

Long Island Division By-Laws

Article 1 Name and Affiliation

The Long Island Division is a part of the United States Fencing Association, Inc.

The Division is a chartered, subordinate body of the USFA, Inc., and exercises and performs duties and is subject to the Charter and By-Laws of the USFA, Inc., with jurisdiction over the following geographic area: Nassau and Suffolk Counties (Long Island, New York).

Article 2 Objective

The objectives of the Long Island Division shall be:

1. The encouragement and development of the sport of fencing.
2. The holding of qualification tournaments for national competitions.
3. The promotion of participation in State, Divisional, Regional, National, and World competitions sponsored by the USFA, the FIE, and/or their affiliates.
4. Such other purpose and objectives that have been promulgated in the bylaws of the USFA, Inc.

Article 3 Membership

Section 1 – Eligibility: Any person residing in Nassau or Suffolk County as described in Article 1, and who meets the requirements for membership in the USFA, Inc., shall be eligible for membership in the Long Island Division. Persons who live outside Nassau or Suffolk County may be members of the Long Island Division if they meet the following criteria: they may not be a member of another division, they must be a competitive member of a club that is located in the Long Island Division, their affiliation in the Long Island Division has been approved by the USFA.

Section 2 – Classes of Membership: The Long Island Division shall follow the National classification of memberships. The requirements for such membership in each class are set forth in the Bylaws of the USFA, Inc.

Section 3 – Admission to Membership: Applicants who qualify under Section 1 of this Article shall be admitted to membership upon payment of required dues to the USFA, Inc.

Section 4 – Discipline, Suspension, and Expulsion of Members: All matters pertaining to the discipline, suspension, and expulsion of members shall be referred to the Board of Directors of the USFA, Inc. for appropriate action.

Section 5 – Termination of Membership Rights: All rights and privileges of membership shall cease upon death, resignation, expulsion, suspension or failure to pay dues.

Article 4 **Officers**

The Officers of the Division shall consist of a Chairperson, 2 Vice Chairpersons, Secretary/Treasurer, and a Board Member at Large.

Section 1 – Position Descriptions: The duties of the Officers shall be as follows:

Chairperson: The Chairperson shall preside at all meetings of the Division and its Executive Committee, and perform such other duties as usually pertain to that office and are not inconsistent with the Bylaws. The Chairperson has the responsibility for filing with the Secretary and the Treasurer of the USFA, Inc. the Annual Reports called for under USFA, Inc. bylaws and the standing votes of the Board of Directors. The preparation of these may be delegated to the Secretary/Treasurer of the Division.

Vice Chairpersons: The Vice Chairpersons shall perform such duties as delegated to them by the Chairperson. In addition, in the absence of the Chairperson, the Vice Chairpersons shall perform the duties of the Chairperson.

Secretary/Treasurer: The Secretary/Treasurer shall:

- Conduct all official correspondence excepting that required to be handled by the Chairperson.
- Keep a record of the meetings of the Division.
- Issue notices to members of all meetings as appropriate.
- Work with the USFA, Inc. to keep a record of current membership of the Division.
- File necessary forms with the USFA, Inc. including but not limited to classification change reports and qualification reports.
- Keep the accounts of the Division in such accounts as the Chairperson or Executive Committee may prescribe, receive all monies, dues, fees, etc. due to the Division, pay all its bills as approved by the Chairperson, and keep all receipts and vouchers. Normal distribution may be made as deemed necessary under such control as may be established by the Executive Committee or Chairperson.
- At the annual meeting of the Division, submit a report of the activities of the financial transactions of the preceding year.

Board Member At Large: The Board Member At Large shall perform such duties as delegated to them by the Chairperson, and shall provide additional support to the other Executive Committee members.

Section 2 – Terms and Termination: The positions of Vice Chairperson and Board Member At Large shall be held for a term of two fiscal years. The positions of Chairperson and Secretary/Treasurer shall be held for a term of four fiscal years. There is no restriction on number of terms served. Candidates shall take office at the beginning of the fiscal year following the election and shall hold office until the completion of the final fiscal year of their term or until their elected successor are qualified to assume the position and responsibility of the post. Removal from any position may take place for cause, by majority vote of the membership at either the Annual Meeting or a Special Meeting.

Article 5 **Management by the Executive Committee**

Section 1 – Composition: The management of the Division shall be vested in a Board of Directors consisting of the Officers of the Division as outlined in Article 4.

Section 2 – Quorum: A quorum shall consist of 2/3 of the members of the Executive Committee, and the Chairperson.

Section 3 – Meetings: Meetings for the Executive Committee shall be held at such time and place as shall be designated by the Chairman, and shall be called upon by the written request of the Chairman or of 3 or more members of the committee. All members shall be given not less than forty-eight hours prior notice of all meetings.

Article 6 **Other Positions and Committees**

The Division shall have two additional positions that shall be appointed by the Chairperson of the Division. Neither position shall bestow additional or special voting rights to their holder beyond what the holder would have as a result of their standing and membership in the Division.

