

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, 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 February will no longer be a member of the club.

5 Officers of the club

The officers of the club, who are elected by the membership at the Annual General Meeting, 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

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 two 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.

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

The Welfare Officer and Head Coach will sit has full members of the Management Committee.

6 Committee

The club will be managed through the Management Committee consisting of the Officers of the Club named in 5 above, together with the Member Representatives, the Welfare Officer and the Head Coach.

All these posts will have the equal 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.

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 31st December.

A statement of annual accounts, independently checked/audited 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

The Annual general meeting will take place on the second Tuesday of February each year.

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 20.

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.

REASON FOR CHANGE

It is felt that to have a set annual day for the AGM will enable all members to diarise well in advance.

Based on the numbers of members that have attended AGMs previously it is felt that thirty is too high a number to ensure that the meeting can take place.

9 Discipline and appeals

The maintenance of discipline within the club is the responsibility of the Deputy Chairman.

Any breaches of discipline or complaints will be referred to the Deputy Chairman who will arrange a Disciplinary Sub-committee made up of not less than three persons. This Sub-committee has the power to take any appropriate action including the termination of membership.

The outcome of the disciplinary investigation/hearing will be notified to the complainant and any member against whom the complaint has been made within three days of any decision having been made by the Disciplinary Sub-committee.

There will be the right of appeal to a Disciplinary Appeals Sub-committee chaired by the Club Chairman sitting with not less than two members of the Club membership.

The Disciplinary Appeals Sub-committee should consider the appeal within 21 days of it being made.

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

REASON FOIR CHANGE

Previously the whole Management Committee investigated/heard complaints or other disciplinary matters and imposed any sanctions. That same Committee was then responsible for hearing any appeal. To make the whole process fairer and more transparent, the new system is proposed which enables appeals to be heard independently by members who will have had no other part to play in the process.

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: