



ENGLAND FENCING

Constitution of London Region – England Fencing

1. Name

- 1.1. The Region shall be known as the London Region - England Fencing. All references to 'Region' in this Constitution shall be taken as references to London Region - England Fencing.

2. Laws

- 2.1. All laws, bye-laws, regulations and policies of the Region shall be subject to the laws, bye-laws, regulations and policies of England Fencing Ltd ('**England Fencing**') and British Fencing Ltd ('**British Fencing**') from time to time in force to the extent they apply to, or affect, the Region.

3. Geographical Purview

- 3.1. The geographical purview of the Region shall be as defined by the Articles of England Fencing from time to time in force.

4. Objectives

The objectives of the Region shall be to:

- 4.1. publicise and promote fencing in the Region;
- 4.2. arrange Regional championships;
- 4.3. provide opportunities for fencers to represent the Region; and
- 4.4. encourage Clubs (as defined in paragraph 8) to work together towards shared aims.

5. Development Plan

The Committee will prepare, and from time to time as it considers appropriate revise, a development plan for the Region which will include proposals the Committee considers will contribute towards the objectives of the Region including but not be limited to proposals in relation to the following topics:

- 5.1. the provision of regional training for fencers;
- 5.2. the provision of coach, referee and armourer education;
- 5.3. support to the Clubs in funding applications;
- 5.4. the provision of competitive opportunities in the Region particularly for new fencers;
- 5.5. the promotion of best practice in Club management and the provision of support to Clubs to meet relevant quality standards;
- 5.6. provision of local representation of England Fencing to external organisations such as the Schools Sports Partnerships;
- 5.7. provision of a conduit for information between England Fencing/British Fencing and the Clubs; and
- 5.8. such other services as England Fencing may from time to time reasonably request

all of which will be subject to the resources, financial and otherwise, which are available to the Region for the provision of its objectives and to the General Principles set out in paragraph 6 below.

6. General Principles

- 6.1. The Region will be committed to ensuring that sports equity is incorporated across all aspects of its development plan. In doing so, the Region will adopt the following definition of sports equity:

“Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society.”
- 6.2. The Region will adopt the British Fencing Child Protection Policy and Procedures. The Elected Officers and Committee Members will be required to read and assent to the British Fencing Code of Conduct and to recognise and adhere to the principles and responsibilities embodied in that code.
- 6.3. The Region will promote the safeguarding of children and support England Fencing in its aim to ensure fencing is a safe and enjoyable activity for all.
- 6.4. As a general principle, the Elected Officers and the Committee Members should always have the best interests of the Region in mind when involved in the business of the Region or in carrying out their duties and responsibilities. In addition, it is considered desirable that the Elected Officers and the Members of the Committee should be broadly representative of the fencing community in the Region and should include individuals who, between them, have an affiliation with each of the three weapons and, so as to encourage diversity of interest, no more than two of the Elected Officers and the Committee Members should be affiliated to the same Club.

7. Individual Affiliation

- 7.1. All individual members of British Fencing (as defined in paragraph 19.3), including members of Home Countries, shall be entitled to affiliate to the Region subject to, and in accordance with, the Rules set out in the Articles of England Fencing.
- 7.2. Until such time as the Rules referred to in paragraph 7.1 have been in effect for sufficient time to become generally applicable, the Committee shall be entitled to adopt such transitional arrangements to give effect to those Rules as it thinks fit.

8. Club Registration

- 8.1. All Clubs that meet or train in a physical location within the geographical purview of the Region and which are registered members of British Fencing shall have the right to register with the Region. Clubs which are so registered with the Region are referred to as “Clubs” in the Constitution.
- 8.2. The Committee will be solely responsible for establishing the procedure for registration and maintaining the register of Clubs.
- 8.3. Clubs registered with the Region will:
 - (a) be entitled to receive copies of all mailings made by the Region to the Clubs registered with it;
 - (b) be entitled to receive the support offered by the Region to those Clubs;
 - (c) provide the Region with such information concerning the Club and its membership as the Region may from time to time reasonably request; and
 - (d) be bound by this Constitution to the extent it is applicable to them.
- 8.4. All registered Clubs will be expected to promote the activities of the Region to their membership.
- 8.5. The Region (by resolution of the Committee) may accept the registration of a Club which meets or trains in a physical location which is outside the geographical purview of the Region but is not required to do so.

