



IPSWICH TRIATHLON CLUB CONSTITUTION

1. Name

- a) The club shall be called Ipswich Triathlon Club
- b) The club colours will be red, black and white
- c) The club will be affiliated to British Triathlon as a “Community Club”, defined as follows:

Organised on an amateur, not for profit basis, a Community Club is open and inclusive to all with a voluntary committee of three or more unrelated persons who hold regular meetings to manage the club, and:

- *Holds an Annual General Meeting (AGM) to re-elect the committee and make constitutional changes*
- *Has an open and non-discriminatory club constitution agreed and signed at an AGM*
- *Is formed to promote and provide access to an organised form of the sport*
- *Runs regular club-based activities and training sessions*

2. Aims and Objectives

The aims and objectives of the club shall be to:

- a) Encourage the practice and development of triathlon
- b) Offer coaching and competitive opportunities in triathlon
- c) Organise teams to represent the club in championships and in such other competitions as the committee shall decide
- d) Ensure a duty of care to all members of the club
- e) Provide all its services in a way that is fair to everyone
- f) The club shall cater for:
 - Triathlon & Duathlon
 - The individual sports of running, cycling and swimming
- g) To promote the club within the local community and triathlon
- h) To ensure that all present and future members receive fair and equal treatment

3. Membership

- a) Membership of the club shall be open to everyone over the age of eighteen
- b) A person who wishes to be a member must apply through the current membership application system, and accept that their personal data will be retained within that system whilst they remain members
- c) The members of the club shall be those persons listed in the current register of members maintained by the Club Secretary
- d) In the event of a member's resignation or expulsion, his or her name shall be removed from the Membership Register
- e) Members will be expected to represent Ipswich Triathlon Club in a polite and friendly manner
- f) Only members of the Ipswich triathlon /club are entitled to represent the Ipswich Triathlon Club
- g) Members will be enrolled in one of the following categories:
 - Member including England Athletics Affiliation
 - Member not including England Athletics Affiliation
 - Honorary Member
- h) All members of the club agree to abide by the club rules

4. Membership Fees

- a) Membership fees will be set annually and agreed by Officers and club members at the Annual General Meeting (AGM)
- b) Fees will be paid annually by 1st February each year

5. Resignation and Expulsion

- a) A member shall cease to be a member of the Club from the date on which he/she gives notice to the Club Secretary
- b) A member whose annual membership fee is more than one month in arrears shall be deemed to have resigned
- c) The Club Committee shall have the power to expel a Member when in its opinion, it would not be in the interests of the Club for them to remain a Member. The quorum of expulsion of a Member shall be 80% or more of the number of individuals on the Committee. Any Club Officer involved in the complaint concerning the Member shall not be eligible to vote on the expulsion and shall be excluded from the quorum, (the remaining Committee members shall determine whether an individual is "involved"). A Member may appeal against such a decision at an AGM or an EGM. The appeal shall be determined by a vote of Members present.

6. Club Committee

- a) The Club will be managed by a voluntary committee comprising of three or more unrelated persons, filling minimally the roles of Chair, Secretary and Treasurer. Other committee members can be assigned explicit roles as needed, provided these are communicated to the wider membership.
- b) An individual can hold no more than two elected positions of Club Officer at any time
- c) Officers will be elected annually at the AGM. All officers will retire each year but will be eligible for re-appointment
- d) The Committee shall have the power to fill vacancies if and when they arise
- e) One elected officer, other than the elected Chair, will be selected by the members of the committee to the non-elected office of "Vice Chair", to chair committee meetings when the club-elected Chair is absent or has a conflict of interest in business being discussed
- f) One elected officer will be selected by the members of the committee to the non-elected office of British Triathlon/Triathlon England Representative
- g) The Club will be managed through the Committee consisting of the above named officer posts
- h) Only Committee Members have the right to vote at meetings of the Committee
- i) The Committee will be convened by the Chairman of the Club and held no less than four times per year
- j) The quorum required for business is 50% or more of the number of individuals on the Committee
- k) The Committee will have powers to appoint sub-committees or working groups as necessary and appoint advisers to the Committee as necessary to fulfil its business
- l) The Committee will be responsible for the property/assets of the club
- m) Decisions of the Club Committee of meetings shall be recorded by the Club Secretary

7. Rules

- a) The Committee are responsible for maintaining and publishing the Club rules
- b) All Club rules must be in accordance with the Constitution
- c) Club rules will be created or amended by a simple majority by the Club Committee
- d) The Club Secretary is responsible for recording and maintaining the list of Club rules

8. Affiliations

- a) The Club shall seek to be affiliated to British Triathlon and to such other sporting bodies as the Committee consider appropriate in order to carry out the objectives of the Club

9. Finance

- a) All Club monies will be banked in accounts held in the name of the Club
- b) The Club Treasurer will be responsible for the finances of the Club
- c) The financial year of the Club will end on 31st October
- d) A statement of annual accounts will be presented by the Club Treasurer at the AGM

10. Annual General Meeting (AGM)

- a) The AGM will be held no later than 15th December each year
- b) Notice of the AGM will be given by the Club Secretary. Not less than 14 clear days' notice to be given to all members
- c) The AGM will receive a report from Officers of the Committee and a statement of the annual accounts
- d) Elections of Officers are to take place at the AGM
- e) Nominations for the Officers of the Committee must be received by the Secretary at least seven days prior to the AGM. Each nomination must be proposed and seconded by a Club Member. If at the closing date, no nominations have been received by the Secretary for a Committee Officer position, the Secretary shall accept nominations at the AGM, provided that the Proposer and Secunder are both present and that the Nominee is either present or has confirmed in writing that they are happy to stand
- f) Each member present at the meeting shall have one vote
- g) The quorum for AGMs will be at least 15% of the membership

11. Extraordinary General Meetings

- a) Extraordinary General Meeting (EGM) shall be called by the Chairman or Secretary within one month of the receipt of a requisition, signed by at least nine members, stating the purpose of the meeting
- b) An Extraordinary General Meeting may also be called by the Chairman
- c) At least fourteen days' notice shall be given to all members of the date, venue and purposed of an Extraordinary General Meeting. No other business shall be conducted at such a meeting
- d) The quorum for EGMs will be 25% of the membership
- e) Each member present at the meeting shall have one vote

12. Constitution Amendments

- a) No Constitution Rule may be altered, added to, or deleted except at an AGM, or EGM called for that purpose and then only by a majority of those present and voting

13. Dissolutions

- a) A resolution to dissolve the Club can only be passed at an AGM or EGM, through a majority vote of the Membership
- b) In the event of dissolution, any surplus assets remaining after the discharge of the debts and liabilities of the Club shall be transferred British Triathlon

14. Declarations

Ipswich Triathlon Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of Members

Last substantive amendment voted on and agreed at AGM dated 15th November 2018.

The British Triathlon affiliation reference and definition of “community club” added in anticipation of acceptance at AGM of 28th November 2019.

Membership and Committee structures simplified at AGM of November 2020.