

CAMBRIDGE TRIATHLON CLUB

CONSTITUTION

1. PURPOSE

The Cambridge Triathlon Club (the Club) exists to encourage and co-ordinate the participation in, and the promotion of, all aspects of triathlon and related multi-sport events and the training for, and coaching of, each and all of the individual disciplines of swimming, running and cycling. The Club will be affiliated to the Official Governing Body for Triathlon in the United Kingdom.

2. OFFICIALS AND COMMITTEE

The Club Committee (the Committee) is responsible for making collective decisions on the conduct of the Club's activities and is bound by this constitution. The Committee comprises three Table Officers, namely Chairperson, Secretary and Treasurer, and up to five other members. Four specific roles are identified below; these roles must be performed by Committee members. A Committee Member may take on more than one role. A meeting of the Committee is only quorate if either the Chairperson or Secretary is present and if at least four of its members are present. The Committee must be bound by any collective decision it makes and each member is to maintain a written record of his or her activities relating to the Club. The composition of the Committee will be as follows:

A. Chairperson

The Chairperson is responsible for ensuring that the Club remains true to its Purpose as defined by this constitution and that the Committee functions correctly.

Specific responsibilities are as follows:

- i. To provide leadership to the Committee and the Club
- ii. To co-ordinate the work of the Committee
- iii. To ensure relevant communications to the members and external people and organisations
- iv. To be responsible for a Welfare Officer in accordance with rules of the Triathlon Official Governing Body.
- v. To invite, on the advice of the Committee, a suitable person to act as the Club President
- vi. To be a spokesperson for the club

B. Secretary

The Secretary is responsible for ensuring that the Club's records and administration remain in order and documented.

Specific responsibilities are as follows:

- i. To be responsible for the Club's correspondence and to maintain a written record of this correspondence.
- ii. To ensure that the proceedings of Annual and Extraordinary General Meetings and of all Committee meetings are recorded.
- iii. To liaise with the Official Governing Body for Triathlon in the United Kingdom.
- iv. To ensure that the Club complies with all other requirements of said Official Governing Body.
- v. To be accountable for the role of Membership Secretary.

C. Treasurer

The Treasurer is responsible for financial (fiscal and budgetary) management of the Club.

Specific responsibilities are as follows:

- i. To maintain written accounts of all of the Club's financial affairs.
- ii. To ensure that the Club's accounts are reviewed annually by an independent qualified Accountant or Book Keeper.
- iii. To recommend to the AGM one or more annual membership subscription rates.
- iv. To be responsible for the collection of membership fees, unless expressly delegated.
- v. To be accountable for the role of Club Clothier.

D. Club Captain

The Club Captain (Captain) is responsible for promoting participation in races and competitions. Specific responsibilities are as follows:

- i. To select and advertise the annual Club triathlon and duathlon championships.
- ii. To provide leadership in all aspects of the Club's participation and performance in triathlon and multi-sport events

E. Training Co-ordinator

The Training Co-ordinator is responsible for delivering training services to the Club. Specific responsibilities are as follows:

- i. To ensure that the number, type and format of the Club's training sessions meet the general requirements of Members.
- ii. To ensure that training sessions have an appropriate level of coaching/facilitation.
- iii. To co-ordinate the activities of the Club's recognised coaches.

F. Events Co-ordinator

The Events Co-ordinator is responsible for all aspects of Event Promotion and ensuring that the Club's events are promoted to the highest standard that is reasonably achievable.

Specific responsibilities are as follows:

- i. To co-ordinate a sub-committee charged with the organisation of each specific event.
- ii. To appoint a Race Director for each of the Club's organised races
- iii. To ensure that all events are run in compliance with the rules of the appropriate National Governing Body.

G. Communications Officer

The Communications Officer is responsible for ensuring excellent internal and external communications and shall appoint a webmaster responsible for the technical maintenance of the Club's website.

Specific responsibilities are as follows;

- i. To appoint a Web Master with responsibility for the technical maintenance of the Club's website.
- ii. To be the key point of contact to enable communications among the various club members, officers, and external parties including email and the various forms of social media.

The Committee will appoint Club members to fill additional functional roles as described above and additionally as necessary. Members appointed to such roles will be invited to regular meetings.

