

The Ohio State University Gymnastics Club

Constitution

Article I. Name and Mission

- A. Name: Gymnastics Club at The Ohio State University, which is a member of the National Association of Intercollegiate Gymnastics Clubs (NAIGC).
- B. Purpose: To provide a club for people at any skill level to learn and enjoy the sport of gymnastics and represent The Ohio State University at NAIGC competitions.
- C. Values: Our members are hard-working individuals who are passionate about the sport of gymnastics. We strive to make our practices and competitions a fun and friendly environment as we are all here for the love of the sport.
- D. 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.

Article II. Non-Discrimination Policy

- A. This club adheres to The Ohio State 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>) is 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."

- B. 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.

Article III. Membership

- A. Qualifications for Membership:

1. Membership is open to all Ohio State Students, Faculty, Staff, and members of the greater Ohio State community. Participants may be of any level of experience in the sport of gymnastics, from the absolute beginner to former competitors.
- B. Voting membership is limited to any current active members who have paid annual dues. The voting structure is conducted by popular vote with transparency among members.
- C. 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 suspended with a majority vote of the Executive Committee.
- D. Dues:
1. All members are required to pay dues to the club. Additional fees may be required for certain competitions and events. These fees are adjusted periodically and are subject to change at the discretion of the officers.
 2. Dues will be listed and updated yearly.
- E. Each member must sign the Code of Conduct. This states the responsibility of each member and the disciplinary action if there is a violation of the code.
1. The Code of Conduct may be updated by a majority vote of the officers.
 2. The Code of Conduct may refer to additional documents created and updated by the officers.
 - a) Current additional documents include:
 - (1) The Drivers Code of Conduct
 - (2) Integrity Athletics Liability Waiver
 - (3) Recreational Sports Club Liability Waiver
 3. 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 majority vote of the officers in consultation with the organization's advisor.
 - a) 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
- F. Participants must be in good standing with the Club, which includes having paid membership fees and dues, and any other requirements present in the Code of Conduct, by current officers, or by the Recreational Sports Club Office.

1. All OSU Club Gymnastics Participants Shall:
 - a) Understand that as a member of Recreational Sports and of the OSU Club, their actions in and out of the gym reflect upon the Club and the University. Actions against the well being, reputation and future of the Club will not be tolerated. The OSU Club Gymnastics team is a privilege, not a right.
 - b) Treat others with respect and consideration at all times. Intentional emotional or physical harm to any other participant will not be tolerated. This includes but is not limited to: bullying, slander, degradation, threats, sexual harassment, and physical violence.
 - c) Have a positive attitude when participating in all Club activities. Including practices, social events, competitions, and other Club sponsored functions.
 - d) Comply with all other policy documents ratified by the Club officers
 - e) Understand the expectations of the officers and facilities.
 - f) Pay attention to announcements and requests of Club officers, respect their requests and maintain high levels of communication with the officers.
 - g) Treat the facility and equipment with respect:
 - h) All equipment is for gymnastics use, and must be used and stored properly and accordingly. If you are unsure of what that means, ask an officer.
 - i) No food or chewing gum in the gym while actively practicing.
 - j) Share equipment at all times, regardless of settings, preferences, or any other factor. If equipment is not being properly shared, times each group will be permitted to use equipment will be assigned and enforced.
 - k) Sexual harassment of any form will not be tolerated. This includes repeated unwanted advances, lewd remarks, or gestures.
 - l) Gymnasts must not smoke, consume alcohol or take drugs for purposes other than medication during and immediately prior to training, competitions and events.
 - m) Read and comply with the additional terms outlined by the Recreational Sports Club Manual.
 - n) Read and comply with the NAIGC Code of Conduct.

