

HEDGE END TRIATHLON – CLUB’S CONSTITUTION

1. NAME

The club will be called Hedge End Triathlon (the “Club”) and will be affiliated to British Triathlon (“BT”).

2. AIMS AND OBJECTIVES

The aims and objectives of the Club shall be:

- To offer training and competitive opportunities in Swimming, Cycling, Triathlon, Duathlon, Aquathlon and other multi-sports
- To promote the Club within the local community
- To ensure a duty of care to all members of the Club
- To provide all its activities in a way that is fair to all members.
- To ensure that all the members receive fair and equal treatment.

3. CLUB MEETINGS

Meetings of the membership of the Club shall be either

- (i) Social Meetings, or
- (ii) General Meetings.

General Meetings may be either the Annual General Meeting (AGM), or Special General Meeting (SGM).

4. MEMBERSHIP

- (a) All Members will be subject to the regulations of this Constitution and by joining the Club will be deemed to accept these regulations and codes of conduct that the Club adopts.
- (b) Membership fees
 - (i) Membership fees will be set annually by the Committee and ratified at the AGM.
 - (ii) Fees will be paid: Monthly with a one-off yearly payment. If a member leaves and returns he/she will be classed as a new member and will be charged the annual fee as well as the monthly fee.
 - (iii) Annual Membership fees shall be paid as part of the first standing order and then in January of each year thereafter. If a member has arrears of subscriptions of more than a three calendar months his/her membership is automatically terminated. In such case the member will not be eligible to participate in the affairs or activities of the Club, including voting at any General Meeting. A member may apply to Committee for his/her membership to be suspended such suspension being subject to approval by the Chair and Secretary.

5. The Officers of the Club are:

Chair
Secretary
Treasurer
Club Welfare Officer
Webmaster / Publicity / Social Media Officer
Training Officer

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

- (a) The Club will be managed through the Committee consisting of the Officers of the Club.
- (b) The Committee shall be responsible for the management of the Club and shall have the following specific powers to:
 - (i) make Club Rules and regulations to allow for the day to day operation of the Club and its activities. Such Club Rules may not supersede or contradict provisions of the Constitution and must be reasonably available to Members.
 - (ii) operate a Member's Welfare policy in accordance with the Policy and Procedures issued by BT.
 - (iii) appoint any person or persons to accept and hold in trust for the Club any property Belonging to the Club or in which it is interested. The Club Chair from time to time is nominated as the person to appoint new trustees within the meaning of Section 36 of the Trustee Act 1925. A new trustee shall be nominated by resolution of the Committee and the Club Chair shall by deed duly appoint the person or persons so nominated as the new Trustee or Trustees of the Club and the provisions of the Trustee Act 1925 shall apply to such appointment. The Members of the Committee and any trustees appointed under this paragraph to act as trustees shall be entitled to an indemnity out of the assets of the Club for all expenses and other liabilities properly incurred by them in the management of the affairs of the Club.
 - (iv) make and give receipts, releases and other discharges for any amount payable to the Club and for claims and demands of the Club.
 - (vi) invest, place on deposit and deal with any finances of the Club not immediately required upon any investments or securities which the Committee thinks fit.
 - (vii) issue, sign, draw, endorse, negotiate, transfer and assign all cheques, bills, drafts, promissory notes, securities and instruments, negotiable and non-negotiable, to operate on the Club's banking accounts.
 - (viii) enter into all such negotiations and contracts and rescind and vary all such contracts and execute and do all such acts, deeds and things in the name of, and on behalf of, the Club as they may consider expedient.
 - (ix) pay all the costs and expenses of, and incidental to, any of the aforesaid matters and Things.

- (x) determine how and by whom any such power shall be executed, operations affected and documents signed or things done.
- (xi) organise Club activities.
- (xii) have the power to appoint a Member to fill any casual vacancy on the Committee or until the next General Meeting. Any Committee Member so appointed shall retire at the next Annual General Meeting but shall be eligible for election at such meeting in accordance with the provisions for Proceedings at General Meetings.

