

PUNJAB FENCING ASSOCIATION

(Registered Under the Societies Registration)

Act XXI OF 1860.

CONSTITUTION

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RULES & REGULATIONS
OF
THE PUNJAB FENCING ASSOCIATION

I. DEFINITIONS AND EXPLANATIONS :

UNLESS OTHERWISE INDICATED BY THE CONTEXT

- (i) The "Association" means the "PUNJAB FENCING ASSOCIATION".
- (ii) "Member" means a member of the "Punjab Fencing Association i.e. Distt. Fencing Association.
- (iii) The General Council "means and includes the Representatives elected by the Members, in accordance with the Rules herein contained in the Constitution under Clause III.
- (iv) "Constitution" means the Constitution of the Punjab Fencing Association.
- (v) "The Executive Committee" means the Executive Committee of the "Punjab Fencing Association" constituted under the Rules and Regulations herein contained to whom the management of the affairs of the Association is entrusted.
- (vi) Bye laws and Rules mean" Bye Laws and or rules framed by the Association under the Constitution for the conduct of the affairs of the Association.

II. ASSOCIATION YEAR :

The Official Year of the Punjab Fencing Association shall be the Calendar Year which shall be counted from First April to Thirty First March of the following year.

III. MEMBERSHIP :

The membership of the association shall be open to :-

- (i) All the Distt Fencing Associations.

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IV. Membership Fees : (Admission Fee Annual Renewal Fees Annual Subscription).

(a) The fees for the admission to membership of the Association as well as the Annual Renewal (Annual Subscription) to the Association shall be as follows:-

| | Fees for Admission to Membership | Annual Renewal Fees. |
|---------------------------------|----------------------------------|----------------------|
| 1. District Fencing Association | Rs. 200/- | Rs. 200/- |

(b) The membership fee shall be paid on or before 31st October of every year. Defaulters shall not be entitled to attend the meeting of the General Assembly, Executive Committee nor shall be permitted to participate in the State Games. Defaulters will be entitled for restoration of the rights and privileges only on payment of the arrears of the Membership fee together with a surcharges of Rs. 200/- for every year/part of a year of default.

(c) If the renewal fees is not paid on or before the last day of February of the following year, the defaulter will automatically cease to be member of the Punjab Fencing Association.

V. ANNUAL GENERAL MEETING :

(i) The Annual General Meeting (also known as Annual Meeting of the General Assembly) shall be held preferably in the month of April every year at place, date and time to be decided by the Executive Committee or after consulting with the President. As far as possible, the meeting shall be held by rotation at different places.

(ii) The normal Agenda of the Annual General meetings, amongst other things, shall be :-

(a) Confirmation of the minutes of the last Annual General Meeting.

(b) Consideration and adoption of the Annual Report.

(c) Consideration and passing of audited statement of Account and Budget for the next year.

- (d) Appointment of Auditors and fixing their remuneration.
- (e) General Election, if due.
- (f) Consideration of the Annual sports Calendar of the Dist. Fencing Association.

VI. SPECIAL GENERAL MEETING :

Special General Meetings may be summoned at any time by the President/Hony. Secretary/Hony. Org. Secretary at his discretion.

| VII. | Meeting | Notice | Quorum |
|-------|--|---------------|-----------------------------------|
| (i) | Annual General Meeting (Annual meeting of the General Assembly). | 30 Clear days | One third of the representatives. |
| (ii) | Special General Meeting | 15 clear days | -do- |
| (iii) | Meeting of the Executive Committee. | 15 clear days | 5 Representatives |
| (iv) | Emergency meeting of the Executive Committee. | 5 clear days | 5 Representatives. |
| (v) | Meeting of the Finance and other committees. | 5 clear days | 3 Representatives |

NOTES :

- (i) Notification for the meeting may be sent by Hony. Secretary/Hony. Org. Secretary by letter or by telegramme as considered expedient for emergency meeting of the Executive council.
- (ii) For Adjourned Meetings to be held on the same day or at a later date, no quorum is necessary.

