

Constitution of the Glasgow University Fencing Club

As adopted through EGM

October, 2019

1 Name

1.1 The Name of the Club shall be “The Glasgow University Fencing Club”, and may be referred to as “The Club”.

2 Aims and Objectives

2.1 The aims of The Club shall be to: (a) enable university staff and all students to learn and compete as fencers; (b) provide regular social events for its members; (c) provide opportunity and integration between students from all years of study; (d) provide Men’s and Women’s teams for the BUCS League.

3 Membership

3.1 Full Membership of The Club shall be open to matriculated students of the University of Glasgow, members of staff of the University of Glasgow, as well as students studying at the Glasgow School of Art, or the University of Strathclyde on a programme run jointly with the University of Glasgow.

3.2 All members at of the Club must have membership to GUSA and meet any additional requirements set by GUSA.

3.3 80% of the membership of the Club must be made up of matriculated students of the University of Glasgow.

3.4 The membership fee shall be set by the Committee of the Club at the beginning of the Academic Year.

3.5 Records of membership details are to be kept and maintained by the Secretary of the Club.

3.6 Non-Member fencers may only participate in training sessions with written permission from GUSA and may only attend at the discretion of the committee.

4 Revocation of Membership

4.1 In the event that a member of the Club acts in a way which endangers themselves or those around them, and if the Committee deems it necessary, membership can be revoked by a two-thirds majority vote of the Committee.

4.2.1 Where membership is revoked, the person involved must be notified within 5 days of the Committee vote.

4.2.2 The person concerned may appeal the revocation of their membership to the Secretary.

4.2.3 Where the Secretary receives an appeal, a Board consisting of the Secretary and two members of the committee must review the decision impartially and give a final decision on the matter.

5 Governance

5.1 The affairs of the Club shall be managed by an Executive Committee consisting of three positions, presiding over a Management Committee of four positions, collectively these Committees may be referred to as The Committee.

5.2 The Executive officers of the Club shall be the President, Treasurer, and Secretary. They will be elected annually as described in section 19.

5.3 The Management officers of the Club shall be the Vice President, Social Secretary, Competitions Convener, and Head Armourer. They will be elected annually as described in section 19.

5.4 All Committee meetings will be called at the discretion of the President and minutes taken in accordance with Committee Policy.

5.5 A Committee member may resign from their post during their tenure, in which case an EGM will be called at the soonest possible opportunity to elect a replacement.

5.6 The President assumes overall responsibility for ensuring that all Committee members are fulfilling their roles as described within the constitution.

5.7 The President will be the primary point of contact with GUSA. All committee correspondence to GUSA must be reported to the President.

5.8 The Committee should regularly update the general membership as to important changes within the Club.

5.9 An outgoing Committee member must agree to meet with and hand over any relevant information and/or documentation that the incoming office bearer will require.

5.10 The Armoury Policy must be approved by Committee Vote.

5.11 The Membership must abide by the Armoury Policy.

5.12 The Club Policies will be available for viewing by the membership.

6 The Office of President

6.1 The President is the primary representative of the Club and accepts overall responsibility for the operation of the Club.

6.2 The President must take an active involvement in all aspects of the Club and its workings in order to “lead by example”.

6.3 The President will be responsible for scheduling training sessions and informing the membership of these arrangements.

6.4 The President will be in charge of liaising with GUSA, SSS and any other major sporting body with the aim of promoting the Club and its achievements.

6.5 The President must attend all compulsory GUSA meetings in conjunction with the Treasurer and Secretary where appropriate. In the event that the president is unable to attend, the Vice President may be sent in their stead.

6.6 The President will be responsible of all dealings with Coaches.

6.7 The President will nominate the captains of the BUCS teams as described in section 15.4.

6.8 If the Club is asked to host an event, the President shall be responsible for all arrangements.

6.9 The President must declare the agenda for committee meetings in advance of the meeting.

6.10 The President shall organise Fresher’s Week events and sessions at the Club. The President should make a particular effort to ensure the integration of new Members into the Club.

6.11 The President should liaise with the other student fencing clubs in the UK with aim to hold joint-events with them.

6.12 The outgoing President and Vice-President are responsible for organising the Last Duel each year.

6.13 The President must have previously held a Committee position at the Club.

6.13.1 If no eligible person is nominated, anyone who has been a Member of the Club for at least a year may be nominated to become President.

