



CONSTITUTION

JBR RUN & TRI CLUB

1 Name

The club will be called JBR Run & Tri Club 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*
to promote the club within the local 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
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 – only upon the successful setup or integration of a junior section within the club

Life member – to be used by the management committee and must be a majority vote of that committee

4 Membership fees

The subscription year will run from April 1st to March 31st

The annual subscription fee will be set annually and agreed by the Management Committee and determined at the Annual General Meeting. Rejoining membership Fees will be paid annually after 1st April and no later than April 30th

Membership fees will NOT be reimbursed if a member decides to leave the club part way through the year, except in special circumstances agreed by the committee.

No member shall, in any year, be entitled to exercise any rights or privileges of membership until his or her subscription for that year has been paid.

The Committee to have the power in special circumstances as it sees fit, to remit the whole or part of the Club fees to any individual member. Such decisions will be taken on a case-by-case basis, and the Committee's decision shall be final.

The Club Committee may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the Club or Sport of Triathlon into disrepute. Appeal against refusal or removal may be made to the members.

By becoming a member we agree to act accordingly and represent the club in a positive manner.

Cessation of Membership

The club retains the right to remove membership from any member. If the club deems that membership is to be removed, it can be appealed at the next committee meeting. If this appeal is rejected, the member will not be able to join the club for a set period of time. The committee will decide the length.

No refund will be due on any membership which is terminated by the club.

If a member does not pay their annual subscription between April 1st and April 30th, they will no longer be a member of the club but can rejoin at any time. Once the subscription lapses, the member has no right to attend, compete or represent the club.

Club Kit

Whilst JBR Run & Tri Club actively encourage all members to wear club kit, there is no requirement to do so. There may, however, be different leagues the club participates in, such as the Cross Country league, where the league rules require club kit to be worn. The club also recognise members may wish to have their own kit printed with the club logo.

5 Officers of the Club

Officers will be elected annually at the Annual General Meeting.

All officers except the Chair and Vice Chair will retire each year but will be eligible for re-appointment. The Chair and Vice Chair will retire Bi Annually from the date of the first AGM with the Chair taking first retirement and bi annually thereafter, the Vice Chair will then retire on alternate years so as not to cause disruption to the clubs activities and interests.

Chair

Vice Chair

Club Secretary

Club Treasurer

Club Membership Secretary

Club Head Coach

Social Secretary

Club Captain Male

Club Captain Female

Race Secretary

Kit Officer

Club Welfare Officer

Officers will be elected annually at the Annual General Meeting. All members who are proposed for election are expected to have an understanding of the roles and responsibilities expected of them before they are voted into office.

The Club promotes an Active Committee where a declaration to commit to a certain number of hours/meetings per year and attend a minimum number of training sessions per week is expected. If a candidate who wishes to stand for office feels they can not achieve the minimum level of commitment then it is advised they do not stand for office.

6 Committee

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

Officers of the Club in section 5. Only these posts will have the right to vote at meetings of the Management Committee.

The Management Committee will be convened by the Secretary of the club and held no less than 4 times per year.

The quorum required for business to be agreed at Management Committee meetings will be: 4 officers of the club

The Management Committee will be responsible for adopting The British Triathlon Federation standard policies, namely The Safeguarding Policy / Equality & Diversity Policy & The British Triathlons Anti Doping Policy. The Club will further more be responsible in adopting any new policy, codes of conduct and rules that affect the organisation of the club and deemed required by British Triathlon.

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.

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 any 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 Club Treasurer will be responsible for the finances of the club.

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

A statement of annual accounts will be presented by the Treasurer at the Annual General Meeting.

Any cheques drawn against club funds should be signed by two signatories ;

In Addition to the Club Treasurer any one from the list below:

Chair – Vice Chair – Club Secretary

8 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 the audited accounts.

Nominations for officers of the Management Committee will be sent to the Secretary no later than 14 days prior to the AGM, no nominations will be accepted after this date.

A copy of the Roles and Responsibilities form will be sent to any proposed candidate who is standing for office. The form will be sent within 48hrs of notifying the club of the candidates intention to stand for office. The Roles and Responsibilities form needs to be signed and handed in to the Club Secretary before the commencement of the AGM or EGM. Failure to provide a signed copy will result in the candidate being unable to stand for office at that AGM or EGM.

Elections of officers are to take place at the AGM.

No Election of an officer can take place if the proposed candidate is not present at the AGM

All fully paid up members have the right to vote at the AGM.

The quorum for AGMs will be a minimum of 20% of membership excluding junior membership of the club.

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.

9 Discipline and appeals

All complaints will be heard by the Disciplinary Committee which is made up of:

Chair

Vice Chair

Club Secretary

Club Welfare Officer

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

The Disciplinary Committee will meet to hear complaints within 14 days of a complaint being lodged. The Disciplinary 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 Disciplinary Committee following disciplinary action being announced. The Disciplinary Committee should consider the appeal within 14 days of the Secretary receiving the appeal.

10 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 are left will become the property of Havens Hospices

11 Amendments/Additions to the Constitution

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

Amendment(s)/Addition(s) to the constitution can be presented at any committee meeting by any committee member.

The committee must then first agree the proposal for Amendment(s)/Addition(s) before any such Amendment(s)/Addition(s) is to be presented at an AGM or EGM.

Once the proposal has been agreed by the committee the Amendment(s)/Addition(s) will be presented at the AGM or EGM so that all club members in attendance will then vote upon.

12 Declaration

JBR Run & Tri Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

SIGNED: DATE: 8.3.18

Name: JON BLOW

Club Chair

SIGNED: DATE: 8/3/18

Name: HANNAH BARDELL

Club Secretary