

# ***Naas Triathlon Club***

## ***Club Constitution*** **2023**



**TRIATHLON IRELAND**



## Naas Triathlon Club Constitution



Voted on and Ratified on 02 December 2023

### **PLEASE REFER TO PARAGRAPH 16 PRIOR TO MAKING ANY CHANGES TO THIS DOCUMENT**

#### 1. Name

- a. The name of the Club shall be Naas Triathlon Club.
- b. The Club's colours shall be Black, White and Yellow (flouro).

#### 2. Objectives

- a. The objectives of the Club shall be to:-
  - i. encourage the practice and development of triathlon in Naas and surrounding areas.
  - ii. provide coaching for club members and to organise and promote competitions.
  - iii. organise teams to represent the club in triathlon and multisport events, national championships, international championships and in such other competitions as the committee shall decide.

#### 3. The club shall cater for:

- i. Triathlon
- ii. Multisports involving the individual sports of running, cycling and swimming (duathlons, aquathons and other variations)
- iii. The individual sports of running, cycling and swimming.

#### 4. Membership

- a. Membership shall be open to all persons either amateur or professional. The amateur status of non-professional club members shall be protected.
- b. It is mandatory for members of Naas Triathlon Club to be either Full/student/Junior or Associate members of Triathlon Ireland, the national governing body for the sport of triathlon in Ireland. Failure to maintain a membership of Triathlon Ireland (in accordance with the membership policies of Triathlon Ireland), or the withdrawal of membership of Triathlon Ireland from a member of Naas Triathlon Club automatically results in an immediate loss of membership of Naas Triathlon Club.

- c. Participants in training sessions, Club competitions and other Club activities must be current members of Triathlon Ireland and Naas Triathlon Club. The Club Secretary may permit the involvement of guest participants at his /her discretion; such guest participants must, however, complete the guest sign on sheet and can attend no more than 3 such sessions, at which time their attendance will discontinue or they will become either a Full/Student/Junior member of Triathlon Ireland.
- d. Each applicant for membership for TI must complete the official online application form. An application for membership is valid for the calendar year in which it is signed i.e 1<sup>st</sup> January to 31<sup>st</sup> December. TI membership will expire on the 31<sup>st</sup> December of the Calendar year regardless of date of application. To continue membership, members are required to renew their membership for each new calendar year no later than 1<sup>st</sup> January or prior to commencing their 1<sup>st</sup> Club training session.
- e. Approved persons remain members of the club until the earlier of
  - a) such time as they tender a resignation as per Article 10 of this constitution or
  - b) they fail to renew their membership as per Article 4.d. of this constitution or
  - c) they fail to pay any subscription validly approved under this constitution in accordance with Article 9.b. of this constitution.
- f. The Committee of Naas Triathlon Club is empowered to withdraw membership from any member of Naas Triathlon Club.

#### 5. Equality and Children's Rights

- a. Naas Triathlon Club shall carry out all functions in a manner that promotes equality of opportunity between:
  - i. Persons of different religious belief, political opinion, racial group, age, marital status or sexual orientation;
  - ii. All genders;
  - iii. Persons with a disability and persons without;
  - iv. Persons with dependents and persons without.
- b. Naas Triathlon Club aims to promote the participation of children by:
  - i. Creating a culture of safety and fun;
  - ii. Fully subscribing to the following international standards: "Children have the right to be protected from all forms of violence; they must be kept safe from harm, and they must be given proper care by those looking after them" (Article 19; UN Convention on the Rights of the Child);
  - iii. Asserting the right of Children to be safe. Club officials must ensure that this fundamental principle takes precedence over all other considerations;
  - iv. Fully subscribing at all times and without variation to Triathlon Ireland's Code of Ethics for Children.

#### 6. Management

- a. The management of the Club shall be vested in a committee, comprising members elected to the positions of Chairperson, Secretary, Treasurer and Child and Vulnerable Adult Protection Officer, together with up to five additional members validly elected to the committee, with or without specific functions. These positions are defined below:

**i. Chairperson**

*The Chairperson is responsible for ensuring the committee operates in the best interest of the club and its members. Their role is to co-ordinate committee activity to achieve this. Alongside chairing committee and general meetings, the chairperson will also help out the other committee members where required.*

**ii. Secretary**

*The role of the Secretary involves maintaining the database of members, providing information bulletins to members, and circulating meeting minutes from AGMs and committee meetings as required.*

**iii. Treasurer**

*The Treasurer is responsible for accurately recording all financial transactions made by the club and presenting this record in a recognised format to members of the club at the AGM. The role will involve collecting and recording cash payments from members and sponsors and for issuing and recording payment to suppliers and others as agreed by the committee. The Treasurer is automatically a co-signatory on any bank or credit card account held in the name of the club.*

**iv. Child and Vulnerable Adult Protection Officer**

*The Child and Vulnerable Adult Protection Officer shall be responsible for ensuring that all aspects of the Triathlon Ireland Code of Ethics for Children are implemented fully in the club, and to act as point of liaison between the club and Triathlon Ireland and other Voluntary or Statutory Agencies where appropriate or required by Statute.*

A functioning committee may be formed once each of the above positions is filled by members validly elected to the position in accordance with this constitution. In addition to the above four positions, up to five additional members may be elected to serve on committee. It is recommended that additional members be elected for a minimum of the following roles.

**v. Events Officer**

*The Events Officer takes lead responsibility for organising the club duathlon series and Kilashee triathlon, including engaging with participants and Triathlon Ireland as well as ensuring that marshaling requirements are met.*

**vi. Training coordinator**

*The Training coordinator will be responsible for organising group training, including ability groups, pacing, routing and scheduling.*

**vii. Women's Officer**

*The Women's Officer shall be responsible for promoting women in triathlon by way of organizing specific club training events for women and notifying members of ongoing Women in Sport initiatives by TI and Sport Ireland*

**b. The committee may also seek the support of a committee support team to represent the following areas**

- i. PRO activity**
- ii. Membership**
- iii. Gear**
- iv. Social Media activity**
- v. Novices**
- vi. Other committee support roles**

**c. All of the committee positions shall be elected. All positions are filled by election at the Annual General Meeting, with each member of Naas Triathlon Club present having one vote per position.**

- d. Any club member can declare their interest in a position, whereupon they must be proposed and seconded by two members of Naas Triathlon Club.
- e. Where more than one person is nominated for a position, the person deemed elected is the person who receives the most votes. Where there is only one nomination for election, that person is deemed elected if there is a simple majority of votes in favour of their election over votes against their election.
- f. The elected committee shall remain in office until the Annual General meeting of the following year.
- g. The Position of Chair if nominated and filled by same individual cannot be for more than a consecutive 3 year period. Reference (f) re nominations and election of position.
- h. The Committee shall have the power to fill vacancies if and when they arise.
- i. The Committee shall have the power to co-opt members from time-to-time and for specific projects but co-opted members shall not have a Committee vote. Co-opted members may attend Committee Meetings upon invitation by the Committee Chairperson or Secretary.
- j. The Committee shall meet at regular intervals as decided by the Chairperson but not less frequently than once in every 3 months in a venue to be decided or virtually.
- k. Copies of the minutes of committee meetings should be available to members on request from the Secretary.

#### 7. Annual General Meeting

- a. The Annual General Meeting shall be held no later than the 1 March for the purpose of:-
  - i. receiving the annual report of the committee for the preceding season
  - ii. receiving the statement of accounts for the preceding season
- b. Electing the officers and committee for the ensuing year
- c. Considering any amendments to the Constitution and Rules of the Club of which due notice has been given to all members. Any proposed change to the Constitution Rules by a member must be received by the chair or secretary at least 14 days prior to the date of the Annual General Meeting in order that members shall have sufficient notice of the proposal. At the discretion of the Chairperson, amendments not submitted at least 14 days prior to the AGM may be proposed by any member present at the AGM and voted upon.
- d. At least 28 days' notice (in accordance with Article 14 of this constitution) shall be given to members of the date, proposed venue and draft agenda items for the Annual General Meeting. Notice of the final agenda, incorporating any proposed or amended agenda item, proposed motions, financial statements and a confirmed venue for the AGM shall be given to members at least 48 hours prior to the proposed AGM, and will be available in printed form at the proposed AGM. The accidental omission to give notice of an AGM to or the non-receipt of notice by any member shall not invalidate the proceedings at that meeting.
- e. Each fully signed up member present at the meeting shall have one vote. No proxy votes will be accepted.
- f. All motions proposed and voted on, and the election of committee members is by simple majority. Voting will ordinarily be by a show of hands (two ordinary members will be

charged with counting hands) except in the case where a member or group of members requests a secret ballot.

