



## Constitution of Hampshire Fencing Union

### 1. Name

- 1.1. The County shall be known as Hampshire Fencing Union ("HFU"). All references to 'County' in this constitution shall be taken to imply Hampshire Fencing Union.

### 2. Geographical Purview

- 2.1. The geographical purview of the County shall be defined as the county of Hampshire, including Southampton and Portsmouth, and the Isle of Wight.

### 3. Objectives

The objectives and activities of the County shall be:

- 3.1. The furtherance and improvement of fencing in the local area.
- 3.2. To ensure the delivery of such events reasonably expected by the local fencing community. This might include, but is not limited to, competitions, training opportunities or social events.
- 3.3. To provide opportunities to represent the County.
- 3.4. To support the objectives of British Fencing, England Fencing and Southern Fencing Region.

### 4. Club Registration

- 4.1. All clubs that meet or train within the geographical purview of the County shall have the right to register with the County.
- 4.2. Clubs registered with the County will have the following benefits:
  - 4.2.1. They will be on the County's mailing list
  - 4.2.2. They will receive the support offered by the County
  - 4.2.3. Their members will be eligible to take part in county events
- 4.3. All registered clubs will be expected to promote the activities of the County to their membership.
- 4.4. The County may accept the registration of a club from outside of the geographical purview of the County but is not required to do so.

### 5. Officers

- 5.1. The elected officers of the County shall be Chairperson, Honorary Treasurer, and Honorary Secretary.



## 6. Committee

- 6.1. The ordinary business of the County shall be conducted by a Committee consisting of:
  - 6.1.1. The elected officers of the County.
  - 6.1.2. Any other non-elected committee position the County requires e.g. Welfare Officer or Captain
- 6.2. All committee members shall be affiliated to a registered club, or resident in the county.
- 6.3. Each committee member shall be entitled to one vote at a committee meeting and they may not vote in more than one capacity.
- 6.4. In the event of the voting being equal, the Chairperson shall have the casting vote.
- 6.5. For the Committee to conduct business a quorum of 50% of voting committee members shall constitute a quorum, or two thirds in the case where the committee has only three members.

Alternatively, if all voting members of the Committee acknowledge receipt of an email or other written communication detailing a proposal, and a simple majority of voting members clearly indicate their support for that proposal (whether by email or otherwise in writing), the Chairperson may (if satisfied that the foregoing conditions have been met) declare the decision to be enacted without a physical meeting.

- 6.6. The Committee may co-opt as non-voting representatives, anybody that it sees fit to assist with committee business.
- 6.7. All elected committee positions shall be for a period of 3 years before re-election, and the Chairperson shall not hold the role for more than 6 consecutive years.
- 6.8. All committee members shall declare conflicts of interest.

## 7. Voting

- 7.1. All individual members of British Fencing affiliated to a registered club (see item 4 above) may vote in the General Meetings of the County having reached their 18<sup>th</sup> birthday on or before the date of the meeting.
- 7.2. In the event of a person entitled to a vote, being unable to attend, they may register their proxy vote, in writing or by e-mail, at least 5 days in advance, with the Chair of the meeting. Such a proxy vote may direct the Chair to either cast the vote for/against/abstain on any particular agenda item, or empower the Chair to cast the vote at their discretion.
- 7.3. Normally, all matters will be decided by a show of hands of those members present and eligible to vote, except that at the request of any member present the vote will be taken by a secret ballot.



- 7.4. Approval by a least two-thirds of those present and who are eligible to vote will be required to approve any resolution in respect of the constitution of the County. Other resolutions will be decided by simple majority and, in the event of a tie, the Chair of the meeting will have a second or casting vote.

#### 8. Annual General Meeting

- 8.1. The County shall normally convene an AGM in March each year.
- 8.2. The Committee shall be entitled to alter the date of the AGM as circumstances may from time to time dictate provided that no more than 15 months is to elapse between AGMs.
- 8.3. The Honorary Secretary shall take all reasonable steps to give affiliated members 21 days notice of an AGM. Reasonable steps shall include posting a notice of the AGM, in not less than 12 point print, on the County's website, and sending an email or letter to each registered Club. With this notice the Secretary will make available an agenda for the AGM.
- 8.4. No AGM shall be deemed convened unless a quorum of at least 8 people are present who are eligible to vote.
- 8.5. In the event that a properly notified AGM should not produce a quorum, the Chair shall cause a new meeting to be convened within 90 days, with the same notice requirements as the original meeting. If a second such meeting is not quorate, the Chairperson (or in their absence any other elected officer) shall notify British Fencing, who shall have the authority to make such provision for the administration of the County as they deem necessary, until such time as the British Fencing is satisfied that proper County governance is restored.
- 8.6. The conduct of Any Other Business is at the discretion of the Chairman of the meeting.