- G. All members of the club are invited and encouraged to compete, but competitions may incur additional costs. These fees are adjusted periodically and are subject to change at the discretion of the officers.
 1. The club will use these funds to pay for meet fees, gas fees, hotels, and other competition expenses. Other expenses such as food will be paid for by individual members.
 2. Some competition fees may be reimbursed back to members if the club has excess funds at the end of the year. The reimbursement policy is outlined in more detail in the Code of Conduct and the Drivers Code of Conduct.
 3. If the Team Captain(s), President(s), Risk Managers and Coach(es) unanimously agree that a routine is unsafe, a member may be prevented from competing a skill or routine.

Article IV. Competition

A. Requirements for Competing:

1. Payment of membership dues and meet fees.
2. Complete all necessary forms as instructed including but not limited to meet waivers.
3. Wear OSU Club approved competition apparel.
 - a) If you do not own any, please reach out and we can provide some for you to wear.
 - b) It is expected for members to purchase and wear the following attire at Club competitions.
 - (1) OSU Club Branded Leotards/Singlets must be worn while actively competing. Plain black socks, long black pants, and black shorts are required if you choose to wear additional clothing while competing.
 - (a) Competition pants and plain black socks are required while competing on all MAG events besides Floor and Vault.
 - (2) If you are competing at Nationals you are expected to acquire or purchase and subsequently wear a OSU Club Branded warm-up jacket.

B. Behavior at Competitions:

1. Maintain the high level of respect and safety outlined throughout this document at all times during competitions.
 - a) This includes the entire length of travel at an away competition from the moment travel begins in Columbus until you have returned home.
2. Attending all sessions of the competition fellow Club members are participating in, regardless of whether you individually are competing in that session or not.
3. Applaud and cheer for all participants regardless of team affiliation.

C. Roommates must be respectful and kind to one another:

1. Disagreements about rooming arrangements can be brought up to the President(s) and Vice-President for arbitration.
2. No non-Club members may stay overnight in rooms the Club has paid for unless there has been explicit permission from the President(s) and Vice-President.

D. Club members may not leave the event perimeters or the team group unless approved by a current officer and the informant of the President(s).

Article V. Officer Positions and Powers

A. Officer Positions

1. President (Primary Leader)
2. Vice President
3. Treasurer

4. Secretary
5. Team Captain
6. Meet Coordinator
7. Fundraising and Community Service Chair
8. Marketing Chair
9. Risk Manager
10. Social Chair

B. Qualifications of the Officers

1. The President(s), Vice-President, Treasurer, and Risk Manager(s) must be current, enrolled, full-time, undergraduate students of The Ohio State University. The remaining officer positions must also be current undergraduate Ohio State students with the exception of shared positions.
 - a) For shared positions, only one of the persons co-holding said position must be a current student.
 - b) The positions allowed to be shared are:
 - (1) President
 - (2) Team Captain(s)
 - (3) Meet Coordinator
 - (4) Social Chair
 - (5) Risk Manager (2 are required per year)
2. All officers must be active, paid members of the club for at least one semester and be in good standing while possessing a desire to improve the club. The President(s), Treasurer, and Vice President must be filled by someone who has been an active member of the club for a full year, held another position in the club previously, and be in good standing while possessing a desire to improve the club.
3. All officers are encouraged to be First Aid and CPR certified.
4. All officers must attend practice at least one evening per week (unless there is a valid excuse given to the President(s)), to welcome new members and introduce them to the club.
5. Each practice must have at least one approved Safety Officer present at all times.
6. Officers must keep the club moving in a positive direction that allows the club to remain in good standing with the university.
7. One person may hold the same position for a maximum of three years.
8. One club member can fill two officer positions at most, with the President elect's permission.
9. Any duties for vacant officer positions shall be assumed or delegated by the President(s), until the position can be filled.
10. Officers of the club must maintain a minimum semester GPA of 2.0 for undergraduate students.
11. Any elected officer of the chapter 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.

- a) 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), {00312468-1} the executive board, in consultation with the organization's advisor, may vote to temporarily suspend an executive officer.

C. Duties of Every Officer

1. Completing various tasks assigned by the President
2. Read and understand the contents of the Sports Club Manual
3. Ensure that all club practices, competitions, and other events are being held in a safe and compliant manner
4. Ensure that all members behave appropriately and safely as each member is a representative of the Ohio State University
5. Attend officer meetings throughout the year
6. Assist in the recruitment of new members
7. Understand and know how to lock up the gym as needed
8. Understand and know procedures of waivers as outlined by Sports Rec and the practice facility
9. Any task may be delegated to other officers if necessary and with the approval of the President

D. Duties of individual officer positions

1. President:
 - a) Act as the main liaison between the club and the Competitive Sports Office
 - b) Act as a liaison between the club and the practice facility
 - c) Act as a liaison between the club and the NAIGC
 - d) Understand the expectations and requirements of the Competitive Sports Office, including but not limited to those outlined in the Sports Club Manual, and ensure the entire club complies with these requirements
 - e) Represent the club at all Sport Club meetings, or send an alternative officer
 - f) Coordinate, supervise, and oversee all club activities including exhibitions and events
 - g) Regulate the use and control of all club property
 - h) Recruit and secure all coaches
 - i) Act as the coach in all competitions if one is not available
 - j) Act as, or find, a meet director for all home meets
 - k) Act as a contact for all other teams, as well as prospective new members
 - l) Assist the Vice President in organizing and scheduling away competitions

- m) Maintain the club bank account and debit card with the Treasurer, including the transfer to the new officers
- n) Ensure that the duties assigned to other officers are completed by delegating or completing the task
- o) Fulfill or delegate all obligations for vacant officer positions and other unexpected tasks
- p) Responsible for opening and closing the gym

2. Vice President

- a) Assume the presidential responsibilities in the absence or request of the President(s)
- b) Schedule all member club meetings at least once a semester
- c) Act as a liaison to the practice facility
- d) Act as a liaison between the officer board and team members as needed
- e) Aid in the scheduling of facilities for practice, games, and/or special events
- f) Create and organize all meet sign-ups on Carmen and Excel/Sheets with each person's desired events and level for competition
- g) Maintain an online repository of club documents by scanning all waivers, documents, and other necessary information
- h) Aid in the submission of all club waivers to Rec Sports Office
- i) Maintain and update the club's email listserv and other messaging groups including the Carmen page and the GroupMe
- j) Aid in the creation of travel arrangements for all meets and other functions - including but not limited to hotels, nationals, and flip fest
- k) Notify the Competitive Sports office staff of changes in club schedules, leadership, and membership.
- l) Assist in the maintenance and improvement of officer training material
- m) Aid in the submission of all practices and meets on Do Sports Easy including but not limited to event description, attendance/roster, travel arrangements, and report to stay in compliance with Recreational Sports.
- n) Responsible for opening and closing the gym.

3. Treasurer

- a) Collect club dues and other fees
- b) Maintain the club's financial records (The Treasurer should have monthly reports about the budget to be presented at every officer meeting)
- c) Ensure the financial business is conducted in compliance with the policies and procedures we operate under and that all club monies are used properly including but not limited to the submission of the Vendor Form, and Electronic Funds Transfer Form
- d) Submit purchase orders and travel reimbursement requests to utilize 100% of our allocation from RecSports within the specified timeframe

- e) Obtain and disperse club funds for any club activity including driving credit each month
- f) Maintain and oversee the Club's Venmo, Paypal, and other monetary transactions
- g) Assist with the financial aspect of club fundraising activities
- h) Prepare the club's annual budget for the Recreational Sport Clubs Program
- i) Responsible for opening and closing the gym
- j) Maintain the club bank account and debit card including the transfer to new owners if needed after elections
 - (1) Transition of the bank account must occur within 2 weeks following completion of election of new officers with duties explained
 - (2) To be eligible for a name on the bank account, the Treasurer and President(s) (or down election order, if the President(s) is unable) must reside within proximity of the greater Columbus area during the academic year

