

Oxford University Fencing Club Constitution 2018/19

Name & Objects

- 1) The Club is called the Oxford University Fencing Club. This is a federal name which incorporates the following teams: the men's and women's first teams (known as The Blues) and the men's and women's second teams (known as The Assassins): the Club's objectives are the support, development, improvement and promotion of fencing in the University of Oxford in individual, corporate and national senses; and the Club's income and property shall be applied solely to those objectives. The Club shall endeavour to promote fencing to people of all abilities and encourage and enable competitive fencers to progress.

Compliance

- 2)
 - a) The Club shall be administered in accordance with the regulations for University Clubs which are published from time to time in the Proctors' and Assessor's Memorandum ("the Proctors' Memorandum"). At the time of the adoption of this Constitution the Proctors designate fencing as a development sport.
 - b) The Club shall effect and maintain membership with the British Fencing Association and purchase any relevant insurance cover it makes available. Competing fencers are expected to be members of a fencing governing body, and thus have appropriate insurance, however this excludes those individuals insured for club activities by Oxford University. Every effort is to be made to comply with all the safety procedures that the British Fencing Association prescribes or recommends as good practice.
 - c) The Club shall ensure that all paid Club administrative and coaching appointments are ratified by the University's Sports Strategy Committee and that all paid coaches are registered with and accredited by a recognised governing body.
 - d) The Club shall observe its Code of Conduct with respect to safety matters, ensure compliance with the Code of Conduct by the members of the Club, and follow a procedure for risk assessment that is acceptable to the Proctors (through the Director of Sport).

Membership

- 3) The members of the Club shall be those who are eligible and apply for membership of the Club, who are admitted to and maintained in membership by the Committee, and who have paid the relevant Club subscription fees.
- 4) All resident junior members of the University shall be eligible to become members of the Club. A junior member is a matriculated member of a College or Hall who is reading and registered for a recognised degree, diploma or certificate. A member is resident if during term the member satisfies the requirement for residence laid down by the University. A member shall continue to be eligible until he or she is given permission to supplicate for his or her degree, diploma or certificate, regardless of whether or not he or she continues to be liable to pay fees to the University.
- 5) The Committee may also, at its discretion, admit to membership:
 - a) Junior members of the University's Permanent Private Halls who are not matriculated into the University.
 - b) Junior members of Ruskin College; Plater College; Ripon College, Cuddesdon; St Stephen's House; The Oxford Institute of Legal Practice and The Westminster Institute of Oxford Brookes University.
 - c) Other persons not being resident junior members of the University, or of one of the institutions listed in (b) above, provided that non-university members shall constitute no more than one-fifth of the Club's total membership.
- 6) The Committee may remove a person from membership for good cause. The person concerned may appeal against such removal to the Senior Member.
- 7) The Committee shall determine the subscription fees for the Club's members, be they university or non-university and beginner intermediate or advanced.

Meetings of the Members

- 8) There shall be an Annual General Meeting for all members of the Club near the end of Hilary Term, convened by the secretary on not less than fourteen days' notice.
- 9) The Annual General Meeting will:

- a) Receive the annual reports of the Committee for the previous year and the annual accounts of the Club for the previous year, the report of the accounts having been approved by the Committee;
- b) Receive a report from the Committee on the Club's compliance with paragraph 2 above;
- c) Elect Members of the Committee in accordance with paragraph 25 below: any nomination for one of the Offices must be seconded and have the consent of the nominee and must be received in writing by the Secretary before the date of the Meeting; nominations for other Committee Members may be taken from the floor of the meeting;
 - i) The Men's teams will nominate a candidate to be put forward before the AGM for the position of Men's Captain. This person will be nominated in line with voting rules used at the AGM. This person will still need to have the approval of the whole club at the AGM to be elected. Non-nominated members may still stand at the AGM, but must be seconded by someone from the floor All candidates must be eligible to fence for the Men's Blues in the year of their captaincy
 - ii) The Women's teams will nominate a candidate to be put forward before the AGM for the position of Women's Captain. This person will be nominated in line with voting rules used at the AGM. This person will still need to have the approval of the whole club at the AGM to be elected. Non-nominated members may still stand at the AGM, but must be seconded by someone from the floor All candidates must be eligible to fence for the Women's Blues in the year of their captaincy
- d) Award the Amodio Cup, at the discretion of the President, Men's Captain, Women's Captain and the Club's Head Coach. The award shall be made based upon effort, commitment to the club, improvement or any other outstanding achievement the panel feels should be recognised;
- e) Award the Newcomer's Trophy to a member of the Club who is judged, by the outgoing committee, to have shown an extraordinary level of commitment, effort, or service in their first year as a member of the Club.

- f) Consider any motions of which due notice has been given, and any other relevant business.
- 10) An Extraordinary General Meeting may be called in any Full Term; by any Committee member, on not less than seven days' notice; or on a written requisition by six or more members, stating the reason for which the meeting is to be called, and delivered to the Secretary not less than seven days before the date of the Meeting.
- 11) Prior to all General Meetings notice of the agenda shall be sent out with notice of the Meeting.
- 12) The quorum for a General Meeting shall be 15 full members present in person, or half the members of the Committee. No proxy votes will be allowed. When any financial business is to be transacted, there must be present the Treasurer, or a member of the Committee deputed by the Treasurer to represent their views at the Meeting (provided that where it is a case of a deputy, the only financial business transacted shall be that which was set out in the agenda accompanying the notice of the Meeting).

The Committee

- 13) The affairs of the Club shall be administrated by a Committee consisting of not more than 20 persons, who shall have ultimate responsibility for the activities of the club. Members of the University shall at all times make up the majority of the members of the Committee. The Committee shall have control of the funds and property of the Club, and of its administration.
- 14) The quorum for a Committee meeting shall be at least half of the Offices present in person (i.e. 3). When any financial business of the Club is to be transacted there must be present the Treasurer, or a member of the Committees deputed by the Treasurer to represent his/her view to the Meeting.
- 15) The Committee shall be made up of the President, the Men's Captain, the Women's Captain, the Secretary, the Treasurer and the Safety Officer, (together, the "Office Holders"; and their offices are referred to as "the Offices"), the Senior Member and up to thirteen other persons, of which no more than three may be MWOPs. The OUMPA LOOMPA is entitled to be present at all committee meetings but has no vote in committee proceedings. Both Second's Captains shall also be entitled to be present at all committee meeting if they are not already by virtue of

other appointment but will have no vote in committee proceedings unless they already do by virtue of their other appointment.

- 16) The President, the Secretary and the Treasurer shall each be either a member of the Club whose eligibility stems from paragraphs 4, 5(a) or 5(b) above, or (with approval from the Proctors) a member of Congregation. If his or her eligibility stems from 5(a) or 5(b) above, on election to office he or she must sign an undertaking to abide by the Proctors Memorandum and to accept the authority of the Proctors on Club matters.
- 17) Committee members will be responsible for the following:
 - a) Ensuring that the Cricket Schools and all cupboards are locked properly at the end of each training session.
 - b) That those coming to and from training are transporting weapons properly.
 - c) That any requests for information from the Proctors are responded to promptly.
- 18) The President shall:
 - a) Oversee the day to day running of the club through delegating tasks to the relevant members of the committee, or to any other appropriate member of the club;
 - b) Have the right to preside at all meetings of the members of the Club and at all meetings of the Committee. He/she shall have the deciding vote in the case of a tied vote at all such meetings. Should the President be absent, or decline to take the chair, the Committee shall elect another member of the Committee to chair the meeting. The Chair shall have the deciding vote in the case of a tied vote;
 - c) Elect the Men's Seconds Captain to office with the agreement of the Men's Captain;
 - d) Elect the Women's Seconds Captain to office with the agreement of the Women's Captain.
- 19) The Men's Captain shall:

- a) Be responsible for selecting and organising the Men's teams. The team selection shall be made with consideration to British and international rankings and participation in Club activities. He shall represent the club at meetings of the Men's Blues Committee. He shall organise and arrange team fixtures and individual competitions in co-ordination with the President and Women's Captain.

20) The Women's Captain shall:

- a) Be responsible for selecting and organising the Women's teams. The team selection shall be made with consideration to British and international rankings and participation in Club activities. She shall represent the club at meetings of the Women's Blues Committee. She shall organise and arrange team fixtures and individual competitions in co-ordination with the President and Men's Captain.

