

Windrush Triathlon Club Constitution

1. Name

1.1 The name of the club shall be “Windrush Triathlon Club”, herein after called the Club.

2. Objectives

2.1 The objectives of the club shall be to:

- a) Encourage the practice and development of triathlon,
- b) Provide coaching for the members and to organise and promote competitions,
- c) Organise teams to represent the club in championships and in such other competitions, as the committee shall decide, and
- d) To promote the club within the local and triathlon community.

2.2 The club shall cater for:

- a) Triathlon,
- b) Duathlon and Aquathlon, and
- c) The sports of running, cycling and swimming.

2.3 The Members shall appoint the Committee to manage the club on their behalf.

3. Membership

3.1 Membership of the club consists of paid-up members of the club.

3.2 Membership shall be open to all persons over the age of 8.

3.3 Each applicant for full or student membership must complete the official application form. The parent or guardian of each applicant for junior membership must complete the official application form.

3.4 All members agree to abide by the Club's Code of Conduct and any Club Rules that may be put in place from time to time.

3.5 Members will join as one of the following categories:

- Full Member,
- Student Member (you must be enrolled in an institute of higher education at the point of joining and/or on each renewal date), or
- Junior Member (aged under 18 years before the end of the membership year).

3.6 The membership year shall run from 1 January to 31 December in each year.

3.7 Membership fees will be set annually by the Committee. Membership fees will be paid annually from 1 January.

3.8 The Committee will set the fees and their method of collection for attending training sessions and participation in club events.

3.9 The Committee shall have the power to expel any Member where: a Member's~~whose~~ subscription is three months in arrears and they have~~who has~~ attended training sessions, provided that one months' notice in writing shall have been sent to such Member addressed to the Member's last known address, informing of the proposed action by the Committee.

4. Management

4.1 The management of the club shall be vested in the Committee which shall consist of the following Committee Members:

- Chairperson
- Treasurer
- Club Secretary
- Membership Secretary
- ~~Social Secretary~~
- ~~Website Officer~~
- ~~Sponsorship Coordinator~~
- ~~Communications Officer~~
- ~~Events Coordinator~~
- ~~Volunteer Coordinator~~
- ~~Kit Officer~~
- Junior Coordinator
- Head Coach
- ~~Performance Development Coordinator~~
- ~~Bike Captain~~
- ~~Swim Captain~~
- ~~Run Captain~~
- Welfare Officer
- Marketing Officer
- Aquathlon Director

4.2 All of the forgoing shall be elected at the Annual General Meeting and remain in office until the Annual General Meeting of the following year. The Committee will agree the scope of the role of each Committee Member and the key roles will be explained on the club website.

4.3 A person shall not be able to be the Chairperson for more than three consecutive years, unless agreed by all those present at the Annual General Meeting.

4.4 The Committee shall have the power to fill vacancies, until the next Annual General Meeting, if and when they arise.

4.5 The Committee shall have the power to co-opt members for particular projects but co-opted members shall not have a committee vote. Co-opted members may perform roles including, but not limited to:

- Swim Captain
- Bike Captain
- Run Captain
- Performance Development Coordinator
- Events Coordinator
- Volunteer Coordinator
- Social Coordinator
- Kit Officer
- Website Officer
- Sponsorship Coordinator
- Grant Funding Manager
- Aquathlon Sub-Committee Members

4.6 The Committee will meet no less than 4 times per year. A quorum for the Committee shall be 6. Decisions of the Committee shall be taken by majority vote of Committee Members in attendance.

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

4.8 The Committee shall prepare and approve a development plan and implement the actions agreed in the development plan. The development plan shall be available for discussion by the Members prior to its adoption.

4.9 The Committee may delegate any of their powers of management including the day to day management of the club, organising events or dealing with disciplinary matters to a sub committee comprising no less than two Committee Members PROVIDED that no decision shall be made by such sub-committee or action taken which is contrary to the aims of or interests of the club.

4.10 Any Member can request a Committee Member to raise any issues at the next meeting of the Committee.

4.11 If any 5 Members (acting together) disagree with a decision of the Committee, they may call an Extraordinary General Meeting where the matter shall be discussed by all Members present. The decision by majority vote of those in attendance shall determine the issues. The Club Secretary shall determine the wording of the resolution for voting.

5. Finances

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

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

5.3 The financial year of the club will end on 30 September.

5.4 A statement of annual accounts will be presented by the Club Treasurer at the Annual General Meeting. The statement will be verified by a qualified accountant, other than the Club Treasurer, who shall be approved by the Committee.

