

# Knutsford Tri Club Constitution

1. The club will be called Knutsford Tri Club and will be affiliated to the British Triathlon Federation.

2. **Aims and objectives**

The aims and objectives of the club will be:

- To offer coaching and competitive opportunities in Triathlon for its club members
- To keep a fun, relaxed and inclusive atmosphere at the heart of the club
- To promote the club within the local community
- 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

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:

- Full member
- Student (over 18)

4. **Membership fees**

Membership fees will be set annually and agreed by the Management Committee.

Fees should be paid monthly on a 12 month agreement (option for Annual payment if joining at the beginning of the financial year, i.e. 1/4).

No concessions will be made irrespective of when during the year the member decides to join.

5. **Officers of the club**

The officers of the club will be:

Chair - Ben Hagger  
Secretary - Kate Peers  
Treasurer - Dave Humphries  
Marketing Officer - Huw Davis  
Social Officer - Millie Lumsden  
New Members Officer - Hannah Bassirat  
Head Coach - tbc  
Welfare Officer - [Grace Crawford](#)  
Kit Officer - Dave Gaskell

Officers will be elected annually at the Annual General Meeting.

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

## 6. **Committee**

The club will be managed through the committee consisting of The Chair, The Secretary, The Treasurer, The Welfare Officer, The New Members Officer, The Marketing Officer, The Social Officer and the Head Coach. Only these posts will have the right to vote at meetings of the committee.

The committee will be convened by the Secretary of the club and hold no less than 6 meetings per year.

The quorum required for business to be agreed at committee meetings will be: 5

The committee will be responsible for adopting new policy, codes of conduct 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 at the Knutsford branch of The Royal Bank of Scotland.

The Club Treasurer will be responsible for the finances of the club.

The financial year of the club will end on: 31/3.

A statement of annual accounts will be presented by the Treasurer at the Annual General Meeting. Good practice is for the statement to be checked before presented.

Any cheques drawn against club funds should hold the signatures of any two combinations of The Chair, The Secretary or The Treasurer.

## 8. **Annual General Meetings**

Notice of the Annual General Meeting (AGM) will be given by the Club Secretary. Not less than 21 clear days' notice to be given to all members.

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 15%.

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 (or committee members) should be submitted in writing to The Secretary.

The committee will meet to hear complaints within 14 working 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 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 to the committee following disciplinary action being announced.

The committee should consider the appeal within 7 days of the Secretary receiving the appeal.

10. **Dissolution**

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

In the event of dissolution, any assets of the club that remain will become the property of Knutsford Tri Club, or, some other club with similar objectives to those of the club.

11. **Amendments to the constitution**

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

12. **Declaration**

Knutsford Tri Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

Signed:

Date:

Name:

Club Chair

Signed:

Date:

Name:

Club Secretary