



## Coffs Harbour Triathlon Club Constitution

### 1. Name

- a. The name of the Club shall be **Coffs Harbour Triathlon Club**.
- b. The Club's main colours shall be orange and purple.

### 2. Objects

- a. The objects of the Club shall be to:-
  - i. Encourage the practice and development of triathlon and multi-sport in Coffs Harbour and surrounding areas.
  - ii. Organize and promote competitions for club members.
  - iii. Organize and promote educational and social activities for members.

### 3. The club shall cater for:

- a. Triathlon
- b. Multi Sport involving the individual sports of running, cycling, and water activities (duathlons, aquathons, adventure racing and other variations)

### 4. Membership

- a. Membership shall be open to all persons either amateur or professional. The amateur status of non-professional club members shall be protected.
- b. It is encouraged for members of Coffs Harbour Triathlon Club to be either full or associate members of Triathlon Australia, the national governing body for the sport of triathlon in Australia. Failure to maintain a membership of Triathlon Australia (in accordance with the membership policies of Triathlon Australia), or the withdrawal of membership of Triathlon Australia from a member of Coffs Harbour Triathlon Club automatically limits involvement in events sanctioned by the governing body, including club races.
- c. Participants in training sessions, club competitions and other club activities must be current members of Coffs Harbour Triathlon Club. The Club Secretary may permit the involvement of guest participants at his / her discretion; such guest participants must, however, be members of Triathlon Australia, other national governing body, or other registered triathlon club.
- d. Each applicant for membership must complete the official application form. An application for membership is valid for the race season/financial year in which it is signed. In order to continue existing membership, members are required to renew their membership for each new race season/financial year no later than 31st August.
- e. Approved persons remain members of the club until the earlier of
  - i. such time as they tender a resignation as per Article 10 of this constitution or

- ii. they fail to renew their membership as per Article 4.d. of this constitution or
  - iii. they fail to pay any subscription validly approved under this constitution in accordance with .Article 9b of this constitution.
- f. The Executive Committee of Coffs Harbour Triathlon Club is empowered to withdraw membership from any member of Coffs Harbour Triathlon Club.
- g. Behaviour by a member liable to bring the Club into disrepute will result in the member being brought before a Disciplinary Committee appointed for the purpose by the Committee, and which may impose penalties up to and including suspension or expulsion from the Club.

## **5. Equality and Children's Rights**

- a. Coffs Harbour Triathlon Club shall carry out all functions in a manner that promotes equality of opportunity between:
  - i. Persons of different religious belief, political opinion, racial group, age, marital status or sexual orientation;
  - ii. Men and women generally;
  - iii. Persons with a disability and persons without;
  - iv. Persons with dependents and persons without.
- b. Coffs Harbour Triathlon Club aims to promote the participation of children by:
  - i. Creating a culture of safety and fun;
  - ii. Fully subscribing to the following international standards: "Children have the right to be protected from all forms of violence; they must be kept safe from harm, and they must be given proper care by those looking after them" (Article 19; UN Convention on the Rights of the Child)
  - iii. Asserting the right of Children to be safe. Club officials must ensure that this fundamental principle takes precedence over all other considerations;
  - iv. Fully subscribing at all times and without variation to the Child Protection Act (1998).

## **6. Management**

- a. The management of the Club shall be vested in an Executive Committee, comprising members elected to the positions of:
  - i. President,
  - ii. Vice-President
  - iii. Secretary
  - iv. Treasurer
  - v. Club Race Director
  - vi. 2 [two] additional members of Sub-Committees validly elected, with or without specific functions.

These positions are defined below:

**i. President**

*The President is responsible for ensuring the committee operates in the best interest of the club and its members. The role is to coordinate committee activity to achieve this. Alongside chairing committee and general meetings, the President will also help out the other committee members where required.*

**ii. Vice-President**

*The Vice-President supports the president in ensuring the best interest of the club and its members. The Vice-President will develop alliances and partnerships with key stakeholders including members, the local community – including business organizations; The Coffs Harbour Yacht Club; and local management agencies –*

*Coffs Harbour Council & NSW Police Coffs Harbour Local Area Command.*

**iii. Secretary**

*The role of the Secretary involves maintaining the database of members, coordinating the provision of information bulletins to members, the circulation of meeting minutes from AGM's and committee meetings as required. The Secretary will also be the official point of contact for the club (with other clubs, Triathlon Australia, etc.).*

**iv. Treasurer**

*The Treasurer is responsible for accurately recording all financial transactions made by the club and presenting this record in a recognized format to members of the club at the AGM. The role will involve collecting and recording cash payments from members and sponsors and for issuing and recording payment to suppliers and others as agreed by the committee. The Treasurer is automatically a co-signatory on any bank or credit card account held in the name of the club.*

**v. Club Race Director**

*The Club Race Director will be responsible for ensuring that club races are coordinated, marshalled, timed and safely conducted.*

A functioning Executive Committee may be formed once a minimum of three of the above positions is filled by members validly elected to the position in accordance with this constitution. In addition to the above five positions, two additional members may be elected by the above five Executive Committee members to serve on the Executive Committee. These two additional members will be elected at the AGM, or following an expression of interest process issued to all club members.