7 The Vice-President

7.1 The role of the Vice-President is to assist the president in their duties at the Club. In particular, the Vice-President shall assume the role of acting President when the President is unable to attend and should therefore keep up-to-date with all operations of the Club.

7.2 The President will delegate duties to the Vice-President at the President’s discretion.

8 The Office of Treasurer

8.1 The Treasurer has responsibility for all the finances of the Club. They must document all incomings and outgoings of the Club and keep good financial records.

8.2 The Treasurer must comply with all rules set out by GUSA and attends all GUSA meetings as required by the Club.

8.3 The Treasurer will submit all financial claims to GUSA after consulting with the President

8.4 The Treasurer is in charge of finding and communicating with any Club sponsors.

8.5 The Treasurer is in charge of collecting membership fees during the academic year.

8.6 The Treasurer Directs the Fund-raisers.

9 The Treasury

9.1 The Treasury may only be used for the Club's purposes.

9.2 The Executive Committee must keep the accounts, changes to the accounts require signing by a majority of the Executive Committee.

9.3 A Treasury report will be delivered Annually at the AGM.

9.4 The Treasurer will release funds to any member of the Club as required and approved by the Executive Committee. This may be in advance or retrospective but receipts must always be kept/provided. All cheques must be double signed by Executive Committee Members.

9.5 There will be elected at least two but up to four Fund-raisers at the GM. They are not members of the Committee.

9.6 Fund-Raisers will operate at the direction of the treasurer to raise additional funds for the Treasury as required.

10 The Office of Secretary

10.1 The Secretary keeps all records not kept by the Treasurer. This includes the Membership list and contact details, past Committee records, GUSA documents etc.

10.2 The Secretary will take minutes at all Committee meetings, AGMs and EGMs.

10.3 The Secretary will collect membership information for the Club, they will Ensure that all potential members are members of GUSA and ask for proof of this, if in question.

10.4 The Secretary will create a membership list and give this to GUSA by their deadline.

10.5 The Secretary is responsible for creating a mailing list for members and notifying the Members of relevant information.

11 The Head Armourer

11.1 The Head Armourer presides over the Armoury Officers.

11.2 The Head Armourer must manage the maintenance and repair of Club equipment in accordance with the Armoury Policy.

11.3 The Head Armourer must maintain the Armoury Policy.

11.4 The Head Armourer must ensure that the future of the armoury is secure through managing the training of armoury officers.

11.5 The Head Armourer must propose equipment purchases to the Committee.

11.6 The Head Armourer must report the state of the Armoury to the Committee on a monthly basis.

11.7 The Head Armourer must ensure that the Armoury is represented by an Armoury officer at training sessions in order to sign-in/sign-out equipment. In the event where no member of the Armoury is available, the Head Armourer must inform the committee and ensure that someone is able to sign-in/sign-out equipment.

11.8 The Head Armourer accepts overall responsibility for the Club equipment. They will ensure that it complies with British Fencing Rules, is safe to use and is marked appropriately, in line with the current Armoury Policy.

12 The Armoury

12.1 There will be elected at least two but up to four Armoury Officers at the GM. They are not members of the Committee.

12.2 The Armoury must ensure that Club equipment complies with British Fencing Rules and is safe for use.

12.3 The Armoury must ensure that there is sufficient working fencing equipment available before any BUCS match and/or competition that is highlighted by the Competitions Convenor.

12.4 The Armoury must keep track of supplies and Club tools.

12.5 The Armoury must ensure that the sign-in/sign-out log and inventory documents are up to date and accurate.

12.6 The Armoury must ensure that Club Equipment is securely stored.

12.7 The Armoury must perform a complete and thorough inventory of Club equipment at least once each year.

12.8 The Armoury must assist members during training sessions with faulty equipment and, if possible, demonstrate ways of diagnosing and quickly repairing equipment on piste.

12.9 Any Armoury Officer required to attend a competition or BUCS match in order to maintain equipment shall have their expenses reimbursed at a rate previously agreed with the Committee.

12.10 The Armoury must ensure that they are up-to-date with all current armoury affairs.

13 The Social Secretary

13.1 The Social Secretary is in charge of the social side of the Club. They should ensure the Club has a friendly and welcoming atmosphere and help new members integrate into the Club.

