

# OCEAN LAKE TRIATHLON

## Club Constitution

*OCEAN LAKE TRI*

### 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 offer coaching and competitive opportunities in *TRIATHLON AND OPEN WATER SWIMMING*.
- To promote the club within the local community for the sports of *TRIATHLON AND OPEN WATER SWIMMING*.
- 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 everyone.
- 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. Membership

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 conduct that the club has adopted.

Members will be enrolled in one of the following categories:

- Triathlon member
- Single sport member
- Junior/Youth member
- Volunteer.

### 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 as detailed in the organization chart.

Officers will be elected annually at the Annual Meeting.

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

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## 6. Committee

The club will be managed through the Committee. Only these posts will have the right to vote at meetings of the Committee and represent the membership of the Club.

The Committee will be convened by the Secretary of the club and held no less than 2 (*TWO*) per year.

The quorum required for business to be agreed at Management Committee meetings will be 5 (*FIVE*).

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

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

The Committee Representatives and Secretary 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: *31<sup>st</sup> 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 Committee Members 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.

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## 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**