

The Constitution of Students' Union UCL

UCL Fencing Club

1 Name

- 1.1 The name of the Club shall be Students' Union UCL Fencing Club.
- 1.2 The Club shall be affiliated to Students' Union UCL.

2 Statement of Intent

- 2.1 The constitution, regulations, management and conduct of the Club shall abide by all Students' Union UCL policy, and shall be bound by the [Students' Union UCL Memorandum & Articles of Association](#), [Byelaws](#), [Club and Society Regulations](#) and the club and society procedures and guidance – laid out in the 'how to guides'.
- 2.2 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 the Club shall not contravene this policy.
- 2.3 The Club and Society Regulations can be found on the following webpage:
<http://studentsunionucl.org/content/president-and-treasurer-hub/rules-and-regulations>.

3 The Society Committee

President

- 3.1 The President's primary role is laid out in section 5.7 of the Club and Society Regulations.
 - 3.1.1 The President shall represent the Club as a Principal Officer in ensuring that the Club is run in accordance with its Constitution, the UCL Fencing Club Guidelines, UCL Students' Union Club and Society Regulations, Good Practice Guidelines, standing orders and all other requirements as a member of the Union.
 - 3.1.2 The President shall represent the Club externally, serving as the primary point of contact between the Union and Club members, which involves the following:
 - 3.1.2.1 Attending relevant Union committees;
 - 3.1.2.2 Checking the pigeonhole in the Clubs and Societies Centre Reception;
 - 3.1.2.3 Communicating with the Sports Club Development Manager and the Sports Development Coordinators, and with other Students' Union staff members as necessary;
 - 3.1.2.4 Managing the Club email accounts ('fencing.club@ucl.ac.uk' and uclu.fencing@gmail.com');
 - 3.1.2.5 Having use of the club social media accounts;
 - 3.1.2.6 Actively interacting with and being known to Club members.
 - 3.1.3 The President shall preside over the management of the Committee and the organisation of Club activities by:
 - 3.1.3.1 Chairing Committee, Annual General, and Extraordinary General Meetings;
 - 3.1.3.2 Supporting other members of the Committee and, in the absence of any Committee

- members, taking on their responsibilities;
- 3.1.3.3 Creating, chairing, and appointing members to the London International Universities Fencing Cup Organising Committee;
- 3.1.3.4 Appointing tour leaders for each tour the Club embarks on;
- 3.1.3.5 Taking a primary role in organising training for current and incoming Committee members, as necessary.

Treasurer

- 3.2 The Treasurer's primary role is laid out in section 5.8 of the Club and Society Regulations.
- 3.2.1 The Treasurer shall represent the Club as a Principal Officer in carrying out the day-to-day financial duties of the Club, being responsible to the Union and Committee for the Club's finances and financial transactions. This accords the Treasurer the following rights:
- 3.2.1.1 To authorise withdrawals or expenditure from the Club accounts made by other Committee members;
 - 3.2.1.2 To make withdrawals or expenditure from the Club accounts with the President's approval.
- 3.2.2 The Treasurer's primary responsibilities within the Club include:
- 3.2.2.1 Maintaining current, accurate financial information and a Club Account Book;
 - 3.2.2.2 Providing the Students' Union's Finance and Administration Officer with a detailed budget for the following academic year during the first half of the second term;
 - 3.2.2.3 Proactively pursuing income from Grants and Sponsorships, from both within and outside UCL Students' Union;
 - 3.2.2.4 Ensuring all those attending Club activities have paid their membership fees, with the support of other Committee members;
 - 3.2.2.5 Maintaining and providing their successor with a record of the Club's expenditures and budget;
 - 3.2.2.6 Organising the sale of Club stash by working with external suppliers.
- 3.2.3 As a Principal Officer, the Treasurer shall serve as the secondary point of contact between the Union and the Club and represent the Club on external fora, and shall therefore:
- 3.2.3.1 Have access to the Club's social media platforms;
 - 3.2.3.2 Communicate with the Sports Club Development Manager and the Sports Development Coordinators, and with other Students' Union staff members as necessary;
 - 3.2.3.3 In the event of the absence of the President, take over the responsibilities of chairing meetings and liaising with the Union.

