



## Club Constitution

### 1. Name

The club will be called 'Guernsey En Garde' (hereinafter referred to as the "Club"). The Club is an unincorporated association.

The Club will be affiliated to British Fencing and is registered with British Fencing.

### 2. Aims and Objectives

The purposes of the Club are to provide facilities for, and to promote participation in, the amateur sport(s) of fencing in Guernsey, which will include

- (a) Offering coaching and competitive opportunities*
- (b) Promoting the Club within the local community*
- (c) Ensuring a duty of care to all members of the Club*
- (d) Providing all its services in a way that is fair to everyone*
- (e) Ensuring that all present and future members receive fair and equal treatment.*

### 3. Membership

- (a) Membership of the Club shall be open to anyone interested in the sport on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However, limitation of membership according to available facilities is allowable on a non-discriminatory basis.
- (b) The Club may have different classes of membership and subscription on a non-discriminatory and fair basis. The Club will keep subscriptions at levels that will not pose a significant obstacle to people participating. The membership has the following categories available;
  - Full Member
  - Junior Member
  - Student Member
  - Life Member
  - Supporter Member
- (c) The Management Committee may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the Club or sport into disrepute. An appeal against refusal or removal may be lodged with the Secretary to be heard and decided upon by a majority vote at an EGM .

- (d) Members in each category will pay membership fees as determined at the Annual General Meeting.
- (e) Individuals shall not be eligible to take part in the business of the Club, vote at general meetings or be eligible for selection of any Club team unless the applicable membership fee has been paid by the due date and/or membership has been agreed by the Club committee.

#### **4. Sports Equity**

- a) This Club is committed to ensuring that equity is incorporated across all aspects of its development. In doing so it acknowledges and adopts the following Sport England definition of sports equity:

*Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society.*

- b) The Club respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.
- c) The Club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
- d) All Club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.

#### **5. Committee**

- a) The Club will be managed through the Management Committee consisting of: Chair, Secretary, Treasurer, Welfare Officer and at least three but no more than eight ordinary committee members. Only the holders of these posts will have the right to vote at meetings of the Management Committee.
- b) All Management Committee members must be members of the Club.
- c) Any officer or ordinary committee member may retire by giving the Management Committee fourteen clear days notice in writing (or such shorter notice period as may be agreed by the Management Committee) PROVIDED THAT no officer or ordinary committee member may retire (save as is required at an AGM) if by so doing the Management Committee would consist of fewer than seven people.
- d) Any officer or ordinary committee member may be removed as an officer or ordinary committee member (as appropriate) by the agreement of at least 75% of the Management Committee.
- e) Subject to the provisions of 5a) above the Management Committee has the power to appoint any officer or ordinary committee member, until the succeeding Annual General Meeting.
- f) The Management Committee will be convened by the Secretary of the Club and hold no fewer than four meetings per year.

- g) The Management Committee will have powers to appoint sub-committees as necessary and appoint advisers to the Management Committee as necessary to fulfil its business.
- h) The Management Committee will be responsible for disciplinary hearings of members who infringe the Club rules/regulations/constitution. The Management Committee will be responsible for taking any action of suspension or discipline following such hearings.
- i) The quorum required for business to be agreed at Management Committee meetings will be three.
- j) The Management Committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation of the Club.
- k) The Management Committee has a duty to ensure that there are measures in place to enable the Club to achieve its purpose effectively, to fulfil its other obligations under its constitution and to discharge any legal obligations to which it is subject.
- l) The Management Committee has a duty to review the activities of the Club, as well as its own performance, from time to time to ensure that the Club continues to achieve its purpose.
- m) The Management Committee has a duty to ensure that the financial position of the Club is satisfactory and prudent for the purposes of the Club's mission, in particular that disbursements are subject to dual control by unconnected people.

## **6. Officers of the Club**

- a) The officers of the Club will be:
  - (1) *Chair*
  - (2) *Secretary*
  - (3) *Treasurer*
  - (4) *Welfare Officer*

All officers and ordinary committee members are unpaid and must be Guernsey residents.

