

Dublin University Fencing Club

Constitution



	Contents	Page
1	Names and Definitions	2
2	Compliance	2
3	Membership	2
4	General Meetings	3
5	The Committee	4
6	Constitution Amendments	8
7	Dissolution	8
8.	Interpretation	9

1. Names and Definitions

- 1.1 The name of the Club shall be "Dublin University Fencing Club".
- 1.2 The acronym "DUFC" subsequently used in this document shall refer to the Club

2. Compliance

The Club shall be administered in accordance with the rules and regulations published by the Dublin University Central Athletics Club (DUCAC) and the University.

3. Membership

3.1 All members will be subject to the regulations of the constitution and any by-laws passed by the Club Committee and by joining the club will be deemed to accept these regulations and codes of conduct that the club has adopted.

3.2 Membership of DUFC shall comprise the following categories:

3.2.1 *Student Members*

This category will be confined to registered students and off books students who have paid the relevant club membership fees and any appropriate fees to the University.

3.2.2 *Honorary Members*

Honorary Membership of DUFC may be awarded in recognition of a person's dedication to the club or actions benefiting the club.

All past Presidents of DUFC shall be Honorary Members, and all Head Coaches shall be granted Honorary Membership during their tenure as official Head Coaches of the Club.

Persons may be proposed for Honorary Membership only by the '1936 Committee' composed of the Club Captain, the Men's/Women's Captain, the President, the Chair of the DUFC Alumni Association and the Head Coach. With the exception of current Head Coaches and past Presidents, a person may be proposed for Honorary Membership only with the assent of a majority of the voting members of the 1936 Committee and with no more than one dissenting vote. The 1936 Committee should consider who to propose as new Honorary Members at least annually. Honorary membership of the Club shall be ratified by the Club Committee.

Honorary members shall be entitled to stand for election to the Club Committee. They may also act as representatives of DUFC as deemed necessary or desirable by the Club Committee. Honorary Membership shall not entitle the holder to access the facilities administered by the University.

3.2.3 *Staff/Alumni Members*

These Members shall be staff or former students of the University who have paid the relevant club membership fees. To attend training they must also have paid any relevant fees to DUCAC and the Trinity Sports Department.

3.2.4 *Public Members*

These Members shall be members of the public who may be club members who have paid the relevant club membership fees. To attend training they must also have paid any relevant fees to DUCAC and the Trinity Sports Department.

- 3.3 Membership fees and payment schedules are set by the Club Committee. Changes to such fees and schedules may be proposed to the committee by an executive committee member and shall be voted on in accordance with section 5.7 of this constitution, with the treasurer exercising a casting vote when necessary. Different fee levels and payment schedules may be set for the various membership types if the committee deems it appropriate. Any member who has not paid the appropriate fee within two weeks of the date set by the committee shall cease to be a member of DUFC and will have no rights to train with the club, hold a committee position, or vote at a general meeting until such a time as their standing has been brought back into compliance.

4. General Meetings

- 4.1 There shall be an Annual General Meeting during Hilary Term to which all Club members are to be invited, convened by the Secretary on no less than fourteen days notice. The accidental omission to give notice of a meeting to, or the non receipt of notice of a meeting by, any person entitled to receive notice shall not invalidate the proceedings of the meeting.
- 4.2 An Extraordinary General Meeting may be called during Michaelmas or Hilary Term, by any Committee Member, or on the request of ten or more members, stating the reason for which the meeting is to be convened, the request delivered to the Secretary on not less than seven days notice of the Meeting.
- 4.3 Notice of the agenda shall be sent out with the notice of all General Meetings.
- 4.4 Each Club member present at a General Meeting is entitled to one vote in any vote being held. Proxy votes may be allowed at a general meeting with any member attending in person allowed to hold a maximum of two such proxy votes. Any member wishing to vote by proxy must submit that intent in writing to the Club Secretary no less than 48 hours ahead of the General Meeting stating the name of the club member who will hold their proxy vote.
- 4.5 No general meeting may be held in the fourteen days before an AGM that has already been called or in the seven days before an EGM that has already been called.
- 4.6 The election of Committee members shall take place annually at the Annual General Meeting or at an Extraordinary General Meeting when there is a relevant vacancy on the Committee. All vote to elect Committee members shall be use a single transferable vote system with a written ballot.