8. Affiliations and Sponsorships

- a. The club shall be affiliated to Triathlon Ireland and to such other sporting bodies as the Committee consider appropriate in order to carry out the objects of the Club.
- b. The committee, at their absolute discretion, may approve commercial sponsorship arrangements including the placement of commercial logos on club equipment, clothing, racing kit, the club website, and any other Club collateral in return for financial or other support given by sponsors to the Club. Any agreements made in respect of same and signed by the Chairperson and Treasurer acting as agents for the Committee shall be binding on the club.

9. Subscriptions

- a. Subscription to Naas Triathlon Club is by means of:
  - i. An annual membership fee structure, the amount of which to be proposed annually by the outgoing Treasurer and carried by majority vote at the AGM.
- b. Where an annual membership fee is mandated by the AGM in accordance with this constitution, failure to pay such annual fee at the later of 1 May, or within 60 days of membership application / renewal will result in the loss of membership of Naas Triathlon Club.

10. Member Discipline

(a) The Club may invoke disciplinary action in the case of any member, athlete, or the parent/guardian/accompanying adult of any athlete, whose conduct has, or is likely to bring the sport, and/or the Club, into disrepute ("Subject Person").

(b) Individual members may instigate disciplinary action by making a formal written complaint to the Club Chairperson or Secretary (the "Complainant").

(c) The Club reserves the right, where deemed necessary in view of the gravity of any allegation made, for a disciplinary committee to be formed and to conduct all necessary investigations and recommend any resultant discipline. The Chairperson and Secretary will appoint the said disciplinary committee comprising of at least 2 members of the Committee and 1 Full Member (the "Disciplinary Committee"). If the Subject Person or Complainant are part of the Committee, they shall not form part of the Disciplinary Committee. The Disciplinary Committee may use verbal, written or video information to make their judgment. The outcome of disciplinary action will be notified to the Subject Person in writing after a decision is made.

(d) Failure to comply with the Club constitution or rules of Triathlon, Duathlon and/or Multisport may result in a member being warned, suspended, or expelled. All drug abuse discipline will be dealt with in accordance with sanctions by Sport Ireland, unless referred to TI by Sport Ireland in which case it will be dealt with in accordance with the TI Disciplinary Policy.

(e) Suspension means that a member will not take part in Club activities during a stated suspension period. A member may be suspended for, but not limited to:

- Reasons listed under the TI Disciplinary Policy
- Threatening abusive or insulting words or conduct
- Fraud, including but not limited to joining the Club/entering competition under an assumed name or age, falsifying an affidavit, or giving false information

- Participating when not eligible
- Repeated violations of the Club Constitution

(f) On the expiration of the above-mentioned suspension period, the suspended individual must make formal application for reinstatement as a member of the Club.

(g) Persons expelled from membership will not take part in Club activities. A member will be expelled for but not limited to:

- Reasons listed under the TI Disciplinary Policy
- For an unusual and violent act or behaviour.

#### 11. Resignations

- a. Any member wishing to resign, must do so in writing, addressed to the Chair or Secretary. The resignation will be considered by the Committee within one calendar month of receipt and will be held as effective on the date of tendering. Resignations will not be accepted if the member is financially indebted to the Club, and acceptance will be withheld until the debt has been discharged.

#### 12. Extraordinary General Meetings

- a. An Extraordinary General Meeting shall be called by the Chair or Secretary within one month of the receipt of a requisition signed by at least 9 members stating the purpose of the meeting. At least 14 days' notice shall be given to all fully signed-up members of the date, venue and purpose of an Extraordinary General Meeting. No other business shall be conducted at such a meeting.

#### 13. Constitution Amendments

- a. No Constitution Rule may be altered, added to, or deleted except at an Annual General Meeting or an Extraordinary General Meeting called for that purpose and then only by a majority of those present and voting.

#### 14. Financial Year

- a. The Club's financial year ends each October 31<sup>st</sup>.

#### 15. Quorum

- a. For Committee meetings the Quorum shall be not less than four members.
- b. For an Annual General Meeting or Extraordinary General Meeting, the Quorum shall be not less than ten members.

#### 16. Notices

- a. A notice required to be given under this Constitution shall be sufficiently given if
  - i. Published on the website of Naas Triathlon Club or
  - ii. Announced in at least one local newspaper.

#### 17. Appendix

**The body of this document is to remain unchanged. Any amendments to this constitution must be noted as an Appendix**