



## Club Constitution

### 1. Name

The club will be called Cardiff Academy of Fencing (Hereinafter will be referred to as The Club).

The Club will be affiliated to Welsh Fencing.

### 2. Aims and Objectives

The purposes of the Club are to provide facilities for, and to promote participation in, the amateur sport(s) of fencing in Cardiff and the surrounding areas.

- (a) Offer coaching and competitive opportunities*
- (b) Promote the club within the local community*
- (c) Manage the Cardiff Academy of Fencing Salle*
- (d) Ensure a duty of care to all members of the club*
- (e) Provide all its services in a way that is fair to everyone*
- (f) Ensure that all present and future members receive fair and equal treatment.*

### 3. Membership

- (a) Membership of the club shall be open to anyone interested in the sport on application 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.
- (b) The club membership fee will be determined at the Annual General Meeting of the club and is currently set at £20 per month.
- (c) The Club Board 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 members.
- (d) Individuals shall not be eligible to take part in the business of the Club, vote at general meetings or be eligible for selection of any Club team unless the applicable subscription has been paid by the due date and/or membership has been agreed by the Club Board.

### 4. Sports Equity

- a) This Club is committed to ensuring that equity is incorporated across all aspects of its development. In doing so it acknowledges and adopts the following Sport England definition of sports equity:

*(1) 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.*

- b) 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.
- c) The Club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
- d) All club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.

## **5. Management Board**

- a) The club will be managed through the Management Board consisting of the posts listed in paragraph 6 (below). Only these posts will have the right to vote at meetings of the Management Board.
- b) All Board and Committee members must be members of the Club.
- c) If the post of any Board officer or ordinary committee member should fall vacant after such an election, the Board shall have the power to fill the vacancy until the succeeding Annual General Meeting.
- d) The Board will be convened by the Secretary of the board and hold no less than two meetings per year.
- e) The Board will be responsible for disciplinary hearings of members who infringe the club rules/regulations/constitution. The Board will be responsible for taking any action of suspension or discipline following such hearings.
- f) The quorum required for business to be agreed at Management Board meetings will be three voting members.
- g) The Management Board will be responsible for adopting new policy, codes of practice and rules that affect the organisation of the club.

## **6. Officers of the Club**

- a) The officers of the club will be:
  - Chairman
  - Secretary
  - Treasurer
  - Welfare Coordinator
  - Volunteer Coordinator

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- b) Officers will be elected annually at the annual general meeting (AGM). All officers will retire each year but will be eligible for reappointment.
- c) The Management Board will have powers to appoint sub-committees as necessary and appoint advisers to the Management Committee as necessary to fulfil its business.

### **7. Finance**

- a) All club monies will be banked in an account held in the name of the club.
- b) The club's Treasurer will be responsible for the finances of the club.
- c) The financial year of the club will run from 1 April to 31 March.
- d) An audited statement of annual accounts will be presented by the treasurer at the AGM.
- e) Any cheques drawn against club funds should hold the signatures of the Treasurer plus one other officer.
- f) All surplus income or profits are to be reinvested in the club. No surpluses or assets will be distributed to members or third parties.

### **8. Annual General Meetings**

- a) General Meetings are the means whereby the members of the Club exercise their democratic rights in conducting the Club's affairs.
- b) The Club shall hold the Annual General Meeting (AGM) in the month of April.
  - Approve the minutes of the previous year's AGM.
  - Receive reports from the Chairman and Secretary.
  - Receive a report from the Treasurer and approve the Annual Accounts.
  - Receive a report from those responsible for certifying the Club's accounts.
  - Elect the officers on the Board.
  - Agree the membership fees for the following year.
  - Consider any proposed changes to the Constitution.
  - Deal with other relevant business.
- c) Notice of the AGM will be given by the board's Secretary. Not less than 21 clear days' notice is to be given to all members. The AGM will receive a report from officers of the Management Board and a statement of the audited accounts. Nominations for officers of the Management Board will be sent to the secretary prior to the AGM.
- d) Elections of officers are to take place at the AGM.
- e) All adult members over the age of 18, shall have the right to vote at the AGM. For those members who are below the age of 18 the parents or guardians will have the right to cast one vote on behalf of each of their child members at the AGM.

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- f) The quorum for AGMs will be 10 voting members
- g) The Management Board has the right to call extraordinary general meetings (EGMs) outside the AGM. Procedures for EGMs will be the same as for the AGM.
- h) All procedures shall follow those outlined above for AGMs.

**9. Discipline and Appeals**

- a) All concerns, allegations or reports of poor practice/abuse relating to the welfare of children and young people will be recorded and responded to swiftly and appropriately in accordance with the club’s child protection policy and procedures. The Club Welfare Officer is the lead contact for all members in the event of any child protection concerns.
- b) All complaints regarding the behaviour of members should be submitted in writing to the secretary.
- c) The Management Board will meet to hear complaints within 14 days of a complaint being lodged.
- d) The Board has the power to take appropriate disciplinary action, including the termination of membership.
- e) 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 14 days of hearing.
- f) There will be the right to appeal to the Management Board following disciplinary action being announced. The Board should consider the appeal within 21 days of the secretary receiving the appeal.

**10. Dissolution**

- a) A resolution to dissolve the club can only be passed at an AGM or extraordinary general meeting (EGM) through a majority vote of the membership.
- b) In the event of dissolution, any assets of the club that remain will not be distributed or otherwise shared between the members of the club but will be transferred to Welsh Fencing for use by them in related community sports.

**11. Amendments to the Constitution**

The constitution will only be changed through agreement by majority vote at an AGM or EGM.

**11. Declaration**

Cardiff Academy of Fencing hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

**Signed:**..... **Date:** .....

**Name:** .....

**Position: Club Chair**

March 2019 (Amended July 2019)

Signed:.....

Date: .....

Name: .....

Position: Club Treasurer