VIII. ELECTIONS :

- A: Elections shall be held, once in four years, at the Annual General Meeting (Meeting of the General Assembly) to elect the Office Bearers and the members of the Executive Committee from amongst the representatives of the member units. The following office bearers and members of Executive Committee shall be elected :-

- ii) A President
- iii) A Chairman
- iiii) Sr. Vice-president
- v) Eight Vice-president
- vi) One Hony. Secretary
- vii) A Hony. Org. Secretary
- viii) 5's Joint Secretaries
- ix) A Hony. Treasurer
- x) Eleven executive member
- xi) Technical Advisor

- B. Any vacancy (including that of the President) which occurs in the Executive Committee shall be filled by co-option from the remaining Office Bearers and the members of the Executive Committee and member of the General Assembly. This shall be regularised during the very next meeting of the General Assembly.
- C. Hony. Secretary and Hony. Org. Secretary will be the ex-officio member of the all sub-committees.
- D. The right of exercising the vote shall vest in accredited Representative deputed by the members (Member units of Pb. Fencing Associations.) A representative accredited by the Distt. Fencing Association must be a member of that Association and would attend the meeting of the General Assembly of the Pb. Fencing Association production of a certificate jointly signed by President and Secretary of that Association detailing him for attendance on their behalf. No. Distt. Fencing Association will accredit an individual as a representative unless he/she is a regular member of that Association. One and the same person shall under no circumstances, be entitled to represent more than one member.
- E. All other committees, including the Finance committee etc. shall be elected by the General Assembly.

XI. TENURE OF POSTS :-

Office-bearers & members of the executive council of the Association may hold office as such for one or more term of 4 years each on obtaining simple majority votes of the members present and voting in the election.

EXPLANATION NO. 3:

An individual elected as office bearer, including Executive Committee Member on the basis of accreditation by a Distt. Fencing Association will be permitted to complete his tenure of post, first term or second term, as the case may be, even if the concerned Distt. Fencing Association withdrew the accreditation at a later date given to the individual earlier.

X. VOTING :

a) At the Annual General Meetings and special General Meetings, Member shall be entitled to send their Representatives as provided for hereunder :-

(1) Distt. - Two Representatives each

b) Each Representative shall be entitled to one Vote.

c) The right of exercising the Vote shall vest in accredited Representative deputed by the Member/Member Units i.e. Distt. Fencing Association.

d) One and the same person shall under no circumstances, be entitled to represent more than one Member.

XI. BANK ACCOUNTS OF THE ASSOCIATION :

An account shall be maintained in such Scheduled or Nationalised Bank or Banks as may be approved by the Executive Committee in the name of the Association and shall be jointly operated upon by any two of the following office Bearers :

(1) President or President deputed any of the Vice-President to act on his behalf.

(2) Hony. Secretary

(3) Hony. Org. Secretary

(4) Hony. Treasurer

XII. POWERS, FUNCTIONS AND DUTIES :

(A) of the General Assembly :

(i) To formulate and enforce the policy of the Association.

(ii) To carry into effect the objects of the Association.

(iii) To hold election of Office-Bearers, the Executives Committee and Finance Committee every four years in accordance with the rules of this Constitution.

(iv) To admit to membership any organisation eligible under the constitution.

- (v) To hold and control the funds and other properties of the Association.
- (vi) To consider the Annual Report, Statement of Accounts and Budget estimates of the Association.
- (vii) To appoint sub-committee as and when necessary.
- (viii) To enforce all rules and regulations of the Fencing Association of India.
- (ix) To be the official organisation in completed and sole charge of Fencing matters in the State.
- (x) In co-operation with Distt Fencing Associations/ to guard and enforce amateur rules.
- (xi) Under the direction and patronage of the Punjab Olympic Association to have full and complete jurisdiction over all matters pertaining to the participation of Indian Fencing teams in the Olympic Games and other Games organised by FIE under the patronage of the International Olympic Committee.
- (xii) To call regular and special meetings of the Council.
- (xiii) To disaffiliate or take any suitable action against any members for indiscipline, misbehaviour or any undesirable activity, violation of Constitution, bye-laws, rules or directives of the Council or Executive Committee issued from time to time, for not functioning properly or for not functioning properly at all, on the Executive committee's recommendations. Or sue moto and appoint adhoc committee to discharge the functions of the Distt. Association till the formation of new representative Association.
- (xiv) To institute, locate conduct and manage all meetings promoted for the selection of Punjab Fencing team for National Fencing contests as are approved by council.
- (xv) To stage State Fencing Championships annually, biennially or oftener in conjunction with the State Games.
- (xvi) To take disciplinary action against any Distt. Fencing Association for misbehaviour or any other undesirable activity bringing discredit to the state to the Punjab Fencing Association.

