

# Chichester Westgate Triathlon Club Constitution

## 1. Name

- The club will be called Chichester Westgate 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.
  - 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
  - Junior / Youth member
  - Student member in full time education
  - Life member.
- A member to be awarded “Life Member” will be discussed by the committee at a given time and awarded to the discussed member based on their noticeable contribution to the club over an extensive period of time.
- Membership tiers will be decided by the management committee or at the Annual General Meeting.

## 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 as an annual subscription.

## 5. Officers of the club

- The officers of the club will be:
  - Chair
  - Secretary
  - Treasurer
  - Club Welfare Officer
  - Any other relevant positions
  - Officers will be elected annually at the Annual General Meeting.
- All officers will retire each year but will be eligible for re-election.

## 6. Committee

- The club will be managed through the Management Committee consisting of:
  - Chair
  - Vice Chair
  - Secretary
  - Treasurer
  - Club Welfare Officer
  - Head Coach
  - Junior & Youth Coach / Chair
  - Events Co-Ordinator
  - Membership Secretary
  - Health & Safety Officer
  - Run Co-Ordinator
  - Swim Co-ordinator
  - Bike Co-Ordinator
  - Web Master
  - Kit Officer
  - Covid19 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 6 times per year.
- The quorum required for business to be agreed at Management Committee meetings will be 5 committee members.
- 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 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 audited 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 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.
- Members wishing to stand for election can be voted in in absentia at the AGM, but only if they are the only nominee.
- If more than one member is seeking election for the same role and one is unable to attend the AGM, then the AGM should decide on one of two options:
  1. An EGM to be called with a one item agenda to vote on this position
  2. The AGM agree that the nominees attend the next Committee Meeting for the committee to decide.
- All members have the right to vote at the AGM.
- The quorum for AGMs will be 20% of membership.
- 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 14 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 7 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 14 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 CWTC Junior / Youth club.

## 11. Amendments to the constitution

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

## 12. Declaration

- Chichester Westgate Triathlon Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

Name:

*Club Chair*

Signed: Andrew George

Date: 5/7/2020

Name:

*Club Secretary*

Signed: *Ben Newman*

Date: 5/7/2020