

# EAST FIFE TRIATHLON CLUB CONSTITUTION

## 1. NAME

The club shall be called **East Fife Triathlon Club**. Hereinafter referred to as “the club”.

## 2. OBJECTS

The objects of the club shall be to encourage the promotion and practice of the sport of Triathlon and associated multidisciplinary sports in East Fife and surrounding area, and undertake other activities incidental or conducive to the furtherance of these objects.

## 3. MEMBERSHIP

3.1. The membership shall consist of the following categories:

- Social - Access to club events, social media and most training sessions except swimming.
- Ordinary - Access to all events, training sessions and social media.
- Junior - Access to junior events and training, if over 14 also access also as Ordinary Member.
- Family - Up to two adult family members along with at least one junior member.
- Supporter - Parent or guardian wanting committee position.

All of whom will be considered members with voting rights.

3.2. Membership Fees and payment options shall be as agreed at each Annual General Meeting.

3.3. All members joining the club shall be deemed to accept the terms of this constitution and any by-laws from time to time adopted by the club.

3.4. Membership of the adult section will be open to all persons from the age of 14

3.5. Membership of the junior section will be open to all persons from the age of 7 (in the year they turn 8) – 18

3.6. Membership of adult and junior sections of the club will be regardless of race, occupation, sex, religion or political beliefs. Application for membership will not be refused unless for good reason, of which the applicant shall be notified and will have the opportunity to appeal the decision. The appeal shall be heard by the committee before the final decision is made.

3.7. The Supporter category of membership is to allow non-athletes, e.g. parents of junior members, to assist in club management and allow voting rights. The number of supporter members allowed in the club is limited to 8. Application is made through the Chairperson or Head Coach of either the adult or junior section of the club.

#### **4. MANAGEMENT**

- 4.1.** The affairs of the club shall be conducted by an Executive Committee which shall consist of the Officers of the club plus up to 3 ordinary members.
- 4.2.** The Officers of the club, who shall be honorary, shall consist of a
- Chairperson
  - Treasurer
  - Secretary
  - Welfare Officer
  - Equipment Convener
  - Head Coach
  - Race Director(s)
  - Social Convener(s)
  - Website Administrator
  - Junior Member Representative
  - Ordinary member(s)
- who shall be elected at the Annual General Meeting.

A member of the Executive Committee shall sit on the Junior Section Committee.

- 4.3.** All Executive Committee members shall be members of the club.
- 4.4.** The normal maximum term of service in any one post for members of the Executive Committee shall be three consecutive years and thereafter elected on annual basis.
- 4.5.** The junior section of the EFT club is an important part of the EFT and must operate fully under the club's constitution.
- 4.6.** The management of the junior section is performed by the Junior Section Committee consisting of a
- Junior Chairperson
  - Finance Officer
  - Secretary
  - Welfare Officer
  - Head Coach
  - Junior Equipment Convenor
  - Senior Member Representative

At least one member of the Junior Section Committee shall be an elected member of the club Executive Committee.

The Junior Section Committee is overseen by the main EFTC Executive Committee.

Junior Section Committee members shall be elected at the EFTC Annual General Meeting.

- 4.7. If the post of any officer or ordinary committee member were to fall vacant after such an election, each committee shall have the power to fill the vacancy.
- 4.8. All financial matters involving sums over £200 should be discussed with the treasurer of the Executive Committee who may refer the matter to the full Executive Committee if they feel unable to decide without consultation.
- 4.9. Any planned expenditure should be notified beforehand.

The Executive Committee and Junior Section Committee are encouraged to apply to outside sources for funding but must keep the committee informed. Grants received will go to all sections of the club unless they have been awarded for a specific purpose. Where a grant is for a purpose e.g. equipment for the junior section, the money will be ring fenced for this purpose and the expenditure documented.

- 4.10. A minute of the Junior Section Committee meeting must be taken and submitted to the Executive Committee for information and inclusion in the executive minutes.

