

Blackheath Fencing Club

Constitution 2017

1) Name

“The Club” will be called **Blackheath Fencing Club** and will be affiliated to the British Fencing Association.

2) Objectives

- a) To promote the sport of fencing in the Borough of Greenwich and the surrounding areas by the provision of facilities, instruction, coaching, and by the taking part in and organisation of matches and competitions and in any other way.
- b) To use the discipline of fencing to improve the health, wellbeing and to raise the aspirations of local adults and young people from all social backgrounds.
- c) To work in partnership with local organisations, including schools and community groups, to promote fencing and its benefits.
- d) To ensure a duty of care to all members of The Club
- e) To provide all services in a way that is fair to everyone.

3) Membership

- a) Membership of the Club is open to everyone who would be eligible for membership of the British Fencing Association or comparable associations.
- b) Members aged 16 and over will be Senior Members. Members aged 15 or under will be Junior Members. Affiliated Members are those that belong to an organisation with which the club has a Partnership Agreement for the provision of club equipment, premises and coaching services.
- c) Junior members will be represented on the Committee by the Club Welfare Officer and a Parent Representative chosen by the parents/carers of Junior members
- d) One parent or carer for each junior member may elect one parent or carer as the Parent Representative on the Management committee. The Parent Representative will have voting rights.
- e) Each organisation with a Partnership Agreement may elect or nominate an Official Representative to serve as a voting member on the Managing Committee if it is provided for in that agreement.
- f) All members will be subject to the regulations of the constitution and by joining the club will be deemed to accept these regulations and all codes of practice that the club has adopted.
- g) The Management Committee reserves the right of refusing or cancelling membership

4) Management Committee

- a) The Officers of the Club shall be the Chairman, *Vice Chairman*, Club Treasurer, Club Secretary and Lead Coach

Blackheath Fencing Club

Constitution 2017

- b) Officers and other members of the Management Committee, will be elected at General Meetings with voting or non-voting rights (as defined in the document “Committee Roles”) including an optional President, ~~and~~ Vice President and Vice Chairman.
- c) The Management Committee of the Club shall consist of the Officers of the club together with other voting members chosen by election, and including the Welfare Officer, Parent Representative and Official Representatives of Partnership Organisations
- d) Affiliated Members may not be Officers of the club. They may be elected to any other Committee post but will not have voting rights.
- e) The Management Committee has the power to co-opt additional non-voting members, appoint sub-committees, and delegate responsibilities of a non-financial nature to them.
- f) The Management Committee shall have the power to fill vacancies that occur between AGMs but with non-voting rights even if the vacant position had voting rights.
- g) Half the voting members shall form a quorum of the Management Committee.
- h) The Management Committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation of the club.
- i) The Management Committee will set all fees for the effective management of the club and its finances subject to Clause 7b
- j) The Management Committee shall have the authority to enter into loans on behalf of the club, provided that they have been approved in a General Meeting, to obtain grants, to engage in trade, fund raising and enter into Partnership Agreements in furtherance of the objectives of the club.
- k) The Management Committee may select teams for matches to represent the Club or delegate responsibility to the Club Captain, Team Captain or sub-committee.
- l) The Chairman shall have an additional casting vote at a Management Committee meeting.
- m) The Club Secretary shall give not less than ten days’ notice of a Management Committee meeting.
- n) The Officers and Management Committee members shall serve for one year, and may stand for re-election.
- o) If a Committee member, who is a fencer or parent of a fencer, is in arrears with club fees they may not vote in Committee or General Meetings and if in arrears by more than one term will be deemed to have resigned from the Committee.

