



## **CONSTITUTION**

Date adopted by the council: October 24, 2007

**Article I**     Name  
The McGill Triathlon Club

**Article II**     Object  
The mission of the McGill Triathlon Club (MTC) is to promote a healthy lifestyle, team spirit and the participation in multi sport events at McGill University, as well as at the local, national, and international level, through a professionally designed and coached program.

**Article III**     Membership  
Membership is composed of both current members and the Alumni. A current member is any person having paid for the current training session.

An alumnus is any person having paid for 2 training sessions within a period of 12 months.

- A) Any McGill student or person 18 years of age or more may become a member of the club
- B) The council reserves the right to decline membership (s)
- C) The council reserves the right to limit the number of members
- D) All members of the McGill Triathlon Club are subject to the regulations of the Quebec Triathlon Federation

## **Article IV**     Officers

The officers of the club are:

President

Vice President of Communications

Vice President of Finances / Receivables

Vice President of Finances / Payables

Vice President of Information Systems

Vice President of Marketing

Vice President of Social Affairs

The duties of the officers are as follows:

- A) The President as chief executive officer is chairman of the council and represents the members at all official occasions. The President is responsible to ensure the club is operated within the guidelines of its mission statement. The President provides guidance to the council to accomplish its mandate and to ensure its integrity.
- B) The Vice President of Communication is responsible for communicating all programs to the Current Members. This officer issues all official notices to the McGill Triathlon Club.
- C) The Vice President of Finances / Receivables is responsible for collecting the fees of the current members and maintaining the list of current members. This officer will also collect any monies due to the team from sponsors. This officer deposits all funds and in cooperation with the Vice President of Finances / Payables, is responsible for maintaining a ledger of all financial activities of the McGill Triathlon Club. The Vice Presidents of Finances are responsible for preparing financial statements of the clubs activities for the fiscal year ending August 31.
- D) The Vice President of Finances / Payables is responsible for making and processing payments for all operations of the McGill Triathlon Club as authorized by the council. This officer, in cooperation with the Vice President of Finances / Receivables, is responsible for maintaining a ledger of all financial activities of the McGill Triathlon Club. The Vice Presidents of Finances are responsible for preparing financial statements of the clubs activities for the fiscal year ending August 31.
- E) The Vice President of Information Systems is responsible for the update and maintenance of the McGill Triathlon Club website.
- F) The Vice President of Marketing is responsible for soliciting sponsorship for the McGill Triathlon Club. This officer, in cooperation with the President, maintains a liaison with the sponsors, media the community and the Federation.
- G) The Vice President of Social Affairs is responsible for interpreting the concerns of the club members and ensures that the members' concerns are given a voice in the council. This officer is responsible for arranging various social functions for the purpose of maintaining a dynamic social atmosphere among the club's members.

**Article V**     Fees

Fees, as determined by the council, shall be collected to cover the membership dues of club members no later than the final day of the open house period for a given session.

**Article VI**     The Council

The governing body of the McGill Triathlon Club is its council.

The council consists of the officers of the club.

In the absence of the President, all officers of the club are equally responsible for the McGill Triathlon Club's operations.

The President will call regular meetings not less than once per academic session and notice will be provided 1 week in advance. Emergency meetings may be called with little or no prior notice.

Each officer has 1 vote.

Quorum is majority of the council.

Procedural authority is based on Robert's Rules of Order.

**Article VII**     Awards

Award recipients are selected by the council according to the Nomination Requirements set forth by the council in Annex 1.

**Article VIII**     Finances

Club funds will be spent after the council has given specific approval of such spending. Expenses by the President greater than \$250 must be communicated to the council for its approval.

The President and VP Finance / Payables are the Club's signing officers.

**Article IX**     Elections and Appointments

Council elections are held February – March every 2 years.

The mandate of the council is 2 years.

The President is selected by the council in situ no less than 2 months prior to general elections. The President may be a Current Member, an Alumnus or a member of the Coaching Staff.

The officers of the council are elected by Current Members, the Alumni and Coaching staff via email. Notice of the process is conducted via email by the Campus Recreation Club's Coordinator who will act as the Chief Electoral Officer.

The President will issue notice of the results of the election.

In the event of the departure of an officer, the council shall select an interim replacement until their return or until the following election. The VP Communications will issue notice of the appointment of an interim officer.

