



CONSTITUTION OF THE CAMBRIDGE UNIVERSITY FENCING CLUB

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, gender, 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 5.
 - (d) the term Officers refers to any or all of the current occupants of the Committee positions set out in Articles 7(2) and 7(4);
 - (e) the term Stash refers to merchandise intended to be used in the promotion of the Club and its objectives, excluding Club equipment;
 - (f) 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 Senior Treasurer who may consult the Sports Service.

Article 2 Name

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

Article 3 Aims

- (1) The advancement of amateur sport for the public benefit by encouraging and developing fencing within the University of Cambridge ("University"); and
- (2) The organisation or provision of facilities for the learning, teaching, coaching, practising and competing in fencing with the object of promoting health and wellbeing; and
- (3) The advancement of sports education by the provision of support, assistance and encouragement for fencing in order to enable members to develop their capabilities and fulfil their potential.
- (4) The aims and objects set out above will be directed primarily for the benefit of undergraduate and postgraduate student members (Student Members) of the University, but may additionally benefit other members of the University and/or residents of Cambridge and the surrounding area where the Committee is satisfied that to do so would be conducive or incidental to the benefit of Student Members of the University.

Article 4 Compliance

- (5) The Club shall be administered in accordance with the regulations for University Sports Clubs set out by the University Sports Service.
- (6) 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.
- (7) The Club shall observe the Code of Conduct on Safety Matters, and follow a procedure for risk assessment that is in accordance with the previous such risk assessments and meets the standards required by the University Sports Service.

Article 5 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 any personal characteristic that is protected by UK law.

- (2) The Committee may admit to membership individuals who are not Student Members of the University provided that, should non-student membership constitute more than 10% of the total membership of the Club, the Committee, with the approval of the Senior Treasurer, determines that the composition of the membership of the Club is in the best interests of the Student Members of the Club.
- (3) Membership of the Club is terminated if the member resigns by written notice to the Club or if the member is expelled in accordance with article 17.
- (4) 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 6 Annual and Extraordinary General Meetings of the Club

- (1) In addition to regular training sessions there shall be an Annual General Meeting (AGM) which shall be held each year in the Easter Full Term. The time and venue for this meeting will be determined and publicized 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 9;
 - (c) consider any motions of which due notice has been given, and any other relevant business
- (3) An Extraordinary General Meeting (EGM) 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 Vice-President 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 Vice-President not less than 24 hours before the meeting. When any financial business is to be transacted, the Treasurer must be present.
- (5) Only members of the club in good standing are eligible to vote at a General Meeting.
- (6) 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 7 Committee of the Club

- (1) The affairs of the Club shall be administered 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, Vice-President, Treasurer, Men's Captain, Women's Captain, Men's Seconds' Captain, Women's Seconds' Captain, Alumni Officer, Armorer, Beginners' Secretary, Social Secretary, Intermediates' Secretary, Webmaster 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 9.
- (4) There shall also be a Senior Treasurer, who shall be a member of the Regent House, or other person approved by the Sports Club Registration Sub-Committee. 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.
- (5) 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.
- (6) 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.
- (7) 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 6.

Article 8 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 University Sports Service, as well as with the Senior Treasurer, 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 coordination 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 women'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 coordination 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 coordination 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 coordination 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 Vice-President 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 Webmaster;
 - (e) in conjunction with the Treasurer, maintain a register of the Members of the Club, which shall be available to the University Sports Service 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 Vice-President, maintain a register of the Members of the Club, which shall be available to the University Sports Service 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 Vice-President;
 - (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 Alumni 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 Alumni 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 Webmaster 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 Armorer 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 significant contested events fenced by a Club team, including Varsity and British Universities and Colleges Sport matches, and the circulation of such reports to as many University publications as possible, including The Blue Bird, Varsity, The Cambridge Student and The Tab;
 - (b) the sourcing of sponsorship for the Club in conjunction with the Alumni Officer where such sourcing involves contact with alumni of the Club;
 - (c) in conjunction with the President and the Vice-President, 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 9 Elections

- (1) Elections of the Officers referred to in Article 7(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 and any previous Member of the Club due to regain such status by Michaelmas term following the election.
- (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 the Vice-President. Where the President and the Vice-President 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 Vice-President, will announce the election to the Members no more than nine weeks 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. It is by the Returning Officer's discretion that a Member of the Club exceptionally not considered to be in good standing or any previous Member of the Club due to regain such status by the beginning of the Michaelmas term following the election may stand as a candidate. A candidate may not stand for election to any more than one of the following offices: President, Treasurer, Men's Captains and Women's Captains. The office of President and Vice-President 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 and Men's Seconds' 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 and Women's Seconds', 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 Single Transferable Vote (STV) system, following ERS97 STV rules. If the winning vote is to re-open nominations

then nominations for that office must be reopened. Any ties will cause a revote.

