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# The Constitution of the Students’ Union

# UCL FENCING CLUB

### Name

#### The name of the society shall be the Students’ Union UCL Fencing Club.

#### The society shall be affiliated to Students’ Union UCL.

### Statement of Intent

#### The constitution, regulations, management and conduct of the society shall abide by all Students’ Union UCL Policy, and shall be bound by the Students’ Union UCL Memorandum and Articles of Association and Byelaws, the Club and Society Regulations and the Club and Society Procedures and Guidance, laid out in “how to guides”.

#### The club stresses that it abides by Students’ Union UCL Equal Opportunities Policies, and that club regulations pertaining to membership of the club or election to management of the club shall not contravene this policy.

#### The Club and Society Regulations can be found at the following website: www.studentsunionucl.org

### The Society Committee

#### President

#### The President’s primary role is laid out in section 5.7 of the Club and Society Regulations.

#### Shall Represent the Club and be responsible for making sure the Club is run in accordance with its constitution, Union Club and Society Regulations, Good Practice Guidelines, Standing orders and all other requirements as a member of the Union.

#### Shall be the primary point of contact between the Union and Club Members. This would be fulfilled by attending the relevant Union Committees, checking the pigeonhole in the Clubs and Societies Centre Reception and having use of the Club email accounts - ‘fencing.club@ucl.ac.uk’ and uclu.fencing@gmail.com’.

#### Shall create, Chair and appoint members to the London International Universities Fencing Cup Organising Committee hereby known as the LIUF Sub-Committee.

#### May appoint a tour leader for each tour the Club embarks on. This does not have to be a different leader each time. Shall additionally appoint a Vice-President to assist with the running of the Club. May appoint an Armourer to maintain club equipment.

#### Consult can be appointed to assist with the running of the Club as and when the President deems fit.

#### Shall take over the duties of any other Committee member in their absence.

#### Treasurer

#### The Treasurer’s primary role is laid out in section 5.8 of the Club and Society Regulations.

#### Shall carry out the day-to-day financial duties of the Club and is responsible to the Union for Club finances.

####  Shall have responsibility for all financial transactions of the Club, ensuring these are made through the Union Finance Department – only the Treasurer (or in their absence the President) may authorise withdrawals or expenditure from the Club accounts. The Treasurer shall also maintain current accurate financial information and a Club Account Book.

####  Shall provide the Finance and Administration Officer with a detailed budget for the following academic year during the first half of the second term.

####  Shall be proactive in pursuing income from Grants and Sponsorships from both within and outside the Union.

####  Shall ensure all those attending the Club sessions have paid membership fees.

#### Vice-President

####  As the Fencing Club has a history of being one of the most gender balanced club (in members), it is advisable that the Vice-President self-identifies as a different gender to the President. This ensures the diversity of the club is accurately represented in the two highest roles of the committee.

####  The President will delegate the Vice-President’s roles and responsibilities at their own discretion to help with administrative tasks.

####  Shall be responsible for organising Club trips and tours (i.e X-Systra and BUCS Individuals) in conjunction with the President and Captains.

####  Shall be responsible for organising at least one volunteering based event a year in conjunction with the Union and the rest of the Committee. Shall be responsible for organising and running fundraising for the Club for other charitable causes.

####  Will aid the President in organising LIUF by being on the LIUF sub-committee.

#### Women’s 1st and 2nd Captains

####  Shall lead, represent, select and organise matches for the Club’s Women’s 1st and 2nd Teams respectively.

####  Shall ensure all Club equipment is maintained at a safe standard by the Armourer. Shall communicate with the Armourer to ensure all jackets, plastrons, breeches and masks conform to the Fédération Internationale d’Escrime (FIE) standard.

####  Shall appoint Captains for the Sabre, Foil and Epeé squads in their respective teams. These three captains will act as Vice-Captains underneath the Women’s Captain and their roles and responsibility will be to support the Women’s Captain in hers.

####  Shall coordinate with the Men’s Captains to organise the Club Weapon Championships.

####  If elected Welfare officer is male, the responsibilities (and title) of Women’s Officer will be taken up by the Women’s 1st Team Captain.

