



## Constitution

### 1. Title and Contact Details

The title of the club shall be “University of Portsmouth Fencing Club”, referred to hereafter as “the club”

The address for all correspondence with the club is:

University of Portsmouth Fencing Club

UPSU, the Student Centre

Cambridge Road

Portsmouth

PO1 2EF

Electronic correspondence with the club will be made to and from:

info@upfc.co.uk

### 2. Aims & Objectives

The aims and objectives of the club are:

- To promote and further interest in the sport of fencing within the University of Portsmouth
- To provide members of the University of Portsmouth, no matter what their abilities, with the opportunity to develop new skills in fencing and to allow them to complete British Fencing Achievement Awards, if they so wish
- To support the BFA through affiliation with the BFA and encouragement of the clubs' members to become individual BFA members

In pursuing these aims and objectives, club members shall uphold the good reputation of the club with UPSU, the University of Portsmouth, and the wider community.

### 3. Membership

Membership of the club is open to all students, staff and alumni of the University of Portsmouth or UPSU. Other individuals who are not students at the University of Portsmouth may also join the club as associate members, please see details under rule 9.

The club committee reserve the right to refuse or cancel membership at any time without giving any reason.

### 4. Constitution

The affairs of the club will be administered by the club committee, which consists of: President, Vice President (*where necessary*), Treasurer, Secretary, Social Secretaries, Armourer

Other officials involved in the running of the club shall be:

Coach, Assistant Coaches, Team Captains, First Aiders

Student physiotherapists or nurses will not qualify as first aiders, unless they hold a current first aid qualification.

## **5. Committee**

Meetings of the committee will take place at least once per term, with a minimum of seven days' notice given by the President or Secretary.

- The President will chair all meetings, ensuring that they run smoothly and that all members present have the opportunity to contribute
- The President will hold casting vote in the event of equal votes for/against a proposal
- All club members and UPSU Sports Officer have the right to attend committee meetings
- The quorum of all club meetings will be 5 members
- The Secretary will take minutes at all meetings
- All meetings are to be conducted in accordance with the UPSU Constitution

Where necessary for the smooth running of the club, casual vacancies arising from a committee members' resignation may be filled by the committee.

Each committee official shall hold office for a period of one year, and may stand for re-election. All officials will be subject to the direction of AU Council Meetings, to which at least one committee official, normally the President, will be expected to attend.

At least one club member, normally a committee official, will be expected to attend the UPSU AGM as a representative of the club.

## **6. Elections**

Nominations for committee positions may be made in advance of the AGM or from the floor at the AGM, and results will be provided promptly to UPSU.

Committee members and other club officials shall be elected at the Annual General Meeting by a majority of those members that are present and voting. The President of the club shall hold the casting vote in the event of an equal number of votes both for and against a nominee.

The newly elected committee will serve alongside the current committee for the remainder of the year for which the current committee members hold their office. This will promote efficient handover of the club by providing a period of apprenticeship.

## **7. Annual General Meeting**

An AGM to which all full members of the club and the UPSU Sports Officer are invited, will be held around the Easter period of each academic year. At least fourteen days' notice shall be given to club members and UPSU.

The agenda of the AGM may include the following items:

- Minutes from previous committee meetings
- A report from the committee (may include a proposal for the next year's fees)
- Election of the new committee, as described under rule 7

10 members shall form a quorum at an AGM.

An Ordinary General Meeting may be called in the event that at least five club members indicate their dissatisfaction with the running of the club. Changes to the clubs' Constitution may be implemented if a two-thirds majority is obtained at an OGM. Any decisions arising from an OGM that result in changes to the Constitution must be submitted to the UPSU Sports Officer for approval.

## 8. Subscriptions & Club Finance

Full membership of the club is available only to students of the University of Portsmouth who are members of UPSU.

Those individuals who are not students at the University of Portsmouth may join the club as associate members. This will include:

- Staff of the University of Portsmouth and UPSU
- Alumni or relatives of alumni, staff or students of the University of Portsmouth and UPSU

The current membership fees for the academic year 2008-09 are outlined below

<b>Membership</b>	<b>Annual Fee</b>
Full	£30
Associate	
- University of Portsmouth & UPSU staff	£30
- Alumni or alumni, staff or student relatives	£30

The rights of membership for full members are as follows:

- Participation in all activities according to their abilities
- Ability to stand for election to a position within the committee
- Attendance at all general meetings of the club
- Being fully informed about the nature and risks associated with all activities
- Being informed about the finances of the club
- Being insured by UPSU for participation in club activities
- Representing UPSU in BUSA competitions, providing they adhere to BUSA eligibility rulings (refer to the BUSA handbook)

Associate members are only entitled to a limited number of the rights of full members, including:

- Participation in all activities according to their abilities
- Being fully informed about the nature and risks associated with all activities

A subscription fee applies to all members in addition to the annual membership fee. These are currently charged at £2 per session or £3 per week for the academic year 2008-09. Alternatively, special rates are available at £35 per semester or £65 per annum.

All club members, including officials, are required to pay the relevant membership and subscription fees, for which collection is the responsibility of the clubs' Treasurer.

Members who have not paid the relevant fees within two months of the due date shall be considered as having ceased membership, and must pay all outstanding fees before applying for membership again.

No direct or indirect payments shall be made from the club to its members; except for legitimate expenses incurred in connection with club activities (this does not include attendance at AU Council meetings).

All money will be paid through UPSU and the club will not keep a separate external bank account.

## **9. Rules**

The club shall have at least two qualified first aid officers present at all activities, fixtures and trips. First aid training shall be provided and funded by UPSU.

Only Club members that have completed the Minibus Drivers Awareness Scheme (MiDAS) training (provided and funded by UPSU) may drive UPSU minibuses; and all drivers, irrespective of the vehicle, must be insured through UPSU.

UPSU will endeavour to support all initiatives that seek to improve the safety awareness and practice of the clubs' members and officials.

The committee has the right to interpret and settle any disputes with regard to these rules. No addition or alteration may be made to these rules, except at an AGM, where changes will be accepted with a two-thirds majority. Any changes to these rules shall be reported to the Secretary of the BFA.

## **10. Complaints and Disciplinary Procedures**

Complaints relating to safety, standard of instruction, standard of equipment, club administration, disregard of the UPSU Equal Opportunities Policy, etc., should be made directly to the committee in the first instance. If a satisfactory response is not provided, a written complaint should be directed to the President, to which a reply should be received within ten working days. If this response is not satisfactory, a further written complaint should be sent to the UPSU Sports Officer, who will then attempt to solve the issue.

UPSU requires that all club members behave in a fitting manner, as others perceive them as the clubs' ambassadors when engaged in club activities. This includes adherence to the UPSU Equal Opportunities Policy, precluding discrimination on grounds of: gender, disability, sexuality, class, ethnicity, nationality, colour, religion, age, health status, caring responsibilities or marital status.

UPSU can and will take disciplinary action against students and/ or the club itself for unacceptable behaviour during club activities or events, which may include terminating membership and reporting the relevant party to the University of Portsmouth.

## **11. Duties of Club Officials**

### **i) Duties**

Full details of duties can be found in the separate "Committee Role Descriptions" document.

#### **a) President and Vice President**

The President and Vice President are responsible for the overall running of the club. This includes: ensuring that the club meets its objectives; the conduct of meetings; appointment of appropriate trip and activity leaders; attendance at AU Council meetings (or sending a nominee in their absence); ensuring that other committee members and club officials carry out their respective duties.

The President will be the main UPSU contact and maintain effective liaison with UPSU Sports Officer.

b) Treasurer

The Treasurer is responsible for the administration of club finances. This includes: collection of membership and subscription fees; paying and receiving money; being the signatory on all claim forms; keeping records of payments and receipts which should be presented as a report to the UPSU Sports Officer; producing an annual budget request.

The treasurer will also provide a full and detailed list of club members to the UPSU Sports Officer by the end of the fifth week of the autumn term (or fifth week after ratification) and keep this updated throughout the year.

c) Secretary

The Secretary will provide secretarial support to the club. This includes: dealing with club communications, and passing inbound communications onto the relevant committee members or club officials; keeping club members updated about all club activities, including the publicity of meetings; taking minutes at all meetings, and providing copies to those club members and the UPSU Sports Officer who may request them.

d) Armourer

The Armourer of the club will be responsible for the upkeep of the clubs' kit and equipment. This includes: production an annual inventory of the clubs' equipment, along with proposals for the purchase of new equipment, and submitting these documents to the UPSU Sports Officer and Finance Department by the deadline provided (failure to do this will result in no budget allocation in the autumn term); responsibility for the safe storage of equipment so as to prevent damage; ensuring regular safety checks are made to equipment; repairing damaged equipment, or the purchase of replacements when necessary (the committee must be informed of any proposed purchase of new equipment).

e) Team Captains

Team Captains are responsible for the arrangement of fixtures and ensuring that they run smoothly. This includes: liaising with the committee and other fencing clubs to arrange fixtures; booking appropriate venues for fixtures; submitting team sheets one day prior to fixtures; ensuring that all team members fulfil any eligibility requirements; ringing in final scores; attending BUSA Captains' briefings (failure to do this will result in the first fixture being awarded as a walkover to the opposition) and ensuring that BUSA rules and regulations are adhered to; reporting any incidents to the club First Aiders, particularly when the emergency services have been called.

f) Social Secretaries

There will be two Social Secretaries on the club's committee who are responsible for: organising the social activities and events of the club (that or not related to training or fixtures), in association with any other relevant committee members or club officials.

ii) Declaration

As club official, I agree to abide by and enforce the rules of this constitution and office to which I hold:

President	_____	<i>John Cashman</i>
Vice President	_____	<i>Sara Fletcher</i>
Secretary	_____	<i>James Britton</i>
Treasurer	_____	<i>Sam Blunden</i>
Armourer	_____	<i>Robert Todd</i>
Team Captains	_____	<i>Steven Chamberlain</i>
	_____	<i>Marina Hauer</i>
Social Secretaries	_____	<i>Rhiannon Traynier</i>
	_____	<i>Priya Kadam</i>