



## **Pentland Triathletes Club Constitution**

### **1. Name**

The name of the organisation shall be “**Pentland Triathletes**” herein referred to as “the club”.

### **2. Objectives**

The club is established to pursue the following objectives:

- a. Participation in the sport of triathlon, duathlon and aquathlon hereinafter referred to as “the sport”.
- b. The organisation, management and development of active participation in the sport for all members of the club.
- c. Promoting and maintaining the highest standards of technical competence and safety in the sport.
- d. Upholding the rules of the sport.
- e. Providing equal opportunities for successful participation by all sections of the community.
- f. The promotion of the sport.

### **3. Affiliation**

The club shall be affiliated to Triathlon Scotland (the National Governing Body for Triathlon in Scotland (or any successor governing body for triathlon in Scotland or in the UK) (herein referred to as “**Triathlon Scotland**”) and will seek to adopt and adhere to the guidelines advocated by Triathlon Scotland.

### **4. Membership**

- a. Membership of the club is open to all individuals aged 18 years of age and above provided they comply with this constitution.
- b. No person shall be refused membership on the grounds of: race, colour, creed, religion, sexual preference, impairment or disability.
- c. All applications for membership shall be accompanied by the appropriate membership fee, which shall thereafter be payable on demand.
- d. Each fully paid up member is entitled to attend and vote at general meetings.
- e. Each fully paid up member may be elected and serve on the Management Committee.
- f. All members can view the club constitution on the website.  
[www.pentlandtriathletes.co.uk](http://www.pentlandtriathletes.co.uk)

## **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 objectives of the club as set out in Rule 2 of this constitution.
  - ii. Refuse for good and sufficient reason renewal of any existing membership or terminate or suspend any membership, provided that the member concerned has the right to be heard by the full Management Committee before a final decision is made.
- b. 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.
- c. Any member under suspension shall be barred from taking part in any event under control of the club.
- d. The Management Committee shall inform the member in writing of any decision to terminate their membership.

## **6. General Meetings**

### **a. Annual General Meetings (AGM)**

The AGM shall be held each year at such a time and place as determined by the Management Committee, at approximately 12 monthly intervals, but no more than 14 months after the date of the previous AGM. The AGM shall include, but not be limited to, the following agenda items:

- i. Receive and confirm the minutes of the previous AGM.
- ii. Presentation of the club's financial accounts for the year.
- iii. Presentation of the club's projected financial situation for the forthcoming year and the setting of all fees.
- iv. Presentation of the Chairperson's 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 no less than 7 days prior to the AGM, and any other business deemed relevant by the Chairperson.

Notice of an AGM shall be a minimum of 21 days.

### **b. Extraordinary General Meeting (EGM)**

An EGM may be called upon the written demand of:

- i. 33% of the senior membership
- ii. The Chairperson

- iii. 2/3 majority of the Management Committee

Notice of an EGM shall be a minimum of 7 days, and stating the business to be discussed.

## **7. Rules for General Meetings**

- a. A minimum of 21 days' notice in writing shall be given to all senior members, except in the event of an EGM.
- b. The Chairperson, or in his/her absence a member selected by the meeting, will take the Chair.
- c. All senior members shall register with the Secretary prior to the start of the meeting.
- d. Each member shall have 1 vote.
- e. All votes shall be determined by a simple majority. In the event of a tied vote, the Chair may exercise a casting vote.
- f. The quorum shall be 6 members.
- g. The Secretary shall keep the minutes of the meetings and record all proceedings and resolutions.

## **8. Election of Members to the Management Committee**

- a. The members of the Management Committee shall be drawn from the membership, as defined in Clause 4 of this Constitution.
- b. Candidates shall be elected by paper ballot or show of hands at the AGM, and shall be members of the Management Committee from the conclusion of that AGM until the conclusion of the following AGM.
- c. All nominations of candidates for election shall: have the consent of the nominee, be in writing, be seconded, be received by the Secretary not less than 14 days before the AGM.
- d. Uncontested posts may be filled by nomination(s) and election at the AGM.

## **9. Members of the Management Committee**

- a. The Management Committee as a minimum shall include:
  - i. Chairperson
  - ii. Treasurer
  - iii. Secretary
  - iv. Welfare Officer
- b. All the above shall be entitled to 1 vote at general meetings, except the Chair.
- c. The committee may co-opt any member to any unfilled post until the conclusion of the AGM, providing the number of co-optees shall not exceed 1/3 of the number of persons serving on the committee at that time.
- d. The Management Committee may appoint any sub-committee it may deem necessary to deal with matters of the club, until the conclusion of the following AGM.

The proceedings of all such committees shall report to the Management Committee by a representative elected by that sub-committee.

## **10. Rules for the Management Committee**

- a. The Chair shall chair the meeting, or in his/her absence one of either the Secretary or a nominee from the committee in the event of all the aforementioned being absent.
- b. 7 days' notice of any meeting of the Management Committee shall be given by the Secretary, except when:
  - i. The date of the meeting has been agreed at the previous meeting, in which case 7 days prior notice shall be given.
  - ii. In an emergency the Chairperson may call a meeting at 4 days' notice.
- c. All members of the Management Committee shall be entitled to vote.
- d. The quorum shall be 3 of those entitled to vote.
- e. All votes shall be determined by a simple majority. In the event of a tied vote, the Chair may exercise a casting vote.
- f. Meetings shall be open to all senior members of the club.

## **11. Finance**

- a. The income and property of the club, however derived, shall be solely applied towards the objectives of the club as set out in Rule 2 of this constitution.
- b. The club shall have the power to raise money by means of annual affiliation fees and race fees as determined by the Management Committee at the AGM.
- c. All club monies shall be banked in a suitable account held in the name of the club.
- d. The Treasurer will be responsible for the general management of the club finances.
- e. The financial year of the club will run from 1<sup>st</sup> September to 31<sup>st</sup> August.
- f. Any cheques drawn against club funds will be signed by any two designated club signatories. The designated signatories are the Treasurer, the Chairperson and Secretary.

## **12. Discipline and complaints**

- a. All complaints regarding the behaviour of members should be submitted in writing to the Secretary. The Management Committee will be responsible for disciplinary hearings of members who infringe the club rules, policies or regulations or this constitution. The Management Committee will be responsible for taking any action of suspension, discipline or termination of membership following such hearings.
- b. The outcome of a disciplinary hearing will be promptly notified in writing to:
  - (i) any person who lodged a complaint regarding another member; and
  - (ii) the member against whom the complaint was made.

### 13. Amendments to the Constitution

This constitution may only be amended by a proposal passed by a majority of the members present and entitled to vote at an AGM or EGM.

### 14. Dissolution of the Club

- a. Any resolution to dissolve the club may be passed at any general meeting provided that:
  - i. The terms of the proposed resolution are received by the Secretary at least 42 days before the meeting at which the resolutions to be brought forward, and that
  - ii. At least 28 days' notice of the proposed resolution shall be given in writing by the Secretary to all senior members, and that
  - iii. Such a resolution shall receive the assent of 2/3 of those present and entitled to vote.
  
- b. Upon the dissolution of the club, after all club and trustee liabilities have been cleared, all remaining financial and material assets shall be given or transferred to Pentland Triathletes Juniors, to be employed for the development of the sport and/or any charitable organisation nominated by the Management Committee.

### 14. Declaration

It is hereby certified that this document represents a true and most up to date version of the constitution of Pentland Triathletes.

Signatures:

Chairperson .....

Date .....

Treasurer .....

Date .....

Secretary .....

Date .....

November 2021