13.2 The Social Secretary should organise an after-training pub with the best deals as possible and encourage Members to attend.

13.3 The Social Secretary must arrange the Christmas and End-of-Year dinners and regular social events throughout the year.

14 The Competitions Convener

14.1 The Competitions Convener is responsible for the advertisement and administration aspects of non-BUCS competitions. They are an active voice on the committee for the competitive side of the Club, and must coordinate preparation for competitions accordingly.

14.2 The Competitions Convener will recommend travel and/or accommodation options for individuals attending competitions.

14.3 In the case where multiple individuals are attending a specific competition, the Competitions Convener communicates with the Social Secretary and Secretary for the purpose of getting group discounts on entry fees, travel and socials.

14.4 The Competitions Convener discusses with coaches, captains and committee to target key competitions for which Club member attendance is encouraged.

14.5 The Competitions Convener ensures that the committee is aware of upcoming competitions, and that equipment is available based on the interest of the Members of the Club.

14.6 In the event that the Club hosts their own competition, the Competitions Convener will take an active role in the organisation and promotion of said competition.

15 BUCS Team Captains

15.1 The Captains will act as the link between all members of the Club and the Committee and should therefore be approachable. They will be the official representative for the university at competitions and should behave appropriately according to the constitution as to set an example. They will be responsible for the general well-being of the team members at competitions and outside.

15.2 The Captains will work together with the relevant committee members to ensure the following:

15.2.1 Travel, and accommodation (if applicable), for team members for competitions.

15.2.2 Enough equipment is available and up to a reasonable standard.

15.2.3 They must keep up to date with all BUCS events.

15.2.4 Update team members well in advance of upcoming BUCS related information such as conferences, matches, venues, dates, times, travel, meeting arrangements etc.

15.3 Captains are responsible for encouraging and arranging extra training for BUCS team members if this is deemed necessary and appropriate.

15.4 The process for selecting a Captain is as follows: coaches will provide a list of potential candidates to the President. The members of the BUCS teams of the academic year of election will voice their opinions on the candidates provided by the coaches to the President. Based on the input from the coaches, team members, and newly elected committee the President will make an informed choice for Captains and thus the Captains are elected. The Captains need to be selected in the same academic year of election as the new committee.

15.5 The leaving Captains will give a handover to the newly selected Captains. The president will meet with the newly selected Captains before the first BUCS conference of the new academic year.

15.6 The Captains are responsible for choosing the members of their respective teams with the guidance of appropriate members of the Club (such as previous team members and Captains, committee members etc.) And coaches. They will work together with the President in order to ensure appropriate settings for matches through contact with GUSA.

15.7 If coaches, team members and committee agree that a Captain cannot fulfil their responsibilities, or a Captain wishes to step down (for whatever reason), then the selection process as stated in 15.4. will be re-initiated.

15.8 Captains will be responsible for organizing additional fitness training outside of regular coaching times

16 Extraordinary General Meeting

16.1 An Extraordinary General Meeting (EGM) of the Club may be called at the instigation of the President or fifty percent of the members of the Club. At least seven days notice of such a meeting shall be given to all members of the Club. The Secretary, or, if the meeting directly concerns them, the President shall be responsible for publicising such a meeting.

16.2 An EGM shall have the power to:

16.2.1 require any Officer or Committee member to give an account of their actions.

16.2.2 remove any Officer or Committee member from and/or to office in accordance to section 19.

16.2.3 elect any Officer or non-Officer Committee member from and/or to office in accordance to section 19.

16.2.4 alter the Club's constitution in accordance with section 20.

16.3 Any proposed removal action at an EGM shall be performed in accordance with section 18.

16.4 Any proposed electoral action at an EGM shall be approved by a simple majority of those members present at the meeting.

17 Annual General Meeting

17.1 An Annual General Meeting (AGM) shall be held at the end of the academic year. The date and time shall be left to the discretion of the President but must be held before March 31st each year.

17.2 The membership must be made aware if the date of the AGM, at least 7 days in advance of the meeting.

17.3 At the AGM, the Committee and Captains shall give a report of the activities of the Club over the previous year.

17.4 In lieu of an oral report, the President may write a small publicly available document of the activities of the Club.

