



## Constitution

### 1. Name

The name of the organisation is West Lothian Fencing Club, hereinafter referred to as the 'Club'.

### 2. Objectives

The club is established to pursue the following objectives:

- a) Participation in the sport of fencing, hereinafter referred to as the 'sport'.
- b) The organisation, management and development of fencing for all members of the Club.
- c) The provision of training and playing facilities for its members.
- d) Promoting and maintaining the highest standards of technical competence and safety in the sport.
- e) Upholding the rules of the sport.
- f) Providing equal opportunities for successful participation by all section of the community.
- g) The promotion of the sport.

### 3. Affiliation

The Club will affiliate to Scottish Fencing, the national governing body for the sport of fencing in Scotland.

### 4. Membership

All members are subject to the Constitution of the Club and the regulations of the National Governing Body.

- a) Membership is open to all and the club will not refuse applications for membership on other than reasonable grounds.

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- b) The club will not discriminate on grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex; sexual orientation, political or other opinion.
- c) All applications for membership must be accompanied by the appropriate annual membership fee, which shall thereafter be payable on demand.
- d) All adult members (aged over 16) are entitled to vote at General or Annual General Meetings
- e) All adult members (aged over 16) may be elected and serve on the Management Committee
- f) The club will make available on the club website all club documents including Code of Conducts, a copy of the Club's Child Protection Policy and a copy of the Constitution.
- g) Members can join on one of the following categories:
  - Playing/ Competing Member (adult/ junior)
  - Non Playing/ Associate (non competing)
  - Coach (qualified)

**5. Suspension, Refusal or Termination of Membership**

- a) The management committee are entitled to:
  - i) Refuse any application for membership on the grounds that such membership would be prejudicial to the objectives of the club as set out in Rule 2 of this constitution.
  - ii) For good and sufficient reason to refuse renewal of any existing membership or terminate or suspend any membership provided that the member concerned has the right to be heard by the full committee before a final decision is made.
  - iii) The club will communicate any reason for refusal or termination in writing to the individual and they can appeal to a body other than the committee/ individuals making the original decision for example a disciplinary committee to hear this appeal or AGM
- c) Any member who fails to pay their fees by the date required shall give up their right to representation on the management committee and at general meetings, and are suspended from taking part in any event under the control of the club until such fees are paid.
- d) Any member under suspension is barred from taking part in any match or event under the control of the club.
- e) The club will notify the termination of any membership to the Governing Body.

**6. General Meetings**

- a) Annual General Meeting (AGM)

The AGM is held each year at such time and place as determined by the committee, at approximately twelve monthly intervals, but no more than fourteen months after the date of the previous AGM.

At each AGM the following business is conducted:

- i) confirm the minutes of the previous AGM.
- ii) Presentation of the clubs financial accounts for the year.
- iii) Presentation of clubs projected financial situation for the forthcoming year, and the setting of all fees
- iv) Presentation of the Chair's report.
- v) Election of officers to the management committee.
- vi) Any other business brought before the meeting which has been submitted in writing to the secretary not less than seven days prior to the AGM, and any other business the Chair deems relevant

Notice for an AGM is a minimum of 21 days.

A quorum for an AGM shall be 4 members or 10% of voting membership

b) Extraordinary General Meeting (EGM)

An EGM may be called upon the written demand of:

- i) 33% of the membership.
- ii) The Chairperson.
- iii) 2/3 majority of the management committee.

Notice for an EGM is a minimum of fourteen days notice, and this must state the business to be discussed.

## 7. Rules for General Meetings

- a) The club shall give a minimum of twenty one days notice to all members for a general meeting, except in the event of an EGM where the notice is a minimum of fourteen days.
- b) The Chairperson, or the meeting in his/her absence will select a member, to take the Chair.
- c) All members shall register with the Secretary prior to the start of the meeting.
- d) Each member has one vote.
- e) All votes are determined by a simple majority. In the event of a tied vote, the Chair may exercise a casting vote.
- f) The quorum shall be one quarter of those eligible to vote, or 10%of members, which ever is the smaller.

