

FUL-ON-TRI CLUB CONSTITUTION

1 NAME & OBJECTIVES

- 1.1 The Club is called Ful-On-Tri Triathlon Club.
- 1.2 The Club's objectives are the support, development, improvement and promotion of the sport of triathlon in south-west London. The income and property of the Club shall be applied solely to these objectives. In pursuance of these objectives, the Club is open to all.

2 COLOURS

- 2.1 The Club colours are black, yellow and grey.

3 COMPLIANCE

- 3.1 The Club shall:
 - a. effect and maintain affiliation with the British Triathlon Federation;
 - b. purchase any insurance cover which the British Triathlon Federation makes available;
 - c. comply with all reasonable safety procedures which the British Triathlon Federation prescribe or recommend as good practice; and
 - d. ensure that all coaches are members of Triathlon England.
- 3.2 The Club shall observe the Code of Conduct as shown in Appendix II of this Constitution, and ensure compliance with the same by Members of the Club.
- 3.3 Any changes to the Code of Conduct must be approved by the Committee by Special Majority (>75%).
- 3.4 Any changes to the Constitution must first be approved by the Committee by Special Majority (>75%) and also approved by the Club by General Majority (>50%) at the next Annual General Meeting or Extraordinary Meeting.

4 MEMBERSHIP

- 4.1 The Members of the Club are those who apply, are admitted and maintained in the membership database of the Club and who have paid the relevant Club subscription.
- 4.2 All applications for membership shall be made to the Membership Secretary on the appropriate membership form accompanied by the appropriate subscription fee.
- 4.3 Members shall be enrolled in one of the following categories:

- a. Full Member, who pays full annual premium and is eligible to attend all Club coached swim, bike and run sessions and represent the Club at British Triathlon registered events and other competitions compatible with the Club's objectives.
 - b. Associate Member, who pays a reduced annual premium, but who pays for each swim session they attend. They are eligible to attend all Club coached swim, bike and run sessions and represent the Club at British Triathlon registered events and other competitions that are compatible with the Club's objectives.
 - c. Life Member, whose membership status shall be agreed by Special Majority (>75%) of the Committee subject to clause 4.7, and will be treated as a Full Member as defined in 4.3(a).
- 4.4 Membership fees for each category of membership shall be set annually by the Committee subject to approval by the Members at the Annual General Meeting.
- 4.5 Membership fees shall be paid by annual subscription on 1st September each year.
- 4.6 Life Membership may be conferred by the Committee to any Club Member in recognition of outstanding sporting performances or contributions to the Club. A Life Member shall not be required to pay membership fees for their lifetime however will continue to be subject to all the conditions of the Club Constitution.
- 4.7 The Committee may remove a person from membership of the Club for good cause, which includes but is not limited to a serious breach of the Club's Constitution, actions inconsistent with the Clubs objectives, actions or Code of Conduct which place either the individual or the Club in disrepute, provided that this has been clearly demonstrated through the disciplinary and appeals procedure shown in Clauses 9 and 10 of this Constitution. The Member has the right to invoke the Appeals Procedure as described in Clause 11.

5 THE COMMITTEE

- 5.1 The affairs of the Club shall be administered by a Committee consisting of not more than 13 Members of the Club, which will have ultimate responsibility for the funds and property of the Club and the Club's administration.
- 5.2 The Committee shall be made up of the Officers defined in Appendix I of this document.
- 5.3 The Officers of the Committee shall meet at least every 6 weeks, such meeting to be convened by the Club Secretary on not less than 7 days' notice with an agreed agenda for the meeting and accurate minutes taken of the meeting, subsequently approved by the Officers of the Committee at the following meeting.
- 5.4 The minimum number of Officers present for the Committee meeting to be validly held (quorum) shall be 75% of Officers present in person. If any financial business is to be transacted, there must be present either the Treasurer or an Officer of the Committee deputed by the Treasurer to represent his or her views at the meeting (provided that if there is a deputed treasurer the only financial business transacted shall be that which was set out in the agenda accompanying the notice of the Committee meeting).
- 5.5 A decision of the Committee shall be binding on all Officers of the Committee and the Club if it is supported by a General Majority (>50%) of Committee Officers present in person at the Committee meeting or by proxy.
- 5.6 Committee Officers are entitled to vote by proxy at a Committee meeting if they notify the Chairman of their intention to vote by proxy prior to the commencement of the meeting.
- 5.7 The Committee shall be elected by the Members of the Club at the Annual General Meeting.

- 5.8 The Officers of the Committee shall retire from office at the Annual General Meeting, and shall be eligible for re-election.
- 5.9 Each Committee Office shall be held singly or jointly by no more than two members. No individual shall hold more than one office at a time.
- 5.10 An Officer of the Committee may resign from his or her office by giving 7 days' notice in writing to the Chairman of the Committee.
- 5.11 Each Committee Officer must, on relinquishing his or her office, promptly hand to his or her successor in office or to the Chairman, all official documents and records belonging to the Club together with any other property of the Club which may be in his or her possession, and must complete any requirements to transfer authority relating to control of the Club's bank accounts or other financial affairs.
- 5.12 If, during the period between Annual General Meetings, any vacancies occur in the Committee, the Committee shall have the choice of either filling the vacancies up to the next Annual General Meeting by co-optation or by calling an Extraordinary Meeting.
- 5.13 Without derogating from its primary responsibility, the Committee may delegate functions and responsibilities to sub-committees which are made up exclusively of members of the Club. All sub-committees must report through their relevant officer to the Committee progress and outcomes of the sub-committee.
- 5.14 The Committee shall have power to make rules and regulations in accordance with this Constitution and to settle any points not otherwise provided for in this Constitution.
- 5.15 No Officer of the Committee shall be removed from office except by General Majority (>50%) of an Extraordinary Meeting.
- 5.16 The Committee is obliged to follow the Complaints and Investigation Procedure, the Disciplinary Procedure and the Appeals Procedure set out in this Constitution when considering any disciplinary action.
- 5.17 All Officers of the Committee shall be current members of Triathlon England.

6 FINANCES

- 6.1 All monies shall be lodged in a bank account in the name of the Club.
- 6.2 The Treasurer shall be responsible for the finances of the Club.
- 6.3 The financial year of the Club shall end on 31 August of each year.
- 6.4 A statement of annual accounts shall be presented by the Treasurer at the Annual General Meeting.
- 6.5 The Committee must authorise all expenditure on behalf of the Club above £50 per item.
- 6.6 The Treasurer may authorise all expenditure on behalf of the Club below £50 per item, provided the Treasurer exercises reasonable discretion acting in the best interests of the Club.
- 6.7 The Officers of the Committee holding the offices of Chairman, Vice Chairman, Treasurer and Club Secretary shall act as signatories on the Club bank account. All cheques drawn against Club funds must hold the signatures of two of these Officers.

7 ANNUAL GENERAL MEETING

- 7.1 The Annual General Meeting for all Members of the Club shall be held in September of each year, to be convened by the Club Secretary on not less than 21 days' notice.

- 7.2 The Annual General Meeting shall:
- a. receive an annual report from the Chairman, Treasurer and Membership Secretary for the previous year including the annual accounts of the Club for the previous year, the report and accounts having been approved by the Committee;
 - b. elect Officers of the Committee; and
 - c. consider any motions of which due notice has been given and any other relevant business.
- 7.3 All nominations to the Annual General Meeting for Officers of the Committee for the following year shall be received in writing by the Club Secretary at least 7 days prior to the Annual General Meeting or can be taken from the floor at the meeting for committee posts without candidates, and must have the consent of the nominee. A list of nominees for the Offices of the Committee shall be sent to all Members of the Club at least 5 days prior to the Annual General Meeting.
- 7.4 The minimum number of Club Members present for the Annual General Meeting to be validly held (quorum) shall be 25% of the Members of the Club at the date the meeting is held, present in person. A Club Member may vote by proxy provided that Member notifies the Chairman at least 24 hours prior to the commencement of the meeting of their intention to vote by proxy.
- 7.5 A decision of the Club at the Annual General Meeting shall be binding on all Members of the Club and Officers of the Committee if it is supported by a General Majority (>50%) of all Members present in person at the meeting or voting by proxy.

8 EXTRAORDINARY MEETING

- 8.1 An Extraordinary Meeting may be called at any time on a written requisition stating the reason for which the meeting is to be called, and delivered to the Club Secretary not less than 14 days before the date of the Extraordinary Meeting.
- 8.2 If the Committee calls the Extraordinary Meeting a Special Majority (>75%) of the Committee must support the requisition.
- 8.3 If Members of the Club call the Extraordinary Meeting the requisition must be supported by at least 20% of the Members of the Club at that time.
- 8.4 Prior to any Extraordinary Meeting a notice of the agenda shall be sent out with the notice of the meeting to all Members of the Club not less than 7 days' prior to the date of the meeting.
- 8.5 The minimum number of Members present for the Extraordinary Meeting to be validly held (quorum) shall be 20% of the Members of the Club, including at least 75% of the Committee officers at the date the meeting is held, present in person or voting by proxy.
- 8.6 A Club Member may vote by proxy provided that Member notifies the Chairman at least 24 hours prior to the commencement of the meeting of their intention to vote by proxy.
- 8.7 If any financial business is to be transacted at the Extraordinary Meeting there must be present the Treasurer, or an Officer of the Committee deputed by the Treasurer to represent his or her views to the meeting (provided that if there is a deputed treasurer the only financial business transacted at the Extraordinary Meeting shall be that which was set out in the agenda accompanying the notice of the meeting).
- 8.8 A decision of the Club at an Extraordinary Meeting shall be binding on all Members of the Club and Officers of the Committee if it is supported by a General Majority (>50%) of all Members present in person at the meeting or voting by proxy.

9 COMPLAINTS AND INVESTIGATIONS PROCEDURE

- 9.1 Any Member of the Club who believes the conduct of another Member of the Club is contrary to the Constitution of the Club and/ or the Code of Conduct, the British Triathlon regulations, or whose conduct is likely to bring the Club into disrepute, may inform the Vice-Chairman in writing.
- 9.2 The Vice-Chairman shall hear complaints within 10 days of the complaint being lodged. All parties involved shall be invited to attend individually to speak to the Vice-Chairman or to submit a written response.
- 9.3 The Vice-Chairman shall inform the Committee of his or her recommendation regarding the complaint within 7 days of hearing the complaint. The Committee shall approve by General Majority (>50%) the Vice-Chairman's recommendation.
- 9.4 Within 7 days of the Committee's approval of the Vice-Chairman's recommendation regarding the complaint, the Vice-Chairman shall inform in writing both the Member who made the complaint and the Member who is the subject of the complaint of their decision.

10 DISCIPLINARY PROCEDURE

- 10.1 Where a complaint is deemed of appropriate severity by the Vice-Chairman, the Vice-Chairman shall recommend to the Committee that the Committee invoke the disciplinary procedure.
- 10.2 The Committee shall have the following options at its disposal under the disciplinary procedure:
 - a. call any Member to a meeting of the Committee and issue a verbal warning to them concerning their future conduct.
 - b. request the Member to reimburse the Club for any expenses incurred by the Club on behalf of the Member or as a result of the Member's actions or omissions (all monies to be paid to the Treasurer) and failure to pay the monies shall result in further disciplinary options being invoked;
 - c. impose a period of suspension for a defined period;
 - d. terminate the membership of the person as outlined in Clause 4.7 of the Constitution.
- 10.3 During the period of suspension, the Member is suspended from all activities at or on behalf of the Club, shall be removed from the Club e-group and shall be ineligible to participate as a Member in the affairs of the Club or compete as a representative of the Club.
- 10.4 The Member shall be informed in writing of the reasons for the suspension and the date from which the suspension shall commence and, if appropriate, when the individual's membership of the Club shall be reinstated.
- 10.5 Notification of the disciplinary action taken and the outcome of any appeal shall be forwarded to the British Triathlon Federation.

11 APPEALS PROCEDURE

- 11.1 A Member may appeal a decision of the Committee in respect of a disciplinary matter or a complaint.
- 11.2 The appeal must be made in writing to the Club Secretary within 14 days of the Member being notified about the outcome of the complaint procedure or disciplinary procedure.
- 11.3 The appeal shall be heard by the Appeals Committee not later than fourteen days after the appeals procedure has been invoked.

- 11.4 The Appeals Committee shall have the power to confirm, set aside or alter any sanction imposed by the Committee.
- 11.5 The Appeals Committee shall consist of the Chairman and two ordinary registered Members of the Club selected by the Chairman subject to approval by the aggrieved Member.
- 11.6 Notification of the outcome of an appeal shall be forwarded to the British Triathlon Federation.
- 11.7 Following the appeals procedure if any party is not satisfied with the outcome, the matter shall be referred to the Chairman of the British Triathlon Federation.

12 DISSOLUTION

- 12.1 The Club may be dissolved at any time by Special Majority (>75%) of the approving votes of all Members present at an Extraordinary Meeting or Annual General Meeting.
- 12.2 The Club may also be dissolved (without the need for any resolution of the Members) by not less than 30 days' notice from Triathlon England to the Club Secretary, if at any time the Club ceases to be affiliated to Triathlon England.
- 12.3 In the event of the Club being dissolved, its assets shall be paid out to or at the direction of Triathlon England for use in support or furtherance of the Club's objectives, or for a charitable purpose.

13 CLUB TROPHIES


- 13.1 Winners of the Club trophies must hold same for one year unless resigning and must undertake to return them when requested.


14 INDEMNITY

- 14.1 To the extent permitted by law taking into consideration existing British Triathlon insurance cover, every Officer of the Committee and Club Coach is indemnified by the Club against all costs, charges, losses, expenses and liabilities incurred by him or her in the execution or discharge of his or her duties as Officers of the Committee, except in the event of gross negligence or willful misconduct of the Officer or Club Coach.

DECLARATION

Ful-On Tri Club hereby adopts and accepts this Constitution as a current operating guide regulating the actions of Members.

Name: Conan Gibney Chairman
 Signed:  Date: 23/11/10

Name: JOANNA GAPPER Club Secretary
 Signed:  Date: 26/11/10