



Constitution

The Leadership Training Institute is also known as LTI.

Mission Statement:

The mission of the Leadership Training Institute is to create a sustainable community of diverse students and staff, and to promote the integration of leadership, service, and comprehension of self-identity into all aspects of their lives.

Article I: Purpose

The purpose of this organization is:

1. To teach motivated high school students the philosophy behind leadership, the importance of teamwork, and the importance of self-reflection and comprehension of self-identity.
2. To provide an opportunity for students to apply their leadership potential through hands-on experience and projects.
3. To allow high school students to learn from their MIT mentor/role model.
4. To give MIT students a way to learn from teaching and relay their experiences to students in a healthy mentor-mentee relationship.
5. To be the premier leadership-oriented student-run community service organization.
6. To be one of the many future leadership programs on college campuses.

Article II: Membership

Any member of the MIT community is eligible to become a member of this organization. LTI is divided into two entities: the executive board and mentors. Positions on the executive board will be filled using the election/promotion procedure. Mentors will be chosen by the Board of Directors during the spring semester.

Non-Discrimination Clause

The Leadership Training Institute is open to all students. As such, LTI will not discriminate in its membership selection on the basis of race, creed, color, national origin, age, sex, sexual orientation, personal appearance, disability, marital status, family responsibility, political affiliation or source of income, or other rights secured by the First Amendment of the United States Constitution.

Article III: Officers



Executive Board

The officers shall be a Managing Director, Associate Director, Public Relations Director, Programming Director, Finance Director, Expansion Director, Secretary, Human Relations Chair, Technology Chair, Marketing Chair, Recruitment Chair, Curriculum Chair, Logistics Chair, Mentor Development Chair, Alumni Relations Chair, Sponsorship Chair, Development Chair, and I-LTI Chair. In case of a vacancy, superior officers will take on responsibilities until a replacement has been recruited; priority of the position will be given to current executive members. Else, the executive board will conduct interviews and the new board member will be admitted based per LTI voting procedures.

Duties of Officers

⇒ All Directors:

- Ensuring that all tasks assigned to respective committees are completed.
- Keeping committee members accountable.
- Compiling and passing down “bibles” about committee and executive decisions.
- Holding weekly committee meetings and uploading minutes taken during meeting.

⇒ Managing Director

- Establishing vision and goals for LTI each year.
- Keeping committees on track
- Presiding over directors’, general body, and executive board meetings.
- Responding to messages from outside sources, unless relating to recruitment.
- Planning monthly General Body Meetings
- Maintaining accountability for Committee Directors

⇒ Associate Director

- Taking over Managing Director’s role, if necessary.
- Helping with the writing of proposals and agendas.
- Assisting the Managing Director
- Communicating between meetings

⇒ Secretary (Associate Director’s Committee)

- Being present at all meetings to take minutes and uploading to coordinator’s website
- Uploading agendas for upcoming meetings
- Reminding staff about action items
- Maintaining coordinator’s website, staff contact list, Google documents, Picasa web album, paper documents, and Gmail account



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- Documenting events and sessions
 - Maintaining supply of LTI T-shirts, mugs, bags, and paraphernalia
 - Representing LTI to the MIT Association of Student Activities
 - Breaking ties during quorum decisions at directors' meetings
- ⇒ Human Relations Chair (Associated Director's Committee)
- Creating, administering, and compiling evaluations
 - Planning one retreat per semester
 - Meeting with staff individually once a year to address issues in and out of LTI
 - Organizing LTI staff recognition with Staff of the Month certificates
 - Collecting and forwarding contracts at the beginning of the year to Secretary
 - Compiling LTI Facebook at the beginning of the year
 - Preparing treats for staff members' birthdays
 - Encouraging staff to meet with each other
 - Being the person to go to for problems
- ⇒ Alumni Relations (Associated Director's Committee)
- Contacting and following-up on students' final projects, during and after sessions
 - Maintaining contact list of current students during Spring Session
 - Planning Alumni mixers
 - Keeping track of student blogs
- ⇒ Public Relations Director
- Meeting with committee members and assisting with project tasks
 - Creating goals for committee
- ⇒ Marketing Chair (Public Relations Committee)
- Blogging twice a week about LTI, collecting thoughts from other staff members
 - Creating the monthly LTI newsletter
 - Contacting MIT administration and faculty
 - Updating brochures and flyers
- ⇒ Recruitment Chair (Public Relations Committee)
- Preparing for Student, Executive Board, and Mentor recruitment at the beginning of the year
 - Planning the annual LTI mixer at the beginning of the fall semester
 - Planning informational sessions
 - Maintaining slides to be presented in the Infinite Corridor
 - Planning events for Orientation and Campus Preview Weekend
- ⇒ Technology Chair (Public Relations Committee)
- Maintaining online LTI Facebook



