

# Bylaws of the Northeast Division

## ARTICLE I

### *Name, Boundaries, and Affiliation*

This division will include all of New Hampshire and Maine. It will hereinafter be referred to as “the Division.” The Division is a duly chartered, subordinate, constituent body for the United States Fencing Association, hereinafter referred to as “the USFA,” exercising powers given by, performing duties directed under, and subject to the Charter and Bylaws of the USFA.

*Amended at the General Membership Meeting on 4/28/2012 – deleted Vermont from our borders.*

## ARTICLE II

### *Objectives*

The purpose of the Division is to provide venues for fencing competitions, improve the level of fencing within the Division, and to promote the sport of fencing. To do this, the Division must remain financially sound, both new and established fencers be encouraged to improve, and new fencers created. Strong local clubs are critical to all these goals, as they provide the environment in which these goals may be attained. Although each club may pursue them by different means, their very existence is contingent on how well they achieve these goals. New clubs must be created and encouraged to grow and succeed. New fencers must be developed. Experienced fencers must be encouraged to seek new levels of competition and share their abilities within the Division.

## ARTICLE III

### *Membership*

**Section 1.** Any person residing within the boundaries of the Division or representing a fencing club within this same area shall be eligible for membership in the Division. No member of this 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.** Memberships may be transferred into this Division provided that the transferee has a current, valid membership card from the USFA.

**Section 4.** Any member is good standing, 18 years old or older at the time of a membership meeting, shall be qualified to vote.

## ARTICLE IV

### Officers and Duties

The officers of the Division shall consist of a Chair, a Vice-Chair, a Secretary, and a Treasurer. All officers shall take office the first day of August following their election, and shall hold office until the following July 31, unless removed by the procedures in Section 6 below.

The Duties of the officers shall be as follows:

**Section 1. Chair:** The Chair 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 these Bylaws. The Chair has the responsibility for filing with the Secretary and the Treasurer of the USFA the annual reports called for under the Corporate Bylaws of the USFA and the standing votes of the USFA Board of Directors. 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 members of the Executive Committee to chair standing or ad-hoc committees.

**Section 2. Vice Chair:** The Vice Chair, in the absence of the Chair, shall perform the duties of the Chair and any other duties assigned by the Chair and/or the Executive Committee. The Vice Chair of the Division is responsible for the custody and maintenance of all Division equipment, and ensures each tournament has sufficient equipment to operate smoothly.

**Section 3. Secretary:** The Secretary shall conduct all official correspondence, keep a record of the meetings of the Division, issue notices to members of all meetings, and perform such duties as may be assigned by the Chair of the Division or other proper authority. The Secretary shall be official custodian of the records of the Division, and shall maintain a current mailing list of all the members of the Division. The Secretary shall be responsible for sending lists of qualifiers to the Section or USFA from the various qualifying tournaments, and shall regularly send notices of changes in ratings from division and state meets to the USFA. The Secretary shall appoint a volunteer to create a newsletter, which at a minimum, shall include the competition schedule and notices of general membership meetings.

**Section 4. Treasurer:** The Treasurer shall, with the assistance of the Executive Committee, present a budget for the following fiscal year (August 1 – July 31) at the Annual meeting. Changes made upon the budget shall be presented at the next Annual meeting. The Treasurer shall keep the accounts of the Division, receive all money, 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 by check from the Division 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 an FDIC insured account under the name of the Division, checking and/or savings. No

amounts above \$150 will be dispersed without Executive Committee approval, and no amounts over \$1500, not part of the budget presented at the annual meeting, will be dispersed without the approval of the Division's membership by a majority vote, taken by either mail or at a membership meeting. The Treasurer will provide upon written request of at least ten (10) members of the Division copies of the current financial records within one (1) month of the request, costs to be borne by the members requesting the records. 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 upon majority vote of the members of the Division voting, in person or at the Annual meeting. In the event of such a vote, the candidates for the Office of Secretary and the Office of Treasurer, nominated pursuant to Article VIII of these Bylaws, shall all be deemed candidates for the combined office.

**Section 6.** Any officer of the Division may be removed from office by the following procedure:

1. A petition by twenty-five (25) voting members of the Division demanding a new election, and including at least one new nominee for the challenged position. A new election shall be held within 30 days of the petition's receipt.
2. At the Annual Meeting, the members, by majority vote, may demand that a newly elected officer take on his/her duties immediately.
3. The election may be held at either the Annual Meeting, a special meeting of the Division membership, or by mail.

## 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, and a State Representative from each state in the Division which has either one or more USFA member cubs, or ten competitive members (Junior, Senior, or Life) of the USFA, 18 years or older.

**Section 2. Quorum:** A Quorum shall consist of one-third (1/3) of the members of the Executive Committee, or three (3) members, whichever is greater. Attendance may be by phone.

**Section 3. Meetings:** Meetings of the Executive Committee shall be held on a regular basis at such time and place as shall be designated by the Chair, and shall be also called upon the written request of three (3) or more members of the Committee. All committee members shall be given not less than forty-eight (48) hours prior notice of all special meetings. All meetings shall be open to all Division members, although participation shall be at the discretion of the Executive Committee, and voting power remains with the Executive Committee.

**Section 4.** A State Representative who fails to perform his duties may be removed by the Executive Committee using the following procedures:

- a. Written notification of the causes for removal must be provided to the entire Executive Committee, including the member to be removed.
- b. Any meetings in which the removal of a State Representative is contemplated; three-quarters (3/4) 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 removal.
- d. The member who is contemplated for removal has no vote at this meeting.
- e. Three-quarters (3/4) of the Executive Committee members present at the hearing must vote for removal before the member is removed.

