



# Tri20 Triathlon Club

## CONSTITUTION

### 1. Name

The club will be called Tri20 Triathlon Club (hereafter referred to as the Club) and will be affiliated to Triathlon England. Affiliations to other bodies will be decided by the Committee or at a General meeting.

### 2. Purpose

The main purpose of the Club is to promote participation in, and enjoyment of, the amateur sport of triathlon in the Reading area.

The Club aims:

- To offer recreational, coaching and competitive opportunities in swimming, cycling, running, triathlon, duathlon and aquathlon.
- To prepare Members for entry in official triathlon events.
- To promote the Club within the local community and the world of swimming, cycling, running, triathlon and multisport.
- To ensure a duty of care to all Members of the Club.
- To provide its services in a way that is fair and equitable to everyone.

### 3. Membership

Membership of the Club shall be open, on application, to anyone who is 14 years or older and interested in triathlon, regardless of sex, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. The Club has two categories of membership, described below, which are operated on a non-discriminatory and fair basis. The Club Committee may refuse membership, or remove it, only for good cause, such as conduct or character likely to bring the club or triathlon into disrepute. Appeal against refusal may be made to the Committee.

All members will be subject to the regulations of the constitution and by joining the Club will be deemed to accept these regulations, rules and codes of conduct that the Club has adopted.

Members will be enrolled in one of the following two categories:

- Full member – adult (any person aged 18 years and older at the time of joining or renewing)
- Full member – junior (any person aged below 18 years at the time of joining or renewing)

Junior members must be accompanied by a parent or guardian at all training sessions.

### 4. Membership fees

The Club will keep membership fees at a level that will not pose a significant obstacle to people participating in triathlon.



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

Fees must be paid annually on the annual anniversary of the member joining the Club or between 1<sup>st</sup> and 31<sup>st</sup> January, depending on the date the member joined the Club.

## **5. Officers of the Club**

The Executive Officers and Non-Executive Officers of the Club will be elected annually at the Annual General Meeting. The Chair of the Club will be elected for a two-year term. All other officers will retire each year but will be eligible for re-election.

If an Executive Officer of the Club resigns from the Committee and it is more than 6 weeks until the next AGM at which a new Officer can be appointed, the Committee will ask if any member of the Club wishes to take on the position that has been vacated. If more than one person volunteers the Committee will decide by majority vote who should be offered the position. If no-one volunteers, the Committee will discuss who might be suitable for the position and if a majority of the committee is in favour the member will be approached to establish their interest. This process will be repeated until the position is filled. A member who has volunteered or been co-opted to fill a vacant position will be required to stand for election to the Committee at the next AGM.

The Executive Officers will be expected to attend each Committee meeting and have full voting rights at the Committee meetings. The Executive Officers of the Club are:

- Chairman
- Secretary
- Treasurer
- Lead Coach
- Communications Officer
- Membership Secretary
- Race Secretary
- Social Secretary
- Welfare Office

The Non-Executive Officers will be invited to attend each Committee meeting. The Non-Executive Officers have no voting rights at Committee meetings. The Non-Executive officers of the Club are:

- Club Captain
- Kit Secretary
- Swim Officer
- Cycle Officer
- Run Officer
- Publicity & Marketing Officer

There is no upper limit on the length of term.



## **6. Committee**

The Club will be managed through the Management Committee consisting of the Executive and Non-Executive Officers of the Club. Only the Executive Officers will have the right to vote at meetings of the Committee. Voting is per Officer regardless of the number of posts held by any Officer, and decisions put to a vote shall be resolved by simple majority at Committee meetings. In the event of deadlock, the Chairman will have the casting vote. Alternatively, the decision may be put to all Club members to vote upon if the Committee feel this is more appropriate.

The Committee will be convened by the Secretary of the Club and no less than 4 meetings will be held per year. The quorum required for business to be agreed at Committee meetings will be 4 Executive Officers.

The Committee will be responsible for adopting new policy, codes of conduct and rules that affect the organisation of the Club. A majority vote of the Executive Officers is required to pass a motion at the Club Committee meetings.

The Committee will have powers to appoint sub-committees and appoint advisers to the Committee as necessary to fulfil its business.

