

CONSTITUTION OF THE QATAR CYCLING & TRIATHLON FEDERATION

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I. FEDERATION NAME & ADDRESS

1. **Name:** The federation shall be called the "Qatar Cycling and Triathlon Federation" abbreviated as QCTF (hereinafter called the "Federation" or QCTF).
2. **Address of Business and Place of meetings; Website:**
 - a. **Address of the business** shall be at:

Qatar Cycling & Triathlon Federation
P.O. Box: 22512
Villa no. 19, Jelaiah - Zone 68
Duhail, State of Qatar
Tel. +974 4447 5522
Fax. +974 4447 4019
E-mail: qctf@olympic.qa

or such other address as may subsequently be decided upon by the Management Committee. The Federation shall carry out its activities only in places and premises which have the prior written approval from the relevant authorities, where necessary.
 - b. **The Place of Meetings** of the Executive Committee or members thereof shall be determined by the President and the Secretary General and notified to the relevant members at least 7 days prior to every meeting.
 - c. **The Federation's current website url** is <http://www.qatartriahlon.org>. It shall be maintained for the purposes of providing information to its members and public of its mission, programmes and activities.

II. OBJECTIVES

1. **The Objectives of the Federation** shall be:
 - a. To encourage, promote, advance, and improve the sport of cycling in all its forms including triathlon and duathlon amongst all if the community in the State of Qatar.
 - b. To support and protect the interest of cyclists and triathletes in the State of Qatar
 - c. To supervise and control all cycling and triathlon activities in Qatar.
 - d. To select individuals and to develop a national team to represent State of Qatar or the Federation.
 - e. To promote and safeguard the interests of the sport, and employ, when necessary, the funds of the Federation for the purpose.
 - f. To sponsor, support and/or participate in any national or international races for cycling and triathlon.
 - g. To arrange and manage visits of cyclists from overseas and Qatar and, tours of Qatari cyclists and triathletes to other countries.
 - h. To apply for and maintain affiliation with the Qatar Olympic Committee ("Q.O.C."), the International Cycling Union (Union Cycliste Internationale or "U.C.I."), the Asian Cycling Confederation ("A.C.C."), the World Triathlon ("T.R.I.") or other international body or bodies whose objects are the same as or similar to those of the Federation as may be necessary and constitutional in accordance with the International rules governing both cycling & triathlon sports in the state of Qatar as well as in international.
 - i. To do all such other acts and things as maybe incidental to or connected with or conducive to the attainment of any of the above-mentioned objectives.



III. MEMBERS

1. **The members of the Federation** shall consist of: -
 - a. Registered Cyclists and/or Triathletes.
 - b. Affiliate Cycle clubs and/or Triathlon clubs
 - c. Honorary Members
 - d. the members of the Management Committee
 - e. and members of the Executive Committees.

IV. PATRON AND ADVISERS

1. **Patrons and Advisers of the Federation** can be chosen and invited by the members from time to time. they are in most cases prominent public figures, who are keenly interested in the sport and who are willing to assist the Federation in the promotion of the interest of the sport.

V. FEDERATION'S & MANAGEMENT COMMITTEE YEAR

1. **The Federation's year** shall be deemed to begin on the first day of January and to expire on the thirty-first day of December of the same calendar year.

VI. OFFICERS, TERMS OF OFFICE & RESPONSIBILITIES

1. **The Management Committee:** The Federation shall be governed by the Management Committee which shall consist of: -
 - a. a President,
 - b. a Secretary General
 - c. and Board Members.
2. **Terms of Office:** Each Management Committee members may serve a tenure of 4 years.
 - a. Each Management Committee members may serve for a period longer than the maximum term prescribed in the preceding paragraphs only in the following events:
 - i. if there are no other candidates available to fill the vacancy of any of the Executive Management Committee portfolios; or
 - ii. where there are other candidates, 2/3 majority voted in favor for the outgoing Executive Management Committee member's continued service as an Executive Management Committee member.
3. **Responsibilities:** Responsibilities of Management Committee members shall be as follows:
 - a. The President shall be the Senior Officer of the Federation. He shall summon and preside at all meetings (with exception of the Sub-Committee meetings), over which he shall have an ordinary vote on every question and, in the event of a tie, the casting vote. The Federation shall obey the ruling of the President in that respect.



