

# ST KITTS & NEVIS TRIATHLON FEDERATION

## CONSTITUTION

NAME	1.	The name of the Federation is <b>ST KITTS &amp; NEVIS TRIATHLON FEDERATION</b>
OBJECTIVES	:2.	The objectives of the Federation are to promote the sport of triathlon in all of its forms in St Kitts/Nevis to sponsor and organize events, to send representatives. of the Federation to triathlon events around the world, to raise monies for the purposes of the Federation, and to accept contributions from members of the public for the Federation as aforesaid.
OFFICERS	:3.	There shall be a President, General Secretary, Secretary, Treasurer, and two committee Members. These six officers shall comprise the committee.
	4.	The officers of the Federation shall be elected at the Annual General Meeting.
	5.	Retiring members of the committee shall be eligible for re-election.
	6.	The day to day running of the Federation shall be vested in the committee, who shall appoint, from among its members, persons for ( a ) Race organization, and ( b ) Public relations, and any other function the committee shall deem appropriate from time to time.
SUB-COMMITTEES	:7.	Sub-committees shall be elected at the discretion of the officers.
THE COLOURS	:8.	The colors of the Federation shall be Red, Green, Gold, white and Black.
DUTIES OF OFFICERS	9. :	<p>( a ) <b>The President</b></p> <p>( i ) The President of the Federation shall be the Chairperson at all General meeting and all committee meetings.</p> <p>( ii ) The President shall oversee and organize all functions of the committee.</p> <p>( b ) <b>The General Secretary</b></p> <p>( i ) The Gen. Secretary shall assist the President in carrying out the duties of the President.</p> <p>( ii ) In the absence of the President from any meeting of the Federation or its committee, the Gen. Secretary shall assume the office of President for the duration of that meeting.</p> <p>( c ) <b>The Secretary</b></p> <p>( i ) The Secretary shall keep a membership book in which shall be recorded the names and relevant particulars of all members generally.</p> <p>( ii ) He/she shall carry out the directions of the committee of management.</p>

- ( iii ) He/she shall call and attend all committee and general meetings.
- ( iv ) He/she shall be required to carry out secretarial duties as may from time to time be required by the committee.
- ( v ) He/she shall take minutes of all meetings and shall read the minutes of the previous meeting. After adoption of all minutes, he/she shall have the same signed by the Chairperson and shall sign the same.

**The Treasurer**

- ( vi ) He/she shall be responsible for the collection of all entrance fees, subscriptions, and any other monies and funds, belonging to the Federation.
- ( vii ) He/she shall deposit the same to the Federation's bank account.
- ( viii ) He/she shall keep account of all funds and properties of the Federation.
- ( ix ) He/she shall, on demand to any person or persons duly designated for that purpose by the committee, satisfactorily account for all funds and property of the Federation for which he/she is responsible.
- ( x ) He/she shall immediately, on ceasing to hold office as Treasurer, hand over to and deliver, all monies, books, and other property of the Federation to any person duly appointed to receive the same.
- ( xi ) He/she shall produce, for the consideration of the committee, a detailed account quarterly, of all financial transactions of the Federation.
- ( xii ) He/she shall, for the consideration of the annual general meeting, the financial statement for the year, which should have been circulated, at least, fourteen days prior to the meeting.

- MEETINGS OF THE COMMITTEE :
- 10. The committee shall meet, at least, once every quarter and additionally as agreed by the committee. Each member of the committee shall have one vote, and in the case of equality of votes, the President shall have a casting vote.
  - 11. Members of the committee shall hold office for two years. Unless by removal at a resolution of an annual general meeting of the Federation or an extraordinary general meeting of the Federation. Any casual vacancy in the committee may be filled by the committee appointing a member of the Federation to hold such post until the next annual general meeting.

- ( a ) Any officer who is absent from three consecutive duly summoned meetings without an excuse deemed satisfactory to the committee, shall forfeit his/her office.

