



HEMA IRELAND CONSTITUTION

Contents:

- 1) Name and definition
- 2) Objectives
- 3) Membership
- 4) Termination of Membership
- 5) Fees
- 6) Representatives
- 7) Executive Committee
- 8) Constitution
- 9) Rules, Regulations & Policies
- 10) Dissolution
- 11) Anti-Drugs Policy

Introduction

The Historical European Martial Arts federation of Ireland (also to be known as HEMA Ireland) is an independent non-profit organisation, the function of which is to support its members in the study and development of Historical European Martial Arts, and to promote and educate the public in Historical European Martial Arts on the island of Ireland, both within the Republic of Ireland and Northern Ireland.

1. Name and Definition

1.1 The name of the association is the 'The Historical European Martial Arts federation of Ireland', hereinafter referred to as the HEMA Ireland.

1.2 HEMA Ireland is a national, independent representative body based throughout the Republic of Ireland and Northern Ireland whose members are involved in the research, study and practice of historical fencing and European martial arts.

1.3 For the purpose of the HEMA Ireland's members, Historical European Martial Arts is defined as any documented and reconstructable martial art originating in Europe that is 100 years old or more.

2. Objectives

The objectives of HEMA Ireland are:

2.1 To promote the study of the indigenous historical martial arts of Europe.

2.2 To provide a forum to facilitate research, communication, technical instruction and safety between the various member groups within HEMA Ireland.

2.3. To educate the public about Historical European Martial Arts.

2.4 To assist individuals and groups interested in Historical European Martial Arts.

2.5 To strive to improve the standard of Historical European Martial Arts in Ireland.

3. Membership

3.1 Membership of HEMA Ireland shall be open to any group based in the Republic of Ireland or Northern Ireland whose primary purpose is the study and practice of Historical European Martial Arts as defined above.

3.2 Membership shall be Full or Affiliate; Full Members being those who insure all persons in a club through HEMA Ireland insurance policies, Affiliate Members being those who insure all persons in a club through their own insurance policies.

3.2 Membership of individuals shall be through their affiliated group and not directly with HEMA Ireland.

3.3 Any group wishing to become members of HEMA Ireland shall be required to make an application for membership. Once they have done so, HEMA Ireland is required to organise an assessment of the group's training. This will focus on three areas:

3.3 (a) a nominee from the group requesting affiliation must successfully complete an instructor's assessment based on criteria determined by HEMA Ireland as part of the affiliation process.¹

3.3 (b) appropriate safety practises in the running of the group based on relevant policy documents and appropriate to the activity.

3.3 (c) the group is using an historically based syllabus which is based on a documented European Martial Art which is 100 hundred years old or more.

3.4. Once an assessment is made of an applicant group, the Executive Committee must be informed of the result no later than 7 days after the assessment.

3.5 If the recommendation is in favour of membership, the Executive Committee shall inform the group if its successful application not less than 7 days after approval.

3.6. The recommendation for membership may be reversed if proof is presented to the Executive Committee on one of the following grounds:

3.6 (a) the assessment can be demonstrated to have not been impartial.

3.6 (b) Pertinent information on the groups practises under articles 3.3 (b), 3.3

(c) and which were not available at the time of the assessment are brought to the attention of a member of the Committee.

3.7 A group that is admitted to HEMA Ireland becomes a member once contacted by the Executive Committee.

3.8 If a group fails in its application for membership it has the right to make a formal

¹ Added at AGM November 2015

appeal to the Executive Committee as outlined in the policy document for membership.

3.9 All groups within HEMA Ireland will have equal rights and privileges.

3.10 Once a group is admitted to HEMA Ireland it will be required to appoint a Representative for all meetings of HEMA Ireland for which member groups have a vote on matters of HEMA Ireland.

3.11 All Representatives must be current members of the group they are representing and must be a minimum of 18 years old.

3.12 Member groups have the following rights:

3.12 (a) Non-voting attendance of Meetings of the Executive Committee.

3.12 (b) Appointment of a Representative who will have voting powers at all General Meetings of HEMA Ireland.

3.12(c) Use of HEMA Ireland's name and logos.

3.12 (d) Use of HEMA Ireland's insurance policies.

3.12 (e) Inspection of all HEMA Ireland records and documents at any reasonable time.

3.12 (f) The right to resign their membership of HEMA Ireland as outlined below.