Welfare Officer

- 3.3 The Welfare Officer's primary role is laid out in section 5.9 of the Club and Society Regulations.
- 3.3.1 The Welfare Officer shall ensure the welfare of all members of the Club, endeavouring to prevent bullying, harassment, peer pressure, and all associated forms of mistreatment.
- 3.3.2 In the course of promoting a safe and inclusive Club environment, the Welfare Officer is expected to:
- 3.3.2.1 Serve as an accessible point of contact for all Club members;
 - 3.3.2.2 Monitor and moderate discourse in Club and Committee meetings to ensure that it remains civil and polite;
 - 3.3.2.3 Monitor and moderate electioneering during elections to ensure that interactions remain civil and polite;
 - 3.3.2.4 Supervise Club social events in collaboration with the Social Secretary to ensure that no members are pressured into partaking in alcohol or engaging in other activities.
- 3.3.3 The Welfare Officer shall additionally be responsible for organising the following events:
- 3.3.3.1 At least one welfare event a year, applying to the Welfare Funding Pot to finance the event;
 - 3.3.3.2 The London International Universities Fencing Cup in conjunction with the Vice President and the Principal Officers.

- 3.3.3.3 The Welfare Officer shall pursue and attend relevant training provided by the Students' Union, developing skills to provide pastoral support to members of the Club.
- 3.3.4 If the elected Welfare Officer is female, she will take on the responsibilities of the Women's Officer and be referred to as the "Welfare and Women's Officer".

Vice President

- 3.4 The Vice President shall assist the President with administrative tasks and serve as a point of contact for and be known to Club members.
 - 3.4.1 The Vice President is further responsible for organising the following:
 - 3.4.1.1 Club trips and tours (e.g. X-Systra and BUCS Individuals) in conjunction with the Captains and Principal Officers;
 - 3.4.1.2 The London International Universities Fencing Cup, with the assistance of other members of the Committee;
 - 3.4.1.3 At least one volunteering-based event or fundraising for the Club or other charitable causes a year.
 - 3.4.2 The Vice President shall further take on the responsibilities of other Committee members, and:
 - 3.4.2.1 Shall, in the extended absence or resignation of the Secretary, fulfil their duties in Committee, General, and Extraordinary Meetings;
 - 3.4.2.2 Shall, in the extended absence or resignation of the President, jointly hold the position of Acting President with the Secretary;
 - 3.4.2.3 Shall, in the extended absence or resignation of the Treasurer, jointly hold the position of Acting Treasurer with the Secretary.
 - 3.4.3 As Acting President, the Vice President's primary duties shall be to take on the duties of the President in managing the running of the Club, and the organisation of a By-Election. The Acting President (VP) shall:
 - 3.4.3.1 Have the authority to approve of expenditures incurred by the Treasurer.
 - 3.4.3.2 Preside over the management of the Committee, chairing meetings and overseeing the progress of Committee working groups and sub-committees.
 - 3.4.3.3 Have all the rights accorded to a full President, including the authority to delegate responsibilities to other Committee members and communicate directly with the Students' Union.
 - 3.4.4 As Acting Treasurer, the Vice President's primary duties shall be to take on the duties of the Treasurer in managing the Club's finances, until a By-Election may be organised. The Acting Treasurer (VP) shall:
 - 3.4.4.1 Have the authority to approve of Club expenses by filing Purchase and Payment Request Forms;
 - 3.4.4.2 Ensure that all costs incurred by the Club and Committee in the course of performing their duties are reimbursed in a timely and efficient manner;
 - 3.4.4.3 Maintain and provide their successor with a record of the Club's expenditures and budget;
 - 3.4.4.4 Ensure that those attending Club activities have paid their membership fees;
 - 3.4.4.5 Have all the rights accorded to a full Treasurer, including the authority to delegate responsibilities to other Committee members and communicate directly with the Students' Union.

Secretary

- 3.5 Additional Committee Role Title
 - 3.5.1 The Secretary shall facilitate communication between Committee members and the general Club membership.
 - 3.5.2 The Secretary's responsibilities include:
 - 3.5.2.1 Taking minutes at all Committee, Annual General, and Extraordinary General meetings;
 - 3.5.2.2 Managing enquiries sent to the Club's email inboxes (fencing.club@ucl.ac.uk and uclu.fencing@gmail.com) and social media pages;

- 3.5.2.3 Writing and disseminating Club Newsletter(s) in consultation with the Committee;
- 3.5.2.4 Editing the Club website, keeping its content accurate and up to date;
- 3.5.2.5 Creating and publishing posts on Club social media accounts to publicise events and disseminate information to the general membership.
- 3.5.3 In order to aid in the execution of these duties, the Secretary is to have use of the Club email and social media accounts, publishing content with the authorisation of the Principal Officers.
- 3.5.4 In the extended absence or resignation of the President, the Secretary shall jointly hold the position of Acting President with the Vice President, and in the extended absence or resignation of the Treasurer, shall jointly hold the position of Acting Treasurer with the Vice President, supporting the Vice President in managing the Club.
- 3.5.5 As Acting President (S), the Secretary's secondary duty shall be to support the Acting President (VP) by liaising with external partners, until a By-Election may be organised. The Acting President (S) shall:
 - 3.5.5.1 Ensure that the Club is run in accordance with its Constitution, the UCL Fencing Club Guidelines, UCL Students' Union Club and Society Regulations, Good Practice Guidelines, standing orders and all other requirements as a member of the Union;
 - 3.5.5.2 Serve as the secondary point of contact between the Union and the Club and represent the Club on external fora, communicating with the Sports Club Development Manager and the Sports Development Coordinators (if necessary);
 - 3.5.5.3 Have all the rights accorded to a full President, including the authority to delegate responsibilities to other Committee members and communicate directly with the Students' Union.
- 3.5.6 As Acting Treasurer (S), the Secretary's secondary duty shall be to support the Acting President (VP) in managing the Club's finances, until a By-Election may be organised. The Acting Treasurer (S) shall:
 - 3.5.6.1 Maintain current, accurate financial information and a Club Account Book;
 - 3.5.6.2 Serve as a point of contact for sponsors and follow up on ongoing grant or sponsorship applications;
 - 3.5.6.3 Organise the sale of Club stash by working with external suppliers;
 - 3.5.6.4 Serve as the secondary point of contact between the Union and the Club and represent the Club on external fora, communicating with the Sports Club Development Manager and the Sports Development Coordinators (if necessary);
 - 3.5.6.5 Have all the rights accorded to a full Treasurer, including the authority to delegate responsibilities to other Committee members and communicate directly with the Students' Union.

Social Secretary

3.6 Additional Committee Role Title

- 3.6.1 The Social Secretary shall build camaraderie within Club membership by organising regular and varied social events to engage Club members.
- 3.6.2 The Social Secretary shall work with the Treasurer to negotiate and finalise a budget for Club social and team-building activities.
- 3.6.3 The social events should be varied and open to all Club members, with special care taken to hold non-alcoholic social events.
- 3.6.4 The Social Secretary shall work with the Welfare Officer to ensure that the welfare of members and the reputation of the Club is preserved during Club social events.
- 3.6.5 The Social Secretary shall be proactive in taking photographs and videos of Club activities and social events, arranging for them to be posted on Club social media accounts to foster a positive and wholesome image of the Club.

Novice Representative

- 3.7 The Novice Representative shall be the primary point of contact for Novice members, offering

them support in beginning their fencing journey and integrating into the Club.

3.7.1 The Novice Representative shall have the following responsibilities:

3.7.1.1 Participating in Novice training sessions, assisting the Coach where necessary and appropriate;

3.7.1.2 Working with the Coach to ensure that all Novices are able to learn and improve their skills as fencers;

3.7.1.3 Ensuring that Novice members have access to suitable equipment during training sessions, working with the Head Armourer and Treasurer to procure or set aside equipment where necessary;

3.7.1.4 Assisting the Friendly Captain in organising friendly matches for Novices and one-off training sessions with other London universities;

3.7.1.5 Organising the Novice Championships in the second academic term of the year.

3.7.2 It is recommended that this position be filled by a former Novice member of the Club, or someone familiar with the general experience of Novice members in the Club.

Head Armourer

3.8 The Head Armourer shall oversee the maintenance, repair, and procurement of Club equipment, keeping the Club cage orderly and well-equipped, and maintaining an inventory of Club equipment.

