**THE CONSTITUTION**

**OF**

**WATFORD FENCING CLUB**

**1. TITLE**

The name of the club shall be “Watford Fencing Club”.

**2. OBJECTIVES**

The objective of the club are to offer adults over the age of 16 (primarily those resident in West Hertfordshire) the opportunity to participate and develop in the sport of fencing and to provide facilities for tuition, practice and competition.

The Club is a non-profit making organization, operated by volunteers.

**3. MEMBERSHIP**

All ordinary members must be amateurs in accordance with British Fencing rules.

**4. MANAGEMENT**

a. The management of The Club shall be vested in a Committee, elected at the AGM known as ‘the Administration Committee’ consisting of:

* Chairperson
* Hon. Secretary
* Hon. Treasurer
* Membership Secretary *(If deemed necessary at AGM)*
* At least one other member who will act as a Member Representative
* Any other positions as deemed necessary by committee

b. The Administration Committee shall have the power to co-opt other members if deemed necessary.

c. No business shall be conducted by the Administration Committee unless a quorum of four be present, to include at least one of the following:

* Chairperson
* Hon. Secretary
* Hon. Treasurer

d. The financial year of the club shall run from 1st April to 31st March each year.

e. The Honorary Secretary shall be responsible for arranging all meetings of The Administration Committee and shall keep a record of transactions, others than financial entered into by The Club.

f. The committee as a whole will be responsible to ensure a record is kept of all important digital transactions.

g. The Honorary Treasurer shall be responsible for the recording of all financial transactions undertaken by the Club and shall prepare an annual statement of accounts.

This annual statement must be audited by two fully paying club members (Non-committee).

h. The Chairperson shall present an annual report to the Annual General Meeting.

i. The Administration Committee shall meet a minimum of four meetings per annum.

j. All cheques must be signed by two of the three signatories:

* Chairperson
* Hon. Secretary
* Hon. Treasurer

k. If deemed a necessary committee role and duly elected, a Membership Secretary can be provided with access to banking statements and or internet banking to enable reconciliation of incoming membership fees.

If required by the bank, the Membership Secretary can act as a fourth signatory if it is a mandatory requirement to gain access to banking statements and or internet banking.

l. The Chairman, Hon. Secretary and Hon. Treasurer shall have the power to act in any matters of emergency and shall report their action at the next meeting of the Administration Committee.

m. The Administration Committee of their authorised representative shall be responsible for the conduct of all fencing taking place at The Club premises.

n. All fencers take part in the sport at the own risk. All fencers are required to have current membership of the governing body of the sport “British Fencing”, and to comply with current regulations set by that body.

o. In the instance of inappropriate behaviour the Administration Committee have the power to take such action as deemed necessary.

p. The Administration committee shall retire at the end of the first Annual General Meeting held following their appointment and shall be eligible for re-election.

q. All members of the committee shall be fully paying members of the club.

**5. GENERAL MEETING**

a. The Annual General Meeting shall be held no later than 30th April in each year. All members shall be notified of such meeting as soon as possible.

b. Emergency meetings shall be convened by the Administration Committee of on the written request by six or more members of The Club, stating the nature of the business to be transacted.

c. At the Annual General Meeting the business shall include:

* Adoption of the minutes of the previous AGM
* Reception and adoption of the Annual Report.
* Reception and adoption of a Statement of Accounts.
* Appointment of the Administration Committee.
* Any proposals notified to the Secretary at least six weeks prior to the meeting.

**6. GENERAL**

a. This constitution shall come into effect on the 1st April 2016, and shall be amended or rescinded only by a resolution of at least two thirds of those present and voting at an AGM or at an Extraordinary General Meeting called for that purpose.

b. The Club shall be dissolved only by a resolution carried by 90% of the members present at a General Meeting called for that specific purpose.

c. In the event of the dissolution of Watford Fencing Club, all properties belonging to third parties shall be returned and any outstanding assets will be liquidated at the discretion of the Administration.