

# CONSTITUTION

## NEWCASTLE (STAFFS) TRIATHLON CLUB

### 1. Name

The club will be called Newcastle (Staffs) 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 and, where appropriate, its component sports.
- 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.

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)

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

### 4. Membership fees

Membership fees will be set annually, by the Management Committee and circulated to the membership in good time for any changes to be introduced by 1st January the following year.

Fees will be paid annually and will be due on the 1st of January. Any member who has not paid the fees by the end of January 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
- Social Secretary
- Publicity Officer/Website Manager
- Bike Ride Lead

- Swim Lead
- Run Lead
- Club Captain
- Kit Officer
- **Covid Officer**

An Officer of the Club may hold more than one position.

Officers will be elected annually at the Annual General Meeting.

A further two members will be elected as Member Representatives.

All Officers and Membership Representatives will retire each year but will be eligible for reappointment.

Additionally, there will be three senior appointments within the Club, made by the Committee: -

- Treasurer
- Welfare Officer
- Head Coach

The Treasurer must be the subject of a positive Disclosure and Barring Service check and must be experienced in bookkeeping and financial reporting.

The Welfare Officer must be the subject of a positive Disclosure and Barring Service check and must be experienced in the wide and varied requirements to ensure the safeguarding of children and vulnerable persons. The Welfare Officer cannot hold a position as a coach of the club.

**Any Officer with full access to the membership database must be the subject of a full Disclosure and Barring Service check.**

The Head Coach will be selected and appointed by the Committee based on qualifications and practical coaching and competition experience.

## 6. Committee

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

- Chair
- Vice Chair
- General Secretary
- Membership Secretary
- Social Secretary
- Publicity Officer/Website Manager
- Bike Ride Lead
- Swim Lead
- Run Lead
- Club Captain
- Kit Officer
- Treasurer
- Welfare Officer
- Head Coach
- **Covid Officer**

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 six times per year.

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

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 Committee will have discretion in applying this policy.

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> December.

An independently checked 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/checked 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 current paid up members have the right to attend and vote at the AGM. Non-members will not be admitted to the AGM.

The quorum for AGMs will be twenty.

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

The club adopts and incorporates all rules, regulations and codes of conduct of The British Triathlon Federation and Triathlon. These include, but are not limited to, Safeguarding Children, Equality & Diversity, Code of Conduct for Club Officers, Coach Ethics & Code of Conduct, Clean Sport (antidoping).

Any member aware of any breach of club rules by another member should report this, in writing, to the Club Welfare Officer. Any matter of serious concern for the welfare of members or the club itself should be reported in the same way.

The Management Committee will meet to hear complaints within ten 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 seven 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 ten 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.

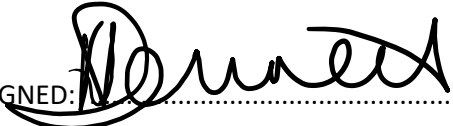
In the event of dissolution, any assets of the club that remain will become the property of the British Triathlon Federation.

**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: 10/03/2021

Name: Karen Dennett

Club Chair

SIGNED: ...*L Adamson*..... DATE: ..10/03/2021.....

Name: ...Lisa Adamson.....

Club Secretary