

TRURO FENCING CLUB

CONSTITUTION

1 TITLE

The club will be called TRURO FENCING CLUB.

2 OBJECTIVES

- 2.1
- a) To promote the amateur sport of fencing in Cornwall and community participation in the same.
 - b) To affiliate with the British Fencing Association.
 - c) To empower the young people of Cornwall through participation in sport.
 - d) To encourage and foster *Esprit-de-Corps* (Team Spirit) within the club.
 - e) To pursue the goal of excellence in club, county, national and international competition.
 - f) To deliver the highest possible standard of coaching in a disciplined and safe environment.
 - g) To undertake any tasks necessary to achieve the foregoing objectives.

3 MEMBERSHIP

- 3.1
- a) Membership of the club shall be open to anyone interested in the sport on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However, limitation of membership according to available facilities is allowable on a non-discriminatory basis.
 - b) The club may have different classes of membership and subscription on a non-discriminatory and fair basis. Subscriptions will be kept at levels that will not pose a significant obstacle to participants.
 - c) The club's Committee may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the club or sport into disrepute. Appeal against refusal may be made to the Committee.
- 3.2
- In cases where the safety of an individual is an issue due to disability, the decision to offer membership will be made by the Head Coach in conjunction, if necessary, with the individual concerned and their medical practitioner.
- 3.3
- Members may be required to pay an annual subscription of such amount and on such a date as may be determined from time-to-time by the Committee.
- 3.4
- The Committee shall have the right for good and sufficient reasons to terminate the membership of any member. The member in question, or their representative, shall have the right to be heard by the Committee before a final decision is made.

4 MANAGEMENT

- 4.1 The management of the club will be carried out by a Committee comprising of:
- a) President (without voting rights)
 - b) Chair Person (with voting rights)
 - c) Secretary (with voting rights)
 - d) Treasurer (with voting rights)
 - e) Head Coach (without voting rights)
- 4.2 A meeting of the Committee shall be quorate if it has at least three members present, at least two of whom must hold positions with voting rights.
- 4.3 A Committee meeting that meets the requirements of a quorum in 4.2 above, by a simple majority of voting members of the committee, shall have the power to make decisions regarding the operation and management of the club and its finances and may authorise such disbursements as are necessary for the day-to-day running of the club, whilst maintaining the financial solvency of the club.
- 4.4 The responsibilities of the Committee members will be as follows:
- a) President: To represent the club at official functions, and other duties as requested by the Committee.
 - b) Chair Person: To take the chair at committee meetings and at Annual and Special General Meetings. To head the ongoing development of the club.
 - c) Secretary: To deal with the day-to-day administration of the club including publicity and circulation of information. To maintain an inventory of club trophies and to record their whereabouts.
 - d) Treasurer: To deal with the accounts and finances of the club, and act as membership secretary. The Treasurer will present the annual accounts at each AGM and will ensure the funds of the club are held in bank or building society accounts in the name of TRURO FENCING CLUB.
 - e) The Head Coach will report and make recommendations to the committee with regard to all aspects of the day-to-day operations, and will represent the views of members and coaches as required. The Head Coach will be a qualified fencing coach.
- 4.5 The Committee will be elected annually by the members present at the Annual General Meeting.
- 4.6 All of the above mentioned members of the Committee will present an annual report to the AGM.
- 4.7 The Committee shall be empowered to draw up such bye-laws as they deem necessary for the carrying on of the ordinary affairs of the club, and to co-opt additional non-voting members of the Committee as required, e.g. for fund raising activities.

- 4.8 The Committee, in consultation with Head Coach , is empowered to appoint additional officers, not regarded as members of the committee, including but not limited to: Club Manager, Coaches, Training Advisors, Assistant Coaches, Weapon Captains, Youth Representatives, Child Protection Officer and Qualified First Aid Officers. The term of such appointments is at the discretion of the Committee.
- 4.9 The Committee shall be responsible for the recording of all income and expenditure and to this end will prepare and present an annual account to the club at each Annual General Meeting.
- 4.10 Tenure of the positions on the Committee is unrestricted but each member must be appointed or re-appointed onto the Committee annually at each Annual General Meeting by majority vote of the members
- 4.11 In the event of resignation of a Committee member, or vacation of a Committee post for any other reason, the remaining voting and non-voting Committee members shall have the power to co-opt such a person or persons as they see fit to fill any role on the Committee until the following Annual General Meeting.

5 CHILD PROTECTION POLICY

- 5.1 The Committee will appoint a Child Protection Officer.
- 5.2 TRURO FENCING CLUB has adopted the child welfare policy based on 'Template H' recommended by Sport England, adopted on 26/07/07. A copy is available on request from the club secretary.

6 SAFETY & DISCIPLINE

- 6.1 The safety of the members of TRURO FENCING CLUB is the collective responsibility of all the members of the club, who are expected to act in a responsible fashion at all times. Ultimate responsibility rests with the members of the Committee, coaches and the Head Coach .
- 6.2 Discipline at TRURO FENCING CLUB will be maintained by the Head Coach and all coaching staff in line with the guidelines laid down by the British Fencing Association.
- 6.3 All members of the club are expected to adhere to fencing etiquette, as laid down by the British Fencing Association, and the objectives of the club as set down in this constitution.

