



EDINBURGH TRIATHLETES: CONSTITUTION

1. Name

- 1.1. The club will be called **Edinburgh Triathletes** and will be affiliated to **Triathlonscotland**, The National Governing Body for Triathlon in Scotland.

2. Aims and objectives

- 2.1. The aims and objectives of the club will be:

- To offer coaching and competitive racing opportunities in triathlon, duathlon and aquathlon;
- To promote the club within the local community and triathlon 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 and in line with our equity policy and that of **triathlonscotland**;
- To ensure that all present and future members receive fair and equal treatment.

3. Membership

- 3.1. Membership will consist of committee members and ordinary members, all of whom are required to be individual 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. Members will be enrolled in one of the following categories:
 - Gold member (unlimited coached swim sessions);
 - Silver member (one weekly coached swim);
 - Bronze member (non swimming membership).
- 3.4. The club will actively promote individual membership to **triathlonscotland** and will work with the Governing Body to grow the sport in Scotland.
- 3.5. Edinburgh Triathletes does not have a junior section.

4. Membership fees

- 4.1. Membership fees will be set annually. These will be recommended by the Committee and determined at the Annual General Meeting (AGM). Fees will be paid annually.

5. Committee

- 5.1. The management of the club shall be vested in a Committee that shall comprise:
 - President;
 - Vice-president;



- Secretary;
- Treasurer;
- Membership secretary
- Welfare officer;
- Coaching coordinator;
- Club events coordinator;
- Communications coordinator (includes Tribull editor);
- Social convenor;
- Equipment coordinator (not normally required to attend committee meetings)
- Club kit organiser (not normally required to attend committee meetings);
- Gullane race director (not normally required to attend committee meetings)
- New Year's Day race director (not normally required to attend committee meetings).

5.2. Descriptions of each of these roles are attached in annex one.

5.3. The club will be managed through the Committee consisting of the posts listed above. Decisions of the Committee will normally be taken by consensus, but if necessary by a majority vote of those present. All committee members who are required to attend committee meetings are trustees of the club.

5.4. The Committee shall have power to fill vacancies in its number should they occur, or to co-opt members on to the Committee. In addition, committee members without portfolio can be added to the committee as required. Subject to this provision, committee members shall normally be elected at the AGM.

5.5. The Committee can decide on variations to membership fees for individuals. For example, for the provision of life membership or to provide for reduced membership fees for coaches.

5.6. The Committee shall have power to set up sub-committees to consider any matter(s) relating to the Club's business, as it considers fit. These will include committees for race organisation and for the coaching team.

5.7. Each sub-committee shall have a member of the Committee as a member.

5.8. The Committee must ratify recommendations or decisions made by any sub-committee before they become competent.

5.9. Any Committee member wishing to resign shall give notice in writing to the Club Secretary.

5.10. All Committee members will retire each year but will be eligible for re-appointment



5.11. The Committee will be convened by the Secretary of the club and held at least five times per year.

5.12. The quorum required for business to be agreed at Committee.

5.13. Committee meetings will be held at least five times per year. Coaches' meetings will be held at least four times per year.

5.14. The Committee will be responsible for adopting new policies, codes of conduct and rules that affect the organisation of the club.

5.15. The Committee will be responsible for disciplinary hearings of members who infringe the club rules / regulations / constitution. The Committee will be responsible for taking any action of suspension or discipline following such hearings.

6. Finance

6.1. All club monies will be banked in an account 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 prior to the AGM.

6.4. The Treasurer at the AGM will present a statement of annual accounts.

6.5. Any cheques drawn against club funds should hold the signature of the Treasurer or a member of the committee nominated by the Treasurer.

6.6. The income and property of the club will be applied solely towards the promotion of the club's aims and objectives.

7. Annual general meetings

7.1. The Club Secretary will give notice of the AGM not less than 21 clear days' notice will be given to all members via e-mail.

7.2. The AGM will receive a report from the President, an update on membership, a statement of accounts and conduct other business as appropriate.

7.3. Nominations for officers of the Committee will be sent to the Secretary prior to the AGM.

7.4. Elections of officers are to take place at the AGM.

7.5. All members have the right to vote at the AGM.

7.6. The quorum for AGMs will be 15% of the membership.



7.7. The 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. Discipline and appeals

8.1. The full conduct and discipline policy is set out in annex two to the constitution. It is summarised as follows. All complaints regarding the behaviour of members should be submitted in writing to the Secretary.

8.2. The sub-committee including the president, vice president and one other committee member will meet to hear complaints within 28 days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership.

8.3. 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 four days of the hearing.

8.4. There will be the right of appeal to the full Committee following disciplinary action being announced. The committee should consider the appeal within 14 days of the Secretary receiving the appeal.

9. Dissolution

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

9.2. In the event of dissolution, any assets of the club that remain will become the property of *triathlonscotland* or another club with similar aims and objectives to those of Edinburgh Triathletes.

10. Amendments to the constitution

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

11. Declaration

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

SIGNED: *Paul Chowdhry* DATE: 30 November 2018

NAME: Paul Chowdhry POSITION: Club President

SIGNED: *Francesca Osowska* DATE: 30 November 2018

NAME: Francesca Osowska POSITION: Club Secretary