

Trilogy Triathlon Club Constitution

1. Name

- 1.1. The name of the club shall be "Trilogy Triathlon Club"
- 1.2. The club's colours shall be navy blue, green and white.

2. Objectives

- 2.1. The objectives of Trilogy Triathlon Club shall be to:
 - 2.1.1. Encourage the practice and development of triathlon in Co. Laois and surrounding areas.
 - 2.1.2. Provide coaching for the members and to organise and promote competitions.
 - 2.1.3. 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:

- 3.1. Triathlon, Duathlon and Aquathon.
- 3.2. Multi-sports and adventure sports.
- 3.3. The individual sports of running, cycling and swimming.

4. Membership

- 4.1. Membership shall be open to all persons either amateur or professional. The amateur status of non-professional club members shall be protected.
- 4.2. All members will be subject to the regulations of the constitution and by joining the club will be deemed to accept these regulations and codes of practice that the club has adopted.
- 4.3. Members must complete a Membership Application Form each year. An application for membership is valid for the calendar year in which it is completed, and to continue membership, members are required to renew their membership for each new calendar year no later than 28th February.
- 4.4. Members who do not sign up by 28th February shall be removed from all club communications effective 1st March as per the General Data Protection Regulation.
- 4.5. Members who do not sign up by 28th February shall be deemed not to be a member for the current year (a current member), and will therefore have no vote at the Annual General Meeting of that year or at any Extraordinary General Meeting held during that year.
- 4.6. It is mandatory for members of Trilogy Triathlon Club to be current 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 Trilogy Triathlon Club automatically results in an immediate loss of membership of Trilogy Triathlon Club.
- 4.7. Approved persons remain members of Trilogy Triathlon Club until the earlier of:
 - 4.7.1. Such time as they tender a resignation as per Article 11 of this constitution, or
 - 4.7.2. They fail to renew their membership as per Article 4.3 of this constitution, or

- 4.7.3. They are expelled from the club for disciplinary reasons as per Article 4.9 of this constitution, or
- 4.7.4. They fail to pay any subscription validly approved under this constitution in accordance with Article 10 of this constitution.

4.8. Participants in training sessions, club competitions and other club activities must be members of Trilogy Triathlon Club. The Membership Officer may permit the involvement of guest participants at his/her discretion, subject to Triathlon Ireland rules.

4.9. The committee of Trilogy Triathlon Club are empowered to withdraw membership from any member of Trilogy Triathlon Club for breach of any laws or for gross misconduct if two thirds of the committee members at an ordinary meeting vote for the proposed expulsion. The member in question will have been notified of the meeting and offered the opportunity to speak against the expulsion. The vote to remove a member in these circumstances may be by show of hands or secret ballot.

5. Child Policy

5.1. Trilogy Triathlon aims to promote the participation of children by creating a culture of safety and fun.

5.1.1. Trilogy Triathlon Club fully subscribes to the Children First Act 2015, which provides for the safety of children. All Trilogy Triathlon officials should ensure that the fundamental principle of safety for children takes precedence over all other considerations.

6. The Committee

6.1. The Committee of Trilogy Triathlon Club shall be made up of six elected Officers together with a minimum of two Ordinary current members. The maximum size permitted for the Committee shall be 16 persons. The six Officers are: **Chairperson, Secretary, Treasurer, Membership Officer, PRO, IT Officer**

6.1.1. **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. The Chairperson will chair committee and general meetings. The Chairperson may vote at meetings, and in the event of an equality of votes, the Chairperson has the right to exercise a casting vote.

6.1.2. **Secretary:** The Secretary is responsible for minuting committee and general meetings, and for circulating meeting minutes. The Secretary is also responsible for responding to general external queries received by the club and will act as liaison officer for Trilogy Triathlon Club with Triathlon Ireland.

6.1.3. **Treasurer:** The Treasurer's role is to responsibly manage the club's finances, to record all income and expenditure accurately and to report to committee on all financial matters. The Treasurer will report to the Annual General Meeting each year on the finances of the club and will automatically be a co-signatory on any bank or credit card account held in the name of Trilogy Triathlon Club.

6.1.4. **Membership Officer:** The Membership Officer is responsible for maintaining the membership database and the management of annual membership subscriptions. The Membership Officer is also responsible for responding to new member queries, liaising with potential new members and informing new members and potential new members of the rules and obligations of membership.

6.1.5. **PRO:** The PRO is responsible for promoting the club to a wider audience and for communicating with the media.

6.1.6. **IT Officer:** The IT Officer's role is to manage the Information Technology requirements of the club.