- (xvii) To have power to frame bye-laws and rules which are inconsistent with the constitution.
- (xviii) To delegate any of its powers to any person/persons, body or sub-committee from time to time.
- (xix) To exercise such other powers and perform such other duties as are incidental and relate to aims and objects mentioned herein.
- (B) Of the Executive Committee :
- (i) To conduct the business of the Association during the interval between meetings of the General Assembly and duly report all its decisions and actions to the General Assembly, for its approval.
- (ii) To appoint special committees for specific functions and duties, wherever necessary subject to the approval of the General Assembly.
- (iii) To determine in consultation with P.O.A. the number of participants, Managers and Coaches etc. to be selected by the Association for National Competitions.
- (iv) To initiate and recommend to the General Assembly schemes for the promotion and development of Fencing in the state Country.
- (v) To consider and if feasible, recommend to the General Assembly schemes and Distt. proposals for the grant of financial assistance to the Distt. Fencing Associations for the development of Fencing with special reference to those that are not developed or in areas that are underdeveloped.
- (vi) To consider the Annual Report prepared by the Sect. General and submit it to the General Assembly after considering it.
- (vii) The Executive control of the Punjab Fencing Association shall rest with the Executive Committee.
- (viii) To impose or enforce penalties or take any suitable action against any member Association, player/players and official/official for indiscipline, or for any other cause or act that Executive Committee may consider injurious or against the interest and welfare of the Association, any member Association or its objects or for any reasons that the Executive committee may deem fit.

- (ix) To exercise such other powers and to perform such other duties as may be assigned to it by the Council.
- (x) To explain, define and interpret the provisions of this constitution when disputed.

(xi) To decide the award or withdrawal of colours.

C. Of the Finance Committee :

- (i) To control the funds, accounts and finances of the Association.
- (ii) To transfer or accept transfer of any movable or immovable property/properties on behalf of the Association subject to the control of Assembly.
- (iii) To enter into vary carry out and cancel contracts on behalf of the Association.
- (iv) To examine the accounts and scrutinize proposals for expenditure.
- (v) To decide ways and means to raise funds for the Association.
- (vi) To consider the annual Accounts and Financial Estimates of income and expenditure of the Association prepared by the Honorary Treasurer and submit them, after consideration to the Executive Committee/General Assembly for approval.
- (vii) To budget for the total recurring and non recurring expenditure for the year based on the income resources of the Association beyond which no expenditure shall be incurred unless approved and sanctioned by the General Assembly.
- (viii) The General body/executive committee will define powers, functions and duties of award and selection committee, Technical committee and all other committees as & when formed.
- (ix) Duties of awards and selection committee : To decide the awards, to select the team for the National Championship and other tournaments. To honour the players. To award the Punja colour/blazer or any suitable rewards etc.

(x) Technical Committee : To conduct the State Championship/tournaments. To appoint officials. To enforce rules and regulations of the Championships. to draw the fixtures.

(D) Of other Committees :-

The president will define the powers, functions and duties of all other committees as and when formed.

XIV. DUTIES OF THE OFFICE BEARERS :-

(a) PRESIDENT :-

The President shall be the Head of the Punjab Fencing Association and shall preside over all meetings of the Assembly and Executive Committee. He shall guide the Punjab Fencing Association in all its activities. He shall exercise superintendence over office bearers and Member of Executive Committee and other Committees in discharge of their duties. He shall over all powers of supervision over the working of the Association and its efficient administration. In particular the President shall have the following powers/responsibilities.

- (i) To implement the objectives of the Association.
- (ii) To deal with the disciplinary matters relating arising in Distt. Fencing Association as per rules on the subject. this would be subject to ratification in the next Executive Committee meeting of the Association.
- (iii) To ensure that the financial position of the Punjab Fencing Association is sound and no unauthorised expenditure is incurred. The President, is authorised to sanction expenditure upto Rs. 20,000/- for any one item. Expenditure in excess of Rs. 20,000/- but upto Rs. 50,000/- will be sanctioned/regularised by the executive committee. Beyond the limit of Rs. 50,000/- the expenditure is to be sanctioned/regularised by the General body committee.
- (iv) He shall be responsible to depute persons among the office bearers of P.F.A. for attending meeting of F.A.I. & P.O.A.
- (v) The President is to ensure that the various business meetings, as equired under the Constitution, have been duly held.

