

PENN FITNESS FOR LIFE CONSTITUTION



PREAMBLE

We, the members of Penn Fitness for Life, hereby establish this constitution for the purpose of formulating and structuring our organization.

Article 1: Name

Article 2: Aims

Article 3: Membership

Article 4: General Body

Article 5: Code of Conduct

Article 6: Executive Board

Article 7: Executive Board Duties

Article 8: Election

Article 9: Meetings

Article 10: Events

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ARTICLE 1: Name

I. The official name of the organization shall be called Penn Fitness for Life. This name can be abbreviated to Fitness for Life or simply FFL.

II. Penn Fitness for Life is a member of the Student Activities Council, absent any determinations about its membership by the body in question.

ARTICLE 2: Aims

I. Empower children and young adults to take control of their health and fitness level through physical activity and eating right

II. Preach the benefits of a nutritious, physically active, and generally healthy lifestyle to the Penn community and West Philadelphia

III. Help those in the West Philadelphia area realize the true dangers of obesity and pique their interest in changing their lifestyles

IV. Reduce the prevalence of obesity in the overall population of the United States

ARTICLE 3: Membership

- I. Membership shall be available to all students, faculty, and staff in the Greater Philadelphia Area, including all undergraduate students of the University of Pennsylvania
- II. All prospective members become members after attending at least one general body meeting and one community service trip.
- III. All members shall have the right to:
 - a. Participate in discussions and initiate resolutions to issues
 - b. Vote on any issue and in any elections
- IV. Active members shall have certain benefits that include but are not limited to the following:
 - a. priority in selecting time slots to attend schools
 - b. a voice in the selection process of choosing lecture material
 - c. discounts to official Penn Fitness for Life athletic events and tournaments
- V. An active member may be placed on inactive status for an approved leave of absence after receiving permission from the executive board.
 - a. If a member did not take a leave of absence, any student who did not attend at least one school visit during a given semester shall no longer be active members.
- VI. There shall be three levels of volunteers:
 - a. A general volunteer has attended any requisite training sessions, has passed a criminal background check, and has made no commitment for volunteer frequency or for attendance at guest speaker events.
 - b. A lead volunteer has all the privileges of a general volunteer but has made a commitment to volunteering approximately 1-2 times a month (for a total of 2-4 hours a month). They assume a leadership role during volunteer visits and receive preference for scheduling.
 - c. A board volunteer, the highest position for a volunteer, is a member of the executive board.

ARTICLE 4: The General Body

- I. There shall be a General Body of all members of Penn Fitness for Life, which shall be a key decision-making organ of the club.
- II. All meetings of the General Body shall be open to the public.
- III. Meetings of the General Body shall be called by the President or by a petition of at least one-fifth of the total number of members. Notice of the meeting must be provided to all members by no means less than emailing at least 72 hours before the scheduled start of the meeting.
- IV. Quorum shall consist of a majority of the Executive Board and half as many again plus one of other members.
- V. The General Body shall meet at least once each semester.

ARTICLE 5: Code of Conduct

I. All members are expected to conduct themselves in a professional manner at all times when they volunteer. Any member who violates University policy or engages in unethical conduct will be subject to disciplinary action.

- a. Examples of violations of the member code of conduct include unauthorized use of Fitness for Life equipment, inappropriate contact with children, failure to complete criminal background check form, and discrimination/harassment based on age, background, ethnicity, gender, race, or sexual orientation.

II. Members may be subject to disciplinary action for missing volunteer shifts without notifying a member of the executive board, or for tardiness.

ARTICLE 6: Executive Board

I. Between meetings of the General Body, the affairs of Penn Fitness for Life shall be conducted by the executive board comprised of such Officers as are provided in this Article.

II. The executive board shall consist of the following roles: President, Vice President, Secretary, Treasurer, Public Relations Officer, Social Outreach Chair, and Marketing and Publicity Chair

- a. The executive members shall be allowed voting rights
- b. The executive board shall be allowed to form standing committees

III. If a board member will be absent for one semester or longer, the individual may not retain the position. If the member will be absent for less than a full semester, he or she should find a competent interim officer, who can then be voted upon by the executive board.

IV. An officer can be removed if there is a reasonable cause and receives approval of 2/3 of the executive board.

V. An application process will be disseminated to the general body in the event of a resignation or removal of a board member.

VI. The title of an executive board may be subject to change in the event the role of a board member changes.

VII. Officers may resign their position in writing at any time to the President.

VIII. The executive board may impeach any Officer for incompetence, reckless negligence, or behaving in a manner prejudicial to the interests of Penn Fitness for Life, by a two-thirds vote of members present at a meeting especially called for the purpose. Such a meeting shall be called upon the presentment of a petition signed by at least five members to the President or the highest un-impeached officer, and shall be called within two weeks. The member subject to impeachment shall be given all rights of natural justice.