Article 10 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 11 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 10, 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 7(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 Vice-President.
- (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 8, 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 12 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 properly 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 13 Financial and Liability Matters

- (1) The Club shall maintain a banking account in the name of the Club with a suitable Bank or Building Society to hold the Club's funds.
- (2) It shall be the responsibility of the Junior Treasurer to ensure that monies received are properly accounted for, and that the Club's financial records are kept in good order. In particular, the Junior Treasurer shall ensure continuity of Cambridge resident signatories for any bank accounts held by the Club.
- (3) The Senior Treasurer shall make arrangements for the Club's Accounts to be properly audited on an annual basis, either by themselves, or by some other person approved under University Ordinances.
- (4) For so long as the Club shall be registered with the University Sports Service, it shall be the duty of the Committee to ensure that the Club complies with the requirements for registration as a University Sports Club.
- (5) The Committee (acting by its members) is authorised to enter into contractual arrangements with third parties for and on behalf of all members, but only to the extent reasonably necessary for the proper performance of its duties pursuant to the constitution and acting always in the best interests of the Club and its members. When entering into contractual arrangements pursuant to article 13(5), the Committee shall endeavour to agree a contractual limit on the members' liability which does not exceed the assets of the Club from time to time, or, if not possible, a reasonable limit of liability taking into account the nature of the contract and the circumstances.
- (6) All monies drawn against Club funds should be authorised by at least two members of the Committee (including the Junior Treasurer), either by signature, or access to online banking facilities.
- (7) The assets of the Club shall be held on trust by the members of the Committee as trustees for the benefit of the Club and its members.
- (8) As an unincorporated association, all members are liable for any debts and obligations properly incurred by one or more members on behalf of the Club. In the event that members individually or collectively suffer a claim, penalty or other financial loss or liability on behalf of the Club (whether in negligence, contract or otherwise) which is not covered by insurance, then provided the relevant members have acted in good faith and in accordance with the constitution and have taken all reasonable

steps to mitigate their loss, they shall be entitled to an indemnity from the Club's realisable assets up to the value of the assets from time to time, such indemnity to be administered by the Committee, subject to the following exclusions: claims, penalties or other financial loss or liability incurred by a member or members: (i) as a result of criminal offences committed by such members; and/or (ii) in connection with the use of motor vehicles by such members; and/or (iii) which would have been covered by insurance but which due to the acts or omissions of such members (including but not limited to failure to obtain insurance required by law or failure to comply with the terms and conditions of insurance), is not so covered.

- (9) The Senior Treasurer shall not be held personally liable for any financial debt or other obligation unless they are either (i) also a member of the club or (ii) have acted otherwise than in accordance with the club constitution.

Article 13 Dissolution

- (1) A resolution to dissolve the Club can only be passed at a general meeting in accordance with article 14.
- (2) In the event of dissolution, all debts shall be cleared with any remaining funds of the Club. Any assets remaining after all liabilities have been met shall become the property of the University and shall be transferred to the Sports Service.

Article 14 Reserved Matters

The following matters (the "Reserved Matters") require approval by the Senior Treasurer and at least two thirds of the Members voting at any general meeting at which any of the following matters require approval:

- (1) Any amendment to the Constitution which materially affects the position of the Members or which materially alters the relationship between the Club and the University.
- (2) The dissolution of the Club.
- (3) Any proposal which has a material impact on the Club, its members, its assets, and/or its finances.
- (4) The application and/or use of Club/financial assets of the Club other than for the benefit of the Club.

Article 15 Effect

- (1) This Constitution is intended to repeal and replace any previously existing Constitution governing the operation of the Club.
- (2) Amendments to this constitution must take place at an AGM or EGM subject to article 14, and are also subject to approval by the University Sports

Service. The University Sports Service must be in receipt of the amendments within fourteen days of the vote.

Article 16 Complaints Processes

- (1) Any complaints must be submitted in writing to the Committee in an expedient manner. Complaints should be treated confidentially and must not be distributed publicly.
- (2) Complaints against a member(s) of the Committee may be lodged with the Senior Treasurer, or, where a further conflict of interest arises, with the Sports Service who will advise on the appropriate procedures depending on the nature of the complaint.
- (3) The Committee will meet to hear any member complaints within 28 days of a complaint being lodged.

Article 17 Disciplinary Processes

- (1) Subject to the remainder of this article 17, the Committee shall have the authority to expel or to suspend a member or members whose actions are felt to be such as to bring the Club into disrepute, or gravely harm the interests of its members.
- (2) The Committee may also take other disciplinary action in respect of a member of the Club, commensurate with the seriousness of the offence. The Committee may take action as a result of member behaviour within any Club-organised activities.
- (3) Written notice of any investigation will be provided within seven days of a complaint/decision. In the case of serious misconduct, the Club Committee, in consultation with the Senior Treasurer, may suspend a member pending the outcome of the investigation.
- (4) The expulsion of a member can only be effected following a majority vote of all Committee members, excluding the Senior Treasurer, and in circumstances where:
 - (a) the member has been given at least [twenty-one] days' notice in writing of the meeting of the Committee at which the expulsion or suspension will be proposed and the reasons why it is to be proposed; and
 - (b) the member or, at the option of the member, a representative (who need not be a member of the Club) has been allowed to make representations to the meeting.
- (5) In the event of an expulsion, the excluded member is required to return all equipment, documents and finances belonging to the Club within 7 days. They will not be entitled to any full or partial refund of annual subscriptions.
- (6) If a member who has been excluded, suspended or subject to other disciplinary action pursuant to article 17(2) wishes to appeal the decision, that appeal should be made to the Sports Club Registration Sub-Committee which will assess the appeal in consultation with the Club's Senior Treasurer.

(7) University members subject to disciplinary action have the right to lodge a further formal complaint with the University.

Article 18 Provision of Information

(1) The Committee must supply annual accounts of the Club to the University, together with such other information as the University may reasonably require from time to time, whether in connection with the Club's registration as a Sports Club of the University, or in relation to the need to ensure that the Club is being administered in accordance with paragraph 28(1)(a) of Schedule 3 to the Charities Act 2011 or otherwise.

Article 19 Declaration

(1) the Cambridge University Fencing Club hereby adopts and accepts this constitution as its current constitution regulating the actions of members, and will also comply with all University and legal requirements.

Name: Position: President

Sign: Date:

Name: Position: Senior Treasurer

Sign: Date: