

## **APPENDIX A**

### **SAMPLE BYLAWS**

#### **BYLAWS OF THE TIPPERARY DIVISION OF THE U.S. FENCING ASSOCIATION**

##### **ARTICLE I NAME AND AFFILIATION**

The name of the Division shall be the Tipperary Division of the U.S. Fencing Association, Inc.

The Division shall hereinafter be referred to as “THE DIVISION”, and the United States Fencing Association, Inc. shall be referred to as the USFA.

THE DIVISION is a duly chartered, subordinate, constituent body of the USFA, exercising powers given by, performing duties directed under, and subject to the Articles of Incorporation, ByLaws, and policies of the USFA, with jurisdiction over the following geographic areas: the counties of Tipperary, Brigadoon, and Garryowen in the State of Cibola.

##### **ARTICLE II OBJECTIVES**

The purposes and objectives of THE DIVISION are:

1. To promote, develop and encourage the sport of fencing

2. To provide local competitions and tournaments
3. To assist fencers to reach their full potential
4. To aid and assist the USFA in all its objectives and purposes

### ARTICLE III MEMBERSHIP - DUES – COMPETITIONS

SECTION 1. Any person residing within the boundaries of THE DIVISION, or belonging to a fencing club or representing a school within this same area shall be eligible for membership in THE DIVISION. No member of THE DIVISION may be a member of any other Division of the USFA.

SECTION 2. Classes of Membership: Membership shall be the same as that designated from time to time by the USFA.

SECTION 3. 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 4. Any member in good standing who is entitled to vote in elections of the USFA is entitled to vote in elections conducted by THE DIVISION.

SECTION 5. Annual dues shall be determined by the USFA. THE DIVISION may, upon approval of the membership, charge an additional fee for participation in Divisional activities.

SECTION 6. The divisional Executive Committee 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 7. All persons entering a tournament sanctioned by THE DIVISION must be current members of the USFA. The bout committee at each such tournament will have the proper materials to enroll a non-member into the USFA at time of registration.

- A. A check returned for insufficient funds will result in a warning to the fencer. A 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.
- B. 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 8. The Executive Committee may allow Registered Clubs within the THE DIVISION to host Division tournaments, but it shall approve the conditions, qualifications and restrictions of all privately and/or club sponsored tournaments before sanctioning such events. At least one official DIVISION representative shall be present at every sanctioned tournament, with full authority to assure that the conditions set by the Executive Committee are being carried out. In case the stipulated conditions are not being adhered to, the Executive Committee may withdraw its sanction from the event, either before or after, and announce that withdrawal to THE DIVISION and the USFA.

#### ARTICLE IV OFFICERS AND DUTIES

The officers of THE DIVISION shall be a Chair, a Vice-Chair, a Secretary and a Treasurer. The latter two offices may be combined, in accordance with the USFA bylaws. All officers shall take office at 12:01AM on August 1<sup>st</sup> and hold office until 12:00 midnight on the following July 31<sup>st</sup>, or until their successors are elected and justified.

The duties of officers shall be as follows:

SECTION 1. CHAIR – The Chair shall preside at all meetings of THE DIVISION and/or its Executive Committee, and perform such duties as usually pertain to that office and are not inconsistent with these bylaws. The Chair has the responsibility for ensuring that all reports required by the USFA are filed in a timely manner. The preparation of these reports may be delegated to the Secretary and Treasurer of THE DIVISION. The Chair may, from time to time, assign officers and other members of the Executive Committee to chair standing or ad hoc committees. The Chair shall be an ex-

officio member of all committees. The Chair is responsible for the custody and maintenance of all equipment owned by THE DIVISION.

SECTION 2. 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.

SECTION 3. SECRETARY – The Secretary shall conduct all official correspondence, issue timely notice to all members of meetings of THE DIVISION, keep the minutes of all meetings of THE DIVISION and/or its Executive Committee, prepare and submit, when due, all reports concerning membership as required by the USFA, and any other like duties that may be assigned by the Chair or the Executive Committee.

SECTION 4. TREASURER – The Treasurer, in consultation with the Executive Committee, shall present a budget for the following fiscal year (August 1<sup>st</sup> to July 31<sup>st</sup>) at the Annual Meeting of THE DIVISION. Changes made upon the budget shall be presented at the next general meeting of THE DIVISION. The Treasurer shall keep the accounts of THE DIVISION; receive all monies, fees & dues; pay all bills approved by the Executive Committee, and preserve all vouchers for such disbursements. The Treasurer shall, at the Annual Meeting of THE DIVISION, submit a report of the financial transactions of the preceding period. All disbursements shall be made from the Divisional checking account. Such disbursements must be supported by receipts stating the nature of the transaction and the payee. All funds of THE DIVISION shall be maintained in a federally insured account, checking and savings, under the name of THE DIVISION. No amounts over \$50.00 will be dispersed without Executive Committee approval, and no amount over \$1000.00, not part of the current fiscal year's budget approved at the Annual Meeting, will be dispersed without the approval of THE DIVISION'S membership, the majority of those voting deciding. Such vote may be taken by either mail or at a Special Membership Meeting. The Treasurer will provide, upon written request of at least ten voting members of THE DIVISION, current financial records within one month of such request. The Treasurer shall perform such other duties as may be assigned by the Chair of the DIVISION or other proper authority.

