



WESTCROFT TRIATHLON CLUB

CLUB CONSTITUTION

Version 3: 2/12/2018

1 Name

- 1.1 The club will be called *Westcroft Triathlon Club* and will be affiliated to *Triathlon England* and the *British Triathlon Federation*.

2 Aims and objectives

The aims and objectives of the club will be:

- to promote the sport of triathlon to children and adults within the local community of Sutton, Carshalton and Wallington
- to provide training, coaching, competitive and social opportunities for those interested in triathlon
- to provide all its services in a way that is fair to everyone and non-discriminatory

3 Membership

- 3.1 Membership should consist of officers and members of the club.
- 3.2 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.
- 3.3 Paid instructors, teachers or coaches who are not members of the club must be members of a body which has an ethical and child protection code approved at a meeting of the Management Committee or must agree in writing to the regulations and codes of conduct adopted by the club.
- 3.4 Members will be enrolled in one of the following categories:
- Full member
 - Junior member
- 3.5 Membership fees will be set annually and agreed by the Management Committee or determined at the Annual General Meeting. Fees will be due on the 1st April and the Treasurer will be responsible for the method of collection of fees. The period for payment of fees will be 30 days from 1st April unless payment by instalments has been agreed.
- 3.6 A member may be suspended by the Treasurer from club activities in the event of failure to pay club fees within 30 days of 1st April.



4 Officers of the club

- 4.1 The officers of the club will be:
- Chair
 - Vice Chair
 - Secretary
 - Treasurer
 - Races Director
 - Social Secretary
 - Website Manager
 - Social Media and Press Secretary
 - Head Coach
 - Kit Officer
 - Junior Development
 - Membership Secretary
 - Welfare Officer
- 4.2 Each role is for a term of one year with re-election annually. However, the Chair may serve for up to two years before re-election but may only serve two consecutive terms.

5 Committee

- 5.1 The club will be managed through the Management Committee consisting of the officers above. Only holders of these posts will have the right to vote at meetings of the Management Committee.
- 5.2 The Management Committee will be convened by the Secretary of the club and held no less than 4 per year.
- 5.3 The quorum required for business to be agreed at Management Committee meetings will be not less than a simple majority of the Committee members.
- 5.4 The Management Committee will be responsible for adopting new policy, codes of conduct and rules that affect the organisation of the club.
- 5.5 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.
- 5.6 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.

6 Finance

- 6.1 All club monies will be banked in an account held in the name of the club.
- 6.2 The Club Treasurer will be responsible for the finances of the club.
- 6.3 The financial year of the club will end on 30 September of each year.
- 6.4 A statement of annual accounts which has been **checked independently by a person approved by the Committee** will be presented by the Treasurer at the Annual General Meeting.
- 6.5 Any cheques drawn against club funds should hold one signature. The number of signatories eligible to sign should be up to four including the Treasurer.

7 Annual General Meetings

- 7.1 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.
- 7.2 The AGM will receive a report from officers of the Management Committee and a statement of the audited accounts.
- 7.3 Nominations for officers of the Management Committee will be sent to the Secretary prior to the AGM.
- 7.4 Elections of officers are to take place at the AGM.
- 7.5 All members have the right to vote at the AGM.
- 7.6 The quorum for AGMs shall represent not less than a simple majority of the Committee members.
- 7.7 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.



8 Discipline and appeals

- 8.1 All complaints regarding the behaviour of members should be submitted in writing to the Secretary. The Management Committee may also of its own motion consider taking disciplinary action against a member for breach of the Code of Conduct and will notify the member that it is doing so.
- 8.2 The Management Committee will meet to hear any such disciplinary matter within 21 days of a complaint being lodged or notice being given. The committee has the power to take appropriate disciplinary action including the termination of membership. The member will have the right to be heard at any such meeting, unless it would risk the health and safety of any other person.
- 8.3 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 21 days of the hearing.
- 8.4 There will be the right of appeal to the Management Committee following disciplinary action being announced. Membership will continue pending appeal. The committee should consider the appeal within 21 days of the Secretary receiving the appeal.

9 Dissolution

- 9.1 A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the committee.
- 9.2 In the event of dissolution all liabilities of the Club, the Committee shall dispose of the net assets remaining to one or more of the following:
 - To another Club with similar sports purposes which is a registered charity; and/or
 - To another Club with similar sports purposes which is a registered BTF; and/or
 - To the Club's national governing body for use by them for related community sports

10 Amendments to the constitution

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



11 Declaration

11.1 *Westcroft Triathlon 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