

## **The Triathlon Club at The Ohio State University** Bylaws effective beginning March 1, 2016.

### I. Purpose Statement

The Triathlon Club hopes to inspire both new and experienced athletes to exercise. We will provide a fun environment, a training plan and great workouts with teammates. We will introduce the sport of triathlon and all of its elements to our members and encourage them to pursue racing.

### II. Members

1. Members will be allowed to join the club provided that they pay their yearly dues and sign waivers. There will be no tryouts or cutting process, all will be allowed to join and come to as many practices as they choose. Each fall they will have to pay new dues to remain a part of the team or they will be removed from our roster by spring semester. Dues may be paid at any time to join the team.
2. Members have to pay dues each year, starting in the fall semester. Members may remove themselves from the listserv emails at any time.
3. If a member conducts themselves inappropriately in a way that is harmful to the image or advancement of the club or is in violation of the OSU Student Code of Conduct, they may be dismissed through majority vote of the officers and through consultation with the club's advisor.

### III. Executive Board

1. The executive board shall consist of the President, Vice President, Treasurer, Secretary, Risk Manager and will serve as the executive decision-making group.
2. All executive board officers have equal voting power, with the exception of the risk manager whose votes will only serve to break ties.
3. Executive board officers shall be elected by the club members at the end of each academic school year.
4. All elected positions will serve a term of one year, beginning at the time of their election and concluding at the following election.
5. Executive board roles include:
  - i. President – The president shall preside over all officer meetings and complete all activities to maintain good standing with the Ohio State University Club Sports department and with the public.
  - ii. Vice-President – The vice president shall assume the duties of the President in case of the President's absence and assist the President in working towards the goals of the club.
  - iii. Secretary – The secretary shall be responsible for taking minutes at the officer meetings and will keep club members updated on officer activities by making minutes available to any member. The secretary is in charge of maintaining the club's listserv.
  - iv. Treasurer – The treasurer shall keep record of the organization's budget and prepare financial reports as needed. It is the treasurer's responsibility to advise the officers on the financial situation of the club in the event of expenditures.
  - v. Risk Manager -The risk manager shall stay up to date on CPR/First-Aid/AED certification and attend all required training. The risk manager is in charge of the members of the club in RPAC staff is not present.
  - vi. Officers will automatically be removed from their positions after the new election process is complete. If in the unexpected case an officer must be

removed for other reasons, fellow officers will discuss this privately and vote on the issue, majority rules. If an officer is unable to fill their position for whatever reason, their opponent with the second most votes or a volunteer may fill their spot until the original elected officer can continue their duties.

#### IV. Committees and Managers

1. Committees will be comprised of an approved group of one or more members (whether they are officers or general members). Committees must be approved by a majority of officers before the committee may be formed.
2. Committees will serve to complete tasks which help the club achieve its goals, including but not limited to organization of club and community events and evaluation of expenditures.
3. The officers may appoint standing and ad hoc committees as needed.
4. The following committee chairmen and managers shall be elected in the same manner as the executive board:
  - i. Bike/equipment manager
  - ii. Race Directors (2)
  - iii. Social Chairman
  - iv. Service/Philanthropy Chairman
  - v. Social Media Chairman
  - vi. Apparel Chairman
  - vii. Sponsorship Chairman
5. Should a position be left vacant after elections, the responsibilities of said position will be assumed by the executive board until a volunteer can be appointed by majority agreement of the executive board at a later date.

#### V. Officer Meetings

1. Officer Meetings shall be held as needed at the president and vice president's scheduling and will require the attendance of all officers.
2. Officer meetings shall be open to any member of the club. All club members will be allowed to contribute, but voting will be closed to officers only.
3. Special meetings may be held at any time when called for by the president, coach, or a majority of club members.
4. Important decisions and information will be emailed to the club within the week.

#### VI. Voting

1. Officers, committee chairmen, and managers will be determined by those voting on the day of the election.
  - i. All dues paying members of the active year are eligible to vote.
  - ii. Unless otherwise determined by the executive board only those present at the election may cast a ballot. If satellite votes are to be cast, an equal opportunity to vote must be presented to every member.
  - iii. In the event of a tie, team coaches will vote to determine a winner.
2. Motions at meetings must be raised and seconded to reach a vote. Passage of a motion requires a simple majority of the executive board.

#### VII. Conflict of Interest

1. Any officer who has a financial, personal, or official interest in conflict with, or in the appearance of conflict with any matter pending before the officers, of such nature that it prevents or may prevent that officer from acting on the matter in an impartial manner, must offer to voluntarily excuse him/herself from the meeting and will refrain from discussion and voting on said item.

VIII. Fiscal Policies

1. The fiscal year of the Club shall start at the end official end date of the university's academic year academic school year and end at the following academic year end along with the Officers office term.

IX. Amendments

1. These by-laws may be amended by a 75% majority of Officers, provided 90% of officers are in attendance during the meeting at which amendments are made and a copy of the proposed amendment(s) are provided to each Officer during the meeting.

X. Non- Discrimination Clause

1. *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.*

XI. Continuity in Case of Suspension

1. If the team is suspended for violating the Code of Student Conduct, Competitive Sports will appoint an Interim President and an Interim Treasurer. The Interim President and Interim Treasurer may (1) transfer signatures and check writing authority for the organization's bank account to themselves with thirty days of suspension, (2) pay existing financial obligations out of the organization's current funds, and (3) when the period of suspension ends, take appropriate steps with Student Activates to re-register as a student organization. Further, the Interim President and Interim Treasurer shall inventory the organization's equipment and write a plan for its storage and safekeeping during the suspension period. This plan must be submitted to Competitive Sports within the first thirty days of suspension. During this suspension no new coaches or staff should be hired during this time. All club assets are frozen during this suspension period meaning nothing should be bought or sold during this time. Should the Interim President or Interim Treasure wish to take any additional actions, they must seek advance approval from Competitive Sports.

XII. Return to Competitive Sports

1. In order to return as a recognized Sport Club team, The Interim President must provide Competitive Sports with documentation that the team is a recognized student organization. The Interim President must also provide a roster of at least 15 students to Competitive Sports along with a written plan to hold elections. This plan should, to the extent possible due to the terms, length and timing of suspension, resemble the provisions contained in Article III.