

# Constitution for ICU Triathlon

## 1. Name

- 1.1 The club shall be a member of the Sports Committee.
- 1.2 The name of the Club shall be Triathlon, hereafter referred to as 'the club'.

## 2. Aims & Objectives

- 2.1 To run a triathlon club that provides club members the training, facilities, equipment and expertise required to: begin, develop and excel in multi-discipline sport. The club offers training sessions for all three disciplines in the sport individually, as well as providing triathlon specific technique sessions:
- 2.2 To build a community for our members promoting racing, training, good mental and physical health and a strong social life.
- 2.3 The club will provide a diverse racing calendar with a mixture of distances. The club will enter all the applicable BUCS races.

## 3. Statement of Intent

- 3.1 The constitution, regulations, management and conduct of the club shall abide by all Imperial College Union Policy, and shall be bound by the Imperial College Union Constitution and Regulations.
- 3.2 The club stresses that it abides by the Imperial College Union Equal Opportunities Policy, and that club regulations pertaining to membership of the club and election to management of the club shall not contravene this policy.
- 3.3 The club shall also be governed by the Management Group Standing Orders where the Management Group is determined the New Clubs Committee in the first instance, then as per the Clubs & Societies Policy.

## 4. Membership

- 4.1 The following shall be eligible to become members of the club:
  - 4.1.1 ICU Full Members
  - 4.1.2 ICU Associate Members
  - 4.1.3 ICU Life Members
- 4.2 Any club member who is a full member of ICU shall be a 'full member' of the club, all other members shall be 'associate members' of the club.
- 4.3 All members shall join the club, a membership fee may be set by the club committee but shall not be less than that specified by the ICU Clubs & Societies Board.

## 5. Committee

- 5.1 Chair
- 5.2 Treasurer
- 5.3 Secretary
- 5.4 Social Secretary
- 5.5 Tour Coordinator
- 5.6 Cycle Co-Captain
- 5.7 Run Co-Captain
- 5.8 Swim Co-Captain

## 6. Management and Job Descriptions

- 6.1 The Chair shall represent the club on the Management Group Board, and shall be responsible for making sure that the club is run according to the club constitution and Imperial College Union's Code of Conduct for Clubs, Societies & Projects as far as can be reasonably expected.
- 6.2 The Chair and Treasurer shall sign an ICU Financial Responsibility form, and shall be aware of the ICU Financial Regulations.
- 6.3 The Treasurer shall carry out the day to day financial duties of the club.

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- 6.4 The Chair shall represent the club on the Management Group Board and shall be responsible for making sure that the club is run according to the club constitution and Imperial College Union's Code of Conduct for Clubs, Societies & Projects as far as can be reasonably expected. .
- 6.5 The Chair shall and Treasurer shall sign an ICU Financial Responsibility form and shall be aware of the ICU Financial Regulations..
- 6.6 The Treasurer shall shall carry out the day to day financial duties of the club. .
- 6.7 The Treasurer shall shall oversee all club finances and be the chairman's contact for all budget related queries. .
- 6.8 The Treasurer shall shall oversee generating a budget plan for the year, and a predicted budget for next year including growth. They shall endeavour to gather feedback from the membership for their plans prior to submitting the budget. The treasurer shall submit this budget to the management group treasurer during the first half of the second term..
- 6.9 The Treasurer shall shall be responsible for overseeing the production of events budgets for any expenditure anticipated that are not weekly expenditures..
- 6.10 The Chair shall and Treasurer shall be responsible for endeavouring to procure sponsorship for the club..
- 6.11 The Chair shall shall oversee the running of the club, training and maintaining contact with the union. They are also to lead all club meetings..
- 6.12 The Secretary shall shall complete minutes at all meetings, arrange transport with the union for races..
- 6.13 The Secretary shall shall write a regular email to inform the club membership of the activity of the club. The draft shall be read by the Chair before being sent..
- 6.14 The Chair shall and Secretary shall organise entry into Triathlon specific races and work with the co-captains to enter teams into races of their specific discipline..
- 6.15 The Social Secretary shall shall organise all social events in partnership with the chairman, and oversee the production of an event budget, event publication and promotion and running social events. The social secretaries aim to keep the club fun and promote experiences together to build a 'club atmosphere'..
- 6.16 The Social Secretary shall shall run the social media and website of the club. This activity shall be supervised by the Chair and Treasurer. The Treasurer shall co-ordinate activities that will impact with sponsorship activity of the club..
- 6.17 The Tour Coordinator shall shall organise and coordinate club tours. The Tour Co-Ordinator shall provide at least two tours over the year period. The tours must allow members to train all three sports and should only be focussed on one or two specific sports with the specific consent of the chair and secretary..
- 6.18 The Tour Coordinator shall shall apply for tour funding it is their responsibility to fulfil the requirements for the application..
- 6.19 The Swim Co-Captain shall shall co-ordinate the swim coaching and training sessions through the year..
- 6.20 The Swim Co-Captain shall and Secretary shall Co-ordinate aquathlon and Swim based races through the season..
- 6.21 The Swim Co-Captain shall shall organise purchase of Swim specific Kit for the club as well as Tri suits. The Swim Co-Captain, shall be responsible for stock check and distributing the kit they purchased. .
- 6.22 The Swim Co-Captain shall shall be responsible for maintaining and distributing club Wetsuits for lend to club members..
- 6.23 The Run Co-Captain shall shall organise Running based coaching and training sessions throughout the year..
- 6.24 The Run Co-Captain shall and Chair shall organise Run based races throughout the season..
- 6.25 The Run Co-Captain shall shall organise purchase of run specific Kit for the Club. The Run Co-Captain shall be responsible for stock check and distributing the kit they purchased..
- 6.26 The Cycle Co-Captain shall shall organise Cycling based coaching and training sessions throughout the year..
- 6.27 The Cycle Co-Captain shall and Chair shall organise Cycling or duathlon based races in the season..
- 6.28 The Cycle Co-Captain shall shall organise purchase of cycling specific Kit for the Club. The Cycle Co-Captain shall be responsible for stock check and distributing the kit they purchased..
- 6.29 The Cycle Co-Captain shall shall be responsible for the club bikes. This requires maintaining and distributing bikes to members..
- 6.30 The Secretary shall shall coordinate the Kit purchases with the Co-Captains and ensure that there is a continuous theme..

