

# BYLAWS OF THE HARRISBURG DIVISION USFA

## ARTICLE I: NAME AND AFFILIATION

### **Section I.**

- a) The name of the DIVISION shall be the Harrisburg DIVISION of the U.S. Fencing Association, Inc. (USFA).
- b) The DIVISION shall hereinafter be referred to as “THE DIVISION”, and the United States Fencing Association, Inc. shall be referred to as the USFA.

### **Section II.**

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 (counties) within the Commonwealth of Pennsylvania: Adams, Cumberland, Perry, Schuylkill, Union, Snyder, Dauphin, York, Lancaster, Lebanon, Northumberland, Franklin and Juniata.

## ARTICLE II: OBJECTIVES

### **Section I.**

Purposes and objectives:

- a) To promote, develop and encourage the sport of fencing
- b) To provide local competitions and tournaments
- c) To encourage fencers to excel
- d) To aid and assist the USFA in its objectives and purposes

## ARTICLE III: MEMBERSHIP

### **Section I.**

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 II.**

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

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 III.**

- a) Any member in good standing who is entitled to vote in elections of the USFA shall be entitled to vote in elections conducted by THE DIVISION predicated upon the following: The individual must be a DIVISION member to vote on DIVISION matters and have attained their 18<sup>th</sup> birthday.

### **Section IV.**

All matters pertaining to the involuntary termination of DIVISION membership shall be referred to the Board of Directors of the USFA for appropriate action.

## ARTICLE IV: DUES

Annual fees in THE DIVISION shall be considered that portion of USFA dues returned to THE DIVISION.

## **ARTICLE V: CLUBS**

### **Section I.**

- a) At the beginning of each year fencing year, THE DIVISION shall monitor and confirm the status of each club, i.e., USFA-member club or non-USFA member club residing in the operational boundaries of THE DIVISION.
- b) A fencing club residing within the operational boundaries of THE DIVISION shall provide, as necessary, verification or documentation of a stable organizational structure, a place to meet regularly for the purpose of promoting the sport of fencing through lessons and practice sessions and participate in the fencing activities of THE DIVISION.

## **ARTICLE VI: COMPETITIONS**

### **Section I.**

- a) 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.
- b) All persons entering a tournament sanctioned by THE DIVISION must be current members of the USFA.
- c) The bout committee at each tournament shall have the proper materials to enroll a non-member into the USFA at time of registration.

### **Section II.**

- a) The division's Executive Committee shall approve the conditions, qualifications and restrictions of all privately and/or club-sponsored tournaments before sanctioning such events, including tournaments hosted by Registered Clubs.
- b) 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.
- c) In the event that the stipulated conditions are not being adhered to, the Executive Committee shall withdraw its sanction from the event, either before or after, and announce that withdrawal to THE DIVISION and the USFA.

## **ARTICLE VII: DIVISION OFFICERS**

### **Section I.**

The administrative authority of THE DIVISION shall be vested in an Executive Committee (EC), which shall possess such responsibilities, and authority as shall be vested in these Bylaws. THE DIVISION EC is comprised of THE DIVISION officers as defined in Section II, below.

### **Section II.**

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.

### **Section III.**

All officers shall take office at 12:01 AM 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.

#### **Section IV.**

The Chair:

- a) 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.
- b) Has the responsibility for ensuring that all reports required by the USFA are filed in a timely manner.
- c) Shall have the discretion to delegate the preparation of these reports to the Secretary and Treasurer of THE DIVISION.
- d) Shall have the discretion to assign officers and other members of the Executive Committee to chair-standing or ad hoc committees.

#### **Section V.**

The Vice-Chairman, who shall be elected in accordance with these Bylaws, shall:

- a) In the absence of the Chair perform the duties of the Chair.
- b) Serve as the chair of the Nominating Committee.
- c) In the event the Vice-Chairman is a candidate for office, the Chair of the Nominating Committee would come from one of the Members-at-Large.
- d) Perform any other duties as assigned by the Chair.
- e) Serve as the Safe Sport officer, and be responsible for compliance.

#### **Section VI.**

The Secretary, who shall be elected in accordance with these Bylaws, shall:

- a) Conduct all official correspondence.
- b) Keep a record of the meetings of THE DIVISION.
- c) Issue notices to members of all meetings of THE DIVISION.
- d) Perform such duties as assigned by the Chairperson or USFA.
- e) Maintain a permanent archive for all DIVISION minutes and general correspondence.

