

**TriTempo Eastbourne Triathlon Club Constitution**

**Club Title**

The club will be called TriTempo Eastbourne and will be affiliated to the British Triathlon Federation (BTF).

**Aims and Objectives**

The aims and objectives of the club will be to:

* i. Offer coaching and competitive opportunities in the sport of triathlon;

ii. Promote the club and the sport within the local community and the wider triathlon community;

* iii. Provide a duty of care for all members of the club;
* iv. Ensure that all present and future members receive fair and equal treatment;
* v. To promote TriTempo’s core values of: team spirit, community, achievement and honesty.

**Membership**

Membership is open to those who have completed an application form and either paid the current fee. The club only caters for adult members (over 18) or by exception when junior athletes wish to join and submit an endorsed parental consent form. The club does not cater for TriStar or under 16 athletes.

All members will comply with the constitution and by joining the club will be deemed to have accepted its codes of conduct.

**Membership fees**

Membership fees will be set annually and will be agreed at the Annual General Meeting (AGM). Membership starts when the membership secretary has received the completed application form and associated fee. The membership period starts on 1 January and ends on 31 December. New members who apply and pay after 30 June will be deemed to be full members but pay half the advertised annual fee.

Fees will be paid annually for the whole year and will not be reimbursed if a member resigns or is dismissed.

**Officers of the club**

The Officers of the Club shall be the following:

Chair Wes Mechen

Vice-Chair/Welfare Officer Michaela Furlong

Secretary David Stringer

Treasurer Adrian Elliott

The Officers shall be elected by the Members at the Annual General Meeting and in accordance with the Rules governing such procedures and shall remain in office until the end of the Annual General Meeting on the year their term expires. All officers will retire each year on completion of the AGM but will be eligible for reappointment.

Together, the four Officers of the Club are responsible for the normal operations of the Club within the policies and targets set by the Committee.

**The Club Committee**

The management of the Club shall be deputed to a Committee consisting of:

Chair Wes Mechen

Vice-Chair Michaela Furlong

Secretary David Stringer

Treasurer Adrian Elliott

and not more than twelve other Ordinary Committee Members all to be elected by the Annual General Meeting in accordance with the respective provisions governing such elections.

Ordinary Committee Members shall fill and represent the Functional Roles of the Club:

Membership Secretary Lee Dunstall

Welfare Officer Michaela Furlong

Kit Manager Kerry Duinhoven

Race and Events coordinator Shane Barnes

Head Coach Gapped

Communications Officer Julie Honess

Social Media Officer Faye McClelland

Social Secretary Michaela Furlong

Open water swim Coordinator Lee Dunstall

Bike Coordinator Kevin Key

Run Coordinator Wes Mechen/Michaela Furlong

For club run events a sub committee will form of the following members:

Race Director

Technical Director

Health and Safety Officer

Volunteers Coordinator

The allocation of these duties shall be by election at the Annual General Meeting in accordance with the rules governing such elections.  Duties may be reallocated by mutual consent between the Officers and all the affected Committee Members.

In fulfilling the Functional Roles of the Club, the Ordinary Committee Members in charge of the Role may delegate the implementation of the role’s components to managers and captains, who shall be Members of the Club. The Ordinary Committee Member shall report to and advise the Committee on the status of tasks and events in their area.

The Officers and Ordinary Committee Members shall be elected annually, and serve for the period from the adjournment of the AGM at which they are elected until the adjournment of the following AGM, or the Term of the Committee, except as otherwise provided in these Rules. Officers and Committee Members shall be eligible for re-election, except if excluded elsewhere in these Rules.

The Committee may act notwithstanding any vacancy in its numbers and will have quorum so long as the number of members of the Committee entitled to vote is not reduced below two thirds of the number of elected committee members, in which case it shall be entitled to act only for the purpose of appointing or arranging the election of new members of the Committee. A positive motion can only be carried with greater than fifty percent of the vote.

Any member of the Committee may resign his or her respective office at any time by notice in writing to that effect given to the Secretary and such resignation shall take effect immediately.

The office of an elected member of the Committee shall be vacated with immediate effect:

(a) if he or she shall cease to be a member or shall be excluded or suspended under the terms of any of Rules.

(b) if he/she shall be absent from the Committee Meetings for more than two consecutive or one third of committee meetings without the explicit consent of the Committee, to be recorded in the minutes of the committee.

(c) if he/she fails to pay their subscription on or before the due date unless extended for good cause by the Committee.

A member of the Committee who is absent from two or more properly organised Committee meetings without the explicit consent of the Committee during one Term of the Committee shall be deemed to have vacated his or her position with immediate effect and shall be ineligible to stand for re-election.

**Finance**

All club monies will be banked in a single account held in the name of the club. The club Treasurer will be responsible for the finances of the club and will present a report of the accounts at the quarterly committee meeting or as requested by the Chair.

The Treasurer at the AGM will present an audited statement of the annual accounts.

The club is a not-for-profit organisation.

**Discipline and appeals**

All complaints regarding the behaviour of members should be submitted in writing to the Secretary.

The Committee will hear complaints within 21 days of a complaint being lodged. The committee has the power to take any disciplinary action it deems necessary, which includes termination of membership.

The outcome of the disciplinary hearing will be notified in writing to the person who lodged the complaint and to the person the complaint is lodged against, within 21 days.

There will be the right of appeal to the Committee following disciplinary action being announced. The committee should consider the appeal within 21 days of the Secretary receiving the appeal.

**Annual General Meetings**

Notice of the AGM to be held in March will be given by the Club Secretary to all club members with not less than 21 clear days’ notice. Nominations for the Committee positions will also be requested at the same time.

The AGM will receive a report from the Chair of the Committee, which will include a statement of the audited accounts. Officers of the committee will also make presentations where appropriate. Elections of officers will then take place and all members have the right to vote at the AGM.

The quorum for AGMs will be 25% of the membership. The Committee has the right to call Extraordinary General Meetings (EGMs) outside the AGM. EGMs will follow the same evocation procedure as AGMs.

**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, after paying outstanding debts or liabilities, be used as decided by the meeting for the benefit of all members and the advancement of the sport of triathlon.

**Amendments to the constitution**

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

**Declaration**

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

Chair ………………………………………………………...

Vice-Chair …………………………………………………………

Secretary …………………………………………………………

Treasurer …………………………………………………………