

Constitution of the Durham Phoenix Fencing Club

Adopted on the 21st Nov 2005 and updated on the 1st July 2009 and 15th September 2013

1) Name

The name of the organisation is the Durham Phoenix Fencing Club

2) Administration

The group and its property shall be administered and managed by a committee elected in accordance with clause 7 of this constitution ("the Committee")

3) Objects

The group's objects ("the objects") are: -

To promote the art of fencing to the general public and, in particular, young people, in an effort to enhance their personal development through the provision of facilities for recreation and leisure time occupation, with the object of improving the conditions of life for the said young people by promoting physical, mental and spiritual well being.

4) Powers

In furtherance of the objects but not otherwise, the committee may use the following powers; -

4.1). To raise funds and to invite and receive contribution provided that in raising funds the committee shall conform to any relevant requirements of the law.

4.2). To insure and arrange insurance cover and to indemnify its voluntary workers from and against all such risks incurred in the performance of their duties as may be thought fit.

4.3). To foster and encourage co-operation and communication between similar organisations, societies and statutory authorities and to represent the views of members of the group

4.4). To establish or support such advisory committees as the management committee may think fit

4.5). To do all such lawful things as are necessary to the achievements of the objectives

5.0). Membership

5.1). Membership of the group shall be open to any individual, irrespective of sex, race, nationality, or of political, religious or other opinion who accepts the rules of the group, who have paid any subscription as decided from time to time by the committee, or is a parent of a fee paying child.

5.2). Every member shall have one vote

5.3). Individuals under the age of 18 years of age who shall be known as junior members may be admitted to membership subject to such conditions as the management committee may decide. They shall have the power to elect one of the members to represent them, without the power to vote at meetings of the management committee. Any junior members may attend General meetings but shall not have the power to vote

5.4). The committee may unanimously and for good reason terminate the membership of any individual; - provided that the individual concerned shall have the right to appeal in person to the committee, accompanied by a friend, before any decision is made.

6.0) **Officers**

At the annual general Meeting of the group the members shall elect from amongst themselves a chair, a secretary and a treasurer and any other officers as may from time to time be decided who shall hold office from the conclusion of the meeting.

7.0) **Committee**

7.1) The committee shall consist of: -

- a) the officers elected in accordance with clause 6 above
- b) not more than 12 members elected by and from the members at the annual general meeting who shall hold office from the conclusion of the meeting.

7.2. The committee may in addition co-opt up to 2 additional members; provided that at any time not more than one third of the members of the committee shall be co-opted members

7.3). All members of the committee shall retire from office together at the end of the annual general meeting next after the date on which they came into office but they may be re-elected.

7.4). A member of the committee shall cease to hold office if he or she; -

- a) is absent without the permission of the committee from all its meetings held within a period of 6 months and the committee agrees that his or her office should be declared vacant or; -
- b) notifies the committee of a wish to resign; provided that at least three members of the committee will remain in office when the notice of resignation is to take effect.

8.0). **Meetings and proceedings of the committee.**

8.1). The committee shall hold at least 6 ordinary meetings each year. At least 7 days notice shall be given of all ordinary meetings of the committee.

8.2). The chair of the group shall act as chair at meetings of the committee. If the chair is absent from any meeting, the members of the committee present shall choose one of their numbers to be chair of the meeting before any other business is dealt with.

8.3). There shall be a quorum when at least one third of the members of the committee or three members of the committee, whichever is the greater are present at the meeting.

8.4). Every matter shall be decided by a majority of votes of the members of the committee present and voting on the question but in the case of an equality of votes, the chair of the meeting shall have a casting vote.

8.5). The committee may appoint one or more sub-committees for the supervision of any activity which the committee feels would be more conveniently undertaken by a sub-committee. Any sub-committee so appointed shall promptly report its proceedings to the committee

8.6). The committee shall keep minutes, kept for the purpose of the proceedings at meetings of the committee and any sub-committee

8.7). The committee may from time to time make and alter rules for the group and the conduct of its business, the summoning and conduct of its meetings and the custody of its documents. No rule shall be made which conflicts with this constitution.