3. ANNUAL GENERAL MEETING

An Annual General Meeting (AGM) of the Club will be open to all members, and must be held once within each calendar year on a date decided by the Committee, which must communicate the meeting to all Club members one month in advance. An AGM is quorate if at least fifteen members, or half the total membership (whichever is lower), are present. In the case of an inquorate AGM, the Committee must arrange another meeting no less than one month after but otherwise as soon as possible and publicise the new date by post to all Club members. Should this AGM fail to achieve the minimum attendance rule described above, the rule shall be waived.

Business in A, B, C and I (below) must appear explicitly in an agenda to be sent to all Club members one week in advance of the AGM. Decisions made under I are binding on the Committee: Those made under J are not. All voting is open to Club members only. Voting will normally be by show of hands, although a secret ballot must be held if requested by a Member. Credentials of all voting members must be established at the start of the AGM and numbers thereof reported to the meeting.

The AGM must conduct the following business:

- A. The Chairperson's report on the Club's activities of the previous year and future plans.
- B. The Treasurer's presentation of the Club's accounts and assets.
- C. The setting of one or more annual subscription rates as recommended by the Treasurer.
- D. The Secretary's report on membership levels, welfare and any administration issues.

- E. The Captain's report on the Club's participation in races and competitions.
- F. Events Co-ordinator's report on all promotional activities
- G. Training Co-ordinator's report on coaching and training activities and plans.
- H. Communications Officer's report on the status of the Club's internal and external communications.
- I. The election of Committee Members as detailed above. Each position must be chosen in a separate election conducted in the order detailed above (in order to allow failed candidates to stand in a subsequent election). In each of these elections, each member votes for one candidate only, the candidate with the most votes being elected. Candidates for election must be nominated by two Club members. Nominations of candidates may be made prior to the meeting in writing to the secretary or immediately before the vote orally at which time further nominations will be invited by the Chairman.
- J. Debate such motions proposed and seconded in writing to the Secretary by two Club members more than one week in advance of the AGM. In the event of a dispute, these must be decided by a ballot, being carried on receiving the support of more than half of those voting. Motions concerning changes to the Constitution or the winding-up of the Club require higher support to be carried (see paragraphs 6 & 7 below).
- K. Any other matters that members wish to raise.

4. EXTRAORDINARY GENERAL MEETING

An Extraordinary General Meeting (EGM) of the Club must be held within two months of the receipt by the Committee of a request in writing to this effect from three Club members or any two members of the Committee. All the rules relating to the Annual General Meeting apply to the Extraordinary General Meeting, except in so far as:

- A. The Meeting is held only when requested by three members as described above, and
- B. Business other than category J (above) are not automatic part of the agenda and may be conducted only if proposed and seconded as under category J.

5. MEMBERSHIP

Membership of the Club will be by application to the Committee and payment of an annual subscription. Membership will extend to the end of the current calendar year. Subscription rates will be recommended by the Treasurer and approved by the AGM. The Committee may refuse an application for membership under exceptional circumstances. The Club has two classes of membership: Full membership and Youth membership.

The minimum age for Full membership is 17 years (age at 31st December in the calendar year of subscription).

Youth membership is open to children between the age of 8 and 16 inclusive (age at 31st December in the calendar year of subscription). Collectively they form the Youth Section. Youth Section subscription fees will be lower than senior fees. Youth Section members are entitled to attend designated (supervised) sessions only. A Youth Section Co-ordinator will be elected by the parents/guardians of the members of the Youth Section (one vote per member). The Youth Section Co-ordinator will be a voting member of the Committee. The Youth Section Coordinator will ensure the club follows governing body guidelines for safeguarding and protecting children.

6. CHANGES TO THE CONSTITUTION

The Constitution may be changed only at an Annual or Extraordinary General Meeting. A proposed change must receive the support of more than two thirds of those present and voting in order to be adopted.

7. WINDING UP

The Club may be wound up only at an Annual or Extraordinary General Meeting. The winding up motion must receive the support of more than four fifths of those voting in order to be carried. On winding up, all remaining Club funds and assets must be donated to registered charities.

Dated this day; Date of AGM approval 6th Feb 2016.