

Coventry Triathletes - Club Constitution

1. Name

The name of the club shall be "Coventry Triathletes" (hereby referred to as "The Club") and will be affiliated to the British Triathlon Federation

2. Aims and objectives

- The aims and objectives of the club will be:
- To promote and encourage participation in the sports of swimming, cycling, running, Aquathlon, Duathlon and Triathlon.
- To stimulate the interest of the public in the sports of swimming, cycling, running & related multi-discipline sports.
- To offer coaching and competitive opportunities in triathlon.
- To promote the club within the local community
- To provide all its services in a way that is fair to everyone
- To ensure that all club members receive fair and equal treatment.

3. Membership

Membership will consist of officers and members of the club. All officers and 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:

a) First claim members, who may be:

- Senior Members
- Life members

b) Second claim members.

A concession of half the annual subscription will be given to Senior Members if at the time of joining or renewing membership they are: -

- Student
- unemployed
- retired

Members joining after August 31st will pay a reduced membership fee, their membership will become renewable on January 1st.

The committee may at its discretion bestow a life membership upon an individual to acknowledge long term support and services to the club.

4. Membership fees

Membership fees will be set annually and agreed by the club committee and reviewed annually at the club AGM.

Subscriptions shall become due on 1st January. Members have one month to renew up until 31st January after which there is a surcharge, the amount of which will be reviewed annually at the AGM.

5. Officers of the club

The club shall be run by a committee consisting of:

- Chair
- Vice-chair
- Secretary

- Treasurer
- Membership Secretary
- Welfare Officer
- British Triathlon Delegate
- Publicity Officer
- Any other relevant position as decided by the committee from time to time.

Officers will be elected annually at the annual general meeting. All officers will retire each year but will be eligible for re-election.

The positions of Chair, Vice-Chair, Secretary and Treasurer are Executive Officers of the Club and these positions can only be held by one named individual. The positions of Welfare Officer and British Triathlon delegate are classified as Officer and can only be held by one named individual.

All other positions are Officers of the club but can be held by no more than two named individuals who will share the responsibilities of the role in the manner agreed between the individuals and the committee from time to time.

Where a role is shared, the vote for that position at committee meetings will also be shared. Therefore, two people sharing a role will have a single vote on committee business. Where a role is shared and both holders of the role are present, they will count as 1 towards the quorum for that meeting.

An individual can hold two committee roles in the same year with approval of members at the relevant AGM, but they will only have a single vote at committee meetings (unless the individual is also the chair and a casting vote is required). Where two positions are held by the same person and a conflict of interest or concern about conduct arises the other members of the committee will nominate two committee members to investigate.

6. Committee

The club will be managed through a committee consisting of the above-named officers. Only these posts will have the right to vote at meetings of the committee.

The 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 committee meetings will be six (or 75% of committee)

The committee will be responsible for adopting new policy, codes of conduct and rules that affect the organization of the club.

The committee will have powers to appoint sub-committees as necessary and appoint advisers to the 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 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 start on 1st March and end on the last day of February.

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 two club officers (where possible this should comprise the treasurer and one other).

The treasurer should be notified of any monies paid into club accounts.

8. Annual general meetings

Notice of the Annual General Meeting (AGM) will be given by the club secretary. Not less than 21 days notice will be given to all members.

The AGM will receive a report from officers of the committee and a statement of accounts.

Nominations for officers of the committee will be sent to the secretary at least seven days prior to the AGM. Each nomination requires a second who shall be a club member.

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 membership

The 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 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 will 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 committee following the 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

Once established and ratified by committee, 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

Club Chair Name Signed Date

Vice-Chair Name Signed Date

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 annual 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 managing 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	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	Updates from AGM 2019: Addition of Appendix A – Roles/Responsibilities of Officers Addition of Appendix B – List of Club Affiliations Addition of Revision History Amendment to Section 5 – Allowing some officer positions to be shared Amendment to Section 6 to clarify wording about sub-committees. Amendment to Section 3 – Removal of associate and family membership categories. Addition of wording for life membership.	Adam Simmonds