



Club Constitution

1. Name

The club will be called Craven Energy and will be affiliated to British Triathlon.

2. Aims and objectives

The aims and objectives of the club will be:

- To offer coaching and competitive opportunities in Triathlon and its component sports in all forms
- To promote the club within the local communities of Craven, the Yorkshire Dales & East Lancashire area.
- 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 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 £15.00 (Hardship fund maybe available).
- JuniorU18/Student member £7.50
- Family/household membership £25.00
- Life member - tbd

4. Membership fees

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

Fees will be paid: annually subscription from 1st January

5. Officers of the club

The officers of the club for 2009 are:

- Chair: Mick Young
- Secretary: Carol Young
- Treasurer: Ian Taylor
- Club Welfare Officer: Peter Keron
- Publicity Officer: Kali Taylor

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- Non Executive Committee members: Angela Gray, Jane Collier, Neil Taylor, Mike Horsfield, Dan Wardleworth

Officers will be elected annually at the Annual General Meeting.

All officers will retire each year but will be eligible for re-election. They are eligible to stay in the same post for a maximum of 3 years but will continue to be eligible for other positions on the committee.

6. Committee

The club will be managed through the Management Committee consisting of:

- Chair Mick Young
- Secretary Carol Young
- Treasurer Ian Taylor
- Club Welfare Officer Pete Keron
- Publicity Officer Kali Taylor

Non Executive Committee members: Angela Gray, Jane Collier, Neil Taylor, Mike Horsfield, Daniel Wardleworth, Wayne Hampshire, Katya Horsfield, Sue Walker, Tracey Blease. Committee members only 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 hold no less than 6 meetings per year.

A quorum of 3 is required for business to be agreed at Management Committee meetings.

The Management Committee will be responsible for adopting new policies, 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 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 a Barclays community bank account held in the name of Craven Multisport.

The Club Treasurer will be responsible for the finances of the club.

The financial year of the club will end on 31st December

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.

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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.

Election of officers is to take place at the AGM.

All members over the age of 18 and over have the right to vote at the AGM.

The quorum for AGMs will be 25% or 20 people whichever is the smaller number.

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 except notice period is 7 days.

9. Discipline and appeals

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

The Management Committee will meet to hear complaints within 14 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 7 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 14 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 present.

In the event of dissolution, any assets of the club that remain will become the property of British Triathlon to be used for the benefit of Triathlon.

11. Amendments to the constitution

The constitution will only be changed through agreement by majority vote of the management committee.

12. Declaration

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

Signed:

Date:

Name:

Club Chair

Signed:

Date:

Name:

Club Secretary