

# **Bylaws of the Wisconsin Division of the United States Fencing Association**

## **ARTICLE I: Name and Affiliation**

### **Section 1. Name**

The name of the Division shall be the Wisconsin Division of the United States Fencing Association, Inc.

### **Section 2. Affiliation and First Full References**

The Division shall, in these Bylaws, be referred to as "THE DIVISION", and the United States Fencing Association, Inc. shall be referred to as the "USFA." The Executive Committee of THE DIVISION shall be referred to as the "EC" and the Annual General Meeting of THE DIVISION shall be referred to as the "AGM."

### **Section 3. Administrative Subordination**

THE DIVISION is an administrative unit of the USFA and is subject to general supervision and control under the provisions in the USFA Bylaws and Operations Manual.

### **Section 4. Fiscal Year**

The fiscal year of THE DIVISION will be that of the USFA, currently August 1 through the following July 31.

### **Section 5. National v. Division Policies**

The policies of the USFA, that clearly and reasonably apply to the operation of the National Office only, do not apply to the operation of THE DIVISION.

## **ARTICLE II: Purpose**

### **Section 1. Purpose**

The purpose of THE DIVISION is to support, enhance and develop the sport of fencing within the State of Wisconsin; to support local competitions and tournaments; to hold the three required annual events (Div. Championships, Div. 2/3 Qualifiers and JO Qualifiers) and to aid and assist the USFA in its objectives and purposes.

## **ARTICLE III: Membership**

### **Section 1. Qualifications**

Any USFA member residing within the boundaries of THE DIVISION, or belonging to a fencing club or representing a school within THE DIVISION shall be eligible for membership in THE DIVISION.

### **Section 2. Divisional Exclusivity**

No member of THE DIVISION may be a member of any other Division of the USFA.

### **Section 3. Membership Application**

Membership in THE DIVISION is based on the information provided on the USFA Membership Application. No separate DIVISION membership application is necessary.

### **Section 4. Membership Classes**

Classes of Membership shall be the same as those designated from time to time by the USFA.

**Section 5. Membership Transference**

Membership may be transferred into THE DIVISION provided that the transferee has a current valid membership in, and receives the approval of, the USFA.

**Section 6. Voting Eligibility**

Any member in good standing who is entitled to vote in elections of the USFA is likewise entitled to vote in elections conducted by THE DIVISION.

**ARTICLE IV: Dues****Section 1. Annual dues**

Annual USFA dues shall be determined by and paid to the USFA. THE DIVISION may, upon approval of the EC, charge an additional fee for participation in Division activities.

**ARTICLE V: Competitions****Section 1. Competition Schedule and Jurisdiction**

THE DIVISION'S EC shall prepare the fencing schedule and shall determine, in accordance with the rules and policies of the USFA, the conditions and restrictions governing the qualifications for, entry into and conduct of all competitions under its jurisdiction.

**Section 2. Competitor Eligibility**

All persons entering a tournament sanctioned by THE DIVISION must be current members of the USFA, or foreign nationals eligible to compete in USFA events as defined by the USFA. The bout committee at each sanctioned tournament shall have the proper materials to enroll a non-member into the USFA at time of registration.

**Section 3. Failure to Pay or Checks Drawn on Insufficient Funds**

If a check is returned for insufficient funds, it will result in a warning to the fencer. Failure to make the check good, or a second occurrence during the season, will result in that fencer being placed on a cash-only status.

**Section 4. Disciplinary Authority**

With the exception of disciplinary penalties associated with competitions, all other matters pertaining to the discipline of a member of THE DIVISION shall be referred to the Board of Directors of the USFA for appropriate action.

**Section 5. Sanctioning Authority**

The EC may allow fencing clubs, schools, academies and salles within THE DIVISION to host tournaments, and it shall approve the conditions, qualifications and restrictions of all tournaments before sanctioning such events.

**Section 6. Bout Committee Authority and Responsibility**

For each sanctioned competition, the Bout Committee Chair shall have full authority to assure that the conditions set by the EC are being carried out. In cases where the stipulated conditions are not being adhered to, the Bout Committee Chair shall report to the EC, which may withdraw its sanction from the event, either before or after the event, and announce that withdrawal to THE DIVISION and the USFA.

## **ARTICLE VI: Officers and Duties**

### **Section 1. Enumeration of Required and Additional Officers**

The officers of THE DIVISION shall be, at least, a Chair, a Vice-Chair, a Secretary and a Treasurer. The latter two offices may be combined, and other officers may be voted in and seated, as the needs of THE DIVISION require.

### **Section 2. Officer's Terms of Service**

All officers shall begin their term of service at the close of the AGM where they were elected and hold office until the close of the following year's AGM, or until their successors are elected and justified.

