



3 BLADES CONSTITUTION

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1.0 Name of the club

- 1.1 The Club's name shall be 3 Blades Fencing Club and will be affiliated to the British Fencing Association.
- 1.2 3 Blades Fencing Club will be referred herein as the 'Club'.

2.0 Aims and Objectives of the Club

- 2.1 To ensure that all members receive fair and equal treatment.
- 2.2 To provide an entry point for both beginners and experienced fencers into competitive and societal fencing.
- 2.3 Provide beginners with a sound grounding in the basics of the sport and develop the skills of more experienced fencers, with a view to increasing the Club's successes at a competitive level.
- 2.4 Encourage those new to the sport to continue to develop their skills beyond a novice level.
- 2.5 To promote the sport and art of fencing to persons of all ages both within and beyond the local community regardless of former experience of the sport.
- 2.6 To support the British Fencing Association through the Clubs affiliated membership, and to encourage its members to become individual members of the aforesaid association.

3.0 Membership of the Club

- 3.1 The Club shall accept into membership any person from their 00th birthday irrespective of race, colour, gender, sexual orientation, religion or any other potentially discriminatory factors.
- 3.2 Individuals who are not members of the Club may participate in fencing activities as a visitor. Subject to conditions as set out in byelaws.
- 3.3 All members are subject to the terms of the Club's constitution.
- 3.4 Individuals under the age of 18yrs will need written parental consent to become a junior member of the club.
- 3.5 The Club committee reserve the right of refusing or cancelling membership in the interests of the safety or the well-being of other club members.
- 3.6 Rejected or cancelled members have the right to appeal.

4.0 Club Subscriptions and Finance

- 4.1 The annual subscription for all classes of membership shall become due on 01/01; 01/05 & 01/09 each year.
- 4.2 Non-members ('visitors') will be able to attend individual sessions on payment of session fee.
- 4.3 The Club may receive donations, grants in aid or financial guarantees. The income or property gained shall be solely used towards the development of aims and objectives as set out in 2.0 of the constitution.
- 4.4 All Club monies will be banked in an account held in the name of the club. The financial year of the club will end on the last day of December.
- 4.5 Any cheques drawn against club funds should hold the signature of the Treasurer and one other member of the management committee.
- 4.6 No two committee members are able to sign for funds from account if they have a personal interest with each other by birth, marriage or cohabitation.

5.0 Club Officials

5.1 The Officers of the Club will be:

- Chairman
- Secretary
- Head coach
- Treasurer
- Safety and Welfare Officer
- Armourer
- Club captain
- Social secretary

- Fund-raiser

5.2 The Safety Officer is responsible for:

- The welfare of all members.
- Producing a Fencers Code to Safety and Conduct for all members.
- Liaison with the relevant bodies over all matters concerning safety.
- Consulting with the Committee over all issues regarding safety.
- Maintaining the Club's medical supplies.
- Producing an annual inventory of equipment and filing a copy of this document with the secretary.
- The maintenance and storage of equipment.
- Informing the committee of any incidents concerning safety at the Club.
- Other duties as agreed by the Committee.

5.3 The Head Coach is responsible for:

- Ensuring that all Good Practice Guidelines are followed.
- Provide and oversee a high standard of instruction and leadership for the members.
- The behaviour of members during club-related activities.
- The selection where necessary of members to represent the Club at competitive events.
- Submitting a report after each competitive event to the Committee.
- To enhance the development of Aims and Objectives as set out in 2.0 of the Club constitution.
- Producing an annual report of club activities and member achievements.

5.4 Officers will be elected annually at the Annual General Meeting.

6.0 Eligibility for Election

- 6.1 Only those members of the Club, who are fully subscribed and may therefore be considered to be full members of the Club, are entitled to stand for election to Club offices.
- 6.2 Election to Club positions is open to all members of the Club, observing items 6.1, 6.3. and 6.4
- 6.3 All Club officials must be over the age of 18 years.
- 6.4 Parent or carers of junior members can be considered for election
- 6.5 Nominations for future committee members or any other business for discussion should be put in writing to the Club Secretary with in 10 days of the AGM.

7.0 Duties of Club management committee

7.1 The club will be managed through the club committee consisting of:

- Chairman
- Secretary
- Treasurer
- Head-coach

Only these posts will have the right to vote at Management Committee meetings.

7.2 The Chairman is responsible for:

- Calling regular meetings of the Club Committee.

