

CLUB CONSTITUTION- EXETER TRIATHLON CLUB

1. NAME

The club will be called “Exeter Triathlon Club” (herein after called The Club)

The colours of The Club shall be royal blue and black.

2. AFFILIATION

The Club will be affiliated to Triathlon England

3. AIMS AND OBJECTIVES

The aims and objectives of The Club will be:

- a) To offer coaching and competitive opportunities in triathlon, duathlon and aquathlon
- b) To promote the club within the local and sporting communities
- c) To ensure a duty of care to all members of the club
- d) To provide all its services in a way that is fair to everyone
- e) To ensure that all present and future members receive fair and equal treatment

4. MEMBERSHIP

Membership will consist of amateur 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.

The membership year runs from 1st February to 31st January, with subscriptions due by the 31st January. Members who join towards the end of the year will benefit from reduced rates.

Members will be enrolled in one of the following categories:

(All ages are at 31st December of that membership year)

Full – 18 or over

Junior – aged from 8-16.

Student – aged 16-18 or are in full-time education at a school, college or University, including mature students who are studying full time. The establishment and course must be clearly stated.

5. CLUB OFFICIALS

a. MANAGEMENT COMMITTEE

The club will be managed through the Management Committee consisting of:

Chairperson

Vice Chairperson

Secretary

Treasurer

Membership Secretary

Social Secretary

Coaching Officer

Club Welfare Officer

Publicity Officer

Junior Officer

Event Officer (Triathlon)

Event Officer (Aquathlon)

Kit officer

Four general committee members

All the above will be entitled to one vote. All decisions will be by simple majority vote, the Chairperson being permitted a casting vote where necessary. Any member may attend or be invited to attend any meeting providing they have notified either the Secretary or Chairperson in advance.

The officers, who shall be elected at the Annual General Meeting, will carry out the administration as deemed necessary during their term of office; all officers will retire each year but will be eligible for re-appointment. The only exception to this is the role of Triathlon and Aquathlon event officers who will be co-opted in a summer Management meeting and ratified by the AGM/EGM. Other Co-options may take place to fill unoccupied positions. The quorum for committee meetings shall be 5 persons or at least half of the officers in post. The Management Committee shall meet no less than 10 times a year. Committee members not attending for four consecutive meetings will lapse their turn of office, subject to the discretion of the committee. A replacement will be co-opted by the committee.

The Management Committee will have powers to appoint sub-committees as necessary and appoint advisors to the management committee as necessary to fulfil its business. The Management Committee will be responsible for adopting new policy, codes of conduct and rules that affect the organisation of The Club.

b. CLUB PRESIDENT

The club will be over seen by a club president. The Candidate will be chosen by proposal of committee and ratified by AGM/ EGM. The Term of office will be 5 years (or shorter as negotiated with committee). President may serve 2 terms, which need not necessarily be continuous. Purpose of the role can be seen in Appendix one (roles of club officials).

The President does not have any executive responsibility and remains answerable to the committee and club. The position may be terminated during period of office by either party or by mutual consent. The role is provided without remuneration.

6. FINANCE

The club treasurer will be responsible for the finances of the Club. All club monies will be banked in an account held in the name of the Club. The financial year of the Club will end on the 31st December. A statement of annual accounts shall be presented by the treasurer at the Annual General Meeting. Any cheques drawn against club funds shall hold one signature consisting of the treasurer or one other nominated signatory.

7. ANNUAL GENERAL MEETING

An Annual General Meeting shall be held each year during the month of January. Notice of the AGM will be given by the club secretary, with not less than 21 clear days notice to be given to all members. Nominations for officers of the Management Committee, general committee and non-committee should be sent to the secretary no later than 7 days before the date of the AGM. Any member can be nominated and seconded for the vacant posts but only one committee post will to be held per member. If any position remains unfilled after this date, nominations will be taken on the night of the meeting from the floor. In the event of their being more than one person nominated for a post then an anonymous vote will be taken on the night.

