

Dingwall Fencing Club Constitution

1 Name

The Club shall be called DINGWALL FENCING CLUB (hereafter called the club).

2 Affiliation

The Club shall be affiliated to the British Fencing Association.

Aims and Objectives

2.1 The objectives of the club shall be to:

- Provide facilities for and to promote participation and encourage the sport of Fencing in Ross-Shire.
- Offer coaching and competitive opportunities for primary and secondary school children and adults at all levels.
- Ensure access to any member regardless of physical ability, ethnicity or gender.
- Ensure a duty of care to all members of the club.
- Provide all its services in a way that is fair to everyone.
- Ensure that all present and future members receive fair and equal treatment.

3 Membership

3.1 The Club shall consist of the officers and the members.

3.2 Membership of the Club shall be open, on the grounds of sex, race, and nationality or political, religious or other opinions, to any person in the area who is prepared to accept and support the objectives of the Club.

3.3 In accepting membership, a person agrees to abide by the constitution of the Club and the rulings of the Club Executive Committee.

3.4 Members under the age of 17 years of age shall be considered as junior members.

Junior members shall be given the same playing and voting rights within the Club as held by other members.

The group may remunerate any member of the General Committee for services rendered to the Association provided that:

- i. such member shall not be present at or take part in any discussion or decision relating to such remuneration;
- ii. any decision to remunerate such member shall be taken unanimously by the other members present and voting at the meeting at which the decision is made;
- iii. the other members are satisfied that the level of remuneration is reasonable and proper having regard to the services rendered by such member of the Association;
- iv. the other members are satisfied that the services rendered to the Association are of special value to the Association having regard to such member's ability, qualifications, or experience and/or to the level of remuneration for which he/she has agreed to provide them;
- v. the number of such members for the time being in receipt of remuneration shall not exceed a minority of the members of the General Committee.

3.5 The Club Executive 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. Appeal against refusal or removal may be made to the Committee.

4 Membership Fees

4.1 Membership fees shall be stipulated by the Club Executive Committee distinguishing between those members who are waged and unwaged.

4.2 Annual membership fees are due on the 1st September each year and are payable to the Club Treasurer.

4.3 The Club Executive Committee may decide upon other charges at its discretion.

4.4 Subscriptions will be undertaken on a non-discriminatory and fair basis. The club will keep subscriptions at levels that will not pose a significant obstacle to people participating.

5 Officers

5.1 The officers of the Club shall be: Chair, Secretary, Treasurer, Coach

5.2 These officers shall hold office for calendar year, being elected annually at the Club Annual General Meeting. All officers shall retire annually but shall be eligible for re-appointment.

5.3 An officer may hold more than one post at a time (for example Chair and Coach), but not more than two.

6 Meetings

6.1 Annual General Meeting of the Club shall be held not later than the end of October each year. 21 clear days written notice shall be given to Members of the Annual General Meeting by circulating a copy of the notice to every member at their home address and posting the notice on the Club notice board. Members must advise the Secretary in writing of any business to be moved at the Annual General Meeting at least 14 days before a meeting. The Secretary shall circulate or give notice of the agenda for the meeting to Members not less than 7 days before the meeting.

6.2 The business of the Annual General Meeting shall be to:

- * Confirm the minutes of the previous AGM and any General Meetings held since the last Annual General Meeting.

- * Receive the audited account for the year from the Treasurer.

- * Receive the annual report of the Committee from the Secretary.

- * Elect the Officers of the Club; Chairperson; Secretary; Treasurer and other General Committee Members.

- * Review Club subscription rates and agree them for the forthcoming year.

- * Transact such other business received in writing by the Secretary from Members 14 days prior to the meeting and included on agenda.

6.3 Special General Meeting may be convened by the General Committee or on receipt by the Secretary of a request in writing from not less than 3 Full Members of the Club. At least 21 days notice of the meeting shall be given.

6.4 Nomination of candidates for election of Officers shall be made in writing to the Secretary at least 14 days in advance of the Annual General Meeting date. Nominations can only be made by Full Members and must be seconded by another Full Member.

6.5 At all General Meetings, the chair will be taken by the Chairperson or, in their absence, by a deputy appointed by the Club or by Full Members attending the meeting.

6.6 Decisions made at a General Meeting shall be a simple majority of votes from those Full Members attending the meeting. In the event of equal votes, the Chairperson shall be entitled to an additional casting vote.

6.7 A quorum for a General Meeting shall be at least one Full Member and 2 Officers of the Club.

6.8 Each Member of the Club shall be entitled to one vote at General Meetings.

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: every year MARCH.

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 the Treasurer plus up to two other officers.

All surplus income or profits are to be reinvested in the club. No surpluses or assets will be distributed to members or third parties.

7 Alterations to the Constitution

7.1 Any proposed alterations to the Club Constitution may only be considered at an Annual or Special General Meeting, convened with the required written notice of the proposal. Any alteration or amendment must be proposed by a Full Member of the Club and seconded by another Full Member. Such alteration shall be passed if supported by not less than two-thirds of those Full Members present at the meeting, assuming that a quorum has been achieved.

Discipline and appeals

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

The Committee will meet to hear complaints within 10 days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership.

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 20 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 30 days of the Secretary receiving the appeal.

8 Dissolution

8.1 If at any general Meeting of the Club, a resolution be passed calling for the dissolution of the Club, the Secretary shall immediately convene a Special General Meeting of the Club to be held not less

than one month thereafter to discuss and vote on the resolution.

8.2 If at the Special General Meeting, the resolution is carried by at least two-thirds of the Full Members present at the meeting, the General Committee shall thereupon, or at such date as shall have been specified in the resolution, proceed to realise the assets of the Club and discharge all debts and liabilities of the Club.

8.3 After discharging all debts and liabilities of the Club, the remaining assets shall not be paid or distributed amongst the Full Members of the Club, but shall be given or transferred to another registered Club, a registered charity or the sport's governing body.

Approved Date: **dd-mmm-yyyy**

By (name):

Insert Board Members names, and print copy for signatures