

THE ESTEC FENCING CLUB CONSTITUTION

1. NAME AND AFFILIATION

The Club is called "Club d' Escrime de l' ESTEC" and is located in the European Space Research and Technology Centre (ESTEC) in Noordwijk as part of the European Space Agency (ESA). The Club is subject to the rules and regulations of the SSCC.

2. SCOPE AND OBJECTIVES

The Club is responsible for all activities of the Fencing Club taking place in the ESCAPE building during the timeslot(s) allocated to it, and for organizing or participating in events or competitions at ESTEC or outside. Its objectives are to promote this sport, to provide ESTEC staff with the possibility to practise it in safe and economically good conditions and to participate in competitions.

3. MEMBERSHIP

a) Categories of Club Members

Five different categories could be identified:

1. Full Members: ESTEC Staff-Members and Permanent Contractors
2. Family Members: All AREA 1 Badge-holders above 18 years of age. Below that age, membership will be considered on a case-by-case basis.
3. Guest Members: To be agreed upon by the Club Committee under the SSCC rules.
4. External Members: (restricted number only, at the discretion of the Club Committee)
5. External Members – Students: (restricted number only, at the discretion of the Club Committee)

For each category, however, membership is only recognized after the successful completion of the Trial Period, payment of the annual fee and acceptance of the Club rules. The Member is then in "good standing". The Committee reserves the right to refuse any application for or renewal of membership on the basis of non-acceptance of Club rules, and of dangerous or anti-social behaviour.

b) Membership Fee

All Members must pay the annual fee, the level of which is decided at the General Assembly. The membership year shall be decided by the Club's Committee and notified to all Members. The fee excludes registration with the Royal Dutch Fencing Federation (KNAS).

The fee does not include:

- private lessons which could be given by an external Maître d' Armes;
- any personal insurance for the Members, who must be covered by a private personal insurance.

c) Membership Rights and Privileges

All Members in "good standing" are entitled to participate in all events and sessions of the Club as well as in competitions inside and outside ESTEC, and to use the Club equipment whilst respecting the Club rules. All Members are welcome to attend the AGM and to hold a voting right.

4. COMMITTEE

The Committee is elected for a period of one year during the Annual General Meeting.

a) Structure and Organization

The Committee is composed of six members:

- 1 Chairman
- 2 Vice-Chairman
- 3 Secretary
- 4 Treasurer
- 5 Armourier
- 6 Training Officer

The Chairman or Treasurer, one of them being an ESA staff member, is the Club's Representative to the SSCC. The Committee shall decide on its own internal working and responsibility structure, with the limitation that final authority and responsibility remains with the Chairman, or in his absence the Vice-Chairman.

In the event of a member leaving the Committee during the course of the year, the Committee may, at its discretion, co-opt an acting member until the next AGM.

Should the Chairman and/or the Treasurer resign during the course of the year, a replacement must be elected during an Extraordinary General Assembly to be called within three weeks of the resignation.

b) Role and Authority

The Committee:

- is responsible for promoting and developing the scope and objectives of the Club;
- is empowered to act on behalf of the Club and to take binding decisions (except those concerning termination of the Club);
- is entitled to take disciplinary action. Such actions must be notified to all Members and reported at the AGM;
- must report on its decisions and management at the AGM;
- is the sole coordinator between the Club and:
 - the other Clubs;
 - the SSCC;
 - the Club House Board;
 - the ESTEC Administration.

5. ANNUAL GENERAL MEETING

a) General Arrangements

Within the boundaries laid down in this Constitution, the AGM has the highest authority over Club matters. A quorum of 10% of the Members is necessary at an AGM.

If this is not reached, the AGM is declared void and an Extraordinary General Assembly (EGM) has to be called within three weeks. No quorum is then required. An AGM must be held every year and shall meet the requirements of the SSCC. EGMs may be held at any time upon decision of the Committee, or upon petition signed by at least 25% of the "full" members. In the latter case, the petition shall state the reason for the meeting and shall be sent to the Chairman of the Club. Such an EGM shall be held within three week of receipt of the petition by the Chairman. The Committee must notify all Club Members of the date, venue and agenda of a General Meeting at least two weeks prior to its holding

All Members may submit:

- proposals to the Committee for inclusion as an agenda item at least four weeks before the AGM;
- proposals to be included in the agenda, under A.O.B., at least one week before the AGM.

The AGM is normally chaired by the Club Chairman who could, in case of absence, be replaced by the Vice-Chairman, the Treasurer or the Secretary or a member nominated by the Committee.

b) Agenda Items

The following points must appear as a standard in every AGM agenda:

- Chairman's Report
- Treasurer's Report
- Discussion and vote on proposals by the Committee or the Club Members;
- Election of Committee Members;
- Any Other Business.

For all elections and decisions put to the vote, simple majority will apply. No proxies allowed. The AGM must be properly minuted by the outgoing Secretary or his replacement, mentioning clearly the decision taken during the AGM. The minutes must be signed by the Chairman and shall be distributed to all Members within two weeks of the meeting.

6. CHANGE IN THE CONSTITUTION

The Constitution may only be revised during a General Meeting (GM). Any change or amendment shall be agreed by a majority of two-thirds of those present.