



## **Constitution**

### **1. Name**

The club will be called *Jetstream Tri Club* and will be affiliated to the *British Triathlon Association*.

### **2. Aims and objectives**

The aims and objectives of the club will be:

- To offer coaching and competitive opportunities in the amateur sport of *Triathlon*.
- To primarily promote the club as one offering help and coaching to Juniors, Youths and Tristars.
- To promote the club within the local community and within the local *Triathlon, Swimming Cycling and Running communities*
- To ensure a duty of care to all members of the club.
- To provide all its services in a way that is fair to everyone.
- 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.

Membership of the Club shall be open to anyone interested in the sport on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However, limitation of membership according to available facilities is allowable on a non discriminatory basis.

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. The Club Committee may refuse membership, or remove it, only for good 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, notwithstanding the result of the appeal to the Management Committee in clause 9.

Members will be enrolled in one of the following categories:

- Associate member

- Junior member
- Adult Member
  - All adult members wishing to participate in training sessions must also regularly offer their services to the club in support of administration, coaching or marshalling.
- Family Member A – belonging to a membership group consisting of one adult and up to four children - the adult members must be parents or guardians of the child members
- Family Member B – belonging to a membership group consisting of two adults and up to four children - the adult members must be parents or guardians of the child members
- Honorary Member

#### **4. Membership fees**

Membership fees will be set and agreed by the Management Committee or determined at the Annual General Meeting. This includes the frequency of payment and the amount paid by each category of membership. The Club will keep subscriptions at levels that will not pose a significant obstacle to people participating.

#### **5. Officers of the club**

The officers of the club will be:

- Chair
- Vice Chair
- Honorary Secretary
- Treasurer
- Volunteer Coordinator
- Membership Coordinator
- Head Coach
- Head Junior Coach
- Welfare Officer
- General Committee Members

Officers will be elected annually at the Annual General Meeting.

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

## **6. Committee**

The club will be managed through the Management Committee consisting of all of the officers of the club, all of whom will have the right to vote at meetings of the Management Committee.

The Management Committee will be convened by the Secretary or Chair of the club and meet no less than *4 times* per year. The quorum required for business to be agreed at Management Committee meetings will be: *at least half the number of officers in post.*

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.

## **7. Property & Funds**

(i) The property and funds of the Club cannot be used for the direct or indirect private benefit of members other than as reasonably allowed by the Rules and all surplus income or profits are reinvested in the club.

(ii) The Club may provide sporting and related social facilities, sporting equipment, coaching, courses, insurance cover, medical treatment, away-match expenses, post match refreshments and other ordinary benefits of Community Amateur Sports Clubs as provided for in the Finance Act 2002.

(iii) The Club may also in connection with the sports purposes of the Club:

(a) sell and supply food, drink and related sports clothing and equipment;

(b) employ members (though not for playing) and remunerate them for providing goods and services, on fair terms set by the Committee without the person concerned being present;

(c) pay for reasonable hospitality for visiting teams and guests;

(d) indemnify the Committee and members acting properly in the course of the running of the Club against any liability incurred in the proper running of the Club (but only to the extent of its assets).

(iv) The Committee will have due regard to the law on disability discrimination and child protection.

(v) All club monies will be banked in an account held in the name of the club.

(vi) The Club Treasurer will be responsible for the finances of the club.

- (vii) The financial year of the club will end on 30<sup>th</sup> April.
- (viii) A statement of annual accounts will be presented by the Treasurer at the Annual General Meeting.
- (ix) Any cheques drawn against club funds should hold the signatures of the Treasurer plus one other officer, the two signatories not being from the same family unit.

## **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.

Elections of officers are to take place at the AGM.

All members have the right to vote at the AGM.

The quorum for AGMs will be 20% of the membership. Proxy or postal votes to be counted as attendees for the purpose of this calculation.

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 or Welfare Officer.

The Management Committee will meet to hear complaints within 60 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 20 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 20 days of the Secretary or Welfare Officer receiving the appeal.

## **10. Winding Up**

- (a) The members may vote to wind up the Club if not less than three quarters of

those present and voting support that proposal at a properly convened general meeting.

(b) The Committee will then be responsible for the orderly winding up of the Club's affairs.

(c) After settling all liabilities of the Club, the Committee shall dispose of the net assets remaining to one or more of the following:

- (i) to another Club with similar sports purposes which is a registered charity and/or
- (ii) to another Club with similar sports purposes which is a registered CASC and/or
- (iii) to the Sport's governing body for use by them for related community sports.

### **11. Amendments to the constitution**

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

### **12. Priority**

Where there is any conflict between any of the above Rules ("key Rules") and any other rule or rules the key Rule(s) will take priority. Interpretation of all the Rules must be consistent with the statutory requirements for CASCs (which means Community Amateur Sports Clubs as first provided for by the Finance Act 2002.)

### **13. Declaration**

*Jetstream Tri Club* hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

SIGNED:

DATE: 12<sup>TH</sup> JULY 2008

NAME: WAYNE OWIDE

POSITION: Club Chair

SIGNED:

DATE: 12<sup>TH</sup> JULY 2008

NAME: SUE PROCTER

POSITION: Club Treasurer