

Foundation for Scottish Fencing

(An organisation to promote the uptake & pursuit of the sport of Fencing for all in Scotland)

Constitution

1. Objects

The objects of the Foundation for Scottish Fencing (F4SF) hereafter referred to as “the Association”, shall be:

1.1 To promote the art and skills of fencing for all people who profess an interest regardless of physical, sensory or learning disability or social background to improve their quality of life. Furthermore, this is provided to all, independent of aptitude.

1.2 To initially develop and foster an interest in the sport and art of fencing in young people under the age of 21 years in order that they can enjoy the health and social benefits of self-discipline, balance and fitness engendered by the sport. To further encourage the same health and social benefits, through the development of fencing sessions for adults.

1.3 To assist the activities that join the Association in matters of teaching, coaching, and both non-competitive and competitive pursuits. All activities, competitions and events organised under the F4SF banner are open to all members of the general public.

1.4 To encourage, arrange and promote local and national competition on a strictly amateur basis. These will be open and accessible to all, through the provision of affordable entrance fees and accessible locations. The overriding intent of assisting in the organising of these events will be to encourage increasing numbers of people to take part in fencing.

1.5 To encourage and assist in the setting up of new clubs or groups which have the specific aim of promoting or adopting fencing to as many people as reasonably possible. Sufficient equipment and facilities will be provided to allow full participation by all.

1.6 To associate with Scottish Fencing, Sport Scotland, British Fencing or such other organisation or body as may share the objectives of the Association to promote fencing for all in Scotland.

2. Membership

F4SF will have a membership consisting of the members of Council elected at the AGM, parents, relatives and supporters of fencing. They will be deemed members of F4SF by registering with the Secretary in a Registration List. This will be fully in accordance with the Data Protection Act. Persons on the Registration List will be expressing an interest to assist with the development of the Objects of F4SF. The only legitimate restriction on membership of F4SF is where the Association has been informed that sufficient documented evidence exists to suggest that a specific person should not be allowed to come into contact with children.

3. Council

3.1 the management and affairs of the Association shall be directed by a Managing Council (hereafter referred to as “Council”). Their function will be to implement the general policies of the Association.

3.2 The Council shall comprise Elected Office Bearers(as described in Paragraph 3.3)the constitution shall also allow for the appointment of club representatives and one or more under 18 representatives. These roles shall be conducted in accordance with Terms of Reference which shall be agreed and updated annually at AGM by the membership to reflect the changing requirements of the F4SF. The constitution shall also allow for the appointment of one or more fencing advisors (being individuals who hold appropriate recognised certificates and or experience to act in that capacity)

3.3 The Office Bearers shall notionally comprise Chair, Vice-Chair, Hon. Secretary, Hon. Treasurer and Support and Sponsorship Coordinator. If agreed at AGM the role of Vice Chair may be undertaken by either the Hon secretary or Hon Treasurer Office bearer.

3.4. Office bearers shall be elected at an annual General Meeting and shall serve for 12 months. At the end of this period the Office Bearers may submit themselves for — or may be put forward for — re-election but in any event

shall not serve in post without interruption for more than three years in any single function.

In exceptional circumstances one of the office bearers may serve for a further year in their role to allow continuity of F4SF function on the understanding that recruiting for this role will be prioritised for the coming season.

3.5. Nominations for Office Bearers may be made by members, supported by a Proposer and Seconder and shall be submitted in writing not less than 7 days preceding the AGM. Notice of the AGM shall be given at least 14 days in advance.

3.6. All F4SF Council positions are voluntary, and no remuneration will be paid.

3.7. Names and nominations of Council Members shall be ratified at AGM.

3.8. Club representatives' shall be nominated by clubs recognised by F4SF and Scottish Fencing. This list will be ratified at the AGM.

3.9. Council shall come together in an Annual General Meeting (AGM) during first quarter of each calendar year.

3.10. An Extraordinary General Meeting of the Association shall be held at the request of the Council, or, in writing, by 10 members of F4SF. Such a meeting will be held within 30 days of the request. The agenda and motions will be made available to all members of the Association.