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- 6.31 The Chair shall , treasurer and Secretary shall work together in applying for grants for activities and new equipment. Final responsibility for this activity lies with the Treasurer..
- 6.32 The Swim Co-Captain shall , Run Co-Captain and Cycle Co-Captain shall be the liaison between their sport and the respective single-sport society, under the supervision of the Chair..

## 7. Committee Meetings

- 7.1 Committee meetings shall be called by the Chair of the club and held at least monthly.
- 7.2 At least five College days' notice of a committee meeting must be given to the committee.
- 7.3 Only committee members may vote at a committee meeting, but full and associate members of the club may be invited and speak.
- 7.4 Quorum shall be two-thirds of the committee of the club.
- 7.5 Decision shall be reached by simple majority of the committee members present.

## 8. General Meetings

- 8.1 A general meeting may be called by the club Chair, quorum of the committee or by ten full members of the club; this must be submitted to the Chair in writing. The general meeting must be held within ten College days of receipt of the proposal.
- 8.2 General meetings may only be held during undergraduate term time.
- 8.3 At least five College days' notice of a general meeting must be given to the club membership.
- 8.4 Only full members of the club may vote at general meetings.
- 8.5 Quorum of the meeting shall be half of the full club members.
- 8.6 Decision shall be reached by a simple majority of the full members present.

## 9. Annual General Meeting

- 9.1 The AGM shall be held during the second term of the academic year, unless permission is obtained from the Deputy President (Clubs & Societies). The AGM shall have as its main business:
- 9.1.1 The presentation of the report of activities, including financial activities, for the past year.
- 9.1.2 The election of the committee for the next session.
- 9.2 An agenda giving notice of the AGM must be circulated to all club members at least ten College days in advance.
- 9.3 Nominations for club officers must be posted at least ten days in advance of the meeting and closed before the meeting.
- 9.3.1 Each nomination shall require one proposer and normally 4 seconders who shall be full members of the club.
- 9.3.2 In the event of there being no nomination for a post within the stipulated time then nominations may be accepted from the floor at the AGM.
- 9.4 The quorum of the AGM shall be half of the full members of the club.
- 9.5 In the event that no person is voted in to a post or of resignation from a position, the Chair will undertake the duties until such time as the post is filled. Elections to fill such a vacant post should take place at a general meeting and shall be subject to the same rules as per AGM.
- 9.6 Further guidance on elections can be found in the Election Regulations for Imperial College Union.

## 10. Finance

- 10.1 The club may receive grant from Imperial College Union and shall administer this and any self-generated income in accordance with the Imperial College Union Financial Regulations.
- 10.2 The club Treasurer will provide the Treasurer of the Management Group with a detailed budget for the following academic year during the first half of the second term of the academic year.
- 10.3 Budgets for events shall be submitted to the Management Group Treasurer and/or the Deputy President (Finance & Services) for inspection and approval in accordance with the Financial Regulations no later than two weeks before the date of the event.

## 11. Health & Safety

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11.1 The club acknowledges its duty of care to its members and will abide by Imperial College Union's Health & Safety Policy, and Imperial College Union's Code of Conduct for Clubs, Societies & Projects.

11.2 The club will submit an annual Risk Assessment to the Deputy President (Clubs & Societies) for its activities.

## **12. Additional Activities**

## **13. Constitution**

13.1 The Constitution shall only be altered by consent of two-thirds majority of the full members present at a general meeting. The Management Group shall approve any such alterations.

13.2 This Constitution shall be binding on the club officers and members, and all other constitutions are hereby revoked.

13.3 This Constitution has been approved in accordance with 13.1. above, and accepted as the Constitution for Triathlon on 21/03/2019 by Edmund Jones and Thomas Fernandez Debets