TRIATHLON ENGLAND, TRIATHLON LONDON

CONSTITUTION OF THE TRIATHLON LONDON REGIONAL COMMITTEE OF TRIATHLON ENGLAND (adopted on [date of AGM])

1. **Name and Role**

The autonomous Committee shall be known as the Triathlon England London Regional Committee (the Committee).

The Committee is a recognised and approved regional committee of Triathlon England (being the governing body for the sport of Triathlon in England) in the London region (the Region) and agrees to be bound, where applicable, by Triathlon England Regulations, Rules and By-laws of Triathlon England. In this constitution, the term “Triathlon” shall mean any multi-sport event recognised by the International Triathlon Union or Triathlon England.

# Aims and Objectives

* To promote and develop the sport of Triathlon in the Region.
* To increase coaching and competitive opportunities in Triathlon in the Region
* To support activities which provide participation opportunities for young people in the Region.
* To facilitate the identification of talented athletes in support to the Regional Academy.
* To promote the Region’s clubs within the Region and the sport.
* To support the development of “quality assured” clubs, particularly junior clubs, in the Region.
* To endeavour to provide frontline advice and support to all members (clubs and individuals) in relation to compliance, welfare and codes of conduct in line with the Triathlon England rules and polices.
* To help support and develop our volunteer workforce.
* To encourage communication and cooperation between clubs and individuals in the Region and to communicate and disseminate information to, and from, Triathlon England.
* To advise individuals, clubs and event organisers in the Region on the conduct of Triathlon in accordance with the rules of Triathlon England.
* To provide all its services in a way that is fair to everyone.
* To ensure that all present and future Triathlon England members affiliated to the Region received fair and equal treatment without discrimination.
* To review and update the strategy and program of activities on an annual, or more regular, basis as required
* All Executive Officers of the Committee must ensure new volunteers are introduced to positions on the Committee on a regular basis.

2(a) **Mission Statement:**

* “To attract, motivate and retain people with an interest in Triathlon and multi-sport activities and events from across London region. “
1. **Membership**

Triathlon England members affiliated to the Region shall comprise:

1. All individual members (minimum 16 years old at time of AGM) of Triathlon England who reside within the boundaries of the Region.
2. All individual members (minimum 16 years old at time of AGM) of Triathlon England who reside outside England and who have nominated the Region as the region to which they wish to be affiliated.
3. All clubs which are affiliated to Triathlon England and based within the boundaries of the Region (Regional Clubs).
4. Members of Triathlon England registered Triathlon Clubs in the region - The boundaries of the Region shall be determined by Triathlon England, having fully consulted with the region.

Control of the Region shall be vested in its Annual General Meeting (AGM). The day-to-day affairs of the Region shall be administered by the elected officers of the Executive Committee (‘Executive Officers’) with assistance from the Regional Manager.

Committee membership shall consist of officers (referred to as Executive Officers of the Committee) and ordinary members of the Committee. All Committee members will be subject to the terms of this constitution and by joining the Committee will be deemed to accept any regulations and codes of conduct that the Region and/or Triathlon England has adopted. Only Elected Executive Officers of the Executive Committee have a vote at committee meetings.

The chair of the committee shall proactively address and manage conflicts of interests amongst the Executive Officers. No Executive Officer or committee member may participate in the discussion of, or vote in respect of, a matter in which they have a material conflict of interest.

1. **Officers and Other Members of the Committee**

The Executive Officers of the Committee and other Committee Members will be be elected annually at the AGM, in addition there will be an honorary post of President which shall be voted for by the Committee at the first committee meeting of each new year. All those so elected, and those standing for election should be able to confirm that they are able to pass a “fit and proper person” test. The offices to be filled at the AGM and the number of other Committee Members to be elected at the AGM will be selected by the Committee prior to the AGM but will in any case include a Chair, Treasurer and Secretary. There will be a minimum of three and a maximum of twelve positions in total. If there are insufficient candidates to fill all of the available Offices, one person may be appointed to more than one position, but no person may hold more than one of the positions of Chair, Secretary and Treasurer at the same time.

Wherever possible all the committee roles should be represented by members representing a spread of the London Regional Clubs.

All Officers and Committee Members will retire each year at the AGM but will be eligible for re-election on completion of their term of office. If there is a vacancy in the position of Officer or Committee Member the Committee may co-opt an individual Member to fill such a vacancy until the next AGM.

After four years in a role the Executive Officer or Committee member should then stand down from that particular position but if no other candidate presents themselves they may stand for a further four-year period. At the end of two four-year periods the Committee (excluding the elected Officer or Committee member) will decide whether to allow the Officer or Committee member to undertake a further four-year period, or subsequent four-year periods as may be determined.

If there is a vacancy in the position of Officer or Committee Member or that there is a requirement for additional expertise, the Committee may co-opt an individual Member to fill such a vacancy until the next AGM but such person or persons will not have a vote.

The Committee shall use best efforts to have at least 30% male members and at least 30% female members.

Committee members must be members of Triathlon England and reside in the Region or be a member of a club affiliated to the Region and must be 18 years of age at the time of the AGM.

Current Executive Officer roles of the Committee include;

* Treasurer
* Secretary
* Technical Officer /ROC
* Senior League Coordinator
* Junior League Coordinator
* Partnership Officer
* Coaching Coordinator
* Para Tri Coordinator
* Media Coordinator

The Executive Committee will be bound by the Constitution, Rules and Bylaws of Triathlon England. In particular, the Executive Committee will have regard to the requirement in the Triathlon England Regulations that it should use its best efforts to ensure that at least 30% of Executive Committee Members are male and at least 30% are female.

