

Contents

1. Group Name	3
2. Aims and Objectives	3
3. Membership	3
4. Rights of Members	4
5. The Committee	4
6. Annual General Meeting	4
7. Election of Committee	5
8. Removal of Committee Members and By-Elections	5
9. Extraordinary General Meeting	5
10. Committee Meetings	6
11. Quorum	6
12. Affiliation	6
13. Finance	6
14. Constitutional Amendments	6
15. Committee Agreement	7

1. Group Name

- The student group, activity or sport, shall be called Salford University Fencing Club; an organisation within the Students' Union.

2. Aims and Objectives

- The aims and objectives of the group shall be:
 - i. To provide members with the opportunity to learn the sport of Fencing, its derivative swords and the correct etiquette for fencing competitively.
 - ii. To offer social events through club membership, to improve the atmosphere during training and to hold external events to promote team bonding and inclusivity
 - iii. To provide training to an appropriate competitive level. This will enable the club to make competitive progress against other universities and in BUCS and other British Fencing competitions
 - iv. The club will sustain and increase communications with other University Fencing groups in the local area with the aim of organising inter-university competitions and socials.
 - v. To promote female involvement in the club by increasing women's recruitment and targeting sessions to facilitate their contribution
- The training should aim to be provided at least once weekly during semester's one and two of the University of Salford with additional sessions.

3. Membership

- Membership of the group is open to all University of Salford students, members of Alumni, and staff.
 - Staff must not make up more than 10% of the group.
 - Current students at the University of Salford must make up at least 80% of the membership. No more than 20% of the membership can be made up of staff, alumni, members of the public, students from other institutions, or any other form of non-current University of Salford student.
 - Should the group exceed this quota, they will no longer be eligible for funding opportunities from the Union.
- Students' Union sabbatical officers are considered honorary members of the group, however retain no voting rights and cannot stand on committees.
- All groups will have a membership fee, of which part will go to the Union to assist with running costs. The minimum sum of which is decided by the Activity/Sport Student Executive.
- A minimum membership of ten paid members is required to be deemed functional By the Students' Union. Any group which does not attain this can be dissolved by the Activity/Sport Executive in accordance with the by-laws.

4. Rights of Members

- All paid members of the group may take advantage of all the activities and privileges arranged for the group. Only paid members may conduct business on behalf of the group, vote for or hold official positions.
- Non-members may be admitted to the meetings and functions of the group at the discretion of the committee but they shall not enjoy the privileges of full members.
- All paid student members are eligible to stand.

5. The Committee

- The committee shall be made up of at least four member's fulfilling the following roles:
 - i. Chairperson
 - To run the club to the best of his/her ability for each individual member.
 - To represent the group in an official capacity.
 - To aid the committee in the day to day running of the club.
 - To liaise with the coach regarding training
 - To organise regular training and fencing sessions
 - To oversee the arrangement and production of publicity materials for the club
 - ii. Secretary
 - To aid and support the Chairperson in any task.
 - To aid the Chairperson and Treasurer with the logistics of preparing for competitions.
 - To aid the chairperson in the logistics of preparing for each fencing session.
 - To regularly check all club channels of communication such as the society email, Facebook page and website.
 - iii. Treasurer
 - To look after the accounts of the club.
 - To liaise with the Students Union regarding club accounts.
 - To aid with fundraising.
 - To regularly check all club channels of communication such as the society email, Facebook page and website.
 - iv. Welfare Officer
 - To integrate every member into the club as best possible.

- To organise interesting yet enjoyable social experiences of a diverse nature.
- To lead the organisation of the first social with the Chairperson.
- To lead the organisation of the Christmas and end of year socials
- To provide first aid to any member when required
- To create and monitor a fencing group chat on Facebook for all members
- To provide a dialogue between fencing members and committee or coaches when necessary

v. Kit Secretary

- To maintain kit in working order and respect health and safety standards
- To hold an biannual inventory of kit
- To introduce all new members to kit functions and safety, including electrics
- To assist the chairperson with kit repairs whenever necessary
- To identify faults in kit and replace it when needed

vi. Social Media Secretary

- To run the Facebook, Instagram, Twitter and YouTube in an appropriate and consistent manner
- To continue the growth of all social media presences and encourage members to interact
- To use social media to engage with future and current members of the club
- To communicate with other fencing clubs to help facilitate competitions and events

- All members must adhere to the specific guidelines for their roles, and the activity or sport group handbook, respectively.
- The committee will be responsible for arranging a programme of activities compatible with the aims and objectives of this Constitution and incurring expenditure to this end only. All members of the committee are equal and any activity put on by the committee must be inclusive for all paid members.
- All committee members retain equal and independent voting rights.
- All committee members are considered volunteer elected officers, and as such should adhere to the Elected Officers Code of Conduct.

