

CLUB CONSTITUTION OF UBC FENCING CLUB

REVISED: November 20th, 2022

Article 1: Name

1.1 The name of the Club shall denote affiliation with the Alma Mater Society, or AMS, and shall be “The UBC Fencing Club”; hereinafter referred to as UBCFC or the Club.

Article 2: Category

2.1 UBCFC is a recreational/athletic club.

Article 3: Mission Statements of UBCFC

3.1 To provide instruction and foster engagement in modern Olympic fencing of foil, epee, and sabre, to the AMS/UBC student body.

3.2 To make said instruction as accessible and inclusive of and for all members.

3.3 To foster a fencing community in which members can fence recreationally, or compete at a local, provincial, and/or national level.

Article 4: Members

4.1 Membership in UBCFC shall be open to all Active and Associate members as defined by AMS Bylaws 2.1. In the context of UBCFC, Associate members also include UBC alumni, and community members.

4.2 Associate members do not have voting power in Annual General Meetings (Article 10), and cannot hold Executive positions.

4.3 Active members shall, at minimum, always constitute two-thirds ($\frac{2}{3}$) of UBCFC membership.

Article 5: Membership Fees

5.1 AMS requires members to pay an annual membership fee, which is valid for one (1) year, starting with the month of the first winter session (September 1st to August 31st), as detailed in the AMS Operations Committee Policy Manual (Section 4: Club Policy, 6. Club Membership; [AMS Operations Committee Policy Manual - March 2021](#)).

5.2 Associate membership fees shall be at least fifty-percent (50%) more than Active membership fees.

A. Active Membership fees shall be: \$10.

B. Associate Membership Fees shall be: \$30.

5.3 UBCFC requires members to pay session fees for fencing instruction, the amount of which shall be determined by resolution of a General Meeting with quorum. UBCFC shall determine session fee prices that reflect the same amount requirements for membership fees.

A. During the school year (September – April), Active Member session fees shall be \$80 for one term, and \$120 for two terms if paid upfront.

B. During the school year (September – April), Associate Member session fees shall be \$125 for one term, and \$180 for two terms IF paid at once.

C. During the summer term (May – August), Active Member session fees shall be \$30/mo. Associate Member session fees shall be \$50/mo.

D. The difference between one term and two terms upfront cannot be paid once a member has committed to session fees for one term, and decides to stay for another term.

5.4 Fees shall not be refundable under any circumstances.

5.5 All fees must be paid in full, and can not be reimbursed.

5.6 Changes in membership fees shall not become binding on established members until the termination of the current membership period.

Article 6: Executive Committee

6.1 The Executive Committee's purpose is management of UBCFC on behalf of the general membership, and is elected annually. Executive positions may only be filled by, and voted on, by Active Members at a General Meeting with quorum. Essential executives are President and Treasurer. Optional positions are Vice President, Vice President of Armoury (VP Armoury), and Vice President of Communications (VP Communications).

6.2 The duties of each Executive shall be as follows:

A. President

- a. Join AMS CampusBase;
- b. Attend and successfully complete an annual executive orientation at the end of every academic year in order for this AMS Club to seek renewal;
- c. Act as the main point of contact to the AMS Administration Team;
- d. Calling a General Meeting;
- e. Oversee all the general operations of this AMS Club;
- f. Ensure that the established bylaws and additional policies (if applicable) of this AMS Club are properly implemented;
- g. Act as one of two Booking Representatives;
- h. Presides over and runs executive meetings;
- i. Liaises with the AMS administration/UBC/other fencing clubs/BC Fencing Association/Canadian Fencing Federation as the embodiment of the club;
- j. Is responsible for the safety of all club members;
- k. In charge of problem solving;
- l. Is club spokesperson;
- m. Submit applications regarding Office and Locker renewals;
- n. Heads duties of the Vice President and Vice President of Communications if these positions are not filled.