The Committee will be responsible for disciplinary hearings of members who infringe the Club rules/regulations/constitution. The Committee will be responsible for taking any action of suspension or discipline following such hearings. The Committee will consider any appeal against any such action (see Section 10).

## **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 and will maintain auditable accounts. The financial year of the Club will end on 31<sup>st</sup> December.

All surplus income or profits will be reinvested in the Club. No surpluses will be distributed to Members or third parties.

The Treasurer will update the Committee on the finances of the Club at each meeting and prepare the Annual accounts. Annual accounts will be presented by the Treasurer at the Annual General Meeting.

The Treasurer shall have online access to the bank account and will be able to make payments on a single authority basis as the limitations of the on-line banking system do not allow for dual authority. Any cheques drawn against Club funds should hold the signature of the Treasurer.

## **8. Coaching qualification subsidies**

The club encourages members to enrol on BTF coaching courses and to this end, in return for a commitment to coaching Club Members, will contribute 50% of the cost of the courses. Members wishing to benefit from this scheme must apply in advance to the Club Committee and a decision to approve or decline the application will be made at the next Committee meeting.

To receive payment of 50% of the cost of the course members must deliver forty coached club sessions and successfully pass the coaching certificate. Coaches will be remunerated for these



coached sessions at the current coaching rate. Having completed the minimum number of sessions the member should then send an invoice to the Club Treasurer showing the sessions delivered plus the course fee contribution.

### **9. Annual General Meeting**

An Annual General Meeting (AGM) shall be held each year, notice of which will be given by the Secretary of the Club. Any Club member is entitled to attend the AGM. Not less than 21 clear days' notice of the meeting will be given to all Members. The agenda will normally be circulated prior to the meeting.

The principal business of the AGM will be:

- For the outgoing Committee to account for their stewardship
- To elect a Committee for the following year.
- To agree a strategy and activities for the following year.

Each Officer of the Committee will provide a report at the AGM and the Treasurer will provide a statement of the accounts.

All Committee Members, other than the Chairman, unless s/he has reached the end of their two-year tenure, shall resign at each AGM but may stand for re-election. Nominations for Officers of the Committee will be requested when notice of the AGM is sent to Members. Nominations should be sent to the Secretary prior to the AGM.

Election of Officers will take place at the AGM. All members have the right to vote at the AGM. The quorum for an AGM will be either 10 members or 20% of Club members, whichever is the smaller. The Club Secretary will be responsible for counting the votes.

Any Committee positions for which there are no nominations, and where the current Member does not wish to stand for re-election, will be filled by the Committee by co-opting a Club Member who has the support of the majority of the Executive Committee Members.

The Committee has the right to call Extraordinary General Meetings (EGMs) outside the AGM, or if 10 members (or 20% of the membership, whichever is less) so wish. Procedures for EGMs will be the same as for the AGM.

### **10. Discipline and Appeals**

All complaints regarding the behaviour of members should be presented and submitted in writing to the Chairman and Secretary. Three members of the 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 30 days of the hearing.

There will be the right of appeal to the Committee following disciplinary action being communicated. The Committee should consider the appeal within 30 days of the Secretary receiving notice of the appeal.



### **11. 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 will be used to meet the debts and liabilities of the Club. Any remaining assets shall be given or transferred to a registered CASC, a registered charity, or the British Triathlon Federation, for use by them in community triathlon.

### **12. Amendments to the Constitution**

Changes in the Constitution of the Club shall be ratified by majority vote at an AGM, although the Committee may make interim changes or minor additions, providing a two-thirds majority of the Executive Members of the Committee agree.

### **13. Exclusion from Liability**

Neither Club Officers nor Club Members shall be liable to any member or guest for injury, loss or damage to property occurring during Club activities.,

As the Club is affiliated to the BTF it is covered under the terms of BTF Club insurance. Details of the insurance cover can be found on the BTF's website or obtained from the Club Treasurer or Club Secretary.

### **14. Declaration**

Tri20 Triathlon Club hereby adopts and accepts this constitution as a current operating guide regulating the management of the Club and the actions of its members.

**Date:**