

National University of Ireland, Maynooth
Club Constitution

1. **Name of Club:**

1. The name of the club shall be NUI Maynooth Fencing Club

2. **Aims and Objectives:**

The aims and objectives of the club shall be as follows:

2.1 To offer the student body the opportunity to learn the sport of fencing.

2.2 To cater to all ranges of abilities, from beginner to international.

2.3 To encourage members to compete at a national level.

3. **Members:**

3.1 Membership of the club shall be open to all students, staff and graduates of the college.

3.2 Membership shall be obtained by paying the appropriate fee and signing the Roll of Members for the current academic year.

3.3 The Club recognizes the importance that graduates and former students of NUIM can play in the development of a club. It shall therefore endeavour to maintain contact with such former members as wish to retain their connection with the club.

3.4 To this end the Governing Executive Committee of the Club shall be empowered to create a class of "Associate Member" of the Club.

i.) Graduate Membership shall be open for former members of the club who are no longer students of NUI Maynooth.

ii.) Associate members shall pay an annual membership fee to the club. The amount of this fee shall be determined by the Governing Executive Committee, but may be altered by a majority vote at a general meeting of the club. The associate membership fee shall not be less than the ordinary membership fee and no more than 10 times the ordinary membership fee.

iii.) Associate Members shall be ineligible for election to the club's governing committee.

iv.) Associate Members shall be entitled to attend all general meetings of the club. Voting rights of associate members at general meetings shall be determined by the Governing Executive Committee and may be altered by a majority vote at a general meeting of the club.

v.) Other rights of Associate Members shall be determined by the Governing Executive Committee but may also be granted or revoked by a majority vote at a general meeting of the club.

vi.) The rights of an Associate Member shall not exceed those of an ordinary member of the club.

3.5 All members shall be bound by this constitution.

4. Governing Executive Committee

4.1 The Club shall have a Governing Executive Committee (The Committee).

4.2 The Committee shall run the club on behalf of its members and in accordance with the aims and objectives

4.3 Although decisions should be arrived at by consensus of the committee (where possible) committee decisions shall be decided by majority voting

4.4 A quorum shall be 2/3s of committee members.

4.5 The Committee shall consist of:

i.) Captain

ii.) Vice-Captain

iii.) Secretary

iv.) Treasurer

v.) Competitions Officer

vi.) Public Relations Officer

vii.) 1st Year Liaison Officer

viii.) Armourer

ix.) Assistant Armourer

4.6 The Term of Office of these elected officers shall be one academic year.

4.7 A person shall not hold more than one office.

5. Election of the Governing Executive Committee

5.1 The committee members shall be democratically elected at the Annual General Meeting (AGM) or at an Emergency General Meeting (EGM).

5.2 To seek election to the committee, each candidate must have 2 nominations by current members of the club.

5.3 In the event of a Committee position remaining vacant, the committee may co-opt a member to fill said position until such a time that an EGM can be held

5.4 In the event of a position falling vacant within two months of the end of the academic year, then a member may be co-opted to fill this position.

5.5 Should the position of Captain not be filled, the Vice-captain takes on these roles and responsibilities until such a time as an EGM can be held. When this happens, the Vice-captain may delegate tasks to the committee members.

6. Duties of Governing Executive Committee

6.1.1 The Captain shall be the chief officer of the club whose functions include chairing all meetings of the committee and officiating at meetings of the club.

6.1.2 The Chair of any meeting shall have an ordinary vote at committee meetings and meetings of the club. In the event of a tied vote on any matter he/she shall have the casting vote.

6.1.3 The Captain shall be responsible for the organisation of any competition hosted by the club.

6.1.4 The Captain shall be the public face of the club and to this end is responsible for all inter-club communication.

6.1.5 The Captain shall attend the AGM of the IFF or send a delegate. The Captain shall also attend all captains' meetings which are organised throughout the year.

