

Ryton Tri Club Constitution

1. Name

The club will be called **RYTON TRI CLUB** and will be affiliated to Triathlon England.

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:

- Full member
- Social Member
- Junior member
- Honorary Member

Membership tiers will be decided by the management committee or at the Annual General Meeting.

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 online through an online system.**

5. Officers of the club

The officers of the club will be:

- Chair
- Adult Secretary
- Junior Secretary
- Treasurer

- Bookkeeper
- Covid Officer
- Adult Club Welfare Officer
- Junior Club Welfare Officer
- Adult Committee Members as decided at the AGM
- Junior Committee Members as decided at the AGM

Officers will be elected annually at the Annual General Meeting.
All officers will retire each year but will be eligible for re-election.

6. Committee

The club will be managed in two tiers: (Adult and Junior) through the Management Committees consisting of:

ADULT CLUB: Chair and all named adult committee members. Only these posts will have the right to vote at meetings of the Management Committee.

JUNIOR CLUB: Chair, all named Junior Committee and key members of the coaching team.

Meetings of The Adult Management Committee will be either be convened by the Secretary of the club or discussions will be managed in an email group.

Meetings of The Junior Management Committee will be convened by the Junior Secretary and will meet a minimum of twice per year. In addition, regular email group decisions will be discussed and agreed.

The quorum required for business to be agreed at Management Committee meetings will be: 4 for adult and 6 for junior club decisions.

The Management Committees will be responsible for adopting new policy, codes of conduct and rules that affect the organisation of the club.

The Management Committees will have powers to appoint sub-committees as necessary and appoint advisers to the Management Committees as necessary to fulfil its business.

The Management Committees will be responsible for disciplinary hearings of members who infringe the club rules/regulations/ constitution. The Management Committees will be responsible for taking any action of suspension or discipline following such hearings.

7. Finance

All club monies will be banked in accounts held in the name of the club.

Ryton Tri Club has two accounts: one for the main adult club and one for the junior club.

The Bookkeeper will manage the day to day running of the club finances assisted by the Junior Secretary. The Club Treasurer will be responsible for the overall finances of the club and will produce a set of accounts.

The financial year of the club will end on: 30th November.

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

Access to bank accounts for cheque writing and online banking has been granted to The Bookkeeper, The Junior Secretary and The Chairman. Strict records of all transactions are maintained and regularly passed to The Treasurer for verification. Spreadsheets are also available at any time to the Management Committees.

8. Annual General Meetings

Notice of the Annual General Meeting (AGM) will be given by the Club Secretary or other member of the Management Committee. 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 or other member of The Management Committee 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 6 members in total.

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 or discuss by email group to hear complaints within 7 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 7 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 A Local Club with the same ethos and aims of Ryton Tri Club.

11. Amendments to the constitution

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



12. Declaration

RYTON TRI CLUB hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

Signed: *C Gardener*

Date: 2.11.20

Name: Colin Gardener
Club Chair

Signed: *BA Swanston*

Date: 2.11.20

Name: Beth Swanston
Club Secretary or
Junior Club Secretary