

# WAKEFIELD JUNIOR TRIATHLON CLUB

## CLUB CONSTITUTION

### 1 Name

The club will be called Wakefield Junior Triathlon Club and will be affiliated to the British Triathlon Association and British Cycling.

### 2 Aims and objectives

The aims and objectives of the club will be:

#### Overall Aim:

To promote and encourage children and young people to participate in Triathlons and Cycling through organised races and suitable training and other events, in and around the Wakefield area.

#### Objectives:

- To offer coaching and competitive opportunities in principally triathlon and cycling but also in other multi sport events.
- To promote the club within the local community.
- To ensure a duty of care to all members of the club.
- To ensure that all present and future members receive fair and equal treatment.

### 3 Membership

Membership of the Club shall be open to anyone interested in the sport on application, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However, limitation of membership according to available facilities is allowable on a non-discriminatory basis.

The Club may have different classes of membership and subscription on a nondiscriminatory and fair basis. The Club will keep subscriptions at levels that will not pose a significant obstacle to people participating.

The Club Committee may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the Club or sport into disrepute. Appeal against refusal or removal may be made to the committee.

Membership is open to juniors who have paid the appropriate fee and completed an application form. People who are entitled to pay a reduced, concession fee will need to produce the necessary documentation to prove that they meet the discount membership rate requirements. The eligibility requirements for concessionary membership will be agreed by the Management Committee annually and displayed on membership forms. An application for membership implies that the applicant agrees to abide by the clubs rules, codes of conduct and constitution including any passed rules, regulations and policies set by the clubs Management Committee and noted in committee meeting minutes.

Membership commences when the full appropriate fee and application form have been passed onto a club official. The membership period starts each year on the 1 June and ends on 31 May. New members who apply and pay the full fee early i.e. after the 30 February but before the 1 June, will become a member of the club for the period up to the 31 May of the year following.

Membership can be ended for a specified period by the Management Committee if a majority of the committee agree that a member has brought the club into disrepute. However the member must be given fourteen days notice of any meeting to be

held about such matters and can make or attend and make representations about the circumstances. There will be the right of appeal to the committee following disciplinary action being announced. The committee shall consider the appeal within 14 days of the Secretary receiving the appeal. The same complaint can only be heard by the committee twice upon which time the decision by the committee is final.

Membership fees will not be reimbursed if a member resigns or is expelled before the end of the club year.

Wakefield Junior Triathlon Club will look to develop and establish a junior club that will allow the club to fulfil its inclusive and equitable aim and objectives. Based upon Health and safety and human resource factors the club reserves the right to put on sessions that are for senior members only; those over 18 years of age. Ensuring that the club can adequately cater for juniors is something that the management committee will carry out as the club develops and implement as soon as possible.

### 4 Membership fees

Membership fees will be set annually and agreed by the club Management Committee or determined at the Annual General Meeting.

Those who wish to become members of Wakefield Junior Triathlon club will need to pay the appropriate fee and complete in full a membership form. Fees need to be paid in a one off payment annually.

### 5 Officers of the club

The officers that make up the management committee of Wakefield Junior Triathlon club will be:

- Chair
- Vice Chair
- Secretary
- Treasurer
- Club Welfare Officer
- Publicity Officer
- Plus other representatives without portfolio's

Officers will be elected annually at the Annual General Meeting.

All officers will retire each year but will be eligible for re-election, up to a maximum of three consecutive years, in any one post.

### 6 Committee

The club will be managed through the committee of elected officers: Only officers in elected posts, including the representatives without portfolios, will have the right to vote at meetings of the committee.

The committee will be convened by the Secretary of the club. No less than six committee meetings will be held per calendar year.

The quorum required for business to be agreed at committee meetings will be 6 with the chair having the casting decision in split votes.

The committee will be responsible for adopting new policies, codes of conducts and rules that affect the organisation of the club.

The committee will have powers to appoint sub-committees as necessary and appoint advisers to the committee as necessary to fulfil its business. The committee will be responsible for disciplinary hearings of members who infringe the club rules/regulations/ constitution. The 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: 31st March.

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

Any cheques drawn against club funds will hold the signatures of the Treasurer plus the Chair.

Wakefield Junior Triathlon Club is run in a non-profit making manner. Any surplus income or gains will be reinvested in the club and distribution of club assets, in cash or in kind to members or third parties, is not permitted.

Donations by the club to Charities or to other clubs that are registered as Community amateur sports clubs will only be made when authorised by the club committee.

## **8 Annual General Meetings**

Notice of the Annual General Meeting (AGM) will be given by the Club Secretary. All members of the club will be given 21 days notice of the date of the AGM. The club will hold its AGM in the month of June.

The AGM will receive a report from officers of the committee and a statement of the audited accounts.

Nominations for officers of the committee will be sent to the Secretary 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 10% of the membership.

The 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 committee will meet to hear complaints within 14 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 shall 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 committee following disciplinary action being announced. The committee shall consider the appeal within 14 days of the Secretary receiving the appeal. The same complaint can only be heard by the committee twice upon which time the decision by the committee is final.

Membership fees will not be reimbursed if a member resigns or is expelled before the end of the club year.

## **10 Property and funds**

The property and funds of the Club cannot be used for the direct or indirect private benefit of members other than as reasonably allowed by the Rules.

The Club may provide sporting and related social facilities, sporting equipment, coaching, courses, insurance cover, medical treatment, event expenses, postevent refreshments and other ordinary benefits of Community Amateur Sports Clubs as provided for in the Finance Act 2002.

The Club may also in connection with the sports purposes of the Club: i. Sell and supply food, drink and related sports clothing and equipment; ii. Employ members (though not for riding) and remunerate them for providing goods and services, on fair terms set by the Committee without the person concerned being present; iii. Pay for reasonable hospitality for visiting teams and guests; iv. Indemnify the Committee and members acting properly in the course of the running of the Club against any liability incurred in the proper running of the Club (but only to the extent of its assets).

## **11 Dissolution / Winding up the club**

A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the membership.

The members may vote to wind up the Club if not less than three quarters of those present and voting support that proposal at a properly convened general meeting.

The Committee will then be responsible for the orderly winding up of the Club's affairs.

After settling all liabilities of the Club, the Committee shall dispose of the net assets remaining to one or more of the following: i. To another Club with similar sports purposes which is a charity and/or ii. To another Club with similar sports purposes which is a registered CASC and/or iii. To the Club's national governing body for use by them for related communitysports.

## **12 Amendments to the constitution**

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

## **13 Declaration**

Wakefield Junior Triathlon Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

## **14 Priority**

Where there is any conflict between any of the above Rules ("key Rules") and any other rule or rules, the key Rule(s) will take priority. Interpretation of all the Rules must be consistent with the statutory requirements for CASCs (which means Community Amateur Sports Clubs as first provided for by the Finance Act 2002).