



Crosshaven Tri Club

# ***Constitution***

***04 October 2024***



# Crosshaven Tri Club Constitution

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**1. Name**

- a. The name of the Club shall be Crosshaven Tri Club.
- b. The Club's colours shall be Light Blue, Navy and Pink.

**2. Affiliations**

- a. The club shall be affiliated with Triathlon Ireland and to such other sporting bodies as the committee considers appropriate in order to carry out the objects of the Club.

**3. Object**

- a. The objectives of the Club shall be to:
  - i. encourage the practice and development of triathlon in Crosshaven and surrounding areas;
  - ii. provide coaching for club members and to organise and promote competitions; and
  - 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.

**4. Training**

- a. A training schedule shall be agreed and communicated to club members.
- b. The club shall cater for:
  - i. Triathlon;
  - ii. Multisports involving the individual sports of running, cycling and swimming (duathlons, aquathlons and other variations); and
  - iii. The individual sports of running, cycling and swimming.

**5. Income and Property**

- a. The Club has no facilities
- b. The club has no properties (owned, leased or rented).
- c. If this changes in the future, any income and property of the Club shall be applied solely towards the promotion of the objectives as set forth in this Constitution. Furthermore, no portion of the Club's income and property shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise howsoever by way of profit to members of the Club.

## 6. 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 Crosshaven Tri 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 Crosshaven Tri Club automatically results in an immediate loss of membership of Crosshaven Tri Club.
- c. Participants in training sessions, Club competitions and other Club activities must be current members of Triathlon Ireland and Crosshaven Tri 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 i.e 1st January to 31st December. TI membership will expire on the 31st 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 1st January each year or prior to commencing their 1st Club training session.
- e. Approved persons remain members of the club until the earlier of:
  - i. such time as they tender resignation as per the *Resignations* clause of this Constitution; or
  - ii. they fail to renew their membership as per the *Membership* clause of this Constitution.
  - iii. they fail to pay any subscription as per the *Subscriptions* clause of this Constitution.
- f. The committee of Crosshaven Tri Club is empowered to withdraw membership from any member of Crosshaven Tri Club.

## 7. Equality and Children's Rights

- a. Crosshaven Tri 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. Men and women generally;
  - iii. Persons with a disability and persons without; and
  - iv. Persons with dependents and persons without.

## 8. Management

a. The management of the Club shall be vested in a committee, comprising members elected to the positions of Chairperson, Secretary and Treasurer, together with up to five additional members validly, which may be 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 coordinate committee activity to achieve this. Alongside chairing the committee and general meetings, the chairperson also helps out the other committee members where required.

### ii. **Secretary**

The Secretary maintains the database of members, manages the club email account, manages any petty cash and prepares agendas and minutes for club committee meetings, including the AGM.

### iii. **Treasurer**

The Treasurer is responsible for financial governance standards, 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 Treasurer records cash payments from members and sponsors and issues and records any payments 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.

b. 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 positions, up to five additional members may be elected to serve on the committee. These additional roles may include:

### i. **Public Relations Officer**

The Public Relations Officer (PRO) is responsible for the club's relationship with the public, including potential new members and local communities. The PRO is responsible for the club website and social media pages and coordinates external communications from the club to the public e.g. community notices, press releases. The PRO is also the official point of contact for the club (with other clubs, Triathlon Ireland, etc.).

### ii. **Training & Development Officer**

The Training & Development (T&D) Officer coordinates the Discipline Leaders and is responsible for organising group training, including ability groups, pacing, routing and scheduling. The T&D Officer oversees our training offering and training and development standards. The T&D Officer identifies Triathlon Ireland and other training opportunities for Discipline Leaders and members, and liaises with the Treasurer and committee to ensure the budget is available for member training, where appropriate.

### iii. **Social Officer**

The Social Officer organises official club social events including any post-race celebrations, the Christmas party and other events throughout the year.

**iv. Diversity Officer**

The Diversity Officer helps promote diversity in the club and represent the interests of new members, vulnerable adults, female triathletes, members with disabilities and other marginalised or disadvantaged groups.

The Diversity Officer ensures all aspects of our [Code of Ethics and Commitment to Diversity and Inclusion](#) are upheld in the club and acts as a point of contact for Triathlon Ireland for relevant initiatives or programs.

