



Portsmouth Triathletes Constitution

Version number: 4
Amendment: 0
10 Nov 2017

1: NAME

The Club will be called “PORTSMOUTH TRIATHLETES” and affiliated to the Triathlon England (British Triathlon Federation), and any other relevant associations.

2: AIMS and OBJECTIVES

The aims and objectives of the Club will be:

- a) To develop the sport of Triathlon in the Portsmouth region, including the associated multi-disciplinary offshoots Aquathlon and Duathlon.
- b) To encourage members and non-members alike to participate in the sport locally through regular training sessions and club events with an aspiration to be inclusive to all.
- c) To invest surplus club funds to achieve the goals set out in items a) and b) above.
- d) To provide a duty of care to all members of the Club by promoting a safe environment for training, racing and participation in other club related activities in line with recognised good practice.
- e) To provide services in a way that is fair to everyone, in line with BTF equity policies.

3: ELIGIBILITY AND TERMS OF MEMBERSHIP

Application for membership is open to all over the age of 8 years (athletes under 16 need to join as part of a family membership, athletes 16-18 will still need parental consent). The committee may refuse or remove membership with reasonable cause. Appeals may be made under clause 10. 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 practice that the Club has adopted. Junior members (under 18 years of age) are to be accompanied to training sessions and events by a responsible adult defined as a parent or someone with parent or guardian's authority.

Members will be enrolled in one of the following categories:

- Individual Senior member
- Family Membership (including competing adults and juniors)
- Family Membership (with no over 16 years competing members)
- Junior Member (16-18 years)
(Ages taken at date of joining)

Members are expected to make themselves available to officiate in at least two of the Club's organised events annually in line with the Club policy on training and event support as detailed at Annex A.

4: MEMBERSHIP FEES

Membership fees will be set annually and agreed by the Management Committee. Fees will be paid by annual subscription on their day of joining and each subsequent year. Members will join and set up an account using the online registration system, links on website. Annual reminders to re-join will be sent automatically. Memberships will be cancelled if not renewed within 1 month.

5: OFFICERS OF THE CLUB

Officers of the Club will be:

- Chairman
- Vice Chairman
- Secretary
- Treasurer
- Welfare Officer

Officers and Committee members shall be elected at each Annual General Meeting. All officers and Committee members will retire each year but will be eligible for re-appointment.

6: COMMITTEE

The Club will be managed through the Management Committee consisting of the Club Officers and committee members:

- Membership Secretary
- Communications Co-ordinator
- Social Secretary
- Triathlon Development Officer Co-ordinator
- Coaching and Training Co-ordinator
- Events Manager
- Swimming Co-ordinator
- Junior Section Co-ordinator

Committee meetings will be convened by the Secretary of the Club and held no less than six times per year. The quorum required for business to be agreed at Management Committee meetings will be five. The Committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation of the Club consistent with this constitution. The Committee will have powers to appoint sub committees as necessary and appoint advisers to the Management Committee as necessary to fulfil its business. The Committee will be responsible for disciplinary hearings of members who infringe the Club rules or constitution. They will do this by appointing 3 committee members to a complaints panel to hear the case and make recommendations. The Management Committee will be responsible for taking any action of suspension or discipline following such hearings.

7: Junior Section

The Club will support the development of triathlon for Juniors. They will do this by creating a formal sub-committee, the membership of this committee to be decided by the Junior Section Co-ordinator, Welfare officer, and Triathlon Development Co-ordinator. The Junior Section officer will report directly to the main committee. The Sub-committee will share the same aims and objectives of the Club and will arrange for training and coaching, managing any ring-fenced finance (grants, sponsorships or monies raised by juniors), managing conduct, safeguarding and developing junior Triathlon in all its various forms. The sub-committee will not commit the club to expenditure (over and above the ring-fenced amounts) without the consent of the main committee.

8: FINANCE

All Club monies will be banked in accounts held in the name of the Club. The Treasurer will be responsible for the finances of the Club. A statement of annual accounts, that has been subject to an independent examination by a suitably qualified person, will be presented by the Treasurer at the Annual General Meeting. Any cheques drawn against club funds must be signed by a signatory or signatories authorised by the Bank Mandate arranged by the Treasurer. The Treasurer shall be the Primary user of the internet banking facility and shall arrange for a Secondary user to be registered as cover.

9: AGM

Notice of Annual General Meetings (AGM) will be given by the Secretary. Not less than 30 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 financial accounts. Elections of officers and committee members are to take place at the AGM. Prospective candidates must be proposed and seconded by two members of the Club. All senior members (over 18 years) have the right to vote at the AGM. The quorum for AGMs will be ten percent of adult members. Members who are unable to attend the AGM can notify the Secretary within 7 days of the AGM and nominate a proxy vote. One member can have a maximum of 5 proxy votes. Proxy votes will count towards the quorum of ten percent. The Management Committee has the right to call Extraordinary General Meetings (EGMs) outside the AGM. An EGM may also be called if at least ten member proposers, of which a minimum of four are committee members, make written application with an agenda to the Secretary. Procedures for EGMs will be the same as for the AGM.

10. DISCIPLINE AND APPEALS

All complaints regarding the behaviour of members should be submitted in writing to the Chairman (or other Management Committee member if appropriate). Initially the complaint will be dealt with by one of the Officers in accordance with the Complaints policy. The Management Committee will appoint a Complaints Panel to meet to hear formal complaints within 30 days of a complaint being lodged. The committee has the power to take appropriate action including the termination of membership. The outcome of a complaints 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 full Management Committee. An appellant should lodge the appeal in writing to the Secretary within 7 days of receiving the outcome. The full committee should consider the appeal within 14 days of the Secretary receiving the appeal, voting by proxy if necessary.

11. DISSOLUTION

A resolution to dissolve the Club can only be passed through a two-thirds majority vote of the membership at an AGM or EGM. In the event of dissolution, any assets of the Club that remain will be distributed to other charities as identified at the AGM.

12. AMENDMENTS TO THE CONSTITUTION

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

Declaration

Portsmouth Triathletes hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

Signed: ***On Original*** Date: 10 Nov 2017
Name: Nigel Selley

Club Chair

Signed: Date: 10 Nov 2017
Name:

Club Secretary

Signed: Date: 10 Nov 2017
Name:

The Club Policies will be kept separately from the Constitution and include:

- A. Expectations of Club members (including requirement to Official in club events)*
- B. Rules for financial support for overseas competition for representing National Teams
- C. Safeguarding Policy
- D. Equity policy
- E. Complaints policy

* subject to update by Committee in November 2017