

# Constitution for ICU Fencing

## 1. Name

- 1.1 The club shall be a member of the Sports Committee.
- 1.2 The name of the Club shall be Fencing, hereafter referred to as 'the club'.

## 2. Aims & Objectives

- 2.1 Offer training sessions for fencers of all levels.
- 2.2 Offer individual lessons to the club's members with qualified coaches.
- 2.3 Offer opportunities for national and international competitions of all levels and encourage engagement in these.
- 2.4 Promote the sport Fencing to students of Imperial College London

## 3. Statement of Intent

- 3.1 The constitution, regulations, management and conduct of the club shall abide by all Imperial College Union Policy, and shall be bound by the Imperial College Union Constitution and Regulations.
- 3.2 The club stresses that it abides by the Imperial College Union Equal Opportunities Policy, and that club regulations pertaining to membership of the club and election to management of the club shall not contravene this policy.
- 3.3 The club shall also be governed by the Management Group Standing Orders where the Management Group is determined the New Clubs Committee in the first instance, then as per the Clubs & Societies Policy.

## 4. Membership

- 4.1 The following shall be eligible to become members of the club:
  - 4.1.1 ICU Full Members
  - 4.1.2 ICU Associate Members
  - 4.1.3 ICU Life Members
- 4.2 Any club member who is a full member of ICU shall be a 'full member' of the club, all other members shall be 'associate members' of the club.
- 4.3 All members shall join the club, a membership fee may be set by the club committee but shall not be less than that specified by the ICU Clubs & Societies Board.

## 5. Committee

- 5.1 President
- 5.2 Armourer
- 5.3 Treasurer
- 5.4 Secretary
- 5.5 Novice Secretary
- 5.6 Social Secretary
- 5.7 Men's 1st Captain
- 5.8 Men's 2nd Captain
- 5.9 Men's 3rd Captain
- 5.10 Novice Captain
- 5.11 Women's 1st Captain
- 5.12 Women's 2nd Captain
- 5.13 Social Media Officer
- 5.14 Sponsorship Officer
- 5.15 Vice President

## 6. Management and Job Descriptions

- 6.1 The Chair shall represent the club on the Management Group Board, and shall be responsible for making sure that the club is run according to the club constitution and Imperial College Union's Code of Conduct for Clubs, Societies & Projects as far as can be reasonably expected.

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- 6.2 The Chair and Treasurer shall sign an ICU Financial Responsibility form, and shall be aware of the ICU Financial Regulations.
- 6.3 The Treasurer shall carry out the day to day financial duties of the club.
- 6.4 The Vice President shall support the President in their work as well as organise BUCS individuals and relevant competitions which are not part of BUCS (e.g. other student competitions) such as the Challenge X-Systra in Paris, the annual Tri-weapon competition, the Alumni match and liaise with the novice captain to organise the Namih Cup..
- 6.5 The President shall represent the club on the Management Group Board (ACC) and shall be responsible for making sure that the club is run according to the club constitution and Imperial College Union's code of Conduct for Clubs, Societies & Projects as far as can be reasonably expected. The Chair shall also sign an ICU Financial Responsibility form and be aware of the ICU Financial Regulations. The President will organise Freshers Fair and be responsible for court bookings and hiring/liasing with coaches..
- 6.6 The Treasurer shall sign an ICU Financial Responsibility form and be aware of the ICU Financial Regulations and carry out day to day financial duties of the club. Shall also carry out the regular financial duties of the club, including (but not limited to) ensuring that court fees are covered, that instructors are paid, and kit can be afforded. The Junior treasurer will also write the annual budget..
- 6.7 The Secretary shall be responsible for keeping the club's records in good order as well as carrying out club communication duties. The Secretary will also complete room bookings for committee meetings..
- 6.8 The Social Secretary shall organise the social events outside trainings throughout the year which include but are not limited to Fresher's Bowling (or similar), Christmas Dinner and End of Year Dinner. This includes all associated promotion, emails, Facebook events and advertising for each event..
- 6.9 The Men's 1st Captain shall be the main organiser for the Men's 1st team and select the team, ensure that members are available for matches, and administer the organisation of these (e.g. dates, travel and housing)..
- 6.10 The Women's 1st Captain shall be the main organiser for the Women's 1st team and select the team, ensure that members are available for matches, and administer the organisation of these (e.g. dates, travel and housing).
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- 6.11 The Novice Captain shall work together with the Novice Secretary to support the novice course throughout the year and organise representation at relevant competitions (e.g. Warwick University's National Novices and friendly matches).
- 6.12 The Men's 2nd Captain shall be the main organiser for the Men's 2nd team and select the team, ensure that members are available for matches, and administer the organisation of these (e.g. dates, travel and housing)..
- 6.13 The Social Media Officer shall keep the website up to date by updating the lesson list and look over year-dependent information (committee, training times etc).
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- 6.14 The Sponsorship Officer shall manage the club's relationship to sponsors and ensure that the club's public profile is a positive one. They will also actively seek further sponsorship..
- 6.15 The Novice Secretary shall work together with the Novice Captain to ensure that the Novice course runs smoothly and introduce the newcomers to the club, as well as keep their records in good order. The Novice Secretary will also help to make the kit rota with the Novice Captain and organise any novice long-term kit loans..

