# SGUL Fencing Club Constitution

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14. **Name**
	1. The Club's name shall be **SGUL Fencing Club**

2.0 **Aims and Objectives**

* 1. The aims of the Club shall be to allow SGUL students to learn and practice fencing for recreation and/or competition.
	2. These aims shall be achieved by fencing and teaching people to fence on a weekly basis.
1. **Membership**
	1. Membership of the Club will be open to all members of SGSU in accordance with SGSU Constitution and Policy.
	2. Members of the Club shall act in accordance with SGSU Constitution and Policy.

4.0 **Subscriptions and Finance**

4.1 A membership fee is required from all Club members. The Club Officials shall determine this fee and are responsible for its collection

* 1. The Club’s’s financial matters shall be dealt with in accordance with SGSU Constitution and Policy.
1. **Club Officials**
	1. An elected committee will conduct the running of the Club.
	2. The committee shall ensure that the Club abides by this Constitution.
	3. The committee will consist of the following officers who shall

be members of SGSU:

* Captain
* Vice Captain
* Secretary
* Treasurer
	1. The committee will serve for one academic year.
1. **Duties of Club Officials**
	1. The Captain is responsible for:
* Ensuring the committee meets regularly
* Other committee members are aware of and carry out their duties
* Serving as a point of contact with the SU and members
* To organise competitions with other University clubs
* To ensure the club attends at least one Team or open competition outside the university circuit
* To ensure an annual report on club activity is submitted to the SU before the end of each academic year
* To organise a committee meeting at the beginning of the year to determine an agenda for the club activity
* To write a freshers handbook and ensure that the club is represented at the any freshers fayre
	1. The Club Vice-Captain is responsible for:
* Sharing the duties of the captain and assisting the captain when he/she is unable to carry out his/her duties
	1. The Club Treasurer is responsible for:
* Collection and management of Subs
* Claiming for expenses and ensuring that money is paid and received as necessary
* Maintaining a list of and links with known alumni of the club. Sending at least one report on club activity to alumni on this list per year.
* Jointly responsible for organising tour in conjunction with the secretary
* Writing a financial report on club activity of the members to be stored in the committee cloud filesharing service
* The organization of alumni-membership competition
	1. The Club Secretary is responsible for:
* The keeping of minutes at committee meetings
* The organizing of regular social events for club members
* Jointly responsible for organising tour in conjunction with the treasurer
* Holding the rest of committee to account for their actions
* To maintain and defend the club constitution

6.5 The Entire committee is collectively (unless indicated otherwise)
 responsible for ensuring:

* Their own individual attendance to the majority of training sessions and social events where placement, academic requirements mitigating circumstances allow.
* Club equipment is maintained
* Subs are spent responsibly and in the best interest of the club
* At least one member attends monthly student council meetings and books the rooms for training.
* Should a committee member feel they are unable to continue in their role, they should inform the committee for consideration of remedial action or resignation, to be followed a byelection.
* To attend a committee meeting at the beginning of the year to determine an agenda for the club activity
* To ensure the tour bios are allocated and written by random member of the club
* To nominate a coach for the year

7.0 **Meetings**

7.1 The Club Committee shall meet regularly during term time.

7.2 Regular Committee meetings are required to discuss all Club matters. Minutes shall be made available to SGSU for ratification.

8.0 **Voting**

8.1 This will take place for the election of Club Officials, constitutional amendments and any other major decision or issue affecting the running or future of the club.

* 1. Only Paid Club members will be entitled to vote.
	2. All votes on committee positions will be via a secret ballot.
	3. Any upcoming election must be announced to all members via email and all other social media in use no less than 1 week in advance of the election. This announcement must contain information on what the roles available are and what they entail.
	4. Any person desiring a committee position must inform the returning officer no later than 1 day before the proposed election.
	5. Information on who is running for which position will be circulated to the membership via email and social media no later than 12 hours before the election.
	6. The results of any election shall be passed to the Sports/Societies Officer and the General Secretary of SGSU at the earliest opportunity.
	7. In the event of an electoral tie disputes will be settled by a duel. First to 5 points, Rules and weapons to be decided by the membership (excluding those implicated in the tie) voting on either Foil, Epee or Sabre. One vote per member.
	8. In the event that a committee member is felt to be not performing their role. A motion of no confidence can be brought against them. This requires 50% of the membership to join a petition against them. Once the threshold is reached and handed to the secretary, an EGM will be organized no sooner than 1 week from receiving the petition. The person facing the motion will be given no shorter than 1 week’s notice of the meeting and will have an opportunity to defend themselves at the EGM.
	9. In the event of a motion of no confidence at an AGM or EGM a simple majority (>50%) will pass the motion. The committee member in question will be removed from office and a by-election held.
	10. By-elections – Require 1 week of notice given to the membership of the position(s) available. Members to be notified of the hustings and election night(s) at least 1 week in advance. Members also require 1 day’s notice of the candidates running for election before the meeting.