9. Elected Officers and Honorary Positions

- 9.1. The Elected Officers of the Region shall be Chairperson, the Treasurer and the Secretary.
- 9.2. Elected Officers will be elected at an Annual General Meeting (“AGM”) or Extraordinary General Meeting (“EGM”) convened and held in accordance with this Constitution by ordinary resolution of the members of British Fencing affiliated to the Region passed in accordance with this Constitution.
- 9.3. Each Elected Officer shall be entitled to hold office until the time that they are required to retire in accordance with this Constitution (being a period of approximately two years) unless, prior to that time:
 - (a) they are removed from office in accordance with this Constitution; or
 - (b) they die or
 - (c) they retire or resign from office.
- 9.4. Each Elected Officer shall retire as an officer of the Region at the end of the AGM falling in the second calendar year following their election (but shall be eligible for re-election) Provided that:
 - (a) a person may not hold the position of Chairperson for a period of more than six consecutive years unless the Committee approve him standing for election for a further period of one year (which they can do more than once) but this shall not prevent a person subsequently holding the position of another Elected Officer role or be elected as a member of the Committee;
 - (b) an Elected Officer may be appointed for a shorter term (such term being specified in the resolution electing the individual concerned) in which case he shall retire at the expiry of that term; and
 - (c) the incumbent Elected Officers at the date at which this Constitution is adopted shall retire at the end of the AGM falling immediately after the General Meeting at which this Constitution is adopted and any period specified in this Constitution shall be deemed to commence from that AGM (but shall be eligible for re-election).
- 9.5. No person may hold the position of more than one Elected Officer at any given time
- 9.6. Elected Officers shall be elected at an AGM or at an EGM in accordance with this Constitution but the Committee may fill a casual vacancy in the position of an Elected Officer that occurs between one AGM and the next AGM or EGM.
- 9.7. To be eligible to be an Elected Officer, a person must be a paid-up member of British Fencing and affiliated to the Region at the time of being nominated for election as an Elected Officer.
- 9.8. If an Elected Officer ceases to be affiliated to the Region during his term of office, he shall resign at the next following AGM or, if earlier, EGM.
- 9.9. An Honorary President and an Honorary Vice President may be appointed for such period as the Committee recommends (not to exceed six years) at an AGM or EGM in appreciation of outstanding service to fencing in the Region. Any such Honorary President or Vice President shall have no routine duties but, at the request of the Chairperson, one of them may temporarily chair an AGM or EGM in the event of a contested election for the post of Chairperson. They may attend meetings of the Committee but shall not be entitled to vote and they shall not count towards the quorum.

10. Conduct of Business and Committee Membership

- 10.1. The ordinary business of the Region shall be conducted by a Committee (**the "Committee"**) consisting of the following members:
 - (a) the Elected Officers of the Region; and
 - (b) up to seven other individuals who have been elected to the Committee in accordance with this Constitution (**"Committee Members"**).
- 10.2. The Committee may create such additional roles and co-opt such other persons, on a temporary or permanent basis, as it, from time to time, thinks fit, such as a Child Protection Officer, and shall be entitled to appoint any person to fulfil the functions of that role with such responsibilities as the Committee thinks fit.
- 10.3. A person appointed to fulfil such an additional role or who is co-opted shall not be entitled to attend meetings of the Committee unless invited to do so and, if so invited, shall not be entitled to vote.
- 10.4. The Committee may, from time to time, also invite such other persons as it thinks necessary or appropriate for the conduct of its business to attend meetings of the Committee or part thereof and to speak (but not to vote) at the meeting.