B. Treasurer

- a. Join AMS CampusBase;
- b. Complete the Treasurer Authorization process in a timely manner;
- c. Write this AMS Club's budget and aim to follow it;
- d. Oversee all the financial activities of this AMS Club;
- e. Keep this AMS Club out of a deficit, submit documents by their deadline, and keep this account active by having at least one (1) transaction through this AMS Club account every fiscal year;
- f. Be accountable for all transactions made by this AMS Club;
- g. Ensure this AMS Club does not use an external bank account;
- h. Ensure all members complete the AMS Waiver Form for insurance liability protection;
- i. Act as one of the two Bookings Representatives and ensure there are sufficient funds in this AMS Club's account prior to renting any equipment from the AMS;
- j. Responsible for safeguarding and managing club money and required to keep detailed records;
- k. Deal with expenses and processing orders;
- l. Submits Coach(es) contracts in a timely manner;

m. In the absence of the President, presides over meetings.

C. Vice President

- a. Join AMS CampusBase;
- b. Aids in any functions that needs to be done including assisting all other executive positions (if requested or in their absence);
- c. Head social coordinating duties;
- d. If there is no Vice President of Communications, to head the duties of this position.

D. Vice President of Armoury

- a. Join AMS CampusBase;
- b. Upkeep club gear such that as many members as possible have access to club gear;
- c. Aim to fix gear in a timely manner;
- d. Ensure that club gear orders reflect items that are necessary and beneficial to the club and its members;
- e. Keep an up-to-date inventory of club equipment, tools, weapons, and parts;
- f. Record all equipment loaned to club members (at tournaments or practice);
- g. Repair defective club equipment, and defective member equipment at VP Armoury's discretion;
- h. Should they require assistance, to choose and train individuals to assist them;
- i. Said assistant is not subject to benefits associated with being VP Armoury and will not have access to the Office, Office or Locker Codes, Lockers, or tools/equipment without direct supervision of VP Armoury;
- j. If the assistant violates any of the above terms they will be immediately dismissed from the position and suspended pending vote if they should be barred from the Club.

E. Vice President of Communications

- a. Join AMS CampusBase;
- b. Compiling meeting agendas (finalized 24 hours prior to executive meetings; 3 days before general meetings);
- c. Responsible for taking meeting minutes;
- d. Responsible for regular correspondence between executive members and club members on social medias;
- e. Maintain an up-to-date mailing list;
- f. Responsible for keeping up with the club email and notifying the appropriate executive if their reply for correspondence is required.
- g. Maintain the website with regular updates.

6.3 If any Executive consistently does not perform duties assigned to or set for them as laid out in the UBCFC Bylaws, Constitution, and through motions, the Executive may be asked to resign. The following may occur:

- A. A total of one warning shall be issued by the President;
- B. After one warning has been issued, the President may submit a motion for said Executive's resignation of their position. The Executive Committee shall carry out a vote, with a two-third ($\frac{2}{3}$) majority vote required for said Executive's resignation.
- C. If the President has been called to resign, the Executive Committee shall carry out a vote, with a two-third ($\frac{2}{3}$) majority vote required for the President's resignation.

6.4 An Assistant Coach may either apply for the position, or be nominated by the Coach or the Executive Committee, whereupon they must be approved by both.

- A. Session fees shall be waived but a Club membership fee shall be paid in full.
- B. A set agenda or lesson plan shall be reviewed by the Coach, then Executives for approval and passed by a two-third ($\frac{2}{3}$) majority vote.
- C. Assistant coaches must commit at least one (1) hour per session of fencing instruction.

Article 7: Finances and Assets

7.1 UBCFC must have an AMS bank account, and must not be controlled financially or operationally by an external organization.

- A. Unauthorized accounts (i.e. outside bank accounts) subject UBCFC to deconstitution at the discretion of the Clubs & Societies Working Group. These controls are necessary for the protection of UBCFC against a dishonest signing officer, or for protection against the loss of UBCFC's monetary transaction records.

7.2 All financial transactions shall be made explicit through the AMS account; all financial dealings shall be done through the AMS Administrative Office.

7.3 All UBCFC revenue must be deposited and kept in the AMS club bank account.

7.4 UBCFC must be not-for-profit and self-sustaining.

7.5 The sole signing officer of any club shall be the Treasurer.

7.6 Property acquired by UBCFC shall be legally the property of the AMS under management of the Club.

7.7 Neither the AMS nor its staff shall requisition or expropriate property acquired by UBCFC against the wishes of the Club, except when sale of such property is necessary to remove the UBCFC's account from deficit.

