



**CONSTITUTION: 2014**  
**(Subject to BFC Articles of Private Ltd by Guarantee 17.08.14)**  
**Bexley Fencing Club**

**1. Name & Affiliation**

The name of the Club is Bexley Fencing Club and is affiliated to the British Fencing Association

**2. Objects of the Club**

To encourage the learning & enjoyment sport of fencing with all three weapons to all persons who wish to become club members.

To facilitate the learning of the sport of fencing by provision of training, equipment and appropriate space.

To ensure that a high standard of sportsmanship is maintained.

**3. Meetings**

General Meetings shall be held on a monthly or such other basis as may be decided by the executive members.

- a) These meetings are to have an agenda to discuss on-going affairs and business of the Club
- b) Each member present will be entitled to one vote.
- c) At each General Meeting, the members present shall set the date for the next meeting.
- d) A quorum shall be three executive members attending in person at any General Meeting.

An Annual General Meeting (**AGM**) shall be held within the first six months of each year, on a date proposed at a General Meeting;

- a) Where all members are given a minimum of 28 days' notice.
- b) The agenda for such a meeting should be available in writing a minimum of 10 days prior to the meeting.
- c) A quorum shall be ten members attending in person at any AGM or proxy votes held for absent members.

At an Annual General Meeting, the business shall include:

- a) Election/re-election of all executive members to service on the committee bi-annually.
- b) Consideration of reports by the Executive Committee
- c) Report on financial state of club by the treasurer and agreement of any necessary action.
- d) The approval of the following year's membership fees and suchlike
- e) Any other business

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An Extraordinary General Meeting (**EGM**) shall be called by the Chairman or Secretary whenever an unprecedented issue arises, which needs addressing:

- a) Where all members are given at least 14 days' notice.
- b) A quorum shall be 10 members attending in person at any EGM or proxy votes held for absent members.
- c) Any emergency changes to this constitution may be passed by a by-law agreed by the Executive Members as long as they are then agreed within a month at an EGM.

#### **4. Membership**

Membership of the Club shall be open to all eligible and interested parties. Application for membership or renewal of membership will be via application form or automatic renewal of membership is upon payment of annual fees and possession of a valid membership card. Each member is entitled to one vote.

The Committee shall have the right:

- a) To approve or reject written/verbal applications for membership.
- b) To terminate any membership, providing that the member shall have the right to be heard by the committee before a final decision is made. Reasons for termination must be given in writing and be subject to appeal within 14 days.

#### **5. Executive Committee**

The general management of the affairs of the club shall be managed solely by the Executive Committee, they are charged with exercising leadership, enterprise and judgement in directing the club so as to achieve its continuing prosperity and act in the best interest of the club and its members as a whole.

Members of the Committee shall hold office for two years, and may apply for re-election after that time. By default the positions are voluntary demanding no recompense. Access to the services and equipment provided by Bexley Fencing Club is solely to aid in their assessment and delivery of their executive commitments.

The Members of the Committee shall be elected at the Annual General Meeting (AGM) by the members of Bexley Fencing Club.

*The Executive Members of the Committee and their duties are listed below: -*

The Chairman or Chairwoman (or Chair):

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Harris Academy, Falconwood  
Bexleyheath, Kent**



- a) Whose duties are to chair any meeting of Bexley Fencing Club and Annual General Meeting or Extraordinary meeting of the Bexley Fencing Club.
- b) To make sure that any business of the Bexley Fencing Club is conducted with due regard for the Constitution, the Articles of Private Ltd by Guarantee and any other codes or policies that the Club is operating within.
- c) They must ensure that the executive members concentrates it efforts appropriately
- d) That the executive members has the knowledge and is competent to come to suitable conclusions.

To achieve this, the Chairman/Chairwoman must ensure that information is properly disseminated and that all appropriately charged executive members are properly briefed on issues arising at committee meetings. As an executive members with collective responsibility it is important that we come together effectively.

Although the Chairman/Chairwoman has a casting vote in case of indecision it is not viable to continue as a committee unless generally we are in agreement. The Chairman's/Chairwoman's role is therefore to achieve unanimity where possible. Finally the Chairman/Chairwoman must ensure that all committee members present are involved in the process.

The Hon. Secretary:

- a) To keep minutes of all meetings and Annual General Meeting. Such minutes are to be kept on file and made available to any member of the club upon demand for up to ten years.
- b) To keep copies of all correspondence entered into and on behalf of the club.
- c) To be responsible for the club's website and e-mail account, assuring that all correspondence and information is kept up to date.

The Hon. Treasurer:

- a) To report to the Committee on all financial matters pertaining to the Club, and to present the Club's independently verified annual accounts for approval at the Annual General Meeting.
- b) To be responsible for the management of the Club's bank account(s) and the keeping of accurate financial records.

The Child Welfare Officer:

- a) To ensure the Bexley Fencing Club adheres to all appropriate policies regarding the protection of the young and vulnerable.
- b) Recommended by British Fencing Association to maintain the highest insurance cover.
- c) Will be screened appropriately (Disclosure & Barring Service – DBS: previously Criminal Records Bureau - CRB).
- d) Will be expected to attend a Sportscoach UK Safeguarding and Protecting Child workshop as soon as possible after appointment.

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*The Non-Executive Members of the Bexley Fencing Club and their duties are listed below: -*

Armourer: To maintain in good order, with due regard to up to date safety requirements, the Club's weapons and kit and report to the committee requirements for repair or replacement. Agree an appropriate Health & Safety policy and ensure it is followed.

Competitions Secretary: To organise club competitions, encourage members to take part in inter club, county & national events. To ensure that appropriate coaching and registration for members wishing to take part in outside competitions is available

## **6. Committee**

In addition to the Executive Members, the committee may consist of at least three ordinary members who may be elected on an annual basis at an AGM. Where possible we should aim to make the selected ordinary members as representative of the club person makeup as possible (e.g. Young, Old, Male, Female, Competition Fencers, Non-Competition Fencers, Cadet representative etc).

- a) The committee shall have power to co-opt or appoint any member to fill a vacancy arising during the year or for any other specific purpose.
- b) The committee shall have power to apply for sponsorship, grants and funding, and to raise or spend money as required to further the objects of the club

## **7. Subscriptions and Accounts**

The annual membership subscription shall be decided at an AGM, referred to as current membership fees and:

- a) needs to be received by either monthly direct debit, cheque or cash or paid weekly as to the current membership fee structure.
- b) Monthly training subscriptions (beginner courses) and fees shall be decided at an AGM, and until further notice, will be payable before commencement on the course.
- c) The accounts of the Club shall be independently verified by someone not being a member of the committee or the club's treasurer so long as he/she is a qualified accountant.

## **8. Finance**

All monies raised by or on behalf of the club shall be applied to further the objects of the Club, and not for any other purpose. Permitted payments may include:

- a) Remuneration or out-of-pocket expenses to any Club member incurred if pursuance of the Club's business, on receipt of a claim form issued by BFC and a valid receipt/invoice. This

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includes all self-employed coaches and additional tutors which are used by Bexley Fencing Club.

b) or fees to any professional or technical advisers.

**9. Insurance**

The Club will take out the Public Liability Insurance offered by the British Fencing Association..

**10. Code of Conduct, Disciplinary and Equity**

All members will be issued with a copy of the Club's 'Code of Conduct' 'Equal Opportunities Policy' and 'Disciplinary Procedures' with the 'Membership Application/Renewal Form' or within one month of becoming a member.

**11. Dissolution**

The Club shall be dissolved on the affirmative vote of a simple majority of the Bexley Fencing Club's membership at an AGM or EGM called for that specific purpose. Any existing financial balance shall be passed to another non-profit organisation. Any assets belonging to a Club member shall be rightfully returned to that member.

**12. Amendment of the Constitution**

Any amendment of this constitution shall require a majority vote of the members attending an AGM or EGM called for that purpose.

Any Club member wishing to propose an amendment to the Constitution must submit it to the Committee in writing.

August 2014

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