11. Membership of the Committee and Elections

- 11.1. To be eligible to be elected as a Committee Member, a person must be a paid-up member of British Fencing and affiliated to the Region at the time of being nominated for election as a member of the Committee.
- 11.2. Committee Members will be elected at an AGM or EGM convened and held in accordance with this Constitution by an ordinary resolution of the members of British Fencing affiliated to the Region passed in accordance with this Constitution.
- 11.3. Committee Members shall retire as members of the Committee by rotation so that at each AGM three Committee Members will retire on the basis that those who have served longest retire first (or, if of equal tenure, by ballot) Provided that, at the first AGM immediately following the adoption of this Constitution, all the incumbent Committee Members at the date at which this Constitution is adopted shall retire.
- 11.4. Committee Members (including incumbent Committee Members at the date this Constitution is adopted) shall be entitled to hold office for the period commencing on the date of their election and ending on the date they are required to retire in accordance with this Constitution unless they are removed from office in accordance with this Constitution or retire voluntarily or die before that time.
- 11.5. The Elected Officers will determine in their sole discretion the manner in which nominations and elections for the position of Committee Member may be made and conducted but they shall take reasonable measures to ensure that it is an open and fair process.
- 11.6. At or prior to being nominated for election as a Committee Member, a candidate shall specify to which Club (if any) he or she is affiliated. A Committee Member may only be affiliated to one Club for these purposes which must be the Club with which they have the most significant connection. A person shall not be taken as affiliated to a Club solely by reason of the membership of, or participation at, such Club by a relative of his.
- 11.7. A candidate shall promptly upon request provide the Chairperson with such information relevant to his or her affiliation as the Chairperson may reasonably request.
- 11.8. If (before or after the declaration of the result of an election) the Chairperson reasonably believes that the election has or is likely to result in more than two members of the Committee being affiliated to the same Club, the Chairperson, having consulted the other Elected Officers, shall be entitled to require that the vote on those elections shall be by either (i) a poll or secret ballot of those Members present in person or by proxy in accordance with paragraph 13.5 or (ii) by ballot of

all Members which shall be conducted as soon as practicable after the meeting in accordance with such rules and procedures as the Elected Officers shall decide.

- 11.9. If a Committee Member ceases to be a paid up member of British Fencing or affiliated to the Region during his or her term of office, they shall immediately inform the Chairperson and shall immediately resign as a member of the Committee unless the Chairperson waives this requirement in writing. If a person fails to resign, he or she shall cease to be entitled to receive notice of, attend or vote at subsequent meetings of the Committee or to receive notice of meetings.
- 11.10. All Committee Members shall declare any conflicts of interest in line with the England Fencing's Conflict of Interest Policy.

12. Meetings of the Committee

- 12.1. Meetings of the Committee will generally be held by the members being physically present. However, meetings of the Committee may be held by telephone provided all members are able to participate in the conference call.
- 12.2. Matters may also be validly decided upon by the Committee without a physical meeting if an email or other written communication detailing a proposal is sent to members of the Committee by an Elected Officer and a simple majority of the members of the Committee indicate their support for that proposal (whether by email or otherwise in writing), and the Chairperson (having satisfied himself that the foregoing conditions have been met) declares the decision to be resolved upon without a physical meeting.
- 12.3. The quorum for a meeting of the Committee shall be four members of the Committee, two of which (at least) must be Elected Officers, present in person or by telephone provided all those other members present are able to participate in the conference call.
- 12.4. Each member of the Committee present at a meeting (including those present by telephone) shall be entitled to one vote. The Chairperson shall have a second casting vote in the event that the voting on any particular matter is tied.
- 12.5. Subject to the other provisions of this Constitution, the Committee shall regulate its own affairs including deciding when and where meetings of the Committee shall be held. The Chairperson may, however, convene a meeting of the committee at any time by giving at least 48 hours notice to all members of the Committee and the secretary will convene a meeting of the Committee on such notice if at least four members of the Committee request the secretary in writing to do so.