4. Secretary

- a) Keep the minutes of all officer meetings and club meetings (These minutes should be organized and available when requested)
- b) Assist in the scheduling of officer and all member meetings
- c) Aid in the reporting to Competitive Sports Club office of club activities via Do Sports Easy (such as meet results, fundraisers, and other special events)
- d) Assist in the maintenance and improvement of officer training material with the Vice President
- e) Create and maintain a roster of all members (This includes phone numbers, emails, important medical information, etc...)
- f) Responsible for opening and closing the gym
- g) Organize and maintain our physical storage areas
- h) Check the club's mailbox weekly in the recreational sports club office
- i) Responsible for the creation and maintenance of driving (carpool) and other travel schedules to and from all club functions
- j) Keep a record of all drivers to club practices and events
- k) Ensure that all drivers have signed the Club Driver Agreement and have fulfilled any sports club requirements

5. Team Captain (Men's and Women's Partnership)

- a) Design and work with the treasurer to order all equipment, team apparel, and meet apparel
 - (1) Club apparel - twice a year (one order in fall semester and one in spring semester)
 - (2) Leos/Singlets - once a year to be delivered by meet season in the spring semester

- (a) Designs to be re-evaluated every 4 years
 - b) Serve in the capacity of a coach at all meets in the absence of the President(s)
 - c) Attend captains' meetings at meets
 - d) Assist President(s) and Vice President in creating competition line-ups
 - e) Keep track and utilize competition line-up sheets during meets
 - f) Ensure all members have an understanding of competition and level requirements
 - g) Assist new members and beginners in getting started with gymnastics and the club
 - h) Help club members in the construction of their routines
 - i) Help prepare members for competitions
 - j) Organize and run group activities during practice and competitions (stretching, conditioning, group rotations, etc.)
 - k) Organize and purchase senior gifts for Buckeye Blast and end-of-year festivities
 - l) Assist the Meet Coordinator(s) in organizing and running mock meets to prepare members for competitions
6. Meet Coordinator(s)
- a) Organize and oversee any home competitions with the help of the President(s) and Vice President
 - b) Organize and run the set-up, clean-up, and tear down of competitions
 - c) Coordinate judge acquisition for competitions
 - d) Design and work with the treasurer to order all equipment, team apparel, and meet apparel including but not limited to meet t-shirts, buttons, and other merchandise
 - e) Arrange the purchase of awards, as well as food for judges, the concession stand, and OSU volunteers
 - f) Run the awards and music for competitions
 - g) Organize and run mock meets to prepare members for competitions
 - (1) Host at least 1 mock meet during fall semester/beginning of spring semester and maybe one other during the year if time allows
 - h) Help away teams book rooms/amenities if needed
 - i) Work with the Treasurer to collect meet payments from other teams
7. Fundraising and Community Service Chair
- a) Organize and attend all fundraisers including but not limited to PNOs, Flip for Tips, and food fundraisers
 - b) Monitor and record attendance at fundraisers
 - c) Research and obtain ideas from club members about new fundraisers
 - d) Help the Treasurer and Vice President with fundraising-related duties including to achieve fundraising goal of 40% of all expenses

- e) Submit all fundraising and community service events on Do Sports Easy including but not limited to event description, attendance/roster, amount raised, and report
- f) Research and organize at least 4 hours of community service each semester per member

8. Marketing Chair

- a) Assist the president in the recruitment of new members at the beginning of the year including involvement fairs and trial week(s)
- b) Organize the creation and distribution of all publicity, posters, flyers, ads, etc... for the club and for all club functions including fundraisers
- c) Take, upload, and share any pictures and videos taken at practice and meets
- d) Source and organize volunteers to help with photography and videography as needed
- e) Maintain and update the club's website throughout the year
- f) Maintain and update the club's member calendar throughout the year
- g) Update all social media sites including but not limited to the YouTube Channel, Instagram, TikTok, etc
- h) Create advertisements for all club events
- i) Complete various marketing duties assigned by the President(s)