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- g) The Secretary shall keep the minutes of the meetings and record all proceedings and resolutions.

## **8. Election of Officers To The Management Committee**

- a) The members of the committee is drawn from the membership, as defined in clause 4 of this constitution.
- b) Candidates are elected by ballot at the AGM, and are members of the management committee from the conclusion of that AGM until the conclusion of the following AGM.
- c) All nominations of candidates for election shall: have the consent of the nominee; be in writing; be seconded; be received by the secretary not less than fourteen days before the AGM.
- d) Uncontested posts may be filled by nomination(s) and election at the AGM.
- e) The Secretary shall send all members a list of all nominations not less than seven days prior to the AGM.

## **9. Members Of The Management Committee**

- a) The Management Committee consists of the following Officers:  
Chairperson  
Secretary  
Treasurer  
Child Safeguarding Officer
- b) As detailed above, all elected members of the management committee are entitled to one vote each at General Meetings, except the Chair of the meeting who may have the deciding vote in the event of a tie.
- c) The committee may co-opt any member to any unfilled post until the conclusion of the following AGM, providing that the number of co-optees shall not exceed one third of the total number of persons serving on the committee at that time.
- d) The management committee may appoint any sub-committees it may deem necessary to deal with the matters of the club, until the conclusion of the following AGM. The proceedings of all such committees shall report to the management committee by a representative elected by that sub-committee.

## **10. Rules For The Committee**

- a) The Chairperson shall chair the meeting, or in his/her absence one of either the Treasurer or Secretary or a nominee from the committee in the event of all those mentioned being absent.

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- b) The secretary will give fourteen days notice of any management committee meeting, except when:
  - i) The date of the meeting was agreed at the previous management meeting, in which case the secretary shall give seven days notice.
  - ii) In an emergency the Chairperson may call a meeting at four days notice.
- c) The quorum shall be three of those Officers entitled to vote, as listed at Rule 9.
- d) All members of the management committee as listed at Rule 8. a) are entitled to vote.
- e) All votes are determined by a simple majority. In the event of a tied vote, the Chair may exercise a casting vote.

**11. Finance**

- a) The income and property of the club, however derived, is applied solely towards the objectives of the club as set out in Rule 2, of this constitution.
- b) The club has the power to raise money by means of yearly affiliation fees and as determined by the Committee at the Annual General Meeting.
- c) All monies will be lodged in a bank account/paypal account in the name of the club.
- b) The Chairperson, Treasurer and Secretary are authorised signatories to sign cheques or make payments on behalf of the club, of which two signatories are needed.
- e) The financial year of the club shall run from 31 March to 1 April

**12. Amendments to the Constitution**

This Constitution may only be amended by a proposal passed by a majority of members present and entitled to vote at an Annual or Extraordinary General Meeting.

**13. The Dissolution of The Club.**

- a) Any resolution to dissolve the club may be passed at any General Meeting provided that:
  - i) the terms of the proposed resolution are received by the Secretary at least forty two days before the meeting at which the resolution is to be brought forward, and that
  - ii) The secretary will give at least twenty eight days of the proposed resolution in writing to all members, and that
  - iii) such a resolution shall receive the assent of two thirds of those present and entitled to vote.

- b) If, upon the winding up or dissolution of the Club there remains after the satisfaction of all the Club’s debts and liabilities any property whatsoever, the same shall be given or transferred to some other organisation or organisations having objects (that is, aims and activities) similar to the objects of the Club by Resolution passed at a General meeting at or before the time of the dissolution, and in so far as effect cannot be given to such provision then to some charitable objects.

**14. Declaration**

It is hereby certified that this document represents a true and most up to date version of the Constitution of West Lothian Fencing Club.

**SIGNATURES**

Chair .....  
 Person .....  
 Date .....  
 Secretary .....  
 Date .....

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