6.4 Any member who, in the view of the club's Committee or coaching staff, is deemed to be in contravention of the rules of the club as laid out in the constitution, including 6.3 above, any rules as per paragraph 4.7 above or the disciplinary code set down by the Head Coach will be subject to the following disciplinary procedure:

1st offence - Verbal warning from the Head Coach

2nd offence - Written warning from the Committee

3rd offence - Disciplinary hearing by the Committee

6.5 In addition, any individual or group deemed to be in serious contravention of the disciplinary code set down by the Head Coach may be subject to immediate suspension from the club by the Head Coach, or the Head Coach's nominated representative, until a disciplinary hearing of the Committee is convened. A disciplinary hearing will take place not more than 28 days following the suspension. If any individual or group is found guilty of the accusations against them they may be excluded from TRURO FENCING CLUB with immediate effect and reported to the appropriate authority, or lesser sanction applied, at the absolute discretion of the Committee. A simple majority of the Committee members (both voting and non-voting) will be sufficient to pass a disciplinary judgment and decide on appropriate sanction.

7 SUBSCRIPTIONS

7.1 Each member will pay an annual subscription to the club.

7.2 The level of subscription for both junior (under 18) and senior membership will be set by the Committee.

7.3 Subscriptions will run from the 1st January each year or other date as agreed by the Committee. The Committee is empowered to define various grades of membership, and set appropriate subscriptions for each grade.

7.4 It is within the power of the Committee to grant free or reduced rate membership in cases where financial disadvantage can be shown.

7.5 The Committee may also grant free life membership, to a maximum number equal to 5% of the club membership, to long-serving members of the club who have given exceptional service to TRURO FENCING CLUB, or to those whose outstanding achievements having given great benefit to the club's members. Any such member shall be known as an Honorary Life Member and shall have the rights of a member.

8 FINANCIAL

- 8.1 TRURO FENCING CLUB is a non-profit making organization.
- 8.2 TRURO FENCING CLUB is not registered for Value Added Tax, unless required to do so by the relevant authorities.
- 8.3 The financial year is to end on the 31st August of each year.
- 8.4 Cheques drawn on the club accounts must be signed by at least two of the authorised signatories. These are the Chair Person, Secretary and Treasurer.
- 8.5 The club shall not accumulate excessive funds. A reserve for day-to-day running and expenses may be held. Funds deemed excessive must be spent as best benefits the club and its members.

9 MEETINGS

9.1 The Annual General Meeting.

- a) The Annual General Meeting to be called once in each year not later than three months from the end of the financial year. Three (3) weeks notice must be given to the membership of the AGM.
- b) Where possible an agenda will be circulated to all members of the club at least 7 days prior to the meeting.
- c) Annual reports and statements of accounts will be presented by the members of the Committee.
- d) All Committee members will be elected.
- e) Any other business to be conducted.
- f) All paid up members of TRURO FENCING CLUB attaining the age of 18 on or before the day previous to the date of the AGM are eligible to vote.
- g) Where practicable, each item on the agenda will be decided by a show of hands and a simple majority vote. In the event of an equality of votes President (or stand-in per clause 9.1k below) shall have the casting vote on all occasions.
- h) Nominations for election for posts on the Committee must be received not less than 14 days before the date of the AGM. Candidates for the above posts must be nominated and seconded by a member of Truro Fencing Club.
- j) Items for inclusion on the Agenda must be received not less than 14 days before the date of the AGM. Only a member of Truro Fencing Club or a member of the Committee may submit items for inclusion on the Agenda
- k) Annual General Meetings are chaired by the Chair Person. In the absence of the Chair Person, the chair is taken by another committee member nominated by the Chair Person.

9.2 **Special General Meeting.**

- a) A Special General Meeting may be convened by the President on his/her own authority or by the Chair Person on receipt of a written request from eight or more members of the club or at the request of the committee.
- b) The notice convening the meeting shall give at least fourteen (14) days notice and the agenda paper shall be included with the notice. The business of the meeting shall be confined to the subjects therein.
- c) All members of TRURO FENCING CLUB attaining the age of 18 on or before the day previous to the date of the AGM are eligible to vote.
- d) Where practicable, any resolution at a Special General Meeting must be carried by a two thirds majority of those present and eligible to vote. The vote will be taken by a show of hands. In the event of an equality of votes the Chair Person shall have the casting vote on all occasions.

9.3 **Committee Meetings.**

Committee meetings can be called at any time at the request of any member of the Committee or the Head Coach.

10 **DISSOLUTION**

TRURO FENCING CLUB may be dissolved by a resolution passed by a two-thirds majority of those present and voting at a Special General Meeting convened for that purpose, or by a two-thirds majority of those present and voting at an Annual General Meeting. Such a resolution may give instructions for the disposal of any assets held by or in the name of TRURO FENCING CLUB provided that if any property remains after the satisfaction of all debts and liabilities. Such properties shall not be paid to or distributed among individual members of the club, but shall be given or transferred to another registered Community Amateur Sports Club, a registered charity or the sport's governing body.

11 **THE CONSTITUTION**

This Constitution can only be changed at an Annual General Meeting, or at a Special General Meeting called for that purpose, with the approval of a majority of voting members present at that meeting.

The TRURO FENCING CLUB constitution and rules (first published in 1970) have been amended by the Truro Fencing Club committee. Officially adopted by TRURO FENCING CLUB at the Annual General Meeting held at The New Gymnasium, Truro School on 25/11/12.

Signed: _____

Name: _____