

CONSTITUTION OF THE CAMBRIDGE UNIVERSITY FENCING CLUB  
Easter Term, 2014

*Preface*

The Cambridge University Fencing Club (hereinafter *the Club*), being a University Sports Club within the University of Cambridge (hereinafter *the University*);

*Having* been founded to advance the following objectives:

- (1) to hold regular training sessions for all levels of fencer associated or affiliated with the University, irrespective of religion, nationality, ethnicity or sexuality;
- (2) to promote fencing within the University;
- (3) to select and train fencers to represent the University in inter-varsity and national competition;

*Hereby* enacts the following Constitution:

*Article 1      Definitions and Interpretation*

- (1) For the purposes of this Constitution and unless otherwise indicated expressly or impliedly:
  - (a) the term *Association* refers to the British Fencing Association or any successor body thereto;
  - (b) the term *Committee* refers to the governing body of the Club, as constituted by the Officers;
  - (c) the term *Members* refers to the members of the Club who have been admitted to the Club through the procedure set out in Article 4.
  - (d) the term *Officers* refers to any or all of the current occupants of the Committee positions set out in Articles 6(2) and 6(4);
  - (e) the term *Proctors* refers to the Proctors of the University.
  - (f) the term *Stash* refers to merchandise intended to be used in the promotion of the Club and its objectives, excluding Club equipment;
  - (g) the term *Varsity* refers to the annual fencing competition with the members of the Oxford University Fencing Club, and all matters pertaining and connected thereto.
- (2) In interpreting a provision of this Constitution, the interpretation that would best achieve the purposes of the Club as set out in the Preface is to be preferred to any other interpretation.
- (3) Where in this Constitution any person holding or occupying a particular office or position is mentioned or referred to in general terms, such mention or reference shall be deemed to

include all persons who at any time hold or occupy for the time being, or perform for the time being the duties of, the office or position.

- (4) Within this Constitution words in the singular number include the plural and words in the plural number include the singular.
- (5) Any question about the interpretation of this Constitution that cannot be settled in good faith as between the Committee shall be settled by the Proctors.

#### *Article 2      Name*

The name of the Club shall remain 'the Cambridge University Fencing Club'.

#### *Article 3      Compliance*

- (1) The Club shall be administrated in accordance with the regulations for University Sports Clubs, as published by the Proctors and as amended or replaced from time to time.
- (2) The Club shall effect and maintain membership with the Association and purchase any appropriate insurance cover that the Association makes available. Competing fencers are expected to be members of the Association, and thus have appropriate insurance. Every effort is to be made to comply with all the safety procedures that the Association prescribes or recommends as good practice.
- (3) The Club shall observe the Code of Conduct on Safety Matters, as deposited at the Proctors' office, and follow a procedure for risk assessment that is acceptable to the Proctors and the Director of Physical Education.

#### *Article 4      Membership of the Club*

- (1) Membership of the Club shall be extended to all members of the University and any others who may apply to the Committee. There shall be an annual fee for membership which shall be set by the committee. An application for membership shall not be refused on the grounds of race, sex, sexual orientation, religion or political views.
- (2) The Committee may, however, expel any member for behaviour likely to endanger other members of the Club, bring the Club into disrepute or damage the Club's equipment, either wilfully or through negligence.
- (3) A Member will be considered to be in good standing unless they hold a debt to the Club that has been outstanding for more than two weeks. Once the debt has been paid and notification of the payment made to the Treasurer the good standing of the Member will be restored.

#### *Article 5      Annual and extraordinary general meetings of the Club*

- (1) In addition to regular training sessions there shall be an Annual General Meeting which shall be held each year in the Easter Full Term. The time and venue for this meeting will be determined and publicised by the Committee at least fourteen days beforehand.
- (2) The Annual General Meeting will:
  - (a) receive the annual reports of the Committee for the previous year;
  - (b) receive the results of the election for the Committee for the following year, as conducted in accordance with the procedures set out in Article 8;
  - (c) consider any motions of which due notice has been given, and any other relevant business
- (3) An Extraordinary General Meeting may be called in any Full Term, by any Committee member, on not less than seven days' notice; or on a written requisition by six or more members, stating the reason for which the meeting is to be called, and delivered to the Secretary not less than seven days before the date of the meeting.
- (4) The quorum for a General Meeting shall be 15 Members that are also members of the University present in person, or half the members of the Committee. Proxy votes will be allowed, provided the nomination of a proxy is received by the Secretary not less than 24 hours before the meeting. When any financial business is to be transacted, the Treasurer must be present.
- (5) The President will have the right to preside at all meetings of the members of the Club. He/she shall have the deciding vote in all such meetings. Should the President be absent, or decline to take the chair, the Committee shall elect another member of the Committee to chair the meeting. The Chair shall have the casting vote in the case of a tied vote.