(c) Election of the Officers

Candidates may be nominated by any two members, with his/her approval, for any of the Committee posts by giving notice in writing (including email) to the Secretary at least two weeks before the date of the AGM. Candidates may accept nomination for any of the Officer posts, subject to being eligible to hold only one of these posts at any time. If a candidate shall be elected to a post during the prescribed course of business, his or her name shall be deleted from all subsequent election at that meeting. If the number of candidates for the post of any position is only one, that candidate shall be declared elected unopposed. If the number of candidates is more than one, every eligible member may vote for one candidate, the candidate with the most votes is elected. Votes shall be by a show of hands of the eligible members.

(d) The Office of an elected member of the Committee shall be vacated if he or she:

- (i) resigns at any time by notice in writing to that effect given to the Secretary and such resignation shall take effect immediately.
- (ii) is excluded or suspended from the Club under disciplinary proceedings;
- (iii) is absent from the Committee Meetings or communications for more than three months;
- (iv) becomes bankrupt or enters any financial arrangement that is considered by the Committee to affect the financial integrity of the Club. The Committee member has a responsibility to inform the committee if either of these occur.
- (v) is or may be suffering from ill health and/or long-term sickness and is unable to participate in their duties.
- (vi) is suspended from holding office or taking part in any activity relating to the administration or management of a Club by a decision of the British Triathlon Federation (BTF) or Triathlon England (TE);

(e) Committee Meetings

- (i) The Committee shall be convened by the Secretary and shall meet no less than 3 times per year. The quorum of Committee Members required for business to be agreed at Committee meetings is 4. The Committee is responsible for adopting new policies, codes of conduct and rules that affect the organisation of the Club.
- (ii) The Committee may appoint members to subcommittees or non-committee roles as necessary and appoint advisers to the Committee as necessary to fulfil its business. The Committee may invite persons who are not Members of the Committee to address a meeting of the Committee.

- (iii) The Committee will be responsible for disciplinary hearings of members. The Committee will be responsible for taking any action of suspension or discipline following such hearings.
- (iv) The Committee may act notwithstanding any vacancy in its numbers, so long as the number of Committee Members entitled to vote is not reduced below four in which case it shall be entitled to act only for the purpose of appointing or arranging the election of new members to the Committee.
- (iv) Questions arising at any meeting shall be determined by a simple majority of votes illustrated by a show of hands. In the case of an equality of votes, the Chair shall have a casting or additional vote.
- (v) Subject to these Rules Committee Members may regulate their meetings and proceedings as they think fit. As soon as is reasonably possible after a meeting, the Secretary shall distribute minutes of the meeting to the other Committee Members for comment thereafter the Committee shall, within two weeks of each meeting, record the decisions that it has taken and publicise these to Club Members.

7. ANNUAL GENERAL MEETING

- (a) The AGM will be held in February each year at a time and place set by the Committee
- (b) Notice of the AGM will be given by the Club Secretary with not less than 21 clear days' notice to all members.
- (c) The AGM will receive from the Committee an Annual Report, balance sheet and statement of accounts for the preceding financial year.
- (d) Nominations for officers of the Committee will be sent to the Secretary prior to the AGM.
- (e) Election of officers is to take place at the AGM. Subject to eligibility all members have the right to vote at the AGM.
- (f) resolutions proposed for consideration at an AGM shall be submitted in writing to the Secretary at least two weeks before the date of the meeting.

8. SPECIAL GENERAL MEETINGS

- (a) The Committee has the power to call a Special General Meeting by the Secretary providing not less than three weeks' notice to all members.
- (b) The Secretary shall, on receipt in writing (including email) of a request from not less than two-thirds of Members eligible to vote, convene a Special General Meeting. Such request shall state the business to be considered. In such circumstances the Secretary shall call a Special General Meeting within 1 week of the receipt of a request for a Special General Meeting and shall provide not less than three weeks' notice to all members.
- (c) Where notice is given under this Rule such notice shall specify the place, day and time of the meeting and the business to be discussed.
- (d) No other business other than that identified at (iii) may be discussed at a Special General Meeting

9. NOTICE OF GENERAL MEETINGS

- (a) The accidental omission to give any such notice to, or the nonreceipt of any such notice by, any person entitled to receive the same shall not invalidate the proceedings at any General Meeting.
- (b) Every notice calling a meeting shall specify the general nature of the business to be transacted and shall specify if the meeting is to be an Annual General Meeting or General Meeting.