9. Social Chair

- a) Organize and run social events outside of normal gym practice
 - (1) Adopt the role of Team Captain for the BuckeyeThon fundraising team and help team members achieve their goals
 - (2) Organize the annual Teamsgiving event
- b) Aid in the maintenance and update the club's member calendar throughout the year
- c) Create a welcoming environment in that all members can participate in
- d) Assist in the coordination of fundraising and community service events
- e) Create and maintain good relations with Alumni and other visiting teams
- f) Ensure all Recreational Sports rules and regulations on alcohol, hazing, and sexual harassment are closely followed
- g) Help create and maintain a safe training environment at any club function.

10. Risk Manager

- a) In order to maintain the club's competitive tier status, two Risk Managers are required each year .
- b) Obtain and maintain valid certifications in First Aid, CPR, and AED.
- c) Serve as a first responder during practice and other competitions when an athletic trainer is not present.
- d) Obtain and/or maintain a First Aid kit which is available through the Recreational Sports Office.

- e) Ensure proper First Aid supplies are available at all club functions including but not limited to meets, social events, and other functions hosted by the club.
- f) Ensure all club activities contain First Aid, CPR and AED certified persons present.
- g) Secure a trainer for all home meets.
- h) Submit Accident Reports as needed to the Competitive Sports Office
- i) Attend the required meetings and trainings required by the Recreational Sports Office
- j) Keep track of all members who have and need to complete the Impact Baseline Testing
- k) Oversee all Safety Officers
 - (1) Safety Officers are required to be certified in First Aid, CPR, and AED
 - (2) Are responsible to complete any training required by the Recreational Sports Office
- l) Create and submit wellness tips for the weekly email

E. Powers of the Officers

1. The President(s), Vice-President, and Treasurer shall vote with a majority decision to decide all club financial matters, including, but not limited to the following:
 - a) Distribution of club funds for any use (except as stipulated below)
 - b) Hiring and payment of all coaches
 - c) Regulation of semester and summer dues, as well as any drop-in fees
2. All expenditures, besides costs associated with NAIGC Nationals, a pre-signed contract such as PNOs, the facility rental, or Buckeye Blast, of more than \$250 must be announced to the club officers at least two weeks prior to when club funds are committed to the expenditure, and the expenditure may be delayed to await club approval, under the following stipulations:
 - a) If the expenditure is a purchase that is subsidized by club members then no announcement regarding the details of the expenditure need be announced before procurement of funds, provided the amount not completely subsidized by club members is less than \$250.
 - b) In case of an emergency expense that cannot wait for club approval, the club officers are granted authority to procure the emergency funds necessary. When such emergency situations occur, the decisions made must be announced to the club membership within one week of the decision, and justification for the emergency and the decision made must be provided.
3. Any changes in the club's dues that are approved by the club officers must be presented to the club at the next all-member meeting.
4. Any expenditure involving distribution or reimbursement of funds among individual club members for travel or any other purpose shall be determined by the

President(s), Vice President and Treasurer, in accordance with the reimbursement policies outlined in the Code of Conduct and the Drivers Code of Conduct

5. The club President(s), Vice President and Secretary shall determine the dates, times, and agendas of all club meetings, under the following stipulations:
 - a) At a minimum, two all-member meetings should be held each year, one in the Fall and one in the Spring
 - b) The President(s) should (if at all possible) announce all club meetings at least one week in advance of the meeting date. The announcement must include an initial agenda, and contact information for an officer designated to accept proxy votes.
 - c) All members are encouraged to contact the President(s) to request a call for a business meeting, or to include an item on a currently scheduled meeting agenda.
 - d) The President(s) is encouraged to respond appropriately to legitimate member requests for meetings and agenda items.
 - e) In the absence of the President(s), the duties of presiding over a club meeting shall fall to the other officers in their elected order.