Section 1 – Tournament Chairperson: The Tournament Chairperson shall have charge of and conduct all Divisional competitions. It is their responsibility to ensure the competitions are conducted in accordance with the most recent rules, policies, procedures, and bylaws of both the Division and the USFA. He/she or their appointed representative shall decide all disputes arising during the course of a competition as dictated by the Athlete's handbook and Rulebook. Any appeal from any decision of the Tournament Chairperson may be taken to the Executive Committee as a whole, in which event a decision of a majority of the members shall control. Such appeal shall not be allowed to interrupt the competition in progress. At the completion of each competition, it is the responsibility of this person to provide the Secretary/Treasurer all reports needed for filing with the USFA and for financial purposes, as well as to ensure the full results have been posted in a public forum (such as on askFRED or the Division website). Results of Division events should be provided to the Executive Committee annually as well as upon request.

Section 2 – Equipment Control Chairperson: The Equipment Control Chairperson shall have charge of all Division scoring equipment and supplies. It is their responsibility to secure the equipment in a location approved by the Executive Committee where they have full access to it at all times. It is their responsibility to maintain a full inventory of all items owned and provide a report of such to the Executive Committee annually and upon request. It is their responsibility to ensure the equipment is kept in full working order at all times. Should repair attention be needed on any piece at any time, it is their responsibility to arrange for repairs by an Executive Committee-approved person with suitable armory experience. When equipment needs to be transported for events or for loan, the Equipment Control Chairperson should work in coordination with the Executive Committee to arrange for its safe transportation.

Section 3 – Terms and Termination: These positions shall be held for a term of 2 years. There is no restriction on number of terms served. Removal from the position may take place for cause, by majority vote of the Executive Committee.

Article 7 **Meetings of the Members**

Section 1 – Annual Meeting: An Annual Meeting of the members of the Division shall be held each year prior to the month of August, at a date, time, and place designated by the Chairperson.

Section 2 – Special Meetings: Special meetings may be called any time and any place by the Chairperson, or upon the written request of not less than 2% of the members of the Division. (Membership based on the USFA membership report published for the fall USFA Board of Directors meeting.)

Section 3 – Notice: Written notice of the date, time, and place shall be given to all members of the Division not less than fifteen days in advance of the meeting. This notice may be given on the internet at the Division website and shall contain a statement of offices to be filled at the meeting, a statement as to any proposed bylaws to be voted on at the meeting, and a statement of any other matters to be voted on at the meeting.

Section 4 – Quorum: A quorum shall consist of not less than seven members of the Division present in person, and a majority vote of those members shall control, except as herein provided.

Article 8 **Elections**

Section 1 – Eligibility: All individual members who are in good standing shall be entitled to exercise all rights reserved to the membership class to which they belong, subject to the limitations of these bylaws, the USFA Bylaws, and to such regulations and limitations as the USFA Board of Directors may from time to time lay down with respect to particular categories of competitions. Only those individual members who have attained

his or her 18th birthday as of the preceding February 1 and whose dues have been received by the USFA National Office on or before that date, and who belong to a membership class the attributes of which include the right to vote, are eligible to vote on matters that may be presented to the membership pursuant to these bylaws, including elections. Unless otherwise provided in these bylaws or the USFA Bylaws, only members who are eligible to vote may hold elected or appointed positions within the Division. The date of admission to membership is determined according to the provisions of Article V of the USFA Bylaws.

Section 2 – Nomination by Board: Candidates for all Executive Committee offices established under these bylaws shall be nominated according to the following procedures.

1. Executive Committee Members may nominate eligible members for available offices.
2. Candidates may nominate themselves for an office by petition to the Executive Committee. Petitions shall contain signatures of no less than 5% of Division members eligible to vote in the election. Any “remainder” in calculating the percentage shall be rounded up to the next whole person. Petitions should be received by the Executive Committee by April 1st. Any discrepancies in voter eligibility of petition signees will be provided back to the candidate, who will then have 14 calendar days to resolve the issue lest the petition be denied.

Section 3 – Voting Procedure:

1. Elections will be held at the Annual Meeting. No less than thirty days prior to the Annual Meeting, Division members will be provided with notice of the positions being voted on and the candidates running.
2. In accordance with USFA Bylaws, balloting by proxies in elections is not allowed. Each member participating in elections must cast his or her own ballot.
3. At the meeting, the members may be offered a secret ballot or a simple yea or nay verbal vote for the slate of officers. If only one member prefers a paper ballot, paper ballots will be the election procedure. If not more than one nomination is made for a position, the Secretary of the Division shall cast a unanimous ballot for that candidate.
4. The votes will be tallied by a neutral member at the meeting.
5. The Secretary will, upon receipt, verify the eligibility of the ballot by checking that everyone who voted is over 18 and is a present member of the USFA as well as a legitimate member of the Long Island Division. The candidate receiving a plurality of the eligible vote shall be declared.
6. In the case of a tie, there will be a run-off vote. If, after a run-off vote, there is still a tie, lots will be cast and a winner shall be declared elected.

