

Portsmouth and Southsea Fencing Club

Constitution

The Club shall be called Portsmouth and Southsea Fencing Club, hereafter to be referred to as the Club and shall be affiliated to the British Fencing Association.

The object of the club shall be to foster and promote the sport of fencing at all levels, providing opportunities for recreation and competition.

Membership of the club shall be open to any person paying the relevant subscription fee as determined by the Annual General Meeting of the club members. The subscription fee is payable weekly. A discount is available to those paying for one year of subscription broken down into 12 monthly instalments.

Any person who wishes to become a member must apply to the Committee. The Committee may, at its discretion, refuse to admit any person to membership.

There shall be three classes of membership available:

1. Full Member
2. Concession (those in Full Time Education as proved by a valid NUS Card (Over 18's only require proof))
3. Honorary Member

The affairs of the club shall be controlled by a General Committee comprising of the Executive Officers and between three and five member representatives. The Executive Officers of the club shall be as follows with the detailed responsibilities:

- Chairperson
 - The Chairperson shall
 - Preside at all meetings of the Committee. In the absence of the Club Chairperson, the Committee shall elect one of its members to chair the meeting.
 - Keep records of the members of the Club.
 - Preside over the maintenance of good order and discipline within the Club.
- Secretary
 - The Secretary shall:
 - Maintain a record of all meetings.
 - Convene all meetings and other functions of the Band as directed by the Committee.
 - Draw up and issue correspondence as agreed by the Committee.
- Treasurer
 - The Treasurer shall:
 - Collect subscriptions.
 - Operate bank account(s) on behalf of the Club but subject to the control of the Committee.

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- Prepare a statement of the income and expenditure of the Club up to the 31st December in each year and a balance sheet of the Club's assets and liabilities as at 31st December in each year, and shall present the same to the AGM of the Club.
- Armourer
 - The Armourer shall:
 - Maintain all Club equipment in good working order and liaise with the committee when equipment requires replacement.

The General Committee shall meet at agreed intervals and not less than three times per year.

The duties of the General Committee shall be:

- To control the affairs of the club on behalf of the members.
- To keep accurate accounts of the finances of the club through the Treasurer. These shall be available for reasonable inspection by members and should be audited before every annual general meeting. The club shall maintain a bank current account and the following persons shall be authorised to sign club cheques:
 - Two of three of the following; Chairperson, Secretary or Treasurer.
- To co-opt additional members of the committee as the committee feels necessary. Co-opted members shall not be entitled to a vote on the committee.
- To make decisions on the bases of a simple majority vote. In the case of equal votes; the chairperson shall cast the deciding vote.

Procedure at Committee meetings:

- Any member of the Committee may call a meeting of the Committee or request the Secretary to call a meeting of the Committee.
- Questions arising at a meeting of the Committee shall be decided by a majority of votes. If votes are equal, the chairperson of the meeting shall have a casting vote.
- No business shall be dealt with at a Committee meeting unless a quorum is present. The quorum for Committee meetings shall be three people.
- A Committee member shall not vote at a Committee meeting or at any other meeting of a Committee on any resolution concerning a matter in which he/she has a personal interest which conflicts (or may conflict) with the interests of the Club. He/she must withdraw from the meeting while the matter is being dealt with.

The 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 posting 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 not less than seven days before the meeting.

The business of the Annual General Meeting shall be to:

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- Confirm the minutes of the previous annual general meeting and any general meetings held since the last annual general meeting.
- Receive the audited accounts for the year from the treasurer.
- Receive the annual report of the committee from the secretary.
- Elect the officers of the club.
- Review club subscription rates and agree them for the forthcoming year.
- Transact such other business received in writing by the secretary from the members 15 days prior to the meeting and included on the agenda.

Special General Meetings may be convened by the general committee or on receipt by the secretary of a request in writing from not less than three members of the club. At least 21 days notice of the meeting shall be given.

Nomination of candidates for election of officers shall be made in writing to the secretary at least 14 days prior to the annual general meeting.

Decisions made at a general meeting shall be by a simple majority of votes from those members attending the meeting. In the event of equal votes, the chairperson shall have the casting vote.

A quorum for a general meeting shall be six members including two from the chairperson, secretary and treasurer.

Each member of the club shall be entitled to one vote at a general meeting.

Any proposed alteration 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 member of the club and seconded by another member. Such alterations shall be passed if supported by not less than two-thirds of those members present at the meeting, assuming a quorum has been achieved.

If at the 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.

If at that special general meeting, the resolution is carried by at least two-thirds of the 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.

After discharging all debts and liabilities of the club, the remaining assets shall not be paid or distributed amongst the members of the club, but shall be given or transferred to some other voluntary organisation having objects similar to those of the club.

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Signed

Chairperson

Secretary

Treasurer

Armourer

Members representative (1)

Members representative (2)

Members representative (3)

Members representative (4)

Members representative (5)
