

Harrogate Tri Club - Constitution (updated April 2018)

1. Name

The club will be called the Harrogate Tri 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
- To promote the sport of triathlon in Harrogate and the surrounding area
- To provide a welcoming environment for individuals of all abilities
- To provide opportunities for our members to get involved in their first triathlon and beyond
- To try, train, compete and socialise with like-minded people
- To provide an environment where triathletes of all abilities can fulfil their potential

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 - with swimming
- Full member - PAYG
- Full member - Coach
- Junior member (8-14yrs - non-voting)

Membership categories will be proposed by the management committee and ratified at the Annual General Meeting.

4. Membership fees

Membership fees will be proposed annually by the Management Committee and approved at the Annual General Meeting.

Fees will be paid depending on the membership type but will generally include a one-off joining fee with a monthly direct debit

5. Officers of the club

The officers of the club will be:

- Chair
- General Secretary
- Treasurer
- Club Welfare Officer
- Coach Rep
- Kit Secretary
- Social Secretary
- Special Projects Secretary (without specific portfolio)
- Junior Head Coach
- Harrogate Triathlon Race Director
- Any other relevant position as deemed necessary by the management committee

Officers will be elected annually at the Annual General Meeting.

Officers will be able to hold a respective position for a total of 2x3years and must stand down after this period of time.

6. Management Committee

The club will be managed through the Management Committee consisting of: the Chair, the General Secretary, the Treasurer, the Club Welfare Officer, the Coach Rep, the Kit Secretary, the Social Secretary, the Special Projects Secretary, the Junior Head Coach and the Harrogate Triathlon Race Director. 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 4 per year.

The quorum required for business to be agreed at Management Committee meetings will be based on a majority decision.

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: 30th September.

The Chair and Treasurer have a discretionary spending limit of up to £100. Anything greater than this must be approved by the Management Committee.

A statement of annual accounts will be presented by the Treasurer at the Annual General Meeting.

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 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.

All members have the right to vote at the AGM.

The quorum for AGMs will be 25% of voting 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

Any and all complaints regarding the behaviour of members should be submitted in writing to the Chair.

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 5 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 Chair receiving the appeal.

11. Codes of conduct

The Harrogate Tri Club is committed to working with British Triathlon to ensure that the sport is governed and delivered in a clean and equitable way. To that end the Harrogate Tri Club fully endorses the following policies:

- a. The Coaches Code of Ethics and Conduct
- b. The British Triathlon Clean Sport Commitment
- c. The British Triathlon Equality and Diversity Policy



12. 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 Triathlon England, another community triathlon/sports club or a nominated charity.

13. Amendments to the constitution

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

14. Declaration

The Harrogate 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