3.8.1 Where advanced repairs are required, the Head Armourer may take equipment to external armourers or Leon Paul to be fixed, with the approval of the Treasurer.

3.8.2 Where equipment must be replaced, the Head Armourer shall work with the Principal Officers to purchase the equipment necessary.

3.8.3 The Head Armourer may appoint Assistant Armourers to aid with their duties and must train the incoming Armourer in the requisite skills at the end of their term.

Men's Captains

3.9 The Men's Captains shall lead and represent the Club's Men's Teams at BUCS Fencing competitions.

3.9.1 The Men's Captains shall have responsibilities including but not limited to:

3.9.1.1 Organising try-outs during Welcome Week to select members for the Teams;

3.9.1.2 Organising BUCS fixtures, fielding a team, and arranging for the logistics of bringing a team to the fixture venue;

3.9.1.3 Ensuring that Club equipment is maintained to a safe standard by the Head Armourer.

3.9.2 The Men's Captains shall also assist the Women's Captains and any external partners with organising the following events:

3.9.2.1 Internal Club Weapon Championships;

3.9.2.2 The London-Oxbridge exhibition match;

3.9.2.3 The UCL v. King's Varsity match.

Women's Captains

3.10 The Women's Captains shall lead and represent the Club's Women's Teams at BUCS Fencing competitions.

3.10.1 The Women's Captains shall have responsibilities including but not limited to:

3.10.1.1 Organising try-outs during Welcome Week to select members for the Teams;

3.10.1.2 Organising BUCS fixtures, fielding a team, and arranging for the logistics of bringing a team to the fixture venue;

3.10.1.3 Ensuring that Club equipment is maintained to a safe standard by the Head Armourer.

3.10.2 The Women's Captain shall also assist the Men's Captains and any external partners with organising the following events:

3.10.2.1 Internal Club Weapon Championships;

3.10.2.2 The London-Oxbridge exhibition match;

3.10.2.3 The UCL v. King's Varsity match.

- 3.10.3 If the elected Welfare Officer is male, the responsibilities and title of Women's Officer will be taken up by the junior Women's Captain.

Friendly Captain

- 3.11 The Friendly Captain shall lead and represent the Club's Friendly teams at informal competitions organised with other universities.
- 3.11.1 The Friendly Captain shall have responsibilities including but not limited to:
- 3.11.1.1 Encouraging members to join the Friendly team, attending Beginner courses to scout for high-potential members who may benefit from competition exposure;
- 3.11.1.2 Liaising with partners from other UK universities to organise friendly fixtures, fielding a team, and arranging for the logistics of bringing a team to the fixture venue;
- 3.11.1.3 Ensuring that Club equipment is maintained to a safe standard by the Head Armourer;
- 3.11.1.4 Fostering an inclusive and uplifting environment for developing fencers, encouraging good sportsmanship at fixtures, and building confidence in Novice and intermediate fencers.
- 3.11.2 The Friendly Captain shall also assist the Novice Representative and Captains with organising the following events:
- 3.11.2.1 Novice Championships;
- 3.11.2.2 Internal Club Weapon Championships.

Women's Officer

- 3.12 The Women's Officer shall engage with, promote, and represent all Women and Minorities in the Club, serving as the first point of contact for any Member wanting support with issues pertaining to those domains in the Club.
- 3.12.1 The Women's Officer shall promote equal access for prospective and current members.
- 3.12.2 The Women's Officer shall pursue and attend relevant training provided by the Students' Union, developing skills to provide pastoral support to members of the Club.
- 3.12.3 If the elected Welfare Officer identifies as female, the responsibilities and title of the position be taken up by the Welfare Officer. If the Welfare Officer identifies as male, the title and position will be taken up by the junior Women's Captain.

General Committee Duties

- 3.13 Management of the Club shall be vested in the Club committee which will endeavour to meet regularly during term time (excluding UCL reading weeks) to organise and evaluate Club activities.
- 3.14 The committee members shall perform the roles as described in section 5 of the Students' Union UCL Club and Society Regulations.
- 3.15 Committee members are elected to represent the interests and well-being of Club members and are accountable to their members. 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.

