

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.

In addition there is an 'Associate membership' category to cater for non-training members, this is aimed at individuals who would like to be involved with the club and keep in touch through Facebook and other channels. This is by invitation only by the management committee, a consensus is required. There is no charge for this membership category

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

Committee Secretary

And four other 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.

6. CLUB PRESIDENT

The club will be overseen 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.

7. 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.

8. 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 there 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 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

9. CLUB POLICIES

The club uses a number of policies to promote behaviours, maintain a standard for ways of working and adhere to standards. The policies listed below are to be reviewed annually by the management committee to ensure continued relevance and compliance where this applies.

- **Safeguarding Policy** – this policy outlines the club's approach to safeguarding of children and vulnerable adults. The club has adopted the BTF safeguarding policy and this is referenced.
- **Coaching Policy** – this policy sets out how the club engages with and uses coaches for training sessions, this also references and adopts the BTF Coaches Code of Ethics Policy
- **Code of Conduct Policy** – the policy explains the levels of behaviour (including online) expected of club members and what members can expect from the club and the management committee
- **Privacy Policy** – the policy explains how the club manages the information that it holds for members. This includes updates as a result of GDPR (2018)
- **Entry Policy** – this policy sets out the general approach that the club takes to the running of events this specifically refers to areas such as entry deferment, refunds and age categories
- **Equality and Diversity Policy** – the club fully adopts and signs up to the BTF policy
- **Anti-Doping Policy** – the club fully adopts and signs up to the BTF policy

10. 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.

11. 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.

12. AMENDMENTS TO THE CONSTITUTION

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