Brunel University Fencing Club Constitution

*Preamble*

The purpose of the present Constitution is to regulate and harmonise the administration and management of club activities. It purports to ensure all activities undertaken and carried out under Brunel University Fencing Club, will conform to the standards of the Union of Brunel Students and uphold the good reputation of the union, of which they are part.

The club/society has agreed to the following:

*Article 1:* Name

1.1 The name of the club shall be Brunel University Fencing Club, hereinafter referred to as ‘the Club’.

*Article 2:* Aims and Objectives

* 1. The aim of the club shall be to introduce, develop and support fencing at all levels within the University.
	2. The objectives of the club shall be:
1. To constistantly achieve high membership levels;
2. To maintain and/or improve on current league standings for the club teams;
3. To create a stronger social ethos;
4. To host functions for extra budget;
5. To make team membership more prestigious.

*Article 3*: Membership

* 1. Although not exhaustive, the membership structure may include four tiers.
	2. Full Membership is open to any registered Brunel student upon payment of the full membership subscription fee as set by the elected Executive Club Committee, in accordance with article 4 of this Constitution, of the previous academic year. Such membership provides the holder with full voting rights at the Annual General Meeting, in accordance with articles 6 and 7 of this Constitution. Full Membership also provides access to all privileges provided by the club, and is given in accordance with article 8.
	3. The Vice-President Student Activities and the Sports Federation Chair shall automatically be Ex-Officio Members of The Club.
	4. Associate Membership is open to any past member of the Club, upon request of the Executive Committee, and is required to pay a membership fee set by the Executive committee. Associate Members shall only have the following rights:
1. Formal membership of the club;
2. Right to participate in social events held by the club;
3. But they shall have no voting rights in meetings.
	1. External Membership is open to anyone not a member of the University, upon request of the Executive Committee, and is required to pay a membership fee set by the Executive committee. They are to have a British Fencing Assosication membership to cover insurance costs and have the same rights as Associate Members.

*Article 4*:The Club Executive Committee

* 1. Only current full members of the club may hold the positions outlined within Article 4. Should this membership lapse or be withdrawn, the student will be deemed to have resigned from any elected position within the club.
	2. Membership of the Executive Committee does not preclude the ability for such members to hold the position of Captain, or equivalent, of any team/group/collective.
	3. The Club Executive Committee of the club/society will have two tiers.
	4. Every Club shall have a Chairperson, a secretary and a treasurer
	5. *Executive Committee,* are responsible for the day-to-day administration and management of the club, and shall consist of:
	6. The Chair;
	7. The Treasurer;
	8. The Secretary;
	9. The Communications Secretary;
	10. Social Secretary;
	11. The Vice-President Student Activities of the Union of Brunel Students (ex-officio);
	12. The Sports Federation Chair of the Union of Brunel Students.(ex-officio).

* 1. *Non-executive Committee* who are responsible for the duties and responsibilities associated with their respective positions.(may consist of some of, but not limited to):
1. Armourer;
2. Fundraising and RAG Officer;
3. Captains of each club team/group/collective;
	1. The Vice-President Student Activities of the Union of Brunel Students, and the Sports Federation chair of the Union of Brunel Students shall be ex-officio members of the Club Executive Committee and their presences or absence shall not count for or against quoracy at any Club Executive Committee meeting. They do not have any voting rights
	2. The positions available on the Club Executive Committee shall be defined at the Annual General Meeting, which shall also receive nominations from candidates, who must be Full Members, for those positions. Following the creation of any new Club Executive Committee position at the Annual General Meeting this Constitution must be amended to include that position and outline its responsibilities.
	3. The Club Committee shall be elected, via a secret online ballot of Full Members, from amongst the candidates who submitted nominations at the Annual General Meeting.
	4. In accordance with this Constitution, the Executive Committee is responsible for:
4. Ensuring the funds of the club are managed correctly, and in the long-term best interest of the club, and upon request, make available financial information to any Member;
5. Organising the activities and events of the Club;
6. Upholding the Constitution of the Club and the Union of Brunel students
7. Ensuring the aims and objectives of the Club are reflected in its activities.
	1. The Executive Committee Members must attend Club Training, which is also available to all other members of the Club Executive Committee.

