

University of Michigan Club Triathlon Team Constitution

Preamble: We, the members of the University of Michigan Club Triathlon Team, in order to develop effective student organizations and leaders through training and education, do hereby establish this constitution.

Article I: Name

The official name of the organization will be “University of Michigan Club Triathlon Team”, henceforth referred to as Michigan Triathlon

Article II: Affiliation with Other Groups

Michigan Triathlon is sponsored by and affiliated with the Department of Recreational Sports at the University of Michigan. Michigan Triathlon understands and is committed to fulfilling its responsibilities of abiding by the University of Michigan policies and procedures as well as those outlined in the Club Sports handbook. Recreational Sports reserves the right to remove officers, coaches, or members of the organization for policy violations or safety concerns.

Michigan Triathlon is a member of the Mideast Collegiate Triathlon Conference (MECTC), a regional division of USA Triathlon.

Article III: Purpose of the Club

Michigan Triathlon exists to promote competitive multisport endeavors at the university. The club provides opportunities for members to find a community of athletes to initiate or maintain a competitive lifestyle of swimming, biking, and running through racing, sponsorship, and service. The club’s vision is to cultivate and empower new and experienced multisport athletes, while developing a sense of camaraderie, leadership, and personal integrity.

Article IV: Advisor

Recreational Sports will provide Michigan Triathlon with a staff advisor. This individual will be the advisor of records for the organization, and the organization may not substitute the Recreational Sports staff advisor with a different faculty/staff on campus. The advisor shall not vote on official organization business.

Article V: Membership

001| Membership guidelines are constructed following interpretation from Club Sports membership and eligibility requirements. Clubs must be comprised of a minimum 90% student membership; non-students can only comprise 10% of the membership.

002| Requirements of all participants: Upon each new academic year (or winter semester in the case of late registration), all participants must agree to and sign the Participation Agreement and Code of Conduct by the established deadline. All participants must have proof of medical insurance to participate in Michigan Triathlon. All members must pay team dues by the established fall and winter deadlines and attend sexual misconduct training in accordance with club sports regulations.

003| The joining process is as follows. The prospective member attends a practice, either during the trial period at the beginning of the semester or through a guest form. The prospective member decides to join the team and pays dues to the treasurer. Once the prospective member has paid dues, he/she will be added to the team email list, added to the MaizePages roster, and will be required to submit the participation agreement and attend sexual misconduct training. Once the above has been done he or she is an official member of the club.

004| Non-student members: Individuals who are university affiliates, sponsored affiliates, and specific non-university affiliates are eligible to join Michigan Triathlon. Information regarding eligible non-student members can be found in the Club Sports Handbook.

005| Minors: Minors who are not students at the University of Michigan are ineligible for membership.

006| Guests at Practice: If there are prospective members after the Club trial period, or a guest of the club wishes to attend a practice, the Club must request this allowance at least 10 days in advance to the Club Sports office. Guests must have a photo ID to practice.

007| Removal of member: The executive board reserves the right to remove a member from the roster by majority officer vote in the case of serious misconduct or continuous insubordination. Such offenses may include but are not limited to repeated use of illegal substance prior to or during sponsored competitions, knowingly acting to put him/herself or others in danger, sexual assault or harassment, violence or threats towards himself or another member.

008| University of Michigan Triathlon Club is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, height, weight, or veteran status in its membership or activities unless permitted by university policy for gender specific organizations. Upon joining the organization, all members agree not to undermine the purpose or mission of The University of Michigan Club Triathlon Team.

Article VI: Leadership Structure

001| Elected Positions: Club Sports are student-led organizations that are developed, governed, and administered by student officers that are members of the club. There are eight required positions that are elected annually, and one position that is appointed annually.

002| President: Presides over all club business, enforces the club constitution, completes all necessary paperwork and meets deadlines, maintains a strong and positive relationship with the Club Sports Department, sponsors, USAT, and affiliated organizations. Facilitates board meetings, ensuring all officers are making progress in respective areas and intervenes/assists when necessary. Responsible for organizing recruitment events for the new year. Makes final decisions in the best interest of the club when the board is undecided.

003| Vice-President: May assist the President with his/her responsibilities and should have a full understanding of the operation of the club should they need to assume the president's responsibilities in his/her absence. Presides over internal affairs, including maintaining the competitiveness of the team by collaborating with the coach, ensuring effectiveness of practices and competitions, and being knowledgeable of team inventory and/or repairing equipment. Acts as the travel coordinator for the team, booking hotel rooms and transportation for competitions, ensuring there are enough approved drivers in the club, and delegating responsibilities as he or she feels necessary.

004| Treasurer: Ensures all club financial obligations and operations are met, will keep records of all club transactions, completing necessary financial paperwork in a timely fashion, work closely with the Club Sports Financial Assistant. Will maintain the balances of all club accounts and assets.

005| Secretary: Shall oversee organizing email lists, roster sheets, officer meeting minutes, and sending competition invitations on Maize Pages. Will keep the Club Sports department informed of the club's achievements during the competition season.

006| Fundraising Chair: Organizes community service and fundraising events for Club Triathlon. Will work with other officers to keep track of service hours. Recognizes that fundraising is an essential part of the club's budget.

007| Apparel Chair: Collaborates with a clothing vendor for yearly club apparel. Seeks input from club members for what apparel is wanted. Responsible for organizing apparel orders for the Club.

008| Social Chair: Works to make MTri an inclusive student organization for all members. Plans one formal event and a spring break trip each year. Works with the other officers to determine a cost for those attending the respected events.

