

ASHTON TAMESIDE FENCING CLUB

RULES AND CONSTITUTION

1. NAME

- 1.1 The name of the club shall be Ashton Tameside Fencing Club. All references to “the club” hereafter shall be taken to imply Ashton Tameside Fencing Club.

2. REGULATIONS

- 2.1 All regulations and policies of the Club shall comply with the laws, bye-laws, regulations and policies of England Fencing Ltd (EF) or British Fencing Ltd (BF), according to their responsibilities as agreed by these organisations. Exceptions to these can only be given if required by the Club membership.
- 2.2 The Club will not discriminate against creed, disability, ethnicity, nationality, gender or gender identity, sexual orientation, family background and personal life. The Club officials will take all necessary action against those found to discriminate against others

3. OBJECTS

The objectives of the Club shall be to:

- 3.1 Recruit new members to the sport and publicise and promote fencing
- 3.2 Provide a safe, secure and friendly environment for the participation in the sport of fencing
- 3.3 Promote the safeguarding of children and support England and British Fencing in their aim to ensure fencing is a safe and enjoyable activity for all.
- 3.4 To provide adequate training opportunities for fencers through
 - 3.4.1 Comprehensive coaching for all members
 - 3.4.2 Provision of basic equipment for use at club training sessions by all club members
- 3.5 Provide opportunities to and encourage all members to take part in individual and team events by
 - 3.5.1 Promoting the highest standard of competitive fencing wherever possible

- 3.5.2 Arranging internal competitions for members and arranging open events and other competitive events to attract leading fencers to Ashton
- 3.5.3 Encouraging and assisting all members in taking part in external competitions and open competitions in order to further their development within the sport.
- 3.6 Ensure proper administration and use of club funds and the submission of annual accounts reviewed by independent Auditors to the Annual General Meeting of the Club
- 3.7 keep proper administrative records, including minutes of all Club committee, Annual General and Extraordinary General Meetings
- 3.8 Develop links with other clubs in the area, region and country
- 3.9 Develop a strong social aspect to the club, deliver and arrange social activities in line with members' wishes

4. MEMBERSHIP

- 4.1 A member of the club is someone who has paid the membership fees and participates at the Club
- 4.2 Two levels of membership shall apply
 - 4.2.1 A Member is a member of 16 years of age and above
 - 4.2.2 A Junior Member is a member between 8 and 16 years of age
- 4.3 Membership of the club grants the Member to
 - 4.3.1 Vote at the AGMs/EGMs
 - 4.3.2 Represent the Club at competitions
 - 4.3.3 Receive all the needed support and coaching from the Club
 - 4.3.4 Be provided with a facility to participate in the sport of fencing
 - 4.3.5 Stand for official positions of the club
- 4.4 Junior membership confers all of the rights of a Member except the ability to stand for committee positions or call an Extraordinary General Meeting (hereafter "EGM")

4.5 Membership fees fall to be paid on the 01 May each calendar year with membership lapsing on the 01 August each calendar year if the fee remains outstanding.

4.5.1 Membership fees shall be fixed annually by the Treasurer

4.6 Social membership shall be open to non fencing people

4.7 Family membership shall be open to allow any member of a family the benefits of membership

4.7.1 Family membership shall only confer the right of standing for official positions of the club on members over the age of 16.

[4.8] Life membership is hereby revoked. Existing Life Memberships shall be rendered void from the date of inception of this amended Constitution.

4.9 The election and expulsion of members rests solely with the Committee

5. OFFICERS

5.1 The elected officers of the Club shall be the Chairperson, Senior/Head Coach, Treasurer, Secretary, Armourer and Welfare Officer

6. COMMITTEE

6.1 The ordinary business of the Club shall be conducted by a Committee consisting of the above elected officers of the Club

6.2 All appointed positions within the Club Committee shall be recruited through an open process

6.2.1 Any member of the Club over the age of 16 may stand for an elected position within the Committee

6.2.2 Any member wishing to stand for official position must be nominated and seconded by any other member(s) of the club

6.2.3 Any member proposed in the above referenced manner may provide a brief note of not more than 300 words detailing any relevant experience and qualifications and their intentions within the role for which they are proposed

6.2.3.1 All nominations and accompanying notices are to be returned to the Club two Calendar months before the Annual General Meeting; that is at the latest by 31 March of each Calendar year.

