

Club Constitution

OCEAN LAKE TRIATHLON

1. Name

The club will be called *OCEAN LAKE TRIATHLON* and will be affiliated to British Triathlon and other associations or governing bodies appropriate to the club's development.

2. Aims and objectives

The aims and objectives of the club will be:

- To coach and assist members to compete in Triathlon and multi sport events connected with the 3 disciplines.
- To promote the club within the local community.
- Promote alliances with Leybourne Lake Water Sport Centre and Tonbridge and Malling Borough Council.
- To respect the environmental and requirements of Leybourne Lake Country Park
- 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
- To ensure that all present and future members receive fair and equal treatment.
- Abide by the rules and policies of Triathlon England appropriate to the wellbeing of the members and development of the club.

3. Memberships

Membership consists 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 conduct that the club has adopted.

Members will be enrolled in one of the following categories:

- Full member
- Coach
- Junior/Youth member
- Volunteer
- Life member (nominated and voted at Annual Meeting for outstanding contribution to the club)

4. Membership fees

Membership fees will be determined annually by the Committee.

Fees will be paid annually.

Equity – personal financial considerations will be considered by the Committee and subscriptions adjusted.

5. Committee Officers of the Club

The officers of the club will be as determined by the Committee and membership at an Open Meeting and include the roles listed below:

- a) Chairman
- b) Secretary
- c) Treasurer
- d) Safety Officer
- e) Welfare Officers: Safeguarding Officer and Covid Officer

- f) General Advisor
- g) Team events
- h) Leybourne Head Coach
- i) Canterbury Head Coach
- j) Membership
- k) Publicity
- l) Athlete representative

Officers will be elected annually at the Annual Meeting. The Management Committee have the power to fill any vacancies between meetings if and when they arise due to unforeseen circumstances.

All officers will retire each year but will be eligible for re-election.

6. Management Committee

The club will be managed through the Management Committee (*MC*) who are the *Committee Officers*. Only these posts will have the right to vote at meetings of the Committee and represent the membership of the Club.

The MC will be convened by the Secretary of the club and meetings as required by matters arising but in an event not to be less than 3 per year.

The quorum required for business to be agreed at MC meetings will be 5.

The MC will be responsible for adopting new policy, codes of conduct and rules that affect the management of the club.

The MC will have powers to appoint sub-committees and appoint advisers as necessary to fulfill its business.

The MC may request other connected persons to attend meetings for specific Agenda items if it is agreed in advance by a quorum of the MC.

The MC will be responsible for the investigations of disciplinary infringements or grievances. See section 9 below for further information.

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 December*.

A statement of annual accounts will be presented by the Treasurer at the Annual Meeting.

Any cheques drawn against club funds should hold the signature of the Treasurer or others nominated by the Committee.

8. Annual Meeting

Notice of the Annual Meeting will be given by a Committee member with not less than 21 clear days' notice to be given to all members.

The meeting will consider the following Annual business:

Any reports about significant events

Statement of the accounts of the Club.

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 Annual Meeting.

All members have the right to vote at the Annual Meeting.

The quorum for Annual Meeting will be 5 of the existing MC and any of the membership that wish to attend.

The Committee has the right to call other Meetings outside the Annual Meeting that will also be 'open' meetings if it is deemed necessary. Procedures will be the same as for the Annual Meeting.

9. Discipline and appeals

All complaints regarding the behavior of members should be submitted in writing to the Club Secretary. A Committee Representative will investigate complaints within 14 days of a complaint being lodged. At least 3 of the Committee will meet to hear the investigation and has the power to take appropriate action or policy change including the termination of membership.

The outcome of a hearing should 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 following action being announced. The Committee will consider the appeal within 14 days of the Secretary receiving the appeal.

10. Dissolution

A resolution to dissolve the club can only be passed at an Annual Meeting or other 'Open' Meeting called by the Committee.

In the event of dissolution, any assets of the club will be sold to revenue and the closing balance of the accounts donated to the charity *NSPCC*.

11. Amendments to the constitution

The constitution will only be changed through agreement by majority vote at an Annual Meeting or other Open Meeting.

12. Declaration

OCEAN LAKE TRIATHLON hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

Signed:

Date:

Name:

Club Chairman

Signed:

Date:

Name:

Club Secretary