### **Section 3. Officer Duties**

The duties of officers shall be as follows:

**A. Chair.** The Chair shall perform such duties as usually pertain to that office and are not inconsistent with these bylaws. These duties and responsibilities shall include, but not be limited to, the following:

- Preside at all meetings of THE DIVISION and/or its EC.
- Ensure that all reports required by the USFA are filed in a timely manner. Preparation and filing of these reports may be delegated to the Secretary and/or Treasurer of THE DIVISION.
- Assign, from time to time, officers and other members of the EC to chair standing or ad hoc committees.
- Serve as an ex-officio member of all committees.
- Be responsible for the custody and maintenance of all equipment owned by THE DIVISION. This responsibility may be assigned to the DIVISION Armourer.
- Encourage division competitions by ensuring that division resources are available for use.
- Be responsible for division-wide communication, which shall include the design, improvement, maintenance and management of the division's web site.
- Communicate division events, accomplishments and news to the public at large.
- Verify contact information with each division club, school and program.

**B. Vice-Chair.** The Vice-Chair shall, should the Chair be unable to perform his/her duties, perform the duties of the Chair. Otherwise, the Vice-Chair shall perform such duties as the Chair may assign.

**C. Secretary.** The Secretary shall:

- Conduct all official correspondence for THE DIVISION.
- Issue timely notice to all members of meetings of THE DIVISION.
- Keep the minutes of all meetings of THE DIVISION and/or its EC, distributing these minutes to the EC within one week of the meeting.
- Prepare and submit, when due, all reports concerning membership as required by the USFA.
- Maintain a complete archive of all division paperwork, including meeting minutes, USFA applications and the like.
- Submit classification updates to the USFA national office within one week of receipt of classification changes from the tournament organizer of each sanctioned division competition.
- Any other like duties that may be assigned by the Chair or the EC.

**D. Treasurer.** The Treasurer shall keep the accounts of THE DIVISION; receive all monies, fees & dues; pay all bills approved by the EC and preserve all vouchers for such disbursements. In addition, the Treasurer shall:

- Maintain all funds of THE DIVISION in a federally insured account, checking or savings, under the name of THE DIVISION.
- On a monthly basis, maintain and reconcile THE DIVISION's checking account ledger.
- Maintain and archive all receipts of payments and expenditures made by THE DIVISION.
- Provide, upon written request of any voting member of THE DIVISION, current financial records within one month of such request. Financial records will be provided to the requesting member in hard copy form, not electronically.
- Archive all requests for financial information.
- Coordinate with the USFA for proper payment of THE DIVISION's rebate.
- Provide a comprehensive quarterly financial report to the Division Chair.

- Coordinate with the EC for the purchase of new equipment and supplies.
- In consultation with the EC, present a budget for the following fiscal year (August 1<sup>st</sup> to July 31<sup>st</sup>) to be included with the AGM agenda.
- At the AGM of THE DIVISION, submit a report of the financial transactions of the preceding fiscal year.
- Perform such other duties as may be assigned by the Chair of the DIVISION, the EC or other proper legal authority.

**E. Armourer.** The Division Armourer is a proactive caretaker of Division equipment and supplies. Additionally, the Armourer will:

- Undergo training specific to his responsibilities.
- Maintain all division equipment in good working order.
- Inventory all division equipment and provide a detailed inventory catalog to the Division Chair. This inventory must be updated whenever new equipment is purchased or old equipment is retired.
- Act as the primary division source for weapon and equipment advice. The Armourer will make recommendations regarding club equipment (scoring machines, strips...) and personal equipment (masks, jackets, shoes...).
- Teach apprentice Armourers.

#### **Section 4. Disbursement of Funds**

Amounts over \$50.00 may only be dispersed with EC approval. Amounts over \$1000.00, not part of the current fiscal year's budget approved at the AGM, may only be dispersed with the approval of THE DIVISION'S membership, at a Special Membership Meeting (See Article VIII, Section 4) the majority of those voting deciding.

All disbursements shall be made from THE DIVISION checking account. Receipts stating the nature of the transaction and the payee must support such disbursements.

#### **Section 5. Removal of Officers**

Officers of THE DIVISION may be removed for cause upon the petition of at least 10% of the eligible voting members of the THE DIVISION to the Board of Directors of the USFA. The Board of Directors of the USFA may prescribe procedures for removal that provide the accused officer with notice of the asserted grounds for removal and due process during removal proceedings. If the Board of Directors or the Bylaws of the USFA fail to adopt such procedures, the USFA EC may remove an officer of THE DIVISION if it finds there is cause for such removal; after notice to the accused officer and a hearing or other appropriate proceeding in which that officer was accorded due process rights.

#### **Section 6. Removal of EC Members**

Members of the EC may be recalled through the following procedure:

1. A petition must be submitted to the Division Chairman, signed by at least 10% of the eligible voters in THE DIVISION, requesting a Special Membership Meeting to be held for the sole purpose of holding a recall vote.
2. At that meeting, two-thirds of those voting either in person or by proxy must approve such recall.
3. Time, place and notification requirements of such meeting shall be determined as set forth in ART.VIII, Sec. 4 of these bylaws.

