

Constitution of the University of Pennsylvania Cycling Team

PREAMBLE

This constitution is hereby set forth to better assist generations of future cyclists in their management of the team, allowing them to succeed in promoting the club with ease.

ARTICLE I

Name

The name of this organization shall be The University of Pennsylvania Cycling Team, herein after referred to as Penn Cycling, the club or the team.

ARTICLE II

Purpose

Penn Cyclists are a broad mix of students from all schools: undergraduate and graduate, men and women. Our racers compete on both the road and mountain trails. The only requirement to compete on the collegiate circuit with the Penn Team is that you be a full time member of the University of Pennsylvania community.

ARTICLE III

Membership

Section 1. Eligibility:

All students, faculty and employees of the University of Pennsylvania shall be eligible for membership.

Section 2. Active Membership:

In order to qualify as an active/voting member of Penn Cycling, one must attend the introductory meeting (or contact an officer if unable to make it) and pay dues in full before being considered an active member of the team.

ARTICLE IV

Officers

Section 1. Number and Methods of Elections;

Penn Cycling shall elect from the active membership a president, a vice president, a secretary, and a treasurer.

These votes will be held at either/or the Year End Meeting in April or the Introductory meeting in September. Two votes are needed to secure a nomination; where after a simple majority of the whole club determines who is elected. In order to be an officer, one must be a STUDENT at the University (preferably having shown commitment to the sport/club in previous years).

Other offices that may be elected in a similar manner are Road Captain, Clothing Coordinator, Racing Coordinator, Publics Relations Chair, Fundraising Chair and Webmaster. If no one is nominated for these positions, the President may appoint individuals (or if there is a lack of expertise, the duties may fall to whoever is best qualified to attend to them).

Section 2. Duties and Officers

A. The president shall:

1. Preside over all meetings of Penn Cycling
2. Vote only in case of tie (But may make a case for a certain solution)
3. Oversee ALL of the other functions of the club

4. Pay particular attention to the relationship between the club and the department of recreation. (Maintain relations with club sports)
5. Attend Sport Club Council meetings
6. Seek sponsorship
7. Add officers to SCC listserv
8. Renew registration with REC (annually, first two weeks of fall)
9. Check TEAM mail weekly (Sport Club Office at Hutchinson Gym, Room 219)

B. The vice president(s) shall:

1. Preside over meetings in the absence of the president.
2. Compile and update an Alumni Database
3. Send "Thank you"s to other race sponsors, Hosts, our race sponsors, our sponsors
4. Maintain team pictures (create adobe web galleries, or other digital gallery)
5. Seek sponsorship
6. Attend Sport Club Council meetings
7. Provide information to media outlets concerning significant team events (Race hosting, charity events, etc.)

C. The Secretary shall:

1. Attend SCC meetings
2. Make full team roster, ensure that ALL members have signed waivers, file with rec
3. Compile list of entire team with cell phone numbers
4. Keep inventory of team supplies stored in Hutch up to date
5. Submit officer information to Rec (including summer contact info)
6. Compile list of racing members- gather information regarding License number and compile emergency contact list
7. Record who is attending which race weekends

D. The Treasurer shall:

1. Develop budget
2. Contact alumni for sponsorship requests
3. Issue reimbursements/ requests
4. Renew USCF license (for club)
5. Collect dues and submit to rec
6. Submit schedule to Rec- including travel plans
7. Make travel arrangements, cars, hotels
8. meet with SCC at end of year to defend annual budget

E. Graduate Representative

1. Monitor the graduate population
2. Apply for graduate funding
3. Seek sponsorship
4. Advertise team events to graduate population

F. Clothing Coordinator

1. Design, coordinate and purchase clothing, tires, water bottles and other desired items
2. Secure sponsor's logos for designs

G. Other duties to be assigned to all officers or other competent team members:

1. Maintain website, post race reports, redo profiles annually
2. Direct race
3. Monitor penn cycling webmail account to make sure we don't exceed our quota

Section 3. Terms of Officers

Officers Terms run from April- May of the following year (one academic year and the summer that precedes it)

Officers may be impeached. The committee of Officers may bring forth a motion to impeach any officer who is deemed to be unsatisfactorily completing his/her obligations to the club as specified above. Any regular club member may approach the committee to propose the impeachment of an officer. The officer in question should have prior notification and have the chance to speak in defense of herself/himself. The fraction of the membership that must vote in favor of removal from office is 2/3. A new officer shall be elected within one week of the impeachment of an old officer.

ARTICLE V Committees

Section 1. Standing Committees:

A committee comprised of all of the officers will oversee the affairs of the team. This group will meet monthly at a time and location determined by the members. Absence from more than two meetings are grounds for an officer's impeachment.

Section 2. Duties of the Standing Committee;

A. the Officer's Committee shall:

1. Review the constitution each semester.
2. Ensure that all tasks of the team are being performed adequately
3. Make recommendations for impeachment of officers
4. Evaluate the team's needs and make changes as needed

ARTICLE VI Faculty Advisor

The Team may seek a faculty advisor should it like to. Any member may propose this at any time. A team vote will determine if the advisor is accepted, and in what capacity.

ARTICLE VII Meetings

Section 1. Regular Meetings:

Indicate when regular business meetings are to be held.