13. Voting by Members

- 13.1. At a General Meeting, all individual members of British Fencing affiliated to the Region and who have reached their 18th birthday on or before the date of that General Meeting and who became a member of British Fencing on a date which is at least three months prior to the General Meeting shall be entitled to have one vote on any resolution proposed at that Meeting. Each member so entitled to vote is referred to in this Constitution as a "**Member**".
- 13.2. Members may appoint the Chairperson of a General Meeting, or such other person who may be specified in the notice convening the Meeting (but no other person), as his proxy for the Meeting in accordance with this Constitution. Proxies may be validly appointed by a notice in writing in a form approved for the purpose by the Committee, which is signed by the person appointing the proxy and is delivered to the Chairperson (or to such other person as the Secretary may direct) in accordance with the instructions contained in the notice of General Meeting to which the proxy relates.
- 13.3. Proxy notices may specify how the proxy is to vote (or that the proxy is to abstain from voting) on one or more resolutions.
- 13.4. Unless a proxy notice indicates otherwise, it is to be treated as:

- (a) allowing the person appointed by it discretion as to how to vote on any resolution put before the meeting; and
 - (b) appointing that person as a proxy in relation to any adjournment of the General Meeting to which it relates.
- 13.5. Normally, all matters at General Meetings will be decided by a show of hands of those Members present in person and eligible to vote, except that, at the request of at least two Members present and eligible to vote made prior to the show of hands or on the declaration of the result of such show of hands or in accordance with paragraph 11.8, the vote will be taken by a poll or secret ballot of those Members present in person or represented by proxy using such methods and procedures as the Chairperson, in consultation with the other Elected Officers present, may decide. Further, in the circumstances described in paragraph 11.8, a ballot of all Members may be conducted in accordance with, and pursuant to, that paragraph.
- 13.6. An ordinary resolution will be passed if a simple majority of votes cast are in favour of the resolution which, on a show of hands, shall be all the votes cast by those Members present in person and eligible to vote and on a poll or ballot, shall be the votes cast by those Members present in person and eligible to vote and all those votes cast by proxy (except on a ballot of all Members pursuant to paragraph 11.8 when the relevant votes shall be all those votes cast in that ballot). A special resolution will be passed if two-thirds or more of such votes cast are in favour of the resolution in question.
- 13.7. Any resolution to amend or vary this Constitution can only be passed as a Special Resolution. All other resolutions will be ordinary resolutions.

14. Annual General Meetings

- 14.1. The Region shall convene an AGM of the Region once in each calendar year which will normally be held in or around September of each year.
- 14.2. The Committee shall be entitled to decide upon the date of the AGM as circumstances may from time to time dictate provided that no more than 15 months shall elapse between one AGM and the next AGM.
- 14.3. The Secretary shall give Members twenty-one days notice of an AGM in accordance with this Constitution.
- 14.4. The quorum for an AGM shall be eight individual Members present in person or by proxy and eligible to vote of which at least two shall be Elected Officers present in person.
- 14.5. In the event that, at a properly convened AGM, a quorum is not present, the Chairperson shall cause a new meeting to be convened within 90 days, with the same notice requirements as the original meeting. If a second such meeting is not quorate, the Chairperson (or in their absence any other Elected Officer) shall notify the Executive Group of England Fencing, who shall have the authority to make such provision for the administration of the Region as they deem necessary, until such time as the Executive Group of England Fencing is satisfied that proper Regional governance is restored.
- 14.6. Any person attending an AGM shall provide such evidence of their eligibility to attend and vote at the Meeting as the Secretary may reasonably require including, without limitation, evidence of their affiliation to the Region.
- 14.7. The conduct of Any Other Business is at the discretion of the Chairman of the meeting.

15. Extraordinary General Meetings

- 15.1. A quorate meeting of the Committee, or any 20 Members, shall be entitled to require the Secretary to call an EGM to discuss and vote on any matter by giving written notice to the Secretary. Such a notice shall include a written summary of the business to be discussed at the meeting.
- 15.2. Upon receipt of any such notice, the Secretary shall, within a month of receipt of a valid notice requiring him to convene the EGM, take reasonable steps to convene an EGM within a reasonable time and issue a notice to all Members convening an EGM by giving 21 days notice.
- 15.3. No business other than that specified in the notice convening the EGM may be conducted at an EGM.
- 15.4. The quorum for the EGM shall be the same as for an AGM and the provisions of paragraphs 14.5 and 14.6 above shall apply equally to EGMs.

