



## **Constitution for Absolute Triathlon Club**

### **1. Name**

The club will be called Absolute Triathlon Club and will be affiliated to the British Triathlon Federation.

### **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
- 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:

- Adult Member (aged 18 and above)
- Junior member (those aged 18 or below or students in full time education)

Membership commences when the full appropriate fee and application form have been passed onto a club official.

### **4. Membership fees**

Membership fees will be set annually and agreed by the Management Committee.

Fees will be paid annually by the end of May each year.

### **5. Club Management**

The club will be run and managed by a Management Committee made up of elected posts comprising the following:

- Chair
- Vice Chair
- Secretary
- Treasurer
- Coach
- Welfare Office
- Junior Representative
- Membership Officer

- I. Officers will be elected bi-annually at the Annual General Meeting.
- II. All officers will retire every two years but will be eligible for re-election.

### ***Non-voting posts of the Executive Committee***

Members can be appointed, at the discretion of the Management Committee or at the AGM, to non-voting posts to support the Management Committee in meeting its obligations to the club. These posts could be for Social Event Organiser, Club Kit Coordinator, Publicity & Marketing, Web Master and any other relevant position. A member can take on more than one role.

## **6. Committee**

- The club will be managed through the Management Committee. 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 6 meetings per year.
- The quorum required for business to be agreed at Management Committee meetings will be: 3
- 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.
- Should a member of the Management Committee (or official non-voting nominees appointed by the Management Committee) resign before an AGM then the remaining Management Committee members can make an appointment for the remaining term without representation to the membership although until authorised by the membership the position will not carry voting rights.

## **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: 30<sup>th</sup> April
- 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 one other officer.

## **8. Annual General Meetings**

- The Club Secretary will give notice of the Annual General Meeting (AGM). 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 & Executive Committee will be sent to the Secretary prior to the AGM.
- Election of officers is to take place bi-annually at the AGM.
- All members have the right to vote at the AGM.

The Management Committee has the right to call Extraordinary General Meetings (EGMs) outside the AGM. Procedures for EGM's will be the same as for the AGM.

## **9. 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 complaints within 30 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 7 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 30 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 be donated to a registered charity.

## **11. Amendments to the constitution**

- The constitution will only be changed through agreement by a majority vote at a Management Committee meeting.

**12. Declaration**

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

Signed:

Date:

Name:

Club Chair

Signed:

Date:

Name:

Club Secretary