

# **PACTRAC CONSTITUTION**

## **1 Name**

The club will be called Pactrac and will be affiliated to *Triathlon England*

## **2 Aims and objectives**

The aims and objectives of the club will be:

- to offer coaching and competitive opportunities in Triathlon for all ages and abilities
- to promote the club within the local community and Triathlon
- 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 a fully inclusive environment such 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
- Family Membership
- Social member
- Junior member <18yrs

Members shall be classified as juniors until they reach their 18<sup>th</sup> birthday.

## **4 Membership fees**

Membership fees will be set annually and agreed by the Executive/ Management Committee or determined at the Annual General Meeting. Fees will be paid annually.

The payment of the membership fee is a mandatory condition of club membership.

## **5 Officers of the club**

The officers of the club will be:

- Chair
- Club Secretary
- Head Coach
- Treasurer
- Membership Secretary
- Training Events Co-ordinator
- Publicity Officer
- Social Secretary
- Junior Division Chair

Officers will be elected annually at the Annual General Meeting and should be club members.

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

## **6 Committee**

The club will be managed through the Management Committee consisting of the officers of the club. 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 *six times* per year.

The quorum required for business to be agreed at Management Committee meetings will be four.

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

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 has the power to replace resigning Officers during their term of office.

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 September 30<sup>th</sup>

An **audited** statement of annual accounts will be presented by the Treasurer at the Annual General Meeting.

Any cheques drawn against club funds should hold the signatures of the Treasurer plus up to two other officers.

## **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.

Trophies shall be presented at the AGM or social event as determined by the Management Committee. The award of trophies shall be decided by the Management Committee.

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 prior to the AGM.

Elections of officers are to take place at the AGM.

All members have the right to vote at the AGM.

The quorum for AGMs will be at least 10 members

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.

An EGM may be called at any time by 20 members or 30% of the membership (whichever is lower). A minimum of 21 days' notice is required.

## **9 Discipline and appeals**

The club shall abide by the general and competition rules laid down by British Triathlon.

The Management Committee reserves the right to impose sanctions on any club member for any conduct which discredits the club, the sport in general, offends a club member or member of the public.

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

The Management Committee will meet to hear complaints within 30 days of a complaint being lodged. The 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 14 days of the hearing.

There will be the right of appeal to the Management Committee following disciplinary action being announced. The committee should consider the appeal within 21 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, the disposal of any assets of the club that remain shall be disposed of at the discretion of the Management Committee.

**11 Amendments to the constitution**

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

**12 Declaration**

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

SIGNED: ..... DATE: 19<sup>th</sup> November 2016

Name: R T Canham .....

Club Chair

SIGNED: ..... DATE: .....

Name: .....

Club Secretary

Ratified At the AGM November 2016 and minuted.