Leeds and Bradford Triathlon Club Constitution

1. Name and Affiliations

1.1. The club shall be called **Leeds & Bradford Triathlon Club**.

1.2. The club's colours shall be red, white and black.

1.3. The club will be affiliated to Triathlon England, and to such other sporting bodies as the committee considers appropriate in order to carry out the objectives of the club.

1.4. The club and its officials agree to abide by British Triathlon's rules and regulations including but not limited to the Safeguarding Policy, Equality & Diversity Policy and British Triathlon's Anti-Doping Policy. Furthermore the club and its members will not act in any manner which (in the reasonable opinion of British Triathlon) brings British Triathlon or the sport of triathlon into disrepute.

2. Aims and Objectives

2.1. To offer coaching, training and competitive multisport opportunities in triathlon.

2.2. To promote the club within the wider local community and the sport of triathlon.

2.3. To provide all its services in a way that is fair and inclusive to all club members.

2.4. To ensure that all present and future members receive fair and equal treatment.

3. Membership

3.1. Membership should consist of officers and members of the club.

3.2. 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.

3.3. Each applicant for membership must complete the official application form.

3.4. Membership fees:

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

3.4.2. Membership will be for 12 months, paid annually and start on March 1st

4. Officers of the Club

4.1. The officers of the club will be:

- Chair
- Vice Chair
- Secretary
- Treasurer
- Head Coach
- Club Welfare Officer

- Membership Secretary
- Up to 5 other members

4.2. Officers will be elected annually at the Annual General Meeting.

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

5. Committee

5.1. The club will be managed through the Management Committee consisting of:

- Chair
- Vice-chair
- Treasurer
- Secretary
- Welfare Officer
- Membership Secretary
- and to 6 other members.

5.2. Only the officers of the club will have the right to vote at meetings of the Management Committee.

5.3. The Management Committee will be convened by the Secretary and held no less than 10 per year.

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

5.5. The Management Committee will be responsible for adopting new policy, codes of conduct and rules that affect the organisation of the club. These will be presented at the next AGM for ratification and adoption by the club.

5.6. The Management Committee will have powers to appoint sub-committees as necessary and appoint advisers to the Management Committee as necessary to fulfil its business.

5.7. The Management Committee will be responsible for hearing any appeals relating to decisions made by the Discipline Committee.

6. Finance

6.1. All club monies will be banked in an account(s) held in the name of the club.

6.2. The Club Treasurer will be responsible for the finances of the club.

6.3. The financial year of the club will end on: October 31st.

6.4. An audited statement of annual accounts (subject to independent review by a qualified person or organisation) will be presented by the Treasurer at the Annual General Meeting.

6.5. Any payments drawn against club funds will require the authorisation of two of the designated account signatures.

7. Annual General Meetings

7.1. The AGM will be held in January or February.

7.2. Notice of the Annual General Meeting (AGM) will be given by the Club Secretary.

7.3. At least 21 days notice of the date shall be given to members.

7.4. At least 14 days notice of the venue and agenda items shall be given to members.

7.5. Any member can propose items to be added to the Agenda or changes to the Club Constitution but should send them to the Secretary, not less than 15 days prior to the AGM.

7.6. Nominations for officers of the Management Committee should be sent to the Secretary not less than 15 days prior to the AGM. All nominations will require a proposer and a second.

7.7. The AGM will receive a report from the Chair and Treasurer, whose report will include a statement of the audited accounts.

7.8. Election of officers is to take place at the AGM.

7.9. Nominations for officers of the Management Committee should be sent to the Secretary not less than 15 days prior to the AGM. All nominations will require a proposer and a second.

7.10. All members, who have been with the club for at least three months, are entitled to one vote at the AGM and any EGMs. In the case of members aged under 18 this can be a parent or guardian, who is identified on their membership application.

7.11. The quorum for AGMs will be 10 members who are eligible to vote.

8. Extraordinary General Meetings

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

8.2. Any member can call an EGM by submitting a request to the Chair or Secretary signed by at least 10 members eligible to vote stating the purpose of the meeting.

8.3. The EGM will be called within 1 month of receipt.

8.4. At least 14 day's notice shall be given to all members of the date, venue and purpose of an Extraordinary General Meeting. No other business shall be conducted at such a meeting

9. Discipline and Appeals

9.1. All complaints regarding the behaviour of members should be submitted in writing to the Chair or Secretary.

9.2. The complaint and person to whom the complaint relates to will receive an acknowledgement of receipt within 7 days of receipt.

9.3. Complaints that relate to safeguarding or criminality will result in immediate suspension, pending the outcome of an investigation.

9.4. A Discipline Committee formed from members of the Management Committee will be responsible for disciplinary hearings of members who infringe the club rules/regulations/constitution.

9.5. The Discipline Committee will comprise the Chair or Secretary and two other members of the Management Committee (one of whom would ideally be the Welfare Officer) will be responsible for investigating the complaint.

9.6. Following investigation the discipline committee will hold a hearing to discuss the investigation and any appropriate disciplinary action, including the termination of membership.

9.7. 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.

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

9.9. The outcome of the appeal will be notified to the appellant within 7 days.

10. Dissolution

10.1. A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the membership.

10.2. In the event of dissolution, any assets of the club that remain will become divided equally between all the BTF affiliated clubs within a 15 mile radius of the Otley Sailing Club. The value of any equipment should be assessed and included in the sum total of assets.

11. Amendments to the constitution

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

12. Declaration

12.1. Leeds & Bradford Triathlon Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

Chair		**Secretary**	
Name:	Carl Akeroyd	Name:	Andy Norman
Date:	19 February 2024	Date:	19 February 2024
Signature:		Signature: