

## Warwick Fencing Constitution

As voted on at an AGM, 15/02/2024

All changes for this year are indicated through red text

### 1 NAME

1.1 The name of the Club shall be the: "University of Warwick Fencing Club"

1.1.1 In general use, the club shall brand itself as "Warwick Fencing"

### 2 MISSION STATEMENT, AIMS AND OBJECTIVES

2.1 The statement of the Mission, Aims and Objectives of this Club shall be:

2.1.1 To facilitate the participation in, and enjoyment of the sport of fencing through the organisation of training sessions, socials, and competitions

2.1.2 To ensure the club provides opportunities for the development and participation of students and other members of all fencing abilities

2.1.3 To facilitate the development of roles auxiliary to fencing including but not limited to armouring, coaching, and refereeing

2.2 The Club, its funds, and all its activities shall be annually subject to review by the Club's Executive Committee.

2.3 The Club, its funds, and all its activities shall be subject to the provisions of the Governing documents, By Laws and Financial Regulations of the Students' Union and any policies determined by the Sports Partnership Group.

2.4 Clubs shall abide by the Students' Union current Equality and Diversity Policy and By Law, and environmental policy statements which shall be included in all constitutions.

2.5 Clubs will be subject to the disciplinary procedures of the University and the Students' Union.

### 3 DECISION MAKING

3.1 The Club General Meeting shall be the sovereign body of the club. It shall elect all executive committee members of the club and may collectively decide on any matter relating to the activities of the club subject to the above points.

3.1.1 Elections shall be carried out in accordance with the democratic regulations of the Students' Union.

3.1.2 The club executive committee shall call at least one General Meeting a year for the purposes of electing all the executive committee and discussing plans and activities for the coming year. The executive committee shall give at least seven days' notice of any General Meeting to all members as far as is possible and such notice shall include details of any elections to be held. The executive committee shall call further meetings either at its own initiative or at the request of 20% of the membership (as defined by the VP for Sport).

3.2 The executive committee shall be responsible for the **general** running of the club and may decide upon any matter which has not been decided upon by the General Meeting. The executive committee shall be further responsible for:

3.2.1 Organising the activities of the club in such a way as to include the greatest possible number of the club's members.

3.2.2 Directing the expenditure of the club's funds in a responsible fashion in line with the aims, objectives and planned activities of the club and the aforementioned financial regulations.

3.2.3 Formulating and submitting any additional bids for funds from Warwick Sport or other organisations.

3.2.4 Assisting any review (including an Annual Report) of the club's activities and use of funds carried out by the Sports Partnership Group.

3.2.5 Upholding the constitution of the club and ensuring that its aims and objectives reflect the club's activities.

3.2.6 Communicating effectively matters relating to the club, its activities and finances as well as information from the Students' Union, University, and Sports Partnership Group to the club membership.

3.2.7 Managing the club's communication channels including but not limited to social media and website, having due regard to related IT policies, Data Protection, Equality and Diversity, and related legislation.

3.2.8 Ensuring all matters relating to the health and safety of club members during club activity are properly assessed and provided for.

3.2.9 Protecting the good reputation of the club, the Students' Union, and the University.

3.2.10 The Executive will not undertake any contracts in their name given their unincorporated status they will not undertake any contracts in the name of the Students' Union or University without prior written agreement.

3.2.11 The Executive Committee will establish a system for the use and security of club sports equipment. At the beginning of the academic year an inventory of club equipment will be submitted as part of the Club Development Plan.

3.3 The Executive Committee should keep members informed of all matters of club administration and planning, including by:

3.3.1 Making full and complete minutes for any meetings held available to members no later than 2 weeks after the date of the meeting. Minutes should include:

3.3.1.1 A list of exec and members in attendance

3.3.1.2 An update on the general state of the club, as presented by each relevant committee member

3.3.1.3 An update on any decisions made outside of committee meetings (for instance made by smaller sub-groups of the committee as appropriate to the matter at hand).

3.3.1.4 Minutes should contain detailed notes on any discussions had, including opinions for and against. Committee members reserve the right to request that discussions of a sensitive nature take place off-minutes

3.3.1.5 Where any documents have been presented by a member of the committee, the committee has convened to review and/or update a document, or a document has been created/updated by smaller sub-groups of the committee outside of a committee meeting, these should be included in the minutes.

3.3.2 The committee should publish the date and time of any exec meeting 48 hours before the meeting so that members have the opportunity to raise any issues they wish to be discussed in the meeting ahead of time. Any discussion of this nature should be reflected in the minutes. Any regular member of the club can request the right to attend committee meetings, subject to the majority approval of the committee.

3.4 The club executive committee shall be made up of at least three voting members of which three shall be the President, Vice-President, and the Treasurer respectively.

3.4.1 No one member may hold more than one Core Officer Role at any given time.

3.5 Three Core Officers must be elected to the Executive Committee

The Core Officers shall be:

3.5.1 President

3.5.1.a The President should oversee and organise the overall running of the club

3.5.1.b The President should chair **regular** committee meetings

3.5.2.c The President is the highest point of contact for welfare within the club

3.5.1.d The President is responsible for managing the club's external relationships with the Students' Union, Warwick Sport, fencing organisations at all levels of the sport, and any other groups that benefit the club's operation

3.5.1.e The President shall be responsible for maintaining contact with the club's alumni

### 3.5.2 Vice-President

3.5.2.a The Vice-President should share with the President responsibility for the day-to-day running of the club

3.5.2.b The Vice-President is responsible for the club's internal communications; including but not limited to writing and sending a weekly email to all club members that details all upcoming club training sessions, events, and activities

3.5.2.c The Vice-President should be primarily responsible for the club's email account

3.5.2.d The Vice-President should organise committee meetings, take minutes, and share the minutes with the committee and club members

3.5.2.e The Vice-President should take leadership on recruitment of new members

3.5.2.e.i The Vice-President should lead the organisation of Welcome Week events, the prospective members list and emails, and open day fair stalls

3.5.2.f The Vice-President should manage the Warwick Fencing website and SU Webpage

3.5.2.g The Vice-President should manage the club's charity initiatives

3.5.2.h The Vice-President is, by default, responsible for fulfilling the role and responsibilities of the Welfare and Inclusion Officer as per sub-section 3.5.5.d

### 3.5.3 Treasurer

3.5.3.a The Treasurer is responsible for the finances of the club, and the club's financial strategy and sustainability

3.5.3.b The Treasurer should be responsible for finding additional sponsors to benefit the club

3.5.3.c The Treasurer is responsible for the submission and administration of grant applications

3.5.3.d The Treasurer is responsible for tracking members' attendance at sessions, and ensuring all session fees are paid for by members

3.5.3.e The Treasurer should maintain a record of all income and expenditure from the club's funds in addition to the record kept by the SU Finance Office

3.5.3.f Any budgets produced by the club must be subject to approval by the Treasurer

3.5.3.g The Treasurer is responsible for processing club merchandise orders

3.6 Additional Officers should also be elected to the Executive Committee

The Additional Officers shall be:

3.6.1 Men's First Team Captain

3.6.1.a The Men's First Team Captain is responsible for the organisation of BUCS matches through communication with the Team Warwick BUCS Coordinator and team members

3.6.1.b The Men's First Team Captain should select teams and manage the strategies for BUCS matches

3.6.1.c The Men's First Team Captain should communicate and collaborate with the coaches regarding the performance of their team members

3.6.1.d The Men's First Team Captain is responsible for the organisation of the annual Varsity match with Coventry, **and any individual BUCS competitions**, alongside the Women's First Team Captain

3.6.1.e The Men's First Team Captain is a welfare point of contact for their team members

3.6.2 Women's First Team Captain

3.6.2.a The Women's First Team Captain is responsible for the organisation of BUCS matches through communication with the Team Warwick BUCS Coordinator and team members

3.6.2.b The Women's First Team Captain should select teams and manage the strategies for BUCS matches

3.6.2.c The Women's First Team Captain should communicate and collaborate with the coaches regarding the performance of their team members

3.6.2.d The Women's First Team Captain is responsible for the organisation of the annual Varsity match with Coventry, **and any individual BUCS competitions** alongside the Men's First Team Captain

3.6.2.e The Women's First Team Captain is a welfare point of contact for their team members

3.6.3 Competitions Officer

3.6.3.a The Competitions Officer is responsible for the organisation of and encouraging attendance to non-BUCS competitions

3.6.3.b The Competitions Officer is responsible for the organisation and facilitation of club run competitions

3.6.3.b.i The club run national competitions include the National Novices Competition and the Warwick Open

3.6.3.c.ii The club run internal competitions include the Movember Charity Competition and the Members and Alumni Competition

#### 3.6.4 Social Secretary

3.6.4.a The Social Secretary is responsible for organising a wide range of social events throughout the year

3.6.4.a.i The Social Secretary should ensure social events are accessible to members by catering to a range of budgets, locations, and activities

**3.6.4.a.ii The Social Secretary should ensure both sober (where alcohol consumption is not permitted) and alcohol optional social events are organised**

#### 3.6.5 Welfare and Inclusion Officer

3.6.5.a The Welfare and Inclusion Officer is a welfare point of contact for all members

3.6.5.b The Welfare and Inclusion Officer is responsible for maintaining and promoting inclusion and diversity within the club

3.6.5.c The Welfare and Inclusion Officer is the club's designated British Fencing Welfare Officer

**3.6.5.d In accordance with new SU by-laws, if the position of Welfare and Inclusion Officer cannot be filled, it MUST be filled by another exec member; but NOT the President or Treasurer. By default, this responsibility shall fall to the Vice-President**

#### 3.6.6 Publicity Officer

3.6.6.a The Publicity Officer is responsible for the overall online brand of the club, and the communication of club activities, events, and achievements through social media

**3.6.6.b The Publicity Officer shall be primarily responsible, alongside the President, for the club's external communications**

#### 3.6.7 Armourer

3.6.7.a There should be one or two Armourers elected

3.6.7.b The Armourers are responsible for the maintenance and provision of club kit for all members

3.6.7.b.i The Armourers are only responsible for maintaining club kit. Fixing members' personal kit and charging for this service is the Armourers' prerogative

3.6.7.c The Armourers should organise and facilitate testing and fixing club kit

3.6.7.d The Armourers should work together with Team Captains to ensure kit is available for matches

3.6.7.e The Armourers should work together with the Competitions Officer to ensure kit is available for competitions

3.6.7.f The Armourers should facilitate the development of armoury within the club

3.6.7.g If two Armourers are elected, they are also expected to fill the responsibilities of the Equipment Officer (see below) and no Equipment Officer need be elected. If only one or no Armourer is elected, a by-election should then be held for the role of Equipment Officer.

#### 3.6.7.g.i Equipment Officer

3.6.7.g.i.A The Equipment Officer is responsible for managing and tracking the club kit

3.6.7.g.i.B The Equipment Officer is responsible for keeping up-to-date records of what kit is borrowed by members and when it has been returned

3.6.7.g.i.C The Equipment Officer is responsible for arranging regular kit washes

3.6.7.g.i.D the Equipment Officer should work with the Competitions Officer to arrange transport of club kit to/from competitions.

3.6.7.g.i.E In consultation with the Armourer and Treasurer, the Equipment Officer should be responsible for ordering new kit

3.6.7.g.i.F the Equipment Officer is responsible for arranging an annual club kit inventory and keeping record of any changes to it throughout the year

#### 3.6.8 Men's Second Team Captain

3.6.8.a The Men's Second Team Captain is responsible for the development of a Men's Second Team

3.6.8.b.i The Men's Second Team Captain should organise friendly matches with other clubs

3.6.8.b.ii The Men's Second Team Captain should work with the Team Warwick BUCS Coordinator to facilitate a BUCS Men's Second Team

3.7. In the instance that no member is elected to any Additional Officer Role in the general meeting, at least one by-election should be held to fill the position

3.7.1 Any roles not filled after the first by-election may at the discretion of the committee be left unfilled for that election period

3.7.1.a This does not apply to the Welfare and Inclusion Officer, as detailed in sub-section 3.6.5.d

#### **4 MEMBERSHIP**

4.1 Membership of the club shall be open to all Full, Associate, and Honorary members of Warwick Sport upon payment of the required subscription.

4.2 Only full members of the club (i.e., full members of the Students' Union as defined in the SU's Governing documents) shall be entitled to hold an executive committee position and vote in elections. Associate and Honorary Members or non-members of Warwick Sport are unable to hold any Executive position or participate in any vote conducted by either the Club or Warwick Sport.

4.3 Financial authority for the club shall be given to designated executive committee members of the club at the designation of the VP for Sport and the Students' Union Student Activities Department.

#### **5 COACHING**

5.1 Any coach leading a session shall be, in line with British Fencing guidelines, a registered coach. Any coach regularly leading sessions should have also submitted the relevant paperwork to the Students' Union to be a paid/volunteer coach of the club and have signed the club's Coaching Code of Conduct agreement.

5.2 At the discretion of the leading coach (and/or the committee where appropriate), any other person may assist with coaching at a session, and, again at the discretion of the leading coach (and/or committee where appropriate), may not need to hold any qualifications.

5.3 Any fully registered volunteer coach (as in 5.1) should automatically be offered reimbursement for sessions they run, in the event that a lead coach is not available to run a session. Therefore, the club is not obligated to pay more than one coach at any one session.

5.4 The value for any reimbursement to a volunteer coach should be in accordance with a document drafted, voted on, and approved by the incoming committee during the handover meeting between the outgoing and incoming committee. These rates should be set in-line with the according levels of qualification and should be static for the year.