



CONSTITUTION OF THE BRISTOL FENCING CLUB

Introduction

- 1 This constitution provides for the administration of the Bristol Fencing Club, which was originally formed before the 2nd World War and restarted again in 1947. The Bristol Fencing Club is an unincorporated private members' club.
- 2 This constitution was adopted by a duly convened and quorate Annual General Meeting of the Bristol Fencing Club on Thursday 22 July 2021 and came into immediate effect and replaced all preceding constitutions or other such documents.

Definitions

- 3 Hereinafter, in this constitution, unless otherwise expressly provided, the following expressions shall have the following meanings:
 - 3.1 “**AGM**”: an annual meeting of Club Members;
 - 3.2 “**BFA**”: the British Fencing Association Limited and any successor associations;
 - 3.3 “**Club**”: the Bristol Fencing Club;
 - 3.4 “**Club Coach**”: a coach who is selected by the Club to coach Club Members;
 - 3.5 “**Committee**”: a group of Club Members who are responsible for the day-to-day running of the Club without liability;
 - 3.6 “**Club Member**”: a Life Member, an Adult Member or a Junior Member;
 - 3.7 “**Guest**”: an individual who fences at the Club and who is not a Club Member;
 - 3.8 “**Guest Fee**”: a fee determined from time to time at an AGM / EGM or a Committee meeting and payable by a Guest on each occasion that the Guest fences at the Club;
 - 3.9 “**Junior Member**”: an individual who fences at the Club and pays the Junior Membership Fee and who has not yet reached their eighteenth birthday;
 - 3.10 “**Junior Membership Fee**”: a fee determined from time to time at an AGM or a Committee meeting and payable either on a monthly, termly, or annual basis;



- 3.11 “**Life Member**”: an individual selected by the Club at an AGM to be a member of the Club for life. At the date hereof, there is one such individual: Mr Colin Hillier;
- 3.12 “**Adult Membership Fee**”: a fee determined from time to time at an AGM or a Committee meeting and payable either on a monthly or annual basis;
- 3.13 “**Adult Member**”: an individual who fences at the Club and pays the Adult Membership Fee;

The BFA

- 4 The Club is affiliated to and a member of the BFA.

- 5 The Club, all Club Members, Guests, Coaches and Club Coaches are subject to and bound to observe all BFA rules. In the event of a conflict between any BFA rule and this constitution, the provisions of this constitution shall prevail.

Objects

- 6 The objects of the Club are to promote interest in fencing among members, to provide facilities to meet members' interests in fencing, to further the interests of fencing locally in Bristol and the South West, and to support the BFA. The purposes of the Club will include:
 - 6.1 offering coaching and competitive opportunities;
 - 6.2 promoting the club within the local community;
 - 6.3 providing all its services in a way that is fair to everyone;
 - 6.4 ensuring that all present and future Club Members, Guests and Club Coaches, receive fair and equal treatment.

- 7 To further those objects and purposes, the Club shall encourage Club Members and Guests to become individual members of the BFA.



- 8 The Club is committed to ensuring that, to the extent possible and proportionate, sports equity is incorporated across all aspects of its development. In doing so it acknowledges and adopts the following Sport England definition of sports equity:

“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.”

- 9 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.
- 10 The Club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
- 11 All Club Members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity in fencing.

Club Members and Guests

- 12 The different categories of Club Member are defined in clause 3 hereof, the definitions clause.
- 13 Membership of the Club shall be open to anyone interested in the sport of fencing 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.
- 14 Any person that falls within paragraph 13 hereof can become a Club Member by:
- 14.1 completing a registration form and supplying a copy to the Club Secretary; and
 - 14.2 paying the Adult Membership Fee or Junior Membership Fee as appropriate, and the club will endeavour to ensure that such fees are at levels that will not pose a significant obstacle to individuals participating; or



