SPORT CLUBS

Princeton Women's Club Basketball Constitution

Constitution of the Princeton Women's Club Basketball
Ratified on 13 August 2024

Preamble

It is the intention of the Princeton Women's Club Basketball Team to create unity between teammates by fostering friendships and team bonding, to learn the fundamentals of basketball, and to engage in physical activity to maintain healthy habits and lifestyles. This organization serves all eligible Princeton students by holding space for exercise and providing a stress-free environment to relieve academic strain.

Article I. Name of Sport Club

The name of the club shall be Princeton Women's Club Basketball, hereinafter referred to as PWCB.

Article II. Purpose

Section 1. The purpose of PWCB is to create community by expanding upon basketball skills and knowledge. Section 2. PWCB will educate beginners about the basics of basketball, while developing the skills of familiar or returning players. Section 3. PWCB will provide opportunities for competitive sport engagement, including attending a tournament once annual at minimum and hosting local games. Section 4. PWCB will host social events and allow for team bonding outside of team practices and games. Section 5. PWCB will bolster communication, collaboration, and other logistical skills to support the academic, social, and professional experiences of teammates.

Article III. Membership

PWCB is open to all Princeton University students and does not discriminate, nor tolerate discrimination or prejudice, in membership policies on the basis of race, color, sex, gender, (including gender identity and expression), pregnancy, religion, creed, marital status, partnership status, age, sexual orientation, national origin, disability, military status, or any other legally protected status.

Section 1. Eligibility

To join PWCB, the following eligibility requirements are emphasized. PWCB supports the skills of women and femme identifying students, however all who support the team's mission are welcome. PWCB is open to both current graduate and undergraduate Princeton students. Princeton Women's Club Basketball may use the name Princeton Womxn's Club Basketball to be more gender inclusive.

Section 2. Active Membership

To be considered a member-in-good-standing, teammates should make all efforts to attend at least one practice per week. Should a teammate have any attendance related concerns, they must communicate proactively with any member of the PWCB Executive Board.

Attendance to the annual tournament is optional, though all teammates are **highly encouraged** to participate, as at least eight teammates must be able to attend any given tournament. Attendance also determines privileges, such as tournament attendance qualification, merchandise (merch) availability, and leadership opportunities.

For any questions about standing, teammates can ask any member of the PWCB Executive Board.

Section 3. Privileges

For a member-in-good-standing, having regularly attended scheduled practices and communicating about any issues with commitment, the following privileges are granted:

1. Priority for tournament attendance.
    a. Members-in-good-standing have priority over one spot in a tournament. PWCB covers all expenses, including most meals, transportation, hotel accommodations, and the tournament entry fee.
    b. Tournament teammates are also eligible for specialized or limited merch.
2. Merchandise
    a. Members-in-good-standing have priority to any and all available merchandise provided by PWCB.
3. Social Events
    a. Members-in-good-standing may participate in social events and team bonding experiences.
4. Leadership Opportunities
    a. Members-in-good-standing may run for any Executive Board position as they so choose.

Article IV. Officers

Section 1. Duties of Office

A. President

1. Administrative housekeeping.
    a. Reserving a table at the Activities Fair and the Campus Rec Expo.
    b. Setting up practice times and locations.
    c. Sending out Google Calendar reminders for practices, events, and tournaments.
2. Organizing travel, games, and tournaments.
    a. Contacting teams to compete with.
    b. Reserving Dillon Gym for games.
    c. Booking referees.
3. Supervising the progress of the Executive Board and delegating tasks.
4. Leading Executive Board meetings.
5. Setting up an annual Media Day with Campus Rec photographers.
6. Updating the MyPrincetonU portal.
7. Managing the Princeton BBall Gmail account.

B. Captain(s)

1. Leading practices.
    a. Designing practice plans for each session.
    b. Picking drills and plays to review.
2. Must attend all practices.
3. Instructing all drills and plays, as well as teaching beginners basketball foundations.
4. Refining the PWCB Playbook.