*Article 6      Committee of the Club*

- (1) The affairs of the Club shall be administrated by the Committee, which shall have ultimate responsibility for the activities of the Club. All Committee members must be Members of the University.
- (2) The Committee of the club shall consist of a President, Secretary, Treasurer, Men's Captain, Women's Captain, Old Blues Officer, Armourer, Beginners' Secretary, Social Secretary, Intermediates' Secretary, Computer Officer and Press and Sponsorship Officer.
- (3) The Officers referred to in paragraph (2) of this Article shall be elected by the Members of the Club annually, and shall be eligible for re-election, in accordance with the procedures set out in Article 8.
- (4) There will be four additional Officers, co-opted annually by the elected committee from those Members in good standing: Men's Seconds' Captain and Women's Seconds' Captain. These Officers will be non-voting in all matters unconnected with their specific responsibilities under Article 7 and save those concerning the amendment of this Constitution.

- (5) There shall also be a Senior Treasurer, who is a senior University member (i.e. not a student). He shall be appointed by the University, and shall oversee the Club finances and activities. The Senior Treasurer shall not be *ex officio* a Member or Officer of the Club or the Committee.
- (6) The quorum for a Committee meeting shall be at least half of the elected Officers present in person. When any financial business of the Club is to be transacted there must be present the Treasurer, or a member of the Committees deputed by the Treasurer to represent his/her views to the meeting.
- (7) The President will have the right to preside at all meetings of the members of the Committee. He/she shall have the deciding vote in all such meetings. Should the President be absent, or decline to take the chair, the Committee shall elect another member of the Committee to chair the meeting. The Chair shall have the casting vote in the case of a tied vote.
- (8) Any decision taken by the Committee, including decisions concerning the amendment of the Constitution, may be overridden by an absolute majority of those present and voting at a General Meeting called in accordance with Article 5.

*Article 7      Roles and responsibilities of the Officers*

The roles and responsibilities of the Officers shall be as follows:

- (1) The whole Committee shall:
  - (a) have control of the funds and property of the Club, and of its administration;
  - (b) be responsible for the day-to-day running of the Club including the organization of training and competition;
  - (c) be responsible for the maintenance and purchase of equipment and the appointment of one or several coaches;
  - (d) represent the Club at events held during Freshers' Week and be responsible for the recruitment of new Members at such events;
  - (e) have the power to make regulations and by-laws, in accordance with this Constitution, and to settle any disputed points not otherwise provided for in this Constitution.
- (2) The President shall:
  - (a) oversee the day-to-day running of the Club through delegating tasks to the relevant Officers, or to any other appropriate Member of the Club;
  - (b) be responsible for liaising with the Proctors, through the Director of Physical Education when relevant, and provide all the information and documents they may require;

- (c) oversee all preparations for the Club in connection with the Varsity Match, whether held in Cambridge or Oxford, aside from those matters touching and concerning the selection and operation of the Varsity teams.
- (3) The Men's Captain shall:
- (a) be responsible for selecting and organizing the men's teams, in conjunction with the Men's Seconds' Captain;
  - (b) represent the club at meetings of the Men's Blues Committee;
  - (c) organize and arrange team fixtures in co-ordination with the President and Women's Captain;
  - (d) prepare match reports concerning the Men's First team in conjunction with the Press and Sponsorship Officer.
- (4) The Women's Captain shall:
- (a) be responsible for selecting and organizing the men's teams, in conjunction with the Women's Seconds' Captain;
  - (b) represent the club at meetings of the Women's Blues Committee;
  - (c) organize and arrange team fixtures in co-ordination with the President and Men's Captain;
  - (d) prepare match reports concerning the Women's First team in conjunction with the Press and Sponsorship Officer.
- (5) The Men's Seconds' Captain shall:
- (a) be responsible for selecting and organizing the men's second team, in conjunction with the Men's Captain;
  - (b) organize and arrange team fixtures in co-ordination with the President and Men's Captain;
  - (c) prepare match reports concerning the Men's Second team in conjunction with the Press and Sponsorship Officer.
- (6) The Women's Seconds' Captain shall:
- (a) be responsible for selecting and organizing the women's second team, in conjunction with the Women's Captain;
  - (b) organize and arrange team fixtures in co-ordination with the President and Women's Captain;
  - (c) prepare match reports concerning the Women's Second team in conjunction with the Press and Sponsorship Officer.
- (7) The Secretary shall:
- (a) give notice of meetings of the members and the Committee;
  - (b) draw up minutes of those meetings;

