

CONSTITUTION



1 Name

The name of the group shall be the CELTIC TRI, hereafter referred to as **the Club**. It will be affiliated to the British Triathlon and UK Athletics or any other group as deemed appropriate by the Management Committee.

2 Aims and objectives

The aims and objectives of the club will be:

1. To offer coaching and competitive opportunities in Triathlon, Duathlon, Aquathlon, and any other related sport at all levels, from Juniors through to Seniors
2. To promote the club, through organised events, within the local community and within the existing triathlon structure
3. To work with groups of a similar nature and exchange information, advice and knowledge with them, including cooperation with other voluntary bodies, charities, statutory and non-statutory organisations
4. To ensure a duty of care to all members of the club
5. To provide all its services in a way that is fair to everyone
6. To ensure that all members receive fair and equal treatment irrespective of age, gender, sexual orientation, race, ethnicity, ability, religion or political views
7. To establish and maintain a structure of coaches for the development of all club members

3 Powers

In furtherance of the objectives, but not otherwise, the Management Committee may exercise the power to:

1. Adopt new policy, codes of conduct and rules that affect the organisation of the Club.
2. Amend the Constitution
3. Appoint other committee members as necessary to assist the Club to meet the objectives.
4. Engage volunteers (who shall not be members of the Management Committee) as are necessary to conduct activities to meet the objectives.
5. Invite and receive contributions and raise funds where appropriate, to finance the work of the Club
6. Accept subscriptions, donations, devices and bequests which benefit the work of the Club
7. Take any form of action that is lawful, which is necessary to achieve the objects of the Club.
8. Remove any comments made on the Club's social media or website pages which are deemed to be offensive, in breach of any codes of conduct or guidelines to which the Club subscribes or which appear to the Management Committee to be generally detrimental to the aims and activities of the Club.

In addition to the above, The Management Committee will also be responsible for managing concerns and representations.

4 Membership

1. Membership to the Club shall be open to anyone who has an interest in Triathlon, Duathlon, Aquathlon, and any other related sport and who is willing to adhere to the rules of the Club.
2. All members will abide by and accept the British Triathlon Code of Ethics
3. 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.
4. Members will be enrolled in one of the following categories:
 - a. Adult member (18 – 59)
 - b. Senior member (60+)
 - c. Junior member (8 -17)
 - d. Family member (adults and juniors)

5 Membership fees

1. Membership fees will be set annually and agreed by the Management Committee.
2. Membership fees will be paid annually.
3. The Membership years runs from 1 January to 31 December, inclusive.
4. In addition, weekly subscription fees will be payable by members who wish to attend coached sessions provided by the Club at particular facilities eg track and pool sessions.

6 Officers of the club

The officers of the club will be:

- Chair
- Deputy Chair
- Secretary
- Treasurer
- Welfare Officer
- Marketing and Communications
- Web Support
- Junior Officer
- Events Officer
- Social Events
- Coach Co-ordinator
- Kit Manager
- Membership Secretary

1. The term of office will be two years.
2. A proportion of the committee may be up for re-election every year, to allow for a staggered term in office.
3. All officers will retire after two years but will be eligible for re-election.
4. Officers eligible for election, will be elected annually at the Annual General Meeting.

7 Committee

1. The club will be managed through the Management Committee consisting of the officers as outlined above.
2. All posts will have the right to vote at meetings of the Management Committee.
3. The Management Committee will be convened by the Secretary of the club and held no less than four times per year.
4. The quorum required for business to be agreed at Management Committee meetings will be more than 50% of the elected officers

8 Finance

1. Any money acquired by the Club, including donations, contributions and bequests, shall be paid into an account operated by the Management Committee in the name of the Club.
2. All funds must be applied to the objects of the Club and for no other purpose.
3. Bank accounts shall be opened in the name of the Club.
4. Any deeds, cheques etc relating to the Club's bank account can be signed by the following committee members: Chair, Treasurer, Secretary.
5. Any income/expenditure shall be the responsibility of the Treasurer who will be accountable to ensure funds are utilised effectively and that the Club stays within budget.
6. Official accounts shall be maintained, and will be examined annually by an independent accountant who is not a member of the Club.
7. An annual financial report shall be presented at the AGM, having been signed off either by the Treasurer and Chair / Secretary
8. The Club's accounting year shall run from 01 January to 31 December.

9 Meetings

(a) Management Committee Meetings

1. The committee shall meet at least four times a year.
2. Meetings shall enable the Club to discuss actions and monitor progress to date, and to consider future developments.
3. All members shall be given at least fourteen (14) days' notice of when a meeting is due to take place, unless it is deemed as an emergency.
4. More than 50% of committee members must be present in order for a meeting to take place.
5. It shall be the responsibility of the Chair to chair all meetings or a designated deputy in his/her absence.
6. All meetings must be minuted. Written requests for a copy of the minutes can be made to the Secretary.