- 14.3 in the case of a Life Member only, by being elected a Life Member at an AGM.
- 15 A person will cease to be an Adult Member or a Junior Member:
- 15.1 By giving notice in writing (including by email) to the Secretary to that effect, in which case membership will cease as at the date that the notice is received.
- 15.2 By failure to pay the Adult or Junior Membership fee.
- 15.3 By resolution of the Club Committee, in the event that there is good cause such as conduct or character likely to bring the Club or sport into disrepute, in which case membership will cease at the date that notice in writing of the Club Committee's decision (including by email) is sent to the individual.
- 16 An Adult Member or a Junior Member has the right to appeal against a resolution of the Club Committee taken pursuant to paragraph 15.3 hereof, such appeal to be communicated in writing (including by email) to the Club Committee within 28 days of the date on which notice was sent to the individual, and such appeal is to be determined at a specially convened general meeting to which all Club Members are invited.
- 17 Club Members are:
- 17.1 eligible for individual lessons by a Club Coach;
- 17.2 entitled to participate and fence at the Club Competition;
- 17.3 eligible to represent the Club at fencing events.
- 18 Adult Members are:
- 18.1 eligible to become members of the Committee;
- 18.2 provided that they have been a Club Member for at least 6 consecutive full months ending with the date of the AGM / EGM (and that their fees are paid up to date), entitled to attend the AGM / EGM, propose resolutions and vote upon those that are proposed at an AGM / EGM.



19 Guests are not:

- 19.1 entitled to individual lessons by a Club Coach;
- 19.2 eligible to become members of the Committee;
- 19.3 entitled to vote on resolutions that are proposed at an AGM / EGM;
- 19.4 entitled to participate and fence at the Club Competition.

The Committee

20 The Committee shall be responsible for the day-to-day affairs of the Club (including the adoption of new policies, codes of practice and rules that affect the organisation of the Club) and shall endeavour to meet on a regular basis in order to conduct those day-to-day affairs. Individual members of the Committee shall be entitled to an indemnity from the Club in respect of any personal liabilities they accept on behalf of the Club. The Committee shall, subject to the provisions of this constitution, have the power to regulate its own affairs and meetings for the purposes of conducting the day-to-day affairs of the Club.

21 The Committee must at all times include the following officers:

- 21.1 a chairperson, who shall chair all meetings of the Committee and who shall also chair the AGM;
- 21.2 a secretary, who shall in particular be responsible for maintaining a written record of the proceedings of the Committee and the AGM and the resolutions passed at the AGM, as well as a register of Club Members;
- 21.3 a treasurer, who shall be responsible for financial matters, in particular collecting the Guest Fee from Guests and the Adult and Junior Membership Fees, paying invoices addressed to the Club using Club funds and also for maintaining a record of the income and expenditure of the Club;

all of whom must present an annual report of their activities to the AGM.



In addition to the officers identified in the preceding, paragraph, the Committee shall also include such other members as are appropriate or relevant, for example a Club Captain, Junior Administrator and Welfare Officer.

- 22 To be eligible to become a member of the Committee, an individual must be a Club Member.
- 23 Club Members are elected to the Committee at an AGM for a term of one year.
- 24 The chairperson shall, in their discretion, have the power to nominate a Club Member to the Committee at any time (including in the case of a vacancy in one of the officer posts), such nomination to be confirmed at the next Committee meeting or AGM, whichever is the soonest in time after such nomination is made by the chairman.
- 25 All decisions of the Committee must be taken during a quorate Committee meeting and shall be reached by a simple majority vote (51%) of those Committee Members present and eligible to vote at the Committee or who have submitted a written proxy vote to the Secretary in advance of the Committee meeting. In the event of a tied vote, the chairperson shall have a casting vote.
- 26 A quorate Committee meeting shall be any meeting of the Committee at which at least 4 members of the Committee are present in person or by proxy.
- 27 The secretary shall maintain and keep current a list of members of the Committee, such list to be open to inspection by any Club Member.
- 28 The Committee shall have the power to call an extraordinary general meeting of Adult Members and Life Members, such meeting to be conducted in accordance with the rules applicable to AGMs.