5.5 The annual accounts (which shall include a statement of income and expenditure) will be available on the club's website.

6. Annual General Meeting

6.1 The Annual General Meeting shall be held within three months of the club's financial year end for the purpose of:

- a) Receiving the annual reports of the Committee,
- b) Receiving the statement of accounts,
- c) Electing the Committee Members for the next year. Nominations for Committee Members and expressions of interest for co-opted roles will be sent to the Club Secretary prior to the Annual General Meeting.
- d) Considering any amendments to the Constitution of the club of which due notice has been given to all members. ~~Any proposed change to the Constitution by a member must be received by the chair or secretary in writing at least 21 days prior to the date of the Annual General Meeting in order that members shall have sufficient notice of the proposal. The Constitution may only be altered, added to or deleted 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.~~

6.2 At least 35 days' notice shall be given to the members of the date of the Annual General Meeting. Notifications will be in writing to all members. The Notice of the Annual General Meeting shall also be displayed on the Club website. The communication will include a request for nominations for Committee Member positions, expressions of interest for co-opted roles and proposed changes to the Constitution or other resolutions that they would like to be considered.

6.23 Any proposed change to the Constitution by a member must be received by the Chairperson or Club Secretary in writing at least 21 days prior to the date of the Annual General Meeting in order that members shall have sufficient notice of the proposal. The Constitution may only be altered, added to or deleted 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.

6.4 At least 14 days' notice shall be given to members of the ~~date~~, venue and agenda items for the Annual General Meeting

6.35 Each fully paid up member present at the meeting shall have one vote

7. Affiliations

7.1 The club shall seek to be affiliated to the British Triathlon ~~Association~~ Federation

(BTF) and to such other supporting bodies as the Committee consider appropriate to carry out the objects of the club.

8. Resignations

8.1 Any member wishing to resign must do so in writing, addressed to the Chairperson or Club Secretary. The resignation will be considered by the Chairperson within one calendar month of receipt and will be held as effective on the date of tendering. 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.

9. Extraordinary General Meetings

9.1 An Extraordinary General Meeting shall be called by the Chairperson or Club Secretary within one month of the receipt of a requisition signed by at least 5 members, stating the purpose of the meeting.

9.2 At least 14 days' notice shall be given to all fully paid-up members of the date venue and purpose of the Extraordinary General Meeting. No other business shall be conducted at such a meeting.

9.3 The Committee or any 5 Members (acting together) have the right to call Extraordinary General Meetings outside the Annual General Meeting.

10. Quorum

10.1 For Committee Meetings shall be not less than 6 Committee Members.

Decisions of the Committee shall be taken by majority vote of Committee Members in attendance.

10.2 For an Annual General Meeting or Extraordinary General Meeting, no less than fifteen (including committee) members must be present. Voting on all issues at an Annual General Meeting or Extraordinary General Meeting will be decided by majority vote of those present and voting.

11. Club Equality Policy Statement

11.1 The club is committed to ensuring that equity is incorporated in all aspects of its development and to ensure that all Members receive fair and equal treatment. The club adopts the principles in the Policies of the British Triathlon Federation in relation to Equality and Diversity, clean sport and the BTF Code of Ethics.

11.2 The club respects the rights, dignity and worth of every person and will treat everyone equally within the context of sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social /economic status.

11.3 The club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.

11.4 All members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity

11.5 The club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.

12. Complaints, Discipline and Appeals

12.1 All complaints regarding the behaviour of club members should be submitted in writing to the Club Secretary who will investigate the complaint. If the complaint is about the Club Secretary then the submission should be made to the Chairperson instead.

12.2 A sub-committee of not less than three Committee Members, including the Club Secretary and Welfare Officer, will meet to discuss the complaint within 10 working days of a complaint being lodged. The sub-committee has the power to take appropriate disciplinary action including recommending the termination of membership.

12.3 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 two days of the meeting.

12.4 There will be the right of appeal to the Committee following disciplinary action being announced. The Committee should consider the appeal within 21 days of the Club Secretary receiving the notice of appeal.

13. Dissolution

13.1 A resolution to dissolve the club can only be passed at an Annual General Meeting or Extraordinary General Meeting through the majority vote of the membership.

13.2 If upon the winding up or dissolution of the club there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the club, but shall be given or transferred to some other institution or institutions having objects similar to the objects of the club, such institution or institutions to be determined by the members of the club at or before the time of dissolution, and if and so far as effect cannot be given to such provision then to some other institution which operates for the benefit of triathlon in England and Wales.

Dated: ~~23-26 September~~ ~~November~~ 20176