*Article 5*: Duties of the Club Executive Committee Members:

* 1. The Chair:
1. Shall be responsible for calling all meetings;
2. Shall be responsible for chairing meetings, ensuring that the agenda is followed, that all business is completed, and that all decisions are properly understood and recorded;
3. Shall act as the principal representatives of the Club throughout the year, taking decisions whenever the need arises, in consultation with other the Club Committee and Full Members whenever possible;
4. Shall act as the principal representatives of the Club in dealings with the Union of Brunel Students, Brunel University, and (following consultation and agreement with the Vice President Student Activities) other organisations including the media;
5. Shall have, at his/her disposal, the right to make a decision, on behalf of the Executive Committee, in the event the Executive Committee cannot reach a majority decision by way of voting – hereafter to be known as the “Governing Decision Rule”;
6. Shall send detailed information and updates in the form of weekly e-mails to the Executive Committee.
	1. The Treasurer:
7. Shall be responsible for collecting all money due to the Club in a timely fashion;
8. Shall pass any invoices or expense claims through to the Student Activities Department in a timely fashion;
9. Shall ensure that all funds are spent properly in the long-term best interests of the Club;
10. Shall report regularly to the Club Committee on the financial position of the Club;
11. Shall present an end of year Financial Report to the Annual General Meeting;
12. Shall, in consultation with other Executive Committee Members, submit the annual Budget Application (within the Development plan) to the Student Activities Department.
	1. The Secretary:
13. Shall be the principle administrator of the Club;
14. Shall be responsible for sending the information email on a regular basis, which shall publicise upcoming meetings and events, to all members;
15. Shall ensure any correspondence with the Club is dealt with quickly and efficiently;
16. Shall make arrangements for the meetings, ensuring venues are booked and that members receive the agenda in advance;
17. Shall take minutes at all meetings and ensure they are typed and distributed to all Members upon request;
18. Shall be responsible for the filing and maintenance of the Club records;
19. Shall, in addition to appropriate Sub-Committee Members (if elected), take lead responsibility for the equipment of the Club
	1. The Social Secretary:
20. Shall be responsible for organising and publicising events at which Members can interact socially;
21. Shall, where appropriate, communicate with other Clubs in relation to joint social events.
22. Shall if required organise the Christmas Meal and/or the Summer event over the course of the year.
23. Shall take the lead on the Club Student Union event night.
	1. The Communications Secretary (previously Web Secretary):
24. Shall take the lead in promotional activity on behalf of the Club such as Fresher’s Fayre;
25. Shall be responsible for the Club webpage on brunelstudents.com as well as any other web pages under the control of the Club;
26. Shall be responsible for the content of the above mentioned pages;
27. Shall be responsible for keeping the above mentioned pages up to date;
28. Shall be responsible for updating calendars connected with the above mentioned pages.
29. Shall ensure that all members concerned are contactable, and where necessary, provide a database containing contact details for all members.

*Article 6*: Meetings

* 1. The Club Executive Committee Meetings: The Club Executive Committee shall hold a meeting at least every fortnight during term-time, with the exception of examination periods.
	2. Annual General Meetings: The Annual General Meeting shall be held instead of the Monthly Meeting on a convenient date in the second term of each academic year. Members shall be issued notice at least 10 working days in advance, via email and the Club’s web pages. Matters to be discussed at the meeting shall be publicised via email and on the Club’s web pages at least 3 working days prior to the meeting. Members wishing to move any resolution at the Annual General Meeting must submit the resolution to the Chair person and Secretary in writing, at least 5 working days before the meeting. The Annual General Meeting must be held by no later than the end of the second term of each academic year.
	3. General Meetings: A General Meeting may be called by a petition of any 5 Full Members to one of the Chair this petition must be submitted at least 5 working days prior to the date which the General Meeting is proposed. Any General Meeting shall take place in addition to the Monthly Meeting for that month.
	4. The quorum at any General Meeting shall be, 25% of the Full Members, or 5 members whichever is the greater.
	5. Notes of the decisions made at all Monthly Meetings shall be taken and forwarded to the Student Activities Department. Minutes of any General Meeting shall be submitted, within 10 working days, to the Student Activities Department by the secretary, or the resolutions of the General Meeting shall not be recognised by the Students’ Union.
	6. Union and Sports Forum meetings must be attended by at least one Club Executive Committee Member if the total membership is below 50. If membership exceeds this figure, two Club Executive Committee Members must be in attendance. The Club Chair person is the prime delegate to such meetings, if attendance is not possible, responsibility for identifying (and communicating) identifying (and communicating) alternative attendees remains with the Chair person.