Article VI. Election Process

- A. Elections for all officer positions shall be held late spring semester.
 1. Club members shall be notified at least 10 days prior to officer elections.
 2. Applications for positions must be submitted one week prior to officer elections by members interested in running for a position.
 3. All members will be permitted to read and discuss the applications with each other and officers prior to the officer elections.
- B. All members seeking an officer role must be an active, paid member of the club for at least one semester and be in good standing while possessing a desire to improve the club.
- C. The President(s), Treasurer, and Vice President must be filled by someone who has been an active member of the club for a full year, held another position in the club previously, and be in good standing while possessing a desire to improve the club.
 1. If no one with these qualifications applies for these roles, membership length and lack of position experience may be excused in order to fill these roles.
 2. All positions must adhere to undergraduate status as stipulated in Article IV, Section B Qualifications of the Officers.
- D. Elections for vacant officer positions may be held at times throughout the year with the majority support of the officer board.
 1. If there is a vacancy in the office of the President, the presidential duties shall fall to subsequent officers based on their elected order as dictated above.

- E. Election procedure will be determined by the officers with the approval of the Recreational Sports Club Management

- F. Election information and officer applications will be sent out on the second Sunday in March. Applications will be open for 10 days, then sent out to members of the club for review. Anonymous voting will take place either in-person or via Google Form, and voting will be within 14 days from when officer applications are sent out. Voting will end 7 days after applications are released. Results will be announced within the week following the completion of the elections.
 - 1. Any member who has paid dues, has no outstanding balance, and is in good standing with the club is eligible to vote.
 - 2. Election results for specific positions may be delayed if there is a lack of eligible candidates.

- G. If there is a lack of eligible candidates, a write in option will be included on the voting ballot.
 - 1. All write-ins will be subject to a new vote by the elected Officer Board
 - 2. All candidates who are written in will get the opportunity to accept or decline their candidacy.
 - a) If they accept they will have the opportunity to present an application in front of the elected Officer Board prior to their vote.
 - b) After the Officer Vote, the results will be shared within one week of the vote.

- H. New officer terms will begin once election results are announced.
 - 1. All necessary transitions should occur before the beginning of the next academic school year.

- I. In the event of electing an additional officer(s) after the initial all-member election, voting will be determined solely by the elected officers.
 - 1. Additional officer elections are subject to the President(s) discretion.
 - 2. In the case of a non-conclusive outcome (ie. a tie), voting will be sent out to all members for a final decision.
 - 3. At least one current officer must present the need for a potential new officer to the current officers.
 - 4. The potential officer must present a virtual or in-person speech to the current officer board to be eligible for election.
 - 5. Voting results will be shared within one week of the vote.

Article VII. Impeachment

- A. Initiation of the impeachment process:
 - 1. Any club member may present to the officers an official request for an officer to be impeached. This request must be written and accompanied by signatures from

one-third of active club members who have paid the semester's dues. An impeachment hearing will be scheduled not more than 3 weeks away.

B. Proceedings of the impeachment hearing:

1. The initiator of the impeachment motion, or an appointed representative, shall have 5 minutes to present the case for impeachment. The officer in question, or an appointed representative shall then have 5 minutes for defense. Each party will then (following the same order) be granted an additional 2 minutes for rebuttal. Anonymous votes must be submitted within 24 hours of the impeachment hearing.

C. Requirements for removal from office:

1. A majority vote, following the above process, of the active members shall be required to remove an officer from their position.
2. Any standing officers in violation of the Sports Club Office rules, officer requirements, or code of conduct will receive one warning presented by the President(s) or Vice President with approval of the Recreational Sports Office.
 - a. If failure to comply continues, a bypass of the impeachment process is permitted only with unanimous decision of the officers and the approval of the Sports Club Office.

Article VIII. Member Removal

A. Initiation of the member removal process:

1. Any club member or officer may present to the broader officer board an official request for a member to be removed. This request must be written and accompanied by signatures from one-third of active club members who have paid the semester's dues. A removal hearing will be scheduled not more than 3 weeks away.