SECTION 5. The offices of Secretary and Treasurer may be combined for any year by a majority of those voting, in person or by proxy, at the Annual Meeting.

SECTION 6. Officers of THE DIVISION may be removed for cause upon the petition of one or more voting members of THE DIVISION. 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 Executive Committee 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 7. Officers and other elected members of the Executive Committee may be recalled through the following procedure:

- (a) A petition submitted to the Executive Committee, 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.
- (b) At that meeting, two-thirds of those voting either in person or by proxy approve such recall.
- (c) Time, place and notification requirements of such meeting shall be determined as set forth in ART.VI, Sec.2 of these bylaws.

## ARTICLE V MANAGEMENT BY THE EXECUTIVE COMMITTEE

SECTION 1. Composition: The management of THE DIVISION shall be vested in an Executive Committee 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 Annual Meeting. No one may hold office and/or be a member of the Executive Committee unless he or she is a current voting member of THE DIVISION. There must be elected at least one member from each USFA Registered Club in THE DIVISION. Members of THE DIVISION in good standing, with special expertise, may be appointed by the Chair as advisors to the Executive Committee, but these individuals will not have voting privileges.

SECTION 2. Quorum: A quorum shall consist of one-third of the voting membership of the Committee or 4 members, whichever number is larger. No voting by proxy is permitted.

SECTION 3. Meetings: Meetings of the Executive Committee shall be held on a regular basis at a time and place designated by the Chair. Meetings may also be called upon the written request of 4 voting members of the Committee. All members must receive at least 48 hours prior notice of all Executive Committee meetings. If all member of the Committee 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 Committee, and the Secretary must keep a printed copy of the vote for the Division records.

SECTION 4. Any member of the Executive Committee (other than officers, for whom provision is made in ART.IV, Sec.6 above) who fails to perform his duties may be removed from the Committee by the following procedures:

- (a) Written notification of the causes for removal must be provided to each and every member of Executive Committee.
- (b) At any meeting at which the removal of a member (officers excluded) will be contemplated, at least three-fourths of the total voting membership of the Committee must be present.
- (c) A member so charged has the right to appear at the meeting and present arguments against removal, but may not vote on this question.
- (d) At least three-fourths of the members present must vote for removal for it to take effect.

SECTION 5. The Executive Committee may replace a member who has resigned, has been removed by the foregoing procedure, or removed by the USFA using the following method:

- (a) At any Executive Committee meeting where a new member is to be voted upon, at least three-quarters of the voting members remaining must be present.
- (b) The proposed new member must be approved by a three-fourths vote.

## ARTICLE VI

### MEETINGS OF THE MEMBERSHIP

SECTION 1. The Annual Meeting of THE DIVISION shall be held in June or July. The date, time and place of the meeting shall be designated by the Chair, but notification must be mailed to all members of THE DIVISION so as to be received at least 15 days prior to the meeting. Officers and members of the Executive Committee for the next year will be elected at this meeting. All members of the Executive Committee take and leave office concurrent with the terms of the officers of THE DIVISION.

SECTION 2. 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 Annual Meeting apply.

SECTION 3. 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 VII

### ELECTIONS

SECTION 1. Candidates for all voting positions on the Executive Committee (including officers) shall be nominated from the floor at the Annual Meeting.

SECTION 2. If not more than 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 written ballot, in person or by proxy, and the candidate receiving a majority of the votes will be elected. If no

candidate receives a majority, then a run-off election (again by written ballot) 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 a lot shall be cast and the winner elected.

SECTION 3. 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 VIII

### JURISDICTION OF THE USFA

All rules, regulations and policies set forth in the Bylaws of the USFA, the Rules of Competition, the USFA Operations Manual, or actions of the USFA Board of Directors are hereby incorporated into these bylaws without action by the Executive Committee or the membership of THE DIVISION. In the event of conflict between these bylaws and the bylaws, rules and policies of the USFA, the latter shall take precedence and the former shall be considered amended accordingly.

## ARTICLE IX

### AMENDMENTS

These bylaws of the Tipperary Division may be amended at the Annual Meeting of THE DIVISION. Any proposed change to these bylaws must be included in the mailed notification of time and place of the Meeting. An



amendment receiving a majority of the votes cast, either in person or by proxy, shall be deemed adopted, subject to the provisions of ART.VIII.