- b. It is recommended that additional club members be elected for the following roles on sub committees; these members may or may not be on the Executive Committee.

1. Member Services Sub Committee Chaired by Vice President:

**Social coordinator:**

*Responsible for club race BBQ's.*

*Responsible for major club functions such as Christmas Party, Club Championships and Presentation Event*

*To be responsible for any other club social activity the committee approves.*

**Uniform Coordinator:**

*Facilitate the selection process and ordering of club apparel approved by committee.*

*Organize the distribution of club apparel to members and the collection of payments.*

**Delegate to Coffs Harbour Yacht Club:**

*To represent the committee at Yacht Club Board meetings.*

*To ensure the interest of the triathlon club, as determined by the committee, are communicated to the Yacht Club Board.*

*To supply a report to the committee on Yacht Club Board Meetings.*

**Club Coach:**

*Acts in a voluntary capacity.*

*Is available to assist members with fundamental information on training, racing and equipment.*

**2. Communication Sub Committee**

Chaired by Secretary.

**Public Relations Officer**

Is responsible for external communications including *promotional posters, issuing local community notices, issuing press releases and race reports to local media, etc.*

**Web Master**

Is responsible for keeping accurate up to date information on the club web site.

**Club Historian**

Is responsible for collecting, cataloguing and storing materials relevant to the activities of the club.

**3. Finance Sub Committee**

Chaired by the treasurer

**Registrar**

Responsible for collecting information on all current members of the club, including their financial status.

**President****Secretary**

#### 4. Race Sub Committee

Chaired by Club Race Director

##### **Sanctioning Officer**

Responsible for acquiring all the required licenses, agreements, approvals, notifications etc. to satisfy all the regulatory requirements for Coffs Harbour Triathlon club to provide race opportunities as decided by the committee.

##### **Handicapper**

Responsible for maintaining an accurate record of club members details and race results on the club race timing computer and determining club members race handicaps in line with race organizers direction.

##### **Volunteer Coordinator**

Responsible for ensuring all clubs race marshalling positions, as determined by the race organizer and sanctioning officer, are covered. Responsible for volunteer roster, notification of duty, briefing of volunteers, debriefing of volunteers.

##### **Gear Stewards**

Responsible for managing the club lock-up at the yacht club, repair and maintain all club equipment, prepare and keep current an inventory of club equipment, report and make recommendations to the committee regarding replacement of equipment or purchase of new equipment.

#### 5. Junior Sub Committee

Chaired by committee member responsible for juniors

##### **Junior Race Organizer**

##### **3 x Parent Volunteers**

- c. At least one of the committee should represent the interests of junior athletes
- d. At least one of the committee should represent the interests of female triathletes.
- e. At least one of the committee should represent the interests of new triathletes.
- f. At least one of the committee should represent the interests of triathletes with a disability.
- g. All of the foregoing shall be elected. All positions are filled by election at the Annual General Meeting, with each member of Coffs Harbour Triathlon Club present having one vote per position.
- h. Any club member can declare their interest in a position, whereupon they must be proposed and seconded by two members of Coffs Harbour Triathlon Club.
- i. Where more than one person is nominated for a position, the person deemed elected is the person who receives the most votes. Where there is only one nomination for election, that person is deemed elected if there is a simple majority of votes in favour of their election over votes against their election.

- j. All elected positions shall remain in office until the Annual General meeting of the following year.
- k. The Chairman, Secretary and Treasurer may take decisions on matters under their jurisdiction requiring an immediate answer. These three officers may jointly approve Club expenditure up to \$1000. Approval of expenditure greater than \$1000 requires full committee approval. Any such decisions must be reported to the Executive Committee at the next meeting.
- l. The Executive Committee shall have the power to fill vacancies if and when they arise.
- m. The Executive Committee shall have the power to co-opt members from time- to-time and for specific projects but co-opted members shall not have an Executive Committee vote. Co-opted members may attend Executive Committee Meetings upon invitation by the Executive Committee Chairperson or Secretary.
- n. The Executive Committee shall meet at regular intervals as decided by the Chairperson but not less frequently than once in every 3 months in a venue to be decided.
- o. All Executive Committee members are responsible for the enforcement of this Constitution.
- p. All members to be supplied a copy of the club meetings minutes on request from the club secretary.

