

CONSTITUTION OF THE SOUTH EAST REGIONAL COMMITTEE OF TRIATHLON ENGLAND (adopted on [TBC])

1. Name and Role

The Committee shall be known as the Triathlon England South East Regional Committee (the Committee).

The Committee is the regional committee of Triathlon England (being the governing body for the sport of Triathlon in England) in the South East region (the Region) and agrees to be bound by the Constitution, Articles of Association, 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.

2. Aims and Objectives

The aims and objectives of the Committee will be;

- To promote and develop the sport of Triathlon in the Region.
- To increase coaching and competitive opportunities in Triathlon in the Region.
- To support activity that provides participation opportunities for young people in the Region.
- To enable the identification of talented athletes in the Region.
- 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 ensure a duty of care to all members in the Region.
- 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 carry out the day to day administration of Triathlon England within the Region.
- 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.

3. Membership

Triathlon England members affiliated to the Region shall comprise:

- A. All individual members of Triathlon England who reside within the boundaries of the Region.
- B. All individual members of Triathlon England who reside outside England and who have nominated the Region as the region to which they wish to be affiliated.
- C. All clubs which are affiliated to Triathlon England and based within the boundaries of the Region (Regional Clubs).

The boundaries of the Region shall be determined by Triathlon England.

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 Committee.

Committee membership shall consist of officers 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.

4. Officers and Other Members of the Committee

The officers of the Committee (Officers) and other Committee Members will be elected annually at the AGM. 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 six and a

maximum of sixteen 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.

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.

No more than 25% of the Committee Member positions should be filled by members belonging to the same triathlon club.

The Committee shall use best endeavours to have at least one male member and at least one female member.

Committee members must be members of Triathlon England and reside in the Region or be a member of a club affiliated to the Region.

The Committee will be bound by the Constitution, Rules and Bylaws of Triathlon England. In particular, the Committee will have regard to the requirement in the Articles of Association of Triathlon England that it should use its best efforts to ensure that at least 25% of Committee Members are male and at least 25% 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 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 the Triathlon England Management Board to remove the relevant person from membership of the Committee, in which case the Chair of the Triathlon England Management Board shall have the power of removal by giving notice to that effect to the relevant person.

5. 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 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 25% of the members of the 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.

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 Chair of the Committee or sub-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.

6. Committee Powers and Responsibilities

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

The 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.

7. Representation on Triathlon England Council

The Region shall be represented on the Triathlon England Council by an elected officer or, if no such officer is elected (either because the Committee did not determine that such an officer should be elected to the Committee or because no such officer was elected), by the Chair or other Committee member selected by the Committee and the Committee shall ensure that Triathlon England is notified of the identity of the representative from time to time. In the event that such an office is created, candidates for another office may also stand for the office of Triathlon England Council representative.

The representative on the Triathlon England Council shall follow any procedure determined by the Committee for selecting an alternative representative in the event that the normal representative is unable to attend a particular Triathlon England Council meeting.

If the person chosen to represent the Region on the Triathlon England Council is unable to represent the Region due to holding the position of President of the Triathlon England Council, the role of the Triathlon England Council representative shall pass to the Chair or any other Committee member selected by the Committee.

8. Finance

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

The Committee acting by 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 on request to the director of Triathlon England responsible for finance.

Abridged financial figures will be presented to the Committee at each regional meeting.

Any cheques drawn on the Region's bank account shall be signed in accordance with the bank mandate determined by the Committee but shall in any event be signed by two Officers/Committee members.

In the event that online electronic banking is used where single user only authorisation for payment is required, the Committee must agree other suitable independent authorisation levels and verification methods with the Officers and/or Committee members who are granted online access.

9. Annual General Meetings and Extraordinary General Meetings

The 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 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 the chair of the Committee and a statement of accounts.

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

Elections of Officers and Committee members are to take place at the AGM. Each Triathlon England member affiliated to the Region (including Regional Clubs) 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 a way as to be practical and 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 5 individuals.

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

10. 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 Triathlon England Management Board.

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. All net outstanding debits and liabilities of the Region at the times (after applying all assets of the Region in settlement thereof) shall remain those of the members of the Committee.

11. 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.