

# SALLE HOLYROOD

## Club Constitution

### 1. Name

The club will be called *Salle Holyrood* and will be affiliated to *Scottish Fencing Limited (the National Governing Body for the sport of Fencing in Scotland)*.

### 2. Aims and Objectives

The aims and objectives of the club will be:

- To offer education, coaching and competitive opportunities through Fencing.
- To promote the club within the local and Fencing communities.
- To provide a socially inclusive club that promotes Fencing as a sport for all ages and abilities, helping members to achieve their potential at all levels.
- To ensure a duty of care to all members of the club.
- To provide all its services in a way that is fair to everyone.

### 3. Membership

To ensure all present and future members receive fair and equal treatment.

Membership should consist of officers and members of the club.

All members will be subject to the regulations of the constitution and by joining the club will be deemed to accept these regulations and codes of practice that the club has adopted.

Members will be enrolled in one of the following categories:

- Full member.
- Concessionary member (student, non-working and registered disabled)
- Associate member.
- Junior member.
- Life member.

### 4. Membership fees

Membership fees will be set annually and agreed by the Management Committee or determined at the Annual General Meeting.

Fees will be paid by monthly or annual subscription.

### 5. Officers of the club

The officers of the club will be:

- Chair.
- Vice Chair
- Secretary.
- Treasurer.
- Coaches' Representative
- Welfare Officer
- Volunteer Coordinator.
- Youth Coordinator
- Membership Secretary
- Wheelchair Fencing Coordinator
- Any other relevant position.

Officers will be elected annually at the Annual General Meeting and will retire each year but will be eligible for re-appointment.

## 6. Committee

The club will be managed through the Management Committee consisting of:

- Chair, Vice Chair, Secretary, Treasurer, Coaches' Representative and Volunteer Co-ordinator. Only these posts will have the right to vote at meetings of the Management Committee. Voting will be by majority. In the event of votes being tied, the Chair will have a casting vote.
- The Management Committee meetings will be convened by the Secretary of the club and held no less than 6 times per year.
- The quorum required for business to be agreed at Management Committee meetings will be 4.
- The Management Committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation of the club.
- The Management Committee will have powers to appoint subcommittees as necessary and appoint advisers to the Management Committee as necessary to fulfil its business.
- The Management Committee will be responsible for disciplinary hearings of members who infringe the club rules/regulations/constitution.
- The Management Committee will be responsible for taking any action of suspension or discipline following such hearings.

## 7. Finance

All club monies will be banked in an account held in the name of the club.

The Club Treasurer will be responsible for the finances of the club.

The financial year of the club will end on 30<sup>th</sup> April.

A statement of annual accounts will be presented by the Treasurer at the Annual General Meeting. Accounts will be verified and summarised annually by a Registered Accountant appointed by the Committee.

Any cheques drawn against club funds should hold the signatures of the Treasurer plus up to two other officers.

## 8. Annual & Extraordinary General Meetings

Notice of Annual General Meetings (AGM), together with a statement of accounts, will be given by the Club Secretary, not less than 21 clear days notice to be given to all members

The AGM will receive a report from officers of the Management Committee and a statement of the audited accounts.

Nominations for officers of the Management Committee will be sent to the Secretary prior to the AGM.

Elections of officers are to take place at the AGM.

All Full, Concessionary, Associate and Life members and Officers of the Club have the right to vote at the AGM.

The quorum for AGMs will be 25% of the voting membership.

The Management Committee and members have the right to call Extraordinary General Meetings (EGMs) outside the AGM. An Extraordinary General meeting may be called by 66% of the Management Committee or by notice in writing to the Secretary by 50% of the voting membership. The procedures for calling an EGM are the same as for an AGM

## 9. Discipline and Appeals

All concerns, allegations or reports of poor practice/abuse relating to the welfare of children, young people and vulnerable adults will be recorded and responded to swiftly and appropriately in accordance with the club's child protection and vulnerable adult policy and procedures. The club Welfare Officer is the lead contact for all members in the event of any child and vulnerable adult protection concerns.

All complaints regarding the behaviour of members should be presented and submitted in writing to the Secretary.

The Management Committee will meet to hear complaints within 21 days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership.

The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 14 days of the hearing.

There will be the right of appeal to the Management Committee following disciplinary action being announced. The committee should consider the appeal within 21 days of the Secretary receiving the appeal.

#### 10. Dissolution

A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the membership. Upon dissolution of the club, after all club and Trustee liabilities have been cleared, all remaining financial and material assets shall be given or transferred to a local not-for-profit fencing club or charitable organisation with similar aims to our own or to Scottish Fencing Limited, the National Governing Body for Fencing in Scotland, as determined by the meeting, to be employed for the development of the sport

#### 11. Amendments to the Constitution

The constitution will only be changed through agreement by majority vote at an AGM or EGM.


#### 12. Declaration

Salle Holyrood hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

Signed: 

Date: 09/03/2012

Name: KEIR BREIDIE  
Position: Club Chair

Signed: 

Date: 09/03/2012

Name: Jo Cook  
Position: Club Secretary



JK