

CANBERRA BILBYS TRIATHLON CLUB CONSTITUTION

Preamble

- 1) The members of Canberra Bilbys Triathlon Club (“the Club”) have agreed to be bound by the rules set out in this constitution and that the Club shall be managed according to the terms of this document.

Vision Statement

- 1) The members of the Club believe that the Club shall offer members the best means of training in their sport in order for members to achieve their individual goals by using the most up-to-date coaching methods, that members will endeavour to assist other members to be successful in their sporting aspirations, and that the Club will organise social activities for members.

Objects

- 1) The objects of the Club shall be:
 - to provide training, instructive, competitive and other activities that are aimed at meeting the goals of individual club members;
 - to provide opportunities for club members to train with others which have similar abilities and goals in the sport;
 - to provide members with relaxed social occasions to complement training sessions;
 - to obtain the services of persons who are deemed necessary for the purposes of the Club;
 - any other object that is beneficial for the Club.

Membership

- 1) Membership shall be open to all persons already able to swim, subscribing to the objects of the Club and paying the prescribed annual membership fee. Membership is valid for one year and is renewable annually.

Disciplining of Members

- 1) Where the Committee is of the opinion that a member has persistently and willfully acted in a manner prejudicial to the best interests of the Club, the Committee may by resolution expel or suspend the Member. A written notice setting out the resolution of the Committee and the reasons behind that resolution shall accompany such disciplining action.
- 2) A member disciplined as aforesaid shall have the right of appeal to a General Meeting when the Member may provide reasons why he/she should not be disciplined. The General Meeting may then determine by majority resolution whether the decision of the Committee should be upheld.
- 3) Voting on this issue may be by secret ballot both in the Committee and in the General Meeting.

Members' Liability

- 1) The liability of a member to contribute towards the payment of the debts and liabilities of the Club or the costs, charges and expenses of the winding up of the Club is limited to the amount, if any, unpaid by the member in respect membership of the Club.

Management Committee

- 1) At the Annual General Meeting of the Club a Management Committee ("the Committee") shall be elected. The Committee will comprise, but not be limited to the following officeholders
 - President,
 - Vice Presidents,
 - Secretary,
 - Treasurer,
 - Social Secretary (ies),
 - Clothing Officer
 - Timing Coordinator
 - Membership Coordinator
 - other officeholders that the Committee considers necessary.
- 2) The Committee will also include up to two Novice Representatives.
 - The Novice Representatives will be elected by a meeting of club members participating in the Club's novice program no later than one week prior to the end of that novice program.
- 3) The Committee shall manage and control the affairs of the Club. The Committee has power to all such acts and do all such things as appear to the Committee to be necessary and desirable for the proper management of the Club.

- 4) Each member of the Committee (including Novice Representatives) shall hold office until the conclusion annual general meeting following the date of the Committee member's election.
- 5) The Committee shall meet at least twice every year and may be convened by any Member of the Committee.
- 6) Any three members of the Committee shall constitute a quorum.
- 7) The President shall preside at any meetings of the Committee or a Vice-President in the absence of the President.
- 8) Questions arising at any meeting of the Committee shall be determined by a majority of votes of the Committee members present at the meeting.
- 9) Any Committee member who consistently fails to attend meetings or fulfil his/her duties shall, following a resolution of the Committee, have his/her position declared vacant and the Committee can appoint another member to that office.
- 10) The Committee may fill casual vacancies on the Committee by appointing a member to fill the vacancy until the next annual general meeting.
- 11) The duties and functions of the Committee officeholders shall be as follows:

A. President:

- represent the Club at local, regional and national levels;
- ensure that planning and budgeting for the future is carried out in accordance with the wishes of club members;
- consult regularly with club members about their views and needs and present findings to Committee meetings;
- ensure Club activities are conducted in a financially responsible manner;
- manage the Committee meetings and Annual General Meeting;
- shall have custody and use of the common seal of the Club;
- ensure regular communication to club members; and
- foster a people-oriented ethos, which values the contribution of all members.

B. Vice President:

- assist the President undertake the duties outlined above and undertake those duties when the President is not able to.

C. Secretary:

- facilitate administrative matters related to all Committee and Club meetings;
- in consultation with the President, devise the agenda for all Club meetings;
- coordinate nominations and related matters for Committee elections;
- record and maintain the minutes of all Club meetings and other Club papers, other than those related to membership, and
- have responsibility for custody of any books, documents or securities of the Club.

D. Treasurer:

- effective and responsible financial management of the Club bank account and monies deposited to that account;

- maintain records of income and expenditure;
- provide annual financial statements for AGM and financial statements on an ad hoc basis, if required for other meetings;
- ensure annual financial statements are audited; and
- coordinate budget for forthcoming year describing all anticipated sources of income and expenditure and present it to the AGM.

E. Social Secretary:

- arrange, conduct and facilitate regular social activities for club members and their friends and family;
- liaise with the Treasurer to seek prior approval to commit and/or spend Club monies for social activities; and
- recruit, reward and organise volunteers, as required.

F. Clothing Officer

- arrange for and manage Club clothing purchases, in consultation with the committee;
- liaise with the Treasurer to seek prior approval to commit and/or spend Club monies for clothing purchases;
- distribute clothing, collect payment and provide the treasurer with cash and documentation of sales; and
- maintain records of clothing stock on hand, including conducting an annual stock take of clothing stock.

