

# Club Constitution of Petersfield Triathlon Club

## 1. Name

- 1.1 The Club will be called "Petersfield Triathlon Club".

## 2. Affiliation

- 2.1 The Club will be affiliated to the British Triathlon Federation ("BTF")

## 3. Aims and objectives

- 3.1. The aims and objectives of the Club will be:
  - To offer coaching and competitive opportunities in triathlon, duathlon and other multi-sport activities;
  - To promote the Club within the vicinity of Petersfield and within the triathlon community nationwide;
  - To ensure a duty of care to all members of the Club;
  - To provide its services and opportunities fairly and equitably;
  - To promote inclusion and widen participation in triathlon, duathlon and other multi-sport activities.

## 4. Membership

- 4.1. Membership will consist of officers and members of the Club.
- 4.2 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.

## 5. Membership fees

- 5.1 The Management Committee will set membership fees annually. Annual increases in line with inflation will not require any further action by the Management Committee. However, any proposed annual increase over and above the percentage of inflation must be proposed at the Annual General Meeting and agreed by a simple majority of Club members in attendance.
- **5.2 Fees will be paid annually on the 1<sup>st</sup> February.**

## 6. Officers of the Club

- 6.1 The officers of the Club will be:
  - Chair
  - Secretary
  - Treasurer
  - Publicity Officer
  - Social Events Co-ordinator
  - Webmaster
  - Welfare Officer

- 6.2 Officers will be elected annually at the Annual General Meeting. All officers will retire each year but will be eligible for re-election. Each post may be shared by more than one individual, and conversely individuals may hold more than one post.

## 7. Management Committee

- 7.1 The Club will be managed through the Management Committee consisting of all officers of the Club. Only these posts will have the right to vote at meetings of the Management Committee. Individuals may only have one vote each, regardless of the number of posts they hold.
- 7.2 The Management Committee will be convened by the Secretary of the Club and hold no less than 4 meetings per year.
- 7.3 The quorum required for business to be agreed at Management Committee meetings will be no less than half the number of Committee members (not posts).
- 7.4 The Management Committee will be responsible for adopting new policy, codes of conduct and rules that affect the organisation of the club.
- 7.5 The Management Committee will have powers to appoint sub-committees as necessary and appoint advisers to the Committee as necessary to fulfil its business.
- 7.6 The Management Committee will be responsible for disciplinary hearings of members who infringe the Club rules, regulations and constitution. The Committee will be responsible for taking any action of suspension or discipline following such hearings.
- 7.7 The Management Committee will appoint a Head Coach and a Welfare Officer from appropriately qualified individuals each year.

## 8. Finance

- 8.1 All club monies will be banked in an account held in the name of the Club.
- 8.2 The Club Treasurer will be responsible for the finances of the Club.
- 8.3 The financial year of the Club will end on 31 February.
- 8.4 An audited statement of annual accounts will be presented by the Treasurer at the Annual General Meeting.
- 8.5 Any cheques drawn against Club funds should hold the signatures of the Treasurer plus another officer.

## 9. Annual General Meetings

- 9.1 Notice of the Annual General Meeting (AGM) will be given by the Club Secretary. Not less than 21 clear days' notice will be given to all members.
- 9.2 The AGM will receive a report from officers of the Management Committee and a statement of the audited accounts.
- 9.3 Nominations for officers of the Management Committee will be sent to the Secretary prior to the AGM.
- 9.4 Election of officers is to take place at the AGM.
- 9.5 All members have the right to vote at the AGM.
- 9.6 The quorum for AGMs will be 10% of membership.

- 9.7 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.

10. Discipline and appeals

- 10.1 All complaints regarding the behaviour of members should be submitted in writing to the Secretary.
- 10.2 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.
- 10.3 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 14 days of the hearing.
- 10.4 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.

11. Dissolution

- 11.1 A resolution to dissolve the Club can only be passed at an AGM or EGM through a majority vote of the membership.
- 11.2 In the event of dissolution, any assets of the Club that remain will become the property of the British Triathlon Association.

12. Amendments to the constitution

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

13. Declaration

- 13.1 The Club (Petersfield Triathlon Club) hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.