

# CONSTITUTION

## NEWCASTLE (STAFFS) TRIATHLON CLUB

### 1 Name

The club will be called **Newcastle (Staffs) 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 and its component sports
- to promote the club within the local community and in triathlon and its component sports
- 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:

- Full member (including the adults in a family membership)
- Associate member (any member who, due to their location, cannot attend regular training sessions)
- Junior member (any member under 18 years of age)
- Honorary member (a person given free membership because of a special contribution to the club)

### 4 Membership fees

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

Fees will be paid annually and will be due on the 1<sup>st</sup> of January. Any member who has not paid the fees by the end of February will no longer be a member of the club.

### 5 Officers of the club

The officers of the club will be:

- Chair
- Vice Chair
- General Secretary
- Membership Secretary
- Treasurer
- Welfare Officer
- Social Secretary
- Publicity Officer
- Head Coach

Officers will be elected annually at the Annual General Meeting.

A further four members will be elected as Member Representatives.

All Officers and Membership Representatives will retire each year but will be eligible for re-appointment.

### 6 Committee

The club will be managed through the Management Committee consisting of the Officers named in 5 above, together with the Member Representatives. 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 times per year.

The quorum required for business to be agreed at Management Committee meetings will be 7.

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.

Any Officer who is absent from 3 consecutive Committee meetings will be considered to have resigned his/her position on the Committee.

The Management Committee will be responsible for disciplinary hearings of members who infringe the club rules, regulations or constitution. The Management Committee will 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 Club Treasurer will be responsible for the finances of the club.

The financial year of the club will end on 31<sup>st</sup> December.

An **audited** 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 up to two other officers.

## **8 Annual General Meetings**

Notice of the Annual General Meeting (AGM), together with the Agenda, will be given by the Club Secretary or Chair. Not less than 14 clear days' notice to be given to all members.

Proposed motions for the AGM should be sent, in writing, to the Secretary 7 days prior to the AGM, together with an explanation of the reason for the motion and the name of a seconder. These should be limited to major items such as motions for changes in the Constitution etc.

Nominations for Officers, and Member Representatives, of the Management Committee should be sent to the Secretary 7 days prior to the AGM.

The AGM will receive a report from officers of the Management Committee and a statement of the audited accounts.

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 30.

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 to hear complaints within 21 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 3 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 21 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 British Triathlon Federation.

**11 Amendments to the constitution**

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

**12 Declaration**

Newcastle (Staffs) Tri 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