Article 9 **Fees, Dues, and Arrears**

All initiation fees and dues, and the time and method of paying them, shall be as prescribed in the bylaws of the USFA, Inc. No member who has failed to pay his dues shall

be eligible to compete in any competition sponsored or sanctioned by the Division, and shall have no vote in Division affairs until after the dues are paid.

Article 10
Bylaws, Rules, and Policies of the USFA, Inc.

All Bylaws, Rules and Regulations, and matters of policy concerning the conduct of competitions as set forth in the Fencing Rulebook and Athlete's Handbook of the USFA, Inc. are hereby incorporated as part of these Bylaws without action of the Executive Committee or the members of the Division.

The Long Island Division will conduct operations on a fiscal schedule starting August 1st and ending on July 31st of each year.

Article 11
Amendments

These bylaws may be amended at the Annual Meeting of the Division, or at any Special Meeting called for that purpose. Any potential amendment must be included in the Notice of such meeting. An amendment receiving a majority of all votes cast by the members voting either in person or by proxy shall be deemed adopted.

For such amendments as required due to Rule, Policy, or Procedure changes by the USFA and such that the amendment is only to be in compliance with said change, these changes are hereby incorporated as part of these Bylaws without action of the Executive Committee or the members of the Division.

Article 12
Sanctioning of Division Tournaments and Classification Changes

Each of the following conditions must be met to qualify for sanctioning from the Long Island Division.

1. The tournament must be posted on Askfred.net. The event needs to be posted at least 28 days prior to the competition.
2. All competitors must be valid competitive members of USA Fencing.
3. All rules and regulations of USA Fencing must be followed. These include but are not limited to: competitors must be in full fencing uniform, tournament must use an accepted tournament format, all equipment rules must be followed.
4. Results must be posted on either askfred.net or the club's website at the conclusion of the tournament. It is suggested that software that allows the complete results including pools and DE's be used.
5. If there are classification changes they must be forwarded to a division officer for certification and submission to the National Office. Please use the classification change document provided by the national office or the export available from FencingTime or other standardized tournament operation software. A full list of

referees must be included with the results. (An export of a referee usage report is acceptable if all referees are accounted for.)

6. The tournament referees must all have passed the USFA referee general exam and the exam for the weapon which they will be refereeing, be a member of US Fencing, have passed a background screening by USFA within the last 2 years (if over 18), and be SafeSport certified.

Article 13 **Awards and Recognition**

The Division will present two annual awards for Coach of the Year. These awards will be given to coaches who best supported and exemplified the objectives of the Long Island Division in the preceding year. These are perpetual awards, and the awards must be returned to the Division each year no later than January 20th so they are available to present to the next recipients.

Section 1 – Nomination and Selection: Candidates will be nominated by for consideration by members of the Executive Committee. If a member of the Division has a recommendation for a candidate, they may bring it to any member of the Executive Committee who will then vote on whether to include this candidate in the pool of nominated peoples.

Section 2 – Jeff Wolfe Coach of the Year Award: Candidate must be a member in good standing of the USFA and the Long Island Division, and coach a minimum of two students in Suffolk County. This award will be presented at Suffolk’s Annual County Championship Tournament and/or the Long Island Championship team event.

Section 3 – James Costello Coach of the Year Award: Candidate must be a member in good standing of the USFA and the Long Island Division, and coach a minimum of two students in Nassau County. This award will be presented at Nassau’s Annual County Individual Championship Tournament and/or the Long Island Championship team event.

Article 14 **Loaning of Equipment**

The Division may loan electrical scoring equipment to fencing clubs or organizations by request. Requests will be handled on a “first-come, first-served” basis.

Section 1 – Requesting Equipment: Requests for equipment should be made in writing (either on paper or electronic) to any Executive Committee member or the Equipment Control Chairperson. Executive Committee members shall ensure copies of the request are provided to the Secretary and Equipment Control Chairperson to keep on file.

Section 2 – Cost: There shall be no cost for borrowing the equipment for tournament events. If equipment is being borrowed for a camp lasting more than 2 days in length, there shall be a cost of \$50 “per strip, per week”, which includes the electrical scoring machine,

remote, cabling and stands, battery, one set of weights and shims, two clipboards, pair of reels, set of floor cords, and any associated hardware.

Section 3 – Liability: The borrowing organization shall be fully responsible for the safety and security of the equipment while in their charge. Should anything break, the borrowing organization will be responsible for the cost of repair to the equipment unless it is found by the Executive Committee to be a result of normal wear and tear and thus expected. The borrowing organization will be responsible for immediate replacement of any item not returned due to loss, theft, or any other reason while the equipment was in their charge.

Amendment Log (Since July 2014)

09/22/15 – Amended to alter Article 12 – Sanctioning to accommodate policy changes by the USFA regarding referee requirements.