Club are compliant with CSA rules as well as State and National law. The Treasurer may only make purchases for the club if they are approved by the President. Approval may also be granted in advance for smaller or recurring purchases. Purchases made should be compliant with the club's mission and should be made to benefit multiple members of the club. The Treasurer is expected to communicate regularly with the President and Vice President.

**Section 4 - Advisor:** The advisor at minimum, is required to fulfill club requirements set by the Student Activities department at Ohio State. The advisor may also attend meetings and help with basic operations of the club, including finding storage space for unicycles. The President should be in regular contact with the advisor. At minimum, the advisor should hear from the President once per semester.

**Section 5 - Extra Leadership Positions:** Any extra leadership positions are subject to change based on the clubs needs. Executive Officers other than those listed above should have their roles outlined in the bylaws. There should be at least one Executive Officer responsible for managing social media.

#### **Article V- Selection of Organization Leadership**

Future Unicycle Club Executive Officers shall be selected, whether by election, application, or otherwise by the current President. New Executive Officers shall be chosen when a current Executive Officer resigns, whether due to graduating, or otherwise. When selecting new Executive Officers, the current holder of each position must agree to the President's selection to replace them. Additionally, a two-thirds majority of Executive Officers must also agree to the selection of a new Officer. The Executive Officers may decide on a method of selecting each new Executive Officer as needed based on the size of the club and number of possible candidates. The specific methods for assessing the Executive Officer candidates and choosing them should be outlined in the bylaws.

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

The Unicycle Club primary Advisor is only required to fulfill the minimum advisor requirements set by the Student Activities department at Ohio State, but is encouraged to help as much as they can with club operations. If a new advisor must be selected, it is preferable that the Executive Committee of the club search for an advisor that unicycles or is very interested in learning to unicycle.

Additional advisors may be appointed as the Executive Committee sees fit. The roles of additional advisors should be outlined in the bylaws.

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

Unicycle Club should aim to have weekly meetings, but additional meetings may be scheduled as well. The Executive Officers should have a plan in place to store and transport club owned unicycles to and from meetings. When weather permits, it is preferable to have meetings outdoors. Otherwise, indoor space should be reserved if possible. Weekly meetings should last 2 hours, weather permitting. Members can arrive and depart meetings at any time during the 2

hours. At meetings, any experienced unicyclists must be available to teach members how to ride. More experienced riders should also teach other experienced riders more advanced skills. Any member who is more experienced at riding may teach other riders, and is encouraged to do so. Resources for learning to unicycle should be compiled on the club website for accessibility. In order to maintain membership, a member must attend 1 meeting per semester as outlined in Article II.

#### **Article VIII – Management of Disruptive Members**

Disruptive members may be asked to leave a meeting or event and may be kicked out of the club through the process outlined in Article III. Executive Officers are to be contacted if there is a disruptive member and are expected to handle the situation or contact someone who is able to handle the situation. The following guidelines are to be followed for each specific case of handling a disruptive member: <http://oaa.osu.edu/assets/files/documents/911handout.pdf>.

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

Changes to the constitution may be made by any Executive Officer. The constitution is to be approved in the Spring semester of each year by the Executive Officers. It shall be approved only if a two-thirds majority of the Executive Committee votes in favor of the amended constitution. Additional amendments may be made at any other time as long as they are also approved by a two-thirds majority vote by the Executive Committee.

#### **Article XII - Leadership Transitions**

The Google Drive folder for Unicycle Club should be kept organized and updated. In particular, the Leadership Transition Information folder should contain all the resources necessary for each new Executive Officer to know how to continue the work of the previous Executive Officer. Before an Executive Officer leaves, they must approve their Leadership Transition Google Doc and ensure all the necessary information is documented. The President must approve all content in the folder pertinent to the Officer(s) transitioning as well. Details of the contents of the folder should be documented and updated in the Leadership Transition Master Document.

#### **Article XIII – Method of Dissolution of Organization**

Funds in the club bank account that were given to the club by Ohio State must be returned to Ohio State. The club President is responsible for raising money to repay debts. The Executive Committee is expected to help as well and shall contribute a portion of the money required to repay debts if necessary. Extra funds belonging to the club are to be dispersed among the Executive Committee evenly. Assets such as extra unicycles are to be distributed in a way that allows each Executive Officer to have a chance to inherit part of the assets if they so choose. Extra assets beyond what the Executive Committee claims are to be distributed to club members interested in them. If any assets remain after this point, they shall be donated to any other individual or facility that the club President wishes to donate them to. For more guidance on how to do so, the Unicycling Society of America should be contacted if necessary.