

# *The Bylaws of the ARK-LA-MISS Division*

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## **Preamble**

These bylaws shall govern in all cases to which they are applicable and in which are not inconsistent with the bylaws and special rules of the United States Fencing Association.

## **ARTICLE I - NAME**

The name of this organization shall be the ARK-LA-MISS Division of the United States Fencing Association.

## **ARTICLE II - PURPOSE**

The purpose of the ARK-LA-MISS Division shall be to promote the sport of fencing within the confines of the Division. To do so, the Division, through its officers, members and clubs shall sponsor an annual Junior Olympics qualifying tournament and Division championships for the Division and shall train and certify bout directors for the Division.

## **ARTICLE III - MEMBERSHIP**

The membership of the Division shall be limited to those persons who are Junior, Senior or Associate members of the United States Fencing Association who reside within the borders of the Division unless they should declare membership in another Division.

## **ARTICLE IV - OFFICERS**

The officers of the Division shall be the chair, vice chair, secretary, treasurer. The offices of the secretary and treasurer may be held by the same person.

The duties of the chair shall be to preside over the annual meeting and such special meetings as may be held; to schedule the Junior Olympics qualifying tournament and the Division Championships; to appoint a designee, named ALM Division Bout Committee Representative, who shall be present as his representative – to serve on the Bout Committee at all sanctioned division events. The duties of this designee are to ascertain that all USFA rules are followed and report violations to the Chair; and to do such other duties as are ordinarily performed by the presiding officer of an organization. The chair may sign checks for the Division in the absence of the treasurer.

The duties of the vice chair shall be to function in the absence of the chair. Should the office of the chair be vacated, the vice chair shall serve the remainder of the term.

The duties of the secretary shall be to record the minutes of the annual meeting and such special meetings as are held; to maintain a current list of names and addresses of the members' and to do such other duties are ordinarily performed by the secretary of an organization. In the absence of the secretary at a meeting, the chair shall appoint a secretary pro tempore for that meeting only.

The duties of the treasurer shall be to receive the dues and such other monies that the Division may receive; to maintain a Division checking account; to promptly pay such debt as the Division may incur; to prepare for audit a financial statement to be presented at the annual meeting.

There shall be an executive committee comprised of one member of each USFA club in the division. Each USFA club shall select a representative to the Executive Committee and they will function in an advisory capacity to the officers, with no voting privileges.

The newly elected officers shall assume office at the close of the annual meeting and serve until the close of the annual meeting at the following year unless they shall resign or are removed from office for cause. When the office of chair shall become vacant, the vice chair shall serve. When the other positions become vacant, the chair must call a special meeting to elect a replacement. The office of chair is automatically vacated if the chair fails or refuses to call any meeting in Article V.

## **ARTICLE V - MEETINGS**

The annual meeting shall be held after the division champions and must be held before thirty-first of the same month.

Special meetings shall be called by the chair within thirty days after:

- A. The office of vice chair, secretary or treasurer become vacant, or
- B. A request for a special meeting is received, such request being signed by at least five members of the division of which at least two must be members of a different club.

Notice of all meetings shall be by letters to the membership mailed at least three weeks before the meeting is to be held. The notice shall include the time, place, and purpose of the meeting. Notice shall be considered as given when the letters are posted. The chair will certify to the secretary the date, hour and location of the mailing. Members who desire that notice be sent by certified mail may receive such provided that the member makes a written request to for the notices to be sent by certified mail. The treasurer shall reimburse the chair for the cost of duplicating and mailing the meeting notices.

A quorum shall be present when five members are present at least one of which shall be from a different club.

## **ARTICLE VI - PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Demeter's Manual of Parliamentary Law and Procedure shall govern in all cases to which they are applicable and which they are not inconsistent with these bylaws and any special rules that may be adopted.

## **ARTICLE VII - AMENDMENTS TO THE BYLAWS**

These bylaws may be amended at the annual meeting and at any special meeting called for that purpose by a two-thirds vote of the members present and voting provided that previous notice shall have been given outlining the proposed changes in the call for the meeting.

## **ARTICLE VIII - HEAD TAX**

Each club shall send the division secretary a head tax of \$1 (one dollar) per fencer entered from the largest tournament held by that club during that season . This head tax is due by August 15 of the new season. The penalty for non-compliance is suspension from the hosting rotation of the division championship until such payments have been made.

## **ARTICLE IX - CLASSIFICATION**

Classification changes occurring at division tournaments shall be submitted to the division secretary, along with complete tournament information including all participants' names, dates of birth, classifications, and clubs represented and placement in all events from the tournament.

## **ARTICLE X – SANCTIONING**

All clubs shall submit a request to the chair or secretary at least two weeks in advance of a tournament to have said event sanctioned. Failure to submit such a request in a timely manner will result in the event not being sanctioned and classifications not being awarded.

## **AREA INCLUDED IN THE ARK-LA-MISS DIVISION**

The ARK-LA-MISS division shall include those parts of the states of Arkansas, Louisiana and Mississippi as those currently designated by the United States Fencing Association.