9.0) **Special meetings of the committee**

A special meeting of the committee may be called at any time by the secretary or by two members of the committee. Not less than 4 days notice shall be given to the other members of the committee of the matters to be discussed but if the matters include an appointment of a co-opted members then not less than twenty-one days' notice in writing shall be given.

10.0) Receipts and payments

10.1) The fund of the group, including all donations and contributions shall be paid into an account operated by the committee in the name of the group at such a bank/building society as the committee shall from time to time decide. All cheques drawn from the account shall be signed by at least two members of the committee.

10.2). The funds belonging to the group shall be applied only in furthering the objects except for the payments of reasonable out of pocket expenses incurred on behalf of the group

11.0). Annual General meeting

11.1.) There shall be an annual General meeting of the group, which shall be held in the month of February or within three months if that is not possible.

11.2). The committee shall call Every Annual General Meeting. All members of the group shall be entitled to attend and vote at the meeting

11.3). The chair of the committee shall, act as the chair of the Annual General meeting but if he or she is not present, before any business is dealt with, the persons present shall appoint a chair for the meeting

11.4). The committee shall present to each Annual General Meeting the report and accounts of the group for the preceding year.

11.5). Nominations for election to the committee must be made by members of the group in writing and must be in the hands of the secretary of the committee at least fourteen days before the Annual General Meeting. Should any nominations exceed vacancies, elections shall be by ballot.

12.0.) Special general meetings of members

The committee may call a special general meeting at any time. If at least one tenth of the members or three members, whichever is the greater, requires such a meeting, in writing, stating the business to be considered, the secretary shall call such a meeting. The notice must state the business to be discussed.

13.0). Procedures at general meetings of members.

13.1). The secretary or other person specially appointed by the committee shall keep a full record of proceedings at every general meeting of members

13.2). There shall be a quorum when at least one tenth of the number of members of the group for the time being or ten members of the group, whichever is the greater, are present at any general meeting.

13.3). At least twenty one days notice of all general meetings shall be given in writing to all members of the group and /or displayed in a conspicuous space or places in the area of benefit and /or advertised in a newspaper circulating in the area of benefit.

14.0). Alterations to Constitution.

The Constitution may be altered by a resolution passed by not less than two thirds of the members present and voting at a general meeting. The notice of the meeting must set out the details of the proposed alterations.

15.0). Dissolution of the Group

If the Committee decides that it is necessary or advisable to dissolve the Group it shall call a meeting of all the members of the group. The notice of the meeting shall state the terms of the resolution to be proposed. If the proposal is confirmed by a two-thirds majority of those present and voting the committee shall have the power to realise assets held by or on behalf of the Group. Any assets remaining after the satisfaction of any debts and liabilities shall be given, transferred or offered to another group, which has similar objects similar to the objects of the group.

16.0) Arrangements until the first Annual General Meeting.

Until the first Annual general Meeting takes place, this constitution shall take effect as if references it to the Committee were references to the persons whose names appear below

17.0) Child Protection Policy

The Club has two Child protection Officers;- Chris Morton and Clive Madgin
The child protection policy under a separate heading and will be sent to all members and coaches on approval from Rodney Francis by e-mail and kept as part of the club session documentation.

18.0) Fees

Members will pay fees as advised in the membership form and will be altered occasionally as the economics of the club demands

This Constitution was adopted as the constitution of the Durham Phoenix Fencing Club (the Group) at a meeting held on the 21st November 2005 and updated on the 1st July 2009

On the date mentioned above at which the following people were elected as members of an interim committee to serve until the first Annual General Meeting.

Signed Chair of the above meeting

J Clive Madgin

Signed..... Secretary of the above meeting

Simon Welsh

Signed.....Treasurer of the above meeting

Chris Morton

Signed.....Committee Member

Richard Forster

Signed.....Committee Member