



CONSTITUTION

1. Name

- The club will be called **Moray Firth Triathlon Club**, hereinafter referred to as the club.

2. Aims and objectives

The aims and objectives of the club will be:

- Providing equal opportunities for successful participation by all sections of the community in triathlon;
- To offer coaching and competitive racing opportunities in triathlon, duathlon and aquathlon;
- To promote the club within the local community and triathlon community;
- To ensure a duty of care to all members of the club;
- To provide all its services in a way that is fair to everyone and in line with our equity policy and that of **triathlonscotland** ;
- To ensure that all present and future members receive fair and equal treatment;
- To ensure the club upholds the rules of triathlon.

3. Affiliation

The Club shall be affiliated to **triathlonscotland** – the National Governing Body for Triathlon in Scotland.

4. Membership

- Membership shall consist of officers and members of the club.
- All members will be subject to the regulations of the constitution and the National Governing Body and by joining the club will be deemed to accept these regulations and codes of conduct that the club has adopted.
- No person shall be refused membership on the grounds of race, colour, creed, religion, sex, sexual preference, impairment or disability.
- All applications for membership shall be accompanied by the appropriate annual membership fee, which shall thereafter be payable on demand.
- Each fully paid up member shall be entitled to attend and vote at Annual General Meetings.
- Fully paid up members may be elected and serve on the Management Committee.
- All members will receive a copy of the relevant Code of Conduct, a copy of the Club's Child Protection Policy and a copy of the Constitution.
- Members will be enrolled in one of the following categories:
 - full member
 - junior member
- The club will actively promote individual membership to **triathlonscotland** and will work with the Governing Body to grow the sport in Scotland

5. Suspension, Refusal or Termination of Membership

- a) The management committee shall be entitled to:
 - i) Refuse any application for membership on the grounds that such membership would be prejudicial to the aims and objectives of the club as set out in Rule 2 of this constitution.



- ii) For good and sufficient reason to refuse renewal of any existing membership or terminate or suspend any membership provided that the member concerned shall have the right to be heard by the full management committee before a final decision is made.
- b) The member may apply for reinstatement at the next general meeting.
- c) Any member who fails to pay their fees by the date required shall forfeit their right to representation on the management committee and at general meetings, and shall be suspended from taking part in any event under the control of the club until such fees are paid.
- d) Any member under suspension shall be barred from taking part in any match or event under the control of the club.
- e) The management committee shall inform the member in writing of any decision to terminate their membership.
- f) Notification of the termination of a membership will be forwarded to the Governing Body.

6. Membership fees

- Membership fees will be set annually and agreed by the Management Committee . Fees will be paid annually.

7. Club Management Committee

The Management of the club shall be vested in a committee which shall consist of:

- President
- Chairperson
- General Secretary
- Treasurer
- Welfare Officer
- 2 x Youth Representatives
- 5 x Committee Members

- The Committee shall have power to fill vacancies in its number should they occur, or to co-opt members on to the Committee. Subject to this provision, officials and members shall be elected at the AGM.

- All the above committee members shall be entitled to one vote each at General Meetings, except the Chair . who may exercise a casting vote in the event of a tied vote.

- The Committee shall manage the club and have power to set up subcommittees to consider any matter(s) relating to the Club's business, as it considers fit.

- The convenor of any sub-committee shall be a member of the club management committee.



- Recommendations or decisions made by any sub-committee must be ratified by the Club Management Committee before they become competent.
- Any Committee member wishing to resign shall give notice in writing to the General Secretary.
- All officers will retire each year but will be eligible for re-appointment.
- The Management Committee will be convened by the Secretary of the club and held no less than five times per year.
- The quorum required for business to be a minimum of five members of the Club Management Committee.
- The Committee will be responsible for adopting new policies, codes of conduct and rules that affect the organisation of the club
- The Chairperson shall chair the meeting, or in his/her absence one of either the President or Secretary or a nominee from the committee in the event of all those mentioned being absent.
- Fourteen days notice of any meeting of the management committee shall be given by the Secretary, except when:
 - The date of the meeting had been agreed at the previous management meeting, in which case seven days notice shall be given.
 - In an emergency the Chairperson may call a meeting at four days notice.
- All votes shall be determined by a simple majority. In the event of a tied vote, the Chair may exercise a casting vote.
- Meetings shall be open to all members of the club.

8. Finance

- All club monies will be banked in an account held in the name of the club.
- The income and property of the club, however derived, shall be applied solely towards the aims and objectives of the club as set out in Rule 2, of this constitution.
- The Club Treasurer will be responsible for the finances of the club.
- The financial year of the club will end on 31st December annually.
- A statement of annual accounts will be presented by the Treasurer at the Annual General Meeting.
- Any cheques drawn against club funds should hold the signatures of two Committee officers.

7. Annual general meetings



- The AGM shall be held each year at such time and place as determined by the management committee, at approximately twelve monthly intervals, but no more than fourteen months after the date of the previous AGM. At each AGM the following business shall be conducted:
 - i) Receive and confirm the minutes of the previous AGM.
 - ii) Presentation of the clubs financial accounts for the year.
 - iii) Presentation of clubs projected financial situation for the forthcoming year, and the setting of all fees
 - iv) Presentation of Chairpersons report.
 - v) Election of officers to the management committee.
 - vi) Any other business brought before the meeting which has been submitted in writing to the secretary not less than seven days prior to the AGM, and any other business deemed relevant by the chairperson

 - Notice of the Annual General Meeting (AGM) will be given by the Club Secretary. Not less than 21 clear days' notice to be given to all members.

 - All members have the right to vote at the AGM.

 - The quorum for AGMs will be **15% of the total club membership.**
- 8. Extraordinary General Meeting (EGM)**
- An EGM may be called upon the written demand of:
 - i) 33% of the membership.
 - ii) The Chairperson.
 - iii) 2/3 majority of the management committee.

 - Notice for an EGM shall be of a minimum of fourteen days notice, and stating the business to be discussed.
- 9. Discipline and appeals**
- All complaints regarding the behaviour of members should be submitted in writing to the Secretary.

 - The Management Committee will meet to hear complaints within **14** days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership.

 - The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within **14** days of the hearing.

 - There will be the right of appeal to the Management Committee following disciplinary action being announced. The committee should consider the appeal within **7** days of the Secretary receiving the appeal.

10. Dissolution



- A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the membership.
- In the event of dissolution, any assets of the club that remain will become the property of ***triathlonscotland OR SOME OTHER CLUB WITH SIMILAR OBJECTIVES TO THOSE OF THE CLUB***, to be employed for the development of the sport.

11. Amendments to the constitution

The constitution will only be changed through agreement by majority vote at an AGM or EGM.

12. Declaration

Moray Firth Triathlon Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

SIGNED:

DATE:

NAME:

POSITION: Club Chairperson

SIGNED:

DATE:

NAME:

POSITION: Club Secretary

Adopted 27th February 2012