3.13 Member groups have the following obligations:

3.13 (a) Adherence to the constitution of HEMA Ireland and all other rules, regulations or policies.

3.13 (b) Payment of fees, dues and subscriptions levied by HEMA Ireland upon its members.

3.13 (c) To keep the Secretary of HEMA Ireland informed of the group's contact details, Representatives, and members.

3.13 (d) Adherence to the standards meet during initial assessment for membership as described in Article 3.3 (a-c)

3.14 Any group may have its rights as outlined in article 3.12 immediately suspended if the group is in breach of any point in article 3.13. If matters are not corrected within

two months of notification to the group by the Executive Committee termination of membership may occur, as laid out in Section 4. If the matters are corrected, membership shall be immediately be reinstated upon receipt of proof and notification to the President of this for minor matters, or by subsequent meeting of the Executive Committee for any matter they deem major.

3.15 Only those who have passed an appropriate instructor assessment recognised by the Executive Committee may be covered by HEMA Ireland insurance policies and procedures for teaching

3.16 As an all-island, and therefore international body, HEMA Ireland currently recognises Historical Fencing NI as a co-operative body dealing with membership and differing legislation in the province of Northern Ireland. In all effects for the purposes of HEMA Ireland, Historical Fencing NI groups will act as Affiliate Members of HEMA Ireland, adhering to the same policies and obligations except where changes are necessary due to differing legislation. Where no member of Historical Fencing NI sits on the HEMA Ireland Executive Committee, the Executive Committee must consult with Historical Fencing NI directors on any matters arising which have cross-border implications, and vice-versa.

4. Termination of membership

4.1 Termination of a group's membership may occur by any of the following events:

4.1 (a) Resignation.

4.1 (b) Expulsion.

4.1 (c) Delay of 3 or more months in payment of fees. Upon receipt of a reasonable excuse the Executive Committee may extend this deadline but only for a maximum of an additional three months.

4.2 If a group is found to be in arrears and have not corrected this within the deadline outlined above, they may be expelled from Federation by a meeting of the Executive Committee. All member groups must be given a minimum of 14 days notice of the meeting of the Executive Committee to vote on termination and Representatives will be allowed attend though will not have a vote. A simple majority vote of the Executive

Committee is required to terminate membership.

4.3 Arrears of Fees is the only instance in which a meeting of the Executive Committee will be sufficient for expulsion of a group. In all other instances of expulsion, a General Meeting of Representatives of all groups of HEMA Ireland must be called.

4.4 If a member group is found to be in serious breach of any of Articles 3.13 (a), 3.13 (c) or 3.13(d), or to have in some other way acted in a manner which is believed to be detrimental to the objectives of HEMA Ireland the Executive Committee may call a General Meeting of HEMA Ireland to vote on Expulsion of the member group.

4.5 Quorum of the Meeting is 60% of Representatives. The Executive Committee will outline the case for Expulsion and a Representative of the offending Group will also be allowed to speak. After both sides have spoken, the floor will be open to other Representatives to speak and a vote will be taken. All Representatives, including the Representative of the Group in question will have a single vote. Any Executive Committee Members who are also Representatives of member groups will also have only one vote. In order for expulsion of membership to occur, a two-thirds majority of those present must be reached.

4.6 A group may request to resign its membership of HEMA Ireland at any time. Any request to resign from HEMA Ireland must be in writing to the President of HEMA Ireland and signed by the group's representative, email and digital signature are acceptable. The group's membership will be considered terminated once the Executive Committee has been informed by the President.

4.7 If a group has its membership terminated for any reason it will lose all rights it has as a member group. HEMA Ireland is under no obligation to return any fees paid by the group. The group may reapply for membership but must go through the same procedures as any other group applying to join HEMA Ireland.

5. Fees

5.1. Fees shall be levied against all member groups in a manner determined by the

Executive Committee.

5.2 All Fees shall be payable at the start of the financial year or at the point of becoming a new member of HEMA Ireland.

5.3 Receipts must be issued for Fees paid.

5.4 Fees may not be paid directly with cash.

6. Representatives

6.1 Each group shall appoint a single Representative who shall be empowered to vote for the group at all General Meetings of HEMA Ireland.

6.2 If a Representative is also a member of the Executive Committee they shall still have only one vote at all General Meetings.

6.3 Each Representative must be a current member of their respective group.

6.4 Each Representative must be a minimum of 18 years old.

6.5 No individual may be a Representative of more than one group at General Meetings regardless of their own membership of groups.

6.6 Each Representative is required to deal with any grievances or complaints brought to their attention by a member of their group as outlined in Section 8 below.

7. Executive Committee

7.1 There shall be an Executive Committee of HEMA Ireland which shall have overall responsibility for upholding HEMA Ireland's Objectives and Constitution, as well as ensuring any rules, regulations or policies are adhered to at times by all members.

7.2 The Executive Committee shall be comprised of the following officers whose duties shall be outlined below: President, Secretary, Treasurer and Health & Safety Officer. All

positions shall be filled by a vote of the Representatives of the member clubs. This vote may take place online, but must be followed within 7 days by a General Meeting. All officers must be current members of a group which has membership of HEMA Ireland. All officers will fill their position for a period until the next Annual General Meeting after the one in which they were elected.

7.3 An individual may not hold more than one position on the Executive Committee.

7.4 An individual may only be elected to the same position on the Executive Committee for a maximum of three consecutive Annual General Meetings.

7.5 Quorum for all meetings of the Executive Committee shall be a minimum of three elected officers.

7.6 The duties of the President shall be:

7.6 (a) To provide direction for HEMA Ireland by effective leadership and management.

7.6 (b) To chair meetings of the Executive Committee as well as General Meetings of HEMA Ireland.

7.6 (c) To organise regular meetings of the Executive Committee no less than once every four months in person or by electronic means to discuss matters arising.

7.6 (d) To represent HEMA Ireland at external meetings when required.

7.6 (e) To endeavour to ensure that all other officers and appointed individuals within HEMA Ireland are carrying out their duties as described in HEMA Ireland's Constitution and other documents.

7.6 (f) To present HEMA Irelands annual report, in association with the Secretary.

7.6 (g) To present HEMA Irelands annual accounts, in association with the Treasurer.

7.6 (h) To act as co-signatory with the Treasurer on any financial accounts of HEMA Ireland for the duration of the President's term.

7.6 (i) To have casting vote in any meetings of the Executive Committee if there

is a tied vote.

7.7 The duties of the Treasurer shall be:

7.7 (a) To manage all financial issues relating to HEMA Ireland in consultation with the President.

7.7 (b) The collection of all fees from member groups of HEMA Ireland.

7.7 (c) The reconciliation of bank statements.

7.7 (d) To ensure all expenditure is in accordance with Federation's objectives.

7.7 (d) To provide a half-year summary of financial position to the Executive Committee.

7.7 (e) To assist in the completion of grant applications.

7.7 (f) To prepare annual accounts for review prior to presentation at the AGM.

7.7 (g) To act as co-signatory with the President on any financial accounts of Federation for the duration of the Treasurer's term.

7.8 The duties of the Secretary shall be:

7.8 (a) Maintain current contact details of members, groups, and their Representatives.

7.8 (b) Administration of club correspondence.

7.8 (c) To agree, prepare and distribute agendas for the Executive Committee and all General meetings of HEMA Ireland.

7.8 (d) To liaise with the President on agendas of meetings.

7.8 (e) To keep an up to date record of minutes of all Executive Committee meetings and General Meetings of HEMA Ireland.

7.8 (f) The calling General Meetings with the Committee.

7.9 The duties of the Safety Officer shall be:

7.9 (a) To coordinate development of safety policies for HEMA Ireland and its members.

7.9 (b) The continuous assessment and development of safety standards in equipment and weapons.

7.9 (c) To provide guidance for safety at events organised by HEMA Ireland.

7.9 (d) The co-ordination of training of member groups' instructors in safe

training methods, learning environments, and suitable first aid.

7.9 (e) Co-ordinating with any instructor assessment group on the subject of new instructors bringing fledgling groups into HEMA Ireland to assess the safe training practices of the group.

7.10 All officers shall be elected at the Annual General Meeting of the Society and shall be elected from the current members of groups within HEMA Ireland.

7.11 Any member nominated for a position must voluntarily agree to the nomination.

7.12 All positions are from the end of the General Meeting in which they are elected to the end of the General Meeting in which a new individual is elected to their position.

7.13 The officers shall have the power to make rules, regulations and policies in accordance with this Constitution, and to settle any disputed points not otherwise provided for in this Constitution.