18 Discipline

18.1 A Member of the Club, upon accepting an election nomination to any of the named positions on the Committee, agrees to be bound by and uphold the duties of the position in the event they are elected; such duties being as described in the Constitution.

18.2 A Committee member may face disciplinary procedures as laid out below if they do not fulfil their duties to the Club. Further, any Committee member who is absent from three consecutive committee meetings, without giving prior and reasonable notice, will be considered in breach of their duties to the Club and may face disciplinary action.

18.3 In the event that disciplinary proceedings are opened against a member of the Committee, the remaining Committee will convene to discuss and determine the appropriate course of action against their colleague. At this time, a Committee member may move to request a vote of no confidence in said colleague: such a motion shall only pass with the support of a majority of the present Committee. The member facing the vote of no confidence should be given suitable opportunity to respond.

18.4 An EGM, as described in Section 16 of the Constitution, will then be called. Both the Committee member facing the vote of no confidence and the member who moved for the vote to be called shall present their case, and the vote shall be carried out by secret ballot; non-attendance at the EGM by either speaker shall be taken as a decision not to present their case, and the vote shall proceed accordingly. Ballots shall be counted by two trusted members of the Committee (the President and Vice President if they are not directly involved in proceedings; Committee members nominated by the quorum at the EGM otherwise). The count shall take place in front of the membership and continue until a unanimous count is achieved.

18.5 A $\frac{2}{3}$ majority is required to remove a Committee member from office – in the event of such a majority being reached, the member facing the vote shall be immediately removed from office. A replacement office bearer should then be immediately selected as per Section 19 of the Constitution.

19 Elections

19.1 The Club shall be under the democratic control of the Committee.

19.2 Any member shall have full voting rights at General Meetings of the Club. At any General Meeting of the Club, the weight assigned to the total vote of Associate Members shall not exceed 10% of the total voting members present.

19.3 New Committees shall be elected each year towards the end of the second semester. They shall serve until elections are held the following year.

19.4 To stand for election, candidates must be members of the Club and students at the University of Glasgow.

19.5 All full members of the Club are entitled to stand for any position, except President in the elections.

19.6 Only one person may fill each post. Joint candidatures are forbidden.

19.7 To be eligible to run for election, the candidate must be a student until the end of their term of office.

19.8 To be eligible to run for election, the candidate must not be spending any of their time in office on a study abroad programme.

19.9 The conduct of the Club's elections to membership of the Committee shall be the responsibility of the Returning Officer. The Returning Officer shall be responsible for booking a venue for hustings and all the administration relating to the election.

19.10 The previous term's President shall Select the Returning Officer, and deputy Returning Officer. If they are seeking re-election, they must ensure that the elections are conducted fairly.

19.11 If the previous term's President is Absent, then the previous term's Vice-President shall take over. Failing this, the Committee may select someone by a two-thirds majority to serve as Returning Officer.

19.12 The decision of the Returning Officer with regard to the running of the elections and interpretation of the Constitution shall be absolute and final.

19.13 The elections must take place during a general meeting.

19.14 Nominations shall open one week before the poll and close one minute before the poll. The Returning Officer must ensure that all candidates and members of the Club are duly notified of the opening of nominations, by writing. Prospective candidates should nominate themselves to the Returning Officer.

19.15 The Returning Officer must ensure that all candidates and members of the Club are duly notified of who is standing for election by writing.

19.16 Hustings shall take place immediately before the elections and all candidates for all posts shall be given the opportunity to make a speech.

19.17 Following the conclusion of speeches, a brief Q&A session will take place, to allow all members to ask questions to respective candidates.

20 Changes to the Constitution

20.1 The Constitution may only be changed as follows:

20.2 by a $\frac{2}{3}$ majority at an EGM or AGM.

20.3 Any proposed change to the Constitution shall be submitted to the Secretary prior to the General Meeting.

20.4 Any Changes to the Constitution shall be enacted by the Secretary as voted on by the General Meeting. The previous version of the Constitution shall be considered moribund.

21 Equal Opportunities

21.1 The Club shall provide and promote equal opportunities, whatever, not limited to, a person's race, colour, ethnic or national origin, religion, beliefs, sex, age, sexuality, HIV status, physical or mental disability, state of health, appearance, marital status or family circumstances.