- (c) be responsible for the arrangement of photographs;
  - (d) manage the various email lists of the Club, in conjunction with the Computer Officer;
  - (e) in conjunction with the Treasurer, maintain a register of the Members of the Club, which shall be available for inspection by the Proctors on request.
- (8) The Treasurer shall:
- (a) keep proper records of the Club's financial transactions in accordance with current accepted accounting rules and practices and present those records to the Club at the Annual General Meeting;
  - (b) be responsible for the collection of sums due from members and payment of the coach;
  - (c) submit the final accounts to the end of September (statement dated in September) to the Senior Treasurer, as soon as possible, and no later than 15 October of the same year;
  - (d) in conjunction with the Secretary, maintain a register of the Members of the Club which shall be available for inspection by the Proctors on request;
  - (e) on assuming office, prepare a Club budget for the immediately subsequent academic year and inform the Committee of progress against that budget as necessary throughout their term in office.
- (9) The Social Secretary shall be responsible for organizing:
- (a) all social events connected with the Club, including the Christmas dinner in Michaelmas term and, in the event that the Varsity Match is to be held in Cambridge that year, the Varsity Dinner, with the latter to be organized in conjunction with the President and Secretary;
  - (b) a dinner after the Annual General Meeting in Easter term;
  - (c) a garden party in the last week of full Easter term;
  - (d) at least one other social event in each of Michaelmas, Lent and Easter terms.
- (10) The Old Blues' Officer shall be responsible for:
- (a) maintaining contact with former Club members and maintaining an alumni database and mailing list;
  - (b) the organization of the Old Blues Match and Dinner.
- (11) The Beginners' Secretary shall:
- (a) be responsible for organizing coaching for beginner fencers, and, in conjunction with the Treasurer shall ensure that their names, details and money are received by the Club;
  - (b) will ensure that beginners are progressing, and, in conjunction with the Social Secretary, that they are being included in Club social activities;

- (c) will represent and speak on behalf of the interests of beginners at meetings of the Club and of the Committee.
  - (d) will pay particular attention to ensuring that all weapons are issued and collected properly at the beginning and end of each beginners session.
- (12) The Intermediates' Secretary shall:
- (a) be responsible for organizing coaching for intermediate fencers, and, in conjunction with the Treasurer shall ensure that their names, details and money are received by the Club;
  - (b) will ensure that intermediates are progressing, and, in conjunction with the Social Secretary, that they are being included in Club social activities;
  - (c) will represent and speak on behalf of the interests of intermediates at meetings of the Club and of the Committee.
  - (d) will pay particular attention to ensuring that all weapons are issued and collected properly at the beginning and end of each intermediate session.
- (13) The Computer Officer will be responsible:
- (a) for the regular upkeep of the Club website;
  - (b) for all other matters connected to the online presence of the Club.
- (14) The Armourer will be responsible:
- (a) for the upkeep of all Club equipment;
  - (b) for the purchase of all new Club equipment, in conjunction with the President and the Treasurer;
  - (c) for maintaining an up-to-date inventory of Club kit, to be presented at the Annual General Meeting.
- (15) The Press and Sponsorship Officer will be responsible for:
- (a) in conjunction with the Captains of the relevant teams, the preparation of match reports for each significant contested event fenced by a Club team, including Varsity and British Universities and Colleges Sport matches, and the circulation of such reports to University newspapers such as *Varsity*, *The Cambridge Student* and *The Tab*;
  - (b) the sourcing of sponsorship for the Club in conjunction with the Old Blues' Officer where such sourcing involves contact with alumni of the Club;
  - (c) in conjunction with the President and the Secretary, designing any and all Stash bearing the Club crest or name;
  - (d) in conjunction with the Treasurer, organizing the purchase of Stash on behalf of Members and ensuring that Stash is paid for and distributed to the Members.
- (16) Each Officer must, on relinquishing his or her appointment, promptly hand to his or her successor in office (or to another Member of the Club nominated by the Committee) all official documents and records belonging to the Club, together with (on request from the

Committee) any other property of the Club which may be in his or her possession; and must complete any requirements to transfer authority relating to control of the Club's bank accounts, building society accounts, or other financial affairs, and provide a detailed oral or written briefing to his or her successor in office at the request of that successor.