5. The Committee

- 5.1 The affairs of the Club shall be administered by a Committee consisting of not more than 14 persons, which shall have ultimate responsibility for the activities of the Club. Club members of the student type (see section 3.1) shall at all times make up the majority of the members of the Committee and shall be the only members eligible for election to the executive committee positions (see section 5.3 below). The Committee shall have control of the funds and property of the Club, and of its administration.
- 5.2 A person elected to the Committee shall hold that office from the end of the General Meeting at which they are elected or, in the case of Ordinary Committee Members appointed by the Club Captain in accordance with section 5.13, the moment at which they are appointed. Their term of office shall expire at the end of the subsequent Annual General Meeting or upon the acceptance of their resignation, or their removal from office carried out in accordance with section 15.15.
- 5.3 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. These regulations and bye-laws must be approved by DUCAC.
- 5.4 The Committee shall be made up of the, the Club Executive comprising the positions of Club Captain, Men's Captain, Women's Captain, Treasurer, Secretary, Armourer; and the Ordinary positions of Social Secretary, Public Relations Officer, Alumni Officer, Beginners' Officer, Competitions Officer, and Journeyman Armourer.
- 5.5 The Club Captain shall, in addition, hold the position of Men's or Women's Captain where appropriate. The Men's/Women's Captain who does not hold the Club Captaincy may, under exceptional circumstances, also hold another committee position.
- 5.6 For a committee meeting to be valid committee members must be notified of the meeting at least 48 hours in advance.
- 5.7 The quorum for a Committee Meeting shall be half plus one, rounded down, of the Committee present in person. In accordance with paragraph 12 a quorum shall not be valid unless a majority of those present are students.
- 5.8 The club captain shall chair all meetings. The captain shall also exercise a casting vote if it should be required except in the case of financial matters, which have been clearly set out in the agenda for the meeting, in these cases the club treasurer shall hold the casting vote. If the Club Captain is unavailable, due to exceptional circumstances, to attend a properly convened meeting, the meeting may be chaired by the Men's/Women's Captain. The Men's/ Women's Captain shall also exercise the Club Captain's casting vote in these circumstances.

- 5.9 At a meeting where the treasurer is unable to attend and where financial business is to be transacted, a member of the Committee deputised by the Treasurer to represent his/her views shall be permitted a casting vote at a meeting in his/her absence, provided the financial business transacted is only that which was set out in the agenda which accompanied the notice of the meeting.
- 5.10 so be an Honorary President of the Club.
- 5.10.1 With the assent, on a yearly basis, of both the Honorary President and the committee the position of Honorary President may be made an active committee position.
- 5.10.2.1 The Honorary President shall be elected from the ranks of the Honorary Members of the Club.
- 5.10.2.2 The Honorary President shall be elected at an Annual General Meeting of the Club for a term of four years. There shall be no limit on the number of terms one person may serve as president.
- 5.10.2.3 For the purposes of the Honorary President's term of office, a year is defined as the period between the Club AGM in one academic year and the Club AGM in the following academic year.
- 5.10.2.4 Nominations of candidates for election to the role of Honorary President may be made by former Club Captains, former Men's/Women's Captains, sitting members of the Club Committee, former Honorary Presidents, the outgoing Honorary President, or by petition with the signatures of at least fifteen current club members in good standing.
- 5.10.3.1 Should an Honorary President resign, be removed from the position, or be unable to fulfill the duties of the role due to incapacity or death before the end of their four year term, a replacement Honorary President shall be elected at the following Club AGM or at an EGM called for that purpose. It is at the discretion of the Club Committee whether the replacement of the Honorary President shall happen at the next Club AGM or at an EGM called before the date of that AGM. The newly elected Honorary President will then begin a four year term of office starting from the AGM of their election, or the AGM following their election if they were elected at an EGM.
- 5.10.3.2 An Honorary President may be removed from the position with the assent of two thirds of the votes at a General Meeting.
- 5.11 In the event of there being a lack of persons available or willing to fill the positions on the committee the responsibilities of the vacant positions shall, under the direction of the captain, be apportioned out to another duly elected committee member or members with the agreement of the committee member(s) undertaking the extra responsibilities.