- Controlling proceedings in accordance with the rules of the Committee at any such meeting of the Club Committee.
- Overseeing the general day to day running of the Club.
- Ensuring that all Good Practice Guidelines are followed.
- Providing adequate provision for all members in the program of events.
- Providing a high standard of instruction and leadership for the members.
- Being the first point of contact between the members and the committee.
- Liaising with the committee on a regular basis over all matters concerning the Club.
- Ensuring affiliation to the British Fencing Association.
- Encouraging the participation of Club members in competitive events.
- Other duties as agreed by the Committee.

7.3 The Secretary is responsible for:

- Administering the membership of the Club.
- Maintaining a list of all members that is to be made available to all other Committee members.
- Providing secretarial support to the Committee.
- Producing a regular report on Club activities to be made available to all members.
- Marketing the Club and its activities according to the wishes of the Club Committee and members.
- Other duties as agreed by the Committee.

7.4 The Treasurer is responsible for:

- All matters concerning finance.
- Administering the finances in accordance with Club procedures.
- Maintaining a record of Club expenditure.
- Producing a financial plan for the academic year.
- Publishing an annual financial report.
- Other duties as agreed by the Committee

8.0 Meetings

- 8.1 An annual general meeting (AGM) is required at a date set by the committee. Notice will be given by the secretary. Not less than 21 clear days notice to be given to its members.
- 8.2 All members may attend all general meetings of the club in person.
- 8.3 The quorum for all general meetings is 8 members present or 20% of the total membership, whichever is the lesser.
- 8.4 The chair or (in his or her absence) another member chosen at the meeting shall preside.
- 8.5 Except as otherwise provided in these rules every resolution shall be decided by a simple majority of the votes cast on a show of hands.
- 8.6 The Club will hold an AGM once in every calendar year and not more than 18 months after the last AGM.
- 8.7 The members will elect committee to serve until the next AGM.

- 8.8 The treasurer will produce accounts of the club for the latest financial year, audited as the committee shall decide.
- 8.9 The committee will present a report on the Club's activities since the previous AGM.
- 8.10 The members will discuss and vote on any resolution and deal with any other business put to the meeting.
- 8.11 The Management Committee has the right to call Extraordinary General Meetings (EGMs) outside the AGM. Procedure for EGMs will be the same as for the AGM.
- 8.12 The Management Committee will be convened by the Secretary of the club and hold no less than 4 meetings per year.
- 8.13 The quorum required for business to be agreed at Management Committee Meetings will be three.
- 8.14 The Management Committee will be responsible for adopting new policy, codes of conduct, rules that affect the organisation of the club, and any other business that comes to the Committees deliberation.

9.0 Voting

- 9.1 This will take place for the election of Officials (at the Club AGM) and any other issue that the Club deem of importance.
- 9.2 Only full senior members of the Club and one parent or carer of each junior member are entitled to vote in any general meeting of the Club

10.0 Changes to the Club Constitution

- 10.1 Changes can be implemented if a two-thirds majority obtained at an annual or ordinary general meeting of the Club but not as to jeopardise the clubs status or purpose as a community sports club in any way.

11.0 Club Complaints Procedure

- 11.1 This procedure has been created to allow members to raise complaints about issues which might include the following:
- The safety of activities
 - Poor standards of instruction or leadership.
 - The standards of equipment used for all activities
 - Poor administration
 - Disregard to the clubs Equal Opportunities policy.
- 11.2 Complaints concerning safety, operational matters or behaviour of members should initially be addressed to the Club welfare officer. If this does not prove satisfactory, a written complaint should be made to the clubs secretary.

12.0 Discipline

- 12.1 The management committee will meet to hear complaints within 7 days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership.
- 12.2 The outcome of a disciplinary hearing should be notified in writing to the person who made the complaint and the against whom the complaint was made within 7 days of the hearing.
- 12.3 There will be a right of appeal to the Management Committee following disciplinary action being announced, the committee should consider the appeal within 7 days of receiving the appeal.

13.0 Dissolution

- 13.1 A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote from the members present.
- 13.2 In the event of dissolution, any assets of the club that remain after settling all liabilities of the club will not be distributed amongst club members but given to one or more of the following:
 - a) To another club with similar sports purposes which is a registered charity.
 - b) To another club with similar sports purposes which is a registered CASC
 - c) To the clubs governing body for use by them for related community sport.