- ANNUAL GENERAL MEETINGS AND EXTRAORDINARY GENERAL MEETINGS:
- 12. The annual general meeting of the Federation shall be held in December of each year and every member shall receive not less than seven days notice of such meeting. Extraordinary general meetings shall be convened by the Secretary upon the request of the committee or upon requisition by at

least twenty-five percent of the paid up members of the Federation.

13. At the annual general meeting or an extraordinary general meeting, every member shall have one vote and in the case of equality of votes, the President or chairperson shall have a casting vote.

QUORUM

- : 14. The quorum for an annual general meeting or extraordinary general meeting, shall be not less than One-third of the paid up membership and the quorum for a meeting of the committee, shall be four members.

ELIGIBILITY  
TO VOTE

15. Only paid up members of the Federation present at an annual general meeting or extraordinary general meeting, are eligible to vote.

NON-DELIVERY  
OF NOTICE

16. The accidental omission to give notice of any meeting to or the non-receipt of a notice of a meeting by any person entitled to receive notice, shall not invalidate the proceedings at that meeting.

SERVICE OF  
NOTICE

17. A notice may be served upon a member either personally or by sending by e-mail, to such member at his/her last known address in which case the notice will be deemed to have been served at the time when the e-mail containing the same would have been delivered.

BANK ACCOUNT

- : 18. All sums of money collected shall be handed over to the Secretary/Treasurer who shall pay the same into the bank account of the Federation.
19. The committee may invest any monies not required for the immediate purposes of the Federation, in securities in which the money may, by law, be invested with power from time to time to transpose or realize such investments.
20. Any property purchased by the Federation, shall be vested in the committee for the time being of the Federation.
21. The rules of the constitution, may be altered, repealed or added to, by a resolution passed by a three-fourths majority of the members of the Federation who are present at an extraordinary meeting duly convened for that purpose.
22. ( a ) Annual Report:  
The President shall submit a written report annually on the activities and affairs of the Federation at the annual general meeting.
- ( b ) All subscriptions shall become due on the first day of January in each year except in the case of new members whose subscriptions become payable on Joining the Federation.
- ( c ) All entrance fees, subscriptions or other sums of money due to the Federation are payable to the Treasurer of the Federation, or to any person or persons who may be duly authorized by the committee to collect the same.
- ( d ) Liabilities:  
There shall be no personal liability attached to any officer or member of the committee for anything bona fide or intended to be done in pursuance of any of the objects and powers of the Federation.
- ( e ) Resignations:  
Any member wishing to resign from the Federation shall give notice in

writing to the Secretary/Treasurer of the Federation and shall pay all monies owing to the Federation up to the date of resignation.

24. The Federation operates under the auspices and guidance of the ITU, and all disputes with ITU not resolved by mediation or arbitration be referred to the Court of Arbitration for Sport, Lausanne.

## **25 . MEMBERSHIP**

Membership of the SKNTF shall be open to citizens of St. Kitts and Nevis.

### **8.1 Categories of Members**

There shall be the following categories of membership: Ordinary Member, Associate Member and Honorary Members.

### **Ordinary Members**

Ordinary membership shall be open to:

- 8.2.1 Individuals, School Categories/Groups and any registered Triathlon Club within the Federation of St. Kitts and Nevis, who display an interest in the promotion and development of Triathlon, willing to abide by the constitution of the SKNTF (as may be amended or implemented from time to time) and its resolutions, shall be eligible to apply to the SKNTF to be considered for admission as an “Ordinary Member”, provided that it abides by the requirements of this Constitution.
- 8.2.2 Individual Membership shall only be granted to the following citizens of St Kitts and Nevis, who are at least 21 years of age:
  - i. past SKNTF Executive Members
  - ii. past and non-active athletes of a SKNTF National Senior Team
  - iii. former National Senior Team Managers/Team Leaders
  - iv. former National Senior Team Head Coaches
- 8.2.3 Primary, Secondary and Tertiary Educational in St Kitts and Nevis shall have membership under the Schools category as three separate entities, each of which shall only be permitted two (2) delegates to the General Meetings of the SKNTF.
- 8.2.4 An Ordinary Member shall have two votes at any General Meeting irrespective of the number of delegates such Member is allowed by the Constitution to be represent at any General Meeting. An ordinary member shall be eligible for elections to positions on the Executive Committee.
- 8.2.5 An Ordinary Member must have a minimum of seven valid, bona fide members, and be directly involved in promoting the aquatic activities through youth development programs and participation in competitions and/or related programs.