6.1.6 In undertaking these duties, the Captain may delegate to any member of the committee.

6.2.1 The Vice-Captain shall assist the Captain in all their duties.

6.2.2 The Vice-captain shall assume the duties of the Captain (unless otherwise directed by a general meeting of the club) in the event that the Captain is absent or is unable to perform their duties.

6.2.3 The Vice-captain shall be responsible for organising such social activities and fencing competitions as dictated by the committee.

6.2.4 The Vice-captain shall be the safety officer. They shall attend such training as dictated by the committee.

6.2.5 The Vice-captain shall be the children's officer. They shall be responsible for any club member under the age of 18. The Vice-captain must hold a current Child Protection Certificate. Should a candidate put themselves forward it shall be their responsibility to attend a Child Protection course as soon as possible.

6.3.1 The Secretary's function shall be to deal with all intra-club correspondence and records of the club.

6.3.2 The Secretary keeps minutes of all committee meetings, of all general meetings, of the Annual General Meeting or any other meetings relating to the business of the club when requested by the committee. All minutes of committee meetings shall be forwarded to all committee members prior to the next committee meeting.

6.3.3 The Secretary may keep record of authorisation of expenditure.

6.3.4 The Secretary shall give notice to all members of the club's meetings, events and functions.

6.3.5 The Secretary shall assist the Public Relations Officer to organise fund raising events and sponsorship where necessary.

6.3.6 The Secretary shall keep an up-to-date role of members.

6.4.1 The Treasurer's function shall be to administer the funds of the club and to maintain accounts and budgets.

6.4.2 The Treasurer shall be responsible for the maintenance of accounts subject to the decisions of the committee in compliance with the regulations set down by the Capitation Committee.

6.4.3 The Treasurer shall keep full records of income and expenditure of the club. The treasurer shall also keep a record of who authorised various expenditures and shall issue receipts.

6.4.5 The Treasurer must be a signatory on the account.

6.4.6 The Treasurer shall provide up-to-date accounts when requested by the committee.

6.4.7 The Treasurer shall keep records of all financial transactions and forward said records to the Secretary.

6.4.8 The treasurer is responsible for all monetary transactions dealing with fencing competitions.

Competitions Officer

6.5.1 The Competitions Officer shall be responsible for contacting the IFF with matters regarding renting equipment and booking calendar dates when NUIM is hosting a tournament.

6.5.2 The Competitions Officer shall assist the Vice-Captain in obtaining and distributing concessions when NUIM is hosting a tournament.

6.5.3 The Competitions Officer shall be the main point of contact for League (Epée) communication.

6.5.4 The Competitions Officer shall assist the Captain and Vice Captain organise names, payment, and hostel bookings. He/she shall be on the Bus journey to and from Cork (Schull).

6.5.5 The Competitions Officer shall be familiar with the En Garde Tournament Software programme and have a version (free) available for club usage.

There are two Public Relations Officers

6.5.1 The Public Relations Officer (along with the Secretary) shall be responsible for the advertising of all functions of the club through emails and Facebook.

6.5.2 The Public Relations Officer shall update the website, Facebook page and all other forms of social media as deemed by the committee.

6.5.3 The Public Relations Officer shall be in charge of printed posters and general advertising around campus.

6.5.4 The PROs 1 and 2 shall be in charge of inter-society events on campus.

6.5.

6.6.1 The First-year Rep shall be the point of contact between the committee and the first-year members.

6.6.2 The First-year Rep has the responsibility to familiarise themselves and be willing to assist with every committee position.

6.6.3 The First-year Rep is in charge of concessions during competitions and events.

6.7.1 The Armourer shall be responsible for the maintenance and repair of all club equipment.

6.7.2 The Armourer must have necessary experience to be able to carry out his or her responsibilities.

6.7.3 The Armourer shall be responsible for training other members in armoury, in particular the Assistant Armourer.

6.8.1 The Assistant Armourer shall be responsible for keeping a record of the inventory of the armoury.

6.8.2 The Assistant Armourer shall shadow the Armourer in order to further their skill set.

6.8.3 The Assistant Armourer shall be responsible for organisation of the armoury.

6.8.4 The Assistant Armourer shall maintain the loan system for the armoury

6.9 The Order of Succession shall be:

- Captain
- Vice-captain
- At the discretion of the Captain

7. Dismissal and Resignation of Committee Members

7.1 No member of the committee shall be dismissed from office unless:

- i.) Written notice of a resolution to seek such a dismissal, signed by 10% of the members of the club is received 4 university days prior to a general meeting at which such a resolution shall be debated.
- ii.) 2/3s of the Governing Executive Committee may also call a meeting to debate the dismissal of another committee member.

7.2 A resolution to dismiss a committee member shall be passed by a simple majority voting at the relevant and quorate meeting.

7.3 A committee member wishing to resign must submit a letter in writing declaring that intention to resign to the Secretary, who will immediately inform the committee as a whole. The responsibilities of that person shall be delegated to other committee members(s) until a by-election can be held to re-elect a new person to the position.

8. Meetings

8.1 There shall be an Annual General Meeting (AGM) held each year.

8.2 The AGM shall be held no later than in the final month of the Academic year where the main committee members will be elected (where possible).

8.3 Elections for the office of the Governing Executive Committee shall take place at this meeting.

8.4 A quorum of the meeting shall be 3 Governing Executive Committee members and 10% of the membership.

8.5 The business of the AGM shall include elections of relevant Governing Executive Committee as well as annual reports from the outgoing Governing Executive Committee (which should include a Treasurer's report on the finances of the club).

8.6 An Electrifying General Meeting (EGM) shall be convened if:

- i.) 10% of the ordinary membership of the club request such a meeting in writing.

ii.) A quorum of the Governing Executive Committee requests such a meeting in writing.

iii.) A vacancy on the current committee occurs and there is a need to elect a replacement.

8.7 Elections for the offices of the Governing Executive Committee shall take place at the AGM or the EGM (where relevant).

8.8 Notice of all meetings shall be given to the membership at least 5 university days prior to the date of the meeting.

8.9 At a meeting, a member may propose a resolution relating to the business of the club. The resolution shall be voted on by a show of hands and a declaration of the Captain that the resolution is carried (unless a secret ballot is demanded by any 5 members) shall be conclusive evidence that the resolution has passed or failed.

8.10 In the event that the Captain's resolution (8.9) is challenged, a recount of the votes will be administered in which a number of appropriate people will be appointed by the committee as "tellers" to count the votes. The result will be announced by the Captain or Vice-captain (where requested by the general meeting).

8.11 No resolution may contravene NUI Maynooth policy or Capitation Committee policy.

9. **General**

9.1 There may, at the discretion of the committee, be an Honorary President of the Club, who shall be a staff member in compliance with the regulations set down by the Capitation Committee.

9.2 The membership fee for the club shall be in compliance with the conditions set down by the Capitation Committee.

9.3 Each member of the club shall be entitled to receive a copy of this Constitution, on demand, free of charge.

9.4 In the event of a clash with the Capitation Committee rule and regulations, the Capitation Committee rule and regulations take precedence above this constitution and is subject to Capitation Committee Policy at all time.

9.5 In joining the club members agree to be bound by the rules and regulations of the club as laid down in this constitution and by the Governing Executive Committee. Members violating these rules and regulations shall be answerable to the committee and may have their membership revoked and no monies refunded, for persistent breaches or very serious breaches, as deemed by a majority of the committee. In the event that the committee cannot resolve a dispute with a member(s), the Capitation Committee shall rule on the matter and its decision shall be final.

10. Amendments to this Constitution

10.1 Notice of a proposal to seek an amendment to this Constitution shall be given to the members at least 4 university days prior to the meeting at which such a proposal shall be considered.

10.2 A proposal to amend this Constitution must receive the approval of 2/3s of the members present and entitled to vote at the relevant meeting.