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- Getting involved in technology-related curriculum (i.e. Scratch, PicoCrickets, student blogs)
- Maintaining LTI website, e-mail lists, and e-mail addresses
- Creating Athena accounts for students
- ⇒ Programming Director
 - Organizing and presiding over Opening and Closing ceremonies
- ⇒ Logistics Chair (Programming Committee)
 - Booking rooms for sessions and events
 - Getting materials for all sessions and events
 - Ordering food for sessions and events
 - Planning a retreat for the students
- ⇒ Curriculum Chair (Programming Committee)
 - Preparing curriculum for Spring Session by beginning of Mentor Training
 - Collecting and considering feedback for curriculum changes
 - Revising curriculum as necessary during Spring Session
 - Administering student evaluations to measure the progress and improvement of LTI.
- ⇒ Mentor Development Chair (Programming Committee)
 - Decide and evaluate mentors for upcoming year
 - Planning Mentor Training sessions during fall semester
 - Being present at all sessions to debrief mentors before and after evaluations, receiving evaluations from students, making choices about appropriateness of activities, ensuring that sessions run smoothly, and making summary reports about each session
- ⇒ Finance Director
 - Maintaining record of expenditures
 - Authority to deposit and withdraw from LTI accounts
 - Preparing budget for each year and allotting amounts to each committee
 - Writing proposals for grant applications
- ⇒ Sponsorship Chair (Finance Committee)
 - Looking for grants and assisting the Finance Director with grant writing
 - Looking for corporate sponsorship
 - Ensuring that LTI has enough funding to keep the program sustainable (~\$6000 per year)
- ⇒ Expansion Director
 - Aiding with the creation of LTI-in-a-Box
 - Facilitating communication with other committees
 - Aiding with I-LTI depending on individual countries
- ⇒ Development Chair (Expansion Committee)



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- Coordinating with Programming Director and Curriculum Chair to create equivalent LTI curriculum (LTI-in-a-Box) for other schools to adapt
 - Working with Public Relations Committee to contact potential locations to start LTI
- ⇒ I-LTI Chair (Expansion Committee)
- Organizing partnerships with MIT and non-MIT groups and organizations for international opportunities
 - Implementing versions of LTI's leadership program in international locations
- ⇒ Student Selection Committee will consist of the Managing Director, Associate Director, Public Relations Director, and Mentor Development Chair

Mentors

There will be eight mentors who will facilitate activities and discussions during the Spring Session.

Duties of Mentors

- Reviewing curriculum and preparing activities for sessions
- Actively participating and engaging students
- Meeting with students outside of session time in order to complete final projects
- Connecting students to MIT resources
- Attending all sessions during Spring Session; two excused absences will be allowed

Students

Students for the Spring Session will undergo an application process involving a series of short-answer questions and a teacher recommendation letter. Students will be selected by the Student Selection Committee based on their ability to show the following: self-motivation, desire to serve the community, commitment, positive attitude, desire to actively participate, potential for personal development, and integrity.

Responsibilities of Students

Students will be responsible for completing weekly assignments (usually containing of blog entries and personal reflection pieces) as well as writing a proposal and presenting their Final Projects at the Closing Ceremony. Attendance is mandatory at all sessions; only two absences will be accepted before exclusion. Students are expected to actively participate in all activities in addition to showing respect for self and others.



Election/Promotion Process

The last General Body Meeting of the academic year will be devoted towards electing new positions. Nominations will be sent to the Human Resources Chair at least one week prior to the election meeting. Nominees will be notified and will present their platforms at the GBM; multiple platforms are allowed and priority rankings will be sent to the Human Resources Chair. Nominees for director positions must have previous LTI experience. Eighty percent (80%) of LTI staff shall be present at the election meeting to establish quorum. The candidate who receives the most votes will be elected to the position. Positions that are still open after the election meeting will be recruited during Orientation of the next fall semester.

Accountability System

In order to keep the management of the organization efficient, all staff members of LTI will be required to sign a contract at the beginning of each year. Staff members will be expected to obey the contract during the academic year, during which the contract applies. The Board of Directors will determine what constitutes a contract violation.

Upon the first violation of the contract, the member will be given a warning and expected to meet with the Board with Directors to discuss ways to fix the problem.

Upon the second violation of the contract, the member will be assigned a special project related to LTI by the Director of the member's committee. The member will meet with the Board of Directors again to work with issues.

Upon the third violation of the contract, the member will be expelled from LTI after voting by Directors.

Article III: Meetings

The Board of Directors will meet on a weekly basis to ensure projects are being completed. Directors will meet with their committees on a weekly basis. All LTI staff will gather monthly at the General Body Meeting. Mentors will attend a minimum 10 hour training session during the fall semester as well as all twelve of the sessions of the Spring Session.

Article IV: Voting Procedures

For decisions regarding voting, probations, expulsions, constitution amendments, executive board rotations, and executive board re-organizations, the Board of Directors will have the final decision. Five out of six directors must be present to establish quorum; simple majority is sufficient to make a decision. Should a tie occur, the secretary gives the tie-breaking vote.



Article V: MIT ASA Governance Clause

The Leadership Training Institute at MIT agrees to abide by the rules and regulations 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.