



Bury St Edmunds Fencing Club, County Upper School, Beetons Way, Bury St Edmunds
bsefencing@gmail.com

1. Name

The club will be called Bury St Edmunds Fencing Club (hereafter referred to as BSEFC) and will be affiliated to England Fencing Ltd (hereafter referred to as EF) and British Fencing Association Limited (hereafter referred to as BFA).

2. Aims and Objectives

The aims and objectives of the club will be:

- *To offer coaching and competitive opportunities in fencing*
- *To promote the club within the local community and the fencing world*
- *To ensure a duty of care to all members of the club*
- *To provide all its services in a way that is fair to everyone*
- *Ensure that all present and future members receive fair and equal treatment regardless of sex, age, ethnicity, socio-economic status, sexual orientation, ability, disabilities, etc.*

3. Membership

Membership should consist of officers and members of the club all of whom shall be members of British Fencing or another appropriate organisation or body.

All members will be subject to the regulations of the constitution and by joining the club will be deemed to accept these regulations and codes of conduct that the club has adopted.

Members will be enrolled in one of the following categories:

- Senior member
- Junior member.

4. Membership Fees

Membership fees will be set annually and agreed by the Committee or determined at the Annual General Meeting. Fees will be paid by weekly or monthly subscription.

5. Officers of the Club

The officers of the club will be:

- *Chair*
- *Secretary*
- *Treasurer*
- *Head Coach*
- *Armourer*
- *Up to 2 extra Committee Members (if required) – May be co-opted*

Terms of office:

The officers of the club shall normally hold office for one year and, at the first General Meeting of BSEFC held each year, the members of the Committee shall retire. The General Meeting shall elect these officers and retiring members of the Committee shall be eligible for re-election.

The Chair and other members of the Committee may be removed from office before the expiry of their term of office on a resolution of a general or special meeting of the members of BSEFC.

6. Committee

The club will be managed through the Management Committee consisting of;

- All officers of the club

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

The Management Committee will be convened by the Secretary of the club and hold no less than four meetings per year.

The quorum required for business to be agreed at Management Committee meetings will be: three with no one person counting for multiple votes, if multiple positions held.

The Management Committee will be responsible for adopting new policies, codes of conduct and rules that affect the organisation of the club.

The Management Committee will have powers to appoint sub-committees as necessary and appoint advisers to the Management Committee as necessary to fulfil its business.

The Management Committee will have powers to co-opt new members to itself of sub-committees as necessary to fulfil its business.

The Management Committee will be responsible for disciplinary hearings of members who infringe the club rules/regulations/constitution. The Management Committee will be responsible for taking any action of suspension or discipline following such hearings.

7. 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 December each year.

A statement of annual accounts will be presented by the Treasurer at the Annual General Meeting.

Any cheques drawn against club funds should hold the signatures of two of the registered signatories on the account, normally the Treasurer and one other officer.

8. Annual General Meetings

Notice of the AGM will be given by the Club Secretary. Not less than 21 clear days' notice is to be given to all members.

The AGM will receive a report from officers of the Management Committee and a statement of the accounts.

Nominations for officers of the Management Committee will be sent to the Secretary at least 7 days prior to the AGM.

Elections of officers are to take place at the AGM.

All adult members (18+) have the right to vote at the AGM, provided they have been members for a period of over 3 months.

The quorum for AGMs will be 5.

The Management Committee has the right to call Extraordinary General Meetings (EGMs) outside the AGM. Procedures for EGMs will be the same as for the AGM.

9. Discipline and Appeals

All complaints regarding the behaviour of members should be submitted in writing to the Chair or Secretary.

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 or forwarding to the British Fencing Disciplinary Committee or British Academy of Fencing Disciplinary Committee as appropriate.

The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 7 days of the hearing.

There will be the right of appeal to the Management Committee following disciplinary action being announced. The committee should consider the appeal within 7 days of the Chair or Secretary receiving the appeal.

Though any member shall have the right of appeal to the BFA Board or the BFA Ombudsman.

10. Club Policies

The club shall adopt all policies relating to the safe running of clubs as laid out by the BFA. The list of policies adopted includes but is not necessarily limited to:

- Child Protection Policy
- Safety Guidelines

The club also has its own Codes of Conduct for Equity, Officials, Volunteers, Members and their Parents/Carers. Copies of these may be obtained from the Club Chair.

11. Dissolution

A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the membership.

In the event of dissolution, any assets of BSEFC that remain will become the property of the Management Committee to distribute to another local club or coach with similar aims.

12. Amendments to the Constitution

The constitution will only be changed through agreement by majority vote at an AGM or EGM.

13. Declaration

Bury St Edmunds Fencing Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.