

MID-SUSSEX TRIATHLON CLUB CONSTITUTION



1.	<p>The identity of the club</p> <p>The name of the club is 'Mid-Sussex Triathlon Club' (hereafter, 'the club').</p>
2.	<p>The aims of the club</p> <p>The aims of the club are to:</p> <ol style="list-style-type: none">1. Promote and encourage participation in and the development of triathlon and related multisport events including but not limited to aquathlon, duathlon and quadrathlon of all people within the community in the Mid-Sussex area;2. Offer coaching and encouragement for club members and junior athletes in each of the three triathlon disciplines - swimming, cycling and running - and related activities;3. Coordinate and encourage the participation of club members of all abilities in triathlon and related multi and single sport events, and4. Organise and promote triathlon and related multi-sport events in the Mid-Sussex area.
3.	<p>Amateur status of the club and its members</p> <p>The club is an amateur club. All of its members will be amateur athletes. The club is non-profit-making. All income and gains will be reinvested in the club. No assets of the club, in cash or in kind, will be distributed to members or third parties. The club may make donations to a registered charity or a club registered as a Community Amateur Sports Club. 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.</p> <p>The club will provide for its members and where appropriate guests, only the ordinary benefits of an amateur sports club. This is limited to:</p> <ol style="list-style-type: none">1. The organisation and provision of facilities to train for and participate in triathlon and related multisport events as set out in clause 2 above;2. The reasonable provision and maintenance of club-owned sports equipment to facilitate training for and participation in triathlon and related multisport

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	<p>events as set out in clause 2 above;</p> <ol style="list-style-type: none">3. The provision of suitably qualified coaches;4. Providing access to and/or reimbursement of the costs of coaching courses, and5. Providing insurance cover for the club.
4.	<p>Equality</p> <p>The club and its members will be non-discriminatory and carry out all activities and functions in ways that promote and respect the dignity and equality of all people irrespective of status or characteristic including but not limited to age, ability, disability, ethnicity, gender, marital status, nationality, race, religion or sexual persuasion. The club encourages participation by people of any ability.</p>
5.	<p>Membership</p> <ol style="list-style-type: none">1. Membership of the club is open to all without bias or discrimination. The facilities of the club are open to all members without bias or discrimination. All members are equal in terms of voting rights.2. Excepting Life Members, only those people who have properly and fully paid and had a membership fee accepted by the club Membership Secretary will be deemed to be club members.3. Annual membership fees will become payable on 1st April each year with the exception of those people who join the club after that date, in which case the membership fee is due within one calendar month of the date of first attending.4. The committee will recommend the amount of annual membership fees for each membership category for approval at the Annual General Meeting (AGM). The committee will only recommend and the AGM can only approve an amount for membership and other fees that do not pose a significant obstacle to membership or any use of the club's facilities. Membership will be forfeited where a person fails to pay the annual membership fee by 1st May of each year or, in the case of those people who join the club after 1st April of any year, within one calendar month of the date of first attending.5. The club will offer memberships in the following categories:<ul style="list-style-type: none">▪ Senior membership - any person aged 18 and over and who is an active athlete

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- **Youth membership** - any person aged between 16 and 17 years
 - **Junior membership** - any person aged less than 16 years.
 - **Associate membership** - any person who is aged 18 and over who wishes to be a member but not as an active athlete
 - **Life membership** - any person that *the club members deem at a vote at an AGM* to have made a significant and lasting contribution to the club and its development. A Life Member will not pay subscription fees but will be entitled to the benefits of senior membership.
6. Only current members of the club may participate in official club training sessions, club competitions and other club activities. The Secretary or the Membership Secretary of the club has discretion to allow guest involvement in any aspect of club. *Those people who are new to the club and/or to triathlon or multi-sport may participate in any club activities for a period of up to one calendar month before membership fees become payable.*
7. Joining the club as a member will be taken as acceptance of this constitution and any ancillary protocols or codes, whenever issued.
8. The committee of the club may decline an application for membership from any person whose membership it is considered will be contrary to the best interests of sport.
- A person whose application has been rejected by the committee has the right to appeal to a panel. That panel will be made up of no less than three club members. None of the members of the appeal panel will have been involved, in any way, with the initial application or with the decision to refuse it. The decision of that appeal panel will be binding on the club.
9. Disciplinary proceedings may be brought against any member of the club who brings the club into disrepute or who knowingly breaches this constitution or any ancillary protocols or codes. All complaints regarding the behaviour of members should be submitted in writing to the Secretary. Up to 3 members of the committee will meet to hear complaints within 21 days of a complaint being lodged. The committee of the club may, at its discretion and following a disciplinary hearing, impose any of the following sanctions on a member who is found to have committed a disciplinary offence: warning, suspension of membership for a fixed period of time or withdrawal of membership or, in the case of a member of the club committee, suspension from the committee post