4 Terms, Aims and Objectives

- 4.1 The Club shall hold the following as its aims and objectives.
- 4.2 The Club shall strive to fulfil these aims and objectives in the course of the academic year as its commitment to its membership.
- 4.3 The core activities of the Club shall be:
- 4.3.1 Holding training sessions held a minimum of two times a week for members of all levels;
- 4.3.2 BUCS Competitions against other universities, both regionally and nationally;
- 4.3.3 Providing sufficient space, equipment, and coaching for fencing;
- 4.3.4 Providing an opportunity for Novice members to learn how to fence;
- 4.3.5 Competing in BUCS events against other universities on a regional and national level.

- 4.4 In addition, the Club shall also strive to organise other activities for its members where possible:
- 4.4.1 Friendly competitions for Novice fencers, both internal and external;
 - 4.4.2 Regular social events, including Sports Night and non-alcoholic gatherings;
 - 4.4.3 Organisation of the London International Universities Fencing Cup
 - 4.4.4 Volunteering and fund-raising activities for charities;
 - 4.4.5 Organising delegations to or promoting participation in the following competitions, amongst others:
 - 4.4.5.1 BUCS Individuals;
 - 4.4.5.2 X-Systra Paris;
 - 4.4.5.3 Open competitions within the UK.
- 4.5 This constitution shall be binding on the Club officers, and shall only be altered by consent of two-thirds majority of the full members present at a club general meeting. The Activities Executive shall approve any such alterations.
- 4.6 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 Club and Society Regulations.

5 Membership

- 5.1 All full, visiting, and associates' members of UCL Student's Union are eligible to become members of UCL Fencing Club and will receive the benefits provided to all members following the payment of dues. This is with the exception of representing UCL in competitions (for instance, BUCS) and holding Committee positions, which visiting or associates' members are prohibited from engaging in under UCL Student Union guidelines.
- 5.2 All members shall pay an annual fee to join the Club, the sum of which shall be determined by the Committee.
- 5.3 All members shall abide by the UCL Fencing Club Rules and Regulations, which lay out the Fencing Club's code of conduct in the interest of fostering a safe and inclusive Club environment and encouraging good sportsmanship.
- 5.4 Any complaints concerning the conduct of members of the Club should be submitted to the Clubs, Societies, and Student Development Officer, who will direct them to the appropriate Union board.
- 5.5 Concerns about the behaviour of Club members may also be raised with the Principal Officers and the Welfare Officer.

6 Elections and Appointments

- 6.1 Elections for the incoming Committee are to be held in the Second Term ("Leadership Race"), in accordance with the schedule set by the Student's Union.
- 6.1.1 Additional by-elections may be held in the Third Term of the current academic year and the First Term of the following academic year, to fill empty positions, where necessary and in accordance with the schedule set by the Student's Union.
 - 6.1.2 All members of the Club who are full members of the Students' Union (i.e. not visiting or associates' members), including outgoing Committee members, are eligible to stand for election.
 - 6.1.3 All members of the Club who are full members of the Students' Union (i.e. not visiting or associates' members) are permitted to vote in elections.
- 6.2 The incoming President, Treasurer and Welfare Officer must be elected under Students' Union Guidelines.
- 6.2.1 Elections must also be held for the positions of Vice-President, Secretary, Social Secretary,

- Representative of Novices, and Armourer.
- 6.2.2 The incoming Men's Captains, Women's Captain, and Friendly Captain may be elected by all members, nominated by the Teams, or appointed by the Committee, at the discretion of the Principal Officers.
- 6.3 All elections held shall take place in accordance with the Students' Union Clubs and Societies Election Guide.
- 6.3.1 Hustings shall be organised by the Principal Officers, to give all candidates a fair chance to present themselves to Club members and campaign for their positions.
- 6.3.2 Discourse or campaigning related to Club elections may not take place on official Club platforms (e.g. WhatsApp chats or Club social media pages).
- 6.3.2.1 At the discretion of the Principal Officers, candidates may declare their intention to nominate themselves for a position.
- 6.3.2.2 Other members are not permitted to pose questions to or make statements that may be interpreted as being of defamatory nature to the candidate, in response to a statement of intention to run.
- 6.3.2.3 All election discourse shall be restricted to the Hustings and/or other official forums established for the sole purpose of discussing the election.
- 6.4 The following Committee members may be called upon to assist the Principal Officers in the organisation of the election and the observance of its protocols:
- 6.4.1 The Welfare Officer, to monitor all proceedings related to the election, ensuring that members remain civil and respectful;
- 6.4.2 The Secretary, to minute Hustings and maintain Club records pertaining to the elections.
- 6.5 Where a position listed in Articles 6.2.1 and 6.2.2 has remained unfilled following the Leadership Race, a Member may be appointed to the position.
- 6.5.1 Appointments may only take place with the unanimous agreement of both Principal Officers or through a two-thirds majority vote of all Committee members.
- 6.5.2 The position(s) shall remain unfilled if consensus is unable to be reached, or at the discretion of the Principal Officers.
- 6.6 Following the election, all Committee members are to take their positions at the following times:
- 6.6.1 If elected in the Leadership Race, on the first day following the final day of the Third Term of the current academic year;
- 6.6.2 If elected in the Third Term By-Election, on the first day following the final day of the Third Term of the current academic year;
- 6.6.3 If elected in the First Term By-Election, immediately upon winning the election;
- 6.6.4 If appointed, either on the first day following the final day of the Third Term of the current academic year or immediately upon appointment, depending on whether the academic year has concluded.
- 6.7 If a Principal Officer has been elected during an Extraordinary General Meeting, they must sign an acting President / Treasurer contract and attend a brief training session with the Students' Union Clubs and Societies Student Development Officer.

7 Elections and Appointments

- 7.1 Committee Meetings
- 7.1.1 Committee meetings shall be called by the Principal Officers, though they may be proposed by members of the Committee in order to address problems encountered in the course of performing their duties.
- 7.1.2 Committee meetings shall be held at least once a month at a time convenient to the majority of members, though the frequency of meetings may be increased if necessary.
- 7.1.3 Committee meetings must meet a quorum with at least half of the Committee members in attendance to take place.
- 7.1.4 All members of the Committee are permitted to raise motions during the course of the

meeting, which may be passed by simple majority, with the vote of each Committee member holding equal weight.

7.1.5 Committee meetings shall be recorded, with meeting minutes to be made and distributed by the Secretary no later than five working days following the date of the meeting.

7.2 Annual General Meeting

7.2.1 The Annual General Meeting (“AGM”) shall be held in either the Second or Third Terms of the academic year and shall have as its main agenda the presentations of the Officers’ reports for the past year.

7.2.1.1 The Committee and Principal Officers may, at their discretion, hold Hustings in conjunction with the main AGM, though this should not detract from the primary agenda.

7.2.1.2 If changes to the Constitution or key Club documentation are proposed and must be put to referendum, discussions of proposed changes shall take place during the AGM.

7.2.2 Notice of the AGM shall be circulated to all Club members at least five days in advance, and an agenda of the AGM shall be circulated to all Club members at least three days in advance of the meeting.

7.2.3 The AGM shall be chaired by the Principal Officers of the Club, though this may be delegated to another Committee member under exceptional circumstances.

7.2.4 The EGM must achieve a quorum of 15% of the total Club membership (or 10 members), whichever is greater, in order for the proceedings to be validated.

7.2.5 The AGM shall be recorded, with meeting minutes to be made and distributed by the Secretary no later than five working days following the date of the meeting.

7.3 Extraordinary General Meetings

7.3.1 An Extraordinary General Meeting (“EGM”) can be held at any point in the academic year, and shall be scheduled when there are emergency changes to be made to the Constitution (that cannot take place during the end-of-year AGM) or when a new Committee member must be elected.

7.3.1.1 Where an EGM has been held for the purposes of electing a new Principal Officer, the newly elected Principal Officer shall sign an acting President / Treasurer contract and attend a brief training session with the Students’ Union Clubs and Societies Student Development Officer.

7.3.2 Notice of the EGM shall be circulated to all Club members at least five days in advance, and an agenda of the EGM shall be circulated to all Club members at least three days in advance of the meeting.

7.3.3 The EGM shall be chaired by the Principal Officers of the Club (or the Acting President / Acting Treasurer), though this may be delegated to another Committee member under exceptional circumstances.