B. Proceedings of the removal hearing:

1. The initiator of the removal motion, or an appointed representative, shall have 5 minutes to present the case for removal. The member in question, or an appointed representative shall then have 5 minutes for defense. Each party will then (following the same order) be granted an additional 2 minutes for rebuttal. Anonymous votes must be submitted within 24 hours of the removal hearing.

C. Requirements for removal from the club:

1. A majority vote of the active members shall be required to remove a member from the club.
2. Any standing officers or members in violation of the Sports Club Office rules or code of conduct will receive one warning presented by the President(s) or Vice President with approval of the Recreational Sports Office.
 - a) If failure to comply continues, a bypass of the removal process is permitted only with unanimous decision of the officers and the approval of the Sports

Club Office.

Article IX. Driving

A. Expectations:

1. All OSU Club Gymnastics drivers shall:
 - a) Use a vehicle that can be safely operated, is properly maintained, is properly registered and is insured
 - b) Drive in a manner that is respectful of the safety of the passengers, fully understanding the responsibility that driving entails, including but not limited to:
 - (1) Never exceeding the speed limit
 - (2) Properly following all driving laws
 - (3) Keep their vehicle clear of all illicit and illegal substances
 - (4) All passengers must properly wear a seatbelt
 - (5) Only drive the number of passengers that may safely sit in the car
 - (a) In the event of there not being enough drivers, an alternate form of transportation will be called and paid for by the club
 - c) Respect the needs of passengers, including slowing down or being more careful if a passenger requests it
 - d) Get approval from the University via all necessary channels including but not limited to Do Sports Easy

B. Enforcement

1. Responsibility for enforcement of this Code of Conduct shall reside with the OSU Gymnastics Club Officers. The consequences of actions that violate these bylaws will be evaluated and prosecuted on an individual basis
2. Enforcement Action: The OSU Gymnastics officers shall take whatever measures necessary to enforce this Code of Conduct, up to and including any of the following actions:
 - a) Provide a formal warning to a driver for minor violations
 - b) Removal of a member as a driver
 - c) Forfeiture of any driving credit the member has already been reimbursed for
 - d) Forfeiture of any remaining driving credit the member has accumulated
 - e) Prevention of being a club driver in future years

C. Immediate Loss of Driving Privilege

1. Driving Under the Influence: If a member is found driving under the influence of any illegal substance by any member, not solely OSU Club Officers, their driving privileges will be terminated immediately with all compensation, if already paid out, required to be paid back to the club

- a) Said member will not be allowed to drive other members for the remainder of the academic year for any club functions including but not limited to meets, practices, or other social gatherings
 - b) This length of revoked driving privilege for the club can be extended on an individual basis with the majority approval from the current President(s), President(s) elect, current Vice President, current Treasurer, and current Secretary
2. Being Pulled Over or Ticketed by the Police or Other Law Enforcement: If an approved driver is pulled over or ticketed by a member of the police or law enforcement all enforcement actions outlined above will be enacted.
 - a) The driver who is pulled over must notify the President(s) immediately and keep all relevant parties up to date
 - b) All members who are passengers in said vehicle reserve the rights to request a new driver and accommodations will be made accordingly
 - c) Under no circumstances will the club be financially responsible to pay any fees incurred
 - d) If the member is pulled over or ticketed for a minor infraction due to the lack of knowledge of the member driving may these cases be taken on an individual basis

D. Reimbursement

1. Reimbursement is calculated by a predetermined rate on the basis of miles driven
2. Further reimbursement may be made on the basis of gas consumed only with a valid receipt
3. A driver may only be reimbursed if they are an approved driver, driving active members who have paid their carpool dues, and has no other active violations including but not limited to:
 - a) Unpaid dues
 - b) Behavioral misconduct
 - c) Any other misconduct that violates the laws outlined in the Code of Conduct or this constitution
4. A driver may not receive reimbursement if they have violated any of the terms in the Code of Conduct and may also be subject to pay back any reimbursement already made by the end of the academic term

Article X. Advisors

- A. Advisors for this club must be a full-time member of The Ohio State University faculty or Administrative & Professional staff. If a person is serving as an advisor who is not a member of the above classifications, a co-advisor must be chosen who is a member of these University classifications.
 1. The role of the advisor is to assist the club's officers if needed by providing suggestions to improve the organization and by being the faculty member who acts as a liaison between the club and the university.

