

MISSION STATEMENT:

The Triathlon club is a competitive MIT Club Sport team of MIT affiliates (students, post-docs, faculty, staff, and their spouses/partners) who train and race in multisport events. Our club is for people of all levels of experience and athletic ability. We have a USAT Certified coach, [Bill Steele](#), who leads several pool and open water swimming practices as well as track workouts, Functional Movement Screening (FMS) sessions, and video recording with voice-overs to help optimize swim technique.

CLUB ACTIVITIES AND MEETINGS:

The majority of work-outs are motivated by our members and change on a weekly basis. Members may subscribe to the email list to receive notification of work-outs and group activities. In addition, we typically hold weekly group practices. These fixed weekly workouts and others (led by individuals on the team) are posted to the team Google calendar on our website [here](#). These workouts are generally confirmed and are first broadcast to the team via our email list: triathlon@mit.edu. Sign up using the link at the top of the Workouts page. All you need to do to practice with our team is sign a Club Sports waiver and bring it to your first practice (available [here](#)).

In addition to practices, we also race competitively in summer race series (Max Performance Races, for example) and in the Northeast Collegiate Triathlon Conference (NECTC.net). The club funds race registration and associated travel and lodging for many of the team-targeted races via reimbursements. To race with the team (and thus receive reimbursements), you must be an MIT affiliate and pay an annual \$140 club dues fee (financial year begins May 1, starting in 2013).

During these meetings all decision are voted upon by attending members. This process is only relevant during election-meetings and is not used during relevant training sessions. In this case, the leader of the training session (the organizer or the individual who posts the workout to the list-serve) makes decisions for that meeting.

In the case of a workout-based meeting, a simple majority in addition to the consensus of the workout leader is sufficient for quorum. In the case of a general body meeting, quorum requires at least 50% of the executive committee as well as 10 additional non-executive members.

MEMBERSHIP:

As a group we have multiple levels of membership that cater to a diverse group of individuals at MIT. This organization will not discriminate based on any characteristic listed in MIT's Nondiscrimination Statement. The club is open to all MIT students. The definition of, requirements for and benefits of each of these levels is articulated below.

<p>Non-racing members: Members that regularly attend team workouts will pay dues of \$30. This will give them access to those workouts, as well as all sponsorship deals the club has (e.g. XTerra wetsuits, etc.). This will be on an honor system, though officers will ask regulars to pay \$30</p>

<p>MIT Student Racing members: will pay dues of \$140. This gives the same benefits as above, but allows you to race at any number of the targeted races at the team's expense (unless a particular race has to be capped). Note, dues cover one entire season of racing (i.e. May 2013-May 2014, and must be paid before your first race)</p>

<p>MIT-Affiliate (Faculty, Staff, DAPER member) Racing members: will pay dues of \$140. This gives the same benefits as above, but allows you to race at any number of the MaxPerformance races at the team's expense (unless a particular race has to be capped). Note, dues cover one entire season of racing (i.e. May 2013-May 2014, and must be paid before your first race)</p>
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In the situation where a student cannot afford dues, the individual may submit a proposal to the executive committee demonstrating a willingness to contribute to the club in other forms (volunteering, holding an officer position, bringing in sponsorship) in return for waiving dues.

OFFICER POSITIONS AND ELECTIONS:

Elections: Once yearly, the current triathlon executive committee will hold a general body meeting in which officers are elected for the following year. This meeting, which usually occurs towards the end of the Spring semester, is open to the general body and all students and MIT affiliates are invited to attend, nominate (themselves and others) as candidates for the executive committee. Elections consist of the following stages:

- Nomination
- Brief presentation of candidates: Each candidate may state, verbally or via email to the club, why they are running for the position.
- Voting: This requires a simple majority of members present. Absentee votes are not allowed.

After the general body meeting, officer positions are held through the full year until the next election (typically May-May). The summer may be used as a transition period where the incoming officer might shadow the outgoing officer as training.

