



Charnwood Triathlon Club



## Club Constitution

### Charnwood Triathlon Club

#### 1. Name

The club will be called Charnwood Triathlon Club and will be affiliated to British Triathlon.

#### 2. Aims and objectives

The aims and objectives of the club will be:

- To offer coaching and competitive opportunities in Triathlon
- To promote the club within the local community and Triathlon community
- To ensure a duty of care to all members of the club
- To provide all its services in a way that is fair to everyone
- To ensure that all present and future members receive fair and equal treatment.

#### 3. Membership

Membership should consist of officers and members of the club.

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 conduct that the club has adopted.

Members will be enrolled in one of the following categories:

- Full member
- Concessionary member
- Associate member
- Junior member

#### 4. Membership fees

Membership fees will be set annually and agreed by the Executive/ Management Committee or determined at the Annual General Meeting.

Fees will be paid: annually on the 1<sup>st</sup> January.

#### 5. Committee

The club will be managed through the Management Committee, which constitutes the Officers of the club. Only these posts will have the right to vote at meetings of the Management Committee.

The Management Committee will be convened by the Secretary of the club and held no less than four meetings per year.

The quorum required for business to be agreed at Management Committee meetings will be: 4

Members of the Management Committee must attend at least 80% of Management meetings (unless extenuating circumstances prevent this).

The Management Committee will be responsible for adopting new policy, codes of conduct and rules that affect the organisation of the club.

The Management Committee will have powers to appoint sub-committees as necessary and appoint advisers to the Management Committee as necessary to fulfil its business.

The Management Committee will be responsible for disciplinary hearings of members who infringe the club rules/regulations/ constitution. The Management Committee will be responsible for taking any action of suspension or discipline following such hearings.

## 6. Officers of the club

The Officers of the club will be:

- Chair
- Secretary
- Treasurer
- Club Welfare Officer
- PR Officer
- Events Officer
- Social Secretary
- Club Development Officer
- Junior Coordinator
- Any other relevant position.

Officers will be elected annually at the Annual General Meeting.

All officers will retire each year but will be eligible for re-election.

In the event that a committee member resigns mid-term or a new committee position is required, the club committee will have the power to appoint or co-opt a replacement committee member as deemed necessary. Formal ratification of this new position will take place at the next AGM

## 7. Finance

All club monies will be banked in an account held in the name of the club.

The Club Treasurer will be responsible for the finances of the club.

The financial year of the club will end on: 31<sup>st</sup> December

A statement of annual accounts will be presented by the Treasurer at the Annual General Meeting.

Any cheques drawn against club funds should hold the signatures of the Treasurer plus up to two other officers.

## 8. Annual General Meetings

Notice of the Annual General Meeting (AGM) will be given by the Club Secretary. Not less than 21 clear days' notice to be given to all members.

The AGM will receive a report from officers of the Management Committee and a statement of the accounts.

Nominations for officers of the Management Committee will be sent to the Secretary prior to the AGM.

Election of officers is to take place at the AGM.

All members have the right to vote at the AGM.

The quorum for AGMs will be 25% of the membership

The Management Committee has the right to call Extraordinary General Meetings (EGMs) outside the AGM. Procedures for EGMs will be the same as for the AGM. In the event that the membership of the club request to hold an EGM outside of the AGM, this will be requested in writing to the Secretary, signed by 10% of the club membership.

#### 9. Discipline and appeals

All complaints regarding the behaviour of members, or any actions deemed to bring the Club or the sport of Triathlon into disrepute, should be submitted in writing to the Secretary.

The Management Committee will meet to hear complaints within 14 days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership.

The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 14 days of the hearing.

There will be the right of appeal to the Management Committee following disciplinary action being announced. The committee should consider the appeal within 7 days of the Secretary receiving the appeal.

#### 10. Dissolution

A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the membership.

In the event of dissolution, any assets of the club that remain will become the property of the club membership.

#### 11. Amendments to the constitution

The constitution will only be changed through agreement by majority vote at an AGM or EGM.

#### 12. Declaration

Charnwood Triathlon Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

Signed:

Date: 22<sup>nd</sup> November 2008



Name: Melissa Moss  
Club Chair

Signed:

Date: 22<sup>nd</sup> November 2008

*J.Duffield - Moore*

Name: John Duffield-Moore  
Club Secretary

Approved at Charnwood Triathlon Club AGM, 22<sup>nd</sup> November 2008.