- b. The Secretary General shall, in the absence of the President, summon and preside at all meetings with the exception of Sub-Committee meetings and shall have all the powers of the President in that respect. He shall keep minutes of all proper proceedings of the Federation (Executive and Management Committee) and a roll of members of the Registered Cyclists.
 - c. The Members of the Board shall oversee the activities and assess the overall direction and strategies of the Federation. They shall assist the President to steer the Federation towards a sustainable future by adopting sound, ethical & legal governance and financial management policies as well as making sure that the Federation has enough resources to advance its mission.
4. **Appointive Powers:** The Management Committee shall have the power to appoint or recruit Assistant Secretaries, Treasurers, Auditors, National Coaches, Public Relations Directors, and Directors of Racing to hold the office during any current year.
5. **In the event of the absence, resignation, dismissal, or death of any of the Management Committee members,** then the Management Committee may make such acting appointments as found to be necessary until the next Annual General Meeting.
6. **The Executive Committee:** The Management Committee of the Federation shall create an Executive Committee.
 - a. Executive Committee shall consist of:
 - i. The Management Committee members mentioned in Art. VI. Sec. 1
 - ii. National Coaches for Cycling and/or Triathlon
 - iii. Directors of Racing for Cycling and/or Triathlon
 - b. The function of the Executive Committee shall administer all matters in connection with the objectives of the Federation, and the Executive Committee shall have committed to it all the governing functions of the Federation with the power to appoint Sub-Committees to deal with any particular matters.
 - c. The Executive Committee shall have the power from time to time to formulate, adopt, and amend the rules and regulations and bylaws governing all matters concerning cycling and triathlon in the State of Qatar including such matters as: races, race meetings, national and international meets, championships or competitions, provided always that all such rules, regulations, and bylaws shall be in accordance with the general rules of cycling as made from time to time by the the Union Cycliste Internationale ("U.C.I.") and the World Triathlon ("T.R.I.").
 - d. The Executives Committee shall meet at least once a month, and in the absence of the President or the Secretary General at any meeting, the Executives Committee shall elect a Chairman for such a meeting. At any meeting the Chairman shall have an ordinary vote, and in the event of a tie, the casting vote. At every meeting the Quorum shall consist of three members.



VII. MEETINGS

1. **Annual General Meeting:** The Annual General Meeting of the Federation shall be held each year within the first half of each committee year, at such time and place as the Executive Committee shall determine.
 - a. At the annual meeting, the only persons entitled to vote shall be all Registered Cyclists and/or Triathletes, as well as members of the Executive and Management Committees.
 - b. The Quorum at any Annual General Meeting shall be one half plus one of the total eligible votes.
 - c. The notice of these meetings shall be 14 days in advance.
 - d. The business of the Annual General Meeting shall be as follows: -
 - i. to confirm the Minutes of the previous General Meeting.
 - ii. to receive from the Executive Committee and, if approved, to adopt the Annual Report and Audited Accounts for the preceding financial year.
 - iii. to transact any other business as the Management Committee deems necessary.
2. **Special General Meeting:**
 - a. The Federation shall meet at such other times as the President or Executive Committee shall direct, and at least 14 days' notice and shall be given to the Managing Committee. This notice should be in writing and sent by the Secretary General.
 - b. Upon any request in writing of any ten members of the federation (as described in Art. III, Sec. 1), the Secretary General shall convene a Special General Meeting and give due notice of at least 14 days to the Management Committee.
3. **Management Committee Meeting:** The Management Committee shall meet at least Once in 3 months. Any Management Committee member absents himself for two consecutive meetings without giving satisfactory reasons in writing to the Secretary General shall ipso facto cease to be a member thereof unless the Management Committee otherwise decides.
4. **Notice of meetings:**
 - a. For any Annual General Meeting or Special General Meeting, at least 14 days' notice shall be given.
 - b. For any Management Committee or Executive Committee Meeting, at least 7 days' notice shall be given.
 - c. Each notice shall state the time and place of meeting and contain the business or agenda for the meeting.
 - d. The Management Committee shall have the right to send notices by way of:
 - i. postings on the website or social media accounts
 - ii. or by e-mail, and members shall provide such e-mail address for this purpose.
 - iii. in the event any member does not have an e-mail address, notice may be sent by post.



5. No motion or other business shall be included in the agenda of any meetings of the Association except by the direction of the Managing Committee unless written notice shall have been given to the Honorary Secretary not less than 14 days prior to the meeting. The Honorary Secretary shall give 7 days' notice of such motion or other business to all members prior to the meeting.
6. In the absence of the President and Vice Presidents at any meeting, the Federation shall appoint a Chairman who shall preside and have all the privileges of the President at the said meeting.

VIII. NATIONAL ATHLETES' SELECTION

1. The Executive Committee shall form an athlete selection committee comprising persons who are proficient and competent to make decisions relating to athlete selection.
2. Before initiating selection, the Athlete Selection Committee will formulate an objective selection process, including but not limited to the selection criteria, communication methods and selection trials. This selection process will be endorsed and be approved by the Executive Committee before being announced publicly before the selection trials.
3. Members of the Athlete Selection Committee must declare any personal interest (e.g. relation to an athlete). in such instance, that member of the committee will abstain from involvement when the athlete is being assessed.

IX. REGISTERED ATHLETES

1. Any cyclists and/or triathletes desiring to be enrolled in the Federation as a Registered Athlete must satisfy the Executive Committee that he is:
 - a. A fit and proper person to be a cyclist and/or a triathlete having good character and his conduct being of paramount importance.
 - b. Willing to abide by the rules of the Federation governing racing as set by the Federation.
2. Rules governing the discipline or suspension of a Registered Cyclist or the removal of the name of a Registered Cyclist from the roll or the reinstatement on the roll shall be formulated from time by the Executive Committee and stated in the rules of the Federation.



X. AFFILIATED CLUBS

1. In the discretion of the Executive Committee and subject to the conditions hereinafter set out,
 - a. The Executive Committee may from time to time accept or reject the affiliation to the Federation by cycle clubs and/or triathlon clubs.
 - b. The Executive Committee shall be satisfied, before accepting any application for affiliation (or renewals thereof) by cycle clubs and/or triathlon clubs, that:
 - i. The affiliation of cycle clubs and/or triathlon clubs, whilst creating healthy competition between riders and triathletes does not cause an undesirable conflict or state of discontent between cyclists, triathletes, or members of the Federation. The Executive Committee shall be the sole judge of this matter.
 - ii. There exists, at all relevant times, at least 2 cycle clubs and/or triathlon clubs which are or may become affiliated to the Federation.
 - iii. Any cycle club and/or triathlon club seeking affiliation shall be a properly constituted club, whose objectives do not conflict with the objectives of the Federation and whose rules or regulations provide, inter alia, for the election of officers, meetings, membership, and the discipline of members.
 - iv. The cycling club and/or triathlon club has at relevant times at least 10 members who are considered by the Management Committee, in its discretion, to be registered cyclists.
 - v. The applicant has applied by form prescribed, submitted a copy of its Constitution or Rules, paid the prescribed fee in advance and submitted such other information as may be required by the Executive Committee.
 - c. An affiliated cycle club and/or triathlon club shall not of itself be entitled to cause its representative to attend any meeting of the Federation or of the Executive Committee – unless specifically invited by the Federation to do so – provide, however, that individual members of the club shall maintain their rights of membership (if any) including attendance at meeting, in accordance with this constitution. Further provided that the Executive Committee may if it deems fit, summon a meeting of affiliated cycle clubs and/or triathlon club and invite their duly appointed representative or representatives to attend such meeting. The conduct and agenda of any such meeting of the representatives of affiliated cycle clubs shall be decided by the Executive Committee or by the President of the Federation as may be convenient.
 - d. Any person who shall be an officer or member of an affiliated cycle club and/or triathlon club or one, whose affiliation has ceased for any reason within the previous two years, shall not be eligible to be a member of the Executive Committee.
 - e. Affiliation of a cycle club and/or triathlon club shall be for a period of one year and shall be renewable, in the discretion of the Executive Committee, for a further period of one year on the same conditions of renewal for each year.



