



# Sarnia Sword Club

## CONSTITUTION OF SARNIA SWORD CLUB

### 1. Name and Objects

The club shall be known as the Sarnia Sword Club, hereinafter referred to as the "Club".

The objects of the Club are:

To promote fencing in the Bailiwick of Guernsey and to organise events and carry on activities connected therewith.

To promote interest in fencing among members and provide the opportunity for members to improve their fencing.

To provide facilities to meet members' interests in fencing,

To further the interests of fencing locally.

To support British Fencing (BF). For this purpose the Club shall be affiliated to BF and shall encourage its members to become individual members of BF.

### 2. Membership

Membership of the Club is open to everyone who is an amateur as defined by BF. The Club Committee reserves the right of refusing or canceling membership without giving a reason. See also 9a.

### 3. Constitution

The affairs of the Club shall be administered by a Committee consisting of:

Chairman, Treasurer, Secretary and four elected members.

(Therefore a total of 7 elected members) The Chairman, Treasurer and Secretary shall each be at least 18 years of age.

### 4. Committee

The Committee shall have power to co-opt anyone to any of its meetings but anyone co-opted on a temporary basis shall not have the power to vote.

Committee members retiring in midterm, or otherwise becoming permanently unable to carry out their duties, may be replaced by co-opted members appointed by the remaining members of the Committee unless an election is called for that purpose, in which case the procedure in relation to Extraordinary General Meetings shall be engaged. (See Section 7). Members so co-opted to the Committee for the remainder of its term shall have the power to vote. The number of Committee members able to be co-opted without election at an EGM shall not exceed 2 in any season.

If a Committee member fails to attend two successive meetings without giving a reason

acceptable to the Committee, he or she will be informed on notification of the third meeting that if he or she is not present at the third meeting without giving a valid reason, then it will be assumed that he or she no longer wishes to serve on the Committee and a replacement may be co-opted.

The Chairman or Acting Chairman may vote in committee and at General Meetings and shall have a casting vote in the case of equality of voting.

There shall be a Committee quorum of 4 members.

The Committee shall meet at regular intervals and in any event no fewer than six times in a season. Minutes giving a full record of the Committee's / Club's business will be kept and made available to a member on request.

The Committee may set up sub-committees or groups if appropriate. The Chairman shall have the right of attendance at all sub-committee meetings. All notes and minutes of sub-committee meetings shall be made available to the Club Committee.

All sub-committees and their members are constituted only for the period of the main Committee. A new Committee taking office can either re-endorse or set up a new subcommittee or may choose to disband the sub-committee.

#### **4a Club Officers**

The Club may appoint the following officers who may or may not also be members of the Committee:

Beginners' Secretary\*  
Fixtures Secretary\*  
Musketeers' Secretary\*  
Media Officer\*  
Senior Armourer  
Assistant Armourers\*  
Men's Captain  
Ladies' Captain  
Child Protection Officer\*  
Musketeer Child Protection Officer\*  
League Organisers\*  
Safety Officer\*  
Coaches coordinator\*  
Honorary Auditor\*

All positions will be appointed where possible at the AGM. Should there be more than one nomination, an election will be held and decided by a majority vote of members at the AGM. Any unfilled posts may be subsequently filled by invitation/co-option by the Committee.

Note. \* offices indicated need not be full members of the Club

The Child Protection Officer must be 18 years of age or over.

Job descriptions for all Club officers and Committee members shall be appended to the Constitution at Appendix 1.

The Committee may increase or decrease the number of Club officers and change the job descriptions of the Club officers and Committee members. Any changes to the job description of a Committee member should subsequently be ratified at a General Meeting.

Each office holder or Committee member must, on relinquishing his/her appointment, promptly hand to his/her successor in office (or to the Chairman) all official documents and records belonging to the Club together with (on request from the Committee) any other Club property in his/her possession and must promptly complete any requirement to transfer authority relating to control of the Club's bank accounts or financial affairs.

All members can hold more than one post.

The Officers and Committee members shall serve for one year, and may stand for re-election or re-appointment.

#### **4b. Capital or extraordinary spend**

The Committee is authorised to spend up to £2,000.00 on capital or irrecoverable significant expenditure. Spends above this amount must be authorised by an AGM or EGM and will be passed by a simple majority of those members eligible to vote. The Committee is expected to take a sensible view as to whether two or more closely timed single capital spends of less than the amount permitted above should properly be regarded as constituting a combined spend and therefore whether AGM/EGM approval should be sought.

The Treasurer will recommend an increase to this figure, if deemed necessary, in his/her annual report to the AGM.

#### **5. Elections**

The Officers and Committee members shall be elected at the Annual General Meeting by a simple majority of those eligible to vote. (See 9a for eligibility to vote)

Nominations must be accompanied by a signed consent of the person nominated to serve if elected.

Nominations can be received from the floor of an AGM or EGM with a verbal consent from the nominee.

