



**WELLAND VALLEY  
TRIATHLON CLUB**

## **Club Constitution**

Revised Addition 2021



**AFFILIATED  
CLUB 2021**

# WELLAND VALLEY TRIATHLON CLUB

## Club Constitution

### 1 Name

The club will be called Welland Valley Triathlon Club (referred to as WVTri) and is affiliated to British Triathlon. Club identity 2076

### 2 Aims and objectives

The aims and objectives of the club will be:

- to offer coaching and competitive opportunities in Triathlon
- to promote the club within the local community and 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 accessible 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.

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 member
- Automatic Member (for coaching staff and assistants)

### 4 Membership fees

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

Fees will be paid: annually on the 1<sup>st</sup> January

### 5 Officers of the club

The officers of the club will be:

- Chair Person
- Secretary
- Treasurer
- Coaching Co-ordinator
- Communications Officer
- Welfare and Wellbeing
- Events Officers x 2
- Coaching Leads Swim / Bike / Run

Officers will be elected annually at the Annual General Meeting.



All officers will retire each year but will be eligible for re-appointment or at the discretion of the members allowed to continue in their role

### **5a Supporting Officers**

From time to time club officers may enlist the support of other members to carry out their duties and from sub groups lead by an elected officer. These supporting members may attend committee meetings in a non-voting capacity.

### **6 Committee**

The club will be managed through the Management Committee consisting of the above posts. Only these posts will have the right to vote at meetings of the Management Committee.

The Management Committee will be convened by the Secretary and / or the Chairman of the club and held no less than six meetings per year.

The quorum required for business to be agreed at Management Committee meetings will be: 50%

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 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: 31<sup>st</sup> December

An audited statement of annual accounts will be presented by the Treasurer at the Annual General Meeting.

Any finances drawn against club funds should hold two signatures, or permissions. Positions with authority to sign cheques are: - Treasurer, Chair and Secretary.



## **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 audited 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 25% OF THE MEMBERSHIP

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 Chair Person or Secretary.

The Management Committee will meet to hear complaints within 14 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 14 Days of the Secretary and or Chair Person 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 British Triathlon

## **11 Amendments to the constitution**

The constitution will only be changed through agreement by a majority vote at a committee meeting and will be ratified at the next Annual General Meeting.



**12 Declaration**

Welland Valley Triathlon Club 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



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