**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:-**

i. Triathlon

ii. 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

a) such time as they tender a resignation as per Article 10 of this

constitution or

b) they fail to renew their membership as per Article 4.d. of this constitution or

c) 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 dependants 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. 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

**Junior Development Officer**

Is responsible for the interests and development of junior athletes.

**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. Annual General Meeting**

a. The Annual General Meeting shall be held no later than the 1st June 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.

**6. 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.

**7. Subscriptions**

a. Subscription to Coffs Harbour Triathlon Club is by means of:

i. 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 or two club races of membership application / renewal will result in the loss or rejection of membership of Coffs Harbour Triathlon Club.

**8. Resignations**

a. 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.

**9. Extraordinary General Meetings**

a. 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.

**10. Constitution Amendments**

a. 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.

**11. Financial Year**

a. The Club’s financial year ends 31 May each year.

**12. 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.

**13. Notices**

a. A notice required to be given under this Constitution shall be sufficiently

given if published on the Website, Newsletter and facebook page of Coffs Harbour Triathlon Club.