(b) Annual General Meeting

1. Notice of the Annual General Meeting (AGM) will be given by the Club Secretary. Notice will be given via email and posted on the Club's website. Not less than 28 clear days' notice to be given to all members. The Notice is to include the AGM Agenda.
2. The AGM will receive a report from officers of the Management Committee, as specified in the Agenda, and a statement of the audited accounts.
3. Nominations for officers of the Management Committee will be sent to the Secretary prior to the AGM.
4. Elections of officers are to take place at the AGM.
5. 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.

Nomination procedure

- i. nominations for available posts must be sent to secretary not less than 21 days before AGM, together with a supporting statement
- ii. secretary to circulate these to all members not less than 7 days before AGM
- iii. proposed officers must be formally nominated and seconded at AGM
- iv. in the event of more than one person standing for an office, members will be entitled to vote.

Voting procedure

- i. All members have the right to vote at the AGM.
- ii. Voting shall be made by a show of hands and on a majority basis. At the discretion of the Management Committee, email votes may also be accepted in exceptional circumstances.
- iii. In the case of a tied vote, the Chairperson or an appointed deputy shall make the final decision.
- iv. Those who wish to vote by email must notify the secretary of their intention not less than 7 days before date of AGM
- v. Where approved by the Management Committee, email votes must be registered with the Secretary within the timescale specified by the Management Committee. Votes received after this time will not count
- vi. No votes will be counted until the appropriate time during the AGM, which will be at the same time as the “show of hands” vote.
- vii. The Chair shall have responsibility for counting all votes. This will be verified by the Secretary or Treasurer

(c) Members’ Meeting

1. All members have the right to call a meeting.
2. A minimum of 25% of the Membership is required in order to request such a meeting.
3. Requests for a Members Meeting must be sent to the Secretary or Chair, together with Agenda items to be discussed.
4. The Management Committee must disclose the Membership number, if requested, by any Member.

10. Complaints, Disciplinary and Appeals Procedure

1. A complaint can be made against any member, volunteer, coach or official of Celtic Tri where the complainant believes the person(s) actions amount to misconduct and/or a breach of the Club Code of Conduct or Coaches Code of Conduct or Club Constitution.
2. Where possible the Management Committee of Celtic Tri will seek to resolve complaints informally at a member, volunteer, coach or official level.
3. All complaints regarding the behaviour of members should be submitted in writing (notification by telephone can be accepted but must be followed up by email or postal communication within 7 days) to the Club Secretary who will investigate the complaint. If the complaint is about the Club Secretary, then the submission should be made to the Chairperson instead.
4. The Management Committee will meet to hear complaints within 21 days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership.
5. 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.
6. There will be the right of appeal to the Management Committee following disciplinary action being announced within 7 days. The committee should consider the appeal within 14 days of the Secretary receiving the appeal.
7. Full details of the clubs **Complaints, Disciplinary and Appeals Policy and Procedure** is available for all members on request and also posted on the club website.

11 Dissolution

1. A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the members.
2. In the event of dissolution, any assets of the club that remain shall be given or transferred to some other voluntary organisation having objects similar to those of the club.

12 Amendments to the Constitution

1. The Constitution will only be changed through agreement by majority vote in person at an AGM or EGM.

2. Proposed amendments to existing parts of this Constitution must be conveyed to the Secretary formally in writing in the following format: -
 - (a) original wording as per the Constitution
 - (b) proposed revised wording
 - (c) reason for the amendment

3. Proposed additions to this Constitution must be conveyed to the Secretary formally in writing in the following format: -
 - (a) Proposed wording of additional part
 - (b) Proposed location of additional part eg 11.3
 - (c) Reason for addition

4. The Secretary and other officers shall then decide on the date of the general meeting to discuss such proposals, giving members at least 28 days' notice. Copies of the proposed amendments and/or additions to the Constitution will be included with that notice.

5. If, during the general meeting, there is a need to alter the wording of the proposed amendments and/or additions to the Constitution, any such variation must first be agreed by majority vote. Voting to amend the Constitution with the approved new wording can then take place.

13 Declaration

CELTIC TRI hereby adopts and accepts this Constitution as a current operating guide regulating the actions of members.

This Constitution was adopted at an AGM held at Swansea

On this day of 20

Signed:

Chair

Deputy Chair

Secretary

Treasurer

Welfare Officer

Marketing and Communications

Web Support

Junior Officer

Events Officer

Social Events

Coach Co-ordinator

Kit Manager

Membership Secretary
