

# CONSTITUTION

## Article 1 – Name and Aims

1. The Club shall be known as the **KINGSTON FENCING CLUB**.  
The Club shall be a non profit-making organisation.  
During any time the club hosts or incorporates another club, the club shall continue to observe this constitution.  
All committee roles are honorary (no remuneration from the club).
2. The aims of the Club shall be:
  - a. To promote the sport of fencing, especially within the Kingston area.
  - b. To teach fencing to all levels of ability, to all individuals regardless of race, sex or religious belief.
  - c. To be open to all persons who wish to participate in the sport of fencing.
  - d. To promote fencing to the youth of Kingston and introduce the sport into local schools.
  - e. To encourage members to enter competitions so as to promote the Club and the sport.
  - f. To give displays of fencing to the general public and encourage them to take up the sport.
  - g. To operate Equal Opportunity and Child Protection policies.

## Article 2 – Membership of British Fencing

1. The Club shall be a member of British Fencing, the national organising body for fencing, and shall abide by its rules and regulations.
2. The present Membership Number is 4023.
3. The Secretary shall renew the membership and liability insurance for the Club in October each year.
4. Any Club member may view the Insurance Policy, the Equal Opportunities Policy, the Child Protection Policy, and any other relevant document, on request to the Secretary or made available on the club website.

## Article 3 – Location and Time

1. The Club shall primarily serve fencers in the Kingston and surrounding areas.
2. The Club venue shall be Coombe School, College Gardens, Blakes Lane, New Malden, Surrey.
3. The Club shall normally meet every Tuesday evening, with the exception of the period during Christmas and New Year.

## Article 4 – Membership

1. Membership shall be open to all persons interested in the sport of fencing and the aims of the Club.
2. Prospective members shall be allowed their first evening of fencing at the Club free of charge. Thereafter standard fees shall be payable. Visitors shall pay the required fee.
3. Any member joining the Club partway through a term shall be charged on a pro-rata basis.
4. Current members of the Club shall be those who have paid their fees in full for that term.
5. When fencing on club premises, members and visitors shall follow safety guidelines (especially those relating to clothing), as may be specified from time to time by the British Fencing Association. Members or visitors breaching this rule shall do so entirely at their own risk.

6. A nominated member of the committee shall maintain a list of Club members. This may be maintained online. Committee members with access to this data shall take adequate precautions to secure adequate data privacy.
7. The amount of the Club subscription fee shall be decided by the committee and may be reviewed from time to time.
8. It shall be the duty of all members to uphold the aims of the Club.

#### **Article 5 – Officers and Committee**

1. The Club committee shall consist of three (3) Executive Officers: Chairman, Secretary, and Treasurer. The full committee shall consist of a further five (5) members and from these the Club may elect an Armourer, Welfare Officer, Vice-Chairmen, Vice Treasurer and Weapons Captains or any other roles as deemed necessary by the committee. These offices may be combined at the discretion of the Club.
2. Committee members shall be elected at the Annual General Meeting (AGM) held in November and shall take office to serve for the following year. Outgoing committee members may stand for re-election.
3. The Club committee may elect other Officers or sub-committees as deemed advisable.
4. The role of Secretary may be enlarged to act as General Manager with authority for day to day decisions within the policies and strategy set by the committee.

#### **Article 6 – Duties of Officers**

1. The Chairman, or a member of the committee nominated as the Chairman, shall preside at all meetings of the members and of the committee and shall perform such other duties as are incidental to the Chairman's office. The Chairman shall be an ex-officio member of all committees.
2. The Vice-Chairman shall perform all the duties of the Chairman in the absence of that officer.
3. The Secretary shall keep the minutes of all meetings of members and of the committee and shall present these at ensuing meetings.
4. The Secretary shall notify committee members of committee meetings at least one (1) week prior to the date of the meetings and notify Club members of the AGM at least four (4) weeks prior to the date of the AGM.
5. The Secretary shall remind all members that nominations and resolutions for the AGM should be received one (1) week before the date of the AGM.
6. The Treasurer shall ensure the governance and transparency of all funds incoming and outgoing, within the rules of Article 7 of this constitution.

