

CLUB CONSTITUTIONS

Athletic Union Clubs and their members are bound by the AU constitution, AU Policy, LUSU constitution and its bye-laws, and the University Constitution and its bye-laws.

Club Name: Lancaster University Fencing Club (LUFC)

1.0 Club Objectives

- 1.1 To promote the sport of Fencing within the University and to represent Lancaster University in BUSA and/or other recognised student competitions.

2.0 Membership

- 2.1 Before an individual may join a club, they must first:
 1. Be affiliated to the Athletic Union (whatever form this may take).
 2. Be members of the Sports Centre (excluding sailing and golf club).
 3. Pay the club's membership fee (*this should be decided by week 9, summer term of previous year*).
- 2.2 Non-students may join the club however they may not represent Lancaster University in any student competitions.

3.0 Equal Opportunities

- 3.1 This club shall be an equal opportunities organisation and will abide by and enforce the LUSU equal opportunities policy.

4.0 Executive Committee

- 4.1 All business of the Fencing club shall be organised by the Executive Committee.
- 4.2 The Executive Committee shall consist of at least.
 1. President
 2. Treasurer
 3. Secretary,
 4. Men and Women's Captains
 5. Safety Officer
 6. Social Secretary (s)
 - (7. Competitions Organiser)
 - (8. Armourer(s))

Executive Committee Officers must uphold any rulings/decisions

made by the Athletic Union.

4.2.1 The President/Chair

- Main point of contact with the Athletic Union.
- Responsible for collecting any relevant information from the AU and passing it to the rest of the club.
- Represent the club at AU General Meetings.
- Organise the general running of the club.

4.2.2. Treasurer/Vice-Chair

- Constant communication with AU and Finance Office.
- Assist Chair with general running of the club.
- Maintain good order of the Society Finances and ensure that the Union Financial Regulations are adhered to.
- Advise the Executive and membership on expenditure of the budget.
- Prepare a statement of revenue and expenditure, prior to Lent term, to be presented at the Annual General Meeting for ratification.

4.2.3 Secretary

- Be responsible for administration of all matters relating to memberships and subscriptions and liaising appropriately with the Treasurer.
- Be responsible for all Club correspondence and administration.
- Take minutes at meetings and circulate agendas and minutes of such meetings to the membership.
- Informing the membership of other appropriate information as and when necessary.
- Be responsible for the ordering and maintenance of all Society equipment.
- Act as Returning Officer at all elections and ensure their smooth running.

4.2.4 Captains

- Responsible for organising match times, venues, referees, etc.
- Responsible for picking the best team for weekly matches.
- Constant communications with the AU about fixtures, refs, transport...
- Promote fencing to all male/female members

4.2.5 Safety Officer

- Responsible for collecting First Aid kits before matches,
- Responsible for organising all aspects of First Aid during matches.

- Must also learn and be sure each club enforces the equal opportunities policy.
- Oversee the safety aspects of all Club activities and ensure that the LUSU Safety Framework and the Club's Safety Code of Practice is adhered to, and give specific responsibility for this area to a designated member of the Executive Committee.

4.2.6 Social Secretaries

- Organising club socials on weekly, monthly and termly basis.
- Must ensure that all members of the club have their needs catered for. i.e. non-alcoholic socials.
- Should club funds need to be used for a social, this must be discussed with the AU. Please note that alcohol may not be purchased using club funds.

4.2.7 Competitions Organiser

- Responsible for informing the Club members about upcoming competitions and ensuring competitors have adequate transport and accommodation.
- Responsible for organising Master of Arms.

4.2.8 Armourer(s)

- Responsible for maintenance of club kit.
- Responsible for keeping a record of inventory and liaising with Treasurer to buy necessary kit.

4.3 The Club Exec should meet regularly each term.

4.4 In the absence of any member of the Executive, their duties may be delegated to another Executive member. Alternatively a full member may be co-opted to fulfil such duties, subject to the approval of a general meeting, until the next possible election.

4.5 Any Executive members who fail to attend two consecutive general meetings, without acceptable written apology, shall be deemed to have resigned and a by-election shall be held.

4.6 Failure of Executive members to carry out the duties conferred on them by this constitution or by resolutions of Society meetings, without reasonable excuse, will be grounds for suspension or motion of no confidence of the officer concerned.

5.0 Election of Committee members

5.1 Every year, the Fencing club shall re-elect the new Executive

Committee. Only members of Lancaster University Fencing Club shall run for committee positions.

- 5.2 Voting will take place at the club's Annual General Meeting before the Easter vacation commences and the new exec's contact information to be given to the AU by end of Week 9, Term 2.
- 5.3 Members can only be voted in if the club's Annual General Meeting is at quorate: 51% of the overall membership in attendance.
- 5.4 Officers are elected for one year but may be re-elected for the next.

6.0 Handover

- 6.1 After the new exec has been voted into place, the handover period must begin after the Roses match. This includes introducing the year exec to the AU, the new exec "shadowing" the old exec.

7.0 General Meetings

- 7.1 The AU and all club members must be informed of General Meetings of the club with at least 5 days notice.
- 7.2 The club's Executive Committee shall give a club report to the members which includes the financial status of the club, and matches/fixtures coming up tournaments, attendance at training, etc.
- 7.3 In order to make any constitutional amendments, a vote must take place with 50% of the overall membership voting. Each member has 1 vote. Any deciding votes shall be placed upon the club chair/president.
- 7.4 An Emergency General Meeting may be called by any members of the exec, however the club and the AU must be notified with at least 2 days notice.

8.0 Athletic Union General meetings

- 8.1 The Athletic Union will hold a General meeting in the beginning of week 1, Michaelmas and Lent term.
- 8.2 As with all AU meetings, attendance is compulsory for all members of the Executive Committee and any apologies must be submitted to the AU President 1 day prior to the AGM.

8.3 The Athletic Union will hold the Annual General Meeting in week 1 of summer term.

9.0 Code of Conduct

9.1 See Code Of Conduct Document