**Article X**     General Assembly

The VP Social Affairs shall call at least 1 General Assembly during the regular academic year. Members of the McGill Triathlon Club shall be notified at least 1 week in advance.

Procedural authority is based on Robert's Rules of Order.

**Article XI**     Affiliation

The McGill Triathlon Club is affiliated with the Quebec Triathlon Federation.

**Article XII**     Amendments

This constitution may be amended only through the following procedure:

- A) Passage by two-thirds vote of the council and
- B) Ratification by the Campus Recreation Clubs' Coordinator.

# ANNEX I

## NOMINATION REQUIREMENTS

The purpose of the awards is to recognize outstanding MTC-ers among the McGill Triathlon Club. This will contribute to creating a legacy and an identity for the MTC. The following will serve to define the requirements for consideration of nomination as an MTC-er who has distinguished themselves in the past year.

The nomination and voting processes will be conducted as follows:

- 1) The nomination and voting period takes place during the Fall semester.
- 2) The nominee must have been an MTC-er and attended practices regularly for a minimum of two out of three sessions of the current calendar year (i.e. from January to the present fall semester), including the current Fall session.
- 3) Nominees will be chosen by the Council, following thorough examination and discussion of the current session's membership list (with consultation of past sessions' lists to ensure criterion 2) is met).
- 4) Nominees must receive the support of a majority of the Council to be included on the ballot.
- 5) There is a minimum of 4 and a maximum of 6 nominees per category.
- 6) The final list of nominees to vote on will be distributed via e-mail and Facebook to the membership list of all 3 previous seasons (Winter, Summer and Fall).
- 7) Awardees will be chosen based on the candidate receiving the most votes.
- 8) Council members may be nominated, but may not vote in the final vote. One Council member who is NOT a nominee will be responsible for counting the votes.
- 9) Club members are limited to one vote per person for each category. It is at the discretion of the Council to monitor results for suspicious activity.
- 10) An MTC-er may only win in one category (with the exception of the Coaches' Choice award) but may be nominated in more than one category. In the case where a member wins the most votes for two awards, he/she will receive only the award for which they received the largest margin of votes while the other award will be given to the runner up of that category.

### **Male and Female Athletes of the Year**

The Athlete of the Year must meet all of the following requirements:

- 1) The athlete must have raced in at least one multi-sport event in the past calendar year on behalf of MTC (e.g. raced in MTC gear, raced at an MTC target race, etc. This is at the discretion of the Council).
- 2) He/she must have demonstrated outstanding performance in their races (e.g. top 3 age group ranking, top MTC athlete at a team target race, etc.)
- 3) He/she may have raced at a local or international level in any country. The athlete does not need to have raced in Quebec (physically with the club) to be eligible for this nomination.
- 4) Even though the purpose of this nomination is to recognize performance, the male/female athlete of the year must also have demonstrated good spirit and involvement in MTC activities.

### **Gabriel LeBlanc Award for Most Valuable Member (Most Spirited MTC'er)**

The Most Spirited MTC-er must meet all of the following requirements:

- 1) The MTC-er must have demonstrated excellent spirit at all times.
- 2) They must have been positive, encouraging, and welcoming at training sessions and races.
- 3) They must have shown dedication to the club outside of workouts through participation in social activities.

### **Rookie of the Year**

The Rookie of the Year must meet all of the following requirements:

- 1) The Rookie of the Year must have had joined the MTC in/after the previous Fall session.
- 2) They must be new to the club and new to the sport. This excludes:
  - a. Athletes who have competed in at least two of the three triathlon disciplines: swimming, cycling or running;
  - b. Athletes who were previously members of another triathlon club for greater than 12 months;
  - c. Athletes who previously competed in a triathlon at a competitive level.
- 3) The Rookie must have demonstrated determination, persistence, and good spirit.
- 4) The Rookie must have competed in at least one multi-sport event as an MTC athlete and have performed well on his/her improvement curve. Placing well in the rankings is not a requirement for this award, but the

athlete should have shown a good performance for their level of experience.

**Coaches' Choice Award**

The awardee will be selected among the coaches independent of Council input. However, coaches will be informed of the other awardees prior to finalizing their selection. It is at the coaches' discretion whether they choose to take this information into account in their selection.