- 6.2.4 Members standing for committee positions can if they wish give a two-minute talk in respect of why they should be elected for position
- 6.3 Each Committee member shall be entitled to one vote at a Committee meeting and they may not vote in more than one capacity
- 6.4 In the event of the voting being equal, the Chairperson shall have the casting vote
- 6.5 For the Committee to conduct business, four of the voting Committee members shall constitute a quorum
- 6.6 All elected committed positions shall be for a period of one calendar year before re-election
- 6.7 Committee members cannot hold office for more than three consecutive elections except the senior/head coach who can stand for an unlimited number of elections (or by unanimous vote by the membership)
- 6.8 All committee members shall declare conflicts of interest in line with England Fencing's conflict of interest policy
- 6.9 An honorary President may be appointed (and removed) by an AGM or EGM in appreciation of outstanding service to the Club. The honorary President and Vice President shall have no routine duties but may attend Committee meetings in a non-voting capacity
- 6.10 Candidates for the position of Head Coach may only stand if they have at least a level 2 British Fencing Association (or equivalent) qualification in one weapon and other sporting qualifications (i.e. personal training coach of other sports, sports degree etc)
- 6.11 The Committee cannot vote on matters of coaching unless it directly affects the welfare of the members in a negative manner
- 6.12 The Head Coach is the only person in the club who can choose the coaching staff and who can dismiss coaches due to misconduct

7. VOTING

- 7.1 All individual members of the club may vote in the General Meetings of the Club having reached their 16th Birthday
- 7.2 Parents of members under the age of 16 can vote on their behalf at the General Meetings of the club
- 7.3 In the event of a person entitled to vote being unable to attend, they are entitled to vote by proxy, on any agenda item, subject to the following conditions

7.3.1 Members are to register their vote for a specific nominated person in writing or by email to the Secretary of the Club

7.3.2 Any proxy vote is to be registered at least 5 days in advance of any General Meeting or it shall not stand

7.4 All matters subject to a vote of the membership shall be decided by a show of hands of those members present and a count of any correctly registered proxy votes

7.4.1 At the specific request of any member present the above noted voting practice will be set aside in favour of a secret ballot

7.4.1.1 A secret ballot will only happen, if more than one nominee is up for election.

7.4.1.2 Any proxy vote correctly registered shall be counted as part of the secret ballot

7.5 Any member standing for Committee position shall leave the room whilst the vote is being conducted

8. ANNUAL GENERAL MEETING

8.1 The Club shall normally convene an AGM Annually

8.2 The Secretary shall take all reasonable steps to give affiliated members of the club not less than twenty-one days notice of an AGM

8.3 With the above notice and agenda for the AGM the Secretary will make available copies of the annual report and accounts through electronic means to any ordinary member who requests them, and to all other existing Committee members, not less than fourteen days prior to the AGM

8.4 A report of all Club activities together with a review of the annual accounts shall be presented at the AGM

8.5 Election of all Committee officials shall be at the AGM, notwithstanding the provisions of Article 9 below

8.4 The conduct of Any Other Business shall be at the discretions of the Chairperson

9. EXTRAORDINARY GENERAL MEETINGS

9.1 An EGM can be called by any ordinary member and must have the support of a minimum of 50% of all members or the entire Club Committee

9.2 Any request for an EGM must be made in writing to the Secretary of the Club

9.2.1 In the event that the conduct of the Secretary of the Club forms the subject of the EGM, any request must also be made in writing to the Chairperson

9.2 EGMs shall be conducted in the same manner as the AGM but the only item of business will be that of the reason for calling the EGM

10. FINANCE

10.1 The budgetary control held by the Committee shall be the responsibility of the Treasurer

10.2 The financial year shall commence on 01 April and end on 30 March and independently examined accounts up to and including the end of the financial year shall be presented at the AGM

10.3 At the AGM the Treasurer shall prepare written statement of accounts approved by the auditors detailing the financial transactions of the Club since the last AGM

10.3.1 The agenda shall contain an item inviting the voting members to comment on, examine, approve, or refuse to approve the accounts presented

10.3.2 In the event that the voting members refuse to approve the accounts, the Chairperson, in conjunction with the voting members, shall word a resolution acceptable to the voting members, detailing the actions required by the Treasurer to rectify the situation

10.4 The funds of the club shall be held in a suitable bank or building society account and will be allocated through authorisation of the Committee

10.5 The above-mentioned bank account shall be drawn upon by the Chairman, Treasurer and Secretary only

10.5.1 Any expenditure of the account shall require a minimum of two signatories, one of which is to be the Treasurer

10.6 The Treasurer shall submit financial reports to the committee at each meeting with supporting documentation from the bank account

10.7 The income and property of the Club shall be applied solely towards the promotion of its objectives and the club shall not be run with a view of profit for the members

11. EQUIPMENT AND PROPERTY OF THE CLUB

- 11.1 Any equipment owned by the Club shall be used for the benefit of all members of the club
- 11.2 Notwithstanding any of the provisions below, rights of ownership of any Club equipment shall not be conferred to any member of the club at any time
- 11.3 All equipment of the Club shall be maintained to a working standard by the Armourer
 - 11.3.1 Any damage to equipment shall be immediately reported to the Club Armourer or any other Club official if the Armourer is not present.
 - 11.3.2 Members shall immediately cease to use any damaged equipment and return it to the designated storage area to await repair
 - 11.3.3 Any member found to have damaged Club Equipment/property through wilful misuse shall re-imburse the Club for the value of repairs, or a suitable replacement if repairs cannot economically be affected, of any equipment damaged. Equipment damaged through ordinary 'wear and tear' shall be covered by the Club finances
- 11.4 Any member of the Club may use the equipment of the Club for its specified purpose during Club events
- 11.5 Any member of the Club shall be permitted to borrow any equipment of the Club subject to the approval of the Committee
 - 11.5.1 Any request to borrow Club equipment shall be made in writing to the members of the committee, or in person if 50% of the Committee are in attendance at a Club training session or competition
 - 11.5.2 Requests to borrow Club Equipment shall be dealt with on a first come first served basis, although where equipment is to be used for competitive events the Club officials shall use their best endeavours to ensure equipment is shared as equitably as possible
 - 11.5.3 Any damage incurred to equipment whilst loaned out to a member of the Club shall be dealt with in line with the provisions of Article 12.2.3
 - 11.5.4 Any equipment loaned to a member of the Club shall be returned to the Club stores on request by the Armourer.
 - 11.5.5 Any equipment loaned to a **coach** of the Club shall be immediately returned upon the cessation of membership of the

Club. Any former **coach** who fails to return Club Equipment shall be personally liable for re-imbusement to the Club and shall be pursued at the discretion of the Committee

11.6 Any Coach of the Club may be permitted to borrow equipment of the Club in order to effect demonstrations of Fencing outside of the designated Club training sessions.

11.6.1 All equipment loaned out to Coaches of the Club shall be subject to the provisions of Article 12.4 above

11.7 Notwithstanding any of the provisions above the Armourer and a minimum of one other appointed official of the Club shall carry out quarterly inventories of all equipment owned by the Club and assess their state of repair

11.7.1 Any equipment loaned out to a member or Coach of the Club must be declared as such to the Armourer prior to the Quarterly inventory and returned if requested

12. OFFICIALS AND COACHES

12.1 Terms and conditions of officials and coaches paying subs and membership will be determined by the committee on an individual basis.

12.2 Terms and conditions in respect of any funding, training or other improvements given to the official or coaches by the Club will be determined by the committee.

13. SAFEGUARDING CHILDREN

13.1 The Club shall adopt the British Fencing Child Protection Policy and Procedures. All officers and members acting on behalf of the Club are deemed to have read, understood and assented to the British Fencing Code of Conduct ("the Code") and as such recognise and adhere to the principles and responsibilities embodied in the code.

14. COMPLAINTS

14.1 All complaints from members must be made in writing to the Secretary or in the event that the complaint refers to the Secretary, to the Chairperson.

14.2 Any complaints must relate to the conduct of a member or official of the club whilst acting in a club capacity, partaking in club training or social events or representing the club at competitions and demonstrations. Any disputes/complaints arising between members of the club in this context are not to be aired within the club or to other ordinary members and must be referred to the Committee in the manner outlined above.

14.3 Any personal disputes between members which arise or are caused outside of club events or fencing in general shall not be aired within the club or to other ordinary members. Any personal disputes arising in this context may be referred

to the Committee officials by the method outlined in article 14.1 by either party; however it is at the Committee's discretion whether to intervene in the matter.

15. DISSOLUTION

15.1 If at any General Meeting a resolution for the dissolution of the Club is passed by a majority of members present, the following must occur:

15.1.1 The Committee must immediately, or at such future date as specified in the resolution, proceed to realise the assets of the Club

15.1.2 After the discharge of all liabilities at the time of dissolution of the Club any balance of funds remaining in hand shall be distributed equally to the following charities British Heart Foundation & Cancer Research.

15.1.3 All remaining fencing equipment will be donated to local fencing clubs.

16. INTERPRETATION AND AMENDMENTS TO THE CONSTITUTION

16.1 The interpretation of this constitution shall be invested in the Committee who shall determine any matters not contained herein with reference to the articles of the British Fencing Association, England Fencing or any relevant Legislation enacted by the Parliament of the United Kingdom

16.2 Alterations to the Constitution may only be made at an AGM, or at an EGM expressly convened for that purpose

16.2.1 Any alterations require a majority of eligible voters

16.2.1 All voting processes, whether in person or by proxy, in respect of amendments to the Constitution are as outlined in Article 7 above

16.2.3 The general conduct of and notice required in respect of any General Meeting to amend the Constitution is as outlined in Articles 8 and 9 above

Declaration

Ashton Tameside Fencing Club hereby adopts and accepts this Constitution, approved by

A General Meeting on this .20th day of February 2015

Signed



Barry Massey

Chairperson