7.14 All positions must be filled at all times in the Executive Committee. In the event of an individual no longer being able to carry out their duties, they may resign their position in writing to the President. In the event of the President wishing to resign, they must notify the Secretary in writing.

7.15 An Emergency General Meeting must be called no later than 28 days from the day the notice of resignation is received by the Executive Committee. Until a new individual is elected, the Executive Committee must assign a temporary replacement until a fulltime replacement to the position is voted in.

7.16 If at a General Meeting of HEMA Ireland over 50% of the positions on the Executive Committee cannot be filled, the President must immediately disband the General Meeting and announce a new Emergency General Meeting to be held no more than 28 days later to vote on the dissolution of the HEMA Ireland. Emergency measures may be put in place for a single year, but should the Executive Committee fall to 50% positions filled for a second General Meeting, the procedure to dissolve HEMA Ireland

must be started if no candidates are forthcoming within 28 days.

7.17 Each officer must, on relinquishing his or her appointment, promptly hand to his or her successor in office all official documents and records belonging to HEMA Ireland, together with any other property of HEMA Ireland which may be in his or her possession. They must also complete any requirements to transfer authority relating to the control of HEMA Ireland's bank account, or other financial affairs.

7.18 An Annual General Meeting will be held once per year and no more than 15 months since the last one to discuss matters arising from the previous year and the election of a new Executive Committee. Member groups will be notified of an Annual General Meeting no less than 28 days before the Meeting. The period from one Annual General Meeting to the next shall be known as a Full Term of HEMA Ireland.

7.19 An Extraordinary General Meeting may be called during any Full Term by any member of the Executive Committee, or by written request from one-third of the Representatives presented to the President, stating the reason for which the meeting is to be held. Upon receiving this request, the President must inform the Secretary to arrange an Extraordinary General Meeting which must be announced to members by the Secretary not less than 7 days after they have been instructed to organise said meeting. The Extraordinary General Meeting must be held no later than 14 days from the notification of members by the Secretary.

8. Grievances and complaints

8.1 All groups are responsible for resolving any grievances or complaints within their own group.

8.2 Any individual who has what they feel is a significant grievance with a member group of which they are not a member or an individual within another member group must inform their Representative.

8.3 Their Representative must attempt to resolve the issue with the Representative of the relevant group.

8.4 If the issue cannot be resolved satisfactorily then it may be escalated to the Executive Committee.

8.5 If the issue can still not be satisfactorily resolved, it will then be brought before a full meeting of the Representatives of the member groups of HEMA Ireland.

9. Constitution

9.1 Any changes to the constitution can only be made at a General Meeting of HEMA Ireland. Changes require a simple majority to be valid.

10. Rules, Regulations & Policies

10.1 The Executive Committee may at times draft rule, regulations or policies on matters which are deemed to be important to HEMA Ireland but which may be subject to change, thereby making them unsuitable to be added to the constitution. These include but are not limited to:

Safety guidelines at tournaments, minimum equipment requirements, instructor assessments, Membership etc.

10.2 Any such document must be circulated to the members after completion. If there is no objection by members within 14 days of circulation the document will be deemed to be active. If there is an objection, the Executive Committee must call a General Meeting to discuss and vote on ratifying the document.

10.3 The Executive Committee may, as necessary, appoint other members of HEMA Ireland to undertake such tasks as are deemed necessary for the furtherance of HEMA Ireland's goals. These may include, but are not limited to: PR Assistant, Instructor Assessment Panel/Co-ordinator, Website Manager, Child Protection Officer. All appointments must be made by quorum of the Executive Committee and agreement of the appointee.

11 Dissolution

11.1 HEMA Ireland may be dissolved at any time by the approving votes of the two-thirds of those present in person at a General Meeting where a vote on dissolution has already been added to the Agenda circulated to members prior to the Meeting. A motion to dissolve HEMA Ireland cannot be made at a General Meeting after the start of the meeting.

11.2 All monies owned by HEMA Ireland after outstanding debts have been cleared should be donated either to another not-for-profit organisation with similar goals to HEMA Ireland, or else to a Charity, with the decision being made by simple majority of member vote.

12. Anti-Drug Policy

12.1 The Historical European Martial Arts federation of Ireland supports the Irish Sports Council Anti-Doping unit and the World Anti-Doping Agency and as such condemns and prohibits the use of performance enhancing substances during competition.