5. Communicating with CampusRec staff about overall matters.
6. Sending out recruitment materials.
    a. Emailing using Hoagie Mail.
7. Sending reminders via GroupMe.
8. Checking in with inactive team members.
9. Adding practices and events to the MyPrincetonU portal.

C. Treasurer

1. Completing and submitting the annual budget request to Campus Rec.
2. Overseeing expenditures and income.
3. Planning fundraising events.
    a. Encouraging teammates to participate in Campus Rec volunteering opportunities.
        i. One day where the whole team must attend to fundraise.
    b. Contacting alumni for donations in November.
    c. Setting up a merch store.
4. Submitting reimbursements and managing the Concur system.
5. Managing all budgets.
6. Ordering team merchandise and gear, after being designed by the Social Chair(s).

D. Social Chair(s)

1. Organizing team bonding experiences.
    a. Dinners at the Dining Halls.
    b. Game/Movie Nights.
    c. Planning Street Night to pick up new team members.
2. Making Google forms to screen teammates for allergies, accommodations, and social event preferences/feedback.
3. Advertising PWCB by managing the Instagram account.
    a. Using graphic design to develop flyers, social media posts, and merchandise logos/designs.
4. Managing all outreach and messaging alongside Captain(s).

Section 2. Eligibility

All positions are only available to members-in-good-standing.

1. President - Must have been a member of PWCB for at least one year prior to serving as President. Only open to upperclassmen (juniors/seniors). Only one teammate may hold this position.
2. Captain(s)- Must have been a member of PWCB for at least one year prior to serving as Captain(s). Must be familiar and comfortable with teaching basketball effectively. Open to two teammates at maximum.
3. Treasurer - Must have been a member of PWCB for at least one semester prior to serving as Treasurer. Only one teammate may hold this position.
4. Social Chair(s) - Must have been a member of PWCB for at least one semester prior to serving as Social Chair(s). Open to two teammates at maximum.

Section 3. Elections

PWCB will hold elections at the midpoint of the spring semester, usually after midterms and Spring Break. A nomination form will be sent out by the President in which any teammate can nominate anyone, including themselves, for any positions. After two weeks, the nomination form will be closed. The President will then open the voting period for all nominated teammates. Teammates may submit a short 3-5 sentence about why they are running for a position. Teammates may run for more than one position, if necessary. Voting will be collected over a period of two weeks. All teammates, including those who are not considered members-in-good-standing, are eligible to vote.

Section 4. Term of Office

All terms last one academic year, including any remaining meetings or work to be completed over the summer break. If an Executive Board member steps down, a special election may be held to fill the position, the procedure of which will be determined by the President. If an Executive Board member becomes unresponsive after 3 emails from the President and does not express an interest in completing tasks or evaluating capacity, the Executive Board member will be removed and a special election may be held. For any issues regarding a specific Executive Board member, the President will have the final decision, though may confer with the remaining members of the Executive Board for their feedback and advice.

Article V. Committees

There are no committees associated with PWCB beyond the Executive Board, however, if a committee is of interest, it may be proposed to the Executive Board.

Article VI. Meetings

Section 1. Executive Board

PWCB's Executive Board will meet once monthly, in a hybrid format, to discuss matters, issues, recruitment, and other planning or logistics. All Executive Board members are required to attend and should make scheduling concerns known prior to the meeting.

Section 2. General Meetings

PWCB will have one general meeting at the beginning of the semester to go over team structure, review the Constitution, introduce new members, and plan for the year. This will allow for a feedback period. A second meeting will be held around the election period to discuss plans for the upcoming year.

Section 3. Special Meetings

The President may call any special meetings as necessary, and particularly if the Executive Board requests one. If there is an issue with planning or a matter of urgency, the President will call a meeting to be held with the Executive Board.

Article VII. Affiliations

Section 1. National Governing Body

PWCB is not contracted with any national governing body.

Section 2. Leagues or Consortiums

PWCB is not currently associated with any leagues or consortia.

Article VIII. Coaching / Instruction

Section 1. Goals

A coach or instructor may be hired if the Captain(s) and President agree, and if the budget allows. The coach will work with the Executive Board to develop tailored practice schedules and to assist teammates by improving upon skills for competitions.