- B. Any advisor must complete training required by The Ohio State University every two years.

Article XI. Coaches

- A. Coaches may be chosen by the president with majority approval of the officers.
 - 1. Compensation of a coach will be decided by the officers.
 - 2. If a majority of members and officers are not happy with a coach's performance the position will be terminated.
 - 3. The coach will not have access to the bank accounts under any circumstance.
 - 4. The coach must always be in compliance with Recreational Sports rules and requirements
 - 5. Exact responsibilities of any coach will be determined before the season starts and signed by both the incoming coach and the current President(s) and Team Captain(s)

Article XII. Sexual Harassment and Misconduct Policy

- A. Mission: To protect team members rights, to maintain an equitable and inclusive team that promotes mutual respect for one another, and to establish accountability for club member choices in order to foster a safe, inclusive environment in the club.
 - 1. As a student organization at The Ohio State University, The Ohio State Club Gymnastics Team 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>.
- B. Title IX: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational programs or activity receiving federal financial assistance."
- C. Confidentiality: If you experience any form of sexual harassment or misconduct on the Club Gymnastics team, you can make an anonymous complaint. The decision to remain anonymous will be respected and withheld. Complaints against team members are protected under law
- D. Mandatory Online Training
 - 1. Further Training and Education: Additional educational materials will be given out upon request.
- E. Rights Under this Policy
 - 1. The accused will maintain the right to a meeting with the President(s) to discuss the allegations.
 - 2. 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.

F. Consequences

1. There is a zero tolerance policy. Therefore, if found guilty of sexual harassment and/or misconduct, the member will immediately be asked to leave the organization and will lose all membership to OSU Club Gymnastics

Article XIII. Amendments

- A. Amendments to this constitution outside of the mandatory yearly review may only occur during active practice terms (Spring, and Fall), while The Ohio State University classes are in session.
 1. Any member of the club can bring proposed amendments at any time to an officer in writing and should not be accrued upon when initially introduced.
 2. Upon inidital introduction, all proposed amendments will be read and discussed at the next officer meeting and will be presented to the Club for ratification at the next all-member meeting.
 3. A majority of the voting members is necessary to ratify the amendments.
 4. An absentee ballot may be presented to the officers for an amendment.
- B. When an amendment is passed, the updated constitution must be sent to Sports Club management and Student Organizations Staff.
- C. Changes made during the yearly review will be shown to the new officer board before it is submitted to the University.

Article XIV. Dissolution of the club

- A. The club shall dissolve if a unanimous vote of voting club members elects to do so.
 1. All remaining debts will be evenly split between members.
 2. Unspent funds shall be donated to The Ohio State University or another organization as decided by majority vote of members.
 3. Upon the official dissolution of the organization, Student Activities staff must be contacted to remove organization information from website.

Date	Version	Description	Author/s
3/20/2018	0.1	Initial Draft	Sean Chilelli, Julie Rolla and Victoria Wolfe
4/5/2018	1.0	Ratified	Sean Chilelli, Julie Rolla and Victoria Wolfe
11/4/2020	1.1	Original work of previous authors, updated	Zach Dancoes

8/1/2022	1.2	Original work of previous authors, updated	Sofie Clough
10/11/2022	1.3	Updated: Kept all other work, added member removal process per OSU Sports Rec Office	Sofie Clough
08/14/2023	1.4	Updated: Kept all other work, added Driving section and updated all other processes	Sofie Clough & Jacob Smearsoll