#### **Article 7 – Financial Governance**

1. Club money shall be managed by the Treasurer with the majority of funds subject to dual authorisation for outgoing payment. The accounts shall be operated as per Table 1 below.
2. Any committee member may receive cash on behalf of the club provided a record of the receipt is available to the treasurer and also the funds are passed to the treasurer within two weeks. Any system used for receiving electronic payments shall be set to directly pass through to the main club account (where possible, minus fees where agreed per committee minutes and allowing a small working balance). The treasurer may give instructions for how cash received will be handled but it shall be recorded and deposited into the main club account.
3. The treasurer shall receive and have custody of all Club monies and shall deposit same in a bank account in the name of Kingston Fencing Club. The Treasurer shall keep account of all receipts and expenditures and shall, if requested, report at each committee meeting on the state of the bank account and shall present the accounts at each AGM.
4. Any committee member may have read only internet access to the club bank account.

5. No account may allow borrowing.
6. Hall fees, coaching bills and club equipment invoices may be paid by the committee. Other expenditure exceeding £1000 in any 90 day period shall require the approval of a majority of committee members.
7. Approval of a majority of the committee shall be required prior to the opening of any new account.

	<b>E-Transactional account(s)</b>	<b>Main Account</b>	<b>Savings Account</b>
Intention and Example	For members & visitors electronic subscriptions in (to KFC) and for occasional small payments out with Treasurer informed. Examples; SumUp and Paypal.	To hold sufficient funds for the club to be able to meet its commitments. Example: Lloyds Treasurers Account.	To hold static funds where the clubs main account balance exceeds the previous 12 months outgoings. Example: Fixed term no-risk savings account where withdrawal in term is possible with a loss of interest.
Balance Limit	£1000 total across any and all such accounts including cash	None (unless limited by bank)	Limited to excess from main account over amount of previous 12 months outgoings.
Account in the name of (Account holder)	Preferred: Kingston Fencing Club Allowed: the account operator	Kingston Fencing Club	Kingston Fencing Club (unless a formal, legal, trust in place ensuring return of the funds from the account holder, without risk to the club).
Operators (with authority for the dual authorisation)	Any elected committee member	Treasurer plus at least two other committee members	As per main account.
Payment Authorisation	Single	Dual	Dual (or single if transfers are only possible to the main account, else with a formal, legal, trust in place).
Records Required	Transaction records shall be reported (by account operator) to the treasurer on request. Any committee member may request a copy of the transaction records and that request shall be satisfied within 21 days.	Available online to all account operators. Summary and all outgoing transactions reported to each committee meeting and AGM.	All transactions to be accounted for in the treasurer's report to each committee meeting and summarised at the AGM.
Authority to change payment authorisation permission	Delegated to account operator.	Per bank rules and also either at least two of the account operators or with traceability to a minuted committee, EGM or AGM decision	As per main account.
Postal address	Account operator	Treasurer	Treasurer

## Table 1

**Article 8 – Meetings**

1. Meetings shall be held on such dates and times, and in such places as the committee shall designate, such decisions being determined by the wishes of the committee.
2. An Extraordinary General Meeting (EGM) may be called if necessary for the transaction of important business and may be called by the Chairman, committee, or upon written command of three (3) club members giving two (2) weeks notice. The business of the EGM shall be limited to that specified in the call.
3. Members shall be notified of the time and place of all meetings by the Secretary or their representative.
4. Five (5) regular members shall constitute a quorum for the transaction of business at a General meeting. Three (3) members of the committee shall constitute a quorum for the transaction of business as a committee meeting.
5. Only members present at any meeting may vote.
6. Articles or sections of the Constitution may only be changed at an AGM or EGM. Club rules may be changed at any time by a majority of the elected committee to assist the running of the Club.

**Article 9 – Discipline**

1. The Club may exclude any member for a breach of club rules or who, in the opinion of the elected committee, has behaved in a dangerous or un-sportsmanlike manner.

**Article 10 – Dissolution**

1. To wind up the affairs of the Club, a special meeting (a specific EGM) shall be called for that purpose. At least twenty-eight (28) days notice before this meeting shall be given to all members. The meeting notice shall include the proposed distribution of residual funds. Such distribution shall divide residual funds equally between at least two local fencing clubs, prioritising clubs which are considered by the Kingston Fencing Club committee to be well run by established committees. No individual nor organisation run by a single individual may be a beneficiary.
2. A decision to wind up the affairs of the Club shall require the agreement of a two-thirds majority of the members present and voting.
3. Following such agreement, the liabilities of the club shall be discharged and any remaining bank account balance shall be divided in accordance with the proposal agreed at the special EGM as above.
4. All Club trophies or personal awards shall be returned to their donors. Where this is not possible, the committee shall be authorised to make other arrangements at its discretion. All club equipment shall be offered for sale or donated to other fencing clubs at the discretion of the committee.

**Approved** at AGM 19<sup>th</sup> November 2022.