Removal of EC Members shall take place immediately upon a successful recall vote. These individuals shall not be prevented from serving on the EC in the future, provided they are nominated and elected at a subsequent AGM.

#### **Section 7. Replacement of Officers or EC Members who resign or are removed for cause.**

Officers or EC members who have resigned or been removed for cause must be replaced by a vote of the Membership, at a Special Meeting of the Membership or via snail mail; a simple majority deciding.

## **ARTICLE VII: Management of the Division by the Executive Committee**

### **Section 1. Composition and Authority**

The management of THE DIVISION shall be vested in an Executive Committee (EC) consisting of the officers of THE DIVISION, the Members of Congress, the Alternate Members of Congress, and such other members who have been elected at the AGM. All reasonable effort should be made to populate the EC with at least one member from each USFA Registered Club in THE DIVISION.

### **Section 2. Special Appointments to the Executive Committee**

The Chair may appoint individuals with special expertise as advisers to the EC, but these individuals will not have voting privileges.

### **Section 3. Quorum**

A quorum shall consist of one-third of the voting membership of the EC or 4 members, whichever number is larger. Proxy voting is not allowed at meetings of the EC.

### **Section 4. Meetings**

Meetings of the EC shall be held when needed and at a time and place designated by the Chair. Meetings may also be called upon the written or e-mailed request of 4 voting members of the EC. All members must receive at least 48 hours prior notice of all EC meetings. If all members of the EC have access to the Internet, then certain specific questions or proposals may be voted upon electronically. All balloting must be copied to every member of the EC and the Secretary must keep an electronic and hard (printed) copy of the vote for the Division records.

## **ARTICLE VIII: Meetings of the Membership**

### **Section 1. Scheduling and Notification**

The Annual Meeting of THE DIVISION (AGM) shall be scheduled to take place no later than July 31st of the current year. The date, time and place of the AGM shall be designated by the Chair who shall publish this information, via mail, e-mail or website posting, no later than June 15th of the current year and at least 30 days prior to the meeting.

### **Section 2. Elections**

Officers and members of the EC for the following year will be elected at the AGM. All members of the EC take and leave office concurrent with the terms of the officers of THE DIVISION.

### **Section 3: The Agenda of the AGM**

The AGM agenda shall be set by the following process:

1. Four weeks prior to the AGM the Secretary shall create an open call for main motions to the AGM agenda from the membership of the Division. This call for motions shall be placed via mail or e-mail and published on the Division web site.
2. Three weeks prior to the AGM the Secretary shall compile and publish all submitted motions on the Division web site, allowing for a second one-week call for main motions.
3. Two weeks prior to the AGM the AGM subcommittee shall set the agenda for the AGM, publishing it on the division web site.

### **Section 4. Special Meetings**

Special Meetings of the Membership may be called at any time and place by the Chair, and shall be called by the Chair upon written request of not less than 10% of the eligible voters of THE DIVISION. The same notification requirements as for the AGM apply.

### **Section 5. A Quorum**

A quorum shall consist of 10 voting members in person or by proxy, and a majority of those present shall control, except as herein otherwise provided.

## **ARTICLE IX: Elections**

### **Section 1. Candidate Nominations**

Candidates for all voting positions on the EC (including officers) shall be nominated during the agenda process as outlined in Article VIII Section 2. The only exception to this occurs if there is no nomination on the agenda. In this case, nominations from the floor will be allowed.

### **Section 2. Single nominations and tie breakers**

If only one nomination is made for a position, the Secretary of THE DIVISION shall cast a unanimous ballot for that candidate. If two or more candidates are nominated for a position, then a vote will be taken by hand raise, in person or by proxy. The candidate who receives the most votes is elected. If no candidate receives a majority, then a run-off election (again by hand raise) between the two candidates with the highest vote totals will be immediately conducted. If neither candidate can still achieve a majority, or the result of the run-off election should end in a tie, then the Secretary will conduct a coin flip, with the "call" made while the coin is in the air, and the winner elected.

### **Section 3. Membership Voting Eligibility and Proxy Voting at the AGM**

Members eligible to vote and in good standing may give their proxy to any other member of THE DIVISION who is eligible to vote and in good standing. All proxies shall be in writing and must be submitted for verification to the Secretary at least 72 hours in advance of the Meeting. The person designated in the proxy must be in attendance at the Meeting in order to exercise it.

## **ARTICLE X: Amendments**

### **Section 1. Requirements for Amending the Bylaws**

These bylaws of THE DIVISION may be amended at the AGM. Any proposed changes to these bylaws must be included in the mailed or e-mailed agenda of the AGM. An amendment receiving a two-thirds majority of the votes cast, either in person or by proxy, shall be deemed adopted, subject to the provisions of ART.VIII.

### **Section 2. Bylaw Submission to the National Office of the USFA**

The National Office will retain a copy of the Bylaws for each Division. THE DIVISION shall submit bylaw revisions to the USFA National Office within 90 days of the revision.

Ratified by the Wisconsin Division on 10/29/2009