Section 2. Special Meetings

The President, Vice-President and Treasurer have the authority to call an emergency meeting if one is needed. They should do this via the Listserv, making a special effort to notify all other officers (and coordinate an ideal meeting time). Regular members may request a special meeting by contacting any of the aforementioned officers.

Section 3. Rules of Order;

all regular and special meetings of Penn Cycling shall be conducted using parliamentary procedure as described by Robert's Rules of Order, Revised.

Section 4. Quorum:

A quorum consists of the next whole number above half of the total active membership. However, if a meeting concerns primarily those racing members, one half of these individuals will also qualify as a quorum.

Section 5. Attendance at Meetings:

Attendance is not compulsory for any member (aside from the Introductory meeting). However, when consideration is given to racing members, those who attend more meetings will be the first to have requests filed (reimbursements, space in cars to travel, etc.) Officers MUST attend all meetings, or risk impeachment.

ARTICLE VIII

Dues

Each member must dues to the club annually as specified by the officers.

ARTICLE IX**Amendments**

Section 1. Procedure for Amendment:

Those wishing to present an amendment of the Constitution to the general membership:
Amendments shall be submitted in writing and read at one or two meetings before a vote is taken.

Section 2. Ratification;

Ratification is accomplished through a two-thirds vote of the active membership. After an amendment has been made, an organization's constitution must be submitted to the Sport Club Council for approval and SAC ratification.

Section 3. Information deemed useful to the club by the officers may be included in the Appendices of the constitution without a team vote. (this information has no regulatory power).

ARTICLE X

Review of Constitution

The SAC and the Executive Council of Sport Clubs reviews the constitutions of all official student organizations at least every three years, but reserves the right to review constitutions at any time. The secretary will notify the club when it is due for a constitutional review.

Appendix I: EXCERPTED FROM THE SPORT CLUB HANDBOOK

PAYMENT OF OFFICIALS

University Full Time staff members must be process through payroll an additional payment form completed. Students are not permitted to directly pay officials. A completed W-9 and C-12 form is to be filled out and submitted at the earliest occasion for each official with the Business Office for each competition. Forms may be found at: <http://www.finance.upenn.edu/comptroller/tax/fstp.shtml>

Checks can be made available before the competition if a club has turned in officials' completed forms at least 3-5 working days in advance of the competition. All other check will take 3-4 weeks to process. Clubs must report who the official of their game will be or who the agency is that is providing the official at least three weeks prior to that competition. This will help insure that a check can be made ready before that competition. Clubs whom have not done this will not be reimbursed for this fee.

Mail-outs

Approval for mass mail-outs (letters) will depend partly on time available to complete the process. Two weeks advance notice is usually needed for mass mail-outs. Assistance by club members will be expected. All fundraising newsletters or soliciting letters must be reviewed by the Department of Recreation and the Development Office of DRIA. Address labels can be obtained from the Development Office for alumni. Label orders take 3 weeks to process.

Reimbursement

To receive reimbursement for travel a Request for Reimbursement must be submitted along with, legitimate receipts to the Department of Recreation Business Office by Wednesday after scheduled competition. A legitimate receipt is one on the **company's letterhead** with the correct date clearly indicated and the billing amount itemized and clearly stated. (Departmental receipt forms are available in the Department of Recreation Business Office) The staff will process the paperwork and payment in the form of a check will be forwarded to the club athlete requesting reimbursement. Generally, this process takes a minimum of two weeks. Travel Request Forms must be signed by the Club Treasurer and signed by the Club President and on file for reimbursement purposes. **All Reimbursement Request must be filed with the sport club office no later than two weeks following the club event. Any reimbursement request submitted after two weeks of the club event will not be approved and processed.**

Travel Expense Report

- Amounts
- Penn identification number
- Budget numbers
- Amount totals
- Original receipts
(Must be attached to a 8 ½ by 11 sheet of paper in chronological order)
- Initials of: SCC President
 Club Treasurer
 Director of Recreation
- Name of club
- Vendor number

Reimbursements for gas are given only for rental vehicles. Mileage reimbursements are only

given for private.

Sport Club Forms

The following forms are to be use by Sport Club Officers in conducting club business. The Sport Club Administration will advise and assist you if you have any questions. All forms will be available above the sport club mailboxes in room 209 of Hutchinson Gym. All Forms are also available on the sport club website.

The Forms are in the following order:

- Sport Club Information Sheet (All clubs must fill out)
- Sport Club Roster Form (All clubs must fill out)
- Waiver and Assumption of Risk (Every club participant must sign)
- Facility Request form (Must be filled out for all facility request)
- Sport Club Checklist for Bower Competitions (One must be turned in before each competition on Bower Field)
- Inventory Sheet
- Inventory Update Sheet
- Travel and Entertainment Expense Report
- Request for Payment Form
- Travel Destination Form
- Transportation and Use of Weapons Agreement
- Local Competition/Performance Form
- Sport Club Tournament Receipt
- Receipt for Professional Services
- Application for Coach
- Sport Club Publicity Form
- Fund Raising Proposal
- Semester Report Form
- Accident Report
- Incident Report

Appendix II

REGARDING THE PENN/DREXEL RACE (or any future race the team may seek to host)

-Contact northern accc schools and invite them

* more to follow after debriefing meeting