7.3.4 The EGM must achieve a quorum of 15% of the total Club membership (or 10 members), whichever is greater, in order for the proceedings to be validated.

7.3.5 The EGM shall be recorded, with meeting minutes to be made and distributed by the Secretary no later than five working days following the date of the meeting.

8 Elections and Appointments

8.1 All Committee members are elected to represent the interests of the Club and ensure the success of the Club. Over the course of the year, they may find themselves unable to adequately discharge their duties, or may be deemed to not have satisfactorily fulfilled their duties.

8.2 Resignations

8.2.1 Should a Committee member choose to resign before the end of their term of office, this resignation shall take place in accordance with the protocol described in Section 5.6 of the Students’ Union Club and Society Regulations.

8.2.2 Should a Principal Officer choose to resign, they shall first consult with the rest of the Committee, following which they must approach the Students’ Union Clubs and Societies

Student Development Officer prior to standing down.

- 8.2.2.1 Following their resignation, their responsibilities will be taken on by the Vice-President as outlined in Clauses 5.8.4 – 5.8.5, who will serve as Acting President (VP) / Acting Treasurer (VP), until a replacement may be elected.
- 8.2.2.2 Their responsibilities will also be delegated to the Secretary as outlined in Clauses 5.9.5 – 5.9.6, who will serve as Acting President (S) / Acting Treasurer (S), until a replacement may be elected.
- 8.2.2.3 If the resignation has taken place over the summer break, the Vice-President and Secretary will take on the responsibilities of the resigning Officer until a by-election is called by the Students' Union in the First Term.
- 8.2.2.4 If the resignation has taken place during the academic year, the President (or Acting President (VP)) shall then be responsible for holding and chairing an Extraordinary General Meeting for the purposes of electing a replacement; the EGM must be held in accordance with the protocols as laid out in Article 7.3 Extraordinary General Meetings.
- 8.2.2.5 All Club members who are full members of the Students' Union, including existing Committee members, are eligible to run in the election. Should an existing Committee member win the election and be appointed Principal Officer, their previous role must be vacated and subject to the replacement protocol outlined in Clause 8.2.4.1.
- 8.2.2.6 Upon election, the newly elected Principal Officer must sign an acting President / Treasurer contract and attend a brief training session with the Students' Union Clubs and Societies Student Development Officer.
- 8.2.3 Should a Committee member choose to resign, they shall first consult with the Principal Officers, following which they must prepare for the handover of their responsibilities to other members of the Committee.
- 8.2.3.1 Following their resignation, the position may then be re-elected through an EGM, filled by appointment, or left vacant, at the discretion of the Principal Officers and the Committee.
- 8.3 Motions of No-Confidence
- 8.3.1 There may arise an occasion in which a Committee member is found to have not satisfactorily fulfilled their duties, despite warnings issued by the Principal Officers.
- 8.3.2 A Club-wide vote of no-confidence may then be called against them, either by a petition signed by at least 15% of the Club membership or by a two-thirds majority vote in a Committee meeting.
- 8.3.3 Once a vote of no-confidence has been triggered, an EGM must be held as soon as is practical to conduct the vote, in accordance with the EGM protocols as laid out in Article 7.3 Extraordinary General Meetings.
- 8.3.4 If the Club-wide vote of no-confidence passes with a two-thirds majority, the Committee member is removed from their post upon ratification by the Student Union Activities Office, and the position will either be re-elected, filled by appointment, or left vacant at the discretion of the Principal Officers and Committee.

9 Additional Obligations

- 9.1 The Club shall hold the London International Universities Fencing Cup ("LIUF") annually, doing its utmost to ensure its continued success as the largest individual student fencing tournament in Europe.
- 9.1.1 The running of LIUF shall be delegated to a sub-committee led by the Vice-President and comprising the Principal Officers, Welfare Officer, and any other members of the Club as necessary.
- 9.1.2 The Club shall organise LIUF in accordance with the LIUF handbook and the UCL Fencing Club Guidelines, which contain all the necessary instructions and information for hosting a successful fencing tournament.

President name:	
President signature:	
Date:	
Treasurer name:	
Treasurer signature:	
Date:	