10. CONDUCT OF GENERAL MEETINGS

- (a) At all General Meetings the Chair, or in his/her absence a member of the Club selected by those Members of the Committee present, shall take the Chair.
- (b) At all General Meetings every Member shall have one vote unless disqualified from voting by the Constitution. Votes may be given personally or by proxy. Every resolution submitted to a meeting shall be decided by a show of hands and in the case of an equality of votes (on a matter on which the Chair has not voted,) the Chair of the meeting shall have a casting vote.
- (c) the quorum for a General Meeting shall be at least 20% of the Club's members eligible to vote. No business shall be transacted at any General Meeting unless the required quorum is present. If, within an hour following the time appointed for the meeting a quorum is not present, the meeting shall stand adjourned to a time and a place agreed by the majority of Members present. If, at such adjourned meeting a quorum is not present, those Members who are present shall be a quorum and may transact the business for which the meeting was called.
- (d) all resolutions (and amendments thereto) shall be put to the meeting and is deemed accepted by a majority vote.
- (e) amendments to resolutions may be proposed at any time during debate, although the Chair shall have the right to require these to be put in writing together with the name of the proposer.

11. ACCOUNTS

- (a) The Club Treasurer will be responsible for the finances of the club.
- (b) The Treasurer will ensure proper accounts are kept and provide Committee Members with accurate financial reports at each Committee Meeting. The Club's financial records shall always be open to inspection by the Committee.
- (c) The Club's Financial Year shall run from the 1st of January to the 31st December.
- (d) The Treasurer shall present accounts for the previous Financial Year to the AGM. If the Accounts are not accepted at the Annual General Meeting, a qualified Accountant may be appointed to investigate Members' concerns.
- (e) All Club monies will be banked in a club account.
- (f) Any cheques drawn against Club funds should bear the signatures of the Treasurer plus one other Officer.

12. DISCIPLINARY PROCEDURES

- (a) The Club expects its Members to have the highest standards of individual behaviour, integrity and actions. The Club shall not tolerate the physical or mental abuse, harassment, discrimination or defamation of any of its Members during, or subsequent to, Club Events and/or using the Club's website, online facilities or social networking sites. Any Member may be disciplined or excluded from Membership of the Club if his or her conduct has been during Club Events, or is likely to be, prejudicial to the interests of the Club or its Members.
- (b) All complaints regarding the behaviour of members should be submitted in writing to the Secretary. The Committee will meet to hear complaints. The Committee has the power to decide how it shall resolve any complaint and including the manner of any disciplinary hearing. The Committee has the power to take appropriate disciplinary action including the termination of membership.
- (c) 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 14 days of the hearing.
- (d) A right of appeal to the Committee following disciplinary action being announced exists providing the Secretary is notified in writing of the Appeal no more than 14 days after the announcement of any disciplinary action in (iii) above. The committee will consider the appeal within 14 days of the Secretary receiving the appeal.
- (e) The Member shall be entitled to attend any disciplinary hearing and be heard in his/her defence but shall not be entitled to be present at the voting or take part in the proceedings other than as the Committee shall permit.

13. INTERPRETATION OF CLUB CONSTITUTION & RULES

The Committee shall be the sole authority for the interpretation of the Constitution and of Club Rules. The decision of the Committee upon any questions of interpretation or upon any matter affecting the Club and not provided for by the Constitution, shall be final and binding on the Members except if otherwise directed by the Club at a General Meeting.

14. AMENDMENTS TO THE CONSTITUTION

The Constitution may be added to, repealed, or amended by resolution at any General Meeting.

15. NOTICES

Any notice required to be given under this Constitution will be deemed to have been given and received having been sent by mail or email to the last known postal or email address of the member as appropriate (or by publication on the Club's website).

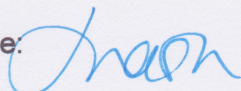
16. DISSOLUTION

A resolution to dissolve the club can only be passed at an AGM or SGM through a two-third's majority vote of the membership.

DECLARATION

Hedge End Triathlon hereby adopts and accepts this constitution regulating the actions of members.

Name:

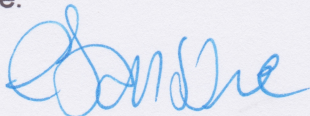


Club Chair

Signed: Date: 14.3.2020

Signed: Date:

Name:



Club Secretary

Signed: Date: 14/3/2020