The first officers of the Club are:

- (1) Chair – Peter Mills
  - (2) Secretary – Mandy Mills
  - (3) Treasurer – Nicky Simon
  - (4) Welfare Officer – David McColl
- b) All officers and ordinary committee members must be persons of integrity and probity and have suitable and appropriate skills and experience. All officers and committee members must act in good faith at all times and to act only in accordance within the powers afforded by the constitution.
  - c) Officers and ordinary committee members will be elected annually at the annual general meeting (AGM). All officers and ordinary committee members will retire each year but will be eligible for reappointment at the AGM.

- d) The Chair will lead the meetings of the Club.
- e) The Secretary will provide the administrative support for the Club, including calling meetings.

## **7. Finance**

- a) All Club monies will be banked in an account held in the name of the Club.
- b) The Club's Treasurer will be responsible for the finances of the Club, including maintaining the bank accounts and book keeping of the Club.
- c) The financial year of the Club will run from January to December.
- d) Annual accounts will be presented by the Treasurer at the AGM.
- e) Any payments for the Club must be authorised by any two unconnected officers.
- f) All surplus income or profits are to be reinvested in the Club. No surpluses or assets will be distributed to members or third parties.

## **8. Annual General Meetings**

- a) General Meetings are the means whereby the members of the Club exercise their democratic rights in conducting the Club's affairs.
- b) The Club shall hold the Annual General Meeting (AGM) in the last quarter each year to:
  - Approve the minutes of the previous year's AGM.
  - Receive reports from the Chairman and Secretary.
  - Receive a report from the Treasurer and approve the Annual Accounts.
  - Determine whether the Annual Accounts should be audited, verified or inspected.
  - Receive a report from those responsible for certifying the Club's accounts.
  - Elect the officers and ordinary committee members.
  - Agree the membership fees for the following year.
  - Consider any proposed changes to the constitution.
  - Deal with other relevant business.
- c) Notice of the AGM will be given by the Club's Secretary. Not less than fourteen clear days' notice is to be given to all members, such notice to be sent to the last email address provided by such member. In the event a member does not receive the said notice, this shall not preclude nor shall it invalidate the holding of the AGM and the resolutions made thereat. Nominations for officers and ordinary committee members of the Management Committee should be sent to the Secretary prior to the AGM.
- d) All members aged 18 years shall have the right to vote at the AGM.
- e) The quorum for AGMs will be 10 unconnected members eligible to vote at such AGM.

- f) The Management Committee has the right to call extraordinary general meetings (EGMs) outside the AGM. Procedures for EGMs will be the same as for the AGM.

## **9. Conflicts of Interest**

- a) All members will try to avoid or minimise the potential for conflicts of interest.
- b) All conflicts of interest must be disclosed at any meeting.
- c) If necessary, the particular member may be asked to absent themselves from any discussion where the conflict may be relevant.

## **10. Discipline and Appeals**

- a) All concerns, allegations or reports of poor practice/abuse relating to the welfare of children and young people will be recorded and responded to swiftly and appropriately in accordance with the Club's child protection policy and procedures. The Club Welfare Officer is the lead contact for all members in the event of any child protection concerns.
- b) All complaints regarding the behaviour of members should be submitted in writing to the Secretary.
- c) The Management Committee will meet to hear complaints within thirty days of a complaint being lodged.
- d) The Management Committee has the power to take appropriate disciplinary action, including the termination of membership.
- e) The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within fourteen days of the hearing.
- f) There will be the right to appeal to the Management Committee following disciplinary action being announced, such appeal to be lodged with the Secretary. The Management Committee should consider the appeal within thirty days of the Secretary receiving the appeal.

## **11. Dissolution**

- a) A resolution to dissolve the Club can only be passed by a majority vote at an AGM or extraordinary general meeting (EGM).
- b) In the event of dissolution, any assets of the Club that remain will not be distributed or otherwise shared between the members of the Club but will be transferred to Guernsey Union d'Esgrime LBG for use by them in related community sports.

## **12. Amendments to the Constitution**

The constitution will only be changed through agreement by majority vote at an AGM or EGM.

**13. Declaration**

Guernsey En Garde hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

**Signed:**.....

**Date:** .....

**Name:**

**Position:**

**Signed:**.....

**Date:** .....

**Name:**

**Position:**



End.