

“Queen’s University Belfast Fencing Club” Constitution

The name of the club shall be Queen’s University Belfast Fencing Club (QUB Fencing), hereafter referred to as “the club”.

<u>Table of Contents</u>	1
1. Objectives/Aims	2
2. Membership	2
3. The Committee	2
4. Responsibilities of the Officers	3
4.1. Captain	3
4.2. Treasurer	3
4.3. Secretary	3
4.4. Vice-Captain	4
4.5. Social Secretary	4
4.6. Armourer	4
5. Eligibility, Nomination and Election of Officers	4
6. Meetings of the Club – Annual General Meeting and General Meetings	5
7. Dismissal of a Member	5
8. Amendments to the Constitution	5

Please note that any emboldened text below cannot be changed based on rules laid down by the Students’ Union constitution.

1. Objectives/Aims:

The objective of the club shall be to promote the sport of fencing within the student population. To achieve this, the following aims have been set:

- 1.1. Widen participation in the sport via both recreational and competitive events;
- 1.2. Enhance the performance of club members via tailored coaching and training;
- 1.3. Emulate the camaraderie, sportsmanship and competitive spirit that have long been associated with modern fencing.

2. Membership:

- 2.1. Student membership is open to all registered students of Queen's University upon payment of a membership fee.
- 2.2. Associate Membership is open to graduates within a one (1) year grace period following QUB graduation, students from the University of Ulster and non-students upon the payment of a membership fee.
- 2.3. Membership fees for each category shall be set by the Club committee prior to the Freshers' Fair each year.

3. The Committee:

- 3.1. **The club shall have an Executive Committee elected annually by the membership to direct ongoing activities and foster the aims of the Club.** The Executive Committee membership shall be composed of a Captain, Treasurer and Secretary.
- 3.2. The Executive Committee shall be supported by an Assistant Committee which shall be composed of a Vice-Captain, Social Secretary and Armourer.
- 3.3. Collectively, the Executive and Assistant Committees shall hereafter be referred to as "the committee".
- 3.4. Additional committee members
Further assistant positions and sub-committees may be co-opted where the need arises and at the discretion of the committee.
- 3.5. Committee terms of office:
 - 3.5.1. New committee members shall normally take up office at the beginning of the summer holidays, as their predecessors leave. It is the responsibility of both incoming and outgoing committee members to ensure a proper handover occurs to facilitate the smooth operation of the club.
 - 3.5.2. Members cannot hold more than a single committee position at any one time.
 - 3.5.3. Committee members shall serve for a term of one year, and may seek re-election.**
 - 3.5.4. Executive Committee members cannot serve more than two terms of office in a single position.**

4. Responsibilities of the Officers:

4.1. Captain: The Captain oversees the general running of the club and shall be answerable to the committee. The Captain's duties include, but are not limited to, the following:

- Updating the annual British Fencing club insurance;
- Reserving and/or cancelling practice spaces as required;
- Liaising with the Treasurer to formulate and submit an accurate budget and relevant grant applications for the forthcoming year;
- Aiding the Armourer in both managing the fencing store and carrying out inventories;
- Ensuring that at least one (1) committee member is present at practice sessions;
- Management of the organisation and running of beginner sessions;
- Assisting in team and team captain selections for Fencing Intervarsities and other competitions;
- Resolving matters of voting ties and rule violation;
- Liaising with the Secretary to oversee production of the Annual Report and maintenance of social media platforms.

4.2. Treasurer: The Treasurer is responsible for all of the club's finances. **The Treasurer is also responsible for communication with the Student Officer of Activities on financial matters including the provision of estimates for expenditure. Where the club is eligible to apply for funding from the Students' Union/Queen's Sport, the Treasurer shall work with the committee to submit a Recurrent Grant Application alongside the Annual Report.** The duties of the Treasurer include the following:

- Preparation of a budget for the forthcoming year describing all sources of projected income and expenditure, following consultation with the committee;
- Liaising with the Captain to prepare and submit grant applications;
- Maintaining accurate financial records;
- Authorisation of and accountability for all petty cash transactions;
- Providing regular reports to the committee on the financial standing of the club;
- Presentation of a detailed report of the club's financial status at the Annual General Meeting;
- Liaising with the Secretary to ensure there are sufficient funds at the end of the year to pay for the basic admin costs of the club until the start of the next academic year.

4.3. Secretary: The Secretary is responsible for all club correspondence. **They are also responsible for providing the Student Officer of Activities with an annual report no later than the 30th of June for the previous academic year's activities.** The duties of the Secretary include the following:

- Creation and maintenance of an up-to-date membership list;
- Taking minutes of all club meetings;
- Keeping a record of all relevant accounts and passwords for social media, mailing lists and any other relevant data;
- Liaising between all club members and the committee;
- Maintaining up-to-date records of all relevant documents;
- Notifying the Student Officer for Activities (su.vpactivities@qub.ac.uk) of any changes to the Executive Committee;