## **7. Annual General Meeting**

- a. The Annual General Meeting shall be held no later than the 1st July for the purpose of:
  - i. receiving the annual report of the committee for the preceding season
  - ii. receiving the statement of accounts for the preceding season
- b. electing the officers and committee for the ensuing year
- c. Considering any amendments to the Constitution and Rules of the Club of which due notice has been given to all members. Any proposed change to the Constitution Rules by a member must be received by the chair or secretary at least 14 days prior to the date of the Annual General Meeting in order that members shall have sufficient notice of the proposal. At the discretion of the Chairperson, amendments not submitted at least 14 days prior to the AGM may be proposed by any member present at the AGM and voted upon.
- d. At least 28 days notice (in accordance with Article 14 of this constitution) shall be given to members of the date, proposed venue and draft agenda items for the Annual General Meeting. Notice of the final agenda, incorporating any proposed or amended agenda item, together with proposed motions and a confirmed venue for the AGM shall be given to members at least 48 hours prior to the proposed AGM, and will be available in printed form at the proposed AGM. The accidental omission to give notice of an AGM to or the non-receipt of notice by any member shall not invalidate the proceedings at that meeting.
- e. Each fully signed up member present at the meeting shall have one vote. No proxy votes will be accepted.
- f. All motions proposed and voted on, and the election of committee members is by simple majority. Voting will ordinarily be by a show of hands (two ordinary members will be charged with counting hands) except in the case where a member or group of members requests a secret ballot.

## **8. Affiliations and Sponsorships**

- a. The club shall be affiliated to Triathlon Australia via Triathlon New South Wales and to such other sporting bodies as the Committee consider appropriate in order to carry out the objects of the Club.
- b. The Executive Committee, at their absolute discretion, may approve commercial sponsorship arrangements including the placement of commercial logos on club equipment, clothing, racing kit, the club website, and any other Club collateral in return for financial or other support given by sponsors to the Club. Any agreements made in respect of same and signed by the Chairperson and Treasurer acting as agents for the Executive Committee shall be binding on the club.

## **9. Subscriptions**

- a. Subscription to Coffs Harbour Triathlon Club is by means of an annual membership fee structure, the amount of which to be proposed annually by the outgoing Treasurer and carried by majority vote at the AGM.
- b. Where an annual membership fee is mandated by the AGM in accordance with this constitution, failure to pay such annual fee within [30 days]/2 club races of membership application / renewal will result in the loss or rejection of membership of Coffs Harbour Triathlon Club.

## **10. Resignations**

Any member wishing to resign must do so in writing, addressed to the Chair or Secretary. The resignation will be considered by the Committee within one calendar month of receipt and will be held as effective on the date of tendering. Resignations will not be accepted if the member is financially indebted to the Club, and acceptance will be withheld until the debt has been discharged.

## **11. Extraordinary General Meetings**

An Extraordinary General Meeting shall be called by the President or Secretary within one month of the receipt of a requisition signed by at least 3 members stating the purpose of the meeting. At least 14 days' notice shall be given to all fully signed-up members of the date, venue and purpose of an Extraordinary General Meeting. No other business shall be conducted at such a meeting.

## **12. Constitution Amendments**

No Constitution Rule may be altered, added to, or deleted except at an Annual General Meeting or an Extraordinary General Meeting called for that purpose and then only by a majority of those present and voting.

## **13. Financial Year**

The Club's financial year ends each [May 31st].

#### **14. Quorum**

- a. For Executive Committee meetings the Quorum shall be not less than three Executive Committee members.
- b. For an Annual General Meeting or Extraordinary General Meeting, the Quorum shall be not less than ten fully financial club members.

#### **15. Notices**

- a. A notice required to be given under this Constitution shall be sufficiently given if:
  - i. Published on the website of Coffs Harbour Triathlon Club or
  - ii. Announced in at least one local newspaper.

#### **List of Amendments**

1. Adopted at Annual General Meeting (AGM) 2 June 2024.  
Amended Clause 7(a) of the Constitution to allow sufficient time for the Committee to organise the AGM after the end of the season as follows –

*The Annual General Meeting shall be held no later than the 1st July (previously 1st June) for the purpose of:-.....*