Finance

- 29 All club monies will be banked in a bank account held in the name of the Club.
- 30 The financial year of the Club will run from 1 July to 30 June each calendar year.



- 31 All surplus income or profits are to be reinvested in the Club. No surpluses or assets will be distributed to Club Members or third parties.

Welfare Officer

- 32 The Club shall, at all times, have a Welfare Officer appointed by the Club at an AGM, or, in the event that a vacancy in the post of Welfare Officer arises, at the next Committee meeting or AGM, whichever is the soonest. The Welfare Officer will discharge such functions as are required by the BFA.

AGM

- 33 An AGM of the Club shall be held annually, at a date, time and venue determined by the Committee. No business shall be transacted, or resolutions passed at an AGM unless a quorum is present.

- 34 A quorum for the purposes of an AGM shall be at least 8 Adult Members (including any Life Members) being present in person or by proxy.

- 35 In advance of the AGM, the secretary shall, in consultation with the Committee, prepare:

- 35.1 an agenda of the matters to be discussed at the AGM, which may include a discussion of the Adult and Junior Membership Fees and the Guest Fee, as well as a discussion of the reports submitted by those Committee members required to submit a report at the AGM, the election of officers to the Committee and any other business ; and

- 35.2 a list of the draft resolutions to be voted on at the AGM.

- 36 The secretary shall, not less than 14 days before the AGM, notify all those Adult Members and Life Members of whom they are aware of

- 36.1 the date, time, and venue of the AGM;

- 36.2 the agenda for the AGM;

- 36.3 the list of the draft resolutions to be voted on at the AGM.



- 37 An Adult Member or a Life Member who wishes to raise at the AGM any matter or resolution not already included in the agenda or list of resolutions prepared by the secretary shall give the secretary notice in writing not less than 7 days before the AGM of the matter or resolution that the Club Member wishes to raise. Failure to give the said notice may, at the AGM chairperson's discretion, result in such matter or resolution not being raised, discussed or voted upon at the AGM.
- 38 The chairperson, or in their absence another member of the Committee nominated by the Committee, shall chair the AGM and shall have responsibility for the conduct of the AGM and shall, subject to this Constitution, be competent to determine the manner in which the AGM is to proceed.
- 39 Any proposed resolution duly circulated by the secretary pursuant to paragraph 36 above or duly notified by a Club member pursuant to paragraph 37 above shall be decided on a show of hands, unless any two Adult Members request a secret ballot, in which case, the resolution shall be decided upon by a secret ballot, such ballot to be organised by the chairperson.
- 40 Save as otherwise provided for in this Constitution, a resolution will be recorded by the secretary as having been carried if more than 50% of the Adult Members and Life Members present at the AGM (in person or by proxy) have voted in favour of the said resolution. In the event of a tied vote, the chairperson shall have a casting vote. The secretary shall record all duly carried resolutions in the minutes of the AGM.

Club competition

- 41 The Captain, in consultation with the Committee, shall organise a Club competition.
- 42 A Club competition shall be held annually.

Amendments to this Constitution

- 43 Any amendment to this Constitution must be approved by means of a resolution receiving 75% of the votes of the Adult Members and Life Members present at the AGM (in person or by proxy).



Dissolution of the Club

- 44 A resolution to dissolve the Club must be approved by means of a resolution receiving 75% of the votes of the Adult Members and Life Members present at the AGM / EGM (in person or by proxy).
- 45 In the event of dissolution, any assets of the Club that remain will not be distributed or otherwise shared between the Club Members but will be transferred to another Club or sports regional or governing body as agreed by those members present at the relevant AGM / EGM.

The Club, acting by the Club Chair and Club Secretary hereby adopts and accepts this Constitution.

Signed *Maggie Myers* (Club Chair) Date: Thursday 22 July 2021

Signed *Kristin Payne* (Club Secretary) Date: Thursday 22 July 2021