3.11 Council will meet at other times as deemed necessary by the Chair, or if requested by three or more members by notice given to the Hon. Secretary; such notice to state the business to be discussed.

3.12. Each member of Council shall have one vote. Matters shall be decided by simple majority of those present and voting. In the case of equality of votes the Chair shall have casting vote.

3.13 At any meeting of Council one third (or three members — whichever is the greater) of voting members shall form a quorum.

3.14. The Chair of Council shall be eligible to represent the Association on the Council or other function at the invitation of any other organisation or body, and may appoint a deputy if unable to attend where this is permitted.

3.15 Council may invite other persons to serve in such other Hon. Positions as may be agreed in title at AGM.

3.16 The Council shall have the power to set up sub-committees and shall determine the membership and remit of such sub-committees. Where this is enacted, the role and function of all sub-committees shall be subject to ratification at AGM.

3.17 All office bearers will sign a declaration on taking up post that they are not disqualified from acting as a charity trustee and will conduct themselves as set out in the OSCR guidance document (Guidance for Charity Trustees) if at any time this is found not to be the case then the office bearer will be asked to step down. This can be insisted upon if Trustees are found to be in serious and persistent breach of the section 66 of the charities and trustees investment (Scotland) act 2005.

4. Finance

4.1 There is no annual subscription required to be a member of F4SF. A purpose of F4SF is to obtain funding and support for the fencers, primarily out with the membership.

4.2. The funds of the Association shall be kept in an interest bearing account, at any bank or building society in the name of the Association. Council members shall operate the account, with at least two of the Chair, Hon. Secretary and the Hon. Treasurer acting as signatories

4.3. The Hon. Treasurer shall keep proper books of account and shall present a Statement of income and Expenditure and a balance sheet, for the year to 5th April at the following AGM and a balance sheet for the current season up to the date of the AGM.

4.4. An independent examiner or chartered accountant, whichever is required by the Charities Accounts (Scotland) Act 1992, shall certify the statement of income and expenditure. Such person shall be appointed at the Annual General Meeting.

4.5. Expenses may be claimed by a member of F4SF. This may only be done when fully receipted, and shown to be fully in support of the Objects of the

Association.

4.6. A register of assets held or controlled by the Association shall be maintained.

5. Annual General Meeting

5. 1 The AGM of the Council shall be open to all interested in the promotion and development of Fencing in Scotland, and all Registered member and over may vote.

5.2. Ten members of the Association, including a minimum of three Council members shall constitute a quorum at the AGM and any other General Meeting.

5.3. In the event that an AGM is not deemed not to be quorate, an additional attempt to hold a quorate AGM shall be held within 2 calendar months. At this time, if still not quorate the members attending shall be deemed to be sufficient to conduct Association business to complete an AGM.

5.4 Minutes will be produced to indicate appointments of elected Office bearers, proceedings at the meeting and approval of the Annual Report/Annual Accounts.

5.4. Inter alia the meeting shall:

- . Receive and approve the Annual Report.
- . Receive and approve the Annual Accounts
- . Elect up to 5 Office Bearers
- . Declare the names of the Nominated Members of the Council
- . Appoint an Independent Examiner of accounts or Auditor.
- . Discuss and agree the general policies of the Association for the ensuing year.

6. Alteration to Rules and Constitution

6. 1. Alterations to these rules may be proposed at AGM of Council and will be adopted if agreed by two thirds or more of the members present and voting. Any proposed change of rule must be notified to the Hon secretary at least four

clear weeks before the date of the AGM and such proposal be notified to the members of the council at least two weeks before the AGM.

7. Winding Up

7. 1. If at any time it appears to two thirds or more of the Council Members present at a meeting of the Council that the Association is no longer viable in operation or as a means of attaining its stated goals, then it shall be wound up. After settlement of all due debts, money and/or assets belonging to the Association at that time shall be handed over to the recognised National Body in Scotland then promoting the sport of fencing, failing that to Scottish Sport, to be used by that body for the development of fencing for young people in Scotland. The formal acknowledgment of the same by the appropriate officer of that body shall be sufficient discharge.

This Constitution was ratified at the AGM of 13th January 2008.

Revisions ratified at an extraordinary meeting 14th April 2013