

Malling MX Fencing Club

Constitution

Version 2.2 March 2017

Paragraph 1: Name

1.1 The name of the organisation referred to in this constitution shall be the 'Malling MX Fencing Club'.

Paragraph 2: Aims and Objectives

2.1 The aims and objectives of the 'Malling MX Fencing Club' shall be:

2.1.1 To be a non-profit organisation whose funds are used to promote, enhance and maintain the fencing club.

2.1.4 To pursue all appropriate activities that the committee deem consistent with the aims of the organisation.

2.2 These aims shall be pursued without regard to age, colour, disability, ethnic origin, gender, marital status, nationality, parental status or family commitments, race, sexual orientation or identity, religious or political beliefs or affiliation, HIV/AIDS status and trade union activity. The 'Malling MX Fencing Club' shall be independent of any political party or religious body.

Paragraph 3: Membership

3.1 Membership of the 'Malling MX Fencing Club' is:

3.1.1 Open to any 'suitable person' (to be decided by simple majority (50% plus one) of the Executive Committee) on application and the payment of the relevant fee.

3.1.2 Subject to suspension and/or withdrawal by a simple majority of the Executive Committee.

3.2 Membership shall entitle full participation in the services and governance of the 'Malling MX Fencing Club'.

Paragraph 4: Government

(Ammended at AGM, October 2011)

4.1.1 President and Chairman

Whoever acts as chairman of the Club is responsible to the members for the members for the overall running of the Club: this included ensuring that the Club meets its objectives, financial affairs, the conduct of meetings, and ensuring that the other Officers and Committee members carry out the duties delegated to them.

If appropriate, a vice president and vice-chairman can be appointed.

4.1.2 Hon. Treasurer

The Hon. 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 the AGM. The Hon. Treasurer should be consulted about major items of expenditure.

If appropriate, an Assistant Hon. Treasurer can be added as a Club Office, to assist the Hon. Treasurer, also known as a membership secretary.

4.1.3 Hon. Secretary

The Hon. Secretary is responsible for day-to-day administration, drafting and circulating agendas and minutes (both should be subject to the Chairman's approval), dealing with correspondence, and the arrangements for matches and team selection as well as maintaining the club website.

If appropriate, an Assistant Hon. Secretary can be added as a Club Office, this could also be known as a 'publicity secretary' and they are mainly responsible for publicising the club and club courses amongst their duties.

4.1.4 Junior representative

The Junior representative is expected to be U18. As such, they are expected to represent the views of the U18s at the club and be a point of contact for this demographic. They may attend committee meetings but, will have no formal vote.

If appropriate, a representative for parents, or for younger age groups, may also be appointed.

4.1.5 Club Armourer

The club armourer is responsible for maintaining the club kit. They are also expected to perform regular risk assessments and to report to the club coaches and committee any faulty or damaged kit that needs repair or replacing.

4.1.6 Welfare Officer

The club Welfare Officer is expected to have attended the appropriate ScUK child protection courses and to have been CRB checked. They are responsible for reporting and dealing with complaints.

(Only the first three officers are essential, and officers can be combined for instance, the President

can act as Chairman, or a single individual can act as Hon. Secretary/Hon. Treasurer. Alternatively the President and VicePresidents can be 'prestige figures' who are not expected to attendCommittee meetings.

A Team Captain can also be added as a Club officer, and be directly responsible to the Club Chairman or President for match arrangements and team selection, rather than the Hon. Secretary

4.2 The officers and Committee members shall serve for one year, and may stand for reelection. The Committee shall meet at regular intervals

Paragraph 5: Quorum and Constitutional Amendments

5.1 The quorum for AGMs and EGMs shall be 40% of voting members (this quorum can be filled by proxy votes).

5.2 The quorum for any meeting of the Executive Committee shall be 40%.

5.3 Every AGM, EGM and Executive Committee meeting of the 'Malling MX Fencing Club' must be attended by the General Secretary and/or the Treasurer.

5.4 Policy and other decisions not related to the amendment of the Constitution will be by a simple majority of the voting members of the Executive Committee.

5.5 The Constitution may only be amended at a quorate AGM. Proposed amendments to the constitution must be circulated at least 21 days in advance of the AGM. All information of vacant positions must also be provided to all full members at least 21 days in advance of an AGM.

5.6 Constitutional amendments will be by a minimum of a qualified majority of voting members in favour.

Paragraph 6: Interpretation

6.1 Any matters not specifically covered by the Constitution shall be referred to the General Secretary, who shall make a ruling. If the General Secretary is unable to resolve the dispute then the matter will be referred to the Executive Committee, whose simple majority decision shall be final.

Paragraph 7: Club Fees

7.1 Club fees will be reviewed and agreed at the AGM. Temporary changes can be made only by majority vote of the executive committee during the year.

(Last edited March 2017)

7.2 Basic Membership £65/quarter

7.3 Silver Membership £79/quarter

7.4 Gold Membership £115/quarter

7.5 Social Fencers: £10/night

7.6 Students £15/quarter, or 20% discount, on fees on production of a valid NUS card

Paragraph 8: Finance

(last edited March 2017)

8.1. The budgetary control held by the Committee shall be the responsibility of the Honorary Treasurer.

8.2. The financial year shall end on 30th September and independently examined accounts up to and including this date shall be presented at the Annual General Meeting.

8.3. At each AGM the Honorary Treasurer shall prepare written accounts detailing the financial transactions of the club since the last AGM, and the Agenda shall contain an item inviting the voting members to comment on, and to approve or refuse to approve these accounts. In the event that the voting members refuse to approve the accounts, the Chair, in conjunction with the members, shall word a resolution acceptable to the voting members, detailing the actions required by the Honorary Treasurer to rectify the situation.

8.4. The funds of MX Fencing Club shall be held in a suitable bank or building society account and will be allocated through authorisation of the Committee.

8.5. The Honorary Treasurer shall maintain a bank account on behalf of the Region, which shall require a minimum of two of the elected officers of the Committee as authorised signatories.

8.6. No sub-committee will operate any bank account in respect of its operations and any funds raised or to be dispersed in connection with the activities of any sub-committee will be administered by, or under the oversight of, the Region's Honorary Treasurer.

8.7. The income and property of the club shall be applied solely towards the promotion of its objectives.

Paragraph 9: Safety

(Last edited October 2012)

9.1 The club will have a Child Protection Statement that will be regularly reviewed by the committee and adhere to British Fencing Association guidelines.

9.2 The safety of the members of Malling MX 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 and coaches.

9.3 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.

9.4 Coaches will be expected to sign the BFA code of conduct at each AGM.

Paragraph 10: Revocation

10.1 All previous constitutions of the 'Malling MX Fencing Club' are hereby expressly revoked.