9.0 **Changes to the Club Constitution**

* 1. Changes can be implemented if a two-thirds majority is obtained at an annual or extraordinary general meeting of the Club.
	2. Any changes shall be deemed provisional until passed to the Sports/Societies Officer and the General Secretary of SGSU at the earliest opportunity and subsequently ratified.
	3. Any paid member of the club can propose changes to the constitution
1. **Clubs/Societies Complaints Procedure**
	1. Any complaints shall be dealt with in accordance with SGSU Constitution and Policy.
2. **SGSU Commitments**
	1. The Club shall adhere to SGSU Constitution and Policy

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1. **Discipline**
	1. Any disciplinary matters shall be dealt with in accordance with SGSU Constitution and Policy.
2. **Declaration**

**I declare that the SGUL Fencing Club shall abide by this**

**Constitution, drawn up on this 24th day of the 10th month, 2012**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *Club*  *President***

Sign, Print and Date

**I declare that this Constitution has been ratified by SGSU and the**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Club is hereby recognized by SGSU**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ***SGSU Sports/Societies Officer***

Sign, Print and Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ***SGSU General Secretary***

Sign, Print and Date

**Committee Template:**

**CLUB REGISTRATION AND**

**HANDOVER PACK 2011/2012**

**CLUB NAME: Fencing Club**

**REQUIRED COMMITTEE MEMBERS**

**PRESIDENT (or Equivalent)**

**TREASURER**

The personal details contained in this pack are covered by the Data Protection Act and thus will not be given out to anyone who asks. In order for new members to contact you, it is imperative that you provide the contact details of a committee member from your society who will deal with all enquiries.

**Main Contact Details- Please write clearly**

**NAME:**

**TELEPHONE No:**

**EMAIL:**

**MAIN SOCIETY EMAIL:**

**FINANCE**

Number of members: \_\_\_\_\_

Membership fee charged: £\_\_\_\_\_

**Committee Agreement**

We, as in the committee, agree to abide by the conditions set within and ensure that:

* We will communicate with the union on a regular basis about all events and issues affecting us.
* We will abide by our constitution and update it when necessary
* We will not agree to sponsorship deals without permission from SGSU.
* All membership fees and event takings are handed in within 24 hours or as near to as possible to the Vice President: Finance & Student Activities, and no monies are kept in petty cash.
* We will ensure that at least one representative shall attend all SGSU council meetings as required.
* Members, inclusive of the Committee shall adhere to the SGSU Constitution, Regulations and its policies, in particular the Regulation for Clubs and Societies.
* We will abide by all SGUL policies in particular equal opportunities and child protection policies.
* We will not invalidate the Student Union’s or SGUL’s insurance Policies
* We will ensure next years equivalent of this form is completed in a timely manner

**President: Signed Date\_\_\_/\_\_\_/\_\_\_**

**Treasurer: Signed Date\_\_\_/\_\_\_/\_\_\_**

**Treasurer Agreement**

I, the society treasurer, understand that monies will only be reimbursed for purchases made with prior permission from the Vice-President Finance & Student Activities. I can however authorise purchases using money raised from subscription fees, sponsorship or donations in any way the committee sees fit. I understand all that is required to abide by the financial rules and regulations and that if I am unsure at anytime I will seek advice. I am responsible for all the financial matters for the period (month) (year) **until** (month) (year) (estimate if necessary). All membership fees and other money raised will be paid in and no petty cash will be withheld.

**Club Treasurer**

**Treasurer: Signed Date\_\_\_/\_\_\_/\_\_\_**

**Committee Members Details 2011-2012**

**Please provide all details requested**

**If more than one person is elected to position put everyone’s details down**

*Essential positions*

**Captain**

Name:

Course & Year of Study:

D.O.B:

Mobile:

Email Address: (Please write clearly)

**Treasurer**

Name:

Course & Year of Study:

D.O.B:

Mobile:

Email Address: (Please write clearly)

*Other Positions*

**Position: Vice Captain**

Name:

Course & Year of Study:

D.O.B:

Mobile:

Email Address: (Please write clearly)

**Position: Secretary**

Name:

Course & Year of Study:

D.O.B:

Mobile:

Email Address: (Please write clearly)

**Position:**

Name:

Course & Year of Study:

D.O.B:

Mobile:

Email Address: (Please write clearly)

**Position:**

Name:

Course & Year of Study:

D.O.B:

Mobile:

Email Address: (Please write clearly)

**Position:**

Name:

Course & Year of Study:

D.O.B:

Mobile:

Email Address: (Please write clearly)

**Position:**

Name:

Course & Year of Study:

D.O.B:

Mobile:

Email Address: (Please write clearly)