#### 9. Extraordinary General Meeting

- 9.1. A quorum of the Committee or any 20 affiliated voting members shall be entitled to call an EGM to discuss and vote on any matter on written application to the Honorary Secretary. Such an application shall include a written summary of the business to be discussed at the meeting.
- 9.2. Upon receipt of such an application, the Honorary Secretary shall, within a month of receipt of the formal request for the meeting, take reasonable steps to issue notice of an EGM to all registered members unless the request is withdrawn by all of the applicants within the same period. Reasonable steps shall include posting a notice of the EGM, in not less than 12 point print, on the County's website, and sending an email or letter to each registered Club.
- 9.3. No EGM shall be deemed convened unless a quorum of at least 8 voting members is present.
- 9.4. No business other than that specified in the agenda will be conducted at an EGM.



## 10. Finance

- 10.1. The budgetary control held by the Committee shall be the responsibility of the Honorary Treasurer.
- 10.2. The financial year shall end on 31<sup>st</sup> January and independently examined accounts up to and including this date shall be presented at the Annual General Meeting.
- 10.3. At each AGM the Honorary Treasurer shall prepare written accounts detailing the financial transactions of the County since the last AGM, and the Agenda shall contain an item inviting the voting members to comment on, and to approve or refuse to approve these accounts. In the event that the voting members refuse to approve the accounts, the Chairperson, in conjunction with the members, shall word a resolution acceptable to the voting members, detailing the actions required by the Honorary Treasurer to rectify the situation.
- 10.4. The funds of the County Committee shall be held in a suitable bank or building society account and will be allocated through authorisation of the Committee.
- 10.5. The Honorary Treasurer shall maintain a bank account on behalf of the County, which shall require a minimum of two of the elected officers of the Committee as authorised signatories.
- 10.6. No sub-committee will operate any bank account in respect of its operations and any funds raised or to be dispersed in connection with the activities of any sub-committee will be administered by, or under the oversight of, the Honorary Treasurer.
- 10.7. The income and property of the County shall be applied solely towards the promotion of its objectives.

## 11. Safeguarding

- 11.1. The County shall adopt British Fencing's safeguarding policies and procedures.
- 11.2. All officers and members acting on behalf of the County are deemed to have read, understood and assented to the British Fencing Code of Conduct ("Code") and as such recognise and adhere to the principles and responsibilities embodied in the Code.

## 12. Equity

- 12.1. This County is committed to ensuring that equity is incorporated across all aspects of its development. In doing so it acknowledges and adopts the following 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.*

### 13. Dissolution

13.1. If at any general meeting a resolution for the dissolution of the County is passed by two thirds majority of members present, or in the event that the County is unable to assemble a quorate AGM for a period of 2 consecutive years, the following actions must occur:

13.1.1 The Committee must immediately (or at such future date as specified in the resolution) proceed to realise the assets of the County.

13.1.2 After the discharge of all liabilities any remaining assets at the time of dissolution become the property of the British Fencing or its successor body ('the Trustee'). The Trustee will distribute such assets to suitable organisations within the county to further the sport of fencing or hold them in trust until such time as the County can be reconstituted.

### 14. Interpretation and amendments to the constitution

14.1. The interpretation of this constitution shall be invested in the committee who shall determine any matters not covered above.

14.2. Alterations to the constitution may only be made at an AGM, or at an EGM expressly convened for that purpose, and require a two thirds majority of eligible voters present and voting, or voting by proxy, at the meeting to support it for the amendment(s) to be passed. Notice and quorum requirements are the same as for ordinary business defined above.

### 15. Declaration

Hampshire Fencing Union hereby adopts and accepts this constitution, approved by a general meeting on 26<sup>th</sup> November 2017.

Signed:

Allen Cooke

Chairperson

Ian McQueen

Honorary Secretary