16. Finance

- 16.1. The Committee shall ensure the proper administration and use of the funds of the Region and the preparation of accounts annually and the presentation of those accounts to the AGM and thereafter to England Fencing.
- 16.2. The budgetary control held by the Committee shall be the responsibility of the Treasurer.
- 16.3. The financial year shall end on 30 June and accounts for the financial period up to and including this date shall be prepared by the Treasurer and submitted to the Committee for approval in time for the next following AGM.
- 16.4. At each AGM, the Treasurer shall deliver written accounts summarising the principal financial transactions of the Region for the last ended financial year, and the Agenda shall contain an item inviting the Members to comment on, and to approve or refuse to approve, those accounts. In the event that the Members refuse to approve the accounts, the Committee shall have the accounts independently examined and reported upon and shall take such other action as it considers necessary in order to produce accounts which it considers are accurate and correct. Once approved by the Committee, a copy of the accounts of the Region shall be submitted to the Treasurer of England Fencing. This must be done no later than six weeks after the General Meeting at which they are approved or, if later, the date on which they are approved by the Committee.
- 16.5. The Committee and England Fencing may require the accounts to be independently examined and reported upon. If the Members refuse to approve the accounts presented to the AGM, the Committee shall have the accounts independently examined and reported upon.
- 16.6. The funds of the Region shall be held in a suitable bank or building society account and will be allocated in accordance with the authorisation of the Committee.
- 16.7. The Treasurer shall maintain a bank account on behalf of the Region which requires a minimum of two of the Elected Officers to administer the account (including the issue of cheques) as authorised signatories.
- 16.8. No sub-committee will operate any bank account in respect of its operations and any funds raised or to be dispersed in connection with the activities of any sub-committee will be administered by, or under the oversight of, the Treasurer.
- 16.9. The income and property of the Region shall be applied solely towards the promotion of its objectives.

17. Dissolution

- 17.1. If, at any General Meeting, a resolution for the dissolution of the Region is passed by two thirds majority of Members present in person or by proxy, or in the event that the Region is unable to convene an AGM at which a quorum is present for a period of 2 consecutive years, the actions set out below must occur.
- 17.2. The Committee must immediately (or at such future date as specified in the resolution) proceed to realise the assets of the Region.
- 17.3. After the discharge of all liabilities, any remaining assets at the time of dissolution will become the property of England Fencing or its successor body ('the Trustee'). The Trustee will hold such assets on trust to apply the same for the purposes of the Region as described above if possible by transferring them to any reconstituted Region or otherwise (should that not be possible within a reasonable time) by distributing such assets to suitable organisations within the Region to further the sport of fencing.

18. Notices

All notices referred to in, or given under or in accordance with, this Constitution shall be in such form as may, from time to time, be approved by the Committee but such notices are expected to be given by means of a posting, in not less than 12 point print, on the Region's website. At the time any such notice is so posted, the Committee will (but shall not be obliged) to provide each Club registered with the Region a copy of the notice by email or by mail and shall provide England Fencing with a copy of that notice. For the purposes of this Constitution, notice of an AGM or EGM shall be deemed to be given on the date on which it is posted on the Region's website or, if no such posting is made but notice is given to Clubs by email or mail, it shall be deemed given on the date on which the email is sent or two days after date of mailing, as the case may be.

19. Interpretation and amendments to the Constitution

- 19.1. The Committee shall have the power to determine any matters which are not expressly dealt with by this Constitution to the extent that the matter in question falls within the objectives of the Region. Alterations to this Constitution may be made at an AGM, or at an EGM expressly convened for the purpose, by Special Resolution.
- 19.2. References in this Constitution to a given number of days notice shall be to calendar days and shall include the day on which the notice is given or deemed given and the day of the relevant meeting; reference to singular include the plural; references to one gender include the other.
- 19.3. References in this Constitution to members of British Fencing shall be to those persons who have full membership and to those persons who have social membership of British Fencing.

20. Declaration

London Region – England Fencing, hereby adopts and accepts this Constitution, approved by a General Meeting on 5 July 2011 and with such transitional provisions and modifications as may be specified in the relevant resolution

Signed:  Name
Name

Chairperson MARK NELSON-GRIFFITHS
Secretary