7.8 UBCFC shall manage property in the best interest of its general membership, and shall not dispose of property without the express approval of the AMS Vice President Administration.

7.9 An annual budget of proposed expenditures and expected revenues shall be submitted to the Vice President Finance along with the budget each year by a date set by them.

Article 8: General Meetings & Quorum

8.1 UBCFC Shall have at least one General Meeting per term of the University's winter session.

8.2 A General Meeting shall be called by the President. Aside from the required general meetings per term, they may also be at the request of Executive(s), or upon receipt of a petition signed by quorum.

8.3 General Meetings shall be held in the most accessible, reasonable manner, time, and location, at least seven (7) days in advance. The President shall post the Agenda for the General Meeting at least three (3) days in advance.

8.4 General Meetings must meet quorum to proceed, in which only Active members are included in the count. Quorum is dependent on club size:

- A. Less than 100 members: 10 members
- B. Between 100 and 200 members: 20 members
- C. More than 200 members: 30 members

8.5 Minutes of the meeting shall be the accepted record of proceedings.

8.6 All bylaw amendments, including club name and membership fee changes, may be passed with two-thirds ($\frac{2}{3}$) majority of quorum.

8.7 No binding decisions can be passed without quorum, but motions may be raised and reviewed.

8.8 Further detail on proceedings not covered in the UBCFC Club Constitution document will follow what is detailed in the AMS Operations Committee Policy Manual (Section 4: Club Policy, 8. General Meetings; [AMS Operations Committee Policy Manual - March 2021](#)).

Article 9: Bylaw Amendments

9.1 Any amendment to UBCFC Club Bylaws (see UBCFC Club Bylaw document) must follow steps as detailed in the AMS Operations Committee Policy Manual (Section 4: Clubs Policy, 5. Club Bylaws; [AMS Operations Committee Policy Manual - March 2021](#)), for review and approval from the Clubs & Societies Working Group.

9.2 Following review and approval from the Clubs & Societies Working Group, bylaw amendments shall be proposed and voted on at a General Meeting. The Executive Committee must make reasonable efforts to alert all UBCFC members of the proposed changes, at least a week prior to a General Meeting.

9.3 Approval of an amendment requires a two-thirds ($\frac{2}{3}$) majority vote, at a general meeting with quorum, or as detailed in the AMS Operations Committee Policy Manual (Section 4: Club Policy, 8. General Meetings; [AMS Operations Committee Policy Manual - March 2021](#)).

Article 10: Elections

10.1 The election of the Executive Committee shall take place at a General Meeting held by March 15th.

10.2 Voting shall take place through secret ballot.

10.3 Nominations shall be submitted:

- A. To the President at least one (1) week before the meeting where elections will take place, with nominees posted on a reasonable, accessible forum accessible by all UBCFC members. If the President is running for an Executive position, another Executive designated by the Executive Committee, or the Coach, may accept nominations.
- B. To the President or Executive or Coach facilitating elections on the floor.

10.4 Results of election must be submitted to the AMS within seven (7) days.

10.5 The new Executive Committee shall assume office on the first day of May following the election.

10.6 By-elections shall be called by the President to fill vacant positions on the Executive Committee. If the Presidency is vacant, the Treasurer shall call a by-election.

- A. By-elections follow the same procedure as elections.

Article 11: Procedure

11.1 All procedural matters shall be governed by Robert's Rules of Order, Newly Revised.

11.2 Any further discrepancies shall be decided by the AMS, which is the final authority.

11.3 UBCFC shall be required to annually complete the Club Renewal Form. Required content is as detailed in the AMS Operations Committee Policy Manual (Section 4: Clubs Policy, 10. Annual Renewal; [AMS Operations Committee Policy Manual - March 2021](#))

Article 12: Committees

12.1 Any number of standing committees shall be established by the Club's Bylaws.

12.2 Committees may be created by the Executive Committee or at a General Meeting with quorum.

- A. Committee Chairs shall be elected at a General Meeting of the Club unless otherwise laid out in the Club's Bylaws.
- B. Procedure to select Committee Members shall be decided by the Executive Committee.