21) The Secretary shall:

- a) Maintain a register of the members of the Club, which shall be available for inspection by the Proctors on request;
- b) Give notice of meetings of the members and the Committee;
- c) Draw up minutes of those meetings;
- d) Be responsible for the arrangement of photographs;
- e) Notify the Proctors (through the Director of Sport) promptly following the appointment and resignation or removal of Office Holders and other members of the Committee;
- f) Advise the Proctors (through the Director of Sport) promptly of any changes in the Constitution;
- g) Notify the Proctors (through the Director of Sport) not later than second week of every Full Term of the programme of fixtures which has been arranged for that term (e.g. by providing them a copy of the fixture);
- h) Provide the Insurance Section with full details of any insurance cover purchased from or through The British Fencing Association pursuant to paragraph 2(b) above;

- i) Inform the Proctors if the Club ceases to operate, or is to be dissolved, and in doing so present a final statement of accounts.

22) The Treasurer shall:

- a) Keep proper records of the Club's financial transactions in accordance with current accepted accounting rules and practices;
- b) Develop and implement control procedures to minimise the risk of financial exposure;
- c) Ensure that bills are paid and cash is banked in accordance with the procedures developed under (b);
- d) Prepare an annual budget for the Club and regularly inform the Committee of progress against that budget;
- e) Ensure that all statutory returns are made including VAT, income tax and corporation tax if appropriate;
- f) Seek advice as necessary on tax matters from the University's Financial Division;
- g) Develop and maintain a manual for all written procedures for aspects of the Treasurer's responsibility;
- h) Make all records, procedures and accounts available on request to the Senior Member, the Proctor and Internal Audit;
- i) Forward to the Proctors (through the Director of Sport) a signed (by the Senior member) copy of the annual accounts to 31st July, as soon as possible after the year-end (and in any event no later than the 1st October following the year-end);
- j) If the Club has a turnover in excess of £30,000 in the preceding year, or, if owing to a change in the nature of scale of its activities, it may confidently be expected to have such a turnover in the current year, subject its accounts to audit by the University's auditors (or other auditors approved in advance by the Proctors). Accounts are to be ready for audit within 4 months after the year-end and the costs of the audit shall be borne by the Club.
- k) Organise the annual Varsity Polo and Novice Varsity Polo orders and advise members on how to purchase other stash.

- l) Organise the termly lesson timetable during 0th Week of each term. They will co-ordinate with the club coach on the times that s/he can come up to Oxford.
- 23) The Safety Officer shall:
- a) Ensure that the Club and its members adhere to all relevant safety precautions and requirements as defined both by the BFA and Oxford University;
 - b) Ensure that the Club's safety procedures and expectations of its members with regards to responsible behaviour when fencing are distributed via email to all members, who must then return a signed form indicating that they have read, understood and agree to adhere to the Club's safety policy before they are allowed to start participating in Club activities. The safety policy shall also be available for download on the Club's website.
- 24) The Ordinary Committee Members shall be members of the Club elected at a General Meeting. The positions are held until the following Hilary term.
- a) The Armourer shall:
 - i) Be responsible for the purchase and maintenance of the club equipment. Such purchases require committee approval;
 - ii) Maintain an inventory of all club kit and produce to the Committee at least once a year;
 - iii) Take an inventory of weapons at the start and end of each term;
 - iv) Label the club equipment;
 - v) Maintain the club storage cupboards;
 - vi) Ensure that the inventory is available to the Proctors at any time and is passed on to the next Armourer promptly at the end of a period of office.

