



CONSTITUTION

Three Peaks Triathletes

1. Name

- The club will be called **Three Peaks Triathletes** and will be affiliated to **triathlonscotland** – *The National Governing Body for Triathlon in Scotland*

2. Aims and objectives

The aims and objectives of the club will be:

- To offer coaching and competitive racing opportunities in triathlon, duathlon, aquathlon and related multi-sport activities.
- To promote the club within the local community and triathlon 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 and in line with our equity policy and that of **triathlonscotland**
- 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
 - junior member
- The club will actively promote individual membership to **triathlonscotland** and will work with the Governing Body to grow the sport in Scotland

4. Membership fees

- Membership fees will be set annually and agreed by the Club Committee or determined at the Annual General Meeting. Fees will be paid: **by annual subscription**

5. Club Committee

The Management of the club shall be vested in a main committee which shall consist of:

- Chairperson
 - Vice Chairperson
 - Secretary
 - Treasurer
 - Membership Secretary
 - Welfare Officer
 - Website Co-ordinator
-
- The Committee shall have power to fill vacancies in its number should they occur, or to co-opt members on to the Committee. Subject to this provision, Officials and members shall be elected at the AGM
 - The Committee shall have power to set up subcommittees to consider any matter(s) relating to the Club's business, as it considers fit
 - The convenor of any sub-committee shall be a member of the club committee
 - Recommendations or decisions made by any sub-committee must be agreed by the Club Committee before they become competent
 - Any Committee member wishing to resign shall give notice to the Secretary
 - All officers will retire after 2 years but will be eligible for re-appointment
 - The club will be managed through the Committee consisting of: Chairperson, Vice Chairperson, Secretary, Treasurer, Membership Secretary, Welfare Officer, Website Co-ordinator.
 - The Committee will be convened by the Secretary of the club and held no less than **2 meetings** per year
 - The quorum required for business to be agreed at Committee shall be 3.
 - The Committee will be responsible for adopting new policies, codes of conduct and rules that affect the organisation of the club

- 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

6. 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 will end on: **31st of March**
- 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 plus up to one other officer(s)

7. 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 Management Committee and a statement of accounts
- 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 AGMs will be 8 [*Perhaps 15% OF THE MEMBERSHIP*]
- 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

8. Discipline and appeals

- All complaints regarding the behavior of members should be submitted in writing to the Secretary
- The Committee will meet to hear complaints within **30** 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 Management Committee following disciplinary action being announced. The committee should consider the appeal within **7** days of the Secretary receiving the appeal

9. 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 be distributed as directed by the committee but not for personal gain of any member(s) 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

Three Peaks Triathletes hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

SIGNED:

DATE:

NAME:

POSITION: Club Chair

SIGNED:

DATE:

NAME:

POSITION: Club Secretary