Removal: An officer may be removed if the individual can no longer fulfill the position or if a complaint is submitted by a club member. Complaints must be submitted to the remainder of the executive committee for review, in which case a simple majority of remaining members can remove the officer or reject the complaint. If an officer is no longer able to fulfill their duties, they must submit a proposal to the remaining executive members with possibilities for filling that position after they leave.

1. President:

The President has the responsibility of **integrating** all actions and initiatives by/of the Club Membership Body with Institute governing bodies (ASA, CSC, etc.) in addition to **interfacing** with all club Officers and Members in order to achieve the club's goals.

The President must always retain the "bigger picture" in regards to the annual schedule, funding and organization, and Club Member needs. The President is the "face" of the club and must always represent the Club and MIT with dignity and must be knowledgeable about Institute and Club Sport rules of operation. The President must also frequently engage with Club Members in order to ensure the goals/needs of the Club are being met. The President must also be a distinct member from the Treasurer and must also be a current MIT student.

Broad tasks include:

- Applying for funding and monitoring finances (with Treasurer)
- Encouraging increased membership (with Vice President and Social / Publicity Chair)
- Polling club members to understand their needs (e.g. funding particular races, purchases of club capitol, organizing group meetings/workouts, etc.)
- Working with Sponsorship to improve club member benefits
- Distributing all appropriate information to members and interested parties/supporters (via Webmaster)

- Setting the annual calendar
- Complying with all Institute bylaws and submitting appropriate documents

Specific tasks include:

- USAT Nationals
 - Organize Nationals team selection, funding, and logistics.
- Summer Racing
 - Select summer racing calendar based on Club Member input, determine total available funding and thus appropriate reimbursement %s, assist in recruitment of racers and logistics.
- Northeast Collegiate Triathlon Conference (NECTC)
 - Remain in constant communication with NECTC commissioner(s) regarding NECTC race calendar and club participation/roster. Assist with funding, racer recruitment, and logistics.
- MIT Recruitment and Outreach
- Hold biannual club meetings (or more)
 - Officer elections annually
- Hold Officer meetings to ensure distributed workload and progress on club initiatives
- Apply for funding (ASA, CSC) and enable Club Members to apply for funding (GSC) for annual schedule and for Nationals-specific events
- Remain in contact with Club Supporters (e.g. benefactors) *and always attempt to gain new ones*

2. Vice President:

The **Vice President** is responsible in assisting the President accomplishing club goals. Because the Vice President's responsibilities are by definition broader than other officers, he/she ought to tackle "large-picture" tasks facing the club.

Specific tasks:

- Managing the memberships of the club.
- Reserving lanes at the Z-center pool before every semester by contacting Jody Mello (jmello@mit.edu), in accordance with Bill's availabilities.

3. Treasurer:

The **Treasurer** has the responsibility of maintaining the funds and budget of the Triathlon Club. The importance of the position include preparing a budget for upcoming years, keeping the budget up-to-date as transactions are completed, and projecting the budget with respect to current and expected expenses and funding. Furthermore, the Treasurer is responsible for processing income (checks/dues/sponsorship) and expenditures (reimbursements/capital goods/transportation) with the club's MIT banking account. The Treasurer must be a distinct individual from the Treasurer and must also be a current MIT student.

- Prepare a budget for the Summer/Collegiate Race Season by May of each year
- Keep the budget up-to-date as transactions are made throughout the year.
- Reporting back to the executive committee on the status of club funds, budget, and to-be spent funds.
- Advising the executive committee on the expected budget requirements/concerns for decision making. This includes races to attend, reimbursement policies, dues amounts/policies, Collegiate Nationals funding, and capital purchases.
 - Additional Duties:

- Help President with applications to MIT funding bodies for annual income (CSC, GSC, ASA)
- Assist Sponsorship Chair in attaining financial contributions to club
- Keep an up-to-date list of dues-paying membership to provide when needed
- Submit yearly proposed budget to CSC on time
- Anticipate the spending of CSC money in a timely and appropriate manner such that the funds are completely spent each year

4. Sponsorship:

The **Sponsorship Chair** has the responsibility of finding new sponsors, working with current sponsors, and extending sponsor benefits to club members.

- Reach out to companies who can be new sponsors of the club and work to get them to sponsor our club with money, discounts, or goods.
- Communicate with current sponsors. This is important keep a good relationship, maintain a connections list, and allow the club to reach higher sponsorship with each sponsor.
- Provide to the sponsors benefits that they are looking for. This includes working with the clothing officer to put sponsors on club clothing, providing “marketing” kickbacks to the sponsors, and putting together a sponsorship-benefits packet.
- Communicate with and extend to club members about the sponsor benefits. This includes organizing orders for discounted products on a timely basis throughout the year.

5. Webmaster:

The **Webmaster** is in charge of maintaining the content on the MIT webpage (triathlon.mit.edu). At the request of club and executive committee members, the website content should be updated in a timely manner.. Furthermore, the webmaster should work with other executive committee members to periodically update the club’s twitter and facebook feeds.

6. Social Chair(s):

The **Social Chair(s)** is/are in charge of promoting the club outside of athletics, administration, and athletics. This includes outings, parties, community events and club promotion. The chair has been filled by multiple people in the past and is sometimes appointed. It is helpful to almost form a committee with this position such that a lot of outreach can be coordinated. The chair(s) is in charge of:

- Coordinating social events such as team dinners and parties
- Publicity and outreach:
 - Running events such as IronNerd and the Multisport Expo 5k.
 - Recruiting by helping set up booths at events like the Activities Midway, Wellness Week, etc.
 - First-year summer mailing, other publicity.

7. Clothing Chair(s):

The **Clothing Chair(s)** is/are required to make sure that club athltese are outfitted with the most current, highest quality and value triathlon uniform. Generally, the clothing officer must reach out to the clothing

company to get the order start, reach out to the club to receive orders from members. The uniforms must be approved by the chair, an order placed, the uniforms delivered to members, and the payment received and deposited. Furthermore, it is helpful to for the chair to help out with other clothing purchases outside of uniforms. The chair is in charge of:

- Putting together 2 clothing purchases per year. This includes: working with a company who will provide quality and timely uniforms at a reasonable price; working with the club and manufacturer to put together the uniform design, including the correct sponsors; advertising to the club and affiliated members the uniforms.
- Working with other officers who are interested in purchasing non-uniform clothing.

8. The Logistics Chair(s):

- Organizing logistics for each race that MIT is targeting. This includes accumulating a list of registered racers, determining who can drive a personal car, reserving rental cars as necessary and communicating with rental car drivers, and proposing an itinerary to the participants.
- Working with the treasurer to propose travel requirements to each of the attended races for budget purposes
- Report to the treasurer who utilized Triathlon transportation to race, and helping to determine if they can be reimbursed, or need to pay the club, depending on their membership status.

AMENDMENT PROCEDURES:

Amendments to this constitution will be proposed to and decided by the Triathlon Club Executive Committee (as defined by the list of officers above). Amendments will be proposed on a meeting schedule before the meeting is to be held. At the meeting, officers will come to a consensus, or otherwise vote, on the proposed amendment. If a consensus or winning vote cannot be found, the idea will be opened to input from the entire club. The consensus or voting must be among a majority of the total TriExec membership.

If a decision must be made on a matter in a short manner of time, a decision can be made via email discussion. This requires the proposal be made to the TriExec list serv, and voting approval be made by the majority of the TriExec membership.

At this point, the procedure is not incredibly formal. This is to suggest good discussion, input from all members, and fluidity in the system. If at some point the procedure needs to be made more strict, that is an amendment that can be made.

THE ASA GOVERNMENT CLAUSE:

"The Triathlon Club agrees to abide by the rules and regulations<<http://web.mit.edu/asa/start/rules.html>> of the Association of Student Activities, and its executive board. This constitution, amendments to it, and the by-laws of this organization shall be subject to review by the ASA Executive Board to insure that they are in accordance with the aforementioned rules and regulations."