5) General Meetings

Blackheath Fencing Club

Constitution 2017

- a) The Management Committee will hold, each year, within one month *either side* of the anniversary of the previous AGM an Annual General Meeting at which the Officers of The Club and Management Committee members shall be elected
- b) Annual and Extraordinary General Meetings shall be called by the Club Secretary giving not less than 14 days' notice. The notice must include details of any proposed changes in the Club rules, authorisation of loans or other business to be brought before the meeting.
- c) An Extraordinary General Meeting shall be called by the Club Secretary on receipt of a request signed by at least six members or by the Management Committee
- d) Only Senior members may vote at General Meetings but only after completing one full term of membership
- e) The Quorum for an AGM or EGM shall be one quarter of *the eligible senior members of the Club*
- f) A chairman will be appointed at the AGM or EGM and will have a casting vote.
- g) Nominations for Chairman, Vice Chairman, Club Treasurer and Club Secretary must be submitted at least one week before the AGM. Nominations for other committee members can be written or accepted from the floor at the AGM.
- h) The officers and Management Committee members shall be elected at the Annual General Meeting by a simple majority of those present and voting.

6) Finance

- a) The expenses of the club shall be met by fees, grants, donations.
- b) All Club monies will be banked in an account held in the name of The Club
- c) The Club Treasurer will be responsible for the finances of The Club
- d) Any cheques drawn on the bank account should have at least two signatures one of which should be the Club Treasurer, unless unavailable or if the payee is the Treasurer.
- e) Online payment services which do not provide for multiple signatories, should be operated only by the Treasurer or, in their absence, temporarily, by an 'Assistant Treasurer' authorised by the Managing Committee. Payments may be made for any purpose *but* only if authorised by at least one other account signatory in writing or by email. A Committee member or authorised person, who is neither the Treasurer nor Assistant Treasurer, should be given online access to the account for the purposes of review only.
- f) The financial year will end on 31st August
- g) The financial statements will be prepared by the Treasurer for the preceding year and presented at the AGM.

Blackheath Fencing Club

Constitution 2017

- h) At the request of the General Meeting an independent, competent, person will be appointed by the Managing Committee to inspect the accounts. That person will report to the Managing Committee who will then advise the members of the outcome

7) Fees

- a) The club will have fees for:
 - i) Those in full time employment (Full Members)
 - ii) Those in full time education, unwaged, part-time employment, families, etc., (Concessions).
 - iii) Other fees as determined by the Management Committee
- b) All fees set or proposed by the Management Committee (Clause 4i) will be ratified in a General Meeting in conjunction with a budget for the following year.
- c) Fees are payable on the first night of each term.

8) Discipline and Appeals

- a) All concerns, allegations or reports of poor practice/abuse relating to the welfare of children and young people will be recorded and responded to swiftly and appropriately in accordance with The Club's child protection policy and procedures. The Club Welfare Officer is the lead contact for all members in the event of any child protection concerns.
- b) Definition of other fencing related issues that may be subject to discipline
 - i) Any breach of BF/FIE rules relating to conduct that could lead to loss of British Fencing membership.
- c) All complaints must be submitted in writing to the Club Secretary.
- d) The Committee can vote for the removal of other Committee members on the grounds of inadequately performing their role or bringing the club into disrepute. A substitute should be co-opted in their place per Clause 4f
- e) The Management Committee will meet to hear complaints within 14 days of a complaint being submitted. The Management Committee has the power to take appropriate disciplinary action including termination of membership and suspension or termination of Partnership Agreements
- f) There will be a right of appeal to the Management Committee following disciplinary action being announced. The appeal should be heard within 21 days of the Secretary receiving the appeal.
- g) A further right of appeal shall exist under the clauses relating to EGMs under clause 5c)

Blackheath Fencing Club

Constitution 2017

9) Dissolution

- a) A resolution to dissolve The Club can only be passed at an AGM or EGM through a majority vote of the membership.
- b) In the event of dissolution any assets of the club that remain will become the property of British Fencing or other club with similar objectives to those of The Club.

10) Interpretation

- a) The Management Committee has the right to interpret these rules, and to settle any question not provided for in the rules, but no addition or alteration to the rules may be made except at an AGM or EGM
- b) Rules can be changed by a simple two thirds majority of those attending the meeting

Agreed at the EGM held at Blackheath High School, 23rd/28th March, 2017

Chairman

Club Secretary