(b) CHAIRMAN/Sr. VICE-PRESIDENT/VICE-PRESIDENT :-

in the absence of the President. The Chairman/Sr. Vice-President/Vice-President will preside over the meeting. In the event of prologed absence, the President shall nominate among the Chairman/Sr. Vice-President/Vice-President to take over the duties and responsibilities of the President.

(C) Honourary Secretary :-

- (i) To carry out all aims and objectives of the association.
- (ii) He shall be responsible for calling meetings of the executive committee/other committees, as per rules & implement their decisions.
- (iii) He shall also be responsible for the maintenance of the properties (Movable & Immoveable) of the association.
- (iv) He shall prepare & submit the Annual report to the General Assembly at the Annual General Meeting of the Association.
- (v) He shall convene meetings of the Associations under the directive of the President and/or the Executive Committee.
- (vi) The Honourary Secretary shall ensure that the accounts of the association have been properly maintained by the Honourary Treasurer and regularly audited.
- (vii) The financial powers of the Secretary are restricted to sanctioning of Rs. 5000/- for any one item.

(D) Honourary Organising Secretary :-

- (i) He shall keep & maintain the minutes of all the meetings of the association, the register of member Units & all such records as may be necessary for the smooth & efficient working of the association.
- (ii) He shall be responsible for carrying on all correspondence in the name of the Association as otherwise directed by the President.
- (iii) He shall be responsible for calling meetings of the Executive Committee/Other Committees.
- (iv) He shall correspond with FAI & Others.
- (v) He shall coordinate with the Hony. Secretary/Hony. Treasurer for the proper maintenance of the accounts of the Association and get these regularly audited.
- (vi) The financial powers of the Hony. Organising Secy. are restricted to sanctioning of Rs. 5000/- for any one item.
- (vii) He shall perform such duties as may be assigned to him from time to time by the President.
- (viii) He shall operate the Bank a/c.

(E) Joint Secretaries :-

- 1) They shall perform such duties as may be assigned to them from time to time by the President and/or the Hony. Secretary/Hony. Org. Secretary.

- (f) Treasurer: (i) He shall receive all moneys of the Association and shall pay all bills certified by the President or Secretary General unless the amount of a bill exceeds the budgeted amount, in which case the excess amount must have the sanction of the Executive Committee before it is paid.
- (ii) He shall in consultation with the Finance Committee prepare and submit an Annual Income and Expenditure of Accounts together with a duly audited balancesheet.
- (iii) He shall also maintain an inventory of the Association property and submit the same along with the accounts.
- XV. Amendment of the Rules and Regulations :- No amendment shall be made to these Rules and Regulations except at the Annual of Special meeting of the General Assembly and unless supported by two thirds of the representatives present and voting. All the proposed amendments must be presented to the Secretary General at the latest, three weeks before the meeting and forwarded by him to every member at least fourteen days before the meeting.
- XVI. GENERAL DISCIPLINARY REGULATIONS :-
- (i) Violation of the existing rules cannot be excused on grounds of ignorance of the said rules.
- (ii) Whoever incites a member unit to commit an infraction or aid and abets the said unit infraction, shall be sanctioned in the same manner as the Unit which commits the infraction.
- (iii) All units of the Punjab Fencing Association shall undertake to supply to the Punjab Fencing Association copy of their respective statutes, constitution and Rules and Regulations, a list of their accredited member units and their office bearers and members, a copy of the Annual Report, Annual Balance Sheet and audited statement of accounts and a report of their activities duly approved by their General Body within six months of the closing of the Financial year alongwith a calendar for ensuing year Failure to supply this information within the stipulated period will constitute a breach of this rule and may render the defaulting unit to disciplinary action under these rules.
- XVII. Settlement of Dispute/conflicts in the Distt. Fencing Associations.
- (i) Every member unit shall be deemed to continue its membership of the Punjab Fencing Association on the specific condition that it voluntarily surrenders its right of seeking redress in any court of Law.
- (ii) All unsolved disputes arising within the Distt. Fencing Association affiliated to Punjab Fencing Association shall be referred by the Distt. Fencing Association to Punjab Fencing Association for settlement by the Punjab Fencing Association. For this purpose the Punjab Fencing Association shall elect a panel of Arbitrators to be decided Punjab Fencing Association General Assembly at their Annual General meeting out of whom parties to the disputes

in a Distt. Fencing Association/Association will select one Arbitrator and the third Arbitrator each out of the said panel will be mutually agreed upon by the two Arbitrators. The Arbitration proceeding shall be completed within the period specified under the Arbitration Act or within the time extended by the Arbitrators with the consent of the parties.

(iii) In the event of a dispute within an affiliated unit of which affects normal working of the units and prevents preparation and training of the units and team under the charge of the unit for purposes of Distt./State representation/competition under the aegis of the Punjab Fencing Association, the Punjab Fencing Association will constitute an ad-hoc body from within the members of the General Assembly Associating such persons from outside as may be necessary to continue with the work of preparation and training of that particular team until the dispute within the unit is resolved.

(iv) All disputes between Distt. Fencing Association and the Punjab Fencing Association within the Punjab Fencing Association itself will be dealt within the same manner as laid down in (iii) above.

XVIII DISCIPLINARY COMMITTEE.:

The Punjab Fencing Association will appoint a Disciplinary Committee from amongst the members of the Executive Committee, not exceeding three, to deal with all matters pertaining to disciplinary regulations and the committee will submit its report or findings to the Executive Committee. The decision of the Executive Committee will be put up for ratification of the General Assembly.

XIX DISCIPLINARY SANCTIONS.:

The Punjab Fencing Association member units are liable to the following disciplinary sanctions.

- (i) Warning.
- (ii) Caution.
- (iii) Suspension for a specified period of time.
- (iv) Expulsion from the Punjab Fencing Association.

XX APEAL.:

All Distt. Fencing Association affiliated to the Punjab Fencing Association shall commit themselves to appeal to the President or Gen. Secy. of Punjab Fencing Association in the event of any differences which may arise with regard to the functioning of the Distt. Fencing Association within its laid down statutes and Regulations. Distt. Fencing Association are not allowed to appeal to any other jurisdiction.

NOTE.

I. No penalty shall be imposed before the unit at fault has been heard at the interrogation specially conducted for this purpose.

2. Should an affiliated unit fail to present itself through its accredited office-bearer at the interrogation it shall be considered as having interrogated.
3. As a general rule, except in special circumstances duly appreciated, suspension shall be applied as a temporary measure between the infraction and the declaration of the annual penalty.

XXI UNSPORTSMEN LIKE BEHAVIOUR AND ACTS OF VILENCE :

During the State National or other competitions, any unsportsmen like behaviour on the part of a sportsman, official or coach which includes insulting making undesirable gestures, abusing the decision of the judges/referees, and provoking the opponents or spectators etc., in a word, committing any act not in keeping with the propriety of sports shall be punished as follows :

- (i) Disqualification for the duration of the activity of that item of sports;
- (ii) Disqualification for the entire duration of the competition ;
- (iii) Prohibition from participation in competitions for a fixed period of time.

XXII RESIDUAL POWERS :

In the event of adisreement concerning the above Disciplinary Rules, the interpretation of these regulations shall fall within the competence of the Punjab Fencing Association Executive Committee which shall be the final authority.

XXIII MISCELLANEOUS :

- (i) The Punjab Fencing Association shall appoint State Coach amongst the qualified coaches who have been issued certificate of that effect either by the International Fencing Federation or by the Fencing Association of India or by the Pb. Fencing Association.
- (ii) The Distt. Fencing Associations in their respective field specialisation have been holding or would hold, where feasible not less than two competitions annually for specified age groups at the Junior and Sub Junior levels.
- (iii) All the Distt. Fencing Association shall become members of the Pb. Fencing Association only when their affiliation and recognition has been granted to them by their respective Distt. Olympic Associations.
- (iv) The Association may sue or be sued in the name of Secretary-General. A law suit can be only filed at a place where the Secretary General will be residing

- (v) The provisions of the Societies Registration Act XXI of 1860 will apply to the Association.
- (vi) In all matters relating to the interpretation and a application of the constitution as well as in matters not specifically provided for herein, the decision of the Executive Committee shall be final and binding on all concerned.
- (vii) No decision taken at an Annual General meeting (also known as meeting of the General Assembly or meeting of the committee) shall be reopened modified or cancelled within a period of six months thereof.
- (viii) The Executive Committee may, at its direction, frame bye-laws not inconsistent with or contrary to this constitution, for the proper and efficient administration of the Association.
- (ix) The Pb. Fencing Association shall be guided by the statutes, Rules, Regulations, bye-laws, directions and instructions issued from time to time by Fencing Association of India.


11 May 1967