Proxy votes are permissible but proxies must be Full members of the Club, of at least 18 years of age, who possess at the time of the meeting the written consent of the absent member and his/her directions as to how to vote.

#### **6. Annual General Meeting**

The Annual General Meeting (AGM) should be called at the end of the Club's fencing season, and in any event prior to the start of the new season, by the Secretary giving not less than 13 days notice by email unless a member has requested postal notification. The notice must include details of any proposed changes in the Club rules/constitution. Ten (10) paid-up Club members shall form a quorum at an AGM.

Accounts and a budget will be presented at the AGM.

The Chairman is to present a report on the Club year at the AGM.

The Chairman shall have a casting vote at an AGM.

### **7. Extraordinary General Meetings**

These may be called at the request of the Committee or the written request of at least 25% of the paid-up members of the Club and must state a formal resolution. Only this resolution, or matters closely connected with it, (in the opinion of the Chairman), may be voted upon.

Seven days notice must be given of an EGM. The quorum for an EGM shall be one third of the prevailing number of paid-up members of the Club. The Chairman shall have the casting vote in the event of equality of voting.

### **8. Winding up**

This may occur by a resolution passed by the approving votes of two thirds of those present and eligible to vote at an AGM or EGM. The residual assets of the Club will be donated to the Guernsey Union d'Esclime or like body or failing that the Guernsey Sports Commission or its successor for use at their absolute discretion. In the case of a deficit attributable to a Committee decision, the members of the Committee at the time of that decision shall be equally liable.

### **9 Subscriptions**

Subscriptions will be set annually at the AGM.

All subscriptions are due at the commencement of the fencing year and are valid for 12 months. There will be a penalty fee set at a reasonable rate each year at the AGM for subscriptions paid after 30th September of each year. Until fees are paid or an arrangement made with the Treasurer, fencers may not enter leagues. Any person not paid-up by 31<sup>st</sup> October of each year will be advised that their membership has ceased.

#### **9a. Categories of membership (see also Section 2):**

Full membership (adult, junior or veteran):

Entitles the member to participate in the regular Club activities on the fencing evenings each week as agreed by the AGM between the dates set for the calendar by the AGM. Any additional activities will be charged for at an appropriate additional charge. Full membership entitles the member to vote at General Meetings subject to the member being 14 years of age or over.

Student/Overseas membership:

Entitles the member to all the benefits and rights of a Full member. This type of membership is only available to non-Guernsey residents or bona fide students at an off-island establishment.

Associate membership/Social membership:

Entitles non-fencing members to partake in Club activities.

An Associate/Social member has no voting rights.

#### **10. Guernsey Fencing Representative Body**

Subject to the Rules/Constitution of any body/organisation/union set up to represent the sporting interests of Guernsey fencers, the Committee may appoint representatives from the Club to sit on the Committee of the representative body.

#### **11. Colours Committee**

A Colours Committee consisting of the Chairman, Junior Representative and 3 other members shall be elected at each AGM. This Committee shall meet annually towards the end of each fencing season to agree the presentation of Colours for exceptional service to the Club, which may include, but not be limited to excellence and consistently high performances throughout the season at international, national and Guernsey events and leagues whether in a team or as an individual. The Colours Committee shall look at, amongst other things, the consistency of attendance at the Club and the degree of commitment to the sport.

#### **12. Indemnity**

So far as may be permitted by law, every member of the Committee (and every Officer of the Club when carrying out duties consistent with their job description) shall be entitled to be indemnified by the Club against all costs, charges, losses, expenses and liabilities incurred by him or her in the execution or discharge of his or her duties or the exercise of his/her powers or otherwise properly in relation to or in connection with his/her duties. For the avoidance of doubt this does not include expenses incurred by undertaking normal duties such as travel to attend meetings. The indemnity does extend, however, to any liability incurred by him or her in defending any proceedings, civil or criminal which relate to anything done or omitted or alleged to have been done or omitted by him/her as a member of the Committee or Officer of the Club in good faith and in which judgment is given in his/her favour (or otherwise disposed of without any finding or admission of any material breach of duty on his/her part) or in which he/she is acquitted, or in connection with any application under any statute for relief from liability in respect of any such act or admission in which relief is granted to him/her by the Court.

#### **13. Other**

The Committee has the right to interpret these rules, and to settle any question not provided for by the rules, but no addition nor alteration to the rules may be made except at an AGM or EGM. Matters of policy and/or procedure of the Club not specifically covered by this Constitution shall be dealt with in accordance with the policies and procedures of the sport's local governing body (the Guernsey Union d'Escrime, or its successor), and/or the national governing body (British Fencing or its successor) and/or the local States authority (Culture and Leisure Department or its successor) where appropriate and practical.

Changes to this Constitution may be made only at an AGM or EGM by a majority of those eligible to vote.

21<sup>st</sup> April 2016