Section 2. Consultant

A consultant may be hired by PWCB if the budget allows, or the team may offer a volunteer position. The consultant must be interviewed by the Executive Board and a decision must be voted upon to pursue the consultant's aid.

Article IX. Amendments

This Constitution is an evolving document and should keep pace with changes in the sport, the

club's focus and composition and the club's ever-evolving mission. The PWCB Constitution should also be revised to reflect any changes in the policies and procedures of the Sport Clubs program as a whole. The PWCB Constitution will be reviewed twice annually. Once PWCB has formally amended its Constitution and/or Bylaws, the amended Constitution must be submitted to the Sport Clubs Office for approval.

Section 1. Procedure for Amendment

At the first convening of the Executive Board in the fall semester, the Executive Board will review the Constitution and vote on changes and amendments offered. Changes will be announced to the general team. The Constitution will be reviewed again after the elections procedure has concluded, as a transitioning meeting between the existing and new Executive Board members. General teammates may suggest amendments at any time by proposing them during an Executive Board meeting.

Section 2. Ratification

For small changes to the Constitution, the Executive Board will vote on the changes. For any larger organizational changes, revisions to structure, or more significant modifications to the Constitution, the entire team must review the amendment. This will be voted upon in a Google form, as a simple majority decision.

Article X. Bylaws

I. Trainings & Certifications
   - A. All Executive Board members must complete mandated trainings as offered by the Office of the Dean of Undergraduate Students and Campus Rec. This includes first aid and CPR, fundraising training, and any others.
   - B. At least two members of the Executive Board must be van-certified in order to provide transportation to tournaments.
     1. This is offered by P-Safe.

II. Financial Information
   - A. Chartstring:
     1. Department
     2. Dept - 55505
     3. Fund - A0006
     4. Program - ST039
   - B. To submit reimbursement requests, use Concur: https://travel.princeton.edu/
     1. Upload receipts and set approver to Sports Club Director.
   - C. Our accounts are as follows: A0000, or the general fund applied for from Campus Rec, A0006 or the team's account, and B0001 which is the alumni fund.
   - D. A0000 must be reapplied for each year. This value does not carry over and must be spent by the end of the academic year.
   - E. A0006 is the team's personal funds and can carry over. All fundraised amounts go into this account.
   - F. B0001 contains all alumni donations.
   - G. To submit a funding proposal to Campus Rec, the requirements are as follows:
     1. Cover page explaining why more money is needed, and a detailed budget request for additional costs.
     2. Fundraising goal should be ⅓ of the projected budget.
     3. Include roster going into the fall.
        a) Class year/gender.
        b) Breakdown by competitive/recreational.
     4. Itemized projected list of income and expenses.
     5. Officer list and contact info.

6. End of year write up about seasonal activity.

III. Marketing & Recruitment
   A. Media Day will be held at least once annually.
      1. Request photographers from Campus Rec using this form: https://forms.gle/hdKSBGLWqF8ZWy9v8
   B. A merch store will be open all year long through Kampus Klothes.
   C. The team's email address is:
      1. Email: princetonbball@gmail.com
      2. Password provided from President to President and changed annually.
   D. There are two Instagram accounts associated with PWCB:
      1. @princetonwcb (primary) or @princetonwcbb (secondary)
      2. Passwords provided by the President and changed annually.
   E. All communications internally will be done using GroupMe.
      1. Ownership of this group chat will be transferred from President to President.
   F. All external communications will be done using the email address.
   G. Logos must adhere to Princeton's coloring scheme and standards.
      1. These are provided by Campus Rec.

IV. Logistics
   A. To reserve rooms for events: https://conferences.princeton.edu/reserve-space
   B. The Drills Dictionary and PWCB Playbooks must be updated regularly by the Captain(s).
   C. All files will be accessible by the Google Drive of the Gmail account.
   D. After elections, there will be a transition period in which all prior Executive Board members will train and transfer knowledge to the incoming Executive Board.