6. Annual General Meeting

- The Annual General Meeting of the group shall take place during Semester 2 of each year when all the general business will be transacted. At this meeting, a Committee shall be elected for the

following academic year. Current officers' will report on the past year's development and finances. Notice of such a meeting will be given one week in advance, in accordance with the Annual General Meeting guidelines.

- Date, time, location of the AGM should be announced to USSU and the group's members at least 2 weeks prior to the meeting.

7. Election of Committee

- The group shall have a committee of elected paid members. These are to be elected in Semester 2 after the Annual General Meeting in accordance with the election by-laws and Annual General meeting guide.
- Elections are held for positions beginning on 1st June that year.
- Details of the date nominations open and close must be given to members at least 2 weeks before voting takes place. This should include guidance on how people can nominate themselves and what they should prepare.
- All positions are to be voted on by paid members of the group, either in person at the Annual General Meeting through a closed ballot or through the Union online voting system.
- Following the election, the departing committee must give a handover to the newly elected committee before leaving their post

8. Removal of Committee Members and By-Elections

- A committee member may be removed from office and a by-election held if:
 - i. They tender their resignation.
 - ii. They cease to be an ordinary member of the Union.
 - iii. A vote of no confidence is passed at an Extraordinary General Meeting to remove the member from office, in accordance with the Extraordinary General Meeting by-laws and guidelines.
 - iv. The Activity/Sport Executive remove them from position in accordance with the by-laws.

9. Extraordinary General Meeting

- Extraordinary general Meetings may be called at any time by the committee or by written request of 20% of the members. The exact nature of business to be transacted must be stated by the Secretary of the group. Not less than one working day's notice shall be given in official notices and such notice shall include the business to be considered, the time, the date and the place of the meeting.
- Meetings must take place in accordance to the Extraordinary General Meeting guidelines and by-laws.

10. Committee Meetings

- Committee meetings shall be called by the Chair and three member of the Committee. The Secretary is to inform each committee member of the date, time and venue of the meeting.
- The Students' Union Sabbatical officers may attend any meeting and speak, however shall not have the right to partake in any vote(s).

11. Quorum

- The quorum for the A.G.M & E.G.M. shall be 10% of the group's members. The quorum for Committee members shall be three, at least one of whom should be the Chairperson, Treasurer or Secretary.
- There shall be no quorum for other meetings or activities.

12. Affiliation

- The group is not to have an affiliation to any outside body without prior consent of the Union.

13. Finance

- The group shall have one finance account which is maintained with the Union. Any group found to have an external finance account will be subject to disciplinary procedures by the Student Executive, up to and including liquidation.

14. Constitutional Amendments

- The only amendment which can be made to the constitution are to the group name, and the aims and objectives.
- Any amendments must be carried out by a two-thirds majority of an Annual or Extraordinary General Meeting, and then ratified by the Activity/Sport Executive.

15. Committee Agreement

- By signing the below, the committee commits to adhering to the constitution and its by-laws. They commit to achieving their aims and objectives in the 2017/18 academic year, and meeting the minimum requirements to be considered a student group by the University of Salford Students' Union. (Make sure you add any additional committee members.)

Position	Name	Signature	Date
Chairperson	Lewis Shevelan		23/05/2018
Secretary	Aled Pink		23/05/2018
Treasurer	Curtis Poma		23/05/2018
Welfare Officer	Matthew Gordon		23/05/2018
Kit Secretary	David Fear		23/05/2018
Social Media Secretary	Emily Reilly		23/05/2018

Signed for and on behalf of the University of Salford Students' Union

Position	Name	Signature	Date
Club Sport Coordinator	Emily Wilkes		