

## **Club Constitution**

### **Name of club**

The club will be called Taff Ely Triathlon Club and will be affiliated to Welsh Triathlon, and British Triathlon.

### **Club Colours and Insignia**

Club colours are Black and Yellow.

### **Club Aims and Objectives**

The aim of the Club is to promote and encourage the sport of triathlon through:

- The offer of coaching and competitive opportunities in Triathlon
- The promotion of the club and the sport of triathlon within the local community
- The promotion and encouragement of members in enjoying, being involved in and participating in the sport of triathlon, duathlon, aquathlon, swimming, cycling or running events.
- Ensuring the duty of care to all members of the club.
- Providing all its services in a way that is fair to everyone.
- Ensuring that all present and future members receive fair and equal treatment.

### **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 Adult member.
  - Youth and Junior.
- Concessionary member (aged 16-18 / Students in full time education / women aged 60+ / men aged 65+)
- Honorary member.
- Any other deemed appropriate by the committee.

### **Annual Subscription**

Executive/ Management committee shall propose membership fees which will be set annually at the Annual General Meeting, Fees will be paid: annually on 1st January.

Membership fees will NOT be reimbursed if a member decides to leave the club part way through the year, except in special circumstances agreed by the committee.

The Annual General Meeting shall in so doing make special provision for different classes of membership as the Annual General Meeting shall determine.

No member shall, in any year, be entitled to exercise any rights or privileges of membership until his or her subscription for that year has been paid.

The Committee to have the power in special circumstances as it sees fit, to remit the whole or part of the Club fees to any individual member. Such decisions will be taken on a case-by-case basis, and the Committee's decision shall be final.

### **Cessation of Membership**

The club retains the right to remove membership from any member. If the club deems that membership is to be removed, it can be appealed at the next committee meeting. If this appeal is rejected, the member will not be able to join the club for a set period of time. The committee will decide the length.

No refund will be due on any membership which is terminated by the club.

If a member does not pay their annual subscription, they will no longer be a member of the club but can rejoin at any time. Once the subscription lapses, the member has no right to attend or represent the club.

### **Officers of the club**

The officers of the club will be as follows:

- Chairman
- Treasurer
- Secretary
- Welfare Officer

Members wishing to be elected must inform committee prior to AGM agenda being published.

## **Club Committee**

The Club will be managed through the Management Committee consisting of the Club Officers plus other committee members as necessary. These positions include:

- Membership Secretary
- Website Co-ordinator
- Social Secretary

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: 5

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.

## **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 should hold the signatures of the Treasurer plus up to two other officers.

## **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.

All members have the right to vote at the AGM.

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.

### **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 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 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 7 days of the Secretary receiving the appeal.

### **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 to Welsh Triathlon or other clubs with similar objectives.

### **Declaration**

Taff Ely Triathlon Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.