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- 6.16 The Armourer shall be responsible for all kit and equipment orders, kit storage issues, inventories (2 per year min) and tracking any short- or long-term kit loans. Arrange for any complex equipment such as spools and score boxes to be repaired professionally (transport to external armourer). Advise on how the kit budget should be spent and occasionally handles these transactions. Available to help the Junior Armourer with kit repairs whenever necessary..
- 6.17 The Men's 3rd Captain shall be the main organiser for the Men's 3rd team and select the team, ensure that members are available for matches, and administer the organisation of these (e.g. dates, travel and housing)..
- 6.18 The Women's 2nd Captain shall be the main organiser for the Women's 2nd team and select the team, ensure that members are available for matches, and administer the organisation of these (e.g. dates, travel and housing).

## 7. Committee Meetings

- 7.1 Committee meetings shall be called by the Chair of the club and held at least monthly.
- 7.2 At least five College days' notice of a committee meeting must be given to the committee.
- 7.3 Only committee members may vote at a committee meeting, but full and associate members of the club may be invited and speak.
- 7.4 Quorum shall be two-thirds of the committee of the club.
- 7.5 Decision shall be reached by simple majority of the committee members present.

## 8. General Meetings

- 8.1 A general meeting may be called by the club Chair, quorum of the committee or by ten full members of the club; this must be submitted to the Chair in writing. The general meeting must be held within ten College days of receipt of the proposal.
- 8.2 General meetings may only be held during undergraduate term time.
- 8.3 At least five College days' notice of a general meeting must be given to the club membership.
- 8.4 Only full members of the club may vote at general meetings.
- 8.5 Quorum of the meeting shall be half of the full club members.
- 8.6 Decision shall be reached by a simple majority of the full members present.

## 9. Annual General Meeting

- 9.1 The AGM shall be held during the second term of the academic year, unless permission is obtained from the Deputy President (Clubs & Societies). The AGM shall have as its main business:
- 9.1.1 The presentation of the report of activities, including financial activities, for the past year.
- 9.1.2 The election of the committee for the next session.
- 9.2 An agenda giving notice of the AGM must be circulated to all club members at least ten College days in advance.
- 9.3 Nominations for club officers must be posted at least ten days in advance of the meeting and closed before the meeting.
- 9.3.1 Each nomination shall require one proposer and normally 4 seconders who shall be full members of the club.
- 9.3.2 In the event of there being no nomination for a post within the stipulated time then nominations may be accepted from the floor at the AGM.
- 9.4 The quorum of the AGM shall be half of the full members of the club.
- 9.5 In the event that no person is voted in to a post or of resignation from a position, the Chair will undertake the duties until such time as the post is filled. Elections to fill such a vacant post should take place at a general meeting and shall be subject to the same rules as per AGM.
- 9.6 Further guidance on elections can be found in the Election Regulations for Imperial College Union.

## 10. Finance

- 10.1 The club may receive grant from Imperial College Union and shall administer this and any self-generated income in accordance with the Imperial College Union Financial Regulations.

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- 10.2 The club Treasurer will provide the Treasurer of the Management Group with a detailed budget for the following academic year during the first half of the second term of the academic year.
- 10.3 Budgets for events shall be submitted to the Management Group Treasurer and/or the Deputy President (Finance & Services) for inspection and approval in accordance with the Financial Regulations no later than two weeks before the date of the event.

## **11. Health & Safety**

- 11.1 The club acknowledges its duty of care to its members and will abide by Imperial College Union's Health & Safety Policy, and Imperial College Union's Code of Conduct for Clubs, Societies & Projects.
- 11.2 The club will submit an annual Risk Assessment to the Deputy President (Clubs & Societies) for its activities.

## **12. Additional Activities**

## **13. Constitution**

- 13.1 The Constitution shall only be altered by consent of two-thirds majority of the full members present at a general meeting. The Management Group shall approve any such alterations.
- 13.2 This Constitution shall be binding on the club officers and members, and all other constitutions are hereby revoked.
- 13.3 This Constitution has been approved in accordance with 13.1. above, and accepted as the Constitution for Fencing on 21/05/2019 by Ailsa Morrison and Thomas Fernandez Debets