

Kenilworth Sword Fencing Club

Constitution (adopted [date])

1. Name

The club will be called Kenilworth Sword Fencing Club (“the Club”) and it may also be known as KSFC

The Club will be affiliated to British Fencing.

2. Aims and Objectives

The purposes of the Club are to provide facilities for, and to promote participation in, the sport of fencing in Warwickshire and neighbouring counties and regions which will include

- (a) Offer coaching and competitive opportunities*
- (b) Promote the club within the local community*
- (c) Ensure a duty of care to all members of the Club*
- (d) Provide all its services in a way that is fair to everyone*
- (e) Ensure that all present and future members receive fair and equal treatment.*

3. Membership

- (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. The club will keep subscriptions at levels that will not pose a significant obstacle to people participating. The membership currently has the category of “member”, but the Club Committee may introduce such other categories of membership and carrying such rights as it may determine:
- (c) The Club 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.
- (d) Members in each category will pay membership fees as determined by the Club Committee from time to time. Fees will not normally increase more than once in any calendar year, except where the underlying cost of providing the services has increased (such as the costs of venue hire or coaching costs).
- (e) Individuals shall not be eligible to take part in the business of the Club, vote at general meetings or be eligible for selection of any Club team unless the applicable subscription has been paid by the due date and/or membership has been agreed by the Club committee.

4. Sports Equity

- a) This Club is committed to ensuring that equity is incorporated across all aspects of its development. In doing so it acknowledges and adopts the following Sport England definition of sports equity:

(1) Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society.

- b) The Club respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.
- c) The Club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
- d) All club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.

5. Committee

- a) The club will be managed through the Management Committee consisting of the Officers of the Club. Only these posts will have the right to vote at meetings of the Management Committee.
- b) If the post of any officer or ordinary committee member should fall vacant after such an election, the Executive Committee shall have the power to fill the vacancy until the succeeding Annual General Meeting.
- c) The Management Committee will be convened by the Secretary of the club and hold no less than 4 meetings per year. The times, dates and venues of meetings of the Management Committee shall be publicised to members and any member, or a parent, guardian or carer of a member, shall be welcome to attend, observe and participate in any meeting.
- d) The Committee will be responsible for disciplinary hearings of members who infringe the club rules/regulations/constitution. The Committee will be responsible for taking any action of suspension or discipline following such hearings.
- e) The quorum required for business to be agreed at Management Committee meetings will be: two.
- f) The Management Committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation of the club.

6. Officers of the Club

- a) The officers of the club will be:

(1) Chair

(2) *Secretary*

(3) *Treasurer*

(4) *Welfare Officer*

(5) *Covid Officer*

(6) *such other roles as the Management Committee may determine.*

- b) Officers will be elected annually at the annual general meeting (AGM). All officers will retire each year but will be eligible for reappointment.
- c) 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.

7. Finance

- a) All club monies will be banked in an account held in the name of the club.
- b) The club's Treasurer will be responsible for the finances of the club.
- c) The financial year of the club will run from 1 January to 31 December.
- d) An audited statement of annual accounts will be presented by the treasurer at the AGM.
- e) Any cheques drawn against club funds should hold the signatures of the Treasurer plus up to two other officers.
- f) All surplus income or profits are to be reinvested in the club. No surpluses or assets will be distributed to members or third parties.

8. Annual General Meetings

- a) General Meetings are the means whereby the members of the Club exercise their democratic rights in conducting the Club's affairs.
- b) The Club shall hold the Annual General Meeting (AGM) no more than 4 months after the end of the financial year to:
 - Approve the minutes of the previous year's AGM.
 - Receive reports from the Chairman and Secretary.
 - Receive a report from the Treasurer and approve the Annual Accounts.
 - Receive a report from those responsible for certifying the Club's accounts.
 - Elect the officers on the committee.
 - Agree the membership fees for the following year .
 - Consider any proposed changes to the Constitution.
 - Deal with other relevant business.

- c) Notice of the AGM will be given by the club's 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 audited accounts. Nominations for officers of the Management Committee will be sent to the secretary prior to the AGM. Notice may be given by providing details on the Club's website.
- d) Elections of officers are to take place at the AGM.
- e) All members have the right to vote at the AGM. If a member is under the age of 18, the right to vote may be exercised by the parent, guardian or carer of the member.
- f) The quorum for AGMs will be two.
- g) 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.
- h) All procedures shall follow those outlined above for AGMs.

9. Discipline and Appeals

- a) All concerns, allegations or reports of poor practice/abuse relating to the welfare of children and young people will be recorded and responded to swiftly and appropriately in accordance with the club's child protection policy and procedures. The Club Welfare Officer is the lead contact for all members in the event of any child protection concerns.
- b) All complaints regarding the behaviour of members should be submitted in writing to the secretary.
- c) The Management Committee will meet to hear complaints within 28 days of a complaint being lodged.
- d) The committee has the power to take appropriate disciplinary action, including the termination of membership.
- e) 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 28 days of hearing.
- f) There will be the right to appeal to the Management Committee following disciplinary action being announced. The committee should consider the appeal within 28 days of the secretary receiving the appeal.

10. Dissolution

- a) A resolution to dissolve the club can only be passed at an AGM or extraordinary general meeting (EGM) through a majority vote of the membership.

b) In the event of dissolution, any assets of the club that remain will not be distributed or otherwise shared between the members of the club but will be transferred to the West Midlands Region of British Fencing for use by them in promoting fencing.

10. Amendments to the Constitution

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

11. Declaration

Kenilworth Sword Fencing Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

Signed:..... **Date:**.....

Name:.....

Position: Club Chair

Signed:..... **Date:**.....

Name:.....

Position: Club Secretary