

# CONSTITUTION

## 1 Name

The club will be called Brighton Tri 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 and Triathlon within the local 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
- ◆ to comply with Anti-Doping Rules of the British Triathlon Federation

## 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 adult member
- ◆ Student adult member
- ◆ [Youth member](#) (14 – 17)
- ◆ Junior member (8 – 13, Tristars)
- ◆ Life member – to be used at the discretion of the Management Committee with a majority vote.

## 4 Membership fees

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

## 5 Officers of the club

The Officers of the club will be:

- Chair Person
- Vice Chair Person
- Treasurer
- Secretary
- Publicity & Marketing Officer
- Head Coach/Coaching Coordinator
- Socials Officer
- Juniors Officer
- Welfare Officer

- Events Officer
- Kit Officer
- IT Officer
- Club Championships & Fixtures Officer

Agreement in committee will be by simple majority vote. Otherwise, all officers will be formally elected annually at the Annual General Meeting.

All officers will retire each year but will be eligible for re-appointment at the Annual General Meeting.

In addition to the Officers of the club, the Management Committee can also appoint Club Ambassadors.

## **6 Committee**

The club will be managed through the Management Committee consisting of the Officers of the club. Only the Officers will have the right to vote at meetings of the Management Committee. Voting is per Officer regardless of the number of posts held by any Officer. There is one vote per Committee officer no matter how many members are performing that post. In the event of deadlock, the Chair person will have a casting vote.

The Management Committee will be convened by the Secretary of the club and be held no less than 4 times per year.

The quorum required for business to be agreed at Management Committee meetings will be: 4 Officers including either the Chair or Vice Chair.

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 also be responsible for taking any action of suspension or discipline following such hearings.

## **7 Finance**

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

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

The financial year of the club will end on 30<sup>th</sup> September.

Annual accounts will be presented by the Treasurer at the Annual General Meeting.

Any cheques drawn against club funds should hold the signatures of;

1. If the value is less than £100 any one officer of the Management Committee
2. If the value is greater than £100 any two officers of the Management Committee

## **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.

Elections of Officers are to take place at the AGM.

All members have the right to vote at the AGM.

The quorum for AGMs will be 20% of membership (excluding Junior and Youth Members)

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.

## **9 Discipline and appeals**

All complaints regarding the behaviour of members should be submitted in writing to the Secretary.

The Management Committee will meet (face to face or via conference call) 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 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 14 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 Triathlon England.

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

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

#### **12 Declaration**

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