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USA TRIATHLON COLLEGIATE CLUB CONSTITUTION SAMPLE/TEMPLATE

PREAMBLE

We, the members of the _____ Triathlon Club at _____ University, establish this Constitution on [date] to define the structure, governance, and purpose of our organization as a recognized collegiate triathlon club registered with USA Triathlon.

ARTICLE I: NAME OF ORGANIZATION

The name of this organization shall be: _____ Triathlon Club. The name may only be abbreviated as _____ for purposes of university and club sport recognition.

ARTICLE II: AFFILIATION

1. The club shall be recognized as a student organization at _____ University.
2. The club shall comply with all university policies governing sport clubs and student organizations.
3. The club shall be registered with USA Triathlon as a collegiate club and shall compete within its designated collegiate conference.
4. The club shall abide by all USA Triathlon policies, rules, and eligibility requirements, as well as all rules of the US Center for SafeSport, the USOPC, and USADA.

ARTICLE III: PURPOSE

The purpose of the _____ Triathlon Club is to promote the sport of triathlon within the university community by providing opportunities for students to train, compete, and grow in swimming, cycling, and running. As a registered collegiate club with USA Triathlon, our club represents the university at conference and national events while fostering leadership, sportsmanship, and positive development. The club welcomes athletes of all experience levels and is committed to creating a safe and inclusive team environment.

ARTICLE IV: MEMBERSHIP

Section 1. Eligibility

1. Membership shall be open to all currently enrolled undergraduate or graduate students in good academic standing at _____ University.
2. The club shall not discriminate on the basis of race, color, national origin, religion, sex, gender identity, sexual orientation, age, disability, veteran status, or any other protected status under university policy. ***Note to Clubs-this should be aligned to your university's policy list.**

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3. Membership composition must comply with university sport club requirements.

Section 2. Membership Categories

Competitive Members

- Eligible to represent the university at USA Triathlon collegiate events.
- Must meet all USA Triathlon collegiate eligibility requirements.
- If competing at a USA Triathlon sanctioned event, be a member of USA Triathlon in good standing.

Non-Competitive Members

- May participate in practices, social, and non-collegiate events.
- May not score in collegiate-only divisions unless eligible per USA Triathlon rules.

Section 3. Requirements

All members must:

- Complete university-required waivers and participation agreements.
- Provide proof of medical insurance if required by the university.
- Pay dues by the established deadline unless waived by the Executive Board.
- Adhere to the Club Code of Conduct, and if they are members of USA Triathlon, adhere to USA Triathlon's Code of Conduct and all other USA Triathlon policies.

Section 4. Removal

A member may be suspended or removed for misconduct, unsafe behavior, violation of university policy, or violation of the Constitution by a majority vote of the Executive Board, subject to university procedures.

ARTICLE V: OFFICERS

Section 1. Officer Eligibility

Officers must:

- Be full-time students in good academic standing with the university.
- Be active members of the club and in good standing with the club.
- Meet any additional university eligibility requirements.

Section 2. Executive Board

The Executive Board shall consist of:

- President

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- Vice President
- Treasurer
- Secretary

[Optional Additional Roles (often dependent on club size):

- Social Chair
- Sponsorship/Fundraising Chair
- Marketing & Communications Chair
- Race Coordinator
- Travel Coordinator
- Apparel Coordinator]

Section 3. Officer Duties

- **President:** Provides overall leadership, serves as the primary liaison to the university and USA Triathlon, and ensures the club operates in accordance with this Constitution.
- **Vice President:** Assists the President, oversees internal operations and training coordination, and assumes presidential duties if necessary.
- **Treasurer:** Manages club finances, collects dues, maintains financial records, and oversees budgeting and expenditures.
- **Secretary:** Maintains meeting minutes, attendance/participation, club records, and manages internal communication.

ARTICLE VI: ELECTIONS AND TERMS

1. Officers shall be elected annually at the end of the Spring semester.
2. All members in good standing may vote.
3. Elections shall be conducted by an anonymous ballot through an online form.
4. A majority vote shall determine the elected officers.
5. Officers shall serve one-year terms beginning at the conclusion of the academic year or as designated by the club.
6. Vacancies (medical leave, study abroad, etc.) shall be filled by special election or appointment, consistent with university policy.

ARTICLE VII: MEETINGS

1. The club shall hold general member meetings at least once per semester.
2. The Executive Board shall meet at least once a month during the academic year.
3. The presence of a majority of officers is required for any Executive Board vote.

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ARTICLE VIII: FINANCES

1. Dues shall be determined annually by the Executive Board and approved by a majority vote.
2. All funds shall be managed in accordance with university financial policies.
3. Funds may be used for travel, lodging, race registration, equipment, coaching, uniforms, and other approved expenses.
4. The financial records shall be transparent and available to members upon request.
5. Any remaining funds at the end of an academic year shall carry forward for use in the following year in accordance with university policies.
6. In the event of dissolution, remaining funds shall be distributed in accordance with university policy.

ARTICLE IX: COACHES

1. The club may appoint head coaches and/or assistant coaches.
2. Coaches shall comply with university requirements.
3. Compensation, if any, shall be documented in writing and approved by the university.

ARTICLE X: RISK MANAGEMENT

1. At least two members shall maintain current First Aid, CPR, and AED certification.
2. Helmets are required at all cycling practices.
3. Swim practices shall comply with facility lifeguard requirements.
4. All injuries or incidents must be reported in accordance with university procedures.
5. Members shall follow all USA Triathlon multisport competition rules at sanctioned events.
6. Hazing is strictly prohibited.
7. The club shall comply with all applicable SafeSport training requirements as mandated by USA Triathlon.

ARTICLE XI: CODE OF CONDUCT

All members shall:

- Comply with all university policies and procedures.
- Follow all rules and eligibility requirements set forth by USA Triathlon at sanctioned events.

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- Adhere to USA Triathlon’s Code of Conduct and all other USA Triathlon policies (and all policies and rules of the US Center for SafeSport, the USOPC, and USADA), if they are members of USA Triathlon.
- Prioritize safety during all training sessions, competitions, and travel.
- Demonstrate respect toward teammates, competitors, officials, coaches, and university staff.
- Refrain from hazing, harassment, discrimination, or conduct that endangers the health or safety of others.
- Comply with all university and local laws regarding alcohol and prohibited substances at club events and during travel.

Title IX and Sexual Misconduct

The [REDACTED] Triathlon Club is committed to maintaining an environment free from discrimination, harassment, and sexual misconduct. All members are required to comply with the university’s Title IX policies and procedures.

Allegations involving sexual harassment, sexual assault, dating or domestic violence, stalking, or gender-based discrimination shall be referred to the university’s designated Title IX office and addressed in accordance with university policy.

Disciplinary Action

The Executive Board reserves the right to take appropriate disciplinary action for violations of this Code, which may include warnings, suspension of privileges, or removal from the club, in accordance with university policies.

ARTICLE XII: AMENDMENTS

1. Amendments to this Constitution may be proposed by any members in good standing.
2. Proposed amendments must be presented to the Executive Board.
3. Ratification requires a two-thirds vote of the Executive Board in accordance with university policy.

ARTICLE XIII: RATIFICATION

This Constitution shall become effective upon approval by:

- A majority vote of the club membership; and
- Approval by the appropriate university office