

## Chippenham Tri - Club Constitution

### 1. Name

The club will be called **Chippenham Tri** (also known as *Chippenham Triathlon Club*) and will be affiliated to Triathlon England.

### 2. Aims and objectives

The aims and objectives of the club will be:

- To offer coaching, training and competitive multisport opportunities in triathlon.
- To promote the club within the wider local community and the sport of triathlon.
- To ensure a duty of care to all members of the club.
- To provide all its services in a way that is fair and inclusive to all club members.
- 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. Along with the rules and regulations of the British Triathlon.

Members will be enrolled in one of the following categories:

- Full member
- Associate member (Non racing club member) \*
- Child Tristar/Junior member
- Life member. (Rewarded by a committee vote after nomination from committee member or after 20yrs continuous membership)

\* Subject to Committee approval

Membership tiers will be decided by the management committee or at the Annual General Meeting.

Members preferably race in Chippenham Tri kit

### 4. Membership fees

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

Fees will be paid: **annually starting 1<sup>st</sup> April**

## 5. Officers of the club

The officers of the Chippenham Tri club will be as minimum:

- Chair
- Vice-Chair
- Secretary
- Treasurer
- Club Welfare Officer

In addition, other positions may be created such as:

- Head Coach
- Swim Coordinator
- Duathlon Race Director
- Championship Race Coordinator
- Kit
- Social Secretary
- Publicity
- Tristars Coordinator
- Website Admin
- Compliance Officer

Officers will be elected annually at the Annual General Meeting.

All officers will retire each year but will be eligible for re-election.

The Chair of the club can only be re-elected for a maximum of 3 years for this role.

## 6. Committee

The club will be managed through the Management Committee consisting of:

Chair, Vice-Chair, Secretary and Treasurer. All Officers of the club will have the right to vote at meetings of the committee. The chair shall have a second or casting vote when required.

The Management Committee will be convened by the Secretary of the club and held no less than 6 per year.

The quorum required for business to be agreed at Committee meetings will be: 4

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.

## **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> Dec

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 one other officer.

## **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 audited accounts.

Nominations for officers of the Management Committee will be sent to the Secretary prior to the AGM.

Election of officers is 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 or a minimum of 10 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

Any welfare issues should be raised with the CWO (Club Welfare Officer) and be addressed using BTF's safeguarding policy and guidelines.

All other 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.

Any discriminatory, offensive and violent behaviour is unacceptable and complaints will be acted upon in accordance with our Safeguarding and Protecting Children Policy.

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 10 days of the hearing.

Any person requested to attend a disciplinary hearing shall be entitled to be accompanied by a friend or other representative and given a reasonable opportunity to call relevant witnesses.

There will be the right of appeal to the Management Committee following disciplinary action being announced. The committee should consider the appeal within 10 days of the Secretary receiving the appeal.

The decision of the Appeal shall be final and binding on all parties.

## 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 local charitable or sporting organisation or to a cause agreed by the MC.

## 11. Amendments to the constitution

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



## 12. Declaration

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

Signed:

Date:

Name:

Club Chair

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Signed:

Date:

Name:

Club Vice Chair

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Signed:

Date:

Name:

Club Secretary

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