#### Men’s 1st and 2nd Captains

####  Shall lead, represent, select and organise matches for the Club’s Men’s 1st and 2nd Teams respectively.

####  Shall ensure all Club equipment is maintained at a safe standard by the Armourer. Shall communicate with the Armourer to ensure all jackets, plastrons, breeches and masks conform to the Fédération Internationale d’Escrime (FIE) standard.

####  Shall appoint Captains for the Sabre, Foil and Epeé squads in their respective teams. These three captains will act as Vice-Captains underneath the Men’s Captain and their roles and responsibility will be to support the Men’s Captains in theirs.

####  Shall coordinate with the Women’s Captains to organise the Club Weapon Championships.

#### Social Secretary

####  Shall organise and attend regular socials.

####  Shall take photos of all Club activities and put them on social media.

####  Shall coordinate with the Treasurer about Social Budget.

#### Secretary

####  Shall take minutes at committee meetings and at the Club Annual General Meeting.

####  Shall manage the Club e-mail inbox and have use of the Club email accounts - ‘fencing.club@ucl.ac.uk’ and uclu.fencing@gmail.com’.

####  Write and send Club Newsletter in consultation with the Committee.

####  Manage the Club equipment inventory in conjunction with appointed armourers.

####  Shall manage the Club website, keeping its content up-to-date with comprehensive information on points of contact and information about the Club.

####  Shall organise and produce Club Stash available for purchase to Club members.

#### Women’s Access and Equality Officer

####  Shall engage with, promote and represent all Women and Minorities in campaigns and rights at the Club.

####  Shall be the first point of call for anyone wanting support with these issues at the Club.

####  Shall promote equal access for those wanting to join or at the Club.

####  Will pursue and attend further relevant training from the union to help with any issues (including pastoral) that may arise at the Club.

####  If no individual is elected to this position, it shall fall to the female or non-male President/Vice-President (a Vice-President may be required to be selected at the beginning of the academic year to fulfil this role, should no other committee member choose to accept this role further to their own responsibilities).

#### Head Armourer

####  Shall oversee the maintenance and fixing of Club equipment. The Club will provide the necessary training.

####  May be required to take equipment to Leon Paul to be fixed.

####  Position can be delegated as and when required.

####  Shall teach the incoming armourer(s) as required at the end of their term.

####  Shall keep the Club storage in order and stocked while maintaining the inventory in conjunction with the Secretary.

####  Shall coordinate with the President and Treasurer to purchase any equipment necessary.

####  Can elect Vice-Armourers to aid with duties.

#### Novice Representative

####  Primary point of contact for the novices, offering them the support they need and help them integrate into the Club.

####  Shall be proactive in arranging friendly matches for novices and organising one-off training with other London universities.

####  Shall organise the Novice Championships in the second academic term of the year.

#### Welfare (& Women’s) Officer

####  Shall be responsible for ensuring the welfare of all the members in the club and being an accessible point of contact to everyone.

####  Shall be responsible for organising at least one welfare event a year in conjunction with another UCL sports club. Will apply to the welfare funding pot for funds to execute this event.

####  Shall organise the This Girl Can event in conjunction with any female committee members.

####  Will aid the President in organising LIUF by being on the LIUF sub-committee.

####  If elected officer is male, the responsibilities (and title) of Women’s Officer will be taken up by the Women’s 1st Team Captain. Elected officer is then simply ‘Welfare Officer’.

####  Management of the club/society shall be vested in the Club Committee which shall endeavour to meet regularly during term time (excluding college reading weeks) to organise and evaluate the Club activities.

####  The committee members will perform the roles as described in Section 5 of the Students’ Union UCL Club and Society Regulations.

####  Committee members are elected to represent the interests and well-being of Club members and are able to be held to account. If Club members are not satisfied by the performance of their representative officers they may call for a motion of no-confidence in line with the Students’ Union UCL Club and Society Regulations.

