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

Section 1 Name:

Team Buckeye Student Peloton at The Ohio State University

Section 2 - Purpose:

The Team Buckeye Student Peloton works to create awareness of Team Buckeye and the Pelotonia organization on the Ohio State campus. In addition, TBSP 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 TBSP’s cause.

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

Membership in Team Buckeye Student Peloton requires enrollment as an undergraduate student at The Ohio State University. Membership is granted to full-time students who register as a rider, challenger, or volunteer through the Pelotonia website. All are welcome to attend meetings, however, these are the two requirements for membership. Members will have more in depth experience with the organization through invitations to fundraising events and banquets. Non-members will be allowed to show up to general body meetings exclusively. All members will be put into a separate GroupMe than the general body. Meeting attendance will not be required for members as long as they hit their annual fundraising goals. Additionally, leadership roles will only be given out to club members.

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

Team Buckeye Student Peloton officers must commit to attending all TBSP meetings. Team Buckeye Student Peloton 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 from the previous term. The members of the Team Buckeye Student Rider executive board 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 current president and one additional executive board member. This process occurs between April and May, but leadership roles change over in August following the Pelotonia ride. It should be noted that the founding executive board will retain positions until graduation.

Position duties are as follows:

Faculty Advisors Assist and advise TBSP 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 TBSP president is the leader of the student organization. The president directs and facilitates meetings; prepares agenda for executive board meetings with input from the additional executive board members 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 TBSP president should always be aware of group communication dynamics and attempt to involve everyone in discussions as much as possible while creating a positive, friendly and relaxed atmosphere during meetings.

Vice President: The TBSP 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. The vice president can help offset the workload of the president.

Fundraising Chair: The fundraising chair assists TBSP membership in identifying community organizations, businesses, or industries that want to support the Team Buckeye Student Peloton. 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 TBSP members the tools to be successful, with the goal of exceeding their fundraising commitments. The chair will be responsible for leading the committee.

Treasurer: The treasurer handles all TBSP 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. The treasurer provides any reports deemed necessary by the Office of Student Life at Ohio State University.

Secretary: 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 TBSP Google Drive folder for reference. The secretary also completes any facility reservations, registrations, or subscriptions TBSP may need to initiate.

Partnerships Chair: The partnerships chair is a catalyst in creating connections from TBSP to other clubs, organizations, departments, sponsors, or governing bodies across the university. The partnerships chair should identify and introduce TBSP 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 TBSP is in good standing with all. The chair will be responsible for leading the committee.

Events Chair: The events chair coordinates all events and outreach with help from other officers and TBSP membership. This includes making schedules and cementing volunteers for all shifts of outreach events. An official TBSP 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 TBSP membership. This includes novice, intermediate, and advanced rides; bike acquisition; health and wellness; etc. The chair will be responsible for leading the committee.

Marketing Chair: The marketing chair is responsible for creating and implementing a comprehensive marketing plan related to present TBSP goals, initiatives, and events. The marketing chair should work closely with other committee chairs to stay up to date on TBSP objectives. The marketing chair oversees a subcommittee accountable for the creation of social media posts, newsletters, and other engaging advertisements. All TBSP marketing efforts must be deemed acceptable by the president and or vice president, prior to formal release.

*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 board members are required to meet once a month with advisors and twice with the President to develop events. Executive board 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).

*Article X – Method of Dissolution of Organization*

The Team Buckeye Student Peloton 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.