**viii. and 1 other member**

- c. All of the foregoing shall be elected. All positions are filled by election at the Annual General Meeting, with each member of Crosshaven Tri Club present, having one vote per position.
- d. No member shall be elected to the same position for more than two consecutive years. No member shall be elected to the committee for more than four consecutive years, regardless of positions held.
- e. Any club member can declare their interest in a position, whereupon they must be proposed and seconded by two members of Crosshaven Tri Club.
- f. 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.
- g. Elected committee members remain in office for two years unless otherwise agreed with the committee, taking into account the best interests of the individual and the club.
- 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.
- k. Copies of the minutes of committee meetings should be available to members on request from the Secretary.

**9. Payment of Officers & Committee Members**

- a. No officer or committee member shall be paid by salary or fees, or receive any remuneration or other benefit in money or money's worth from the Club.
- b. Training sessions shall typically be coordinated by unpaid club members
- c. However, nothing shall prevent any payment in good faith by the Club of:

- i reasonable and proper remuneration to any member or servant of the Club (not being an officer) for any services rendered to the Club;
- ii interest at a rate not exceeding 1% above the Euro Interbank Offered Rate (Euribor) per annum on money lent by an officer or other Club member to the Club;
- iii reasonable and proper rent for premises demised and let by any member of the Club (including any officer) to the Club;
- iv reasonable and proper out-of-pocket expenses incurred by any officer in connection with their attendance to any matter affecting the Club;
- v fees, remuneration or other benefit in money or money's worth to any Company of which an officer may be a member holding not more than one hundredth part of the issued capital of such Company.

d. In exceptional circumstances, the committee may decide to pay a coach or trainer for short-term or special purpose and for the benefit of club members. Where this is decided, the payment shall be included in the annual financial accounts and transparently reported to members as part of end of year financial reporting.

## **10. Resignations**

- a. Any member wishing to resign, must do so in writing, addressed to the Chair or Secretary.
- b. The resignation will be considered by the committee within one calendar month of receipt and will be held effective on the date of tendering.
- c. 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.

## **11. Sponsorships**

- a. 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.
- b. Any agreements made in respect of the same and signed by the Chairperson and Treasurer acting as agents for the committee shall be binding on the club.

## **12. Subscriptions**

- a. Subscription to Crosshaven Tri Club is by means of an annual membership fee structure, the amount of which is 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 by 31st January will result in the loss of membership of Crosshaven Tri Club.

### **13. Annual General Meeting**

- a. The Annual General Meeting shall be held no later than the 01 December 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 the *Notices* clause 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 request a secret ballot.

### **14. 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.

### **15. Notices**

- a. A notice required to be given under this Constitution shall be sufficiently given if:
  - i. Sent by email to the last address on file for each member; or
  - ii. Announced in two issues of "The Carrigdhoun", with the notice period running from the publication of the second notice.

## 16. 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.

## 17. 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.
- b. No addition, alteration or amendment shall be made to the following clauses, unless the same has been approved in writing by the Revenue Commissioners: *Object, Income & Property, Winding Up, Keeping of Accounts.*

## 18. Financial Year

- a. The Club's financial year runs from 01 October to September 30th, inclusive.

## 19. Keeping of Accounts

- a. Annual Accounts shall be kept and made available to the Revenue Commissioners on request. Where the gross annual income exceeds €250,000 the accounts will be audited.

## 20. Review and update of this Constitution

- a. The body of this document will be subject to review and update on an annual basis. Older versions will be archived for record-keeping.

## 21. Winding up

- a. If upon the winding up or dissolution of the Club there remains, after satisfaction of all debts and liabilities, any property whatsoever, it shall not be paid to or distributed among the members of the Club. Instead, such property shall be given or transferred to some other institution or institutions having objects similar to the objects of the Club.
- b. The institution or institutions to which the property is to be given or transferred shall prohibit the distribution of their income and property among their members to an extent at least as great as is imposed on the Club under or by virtue of the Income and Property clause hereof.
- c. Members of the Club shall select the relevant institution or institutions at or before the time of dissolution, and if and so far as effect cannot be given to such provisions, then the property shall be given or transferred to some charitable object.
- d. Final accounts will be prepared and submitted that will include a section that identifies and values any assets transferred along with the details of the recipients and the terms of the transfer.