

Herefordshire Fencing Club Constitution (DRAFT)

1) Title of the Club shall be known as "Herefordshire Fencing Club."

2) Objectives

Vision Statement: Herefordshire Fencing Club seeks to enable fencing to be widely accessible and endeavours to help all fencers reach their full potential and achieve their goals and dreams within the discipline of fencing.

The objectives of the club are:

- To promote fencing in the county of Herefordshire,
- To promote interest in fencing among members.
- To offer coaching and competitive opportunities in fencing.
- To provide facilities to meet members' interests in fencing in a way that is fair to everyone.
- To ensure a duty of care to all members of the club, to support the BFA. For this purpose the club shall be affiliated to the BFA and shall encourage its members to become individual members of the BFA.

3) Membership and Subscription

- Members of the Club are defined as those who have paid an appropriate subscription for a period of time approved at an Annual General Meeting.
- Membership of the Club shall be open to anyone interested in fencing who is an amateur as defined by the BFA on application regardless of sex, age (above a minimum age of 8 years), disability, ethnicity, nationality, sexual orientation, religion or other beliefs.
- The Club may have different classes of membership and subscription on a non-discriminatory and fair basis. The Club will keep subscriptions at levels that will not pose a significant obstacle to people participating. All Club monies will be banked in an account held in the name of the Club.
- The Club Committee reserve the right of refusing or cancelling membership without giving a reason.
- Membership fees, dates and methods for payment will be set annually at the Annual General Meeting and recorded in the club rule book.
- Members whose subscription remains unpaid more than 2 months after the due date will be considered as having ceased to be members

4) Constitution

- The affairs of the Club shall be administered by an elected Committee consisting of: Chairman, Treasurer, Secretary and up to four additional committee members
- The Committee shall consist of at least 3 and not more than 7 voting members.

5) Committee

- The Secretary shall give not less than ten days notice of a Committee meeting.
- The Committee shall meet at regular intervals and at least 3 times a year.
- The Committee may appoint elected members of the committee or co-opt members to act as additional officers e.g. Development Officer, Child Protection Officer, Team Captain, Armourer.
- The Officers of the Committee shall serve for one year, and may stand for re-election.
- The committee may appoint a President to serve for a term specified by the committee. The President will not have the right to vote on committee matters and may or may not be a member of the club.
- The Committee shall have the responsibility for the management of the Club, its funds, property and affairs.

- At least 3 members or half of the committee, whichever is greater, must be present for a committee meeting to be valid.
- The Committee shall have power to co-opt anyone to its meetings, but he or she will not have power to vote.
- The Committee shall have the power to fill casual vacancies.
- Voting will be based on one person, one vote, with the exception of the Chairperson.
- In the event of equality of voting the Chairperson will have a casting vote.

5) Officers' Duties

Elected Officers

➤ Chairman

The Chairman of the Club is responsible to the members for the overall running of the Club; this includes ensuring that the Club meets its objectives, financial affairs, the conducting the meetings, and ensuring that the other Officers and Committee members carry out their duties delegated to them.

➤ Treasurer

The Treasurer is responsible for: collecting subscriptions, paying and receiving money, running the Club account, keeping proper records of payments and receipts and for presenting accounts at AGM.

➤ Secretary

The Secretary is responsible for the day to day administration, drafting and circulating agendas and minutes, dealing with correspondence and for calling general meetings.

Appointed Officers.

➤ Development Officer

The Development Officer is responsible for the growth of the Club, for promoting the Club in the community and for organizing the introductory courses to attract people of all ages and abilities to participate in the Club's activities.

➤ Child Protection Officer

The Child Protection Officer is responsible for ensuring that all staff are familiar, and adhere to child Protection policy; ensuring that the policy is implemented and promoted; receiving and acting upon any concerns; keeping up-to-date knowledge and understanding of the area of child protection, including attending appropriate training.

6) Finance

- All club monies will be banked in an account held in the name of the club.
- The Club Treasurer will be responsible for the finances of the club.
- The financial year of the club will end on 31st July.
- A statement of accounts for the financial year will be presented by the Treasurer at the Annual General Meeting.
- The committee shall have the power to distribute funds to individuals or teams as they see fit.
- All applications for funds shall be made to the Secretary in writing who will present them to the committee at the next meeting.
- Should the club fail at any time, then after payment of creditors, all of the Herefordshire Fencing Club kit and resources will be passed to the Hereford and Worcester County Fencing Union for use as that organisation sees fit or if HWCFU has ceased to exist to any other appropriate fencing organisation in the county of Herefordshire. This action shall only be taken with the approval of a 2/3 majority of members attending a General Meeting.

7) All General Meetings

- All members may attend General Meetings of the Club in person.
- General meetings may be called at any time by the committee or at the request of five named members of the club.

- A minimum of 13 days' notice of General Meetings will be given to members. The Secretary of the Club must include details of any proposed changes in club rules.
- The Chair or (in his or her absence) another member chosen at the meeting will preside.
- A quorum is one-third of the membership of the club.
- Changes to subscriptions or the rules must be supported by two-thirds of those present and voting.

8) Annual General Meeting

- The Club will hold an AGM once in every calendar year and not more than 16 months after the last AGM and after a minimum of 13 days notice given by the Secretary including notice of any changes to the constitution or rules.
- The members will elect a Committee to serve until the next AGM, including a Chair, Treasurer, Secretary.
- The Treasurer will produce accounts of the Club for the latest financial year.
- The Committee will present a report of the Club's activities since the previous AGM.
- The members will discuss and vote on any resolutions and deal with any other business put to meeting.
- A quorum is one-third of the membership of the club
- Changes to subscriptions or the rules must be supported by two-thirds of those present and voting at the AGM

9) Declaration

- Herefordshire Fencing Club adopts and accepts this Constitution as a current operating guide regulating the actions of members.