### **Associate Members**

- 8.3.1 Associate Membership may be granted to properly constituted clubs, associations, corporations, and other organizations registered or incorporated in accordance with the existing laws of St. Kitts and Nevis and which are not already Ordinary Members of the SKNTF, e.g. Sports Medicine, Coaching Association, Triathlon Officials Association, Athletes’ Association, or other parallel organizations on application and authorized by the Executive Committee on the following conditions:
  - i. That it subjects itself to the Constitution, Regulations and decisions of the ITU and the SKNTF.

- 8.3.2 An Associate Member shall not have any voting rights at any General Meeting but shall be able to participate and assist in the discussion of issues at General Meetings.

### Honorary Members

- 8.4.1 At any General Meeting of the SKNTF, the Executive Committee may propose the election of an individual, who has contributed or would contribute significantly to the SKNTF, as Honorary Member. Notice of such proposal shall be included in the agenda of the General Meeting. If such a proposal is carried by a majority of the Members present and voting, the individual so proposed shall become thereupon be an Honorary Member.
- 8.4.2 An Honorary Member shall not have any voting rights at any General Meeting nor be legible for elections to positions on the Executive Committee but shall be able to participate and assist in the discussion of issues at General Meetings.
- 8.4.3 Honorary Members are not required to pay annual subscriptions.

### Application for Membership

- 8.5.1 Any club, association, organization wishing to be a member of the SKNTF shall forward an application to the **General Secretary** of the SKNTF for consideration by the Executive Committee. The Executive Committee shall process all membership applications within three months of receipt of such application. Those that meet established criteria stipulated in this Article shall be accepted. Rejected applicants may appeal in writing.
- 8.5.2 Membership of the SKNTF shall be open to all Triathlon Clubs in the Federation of St. Kitts and Nevis. Such clubs shall be recognized by the General Assembly, and be represented by **two** members at meetings of the Association. These members should hold office in their respective clubs' Executive Committee or members appointed by their Executive Committee.
- 8.5.3 Applicants will be required to pay an application fee and must be endorsed by two existing clubs of the SKNTF who are in good standing.
- 8.5.4 Duly approved applicants shall be admitted as members of the SKNTF and shall continue to do so upon the application, entrance and subscription fees.
- 8.5.5 The Executive Committee will inform members of new membership at the forthcoming General Meeting.
- 8.5.6 The application for membership must also meet the following additional requirements:
- i. The name of applicant.
  - ii. The physical and/or postal address and contact details of the applicant.
  - iii. A copy of the applicant's current constitution, by-laws, if the applicant is a club, group or organization.
  - iv. List of principal officials of the organization if the applicant is a club, group or organisation.
  - v. Payment of the current affiliation fee for membership.
  - vi. A formal undertaking to observe and abide by the Constitution, Rules and Regulations of the ITU and the SKNTF.
  - vii. Affiliates shall pay an annual subscription determined by the General Meeting based on recommendations from the Executive Committee, not later than one (1) month after the Annual General Meeting.
  - viii. Affiliates shall be charged an additional 50% of the annual subscription fee for having fallen into arrears.

- ix. Members shall be liable to automatic suspension for failing to pay subscription by **March 31st**, of each year, and shall be ineligible to participate in any Swimming activities, including Meetings and competitions, held either by the SKNTF or under its auspices until such time as all arrears are paid.