ARTICLE 7: Executive Board Duties

I. President(s)

- a. Shall be responsible for calling meetings whenever the executive board pronounces necessary

- b. Shall prepare the agenda, in conjunction with the vice president, prior to each executive board meeting and general body meeting
- c. Shall be responsible, in conjunction with the vice president, for keeping order and discussion on task during executive board meetings and general body meetings
- d. Shall approve or veto each legislation and amendment passed by the executive board
- e. Shall, in conjunction with the vice president, conduct any necessary communication on behalf of the executive board with faculty and staff of the University of Pennsylvania
- f. Shall manage the website and all its components
- g. Shall, in conjunction with the vice president, ensure all facets of the organization are properly functioning
- h. Shall, in conjunction with the social outreach chair, be responsible for maintaining contact between Penn Fitness for Life and faculty of outside schools
- i. Shall, in conjunction with the vice president, communicate with the general body via email.

II. Vice President

- a. Shall assist the president in the fulfillment of his/her duties
- b. Shall oversee official Penn Fitness for Life events planned by members of the board
- c. Shall in the absence of the president, perform his or her duties
- d. Shall reserve rooms for Penn Fitness for Life events
- e. Shall be responsible for communicating with the Penn Fitness for Life formal advisor

III. Secretary

- a. Shall record minutes during executive board meetings and ensure the proper retrieval of them by each board member
- b. Shall be in charge of managing the list-serve and keeping it up-to-date
- c. Shall be responsible for purchasing refreshments for general body events and meetings

IV. Treasurer

- a. Shall be responsible for collecting donations
- b. Shall be responsible for handling the finances of the organization
- c. Shall be responsible for managing the official member database
- d. Shall be responsible for inquiring about funding from supporting organizations
- e. Shall be responsible for authorizing expenditures

VI. Social Outreach Chair(s)

- a. Shall be responsible for ensuring cohesion between each academic grade and increasing the involvement of incoming freshmen in Penn Fitness for Life
- b. Shall organize official Penn Fitness for Life events
- c. Shall manage press coverage of official Penn Fitness for Life events in the media
- d. Shall be in charge of the formation of a volunteer schedule

- e. Shall be responsible for establishing contact with guest speakers, including professors and professional athletes
- f. Shall attend meetings of different organizations on campus in order to help increase and maintain relationship with such organizations on campus
- g. Shall be responsible for keeping connections with supporting organizations

VII. Marketing and Publicity Chair

- a. Shall uphold the responsibilities of making known the existence of Penn Fitness for Life General Body Meetings, official events, and volunteering opportunities
- b. Shall be responsible for creating and posting materials and creating databases necessary to promote Penn Fitness for Life events
- c. Shall be responsible for increasing the presence of Penn Fitness for Life on the campus
- d. Shall be responsible for managing Penn Fitness for Life social media websites

ARTICLE 8: Election

- I. There shall be an annual general election of all officers during the spring semester (active as of fall 2012)
 - a. Any member who is not recognized as an active member (refer to article 3) cannot take part in this election
 - b. The date of the election shall be set by the Executive Board in the first five weeks of the semester and shall be advertised to all members at least twice in the three weeks prior to the meeting.
 - c. Any election not conducted at the Fall Elections Meeting shall nonetheless fall under the provisions of this Article.
 - d. The officers shall be elected in the order in which they first appear in this Constitution.
- II. Active members cannot run for executive board positions without having already been on the board
- III. All members of the executive board must be good-standing members and must be full-time students at the University of Pennsylvania.

ARTICLE 9: Meetings

- I. There shall be "transition" meeting in which graduating board members inform the newly elected members of the duties for their respective roles.
- II. The board shall meet once a week. The time of the weekly meeting is determined by executive board members' schedules as set forth at the beginning of the academic year. Failure to attend multiple meetings will result in removal from the board.
- III. Board members are expected to all attend general body events and programs. Any circumstances and/or conflicts must be timely identified.
- IV. There shall be at least one general body meeting each semester; other meetings shall take place when necessary.

ARTICLE 10: Events

- I. The board shall determine the time and location for all events. Events are held at least once a month.
- II. At the start of each semester, the board loosely organizes and plans the event structure for the remainder of the semester.
- III. The board shall determine the structure for each event. Each member is required to take on responsibilities to execute each event effectively, ranging from publicity to set-up to purchasing necessary items to running the event itself.
- IV. Events are advertised to members via email, website, *Daily Pennsylvanian* advertisements, and fliers. Advertisement for each event ought to begin at least one week before the actual event.
- V. Meetings are open to all students of the University of Pennsylvania, whether they are dues-paying members or not.

ARTICLE 11: Amendments

- I. This constitution is subject to amendment by a vote of two-thirds of the executive board.
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