- b) Up to two Social Secretaries may be elected each year. The Social Secretaries shall be responsible for organising a cocktail party and the Christmas dinner in Michaelmas term, the dinner/ball after the Blues match, an Easter Dinner at the end of Hilary term, a dinner after the Old Blues' match, and a barbecue in Trinity term.
- c) The Alumni/PR/Press Secretary shall be responsible for maintaining contact with old club members, writing and delivering a termly newsletter to those members, inviting old members to the Old Blues Match and Dinner and to watch the Varsity Match, and maintaining the alumni database. He/she shall also be responsible for maintaining our profile in the media, and for working together with the Sponsorship and Outreach Officer to recruit potential sponsors and negotiate sponsorship deals with these.
- d) The Beginners' Secretary shall be responsible for ensuring that coaches are qualified and available to coach beginner fencers. He/she shall also ensure that the club takes the beginners' names, details and money. He/she will ensure that beginners are progressing, and that they are being included in club social activities.
- e) The Intermediates' Secretary shall work with the Beginners' Secretary in furthering the development of intermediate fencers. He/she shall liaise with both beginner and advanced groups in organising intermediate training. He/she is responsible for promoting competitions and facilitating matches and other intermediate events that arise.
- f) The Webmaster shall be in charge of all IT related activities of the club, including, but not limited to, the e-mail account(s) and web facilities provided by Oxford University Computing Services (OUCS). Duties shall include: maintaining an awareness of the University Guidelines for Web Information Providers and co-ordinating and regulating access to the web facilities used by the club, society or organisation; ensuring compliancy with regulations relating to the use of IT facilities provided by OUCS and with the guidelines published from time to time by OUCS for the use of IT facilities by student clubs, societies and organisations (including those guidelines relating to the operation of electronic mailing-lists); ensuring that all designated persons responsible for the IT resources of the club, society or organisation are competent to deal with the requirements of this section; and where necessary undertaking training under the guidance of OUCS.

- g) The Sponsorship and Outreach Officer shall be responsible for:
 - i) The production of sponsorship materials to promote OUFC to potential sponsors and ensure that these are kept up-to-date. These could include sponsorship cover letters, default cover emails, detailed sponsorship proposals, and presentations.
 - ii) Maintaining a list of potential local, national and international potential sponsors and their contact details so that they may be contacted about the possibility of sponsoring OUFC.
 - iii) Making an active effort to recruit sponsors for OUFC.
 - iv) Working closely with the Alumni/PR/Press Secretary to communicate with OUFC's wide alumni network and investigate the possibility of recruiting a sponsor from within OUFC's alumni network or with the help of an alumnus's contacts.
 - v) Communicating with potential sponsors.
 - vi) Negotiating sponsorship deals with potential sponsors and, in conjunction with the OUFC President, representing OUFC at meetings etc. with representatives from the respective potential sponsors.
 - vii) Liaising with the Oxford University legal department and the Oxford University Sports Federation regarding sponsorship matters.
 - viii) Co-ordinating OUFC's outreach efforts in conjunction with Oxford University and any other bodies with which the Club is associated. They shall be jointly responsible with the Armourer for the upkeep and maintenance of the plastic fencing equipment. They will be responsible for co-ordinating with local clubs who wish to borrow the plastic fencing equipment. They will ensure that this equipment remains a community fencing resource as per Matthew Thompson's bequest.

- h) The OUMPA LOMPA shall be responsible for liaising with the Oxford University Modern Pentathlon Association committee. They will ensure good relations and the proper sharing of appropriate resources.

- i) In addition to these posts, there may be up to three committee members without any specific role (MWOPs). They will be elected by a majority vote at the Annual General Meeting and invited to sit at all subsequent meetings, until a new committee is elected. It is expected that these individuals shall be past office holders or committee members.

- 25) The members of the Committee (both Offices and Ordinary) shall be members of the Club, elected by the members of the Club annually, and

shall be eligible for re-election. The members of the Club shall not appoint several individuals to jointly hold any of the Offices, nor allow any individual to hold more than one Office at a time. The Club is designated development status, and so the members of the Club shall appoint a Member of Congregation as the Senior Member when electing other members of the Committee each year. The Senior Member shall be a member of the Committee ex officio.

- 26) If during the period between the annual elections to Offices any vacancies occur amongst the members of the Committee, the Committee shall have the power of filling the vacancy or vacancies up to the next Annual General Meeting by co-optation.
- 27) Each Office Holder must, on relinquishing his/her appointment, promptly hand to his/her successor in Office (or to another member of the Club nominated by the Committee) all official documents and records belonging to the Club, together with (on request from the Committee) any other property of the Club which may be in his/her possession; and must complete any requirements to transfer authority relating to control of the Club's bank accounts, building society accounts, or other financial affairs.
- 28) Without derogating from its primary responsibility, the Committee may delegate its functions with respect to finance and general purposes to subcommittees; which are made up exclusively of members of the Committee.
- 29) The Committee shall elect a maximum of three individuals per year as lifetime Honorary Vice-Presidents in recognition of their services to the club. Nomination is open to all committee members and election is by a 2/3 majority of the Committee. Honorary VPs may aid in the running of the Varsity match on the day itself when held in Oxford, and contribute to the Alumni activities of the Club.
- 30) The Committee shall have the power to make regulations and by-laws, in accordance with this Constitution, and to settle any disputed points not otherwise provided for in this Constitution. Any alteration to this Constitution shall require the approving vote of two-thirds of those present in person or by proxy at a General Meeting.
- 31) No member of the Committee shall be removed from office except by the approving votes of two-thirds of those present in person at a General Meeting. In the case of a vacant position on the Committee, a member of the club may be elected to the position by a majority vote at a General Meeting.

