

WAKEFIELD TRIATHLON CLUB

Constitution

Approved by members at an EGM held on November 18, 2011.

1 Name

The club will be called Wakefield Triathlon Club and will be affiliated to the British Triathlon Association.

2 Aims and objectives

The aims and objectives of the club will be:

Overall Aim:

To promote and encourage people's participation in Triathlons through organised races and suitable training and other events including social activities.

Objectives:

- To offer coaching and competitive opportunities in principally triathlon but also in other sport events.
- To promote the club within the local community.
- To ensure a duty of care to all members of the club.
- To ensure that all present and future members receive fair and equal treatment.

The Club may be affiliated to the national Governing Body for Triathlon, Triathlon England. The Club may also be affiliated to the national Governing Bodies for cycling (the Road Time Trials Council and British Cycling) and running (England Athletics) and to such other bodies as the Club may determine from time to time.

The business affairs of the Club shall at all times be conducted in accordance with the rules and procedures of the Governing Bodies to which the Club is affiliated and in particular:

- All Club members shall be eligible competitors as defined by the rules and procedures of the Governing Body for the particular sport
- In the event that there shall be any conflict between any rule or by-law of the Club and any of the Governing Body Rules then the relevant Governing Body Rule shall prevail.
- In the event that there shall be any conflict between any rule of two or more of the Governing Bodies to which the Club is affiliated then the rules of Triathlon England shall prevail.

3 Membership

Membership is open to people who have paid the appropriate fee and completed an application form. People who are entitled to pay a reduced, concession fee will need to produce the necessary documentation to prove that they meet the discount membership rate requirements. The eligibility requirements for concessionary membership will be agreed by the Management Committee

annually and displayed on membership forms. An application for membership implies that the applicant agrees to abide by the clubs rules, codes of conduct and constitution including any passed rules, regulations and policies set by the clubs Management Committee and noted in committee meeting minutes.

Membership commences when the full appropriate fee and application form have been passed onto a club official. The membership period starts each year on the 1 January and ends on 31 December.

Membership can be ended for a period specified by the Management Committee if a majority of the committee agree that a member has brought the club into disrepute. However the member must be given fourteen days notice of any meeting to be held about such matters and can make or attend and make representations about the circumstances. There will be the right of appeal to the committee following disciplinary action being announced. The committee shall consider the appeal within 14 days of the Secretary receiving the appeal. The same complaint can only be heard by the committee twice upon which time the decision by the committee is final.

Membership fees will not be reimbursed if a member resigns or is expelled before the end of the club year.

Persons of either sex are eligible for membership of the Club provided they are at least 16 years old. No person shall be denied membership of the Club on the grounds of race, ethnic origin, creed, colour, age, disability, sex, occupation, sexual orientation, religion, political or other beliefs.

4 Membership fees

Membership fees will be set annually and agreed by the club Management Committee or determined at the Annual General Meeting. Those who wish to become members of Wakefield Triathlon club will need to pay the appropriate fee and complete in full a membership form. Fees need to be paid in a one off payment annually.

The Committee may offer a discounted membership fee which will commence on 1 October and run through to 31 December.

5 Officers of the club

The officers that make up the management committee of Wakefield Triathlon club will be:

- Chair
- Vice Chair
- Secretary
- Treasurer
- Publicity Officer
- Plus at least three other representatives.

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 committee of elected officers:

Only officers in elected posts, including the representatives without portfolios, will have the right to vote at meetings of the committee.

The committee will be convened by the Secretary of the club. No less than six committee meetings will be held per calendar year.

The quorum required for business to be agreed at committee meetings will be 4 with the chair having the casting decision in split votes. If the Chair and Vice Chair are not in attendance at a Committee meeting the Committee members present will vote a member as chairman. If a Chairman cannot be voted in for the meeting the members will draw lots.

The committee will be responsible for adopting new policies, codes of conducts and rules that affect the organisation of the club.

The committee will have powers to appoint subcommittees as necessary and appoint advisers to the committee as necessary to fulfil its business. The committee will be responsible for disciplinary hearings of members who infringe the club rules/regulations/ constitution. The 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: 31st March.

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

Any cheques drawn against club funds must be signed by the Treasurer and either the secretary or Chair.

Wakefield Triathlon Club is run in a non-profit making manner. Any surplus income or gains will be reinvested in the club and distribution of club assets, in cash or in kind to members or third parties, is not permitted.

Donations by the club to Charities or to other clubs that are registered as Community amateur sports clubs will only be made when authorised by the club committee.

8 General Meetings

An Annual General Meeting (AGM) will be held within [9] months of the end of the Club's financial year.

Notice of the AGM will be given by the Club Secretary. All members of the club will be given 21 clear day's notice of the date of the AGM.

The AGM will receive a report from officers of the committee and a statement of the audited accounts. Nominations for officers of the committee will be sent to the Secretary prior to the AGM and must be received within [7] days of the date of 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 ten members.