####  All the Committee must be members of the Club and therefore shall pay the full membership fee at the start of each year. No member of the Committee shall hold more than one post during each academic year (not including the role of Women’s Officer). The term of office shall be held from the after the end of Term 3 (of the previous academic year) to the end of Term 3 (the academic year they are on office). An outgoing committee member may be eligible for re-election should they remain a member of the Club. Any complaints concerning the activities of any individual member should be submitted to the Clubs, Societies and Student Development Officer, who will direct it to the appropriate Union board.

####  If the Club President or Treasurer chooses to resign before the end of their term in office, they should first consult with the rest of the committee and then they must approach the Clubs and Societies Student Development Officer for advice before they stand down. An Emergency General Meeting hereon after known as EGM, must be held. An EGM can only be valid when 15% ±1, or 10 whichever is greater, of the full membership of the Club are present. Upon election, the new President/Treasurer must sign an acting President/treasurer contract and attend a brief training with the Clubs and Societies Student Development Officer.

### Terms, Aims and Objectives

#### The club/society shall hold the following as its aims and objectives:

1. The Primary aim of the Club is to provide adequate means for all students and staff at University College London to fence. By providing adequate space, equipment and coaching for fencing as well as opportunities for novices to learn how to fence and for all members of the Club to compete for the College on local, national and international levels.
2. **Teams:** The Club shall have a Men’s and Women’s 1st Team and a Men’s and Women’s 2nd Team.
3. **Competitions:** The Club shall hold at least 3 competitions in the duration of the year, exclusive to its members.
4. **LIUF:** The Club shall organise the London International Universities Fencing Cup every June and encourage as many young people to compete.
5. **Socials:** The Club shall attend Sportsnight at the Union and organise regular socials for its members.
6. **Charities and Volunteering:** The Club shall endeavour to raise funds and volunteer for various charities.

#### The club/society shall strive to fulfil these aims and objectives in the course of the academic year as its commitment to its membership.

#### The core activities of the society shall be:

1. **Weekly Training:** The Club shall provide access to equipment and training facilities at least two times a week.
2. **BUCS Teams:** The Club shall have two Men’s and two Women’s teams that shall compete against other universities in the United Kingdom.
3. **Novice Team:** The Club shall have a mixed novice team that shall compete against other universities in the United Kingdom as organised by the Novice Representative.
4. **BUCS Individuals:** The Club shall provide a team each year to attend the BUCS Individuals Championships.
5. **X-Systra:** To attend annually the X-Systra Paris competition.
6. **LIUF:** (see section 4) The Club shall organise the annual LIUF competition.
7. **Club Championships:** The Club shall host a novice championship and all weapons experienced championships in the second term of the academic year.

#### In addition, the club/society shall also strive to organise other activities for its members where possible:

1. The Club shall endeavour to raise funds for charities as chosen by the President and Committee.
2. The Club shall endeavour to encourage its members to volunteer for charities as chosen by the President and Committee.
3. Access and promotion of UK competitions such as Opens to all Club members including advice on travel and accommodation.

### LIUF

#### The London International Universities Fencing Cup (LIUF) is one of the largest two fencing competitions in Europe, and the largest for competition on an individual basis.

#### The Club shall hold LIUF every year (preferably June). The Club shall do its utmost to ensure its continuing success as the largest individual student fencing tournament in Europe but actively encouraging previous participants to return and pursuing new participants.

#### The Club shall follow the LIUF handbook passed down by each outgoing President to their successor. The handbook contains all the necessary instruction and information to run a successful LIUF.

#### LIUF shall be run by a sub-committee, chosen by the president and consisting of members of the Club. The Vice President and Welfare Officer are primary members of this sub-committee. The LIUF committee shall actively pursue additional sources of income for LIUF from College and Union Grants as well as corporate sponsorship.

### Membership

#### All members shall pay an annual fee to join the Club. The membership and associate membership fees shall be determined by the committee.

#### This constitution shall be binding on the club/society officers and shall only be altered by consent of two-thirds majority of the full members present at a society general meeting. Activities Network Executive shall approve any such alterations.

#### This constitution has been approved and accepted as the Constitution for the Students’ Union UCL Fencing Club. By signing this document the President and Treasurer have declared that they have read and abide by the Students’ Union UCL Clubs and Societies Regulations.

**President name:** Man Kit Lee **Treasurer name:** Wan Hee Tang