OXFORDTRI Proposed CLUB CONSTITUTION 2024

(As approved at our 2024 AGM on the 24/10/24)

**1. Name**

The club will be called OXFORD TRI and will be affiliated to the British Triathlon Federation.

**2. Aims, Objectives and Strategy**

2.1 The aims and objectives of the club will be:

To Include;

·       Seeking to welcome and include all individuals within our club community.

·       Aspiring to reduce barriers to participation in triathlon and multi-sport events.

·       Promoting equality, diversity and inclusion in our own club and the wider sport of triathlon.

·       Being transparent about the leadership and management of Oxford Tri.

To Empower;

·       Providing a mixture of coached and non-coached sessions which support our community in improving their physical and mental health.

·       Supporting the personal development of individuals seeking to progress into coaching or additional roles within Oxford Tri.

·       Listening to our membership community as we seek to continuously develop and improve the positive impact of Oxford Tri.

To do it Together;

·       As a community we actively support, encourage and care for our fellow club members.

·       Actively partnering with other sports clubs and organisations within Oxford, with the aim of improving the sporting experience for all.

·       Seeking to support our wider Oxford community through club-based initiatives.

·       Celebrating all forms of achievements with our club community.

**3. Membership**

Membership of the club consists of members and officers.

3.1 The minimum attained age to become a member is 18.

3.2 In becoming a member, individuals agree where possible to volunteer at least once a year at an event or club session which supports the running of the club. These events or club sessions will be decided upon by the Management Committee and communicated relevantly.

3.3 All members will be subject to the regulations of this constitution and by joining the club will be deemed to accept these regulations and the codes of conduct that the club has adopted.

**4. Membership Structure and Fees**

Membership fees and structure will be set annually and agreed by the Management Committee or determined at the Annual General Meeting (AGM).

4.1 Trial Memberships will be given to potential members at the discretion of the Club Membership Lead. If the Club Management Committee or Club Membership Lead believe that a Trial Member is misusing this membership, they reserve the right to remove it immediately.

4.2 Membership fees for active coaches who coach an average of one session a month across the year will be eligible for a discounted membership.

**5. Officers of the Club**

All officers of the club must also be members.

5.1 The Executive Committee of the club will be:

* Chair
* Secretary
* Treasurer
* Lead Coach
* Website Lead

5.2 The Management Committee of the club will consist of the Executive committee and a maximum of five individuals who have a wider club role. In the case that more than five individuals in these roles seek to be part of the management committee a vote via the membership will take place during the AGM.

5.3 Wider club roles shall include:

* Membership Lead
* Welfare Officer
* Social Lead
* Kit Lead
* Social Media Lead
* Lake Lead
* Assistant Lead Coach
* Treasurer assist
* Web Assist
* XC Team Manager

These roles do not require individuals to attend committee meetings and there is no expectation that those in these roles should have to stand to be on the Management Committee. There is also the opportunity for some of these roles to be shared which would result in the appointing of Co-Leads.

5.4 Officers will be elected annually at the AGM and will serve for the calendar year starting 1st January following their election. All officers will retire each year but will be eligible for re- appointment.

5.5 The Executive Committee has power to fill any vacancy that may arise outside the AGM.

5.6 The executive committee as a collective will be responsible for oversight of the club should a chair not be elected.

**6. Executive Committee**

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

6.1 The club will be managed through the Management Committee. Only these posts will have the right to vote at meetings of the Management Committee.

6.2 The Management Committee will seek to meet monthly either in person or virtually to discuss club matters.

6.3 The quorum required for business to be agreed at Management Committee meetings will be five members of the Management Committee.

6.4 The Management Committee and Wider Club Roles can form subcommittees which consist of members who are not part of either of these groups.

**7. Finance**

7.1 All club monies will be banked in an account held in the name of the club.

7.2 The Treasurer will be responsible for overseeing and providing insight into the finances of the club.

7.3 The financial year of the club ends on December 31st.

7.4 A statement of annual accounts will be presented at the AGM.

7.5 Two members of the Management Committee or in Wider Club Roles, including the Treasurer should be listed as banking signatories at all times.

**8. Annual General Meeting**

An AGM shall be held in the month of October each year. The Secretary shall give all members 21 days notice of the date of meeting. Notice of any business to be placed on the agenda must be given to the Secretary at least 14 days prior to the meeting. The Secretary shall give at least seven days' notice to all members of the time and place of the AGM and provide an agenda and officer nomination forms.

The AGM will receive reports from officers of the outgoing Executive Committee, an audited statement of the accounts to December 31st and a year to date finance report.

Nominations for all officers of the club should be declared to the Secretary prior to the AGM using a nomination form sent with the AGM agenda. The Secretary will usually act as the Returning Officer for the nominations except for the Secretary role if they are standing again.

Nominations at the AGM will only be accepted for positions where no nominations were received prior to the AGM.

Any member standing for a position who was unsuccessful may be nominated for another position at the AGM without having been nominated prior to the AGM.

·  Candidates are to be allowed (a maximum of) two minutes to speak on their suitability for the role. In the event they are unable to attend in person a statement of suitability will be read out on their behalf.

·  After this, questions will be taken from the floor (for a maximum of a further one minute).

·  Questions must be addressed to the Returning Officer and must be directed at all candidates, not at any single candidate.

·  “Re-Open Nominations” shall be an option in each ballot.

·  Voting shall be by secret ballot unless the members decide otherwise (for example for uncontested positions).

Candidates may stand in absentia if attendance is not possible. A proposer is required and this should be agreed with the Returning Officer before the date of the AGM.

All members have the right to vote at the AGM.

The quorum for an AGM will be 15 members or 25% of the membership (counted on the last day of the month preceding the AGM) whichever is the smaller.

The Executive Committee has the right to call Extraordinary General Meetings (EGMs) outside of the AGM. Procedures for an EGM will be the same as for the AGM.

**9. Discipline and Appeals**

All complaints regarding the behaviour of a member(s) should be submitted in writing to the Secretary or Chair.

The Chair, Secretary and welfare officer will decide if the complaint should be a) reviewed by the Executive Committee or b) the complaint is best resolved outside of the committee in an appropriate manner. This decision must be made within 14 days of the complaint being received unless circumstances are such that a fully informed decision is not possible within 14 days (e.g. member on holiday).

If the complaint is heard by the committee it has the power to take appropriate disciplinary action which can include termination of membership without compensation. The outcome of the committee’s decision should be notified in writing to the complainant and the member against whom the complaint was made within 14 days of the hearing.

All disciplinary actions taken by the committee will be clearly documented with the rationale for decisions made.

If the complaint is sought to be resolved outside of the committee structure to the complainant and the member against whom the complaint was made must be notified of actions within 14 days of the decision being made to pursue this route.

In the event that the complaint is being made about the Chair, Secretary or welfare officer complaints will automatically be heard by the full committee

There will be the right to appeal that will be heard by the Executive Committee, the committee should consider the appeal within 14 days of the Secretary receiving the appeal.

**10. Dissolution**

The club shall not dissolve except by a resolution of an AGM or EGM convened for the purpose and through a 75% vote of at least 25% of the membership (counted on the last day of the month preceding the meeting). In the event of dissolution, any surplus assets shall be handed over to a body or bodies with similar objectives or to a charity or charities as agreed in the dissolution meeting.

**11. Amendments to the Constitution**

The constitution can only be changed through agreement by majority vote at an AGM or EGM, with at least 7 days notice of changes.

**12. Declaration**

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