009| Marketing Chair/Webmaster: Updates Club Triathlon's website regularly, assists in advertising the mass meeting, fundraising and other miscellaneous events during the academic year. Will work with other officers to develop a unique MTri "brand".

010| Race Director: Appointed position. Works as a liaison for Club Triathlon and a local race company. Designs sport specific training events for the club and coordinates yearly race hosting schedule of at least one collegiate “home” triathlon.

011| Officer Elections: The Secretary will schedule yearly officer elections to occur during the winter semester of the academic year. The terms of elected and appointed officers will be from May-April. Following officer elections, the President will hold a meeting for present officers and future officers to exchange information and duties. All members who have fulfilled membership requirements outlined in Article V Section 2 are eligible to vote and nominate themselves for an officer position. Ballots are to be anonymous, may occur on paper or electronically, and are to be counted by two members appointed by the outgoing President, who are not up for election.

012| Removal of a Club Officer: To remove an officer from the executive board, all of the following must occur in the listed order:

- (a) A motion must be made by another officer to have the officer removed.
- (b) The officers, without the individual in question present, must decide on a 3/4 vote to have the officer removed.
- (c) The entire club must then vote to have the officer in question removed. On a majority vote, the officer is then removed from the executive board. Once again, the officer will not be present during the vote. The officer in question must be given the opportunity to defend and explain his or her actions before each of the votes above.
- (d) In the case of impeachment, the President shall appoint a new officer to fill the vacancy, except in the case of presidential impeachment, in which case the vice-president becomes the president.

013| Officer Resignation/Emergency Leave: In the case of premature officer resignation or emergency leave, the following dictates the response of the remaining officers.

- (a) Club Sports must be notified of the change to the executive board.
- (b) In the absence of the president, the vice president becomes the president for the remainder of the term.
- (c) If an officer becomes absent after elections have been held for the following year (February – April). The officer-elect will assume the position, with the assistance and guidance of the current board members.
- (d) The president reserves the right to appoint a member to fill the vacant role for the remainder of the term. The nominee does not have to be approved by a majority board vote.
- (e) At the discretion of the board, the officer of leave may or may not be barred from returning to his/her position or running for another position in the future.

Article VII: Board and General Meetings

001| Officers shall arrange and facilitate general meetings as needed at a time chosen in consideration of the schedules of all club members, the faculty advisor, and/or prospective guest speakers, etc. of the club.

002| An officer is only allowed to request an absence from a board meeting two times a semester. There must be a minimum 24-hour notice from any officer that is unable to attend.

003| A competitive team(s) may be selected from the overall club body for specific competitive or training events, such as draft legal race selection for USAT Nationals. Selection criteria may include:

- (a) Class standing.
- (b) Racing credentials.
- (c) Event eligibility requirements.
- (d) Dues paid in full.
- (e) The President's discretion based on special circumstance.

004| The President is expected to delegate an officer to attend monthly Club Sports Council (CSC) meeting during the academic year. The officer that attends the soonest CSC meeting will be determined at the first MTri officer meeting of that respected month.

Article VIII: Finances

Dues will be collected at the beginning of each semester, and at any time when new members join the club. Team dues are currently \$100/year or \$60/semester, but is subject to change at the discretion of the executive board. Dues will expire at the beginning of the Fall Term following payment, regardless of when the dues were paid.

Article IX: Coaches

The responsibilities and expectations from a coach will be determined by the President, Vice President, and Club Sports Advisor. If a coach were to be given payment the Treasurer will work with the President and Vice President to develop a written memorandum of understanding (MOU) that clearly lists the objectives and role that the coach will fulfill for Michigan Triathlon.

Article X: Mental Health and Wellbeing

The University of Michigan is committed to advancing the mental health and wellbeing of its students. If you or someone you know is feeling overwhelmed, depressed, and/or in need of support, services are available. For help, contact Counseling and Psychological Services (CAPS) at (734) 764-8312 and <https://caps.umich.edu/> during and after hours, on weekends and holidays, or through its counselors physically located in schools on both North and Central Campus. You may also consult University Health Service (UHS) at (734) 764-8320 and <https://www.uhs.umich.edu/mentalhealthsvcs>, or for alcohol or drug concerns, see www.uhs.umich.edu/aodresources.

Article XI: Behavior Expectations for Members

001| All members of Club Triathlon, including all officers, will agree to and adhere to the following team regulations.

- a. Team dues will be paid on time to the date set by the Treasurer.

- b. If I agree to compete in a team competition, I will be in attendance to a majority of practices and will be punctual.
- c. I **absolutely, unquestionably** will not use any illegal, or inhibiting substances 24 hours before a competition. If I am found to be under the influence of any drug (including alcohol) during a competition, in a university vehicle, or in lodging provided by Club Sports, I understand that I will be suspended from the next competition by the executive board. In the instance of a second offence, I will be suspended for the subsequent event, and automatically disqualified from participating in the next national championship race. In the third offense, I will be expelled from the club.
- d. If I suspect that one of my teammates is under the influence, I will report it to at least 2 executive officers, **without** confronting the individual.

Article XII: Amendments and Ratification

001| Suggested amendments to this charter may be proposed in writing by any member (as defined in Article V) or officer (as defined in Article VI). Amendments must be in the best interest of the club and approved by an executive board majority vote.

002| This constitution is to be reviewed and signed by all upcoming board members before the beginning of each fall semester.

Last Updated July 2017

Approved, Gerrit S. Williams et al.