



Coventry Triathletes - Club Constitution

1. Name

The club will be called “Coventry Triathletes”, may also be known as “The Spots”, “CovTri” hereinafter referred to as the club.

The club shall be affiliated to national triathlon governing body (Currently British Triathlon Federation/Triathlon England). Affiliations to other bodies shall be decided by the committee or at a General meeting (see Appendix B).

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:

- Adult – Any person over 18 years of age.
- Concession – Persons over 18 years of age who at the time of joining are Students, Retired or unemployed.
- Lifetime – As determined by the committee for an unlimited period to acknowledge long term support and services to the club.

The Management Committee may refuse membership, or remove it for just cause, such as conduct or character likely to bring the club or sport into disrepute. Appeal against refusal or removal may be made to the members.

Any future changes to the Membership categories will be decided by the Management Committee with ratification by members at the Annual General Meeting.

4. Membership fees

Membership fees will be agreed annually by the Management Committee and presented at the Annual General Meeting.

The membership year will run from 1st January to 31st December. Annual subscription fees are due on 1st January.



A reduced concession rate is available for new members joining after 1st August each year. Other concession rates may be made available in exceptional circumstances by agreement of the Management Committee.

Individuals shall not be eligible to take part in the business of the Club, vote at general meetings or be eligible for election to the Management Committee unless the applicable subscription has been paid by the due date and/or membership has been agreed by the Management Committee.

5. Officers of the club

The officers of the club will be:

- Chair
- Secretary
- Treasurer
- Vice-Chair
- Membership Secretary
- Welfare Officer
- Coaching Co-ordinator
- Social Secretary
- Publicity Officer
- Club Captains
- British Triathlon Delegate
- Kit Person
- Any other relevant position that will form the management committee.

Officers will be elected annually at the Annual General Meeting.

All officers will retire each year but will be eligible for re-election.

A committee role other than Chairperson, Secretary or Treasurer may be shared between no more than two people. If the role is shared the vote for that role on the committee shall also be shared.

A person may be appointed to no more than two officer roles, but they will only have a single vote at committee meetings.

6. Committee

The club will be managed through the Management Committee consisting of *the above-named officers*. 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 *eight times* per year.

The quorum required for business to be agreed at Management Committee meetings will be: *six or 75% of the committee (whichever is lower)*

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. Advisors may be other



members of the club or external professionals (i.e., accountants). External advisors will be paid for their advice out of club funds, at rates agreed with the committee from time to time.

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: 31st December.

A 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 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 the lower of *25% of membership or 20 current members*.

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 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 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 28 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 *the British Triathlon Federation*.



11. Amendments to the constitution

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

12. Declaration

Coventry Triathletes 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



Appendix A. Committee Roles / Responsibilities

This section provides a brief overview of the roles/responsibilities of club committee members. The Committee have the right to amend this list during its normal business as voted on at the 2019 AGM.

(NB: This is limited to wording changes and does not include the creation or deletion of roles)

A separate document exists with more specifics for each role available via the club website or secretary.

Role	Purpose
Chair	Overall responsibility for leadership and direction of the club, to ensure the development of the club for the benefit of all the members.
Vice-Chair	To support the Chair in the effective leadership, management, and direction of the club for the benefit of all members.
Treasurer	Responsibility for all financial matters relating to the club. Including being primary signatory for the club's bank accounts.
Secretary	Responsibility for all administrative tasks to facilitate the effective management of the club. Including organization of the AGM, EGM and Committee meetings
Welfare Officer	Responsibility for all matters relating to safeguarding and membership welfare
Membership Secretary	Responsibility for all matters relating to membership and affiliation renewals
Coaching Co-Ordinator	Responsibility for effective communication between the coaching team, the club's coaches, and committee.
Publicity Officer	Responsibility for all matters relating to publicity and marketing for the club
British Triathlon Delegate	Responsibility of ensuring a proactive working relationship with British Triathlon on all relevant matters
Kit Officer	Responsibility for all matters relating to the provision of and sale of club kit / merchandise
Social Secretary	Responsibility for all matters relating to social events and activities for the club and potential members, including organization of the annual awards evening.
Club Captain(s)	Responsibility to encourage member participation in a variety of different events/races to promote the club. Responsibility for the management of the club championship.



Appendix B. Appendix B: Affiliated Clubs

This section lists the governing bodies or associates that the club is affiliated with. The Committee have the right to amend this list during its normal business as voted on at the 2019 AGM.

This right will be implemented to allow for additions and modifications to existing affiliations that enable effective delivery of the clubs aims and objectives. Whereby an affiliation is to be terminated a proposal must be taken to the AGM, Unless the affiliation is being terminated due to dissolution of the affiliated organization.

Organization	Affiliation Cycle	Lead Committee Role
Cycling Time Trials https://www.cyclingtimetrials.org.uk/	Annual 1 st Jan – 31 st Dec	Secretary
England Athletics https://www.englandathletics.org/	Annual 1 st April – 31 st March	Membership Secretary
Warwickshire Road Race League http://www.warwickshireathletics.co.uk/wrrl/	Rolling annual (Renews on date of affiliation accepted by WCAA committee)	Membership Secretary
British Triathlon / Triathlon England https://www.britishtriathlon.org/	Annual 1 st Jan – 31 st Dec	Membership Secretary & BTF/TE Delegate
Birmingham & District Cross Country https://www.birminghamccleague.co.uk/	Annual April – March	Membership Secretary

Appendix C. Revision History

This table outlines changes to the constitution, in reference to AGM's where resolutions have been passed.

Ver.	Date	Amendment	Author
2.0	28/03/2019	<p>Updates from AGM 2019:</p> <p>Addition of Appendix A – Roles/Responsibilities of Officers</p> <p>Addition of Appendix B – List of Club Affiliations</p> <p>Addition of Revision History</p> <p>Amendment to Section 5 – Allow sharing of some officer positions.</p> <p>Amendment to Section 6 to clarify wording about sub-committees.</p> <p>Amendment to Section 3 – Removal of associate and family membership categories. Addition of wording for life membership.</p>	Adam Simmonds
3.0	March 2023	<p>Replace previous constitution in entirety with above, based on BTF model template.</p> <p>Main Changes:</p> <ul style="list-style-type: none"> • Clarification of membership types • Lowering of AGM Quorum requirement 	Adam Simmonds