If the Committee considers that the conduct (which shall include omissions as well as actions) of any member of the Committee is inconsistent with the duties of that person as an officer or other member of the Committee, the Committee may by unanimous resolution of all members of the Executive Committee (other than the Committee member concerned) remove that person from membership of the Committee. In the absence of a unanimous resolution, the Committee may resolve to request that the Chair of Triathlon England Council to remove the relevant person from membership of the Committee, in which case the Chair of Triathlon England Council shall have the power of removal by giving notice to that effect to the relevant person.

1. **Meetings of the Committee**

Meetings of the Committee will be convened by the Secretary and held no less than three times per year. Meetings of the Committee may be requisitioned at seven days notice by not less than four members of the Executive Committee. In the absence of the Chair, the meeting shall be chaired by a Committee member selected by the Committee members present by a simple show of hands, although that person shall not have a casting vote at the meeting.

The quorum required for business at Committee meetings will be 50% of the members of the Executive Committee. Any position of Officer or Committee Member which is vacant at the time of the meeting shall not be taken into account upon determining the quorum. If two positions are held by one officer they will be regarded as combined but only for the purposes of voting, gender balance and meeting quorate.

Only those present at the relevant Committee or sub-committee meeting may cast a vote. Voting will be by show of hands. In the case of a split vote, the President of the Committee shall have a casting vote. No Committee member shall have any right to appoint a proxy to attend, speak or vote at any meeting in his or her place.

1. **Committee Powers and Responsibilities**

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

The Executive Committee will have powers to appoint sub-committees and appoint advisors to the Committee as necessary to fulfil its business. Any person appointed to a sub-committee shall only have voting rights on that specific sub-committee. Advisors shall not have voting rights on the Committee.

1. **Representation on Triathlon England Council**

The Region shall be represented on the Council of Triathlon England by a representative of the London Region, which normally is the Chair. The Executive Committee shall ensure that Triathlon England is notified of the identity of the representative from time to time.

The representation on the Triathlon England Council will be provided by the Vice Chair, or such other person mandated by the Chair, in the event that the normal representative is unable to attend a particular Triathlon England Council meeting. It will incumbent on the selected person to ensure they notify the Executive Committee should they not able to attend.

1. **Finance**

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

The Committee acting through the Treasurer will be responsible for the finances of the Region.

The financial year of the Region shall run from 1 April.

A statement of annual accounts, comprising an income and expenditure account and a balance sheet, will be presented to the membership by the Treasurer at the AGM and annually and on request to the director of Triathlon England responsible for finance.

Any cheques drawn or monies drawn electronically on the Region’s bank account shall be signed or approved in accordance with the bank mandate determined by the Committee but shall in any event be signed or approved by two Officers/Committee members where possible.

1. **Annual General Meetings and Extraordinary General Meetings**

The Executive Committee shall be accountable to the Triathlon England members affiliated to the Region through its Annual General Meeting (AGM) and through any Extraordinary General Meeting that may be convened.

The Committee shall hold its AGM during the month of October each year. The Secretary will give notice of the AGM. Not less than 21 clear days notice shall be given to all the Regional Clubs and in addition such notice shall be given to individual members affiliated to the Region, or at the discretion of the Committee, shall be published in a publication circulating amongst Triathletes generally and / or Triathlon England members in particular. Notice may be given solely by e mail (even though members who have not provided e mail addresses will not receive the notice) provided that details of the meeting are also displayed on the Region’s page on the British Triathlon Federation or Triathlon England website.

The AGM will receive a report from Executive Officers of the Executive Committee and a statement of accounts.

Nominations for Officers and Committee members will be sent to the Secretary 7 days prior to the AGM.

Elections of Officers and Committee members are to take place at the time of AGM. Each Triathlon England member affiliated to the Region (including Regional Clubs) and members of Triathlon England registered Triathlon Clubs in the region shall have one vote in the election of Officers and Committee members (and for the avoidance of doubt no individual may vote who has already voted that year in the elections of any other Triathlon England Region). The method of election shall be determined by the Committee prior to the AGM in such as way as to allow the widest possible representation which may include postal and “online” voting provided that security and integrity can be guaranteed.

Voting on resolutions at an AGM other than for the election of Officers and other Committee members shall be passed by simple majority of the members present in person and voting at the meeting, determined on a show of hands. No individual member shall have any right to appoint a proxy to attend, speak or vote at any meeting in his or her place.

The quorum for AGMs will be five London Triathlon Clubs

The Committee has the right to call Extraordinary General Meetings (EGMs) outside the AGM. Procedures for EGMs will be the same as for the AGM. No business may be conducted at an EGM or AGM unless due notice thereof has been given.

Regional Triathlon Clubs have the right to call EGMs providing 25% of the Regional Clubs or 5% of the Triathlon England London members request an EGM (such requests to be made in writing by the respective club committees).

1. **Dissolution**

A Resolution to dissolve the Committee can only be passed at an AGM or EGM through a majority vote or by resolution of the Board of Triathlon England.

In the event of dissolution of the Committee, any property belonging to the Committee (after settling all liabilities of the Committee) shall be transferred to and maintained in trust by Triathlon England for application towards the aims and objectives set out in clause 2 above until such time as a new regional committee is properly constituted.

1. **Amendments to the Constitution**

This constitution will only be changed through a resolution passed by not less than two thirds of those voting at an AGM or EGM.

1. **Indemnity**

Subject to the provisions of the Constitution every Executive Officer and the members of those Committees and Sub-Committees reporting directly to the Committee shall be entitled to be indemnified against all costs, charges, losses, expenses and liabilities incurred by him or her in the execution and discharge of his or her responsibilities relating to Triathlon England’s London Region, save always that the indemnity shall not apply to any dishonest or fraudulent acts or omissions