- 32) In the case of disputed Club policy a two-thirds majority of those present and voting at a General Meeting has the power to over-rule the Committee's decision.

Competitions

- 33) The Club shall have an annual match against Cambridge University Fencing Club (the Varsity Match) in which only full members of the Oxford University Fencing Club may fence. Selection will be made in accordance with the rules of the Blues' Committees.
- 34) At least one competition in Michaelmas term (e.g. the Welsh Open) and one in Hilary term prior to the Varsity Match (e.g. the Slough Open) shall be nominated by the President, and any aspiring Blue shall be strongly encouraged to participate. The selection shall be made at the Captains' discretion, but only after full consultation with the President, Committee, Head Coach and senior fencers.

Indemnity

- 35) So far as may be permitted by law, every member of the Committee and every Officer of the Club shall be entitled to be indemnified by the Club against all costs, charges, losses, expenses and liabilities incurred by him/her in the execution or discharge of his/her duties or the exercise of his/her powers, or otherwise properly in relation to or in connection with his/her duties. This indemnity extends to any liability incurred by him/her in defending any proceedings, civil or criminal, which relate to anything done or omitted or alleged to have been done or omitted by him/her as a member of the Committee or Officer of the Club and in which judgement is given in his/her favour (or otherwise disposed of without any finding or admission of any material breach of duty on his/her part), or in which he/she is acquitted, or in connection with any application under any statute for relief from liability in respect of any such act or omission in which relief is granted to him/her by the Court.
- 36) So far as may be permitted by law, the Club may purchase and maintain for any member of the Committee or Officer of the Club insurance cover against liability which by virtue or any rule of law may attach to him/her in respect of any negligence, default, breach of duty or breach of trust of which he/she may be guilty in relation to the Club and against all costs, charges, losses and expenses and liabilities incurred by him/her and for which he/she is entitled to be indemnified by the Club by virtue of paragraph 35.

Alumni Contributions

- 37) Alumni funds will be paid into a separate bank account administered by a special committee. The special committee will consist of the President (ex-officio), the Senior Member (ex-officio), Treasurer (ex-officio) and an alumnus representative. The alumnus will be elected by a vote of the Club committee as necessary.
- 38) Nomination of the alumnus will be by a Club member. All alumni of the OUFC who were student members are eligible. No current member of OUFC is eligible to be the alumnus representative of the special committee. Replacement of the alumnus representative will occur with resignation of the alumnus or by a recall by a two-thirds majority of the General Meeting of OUFC.
- 39) The special committee will approve by majority vote spending proposals submitted by OUFC as directed by the committee prior to disbursing funds. Signatories to the bank account will be the sports federation administrator and the senior member.
- 40) The special committee will take into consideration the following factors when approving proposals:
 - a) The promotion of OUFC as a competitive fencing club
 - b) The balance of benefit between different classes of member of OUFC (beginners, intermediates and advanced)
 - c) The long term value of the accumulation of a significant capital sum

Dissolution

- 41) The Club may be dissolved at any time by the approving votes of two-thirds of those present in person at a General Meeting. The Club may also be dissolved (without need for any resolution of the members) by means of not less than thirty days notice from the Proctors to the Secretary of the Club if at any time the Club ceases to be registered with the Proctors.
- 42) In the event of the Club being dissolved, its assets shall not be distributed amongst the members, but shall be paid to, or at the direction of the University.

Interpretation

- 43) The Proctors shall settle any question about the interpretation of this Constitution.

Club President:  Date 24.05.18

Club Secretary:  Date 24.05.18

Club Treasurer:  Date 24.05.18