G. Timing Coordinator

- liaise with Triathlon ACT to provide timing services for races;
- organise and manage Club volunteers to carry out timing service for races;
- provide Triathlon ACT with timing results in accordance with agreed time frames;
- maintain and manage timing equipment.

H. Membership Coordinator:

- maintain records of the current and former financial members;
- maintain the 'Bilbys contact list' and distribute to members;
- conceive and implement strategies to increase Club membership; and
- coordinate activities related to annual membership renewal.

I. Novice Representatives

- provide input from a novice perspective to the activity of the committee.

Head Coach

- 1) The Bilbys head coach will be appointed with the agreement of the Bilbys Committee and arrange, conduct and facilitate Club training, instructional and

competitive activities which respect and address the different goals, abilities and competencies of individual members and liaise with the staff and management of the Olympic Pool and other bodies, as appropriate, to ensure that Club members have the facilities, equipment and other things necessary to participate effectively in Club training, instructional and competitive activities;

- 2) Should a member be dissatisfied with the performance of the head coach that person should approach the head coach in the first instance. If that proves unsuccessful, that person or persons should approach the President or a Vice President, who will consider the best means to resolve the dispute.
- 3) The dismissal of the Bilbys head coach shall be subject to the approval of the majority of the Bilbys Committee.

Annual General Meetings and other General Meetings

- 1) The Annual General Meeting shall be held around October each year. At least fourteen days notice of an Annual General Meeting shall be given to members.
- 2) The notice must state the time, date and place of the meeting.
- 3) The business of the Annual General Meeting shall be:
 - a) to receive the President's report and Statement of Accounts;
 - b) to elect the Committee for the ensuing year;
 - c) to consider motions of which due notice has been given or which any member with the permission of the meeting, may introduce; and
 - d) to dispose of any other matter which may be consistent with the constitution, introduced at such a meeting.
- 4) At the Annual General Meeting the President, if present, shall chair the meeting. If the President is absent at the time the meeting is due to start, the members shall elect a person to chair the meeting from those members present.
- 5) Any elections or voting may be by show of hands but if a majority of members present should require the voting to be by way of ballot, thereupon such vote shall be taken by ballot, in the ordinary way. In the event of a ballot, scrutineers shall be elected by the members present: the voting papers shall be destroyed after the results of the ballot have been announced.
- 6) Each member personally present at any meeting shall have one vote and, in the event of an equality of voting on any matter the Chairperson of the Meeting shall have a second or casting vote, as well as the first or deliberative vote.
- 7) Members of the Club who are unable to attend any meeting may vote by proxy by notifying the President or Secretary in writing of their voting intentions.
- 8) The quorum for Annual General Meetings shall be five members of the Club
- 9) A special General Meeting may be called by the Committee at any time. Such meetings shall require fourteen days notice of the date set for the meeting.

Club Membership Fees

- 1) The Committee shall set the annual club membership fee. Membership fees are non-refundable, except with the approval of five members of the Committee.
- 2) Annual membership fees shall be due on the date set by the Committee.
- 3) The Committee can set coaching fees to cover the cost of providing coaching expenses.

Club Finance

- 1) True accounts shall be kept of all monies received and expended by the Club. The accounts of the Club shall be examined and an Income and Expenditure Account and Balance Sheet prepared.
- 2) The financial year of the Club shall end on the thirtieth day of June (30 June) each year, and the accounts shall be audited and certified by the Club's auditor(s) and shall be submitted to the Annual General Meeting.
- 3) The Committee is empowered to approve expenditure of monies from the Club bank account to further the objects of the Club.
- 4) The source of funds for the club shall be from membership fees, sponsorship arrangements, donations and any other source as determined by the Club in a general meeting.
- 5) Any funds received by the Club shall be deposited as soon as practicable in the Club bank account.
- 6) Two members of the Committee (other than the treasurer) shall sign all cheques and other negotiable instruments.
- 7) Members of the Club may inspect the books and records of the Club at any reasonable hour.

Dissolution

- 1) The Club shall be dissolved if a General Meeting carries a special resolution to this effect, 21 days of notice of the proposed resolution having been given.
- 2) If upon the dissolution of the Club there remains, after satisfaction of all debts and liabilities, any property or funds whatsoever, the same shall be distributed or paid as equally as is possible amongst current financial members of the Club. The Committee is empowered to transfer remaining training equipment and other property that is not money to some other Club or institution having objects similar to those of the Club, to be determined by members of the Club at or before the time of dissolution.

Insurance

- 1) The Committee shall effect and maintain insurance to cover any liability that may arise as result of the activities of club.

Amendments

- 1) The constitution may be amended by a resolution of the of Club at a General Meeting provided seven days notice of the proposed amendment has been given to all members.

Interpretation

- 1) Any doubt arising as to the application or meaning of any clause shall be decided by the Committee whose decision will remain until altered by a vote of a General Meeting, whose decision shall then be final and conclusive.
- 2) If any case occurs which, in the opinion of the Committee, is not provided for in this constitution, it shall be determined by the Committee in such manner as deemed expedient.

Copies of Constitution

- 1) The Secretary shall supply a copy of this constitution, without charge, upon reasonable request, to any prospective or existing member or other individual, at his discretion.
- 2) The constitution will also be made freely available on the Club's website.

16 September 2009