

The British Federation for Historical Swordplay believes that the pursuit of Historical European Martial Arts is a noble and worthwhile pursuit. It is part of our combined cultural and martial heritage and the members of the British Federation for Historical Swordplay endeavour to live up to the highest standards of practice, honour and integrity that these arts demand.

The British Federation for Historical Swordplay exist as an independent organisation to further these arts and to serve the Federation's members in their study of these arts. All decisions and actions are undertaken with the arts and its body of practitioners foremost.

### 1. Name

The name of the Association is The British Federation for Historical Swordplay, hereinafter referred to as the Federation.

### 2. Objects

The Objects of the Association are:

- 2.1) To promote the study of the indigenous martial arts of Europe and the British Isles (the Arts).
- 2.2) To provide a forum to facilitate research, communication, technical instruction and safety between and within groups practicing the Arts.
- 2.3) To educate the public about the Arts.
- 2.4) To assist and advise individuals, groups and organisations interested in the Arts.
- 2.5) To strive to improve the standard of the Arts.

### 3. Attaining the Objects

The Federation shall be empowered to do all things necessary which are incidental to and necessary for the attainment of the Objects of the Federation.

### 4. Property of the Federation

The Federation must apply all property and income of the Federation towards the promotion of the Objects of the Federation. No part of that property or income may be paid or otherwise distributed directly or indirectly to members of the Federation, except in good faith in the promotion of those Objects.

### 5. Powers of the Federation

- 5.1) To acquire, hold, deal with and dispose of any real, intellectual or personal property.
- 5.2) To open and operate bank accounts
- 5.3) To invest its money:
  - 5.3.1) in any security in which trust moneys may be invested;
  - 5.3.2) in any other manner authorised by the Rules of the Federation.

- 5.4) To borrow money on such terms and conditions as the Federation sees fit.
- 5.5) To give such security for the discharge of liabilities incurred by the Federation as the Federation sees fit.
- 5.6) To appoint agents and employees to transact any business of the Federation on its behalf for reward or otherwise.
- 5.7) To build, construct, erect, maintain, alter and repair any premises, building or other structure of any kind and to furnish, equip and improve the same for use by the Federation.
- 5.8) To accept donations and gifts in accordance with the Objects of the Federation.
- 5.9) To print and publish any information by any media for promotion of the Federation or its Objects;
- 5.10) To provide gifts and prizes in accordance with the Objects of the Federation.
- 5.11) To organise social, training, educational and competitive events for members and the promotion of the Federation and its Objects.
- 5.12) To enter into any other contract the Federation considers necessary or desirable for the attainment of the Objects of the Federation.
- 5.13) To confer such ranks, titles, honours, awards and other distinctions upon its members, and to revoke the same, in accordance with the Objects of the Federation.
- 5.14) To collect fees, subscriptions and other such charges as the Federation considers necessary or desirable for the attainment of the Objects of the Federation.

## 6. Membership

6.1) Membership shall be open only to individuals who hold the Executive positions within the company BFHS, a private company limited by guarantee, registered with Companies House on 21 April 2008 as company number 6571367.

## 7. Subscriptions

7.1) Subscriptions shall be levied at the discretion of the Board.

## 8. Termination of Membership

8.1) A member may terminate his membership by resigning his position with the organisation listed in 6.1).

8.2) A group is not entitled to the return of any fees upon termination of membership.

## 9. Representatives

9.1) The Body of Representatives will consist of all of the members.

## 10. The Board

10.1) The Board shall consist of the Body of Representatives.

## 11. Powers of the Board

The Board shall have the following powers.

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 6.2) Any group seeking membership shall make an application to the Executive which shall then arrange for assessment by impartial assessors according to the rules and procedures for membership, to ensure that the candidate group: .  
 6.2.1) Has appropriate safety practices. .  
 6.2.2) Has a syllabus that concentrates on The Arts. .  
 6.2.3) Is a wholly separate organisation from any existing member group. .  
 6.3) The recommendation of the assessors shall be accepted at the next general meeting unless a motion is passed by the Board on one of the following grounds: .  
 6.3.1) Assessment not carried out in an impartial manner. .  
 6.3.2) Pertinent information on the group's practice under 6.2.1, 6.2.2 and 6.2.3 was not available to the assessors that would have affected their recommendation. .  
 6.4) A group that is admitted to the Federation becomes a member at the termination of the General Meeting at which its application is approved. .  
 6.5) Each Group admitted to membe... [1]

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 8.1.1) Resignation; .  
 8.1.2) Expulsion; . ... [2]

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 8.2.1) false or inaccurate statements... [3]

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 9.2) Each group shall have one and... [4]

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- 11.1) Perform financial activities as granted to the Federation in Section 5;
- 11.2) Fix fees and subscriptions payable by members and decide such levies, fines and charges as is deemed necessary and advisable, and to enforce payment thereof;
- 11.3) Adjudicate on all matters brought before it which in any way affect the Federation.
- 11.4) Cause minutes to be made of all proceedings at meetings of the Board;
- 11.5) Make, amend and rescind rulings, regulations, policies and procedures;
- 11.6) Form, appoint and disband any committee as required for specific purposes;
- 11.7) Employ, at their discretion, a person or persons to carry out certain duties required by the Federation, at salaries or remunerations for such period of time, as may be deemed necessary.
- 11.8) To appoint an auditor for the Federation's accounts.
- 11.9) Appoint officers or agents to have custody of the Federation's records, documents and securities.

## 12. The Executive

- 12.1) The management of the Federation shall be vested in the Executive, consisting of the:
  - 12.1.1) President who shall be the individual who holds the equivalent post in the organisation named in 6.1)
  - 12.1.2) Secretary who shall be the individual who holds the equivalent post in the organisation named in 6.1)
  - 12.1.3) Treasurer who shall be the individual who holds the equivalent post in the organisation named in 6.1)
- 12.2) No person shall hold more than one post on the Executive.
- 12.3) When an Executive Officer leaves his or her post, he or she is responsible for assisting in a timely hand-over of responsibilities, documents, accounts, etc. to the new incumbent.
- 12.4) Extension of the Executive
  - 12.4.1) The Board may not extend, create or repeal new Executive posts.
  - 12.4.2) If a vacancy occurs on the Executive before completion of term, the remaining Executive Officers must assume the responsibilities of the vacant post until such time as it is filled.

## 13. President

- 13.1) The President shall act at all times with the Objects of the Federation in mind.
- 13.2) The President of the Federation shall carry such powers as are delegated to her/him by the Board. These powers shall specifically include the items in Section 11.
- 13.3) The President is responsible for:
  - 13.3.1) developing Federation Policy on such matters as require it.
  - 13.3.2) ensuring that a consistent set of regulations are maintained.
  - 13.3.3) formulating Recommendations to members.
  - 13.3.4) chairing meetings of the Board and Executive.
  - 13.3.5) representing the Federation to other parties.
  - 13.3.6) ensuring the implementation of Federation decisions and policies.
  - 13.3.7) any other tasks or duties delegated by the Board.

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## 14. Secretary

14.1) The Secretary shall act at all times with the Objects of the Federation in mind.

14.2) The Secretary is responsible for the day-to-day administration of the Federation.

14.3) The Secretary is responsible for:

14.3.1) keeping up-to-date contact details of members, appointed officials of the Federation and role holders within the Federation.

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14.3.2) recording the votes of Board whether by direct vote, proxy or postal ballot on every motion, and for recording every decision of the Executive.

14.3.3) keeping and distributing up-to-date versions of official Federation documents and regulations, including the constitution.

14.3.4) keeping an archive of past documentation and correspondence for a period of not less than five years.

14.3.5) calling General Meetings in accordance with the constitution.

14.3.6) issuing the Agenda for General Meetings no later than 14 days prior to the General Meeting.

14.3.7) issuing the minutes of General Meetings not less than two weeks after the meeting.

14.3.8) coordination of Federation events.

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14.3.9) any other tasks or duties delegated by the Board.

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## 15. Treasurer

15.1) The Treasurer shall act at all times with the Objects of the Federation in mind.

15.2) The Treasurer is responsible for:

15.2.1) maintaining the accounts of the Federation.

15.2.2) being a named financial contact for any institution that holds monies for the Federation.

15.2.3) paying such monies that the executive duly authorise.

15.2.4) presenting accounts to the Annual General Meeting.

15.2.5) ensuring all fees and payments due to the Federation are received in a timely manner.

15.2.6) ensuring all fees and payments incurred by the Federation are made in a timely manner.

15.2.7) any other tasks or duties delegated by the Board.

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## 16. Sub-Committees

16.1) ~~There shall be no sub-committees of the Federation.~~

## 17. Alterations to the Constitution

- 17.1) No alteration, repeal or addition shall be made to the Constitution except at the Annual General Meeting or an Extra-Ordinary General Meeting called for that purpose.
- 17.2) The Secretary shall forward notice of motions to alter the constitution to members at least twenty-eight days prior to the Meeting.
- 17.3) Amendments to the motion must be received by the Secretary no later than 21 days prior to the Meeting and must be forwarded to the members no later than 14 days prior to the Meeting.
- 17.4) Alterations to the constitution that are accepted by a General meeting shall come into force immediately.
- 17.5) Any changes to the constitution shall be communicated to members within 7 days of the change.

## 18. Regulations, Policies and Procedures

- 18.1) Regulations, policies and procedures may be created by The Board, and the Executive, provided that notice has been duly given.
- 18.2) Regulations created or amended at a General meeting shall come into force immediately.
- 18.3) Any changes to regulations shall be communicated to members within 7 days of the change.
- 18.4) Regulations may create roles within the Federation and govern the behaviour of members.
- 18.5) Policies, procedures and recommendations shall give guidance to members, the Executive, and committees of the Federation.
- 18.6) No regulation may supersede the constitution.

## 19. Finances

- 19.1) All funds of the Federation shall be deposited into the Federation's accounts at such bank or recognised financial institution as the Executive may determine.
- 19.2) Petty Cash
- 19.2.1) Any Petty Cash budget must be approved in advance by the Board.
- 19.2.3) The Treasurer shall maintain a record of Petty Cash expenditure.
- 19.3) A statement showing the financial position of the Federation shall be tabled at each General Meeting by the Treasurer.
- 19.4) The signatories to the Federation's accounts will be the Treasurer and one or more of the following:
- 19.4.1) President
- 19.4.2) Secretary
- 19.5) When a signatory of the Federation ceases to be an Executive Officer, the signatories of the accounts will be updated to that of the new Executive Officers, within 28 days.

## 20. Voting

20.1) Board Decisions are divided into Extraordinary and Ordinary Decisions.

### 20.1.1) Extraordinary Decisions

20.1.1) are required for the following decisions:

20.1.1.1) Change of Constitution.

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- 16.1.1) the purpose of the sub-committee.
- 16.1.2) the powers of the sub-committee.
- 16.1.3) any constraints placed upon the sub-committee.
- 16.1.4) whether the sub-committee may create regulations.
- 16.1.5) whether the sub-committee may create roles.
- 16.1.6) whether the sub-committee may appoint persons to those roles.
- 16.1.7) any constraints on members of the sub-committee.
- 16.1.8) how the members of the sub-committee shall be appointed.
- 16.1.9) quorum requirements for the sub-committee.

16.2) Each member of a sub-committee must be a member of a group that is a member of the Federation.

16.3) Any sub-committee must have members from at least 3 member groups.

16.4) the Secretary of the Federation shall be an ex-officio member of the sub-committee.

16.5) The sub-committee shall have the power to work freely within its brief, excepting where specific stipulations have been imposed by the Board.

16.6) Members of the sub-committee shall act in the interests of the Federation at all times when acting as a member of the sub-committee.

16.7) Members of the sub-committee... [8]

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20.1.1.2) Disbandment of the Federation.

20.1.1.2) require a quorum of 100%. Quorum is defined as those members present or submitting a postal vote and is a proportion of those eligible to vote at that time.

20.1.1.3) do not permit proxy votes.

20.1.1.4) permit postal votes.

20.1.1.5) must be advertised at least 28 days in advance of the General Meeting.

20.1.1.6) The motion shall be passed only with two thirds majority of votes cast in favour.

20.1.2) Ordinary Decisions

20.1.2.1) are all other decisions, and are the day-to-day business of the Federation.

20.1.2.2) require a quorum of 60%. Quorum is defined as those representatives present and is a proportion of those eligible to vote at that time.

20.1.2.3) permit proxy votes.

20.1.2.4) do not permit postal votes (as they need not be advertised in advance).

20.1.2.5) may be delegated to the Executive, allowing the Executive to act autonomously. Such delegations implicitly include other related Ordinary Decisions that are required for the Executive to fulfil the delegation by the Board.

20.1.2.6) may be re-claimed by the Board, including all implicit related Ordinary Decisions.

20.1.2.7) shall be passed by majority decision. Meeting chair shall have casting vote in the case of a tie.

20.2) Executive Decisions

20.2.1) Include those Ordinary Decisions delegated to the Executive by the Board.

20.2.2) Include those decisions required for each Executive Officer to fulfil his or her role, and that require agreement from other Executive Officers.

20.2.3) Are taken by the Executive, not by the Board.

20.2.4) May be taken by the Executive at Executive Meetings.

20.2.5) Require a quorum of 3 Executive Officers.

20.2.6) do not permit proxy votes.

20.2.7) do not permit postal votes.

