CLUB CONSTITUTION: LEIGHTON BUZZARD TRIATHLON CLUB
(the Constitution**) NOVEMBER 2026**

1 The Club will be called **LEIGHTON BUZZARD TRIATHLON CLUB** (the Club) and will be affiliated to **BRITISH TRIATHLON.**

2 Aims and objectives
The aims and objectives of the Club will be:

- to offer coaching, competitive opportunities and encourage participation in triathlon;
- to provide facilities for and promote participation of the whole community in the sport of triathlon;
- to ensure a duty of care to all members of the Club;
- to provide all its services in a way that is fair to everyone;
- to ensure that all present and future members receive fair and equal treatment;
- to be open and accessible to all ages and abilities, subject to the Membership conditions.

3 Membership conditions
Membership should consist of Officers and Members of the Club.

Membership of the Club shall be open to all persons irrespective of ethnicity, nationality, sexual orientation, religion or beliefs, or of age, sex or disability, except as a necessary consequence of the requirements of triathlon as a particular sport.

All Members will be subject to the regulations of the constitution and by joining the Club will be deemed to accept these regulations and code of conduct that the Club has adopted.

The Club may refuse membership or expel from membership only for good and sufficient cause, such as conduct or character likely to bring the Club or sport into disrepute. Appeal against such a decision may be made to the Club's members and decided by a majority vote.

Members will be enrolled into one of the following categories:

- adult member 17 years onwards;
- Brogborough open water swimming membership (terms and conditions apply).

4 Membership fees

Membership fees will be set annually and agreed by the Committee or determined at the annual general meeting.

Membership fees will be paid annually.
Fees per session to be as agreed by the Committee.

5 Officers of the Club as at November 2026

The Officers of the Club will be:

- Chair: Simon Zacharzewski
- Vice chair: Jez Pugh
- Secretary: Gill Sharman
- Treasurer: Katarina Poole
- Club captain: Jamie Farmer
- Head coach: Jez Pugh
- Health & safety officer/welfare officer: Davinia Inkson
- Kit manager: Jonny Radcliffe
- Membership secretary: Claire Amos
- PR officer: Ian Bisby
- Race director/results officer: James Hooper
- Social secretary: Niamh McMillan

Officers will be elected annually at the annual general meeting.
All officers will retire each year, but will be eligible for re-election.
Should an officer retire/resign during the year, the Committee can appoint a replacement, who will need to retire and be eligible for election at the next EGM/AGM.

6 Management committee (the Committee)

The Club will be managed through the Committee, consisting of:

- Chair
- Vice chair
- Secretary
- Treasurer
- Club captain
- Head coach
- Health & safety officer/welfare officer
- Kit manager
- Membership secretary
- PR officer
- Race director/results officer
- Social secretary

Only these posts will have the right to vote at meetings of the Committee.
The Committee meetings will be convened by the Secretary of the Club and meet no less than four times per year.

The quorum required for business to be agreed at Committee meetings will be three and must include at least one of the Chairman, Secretary or Treasurer.

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

The Committee will set and approve amendments to the rules.

The Committee will have powers to appoint sub-committees as necessary and appoint advisers to the Committee as necessary to fulfil its business.

The Committee will be responsible for disciplinary hearings of members who infringe the Club rules/regulations/constitution. The Committee will be responsible for taking any action of suspension or discipline following such hearings.

The Committee are charged with actively progressing the Club in the sport of triathlon within the community.

7 Club finances

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

Funds raised through the Club should only be used for the development of the Club's bona fide activities or to further the aims and objectives of the Club. No surpluses or assets will be distributed to members or third parties.

A statement of annual accounts, which has been reviewed and approved by the Committee, will be presented by the Treasurer at the annual general meeting.

Any cheques drawn against Club funds should hold the signatures of the Treasurer plus up to two other officers.

8 Annual general meeting

Notice of the annual general meeting (AGM) will be given by the Club Secretary. Not less than 21 clear days' notice to be given to all Members.

The AGM will receive a report from officers of the Committee and a statement of the audited accounts.

Nominations for Officers of the Committee will be sent to the Secretary not less than 14 days prior to the AGM.

Election of Officers is to take place at the AGM.
All Members have the right to vote at the AGM.
The quorum for an AGM will be 25 adult Members of the Club.

The Committee has the right to call extraordinary general meetings (EGMs) outside the AGM. Procedures for an EGM will be the same as for the AGM, apart from the notice for which must be not less than 14 clear days' notice to be given to all Members.

9 Discipline and appeals

All complaints regarding the behaviour of Members should initially be discussed with a member of the Committee. If further action is required, a formal letter/email should be sent to the Secretary and/or the Welfare officer.

The Committee will meet to hear complaints within 14 days of the complaint being lodged. The Committee has the power to take appropriate disciplinary action, including the termination of membership.

The outcome of a disciplinary hearing should be notified in writing (letter or email) to the person who lodged the complaint and the Member against whom the complaint was made within 14 days of the hearing.

Following disciplinary action being announced by the Committee, all Members have the right to appeal to the Club's Members against refusal or expulsion from membership, to be decided by a majority vote. They may also seek the advice of the national governing body (regional committee of Triathlon England).

10 Discipline and dissolution

The Club may only be dissolved by a resolution passed at an AGM or EGM by a majority of Members present and entitled to vote.

In the event of dissolution, any assets of the Club that remain, become the property of Triathlon England and will be used to promote the sport of triathlon in the community in a manner that is within the aims and objectives of the Club.

11 Amendments to the Constitution

This Constitution may only be amended by a resolution passed at an AGM or EGM by a majority of Members present and entitled to vote.

12 Declaration

Leighton Buzzard Triathlon Club hereby adopts and accepts the Constitution as a current operating guide regulating the actions of its Members.

Signed: Chair Simon Zacharzewski Date: 6 November 2026

Signed: Secretary Gill Sharman Date: 6 November 2026