*Article 8      Elections*

- (1) Elections of the Officers referred to in Article 6(2) will take place in Easter term of each year on a date determined by the Committee. Unless otherwise indicated, the electors will be all Members of the Club in good standing.
- (2) The Returning Officer for these elections will be the President, unless the President is himself or herself standing for election or reelection. Where the President is standing for election or reelection, the Returning Officer of the election for the office with respect to which the President is a candidate will be Secretary. Where the President and the Secretary are both candidates for election to the same office, the Returning Officer for that election will be another member of the Committee that is not a candidate in that election, to be nominated by the Committee as a whole.
- (3) The Returning Officer, in conjunction with the Secretary, will announce the election to the Members no more than one month prior to the date of the election. All candidates must forward their nomination and a brief manifesto to the Returning Officer no more than two weeks before the date of the election at which point nominations will close..
- (4) Any Member of the Club in good standing may stand as a candidate for election and may nominate him or herself for election. A candidate may not stand for election to any more than one of the following offices: President, Treasurer, Men's Captain and Women's Captain. The office of President and Secretary may not be filled by the same person.
- (5) With respect to all elections conducted pursuant to this Article an option shall be included on the ballot to re-open nominations.
- (6) Voting will take place over a period of time not exceeding three days as specified by the Returning Officer and beginning on the date of the election. Voting will take place by secret electronic ballot pursuant to the mechanism put in place for University clubs and societies by the Cambridge University Students' Union (CUSU). If such a mechanism is unavailable, the Returning Officer may nominate another form of secret ballot.
- (7) With respect to the office of Men's Captain, the electors will be those Members of the Club in good standing who were members of either the Men's First or Men's Second Teams at the Varsity Match for that year.
- (8) With respect to the office of Women's Captain, the electors will be those Members of the Club in good standing who were members of either the Women's First or Women's Second Teams at the Varsity Match for that year.
- (9) The voting system used will be the alternative vote system. A candidate will be elected to office if he or she secures 51 per cent of the votes cast. In the event that no one candidate secures 51 per cent of the vote, the candidate with the fewest votes is eliminated and ballots

assigned to the eliminated candidate are recounted and assigned to those of the remaining candidates who rank next in order of preference on each ballot. This process will continue until one candidate secures 51 per cent of the votes. If 51 per cent of votes are cast in favour of re-opening nominations then nominations for that office must be re-opened.

#### *Article 9      Removal of Officers*

No member of the Committee shall be removed from office except by an absolute majority of those present in person at a meeting of the Committee.

#### *Article 10      Vacancies*

- (1) In the case of a vacant position on the Committee, either due to a lack of nominations for election, the resignation of a sitting Officer, or the removal of an Officer pursuant to Article 9, any Member in good standing may be elected to the position by a majority vote at a meeting of the Committee. Where the office in question is included in Article 6(4), then the vacancy in question may be filled by co-option of any Member in good standing by the Committee. Where the office of the President falls vacant it shall be filled immediately and without the need for any further action by the Committee by the Secretary.
- (2) Where a vacancy occurs, and pending an election pursuant to paragraph (1) of this Article, the responsibilities of the vacant office shall devolve to the Committee as a whole and be fulfilled at the direction of the President. Where, pursuant to Article 7, the duties of any Officer are expressed to be fulfilled in conjunction with another Officer, then those duties will be assumed by the Officer so named.

#### *Article 11      Indemnity*

- (1) So far as may be permitted by law, every member of the Committee of the Club shall be entitled to be indemnified by the Club against all costs, charges, losses, expenses and liabilities incurred by him or her in the execution or discharge of his or her duties or the exercise of his or her powers, or otherwise properly in relation to or in connection with his or her duties. This indemnity extends to any liability incurred by him or her in defending any proceedings, civil or criminal, which relate to anything done or omitted or alleged to have been done or omitted by him or her as a member of the Committee or officer of the Club and in which judgement is given in his or her favour (or otherwise disposed of without any finding or admission of any material breach of duty on his or her part), or in which he or she is acquitted, or in connection with any application under any statute for relief from liability in respect of any such act or omission in which relief is granted to him or her by the Court.
- (2) So far as may be permitted by law, the Club may purchase and maintain for any member of the Committee insurance cover against liability which by virtue of any rule of law may attach to him or her in respect of any negligence, default, breach of duty or breach of trust of which he or she may be guilty in relation to the Club and against all costs charges, losses

and expenses and liabilities incurred by him or her and for which or she is entitled to be indemnified by the Club by virtue of paragraph (1) of this Article.

*Article 12      Dissolution*

- (1) The Club may be dissolved at any time by absolute majority of those present in person at a General Meeting, including an absolute majority of the Officers present in person. The Club may also be dissolved (without need for any resolution of the Members) by means of not less than thirty days notice from the Proctors to the Secretary if at any time the Club ceases to be registered with the Proctors.
- (2) In the event of the Club being dissolved, its assets shall not be distributed amongst the members, but shall be paid to, or at the direction of the University.

*Article 13      Effect and amendment*

- (1) This Constitution is intended to repeal and replace any previously existing Constitution governing the operation of the Club.
- (2) This Constitution may be amended by an absolute majority of those Officers present and voting at a meeting of the Committee.