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	<p>and membership of the committee or withdrawal of that committee post. No rebate of membership fees will be made in the case of suspension or withdrawal 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 14 days of the hearing.</p> <p>A person who has been given a sanction or sanctions following disciplinary proceedings has the right to appeal to a panel against the findings of the disciplinary panel and/or the imposition of the sanction or sanctions. The appeal panel will be made up of no less than three club members and will consider the appeal within 21 days of the Secretary receiving the appeal. None of the members of the appeal panel will have been involved, in any way, with the initial allegation, investigation or the disciplinary hearing. The decision of that appeal panel will be notified in writing to the member who lodged the appeal within 14 days of the appeal being heard. The decision will be binding on the club.</p>
6.	<p>Management of the club</p> <ol style="list-style-type: none">1. Management of the club will be vested in a committee. The committee has the authority to formulate policy and procedures to ensure that the aims of the club are, in so far as is possible, realised. The committee also has the authority to decide any issue that is not otherwise dealt with in this constitution or in any ancillary protocols or codes.2. This committee, subject to sub-clause 12 below, will be made up from club members elected annually to the positions listed in sub-clause 5 below.3. The elections will be held at the club AGM. Each club member will be entitled to one vote for each position. The votes may be cast in person or by proxy. Proxy votes must be sent in writing or communicated in person to the club Secretary before the start of meeting.4. Where one person is nominated for a post, that person will be deemed elected on the basis of a simple majority vote in favour of the appointment. Where more than one person is nominated for a position, the person deemed elected is the person receiving the most votes.5. The committee will be made up of people holding the following positions:

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- ◆ Chair
- ◆ Vice Chair
- ◆ Secretary
- ◆ Treasurer
- ◆ Membership Secretary
- ◆ Junior Secretary
- ◆ MST Race Director
- ◆ Press Secretary
- ◆ Web-master
- ◆ Social Secretary
- ◆ Welfare Officer
- ◆ Head Coach
- ◆ Open Water Swim Officer
- ◆ Up to 3 other members without portfolio

6. The roles and responsibilities of each of the committee positions will be set out in an ancillary protocol - entitled 'Roles and Responsibilities of Committee Members'. This protocol and any subsequent amendments must be approved at a club AGM.
7. A member may assume more than one position on the committee with the exception of the Chair and Vice-Chair who may not hold other positions.
8. The committee will meet from time to time at meetings convened by the Secretary.
9. The quorum for committee meetings will be 5 people meeting in person, one of which must be the Chair or Vice-Chair, or where they are not available, the Secretary.
10. The committee will take decisions by way of a simple majority vote. A decision taken by the committee will be deemed to be a collective decision.
11. Any club member may attend and participate in the discussions at a committee meeting. Only those people holding positions in sub-clause 5 above may vote on a decision.
12. The committee will have discretion to temporarily co-opt any member to fill a

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	<p>vacancy for any position on the committee that occurs during the period between the annual elections.</p> <p>13. A member relinquishing a position on the committee must promptly hand to her/his successor (or to another member appointed by the committee) all formal club documents, material and information relating to that or any other position or item of club business. Such a member must also complete any requirements for the transfer of legal or financial authority. This includes but is not limited to any financial matter relating to the club, including its bank and/or Building Society account(s).</p> <p>14. The club may appoint the following honorary posts:</p> <ul style="list-style-type: none">• Club President• Club Vice-President <p>These posts will have no executive responsibility. The post holder(s) will not be part of the committee. The post holder(s) cannot take up a position on the committee, temporarily or otherwise, unless he or she resigns the honorary position.</p> <p>15. Any alteration to this constitution requires the approving vote of two-thirds of those present in person or by proxy at a club AGM or at an Extraordinary General Meeting (EGM) called for that purpose. Proxy votes must be sent in writing or communicated in person to the club Secretary before the start of meeting.</p>
7.	<p>Annual General Meetings</p> <p>1. An AGM shall be held no later than 1st December. The meeting shall, among other business:</p> <ul style="list-style-type: none">▪ Receive the annual report from the committee▪ Receive the statement of accounts▪ Elect members to positions on the committee▪ Consider and vote on any suggested amendments to the constitution, ancillary protocols or codes. All suggested amendments must, subject to the Chairperson's discretion, be submitted in writing to the Secretary at least 14 days before the date of the AGM▪ Set the annual subscription fee▪ <i>Appoint Life Members</i>

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	<ol style="list-style-type: none">2. Members shall be given at least 28 days notice of the date of the AGM. A draft agenda will be circulated at least 7 days before the meeting, together with any relevant papers and/or information.3. Only club members will be permitted to attend the AGM. Each member will have one vote per item whether in person or by proxy. Proxy votes must be sent in writing or communicated in person to the club Secretary before the start of meeting.4. The quorum for the AGM will be 15 members attending in person.5. Decision will be taken on all motions proposed and seconded and then voted on by simple majority vote. Voting will ordinarily be by way of a show of hands although a secret ballot may, in exceptional circumstances, be appropriate.
8.	<p>Extraordinary General Meeting (EGM)</p> <ol style="list-style-type: none">1. The Chairperson or the Secretary is responsible for calling an EGM within a reasonable period of time where either, (a) the committee pass a resolution calling for such a meeting or (b) 10 or more members make a written submission to the Secretary calling for such a meeting.2. All club members shall be notified, as soon as possible, of the date, time and place of the meeting together with any relevant information about the reasons for calling the meeting. No other business will be considered.3. The quorum for such a meeting will be 21 members attending in person.
9.	<p>Dissolving the club</p> <ol style="list-style-type: none">1. A decision to dissolve the club may be made only at an AGM or an EGM called specifically to consider such a motion.2. Such a motion must be proposed and seconded and a vote taken. At least 85% of the votes cast must be in favour of the motion to dissolve the club.3. Where a decision is taken to dissolve the club, all net assets are to be donated to one or more registered charities to be determined by vote of the club members at the dissolution meeting.

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We certify that this is the adopted constitution of the Mid Sussex Triathlon Club, adopted by the members of the club at an Annual General Meeting held on 16 November 2017.

Morwenna Hook *Mitoch* Chair

Date: 5/3/18

Rachael Baker *Rachael Baker* Treasurer

Date: 5/3/18

David Ricketts *D Ricketts* Secretary

Date: 5/3/18