### Resignation of Membership

- 8.6.1 Any membership can be canceled with just cause. This requires the approval of two-thirds (2/3) of the members of SKNTF.
- 8.6.2 Any Member may resign from the SKNTF by giving written notice of resignation to the General Secretary at least one month before the effective date of resignation.
- 8.6.3 If the General Secretary does not receive the letter of resignation before **30 November** of that year, the Member will be liable to pay its annual subscription for the following year.
- 8.6.4 Any member remaining non-financial after a year shall automatically lose their membership. Such a person will have to re-apply.

### Suspension and Expulsion

- 8.7.1 If at any time, the Executive Committee is of opinion that the conduct of any Member is prejudicial to the reputation or interest of the SKNTF, the Executive Committee shall have the power to expel or suspend, for a period not exceeding six months, as the Executive Committee may determine.
- 8.7.2 Before any Member is expelled or suspended, the General Secretary or any authorized person shall give the Member a minimum of seven days' written notice to attend a meeting of the Executive Committee. The notice shall also inform the Member of the complaints made against it. The Member may have the option of explaining its conduct or voluntarily resign from the SKNTF.
- 8.7.3 If the Member does not consent to its suspension or expulsion as the case may be, the Executive Committee shall submit the question to a specially appointed disciplinary board, whose members are appointed by the general meeting.
- 8.7.4 At the hearing of the disciplinary board, the Member whose conduct is under consideration may offer an explanation of its conduct either verbally or in writing. If such Member refuses to attend the meeting, the disciplinary board may nevertheless proceed in the Member's absence.
- 8.7.5 The disciplinary board shall present to the Executive Committee its findings after giving the Member the opportunity of being heard on receiving the findings of the disciplinary board, the Executive Committee shall deliberate on the matter. If, and where appropriate, the Executive Committee decides on the Member's suspension or expulsion, it shall forthwith be suspended or cease to be a Member as the case may be.
- 8.7.6 Other Members may not entertain any Swimming sporting contact with a suspended Member. The Disciplinary Committee may impose further sanctions.
- 8.7.7 Members that do not participate in any sporting activities and competitions of the SKNTF for two (2) consecutive years shall be suspended from voting at the General Meeting and their delegates shall not be elected nor appointed until they have fulfilled their obligations in this respect.
- 8.7.8 The General Body may expel a member if:-
- i. it fails to fulfill its financial obligation towards the SKNTF;

- ii. it very seriously and/or repeatedly violates the Statues, regulations, directives or decisions of the ITU and the SKNTF.

The presence of an absolute majority (50% +1) of Members entitled to vote at the General Meeting is necessary for an expulsion to be valid, and the motion for expulsion must be adopted by a three-quarter (3/4) majority of the valid votes cast.

**TERMINATION OF MEMBERSHIP**

- i. Any member of the Executive Committee may have his/her membership of this body terminated after having failed to attend three (3) consecutive meetings without an acceptable excuse being tendered or for consistently failing to perform assigned tasks. This termination must be ratified by the General Meeting.
- ii. An Executive member engaging in activities or conduct deemed capable of bringing the sport and/or the SKNTF into disrepute may have his or her membership terminated by the Executive Committee upon the recommendation of the Disciplinary Committee and sanctioned by the General Meeting.

**VACANCIES**

The Executive Committee shall fill vacancies on the Executive Committee or any of the Commissions resulting from the termination of membership or in the event of resignation or death, until such time as the next General Meeting is convened when the latter shall determine an appropriate replacement.

**Effective Date of this Constitution:**

This **Constitution of the SKN Triathlon Federation** becomes effective on the 31<sup>st</sup> day of the month of January in the year 2023.

Signed .....  
President

Signed .....  
General Secretary

**The Executive Committee:**

1. The Executive Committee shall comprise the following members:

- b. The President
- c. Gen. Secretary
- d. The Secretary
- e. The Treasurer
- f. One CEO