- Preparation of the Annual Report for distribution at the AGM and submission with the club's grant application(s);
 - Submitting AGM minutes to the SU when required.
- 4.4. Vice-Captain: The Vice-Captain will deputise for the Captain whenever they are unable to fulfil their duties. In the event of the Captain's resignation, the Vice-captain will act as a temporary Captain until the latter is replaced at a general meeting of the membership. In the Captain's absence the Vice-captain will carry out the duties as outlined in item 4.1 of the constitution.
- 4.5. Social Secretary: The Social Secretary is responsible for organising the club's social activities, in conjunction with the Treasurer and Secretary. They are also responsible for membership recruitment and club publicity. The duties of the Social Secretary include the following:
- Organising all club promotional material and merchandise orders;
 - Making reservations for all club social functions including the annual Christmas dinner, Easter break social and end-of-year meal;
 - Overseeing the booking of transportation and accommodation for Intervarsities.
- 4.6. Armourer: The Armourer is responsible for maintenance of the club's kit and equipment to ensure compliance with the standards laid out in the BFA Material Rules book. The duties of the Armourer include the following:
- Management of the fencing store;
 - Supervising the kitting out of beginner fencers to ensure safe practice;
 - Overseeing the set up and tidying away of equipment used during practice sessions;
 - Ensuring the appropriate and efficient storage of club kit;
 - Carrying out at least two inventories per year, ideally at the start and end of the academic year;
 - Liaising with the Treasurer to organise the ordering of new stock when required.
- 4.7. Equality and Diversity Officer: The Equality and Diversity Officer is responsible for ensuring compliance with the club's Equity Policy. They are also responsible for promoting good relations and practices with underrepresented and/or minority groups. Their duties include, but are not limited to, the following:
- Regularly reviewing the Equity Policy and Code of Conduct to update and ensure accordance with Queen's University Belfast and QUB Students' Union guidelines on equality, inclusion, harassment, bullying and discrimination;
 - Liaising with the Secretary to track club demographics;
 - Suggesting and advocating for proactive measures that the club can implement to increase its diversity and better care for its members;
 - Liaising with the Vice-Captain and Social Secretary to ensure that all advertising, marketing and social media platforms accurately showcase the diverse range of fencers within the club;
 - Support the Treasurer, as required, when preparing grant and funding applications.

5. Eligibility, Nomination and Election of Officers:

- 5.1. **Eligibility in the case of the Executive Committee is derived from all fully paid-up student members of the club.**

- 5.2. Eligibility in the case of the Assistant Committee is derived from all fully paid-up student and associate members of the club.
- 5.3. The Executive and Assistant Committee members shall be elected at the Annual General Meeting.
- 5.4. Associate members shall have the same privileges as student members, except the privilege to hold Executive office in the club or to vote in elections or meetings.
- 5.5. Only fully paid-up student members of the club can vote at election and Annual General Meetings.
- 5.6. Each candidate must be proposed and seconded by fully paid-up student members of the club. Nominations for committee elections shall normally be received 48 hours prior to the Annual General Meeting.
- 5.7. No one shall be admitted to membership less than fourteen (14) clear days before an Annual General Meeting or Extraordinary General meeting.

6. Meetings of the Club – Annual General Meeting and General Meetings:

- 6.1. The Annual General Meeting (AGM) of the club shall be held in the second term each year, between February 1st and April 1st.
- 6.2. Notice of the AGM shall be issued at least fourteen (14) clear days in advance. Notice should be given through posting on the club's social media accounts, via email or otherwise publicised to the members giving the date and time of the meeting and the fact that the elections to the committee will take place thereat.
- 6.3. The matters to be discussed at the AGM must be posted on the club's notice board and social media accounts or otherwise publicised to members not less than one (1) day prior to the meeting.
- 6.4. The AGM shall be open to all members of the club but only student members of the club shall be entitled to vote. The meeting shall be chaired by the current Captain.
- 6.5. At the AGM the committee of the club shall read their reports of the club's activities for the academic year, followed by election of the in-coming committee members.
- 6.6. At least ten (10) student members must be present at the club's AGM.
- 6.7. The committee shall meet at least twice during each term. The quorum for such meetings is deemed to be half the committee.
- 6.8. A general meeting of the club may be called by the committee or by 5 members of the club. There must be a signed petition to the committee in this case. Notification must be given to the membership at least ten (10) clear days in advance, via the club's social media accounts and email.

7. Dismissal of a Member:

- 7.1. Any member found to be placing the club in disrepute or disregarding the constitution will be ordered to appear before an Extraordinary General Meeting (EGM) of the club. If accusations are proven then the committee has the right to revoke the membership of the guilty party.

- 7.2. If a committee member is absent from a committee meeting or a club meeting on three consecutive occasions without supplying apologies, they are deemed to have resigned.

8. Amendments to the Constitution:

- 8.1. This Constitution may be amended by a two-thirds majority of those present at an Annual General meeting or Extraordinary General Meeting.**
- 8.2. Amendments to the Constitution shall be proposed by the committee or by any member of the club to the secretary or captain, in writing, at least ten (10) clear days in advance of the AGM or EGM.
- 8.3. This constitution is binding as and from the date of being approved by the club and the Students' Union Council. All amendments must be approved by Council before they become effective.