20.3) Motions

20.3.1) A motion must be proposed and seconded before it can be voted upon.

20.3.2) Only a group Representative or Executive Officer can propose or second a motion.

20.3.3) A motion cannot be proposed and seconded by the same individual.

20.3.4) A motion may not be proposed, seconded or voted upon by a Representative whose group still has outstanding unpaid Federation Subscriptions.

20.3.5) An abstention does not count as either 'for' or 'against' a motion.

20.3.6) All motions and their votes and abstentions shall be recorded.

20.4) Postal votes

20.4.1) Postal votes must be communicated to the Secretary in advance of the General Meeting.

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20.1.2.1.4) Removal of an Executive Officer from the role for any reason other than resignation, prior to completion of their Term. .

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- 20.4.2) An explicit abstention received by postal vote counts towards the quorum.
- 20.4.3) If no explicit vote is received from a group in a Decision that permits postal votes, this is considered an implicit abstention, but does not count towards the quorum.
- 20.4.4) For any given motion, a Representative may vote either in person or via postal vote, but not both. If a Representative so chooses, the Representative may supersede his or her postal vote by a vote in person.
- 20.4.5) If more than one communication is received by the Secretary for a given motion, the most recently-sent communication is the one used.
- 20.4.6) If the motion is altered at the General Meeting, after postal votes are received, the postal votes are considered invalid; however, the motion is then considered to be Extraordinary.

**20.5) Proxy votes**

- 20.5.1) A Representative may nominate another person to vote on his or her behalf, in such decisions as proxy votes are allowed.
- 20.5.2) The Representative must communicate this fact to the Secretary in advance of the meeting, for the proxy to be accepted.
- 20.5.3) The person carrying the proxy must be a member of a group that is a member of the Federation.
- 20.5.4) The person carrying the proxy must be 18 years of age, or older.
- 20.5.5) The Representative may give the proxy specific instructions, or permit the proxy to vote at his or her discretion.
- 20.5.6) Any given person may only act as a proxy for a single Representative.
- 20.5.7) A proxy may also be a Representative for another group.
- 20.5.8) A proxy vote counts towards the quorum if, and only if, the proxy is not also a Representative for another group.

**21. Meetings (AGM, General Meetings, EGM, Executive Meetings)**

- 21.1) A meeting is defined as any procedural process that requires a voting or decision making process.
- 21.2) Meetings may be held by any means available and applicable, including, but not restricted to, physical presence, electronic and postal exchange where the voting or decision making processes allow for such forms of meetings.
- 21.3) Annual General Meeting
  - 21.3.1) The Federation will hold an Annual General Meeting every calendar year.
  - 21.3.2) No more than 15 months may pass between Annual General Meetings.
  - 21.3.4) An Annual General Meeting shall require a quorum 3 members that are eligible to vote, to be present.
- 21.4) General Meetings
  - 21.4.1) The Federation may hold additional General Meetings between Annual General Meetings.
  - 21.4.2) The General Meetings may conduct Federation business.
  - 21.4.4) A General Meeting shall require a quorum of 3 members that are eligible to vote, to be present.

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21.5) Extraordinary General Meeting

21.5.1) An Extraordinary General Meeting may be called to make Extraordinary Decisions that cannot wait until the next scheduled General Meeting.

21.5.2) ~~Three members~~ must collectively request an Extraordinary General Meeting, for the request to be considered valid.

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21.5.3) The Extraordinary General Meeting must be held within 42 days, but no sooner than 28 days, of a valid request for the meeting.

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21.5.4) The Extraordinary General Meeting may only consider the matter or matters for which it has been convened.

21.5.5) The agenda for the Extraordinary General Meeting must be distributed to the members at least a month prior to the meeting.

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21.5.6) An Extraordinary General Meeting shall require a quorum of 3 members that are eligible to vote, to be present.

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21.6) Executive Meetings

21.6.1) The Executive may have meetings independently from General Meetings.

21.6.2) The Executive may determine the means for meetings, using whatever media is appropriate (in person, postal, email, telephone, etc.)

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21.7) The minutes of all meetings must be communicated to the members within two weeks of the meeting concluding.

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**22. Dissolution of the Federation**

22.1) The Federation may be dissolved by Extraordinary Decision of the Board.

~~22.2) If the Federation is dissolved, then all assets and holdings will be liquidated, then:~~

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~~22.2.1) First, any monies held by the Federation must be used to offset any liabilities of the Federation, if any.~~

~~22.2.2) Then, any remaining monies must be donated to an organisation or charity in the British Isles with similar aims to those of the Federation.~~

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