*Article 7*: Voting

7.1 Every Full Member is entitled to one vote on every voting matter. Only Full Members shall be allowed to vote. No proxy votes shall be accepted for any purpose.

*Article 8*: Subscriptions

8.1 Full Membership of any Club requires Sports Federation Membership, before Membership of that Club is finalised.

The annual subscription fee shall be preliminary set for the next academic year by the Executive Committee, and if required, in consultation with Sub-Committee members.

8.2 Should the Club choose to waive any subscription fee across the membership, it shall also waive its right to apply for funds from the Union of Brunel Students for the academic year.

8.3 Should the Club choose to charge a subscription fee, such must be in accordance with the minimum subscription fee set annually by the Union of Brunel Students.

*Article 9*: Discipline

9.1 Should the Club or any Member thereof break any clause of the Constitution, Bye-Laws, or Policy of the Union of Brunel Students they shall be subject to internal disciplinary as identified within the UBS constitution (and its bye laws)

9.2 Vice-President Student Activities has the right, should he/she deem it to be appropriate, to encourage the committee of the club to discuss an internal resolution as a first stage.

9.3 The Executive Committee of the Club, in consultation with the Vice-President Student Activities can impose a temporary suspension, subject to further discipline, on the person in breach of article 12 of this constitution.

*Article 10*: Disciplinary process of Members

10.1 Should the Executive Committee of a Club be minded to initiate Disciplinary Proceeds against one of its membership, they must first consult Vice-President Student Activities.

10.2 The Executive Club Committee, in consultation with the Sub-Committee, shall have the power to expel any Member from the Club for misconduct or behaviour of a nature opposed to the aims and objectives of the Club or the Union of Brunel Students.

10.2 The Disciplinary of any Member of the Club must be agreed by a majority of the Club Executive Committee members.

10.3 During Disciplinary Proceedings the Chair of the Executive Club Committee is *not* entitled to exercise their right of “Governing Decision”, provided by article 5.1(e) of this Constitution. In the event of a hung decision, the Disciplinary Proceedings cease to continue, and the matter may be dealt with my way of article 10 of this Constitution.

10.4 Any Member of the Society who is expelled by the Executive Club Committee, may appeal to the Vice-President Student Activities of the Union of Brunel Students in writing and in a within 10 working days.

10.5 Members subject to Disciplinary for reasons outlined in article 10 of this Constitution are not eligible for a refund of any membership fee paid.

*Article 11*: Disciplinary of Executive Committee Members

11.1 Should members of the Committee be minded to pursue Disciplinary proceedings against an Executive Committee Member, advice from the Vice President Student Activities should first be sought.

11.2 Disciplinary of Executive Committee Members must first be undertaken after a vote of no confidence has been held at a General Meeting, and has been successful, namely 51% or over voting in favour of the motion.

11.3 The Disciplinary procedure for such an action needs to be consistent with the UBS Constitution, and the content of this document.

*Article 12*: Regulations

12.1 The Club shall abide by the Constitution and Bye-Laws, and all Policy of the Union of Brunel Students. Any clause of this Constitution or any resolution passed at any General Meeting of the Club that is inconsistent with the aforementioned entities, shall be deemed void and possess no effect insofar as it is inconsistent.

12.2 Any club General Meeting shall have the power to make such rules and regulations pertaining to the conduct of the Members of the Club as it deems necessary. Following the creation of any new rule or regulation at the Annual General Meeting, this Constitution must be amended to include it.

12.3 All rules and regulations created in relation to the Club must be in accordance with article 9 of this Constitution.

12.4 All actions by the Club and their membership should be in accordance with the university and UBS Code of Conduct.

*Article 13*: Powers of the Club

13.1 Any General Meeting of the Club shall have the power to overrule any decision of a Monthly Meeting. Under such circumstances, the Chair of the Executive Club Committee is *not* entitled to exercise their right of “Governing Decision”, provided by article 5.1(e) of this Constitution. In the event of a hung decision the Chair does not have the right to cast a vote, and thus the result of the motion would remain the status quo.

