

OXFORD TRI CLUB CONSTITUTION

(Version approved at AGM on 14th January 2020)

1. Name

The club will be called OXFORD TRI 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 and duathlon.
- To promote the club and triathlon within the local community.
- To ensure a duty of care for all members of the club.
- To provide all its services in a way that is fair to everyone.
- To ensure that present and future members receive fair and equal treatment.

3. Membership

Membership of the club consists of members and officers. All officers of the club must also be members. The minimum attained age to become a member is 18. On exceptional occasions, individual cases will be considered on a case by case basis. 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.

4. Membership Fees

Membership fees will be set annually and agreed by the Management Committee or determined at the Annual General Meeting (AGM). Fees will be paid annually in advance in line with the calendar year. The Management Committee may agree to discount membership fees for new members throughout the year and for other individual circumstances deemed appropriate.

5. Officers of the Club

5.1 The Management Committee officers of the club will be:

- Chair
- Secretary
- Treasurer
- Lead Coach
- Six to eight General Committee Members (may also hold a non-committee role below)

5.2 The Non-Committee roles shall be:

- Club captain
- Welfare officer
- Publicity officer
- Kit officer
- Social events officer
- Membership secretary
- Website officer

These roles will not form part of the management committee, however a general committee member can also hold one of the non-committee roles.

5.3 Officers will be elected annually at the AGM and will serve for the calendar year starting 1st January following their election. All officers will retire each year but will be eligible for re-appointment. The Management Committee has power to fill any vacancy that may arise outside the AGM. A vice chair may be chosen at the first committee meeting from the Management Committee officers.

6. Management Committee

The club will be managed through the Management Committee consisting of the officers listed in section 5.1 above. Only these posts will have the right to vote at meetings of the Management Committee. The club Secretary will convene the Management Committee and no less than six meetings per year will be held. The quorum required for business to be agreed at Management Committee meetings will be five. 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 can form sub committee's and roles. 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 Treasurer will be responsible for the finances of the club. The financial year of the club ends on December 31st. A statement of annual accounts will be presented at the AGM. Any cheques drawn against club funds must hold the signature of two authorised signatures.

8. Annual General Meeting

An AGM shall be held in the month of October each year. The Secretary shall give all members 21 days notice of the date of meeting. Notice of any business to be placed on the agenda must be given to the Secretary at least 14 days prior to the meeting. The Secretary shall give at least seven days notice to all members of the time and place of the AGM and provide an agenda and officer nomination forms.

The AGM will receive a report from officers of the outgoing Management Committee, an audited statement of the accounts to December 31st and a year to date finance report.

Nominations for all officers of the club should be declared to the Secretary prior to the AGM using a nomination form sent with the AGM agenda. The Secretary will usually act as the Returning Officer for the nominations except for the Secretary role if they are standing again.

Nominations at the AGM will only be accepted for positions where no nominations were received prior to the AGM.

Any member standing for a position who was unsuccessful may be nominated for another position at the AGM without having been nominated prior to the AGM.

All candidates must have a proposer who is prepared to support their application.

Election of club officers is to take place at the AGM using the following procedure:

- The proposer will be allowed up to one minute to deliver a proposing speech for their candidate.
- Candidates to be allowed two minutes to speak on their suitability for the role.
- After this questions will be taken from the floor.
- Questions must be addressed to the Returning Officer and must be directed at all candidates, not at any single candidate. ☐ Time taken to answer the questions is at the discretion of the Returning Officer but should nominally be not more than one minute.
- “Re-Open Nominations” shall be an option in each ballot.
- Voting shall be by secret ballot unless the members decide otherwise (for example for uncontested positions).

Candidates may stand in absentia if attendance is not possible. A proposer is still required to speak on their behalf and this should be agreed with the Returning Officer before the date of the AGM.

If there are more nominees than the maximum eight for General Committee Members, the election will be by written ballot. In the event of a tie a show of hands for the tied nominees will determine the winners.

All members have the right to vote at the AGM.

The quorum for an AGM will be 15 members or 25% of the membership (counted on the last day of the month preceding the AGM) whichever is the smaller.

The Management Committee has the right to call Extraordinary General Meetings (EGMs) outside of the AGM. Procedures for an EGM will be the same as for the AGM.

9. Discipline and Appeals

All complaints regarding the behaviour of a member(s) should be submitted in writing to the Secretary or Chair.

The Chair, Secretary and welfare officer will decide if the complaint should be a) reviewed by the whole committee or b) the complaint is best resolved outside of the committee in an appropriate manner. This decision must be made within 14 days of the complaint being received unless circumstances are such that a fully informed decision is not possible within 14 days (e.g. member on holiday).

If the complaint is heard by the committee it has the power to take appropriate disciplinary action which can include termination of membership without compensation. The outcome of the committee’s decision should be notified in writing to the complainant and the member against whom the complaint was made within 14 days of the hearing.

All disciplinary actions taken by the committee will be clearly documented with the rationale for decisions made.

If the complaint is sought to be resolved outside of the committee structure to the complainant and the member against whom the complaint was made must be notified of actions within 14 days of the decision being made to pursue this route.

In the event that the complaint is being made about the Chair, Secretary or welfare officer complaints will automatically be heard by the full committee

There will be the right to appeal that will be heard by the Management Committee, the committee should consider the appeal within 14 days of the Secretary receiving the appeal.

10. Dissolution

The club shall not dissolve except by a resolution of an AGM or EGM convened for the purpose and through a 75% vote of at least 25% of the membership (counted on the last day of the month preceding the meeting). In the event of dissolution, any surplus assets shall be handed over to a body or bodies with similar objectives or to a charity or charities as agreed in the dissolution meeting.

11. Amendments to the Constitution

The constitution can only be changed through agreement by majority vote at an AGM or EGM, with at least 7 days notice of changes.

12. Declaration

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