6.2. The term of office of any Officer is limited to three years.

- 6.3. **Election of Officers:** All Officers shall be elected at the Annual General Meeting, with each current member of Trilogy Triathlon Club present having one vote per position.
- 6.3.1. For a member to be considered for election to an Officer position, they must be proposed and seconded (nominated) by two other current members of Trilogy Triathlon Club at the Annual General Meeting. In addition, they themselves must also be a current member of Trilogy Triathlon Club.
- 6.3.2. 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.
- 6.4. **Committee Selection:** Ordinary current members may be nominated to become committee members at the Annual General Meeting.
- 6.4.1. If more than ten ordinary current members are nominated to join the committee, an election shall take place to determine who joins the Committee.
- 6.5. The committee shall remain in office until the Annual General Meeting of the following year.
- 6.6. The committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation of the club.
- 6.7. The committee will have powers to appoint sub-committees as necessary and appoint advisers to the committee as necessary to fulfil its business.
- 6.8. The committee will be responsible for disciplinary hearings of members who infringe the club rules/regulations/constitution. The committee will be responsible for taking any action of suspension or discipline following such hearings.
- 6.9. At least one member of the committee should represent the interests of female triathletes
- 6.10. The committee will be assisted by a Members Panel consisting of ordinary members who will undertake on behalf of the committee roles central to the operation and traditions of the club and for specific projects. Individuals on the Members Panel may be invited by any committee member to attend committee meetings but shall not have a committee vote.
- 6.11. Members Panel Roles to be filled will be advertised in advance of the Annual General Meeting.
- 6.12. All current members will be invited at the Annual General Meeting to nominate themselves for consideration for a Members Panel Role as described in Article 6.10 above. In addition, the committee may at any time, appoint any club member to any new or vacant position on the Members Panel, as such positions may arise.
- 6.13. Where more than one member expresses an interest in a specific Members Panel Role, the incoming committee will decide on the appointment.

7. Committee Meetings

- 7.1. The quorum for meetings shall be 50%, of which two must be Officers.
- 7.2. Decisions of committee will be made by simple majority of the members present at the meeting. In the event of an equality of votes, the Chairperson has the right to exercise a casting vote.
- 7.3. The first committee meeting shall be held within one month of the Annual General Meeting.
- 7.4. The primary aim of the first committee meeting shall be the filling of any vacant roles on the Members Panel.
- 7.5. The committee shall meet at regular intervals as decided by the Chairperson but not less frequently than once in every two months in a venue to be decided.

- 7.6. Minutes of each Committee Meeting will be made available to any member of Trilogy Triathlon Club on receipt by the Secretary or Chairperson of a written request to receive such minutes.
- 7.7. All Committee records must be kept for a minimum period of five years.

8. Annual General Meeting

- 8.1. The Annual General Meeting shall be held no later than the 1st of January for the purpose of:
 - 8.1.1. Receiving the annual report of the committee for the preceding year.
 - 8.1.2. Receiving the statement of accounts for the preceding financial year.
 - 8.1.3. Electing the Officers for the coming year.
 - 8.1.4. Ratification of Committee for the coming year, with election if necessary.
 - 8.1.5. Considering any amendments to the Constitution and Rules of the Club of which due notice has been given to all members.
 - 8.1.5.1. Any proposed change to the Constitution rules by a member must be received by the Chairperson or Secretary at least 14 days prior to the date of the Annual General Meeting.
- 8.2. The quorum for an Annual General Meeting or Extraordinary General Meeting shall be no less than twenty members present.
- 8.3. At least 28 days' notice shall be given to members of the date, proposed venue and draft agenda items for the Annual General Meeting.
- 8.4. Any member can submit a motion for discussion at the Annual General Meeting. Motions must be received by the Secretary at least 14 days prior to the date of the Annual General Meeting.
- 8.5. Notice of the final agenda, incorporating any proposed or amended agenda item, together with proposed motions and a confirmed venue for the Annual General Meeting, shall be given to members at least 48 hours prior to the Annual General Meeting.
- 8.6. The accidental omission to give notice of an Annual General Meeting to or the non-receipt of notice by any member shall not invalidate the proceedings at that meeting.
- 8.7. Each current member present at the Annual General Meeting shall have one vote. No proxy votes will be accepted.
- 8.8. All motions proposed and voted on, and the election of Officers is by simple majority.
 - 8.8.1. 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 request a secret ballot.

9. Affiliations and Sponsorships

- 9.1. 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 objectives of the club.
- 9.2. The committee, at their absolute discretion, may approve commercial sponsorship arrangements including the placement of commercial logos on Trilogy Triathlon Club equipment, clothing, racing kit, the Trilogy Triathlon 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.

10. Subscriptions

- 10.1. Subscription to Trilogy Triathlon Club is at all times at the discretion of the committee and may be by means of:
- 10.1.1. An annual membership fee structure, the amount of which to be proposed annually by the outgoing Treasurer and carried by majority vote at the Annual General Meeting. Where an annual membership fee is mandated by the committee in accordance with this constitution, failure to pay such annual fee at the later of 1 March, or within 60 days of membership application/renewal will result in the loss of membership of Trilogy Triathlon Club.

11. Resignations

- 11.1. Any member wishing to resign, must do so in writing addressed to the Chairperson or Membership Officer. 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

- 12.1. An Extraordinary General Meeting shall be called by the Chairperson 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 current 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

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

14. Financial Year

- 14.1. Trilogy Triathlon Club's financial year ends each October 31st.

15. Notices

- 15.1. A notice required to be given under this Constitution shall be sufficiently given if:
- 15.1.1. Published on the website of Trilogy Triathlon Club, or
- 15.1.2. Emailed directly to current members, or
- 15.1.3. Announced in at least one local newspaper.

16. Current Legislation

- 16.1. Under Health and Safety Legislation, all members on signing up for membership of Trilogy Triathlon Club must commit themselves to safe working practices.
- 16.2. All communications, records and files of Trilogy Triathlon Club are subject to the Data Protection Act, 2018.
- 16.3. Trilogy Triathlon Club subscribes fully to the Equal Status Acts 2000 to 2004.
- 16.4. Trilogy Triathlon Club subscribes fully to the Children First Act 2015.
- 16.5. Trilogy Triathlon Club will adhere to all other applicable legislation.