* 1. Any General Meeting shall have the power to pass a Resolution of No Confidence in the Club Executive Committee in its entirety or in individual members of the Club Executive Committee. Such is subject to article 11 of this document.

*Article 14*: Finances

* 1. All expenditure by the Club must be authorised by the Student Activities Department before that expenditure occurs.
	2. The Chair and Treasurer shall be the only signatories on the Club account. They may authorise the payment to team/group Captains of petty cash sums for payment of officials and umpires, in accordance with articles 4.2, 4.7 and 5.3(a). As such, copies of their specimen signatures must be supplied to the Student Activities Department upon their election.
	3. The Executive Club Committee in its entirety may be held responsible for any financial acts, debt, or omissions resulting from actions that were formally approved by them.
	4. Either the Chair, or the Treasurer may be held responsible for any financial acts, debt, or omissions resulting from actions undertaken by them without the approval of the Club Executive Committee.
	5. The Members of the club shall not be liable for debts contracted by the Executive Club Committee, The Co-Chairs, the Treasurer, or any person purporting to act on behalf of the Club.
	6. The club as an entity will be liable for any debts engaged by the committee (whether it was an agreed or sole purchase
	7. The Executive Club Committee shall not be liable for debts contracted by any persons purporting to act on behalf of the Club, unless such person has the formal authorisation of the Executive Club Committee in contracting such debt.
	8. The club may not hold any funds in any bank accounts other than the internal accounts provided by the union of Brunel Students

*Article 15*: Equipment

* 1. In accordance with article 5, the Executive Committee and appropriate Sub-Committee Members, shall have lead responsibility for equipment held by the Club and shall ensure that it is kept in a safe and accessible place.
	2. Any loss or damage to equipment shall be reported to the Student Activities Department as soon as possible.
	3. In accordance with article 5, Executive Committee, and appropriate Sub-Committee Members, shall ensure that a full inventory of the equipment owned by the Club is kept and updated as necessary. A copy of this inventory must be submitted annually with the Budget Application to the Student Activities Department.
	4. Any inappropriate and malicious damage or theft caused by a member of the Club, to any equipment used by that Club, will be held liable for the full cost of the damage or replacement.

*Article 16*: Affiliation

* 1. The Club is an affiliated Club under of the Constitution and Bye-Laws of The Union of Brunel Students.
	2. The Club may affiliate to any external organisation that is in line with its aims and objectives, and as long as such affiliations adhere to the Constitution and Bye-Laws, and all Policy of The Union of Brunel Students. Such affiliations will be identified as per any expenditure requested to Student Activities who shall(unless such decision is unreasonable, or in break the Union constitution bye laws or national law) act on the clubs behalf to ensure such affiliations are undertaken (and in doing so fulfil its obligation to record all affliciations).Such affiliations will be identified as per any expenditure- requested to Student Activities who shall (unless such decision is unreasonable, or in breach of the Constitution, Bye Laws or National Law) act on the clubs behalf to ensure such affiliation is undertaken (and in doing so fulfil its obligation to record all affiliations) All external affiliations shall be lodged with the Vice-President Student Activities.

*Article 17*: Amendments

17.1 This Constitution may be added to or amended by a resolution at any club General Meeting. If the amendment entails the annulment of a pre-existing rule, the amendment must be passed by two thirds of the Full Members present. In all other circumstances the majority required to pass a resolution at any General Meeting shall be two thirds of the Full Members present. The sports federation committee must approve all amendments before they become effective.

17.3 All amendments should be in accordance with Articles 7.1, 12.1, 12.2 and 13 of this document.

*Article 18*: Interpretation of this Constitution

18.1 This document shall be interpreted in light of the Constitution, Bye-laws and policy of the Union of Brunel Students (UBS) and in accordance with article 12.1 of this Constitution. This Constitution shall be binding on the respective Clubs and their membership, and should be interpreted in good faith, and in the light of the context, object and purpose for which it was written.

*Article 19*: Entry into force

19.1 This Constitution enters into force at the time the respective Club has notified the Vice-President Student Activities in accordance with Article 18.1 and 20.1.

*Article 20*: Agreement to be bound

20.1 All Clubs agree to be bound by this Convention, by way of notification to the Vice-President Student Activities and signature of the Chair.