The following business shall be conducted at the AGM:

- To receive reports from the Chairperson and the Secretary
- To receive a statement of the audited accounts for the previous year from the treasurer
- To fix the subscription for the following year
- To elect the club officers
- To consider any motions, which must have been submitted (together with the names of the proposer and seconder) to the secretary, at least 14 days prior to the meeting.
- All members have the right to vote at the AGM, the quorum for the AGM to be no less than 10% of currently paid up members

- An Extraordinary General Meeting may be convened by a simple majority decision of the Management Committee or by written request of a minimum of 25% of currently paid up members. Two weeks' notice in writing to all members must be given for an EGM. Procedures for an EGM will be the same as for an AGM

8. DISCIPLINE AND APPEALS

All complaints regarding the behaviour of members should be submitted in writing to the secretary. The Management Committee will meet to hear the complaints within 14 days of a complaint being lodged. The committee has the power to take appropriate action including the termination of membership. The outcome of a disciplinary hearing shall be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 7 days of the hearing. There will be right of appeal to the Management Committee following disciplinary action being announced. The committee shall consider the appeal within 14 days of the secretary receiving the appeal,

9. DISSOLUTION

A resolution to dissolve the club can only be passed at an AGM or EGM through majority vote of the membership. In the event of dissolution any assets of the club that remain will become the property of triathlon England South West.

10. AMENDMENTS TO THE CONSTITUTION

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

Appendix 1 Club Officials

President

To promote the good name of Exeter Triathlon Club in the local community, and in the wider triathlon community. to perform ceremonial roles as invited by the committee to share experience and guidance with the committee to be an ambassador for the sport of triathlon, encouraging participation in and enjoyment of the sport to develop and foster relationships with other clubs for mutual benefit

Management committee general duties for all positions below

To attend Executive Committee Meetings and jointly with other members of the Executive Committee to be responsible for arranging and delivering the functions of the Club.

Chairperson

Specific duties: to organise and chair the Management Committee meetings and the Annual General Meeting. To be a contact and spokesperson for the club. To ensure that the functions of the Club are carried out and officers of the Club are carrying out their stated duties.

Vice Chairperson

Specific duties: to support and deputise for the Chairperson in her/his functions.

Secretary

Specific duties: to prepare the agenda for the Management Committee Meetings and the Annual General or Extraordinary General Meetings and ensure that the proceedings are recorded. To ensure that notice is given of these meetings to the relevant people entitled to attend. To collect correspondence for discussion at management meetings. To liaise with affiliating bodies and insurers.

Treasurer

Specific duties: to be responsible for all financial matters of the Club including making and accepting payments, keeping records of all transactions, holding any surpluses in an appropriate bank account, and producing balance sheets as requested. To advise the Management Committee on financial matters.

Membership Secretary

Specific duties: to receive all applications for membership and to bring them to the attention of the Management Committee for their consideration. To keep a record of all persons accepted as members of the Club and from time to time, as requested, produce a list of those members. To accept and record all payments of membership fees.

Coach Co-ordinator

Specific duties: to be responsible for ensuring that **all** training organised by the Club is carried out to guidelines provided by the BTA. To be responsible for organising teams to represent the Club and regular meetings of the coaches which are fed back to the management committee.

Club Welfare Officer

Independent member any club member with a grievance or sensitive issue regarding club matters can speak to.

Publicity Officer

To be responsible to the Management Committee. To publicise the activities of the Club (including encouraging new members) as directed by the Management Committee and to ensure that “the media” is made aware of and encouraged to give coverage of the Club. Tries to get club results and achievements into local papers. Keeps a scrapbook with any paper clippings that features club members.

Social Secretary

To be responsible to the Management Committee. To arrange social activities for members.

Junior Officer

Promotes and runs the junior section for the club.

Event Officers –

Lead the organisation of competitive club events.

Kit Officer

Holds, sells and re-orders club kit.

Web Master

Manages and updates the Club internet site and email account

4 General Committee Posts

Assist with the general management of the Club and vote on all relevant issues