

1. NAME

The Club will be called “PORTSMOUTH TRIATHLETES” and affiliated to the Triathlon England (British Triathlon Federation), and any other relevant associations.

2. CLUB MISSION

Portsmouth triathletes enables members, through an inclusive & supportive community, to participate in multi-sport activities.

3. AIMS and OBJECTIVES.

The aims and objectives of the Club will be:

- a) To develop the sport of Triathlon in the Portsmouth region, including the associated multidisciplinary offshoots Aquathlon, Aquabike, and Duathlon.
- b) To affiliate to British Triathlon Federation to support, insure and develop the sport of Triathlon in Portsmouth region through the Club.
- c) Through a strategy, and the development of a Club plan, encourage members and non-members alike to participate in the sport locally through regular training sessions and club events with an aspiration to be inclusive to all.
- d) To invest surplus club funds to achieve the goals set out in items a) and b) above.
- e) To provide a duty of care to all members of the Club by promoting a safe environment for training, racing, and participation in other club related activities in line with recognised good practice and requirements of governing/affiliated bodies (e.g., BTF).
- f) To provide services in a way that is fair to everyone, in line with BTF equity policies.

4. ELIGIBILITY AND TERMS OF MEMBERSHIP

Application for membership is open to all over the age of 18 years.

The committee may refuse or remove membership with reasonable cause. Appeals may be made under clause 12.

All members will be subject to the Code of Conduct of the constitution and by joining the Club will be deemed to accept these regulations and codes of conduct that the Club has adopted.

A registry of Club policies & documents will be maintained by the Club secretary and available online. Junior members (under 18 years of age) are to be accompanied to training sessions and events by a responsible adult defined as a parent or someone with parent or guardian’s authority. Members will be enrolled in one of the following categories:

- Individual Adult Member
- Joint Adult Member
- Honorary Adult Member

All members are expected make themselves available to assist in at least two of the Club’s organised events & activities annually.

5. MEMBERSHIP FEES

Membership fees will be determined by the Management Committee and agreed by members at the Annual General Meeting.

Annual membership fees will be due on 1st July each year. Fees will be prorated for new members joining throughout the year on a quarterly basis (1st October, 1st January, 1st March).

Members will join and set up an account using the online registration system. Memberships will be cancelled if not renewed by 1st August.

6. OFFICERS OF THE CLUB

Officers of the Club will be:

- Chair
- Vice Chair
- Secretary
- Treasurer
- Welfare Officer

To support the work of the Officers the committee will have a minimum of 4 additional posts. Other committee member's roles may include.

- Membership Secretary
- Communications Co-ordinator
- Social Secretary
- Triathlon Development Officer Co-ordinator
- Coaching and Training Co-ordinator
- Events Manager
- Swimming Co-ordinator

Officers and Committee members shall be elected at each Annual General Meeting. All officers and Committee members will retire each year but will be eligible for re-appointment.

7. MANAGEMENT COMMITTEE

The Club will be managed through the Management Committee consisting of the Club Officers and other roles as determined by the Officers to support the work of the committee.

Committee meetings will be convened by the Secretary of the Club and held no less than six times per year. The quorum required for business to be agreed at Management Committee meetings will be five.

The Committee will be responsible for adopting new policy, codes of conduct and rules that affect the organisation of the Club consistent with this constitution. The Committee will have powers to appoint sub committees as necessary and appoint advisers to the Management Committee as necessary to fulfil its business. The Management Committee will be responsible for responding to

complaints and any disciplinary hearings regarding members who infringe the Club rules or constitution (see Section 12).

8. JUNIOR SECTION

When there is sufficient support & coaching capacity the Club will consider the development of a triathlon section for Juniors. Junior members will be activated at this time. Any developments to introduce a Junior offer will include any necessary accreditation being in place, along with safeguards and governance. This will be determined by the Committee to ensure legal and welfare standards are met.

Any governance structure put in place will be documented and share the same aims and objectives of the Club.

9. CLUB PLANNING

The Club will develop and maintain a multi-year plan that outlines how the Club will deliver the Clubs mission and support the aims and objectives of the club as set out in section 2 and 3 above.

10. FINANCE

All Club monies will be banked in accounts held in the name of the Club.

The Treasurer will be responsible for the finances of the Club. A statement of annual accounts, that has been subject to an independent examination by a suitably qualified person, will be presented by the Treasurer at the Annual General Meeting.

Any cheques drawn against club funds must be signed by a signatory or signatories authorised by the Bank Mandate arranged by the Treasurer. The Treasurer shall be the Primary user of the internet banking facility and shall arrange for a Secondary user to be registered as cover.

11. Annual General Meetings (AGM)

Notice of Annual General Meetings (AGM) will be given by the Secretary with not less than 30 clear days' notice given to all members. The AGM will receive a report from officers of the Management Committee and a statement of the financial accounts. Elections of officers and committee members

are to take place at the AGM. Prospective candidates must be proposed and seconded by two members of the Club. All adult members (over 18 years) have the right to vote at the AGM. The quorum for AGMs will be ten percent of the combined adult members (Honorary, Joint, Individual). Members who are unable to attend the AGM can notify the Secretary within 7 days of the AGM and nominate a proxy vote. One member can have a maximum of 5 proxy votes. Proxy votes will count towards the quorum of ten percent.

The Management Committee has the right to call Extraordinary General Meetings (EGMs) outside the AGM, giving not less than 30 days' notice to all members.

An EGM may also be called if at least ten member proposers, of which a minimum of four are committee members, make written application with an agenda to the Secretary. Procedures for EGMs will be the same as for the AGM.

12. COMPLAINTS, DISCIPLINARY HEARINGS AND APPEALS

All complaints regarding the behaviour of members should be submitted in writing to the Chair (or other Management Committee member if appropriate). Initially the complaint will be dealt with by one of the Officers. If appropriate, the Management Committee will appoint a Complaints Panel to meet to hear formal complaints within 30 days of a complaint being lodged. The committee has the power to take appropriate action including the termination of membership. The outcome of a complaints 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 full Management Committee. An appellant should lodge the appeal in writing to the Secretary within 7 days of receiving the outcome. The full committee should consider the appeal within 14 days of the Secretary receiving the appeal, voting by proxy if necessary.

The Committee will be responsible for disciplinary hearings of members who infringe the Club rules or constitution. They will do this by appointing 3 committee members to a complaints panel to hear the case and make recommendations. The Management Committee will be responsible for taking any action of suspension or discipline following such hearings.

13. DISSOLUTION

A resolution to dissolve the Club can only be passed through a two-thirds majority vote of the membership at an AGM or EGM. In the event of dissolution, any assets of the Club that remain will be distributed to other charities as identified at the AGM.

14. CONSTITUTION REVIEW & AMENDMENTS

The Constitution will be reviewed annually with amendments agreed at the AGM. The constitution will only be changed through agreement by two-thirds majority vote at an AGM or EGM.

15. DECLARATION

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

Club Chair

Club Secretary

Signed: Date:

Signed: Date

Name:

Name