#### **Section VII.**

The Treasurer, who shall be elected in accordance with these Bylaws, shall:

- a) Keep financial accounts of THE DIVISION.
- b) Receive all monies, fees, dues, etc.
- c) Pay all bills approved by the Executive Committee; and preserve all vouchers for such disbursements.
- d) Maintain with a local bank a DIVISION checking account having dual signatory provisions.
- e) Follow deposit and disbursement practices according to generally accepted accounting practices.
- f) At the annual meeting of THE DIVISION submit a report of the financial transactions of the preceding year.
- g) Provide a final report to THE DIVISION for submission to the USFA by the October 31<sup>st</sup> deadline.
- h) Upon written request provide a copy of the current financial records of THE DIVISION.
- i) Maintain an archive for all DIVISION financial statements and year-end reports, and general financial correspondence, including bank statements, receipt records and other disbursements.
- j) Perform other duties as assigned by the Chairperson or other proper authority of the USFA.
- k) Present a proposed budget for the following year.
- l) Disperse no payment/check exceeding \$250 without approval of the Executive Committee.

## ARTICLE VIII: MANAGEMENT

### **Section I.**

The management of THE DIVISION shall be vested in an Executive Committee as described in Article VII, Section I.

### **Section II.**

Each USFA member club may appoint a representative as its member-at-large; members-at-large must meet the eligibility requirements to vote in division elections. Members-at-large shall be official representatives of THE DIVISION.

### **Section III.**

- a) Each elected member of the Executive Committee shall have one vote to exercise committee affairs.
- b) Appointed, ad hoc or interim members shall have no vote.
- c) A quorum will consist of:
  - Three (3) members of the Executive Committee if there are four (4) filled Executive Committee positions.
  - Two (2) members of the Executive Committee if there are three (3) filled Executive Committee positions.

### **Section IV.**

Term of office will be for one year, as described in Article VII, Section III.

### **Section V.**

Any member of the Executive Committee who fails to perform his or her duties may be removed by the Executive Committee using the following procedure:

- a) Written notification of the purported actions for which cause must be considered shall be provided to the entire Executive Committee, including the member to be removed.
- b) At any meeting in which the removal of any member of the Executive Committee is contemplated, all of the members of the Executive Committee must be present.
- c) The member so charged has the right to appear at the meeting and present any arguments against their removal.
- d) The member being considered for removal has no vote at this meeting.
- e) The Executive Committee members present at the hearing are required to vote for removal before the member is removed.
- f) The vote must be unanimous in favor of removing for cause.
- g) The removal for cause shall take effect ten (10) days after the vote.

### **Section VI.**

Meetings of the Executive Committee may be held in accordance to the needs of THE DIVISION, as agreed upon by the committee members.

### **Section VII.**

The Executive Committee may replace a member who has resigned in accordance with the procedures described in THE DIVISION Procedures manual.

### **Section VIII.**

The required Annual Meeting of THE DIVISION shall be held between June 15 and July 15 of each year.

## **Section IX.**

Committees shall be appointed on an as-needed basis, predicated upon the needs of THE DIVISION, including, but not limited to:

- Tournament Committee
- Nominating Committee
- Special Committee
- Safe Sport Committee

The duties, obligations and goals of the above-referenced committees are described in accordance with THE DIVISION Procedures manual.

### **ARTICLE IX: ELECTIONS**

- a) The Executive Committee shall announce to the membership that THE DIVISION is accepting candidates for nomination to the Nominating Committee, in accordance with THE DIVISION Procedures manual.
- b) Election policy and procedures shall follow THE DIVISION Procedures manual.

### **ARTICLE X: 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 XI: AMENDMENTS**

- a) The Harrisburg Division Bylaws may be amended at any Special or Annual meeting of the membership. A proposed amendment receiving a majority of all votes cast by the members voting in person shall be deemed as passed and adopted, subject to approval of the USFA.
- b) The Harrisburg Division Bylaws may also be amended using a paper mail or email process, with a proposed amendment receiving a majority of all votes cast by the members voting shall be deemed as passed and adopted, subject to the approval of the USFA.
- c) The Secretary of THE DIVISION shall submit the amended bylaws to the USFA within 30 days of the DIVISION approval of the amendments.