#### **4.11. Annual General Meeting**

The club shall hold an Annual General Meeting in early October to:

- Approve the minutes of the previous year's AGM
- Receive reports from the Chairperson
- Receive a report from the Treasurer projecting the year end cash position
- Receive reports from the Junior Section Chairperson
- Elect the Executive Committee and Junior Section Committee
- Appoint Auditors for the club accounts
- Review and approve planned expenditure
- Consider changes to the constitution
- Renew and consider any bye-laws
- Deal with any other relevant business

#### **4.12. Extraordinary General Meeting**

An Extraordinary General Meeting shall be called by an application in writing to the Executive Committee Secretary supported by at least ten (10) members of the club. The Executive Committee shall also have the power to call and EGM by decision of a simple majority of its members.

#### **4.13. Committee Meetings**

Executive Committee and Junior Section Committee meetings shall be held as required during the course of each year (1<sup>st</sup> November to 31<sup>st</sup> October each year).

#### **4.14. Notices**

At least 30 days 'notice and the Agenda shall be given to all voting members of any General Meeting.

#### **4.15. Voting**

With the exception of changes to the Constitution, decisions put to vote shall be resolved by simple majority at general meetings.

#### **4.16. Quora**

The quorum at Annual and extraordinary General Meetings shall be twelve (12) members and the quorum for Executive and Junior Section Committee meetings shall be four (4) members.

#### **4.17. Changes to the Constitution**

Any changes to the Constitution shall require a two thirds majority of those present and eligible to vote and voting at a General Meeting.

A proposal to change the Constitution must be submitted in writing to the Executive Committee secretary who shall circulate the proposal to all members and allow seven days for submission of any amendments before call a meeting in accordance with rule 4.14 above.

### **5. FINANCE AND ACCOUNTS**

The Financial Year shall run from 1<sup>st</sup> November to 31<sup>st</sup> October each year.

The Treasurer shall be responsible for the preparation of the Annual Accounts of the club.

The Accounts shall be audited by an independent person elected annually at the Annual General Meeting.

The annual accounts shall be approved by the committee within 3 months of the year end and following audit.

All electronic transfers or cheques drawn against the Clubs funds shall be approved by the Treasurer or other nominated office bearers.

All members of the club shall be jointly liable for the financial liabilities of the club.

## 6. BYE LAWS

The Executive Committee shall have the power to publish and enforce such bye-laws as the Committee feels necessary to govern the activities of the club.

## 7. DISSOLUTION

In the event of dissolution of the club, any assets thereof shall not be distributed amongst the members of the club in any way whatsoever, but should be donated to the East Fife Sports Council.

### List of Amendments

Amendment	Section	Date
Term of Service	4.4	October 2001
Child Protection Policy	9	September 2002
Dates for Financial Year	6	September 2002
Amended Membership Categories	3.1	October 2015
Addition of clause on open membership	3.4	October 2015
Remove Vice Chair	4.2	October 2015
Amend date of AGM	5	October 2015
Membership – inclusion of Junior category	3.1	Agreed October 2016 Updated March 2017
Membership – inclusion of Fee payment options	3.2	Agreed October 2016 Updated March 2017
Membership – Establishment of Junior section	3.5	Agreed October 2016 Updated March 2017
Management of junior section added, role of COVID 19 officer added	4	2020
Supporter member added	3.1	October 2021
Supporter definition added	3.7	October 2021
Equipment Convener and Junior Member Representative posts added. A committee member, either officer or ordinary member from the adult section shall also sit on the Junior Section Committee.	4.2	October 2021

Posts for Junior Section Committee updated. The Junior Section Committee is overseen by the main EFTC committee. Junior Section Committee members shall be elected at the EFTC Annual General Meeting	4.7	October 2021
AGM to receive reports from the Junior Section Chairperson for approval	4.11	October 2021
Details about PVG accreditation added	8	Now removed TS
4.3 moved to become 4.7	4.3	October 2021
Standard membership replaced by Social and new Family membership category added as introduced already, along with clarification of different membership levels.	3.1	October 2023
Covid Officer removed as no longer required and acknowledged that Social and Race coordinator roles can be shared.	4.2	October 2023
Allows for committee members to stay in role for longer than prescribed time if voted for to remain.	4.3	October 2023
Acknowledges that new account will allow for electronic bank transfers which can be made by more than one nominated member in addition to Treasurer	5	October 2023
Recognized that auditing of accounts will not be possible if AGM prior to year end but making clear accounts will need signed off by committee within 3 months thereafter.	4.11 & 5	October 2023
Clarification on earliest age of joining junior section – in year of turning 8.	3.5	October 2023