- 5.12 Each Committee Member must, on relinquishing his or her appointment, promptly hand to his or her successor in office all official documents and records belonging to the Club, together with any other property of the Club which may be in his or her possession; and must complete any requirements to transfer authority relating to the control of the Club bank account, or other financial affairs.
- 5.13 There may be up to three Ordinary Committee Members positions who shall be members of the Club, elected at a General Meeting or appointed by the Club Captain. There may be up to three Ordinary positions who shall have a specific role listed when elected or appointed.
- 5.14 Except in the case of non-payment of fees as set out in section 3, a member of the Committee shall only be removed from office following a vote at a General Meeting, called in accordance with paragraphs 4.1, 4.2 & 4.3. To pass, this vote to remove the committee member must receive at least a two-thirds majority of votes cast. In the case of a vacant position on the Committee, a member of the Club may be elected to that position by majority vote at a General Meeting.
- 5.15 A Committee member who wishes to resign from office must present his/her resignation to the Club Captain in writing stating the reason(s). When the Captain receives the resignation he/she must then call an Extraordinary General Meeting to elect a replacement Committee member at the earliest possible time, in accordance with section 4.
- 5.15.1. In the interim between the resignation and a general meeting to elect a replacement, the responsibilities of the vacant post should be apportioned out in accordance with paragraph 5.11.
- 5.15.2.1 In the event of the resignation of the Club Captain, a general meeting must be called at the next available opportunity, and no longer than 14 days after the resignation. The Men's/Women's Captain will fulfil the role of Club Captain until the matter is resolved at that general meeting. Another committee member, voted for by the committee, shall fulfil the role of Men's/Women's Captain vacated by the resignation until the matter is resolved at that general meeting. In accordance with Section 5.4 above, they may retain their previous role in this interim period.
- 5.15.2.2 At the general meeting, as described in section 5.14.3.1, an election will be held for the vacated Club Captain position. If the Men's/Women's Captain wishes to retain their position, they do not have to run for re-election. If the Men's/Women's Captain wishes to run for the position for Club Captain, they must first forfeit their current role. In this case, elections will be held for the positions of Club Captain and Men's/Women's Captain.
- 5.16 The Junior Armourer or Junior Treasurer may be elected "Ordinary Members" of the Committee at a meeting of the Committee.
- 5.17 A newly elected committee or committee member shall take over responsibility immediately following the general meeting at which they were elected.

- 5.18 In the event that there is an item or items on a committee meeting agenda for which the input of club members is deemed necessary and/or desirable, the Club Captain may declare a committee meeting open to all club members or to a selected group of club members. At such a meeting all present may voice their opinion(s) but any votes will occur as normal with only members of the committee will have a vote.

6. Constitution Amendments

- 6.1 Any alteration to this Constitution shall require an approving vote with a two-thirds majority at a General Meeting. Club members must be informed of proposed changes in the notice of the meeting.
- 6.2 In accordance with DUCAC rules (see paragraph 3) all amendments to the DUFC constitution must first be accepted by DUCAC before being presented to a general meeting of club members.
- 6.3 Proposed Constitutional amendments must be discussed and approved by a majority at a DUFC committee meeting, properly convened, before being presented to DUCAC and then a DUFC General Meeting for approval.

7. Dissolution

- 7.1 The Club may be dissolved at any time by the approving votes of two-thirds of the votes at a General Meeting.
- 7.2 In the event of the Club being dissolved, its assets shall not be distributed among the members, but shall be returned in total to DUCAC.

8. Interpretation

Any questions about the interpretation of this Constitution shall be settled on a temporary basis by the Club Captain, until it can be clarified and an amendment made at a General Meeting.

James Stratford, Captain DUFC 2003/'04
Colm Flynn, Captain DUFC 2004/'05