



Club Constitution – 2018-September-06

1. Name

The club will be called **Swans Tri Club** and will be affiliated to British Cycling England.

2. Aims and objectives

The aims and objectives of the club will be:

- To offer coaching, training and competitive multisport opportunities in triathlon across all levels of ability in Selby and the surrounding area.
- To promote opportunities for participation in related endurance sports; e.g. duathlon, aquathlon, swimming, running and cycling
- To provide the opportunity for social interaction and foster a community for those who share an interest in Triathlon and related endurance sports in Selby and the surrounding area.
- To promote the club within the local community and with other local sporting bodies.
- To ensure a duty of care that all members, present and future, receive fair and equal treatment with all services provided in a fair way.
- To provide all its services in a way that is fair and inclusive to all club members.

3. Membership

Membership should consist of officers and members of the club.

- Prospective members shall apply to the Club using the application process approved by the Management Committee; details will be published on the club's website.
- 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.
- There will be three categories of membership:
 - Adult member: Any member aged 18 or over
 - Junior Member: Any member aged under 18
 - Family Membership: Any members of a related family (max. 6)
**concession available on request*
- Membership categories will be decided by the management committee or at the Annual General Meeting.
- Any Club Member who performs in the role of coaching Junior Members shall be subject to Disclosure and Barring Service (DBS) clearance checks.
- The Club reserves the right to reject applications at the discretion of the Club without explanation.
- The club reserves the right to reject applications or place applicants on a waiting list if the club has reached capacity.
- Membership shall be non-transferable
- Membership shall be terminated if
 - the member resigns by written notice to the Committee



- any due fees remain unpaid for 14 days after any request for payment by the Club;
- the Member breaches the Club's Terms & Conditions or the Club Rules, either repeatedly or because of one serious breach;
- the Club is of the opinion (acting in its discretion) that the Member is not suitable for continued Membership;
- the Member puts the health, safety or well-being of staff or other Members or Guests at risk.
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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 by bank transfer to the club's bank account. Cash or monthly by direct debit/standing order

5. Officers of the club

- The officers of the club will be:
 - Chair
 - Vice-Chair
 - Secretary
 - Treasurer
 - Activator
 - Head coach
 - Club Welfare Officer
- Officers will be elected annually at the Annual General Meeting for a term of one year
- Officers will be eligible for re-election to the same position for a maximum of three consecutive years. Subsequent re-election, into the same Office, shall be at the Club's discretion although an Officer should resign and only be eligible for re-election if agreed in advance by the Club. Resignation from a specific Office shall not preclude a Member from being eligible for election to a different position.
- An Officer of the Club may resign from his or her office by giving 14 days' notice in writing to the Chair. The Officer must, on relinquishing their office, promptly hand to the Chair all official documents and records belonging to the Club together with any other property of the Club, which may be in their possession. They must complete any requirements to transfer authority relating to control of the Club's bank accounts or other financial affairs as soon as is reasonably responsible and in any event not later than 1 month after the date of resignation.
- An Officer shall automatically vacate office if:
 - he or she becomes incapable for medical reasons of fulfilling the duties of his or her office and such incapacity is expected to continue for a period of more than six months;
 - he or she ceases to be a member of the Club;
 - he or she resigns office by notice to the Committee

- he or she is absent (without permission of the Committee) from more than three consecutive meetings of the Committee, and two thirds of the Committee resolve to remove him or her from office;
- If a motion of no confidence against an Officer is put forward at a Management Committee meeting, and is supported by two thirds of the remaining Officers, an EGM must be called for asking the membership to vote on whether to support the motion of no confidence. If the motion is supported that Officer will be required to stand down, and an EGM will be called to replace him/her. The membership may also put forward a motion of no confidence in an Officer, by following the process to call for an EGM where that motion can be voted on.
- The Management Committee may co-opt a volunteer to fill any Officer position which becomes vacant during the year. The Co-opted Officer's term will last until the next AGM, at which point they will be eligible to stand for re-election for a further term in that position. The Committee shall maintain a register of Officers, setting out the full name and address of each Officer, the date on which each such person became an Officer, and the date on which any person ceased to hold office as an Officer.
- The club will appoint a voluntary Welfare Officer, responsible for handling welfare and safeguarding issues in the Club.
- The Welfare Officer must not hold any other Office in the Club, and cannot hold any Coaching role or equivalent within the Club. The Welfare Officer will not be a member of the Management Committee.

6. Committee

- The club will be managed through the Management Committee consisting of: Chair, Vice-Chair, Secretary, Treasurer, Activator, Head coach. 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 3 meetings per year. Any member of the Committee may request that the secretary convene a meeting at any time by proposing a time and agenda for the meeting. The quorum required for business to be agreed at Management Committee meetings will be two thirds
- Officers must act in the best interests of the club, with reasonable care, skill and diligence, and in accordance with the objectives of the club.
- 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 expulsion following such hearings.
- The committee may meet in person or by other means of communication; meetings will be chaired by the Club chair. In absence of the Chair, another committee member present may be elected to represent the Chair for the duration of the meeting.



- Each member of the Management committee will have one vote, in the event of a tied decision the Chair shall have the casting vote. All current members 'in good standing' may vote at the AGM.
- The quorum for Management Committee meetings shall be two thirds. If a committee meeting is not quorate due to officer positions being vacant, making a quorum impossible; then the only decision a non-quorate committee can make is to call an Extraordinary General Meeting to elect new officers to fill the vacant positions.
- The Committee can co-opt advisers to the Committee as necessary to fulfil its business. Co-opted advisers are not permitted to vote on Committee decisions.
- The Management Committee may establish a code of Conduct and rules & regulations to govern matters with regards to the administration of the club. If there is a conflict between Constitution and any code of conduct or Rule, the terms of the Constitution shall prevail.
- The Management Committee will be responsible for implementing the club's Code of Conduct, Disciplinary process and Complaints procedure.
- The club will have a co-opted youth representative.

7. Finance

- All club monies will be banked in an account held in the name of the club, with the Treasurer and two other elected Officers as signatories on the account.
- The Club Treasurer will be responsible for the finances of the club.
- The financial year of the club will end on: 31st March each year
- An audited statement of annual accounts will be presented by the Treasurer at the Annual General Meeting(s).

8. Annual General Meetings

- The Management Committee shall convene an annual general meeting in each financial year. No more than 14 months shall elapse between one annual meeting and the next.
- 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 be held with the main purpose of:
 - The AGM receiving a report from officers of the Management Committee and a statement of the audited accounts.
 - Election of officers
 - Setting of membership fees
- Nominations for officers of the Management Committee will be sent to the Secretary prior to the AGM.
- Any proposed changes to the Constitution must be received by the Chair or Secretary at least 14 days before the AGM
- All members 'in good standing' have the right to vote at the AGM. Voting will be by the show of hands. Where there is only one candidate for Committee role, that person will be ratified by a show of hands
- Resolutions put to vote will require the approval of the majority of the members present



- The quorum for AGMs will be 25% of membership. No business will take place unless the quorum is present
- 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 28 days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including suspension or 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 14 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 28 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 be distributed amongst the members.

11. Amendments to the constitution

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

12. Declaration

Swans 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