- f. Affiliation fees, as determined by the Executive Committee, shall be paid by each affiliated cycle club and/or triathlon club by the last day in January each year. In the year of application, the Executive Committee may accept a reduced fee relative to the then unexpired portion of the year. A cycle club and/or triathlon club that shall fail to pay its affiliation fee within three months of the due date shall be automatically suspended as an affiliate of the Federation. The Executive Committee may renew the affiliation of the suspended club on payment of the arrears of fees and a penalty not exceeding 50% of the prescribed fee.
- g. The Executive Committee shall have the power to
- i. discipline any affiliated cycle club and/or triathlon club by means of a fine or suspension for a period not exceeding three months, or both for breach or of this constitution or of any regulations or rules of conduct or racing or for any conduct considered undesirable in the best interests of cycling in the State of Qatar. The decision of the Executive Committee in such cases shall be final.
 - ii. During any period of suspension of an affiliated cycle club and/or triathlon club its member cyclists and/or triathletes shall not be permitted to take part in any of the activities of or races staged by the Federation unless specific permission for such participation shall be given by the Federation related to any one or more of such member cyclists and/or triathlete.
 - iii. If the Executive Committee shall for any reason concerning breach of any rules or misconduct (other than non-payment of fees) see fit to suspend the affiliation of a cycle club indefinitely or for any period exceeding three months, it shall give the club at least seven days' notice of a special meeting of the Executive Committee called to consider the matter and will also give to the club written notice of the matter or matters under complaint. The Club shall be entitled to be represented by two of its officers and such other members as the Executive Committee shall summon to the meeting.
 - iv. Any cycle club and/or triathlon club suspended for disciplinary reasons (other than non-payment of fees) for any period exceeding three months, shall have the right of appeal to a special general meeting of the Federation to be called within 30 days of the notice of appeal. The suspension shall be sustained or rejected by simple majority of the members present and voting, and the Chairman shall have the casting vote.
 - v. The aforesaid rules governing suspension are related to disciplinary measures and do not affect the Executive Committee's discretionary powers set out in sub-clause (a) and (b) of this Rule.
- h. Cycle clubs and/or triathlon club may obtain commercial or other sponsorship for activities and for benefit of their riders provided that:
- i. The club shall provide the Federation with the name of the sponsor and the general details of the sponsorship, and
 - ii. such sponsorship shall not conflict with any regulations as to amateur status or rider as may be established by the U.C.I. or I.T.U. The decision of the Executive Committee shall be final.



- i. The Executive Committee may establish from time to time a policy or guideline as to the number of cycle clubs and/or triathlon club whose affiliation may be acceptable from any geographical area, whether urban parish or otherwise, of the State of Qatar.
- j. The Executive Committee may, in addition to the foregoing provisions, establish by-laws and regulations concerning cycle clubs and shall deliver to affiliated cycle clubs' copies of this constitution and rules and all other regulations and guidelines in force from time to time.

XI. FINANCE, ACCOUNTS AND REPORTS

1. **Financial Year:** The Financial Year of the Federation shall be from 1st of April to 31st of March.
2. **Audited Accounts, Annual Report and Other Reports**
 - a. **Audited Accounts:** A Statement of Accounts for the year duly audited by an auditor (appointed in accordance with Sec. 6 of this Article) shall be submitted and presented at the Annual General Meeting. The Audited Accounts shall be signed by the President, the Secretary General, the appointed Treasurer, and the Appointed Auditor.
 - b. **Annual Report:** An Annual Report for the year shall be submitted at the Annual General Meeting and shall include the following items: -
 - i. Performance for the year (e.g., medals won in major games, other competitive achievements, number of participants, ranking, etc.).
 - ii. Progress of National Athletes and developmental programs.
 - iii. Financial Reports.
 - iv. Comments on adequacy of internal controls (if any); and
 - v. Disclosure of material information by the Management Committee members.
 - c. **Distribution:** The Annual Report and an Audited Accounts shall be made available to each member by any appropriate means decided by the Management Committee, at least 14 days before the Annual General Meeting. A copy of the final audit report, the Audited Accounts and the Annual Report must be submitted to Qatar Olympic Committee for approval prior to the Annual General Meeting.
 - d. **Management Report:** The Management Committee shall record its performance/achievement review based on a six-month period, present the review at a Management Committee meeting, and make such report available to Qatar Olympic Committee upon request.



3. Bank Account

- a. **Bank Account:** An account shall be or is opened in the name of the Federation with a local bank approved by the Management Committee.
- b. **Deposits:** All monies and fund received shall be duly deposited in the Bank Account including without limitation, all income for the current financial year.
- c. **Withdrawals and Cheques:** All authorizations for the withdrawal of monies from the Bank Account shall be in accordance with the approved budget and within authorization limits prescribed by Qatar Olympic Committee and/or the Management Committee (if any). Any cheques prepared must be signed by any of the following:
 - i. President; or
 - ii. Secretary General

4. **Request for Funds:** All request for funds shall be submitted by the Management Committee member concerned to the Appointed Treasurer within a reasonable period prior to the required use of such funds. Funds shall be allocated in accordance with the annual budget requirements approved by Qatar Olympic Committee, and any additional funds shall be allocated in such manner as the Management Committee deems fit, by way of a majority vote of the Management Committee members.

5. **Accounting Records:** The Management Committee may recruit a full-time Treasurer who will keep records of all monies collected for specific purposes (e.g., grants, donations, races, or events), and ensure that the appropriate amounts are disbursed for its intended use as directed by the Management Committee. The Management may also recruit full-time or part-time accounting staff to assist and report to the Treasurer. Alternatively, the Management Committee may appoint an external accounting firm to maintain the accounts.

6. Auditor and Audit Committee:

- a. The Management Committee shall appoint a certified auditor or an external audit firm by way of a unanimous vote of the Management Committee members to carry out an annual audit of its accounts as well as internal control systems.
- b. The Management Committee may appoint an Audit Committee, whose primary responsibility is to ensure cost effectiveness, independence, and objectivity of the appointed external auditors.
- c. Additionally, the Audit Committee will review the effectiveness of the Federation's internal and financial control systems annually. The External Auditors shall be changed at least once in every 4 years.



XII. LIABILITIES

1. There shall be no personal liability attached to any officer or member of the Federation for any bona fide action taken or intended in pursuance of any of these rules or of any of the objectives of the Federation. However, the Federation shall not be liable for any action beyond the scope to these rules and by any person more than his authority.

XIII. AMENDMENT TO THE CONSTITUTION

1. The Federation shall not amend its Constitution without prior approval in writing by the Management Committee.
2. Any member proposing any addition, alteration, or amendment to the constitution of the Federation must forward the same in writing to the Secretary General at least 14 days prior to the meeting of the Federation at which he proposes to move such addition, alteration, or amendment. The Honorary Secretary shall give due notice thereof to members.
3. No addition, alteration, or amendment to this constitution shall be made unless the same shall be proposed at the duly constituted meeting of the Federation carried by a vote of at least two thirds of the members present and voting. The Executive Committee shall have the power to deal with any other matter or matters not specifically provided for in the above-mentioned constitution.

XIV. INTERPRETATION

1. In the event of any question or matter arising out of any point which is not expressly provided for in these Rules, the Management Committee shall have power to use its own discretion in the interpretation of such Rules.

XV. DISSOLUTION

1. The Federation shall not be dissolved, except with the consent of not less than 3/5 of the members of the Federation eligible to vote expressed, either in person or by proxy at a General Meeting convened for the purpose.
2. In the event of the Federation being dissolved as provided above, all debts and liabilities legally incurred on behalf of the Federation shall be fully discharged, and the remaining funds shall be distributed to the Qatar Olympic Committee.

