

CONSTITUTION

**OXFORD TRI
CLUB**

1. Name

The club will be called **OXFORD TRI CLUB** and will be affiliated to the **BTA (British Triathlon Association)**.

2. Aims and Objectives

The aims and objectives of the club will be:

- To offer coaching and competitive opportunities in triathlon and duathlon
- To promote the club within the local community and triathlon
- To ensure a duty of care for all members of the club
- To provide all its services in a way that its fair to everyone
- To ensure that 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
- Family Membership

4. Membership fees

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

Fees will be paid annually with discounted fees applicable only to new members joining the club throughout the year.

5. Officers of the club

The officers of the club will be:

- Chair
- Secretary
- Treasurer
- Publicity Officer
- Welfare Officer
- Development Officer
- Club Coach
- Social Events Officer
- Any other relevant position

Officers will be elected annually at the Annual general meeting.

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

6. Committee

The club will be managed through the management Committee consisting of:

- Chair
- Secretary
- Treasurer
- Publicity Officer
- Welfare Officer
- Development Officer
- Club Coach
- Social Events Officer
- Any other relevant position

Only these posts will have the right to vote at meetings of the Management Committee.

The Management Committee will be convened by the Secretary of the club and held no less than 6 meetings per year.

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

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

The Management Committee will be responsible for disciplinary hearings of members who infringe the club rules/regulations/constitution. The Management Committee will be responsible for taking 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 ends on 31 December.

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

Any cheques drawn against club funds should hold the signatures of the Treasurer and one other authorised signature.

8. Annual General Meetings

An annual general meeting shall be held in the Month of November each year. 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 management Committee and a statement of the accounts up to the 31st day of the month immediately preceding the meeting.

Nominations for officers of the Management Committee will be sent to the Secretary prior to the AGM.

Elections of officers are to take place at the AGM.

All members have the right to vote at the AGM.

The quorum for AGM-s will be 15 members or 25% of the membership (counted on the last day of the month preceding the AGM) whichever is smaller.
The Management Committee has the right to call Extraordinary General Meetings (EGMs) outside AGM. Procedures for EGM will be the same as for AGM.

9. Discipline and Appeals

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

The Management Committee will meet to hear the complaints within 14 days of a complaint being lodged. The Committee has the power to take appropriate disciplinary action including the termination of membership without compensation.

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 14 days of the hearing.

There will be the right to appeal to the Management Committee following disciplinary action being announced. The committee should consider the appeal within 14 days of the Secretary receiving the appeal.

10. Dissolution

The Club shall not terminate except by a resolution of a special general meeting convened for the purpose and, in such an event, any surplus assets shall be handed over to a body or bodies with similar objects or to a charity or charities agreed by the meeting which formally terminates the Club.

11. Amendments to the Constitution

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

12. Declaration

Oxford Tri hereby adopts and accepts this constitution as a current operating guide relating the actions of members.

SIGNED:.....	DATE:.....
Name:	
Club Chair	
SIGNED:.....	DATE:.....
Name:	
Club Secretary	