

Club Constitution

1.Name

The club will be called 'London Fields Triathlon Club'.

2.Aims and objectives

The aims and objectives of the club will be:

- To train in and develop technique and fitness in the disciplines of triathlon in and around London Fields and the borough of Hackney
- To prepare members for entry in official triathlon events
- To enter triathlon events as a club
- To promote the club within the local community
- To ensure a duty of care to all members of the club
- To provide all its services in a way that is fair to all members

3.Membership

To ensure all present and future members receive fair and equal treatment. 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 practice that the club has adopted.

Members will be enrolled in one of the following categories:

- Full member — Adult
- Full member — Junior

4.Membership fees

Membership fees will be set annually and agreed by the club committee or determined at the Annual General Meeting. Fees will be paid annually, with a match fee payable upon match participation.

5.Officers of the club

The executive officers of the club will be elected annually at the Annual General Meeting. The Chair of the Club will be elected for a two year term. The executive officers will be expected to attend each committee meeting and have full voting rights at the committee meetings. The executive officers of the club are as follows:

- Chairman
- Club Secretary
- Club Treasurer
- Welfare Officer
- Junior Secretary

- Head Coach

The non-executive officers of the club will be elected annually at the Annual General Meeting. The non-executive officers will be invited to attend each committee meeting. The non-executive officers have no voting rights at committee meetings. The non-executive officers of the club are as follows:

- Communications Officer & Assistant
- Para-tri Officer
- Digital Officer
- Beginners Coordinator(s)
- Events Coordinator(s)
- Race Coordinator(s)
- Cycling Coordinator(s)
- Age Group Coordinators
- Men's Captain
- Woman's Captain
- Social Secretary
- Coaching Coordinator

These officers will form the club committee and will meet five times annually as well as at the AGM. There is no upper limit on length of term.

6. Committee

The club committee will be responsible for adopting new policy codes of practice and rules that affect the organisation of the club. A majority vote of the executive officers is required to pass a motion at the club committee meetings.

The club committee will have powers to appoint subcommittees as necessary and appoint advisers to the club committee as necessary to fulfil its business.

The club committee will be responsible for disciplinary hearings of members who infringe the club rules, regulations or constitution. The club 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 30th September. An audited 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 the Treasurer plus up to two other officers.

8. Annual General Meetings

Notice of Annual General Meetings (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 club committee and a statement of the audited accounts. Nominations for officers of the committee will be sent to the Secretary

prior to the AGM. Elections of officers are to take place at the AGM. All annual members have the right to vote at the AGM — day members are not permitted to vote.

The club 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 presented and submitted in writing to the Chair and Members Secretary.

Three members of the committee will meet to hear complaints within 30 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 30 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 30 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 BTF, for donation to another club.

11. Amendments to the constitution

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

12. Declaration

London Fields Triathlon Club hereby accepts and adopts this constitution as a current operating guide regulating the actions of members, in accordance with the amendments agreed by a popular vote at the Club AGM held on 14 October 2018.