**Section 5.** The Executive Committee may fill vacancies (both Officers and State Representatives) on the Executive Committee by the following procedure:

- a. At any executive meeting where a new member is to be voted upon; three-quarters (3/4) of the members of the Executive Committee must be present;
- b. Three-quarters (3/4) of the Executive Committee at this meeting must cast votes of approval before the new member of the Executive Committee is so approved.

## ARTICLE VI

### *Competitions*

**Section 1. Scheduling Competitions:** The Scheduling Committee shall prepare the fencing schedule and shall determine the sites, conditions, and restrictions governing the qualifications, entries, and conduct of all competitions under the Division's jurisdiction. The Executive Committee must approve this schedule by August 20 of each year. If the National office has not set the National schedule in time for the entire year's Division schedule to be set by August 20, then a schedule for the later part of the season will be set as soon as possible after the Scheduling Committee receives the information.

**Section 2. Division Meets:** Every effort shall be made to schedule major two-day tournaments in September, October, January, and February. These shall encompass all three weapons (mixed, or men's and women's) in both opens, and either unclassified, rating restricted, team, or junior events. There shall also be a Junior Olympic Qualifiers in December, Division II National Qualifiers, and Senior and Junior Division Championships in March and April, which may be either one or two day events. All profits from these division meets will go to the Division.

**Section 3. State Meets:** Additional meets may be held by each state, coordinating the dates, level of completion, and use of Division equipment through the Executive Committee's Scheduling Committee. Expenses for these meets shall be met by the entry fees of the tournament, and the profits from these state meets shall go to the Division and to each state's Operating Committee, in a ratio to be determined by the Executive Committee. Any losses from these meets shall be born by the Division, and considered a loan to that state's Operating Committee, to be repaid by subsequent

meets in that state. Each state's Operating Committee is responsible for the operation of all state and division meets held in that state. (A State Operating Committee is made up of a spokesperson from each USFA member club located in that state, and that state's Representative, who may also speak for a club, and who shall act as chair.)

## ARTICLE VII

### *Distribution of Proceeds*

To achieve the objectives of the Division, prevent the Division from unnecessarily accumulating large amounts of cash, and to encourage each club, coach, and fencer to attend the major meets, the following method of dividing the year's proceeds shall be used. After deducting the cost of operating the Division, determining what should remain in the Division for next year's operations, and allocating funds for any new major purchases or special funds (such as raising money to host a national event), the remaining proceeds shall be divided:

**One-third (1/3) for travel funds for the High Points Champions**, both senior and junior, both men's and women's, in each weapon, to attend national events (*Junior category later eliminated by amendment*). The amounts to be given to each champion to be decided by the Executive Committee. Only Division members shall be considered in calculating high points status. Funds will be disbursed within five days of the Treasurer receiving the champion's receipts. Points will be earned only at the major division meets. By accepting these funds, the Champion agrees to participate in at least half the division meets for which he or she is eligible, of the season following his or her championship;

**One-third (1/3) to fund and support programs that encourage new clubs and new fencers, as well as programs to train fencers, coaches, and referees.** Grants to individuals and organizations for these purposes are at the discretion of the Executive Committee;

**One-third (1/3) to the USFA Member Clubs in the Division**, based on the number of entries from each club participating in the major division meets, those being the major source of income for the Division.

The proportions given to each category may be adjusted, and special funds set up, by a majority vote at the Annual Meeting.

## ARTICLE VIII

### *Meetings of the Members*

**Section 1. Annual Meeting:** The Annual Meeting of the Division shall be held on the weekend of the last senior qualifying event of the competitive season, unless issues to be resolved by the USFA

Board of Directors are at issue, in which case the meeting will follow the National Championships. The date, time and place for the Annual Meeting shall be designated by the Chair.

**Section 2. Special Meetings:** Special Meetings 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 twenty-five (25) members of the Division. The Division members must be given two weeks advance notice of such special meeting.

**Section 3. Quorum:** A Quorum shall consist of those members of the Division present in person, and a majority vote of those present (and when appropriate, by proxy – see Article 9, Section 5) shall control, except as herein otherwise provided.

## ARTICLE IX

### *Elections*

**Section 1.** Candidates for all positions established under these Bylaws, and USFA Board Members and alternates, shall be nominated from the floor at the Annual Meeting of the Division. The Executive Committee shall nominate a slate of candidates for officers of the Division, which shall be published in the notice of the Annual Meeting.

**Section 2.** If not more than one (1) nomination is made for any position, the Secretary of the Division shall cast a unanimous ballot at the Annual Meeting for the candidate nominated. If two (2) nominations are made for any position, voting for candidates shall be either in person or by proxy and the candidate receiving the majority of the votes cast shall be declared elected. Written ballots shall be used. In the event that three (3) or more candidates are nominated for any position, and no candidate receives a majority vote, a run-off election shall be conducted between the two candidates receiving the most ballots on the first round and the winner shall be declared elected. If the voting in either a regular or run-off election for any position results in a tie, a lot shall be cast and the winner declared elected.

**Section 3.** To promote diversity within the Division, no one club may have a member (or members) hold the Chair for more than two consecutive terms.

**Section 4.** State Representatives are nominated and elected only by members residing, or fencing for a club located, in that state. No member may vote in more than one state's Representative election.

**Section 5.** Members in good standing may only give a proxy for the election of Officers, State Representatives, USFA Board Members and alternates, or for a specifically worded amendment to the Bylaws, previously published in the Division newsletter, and given or mailed only to another member in good standing of the Division. All proxies shall be in writing and shall be submitted for verification to the Secretary of the Division. Any person designated in the proxy must be in attendance at the Annual Meeting in order to benefit from it.

## **ARTICLE X**

### *Bylaws, Rules, and Policies of the USFA*

All Bylaws, rules, regulations, and matters of policy concerning the conduct of competitions as set forth in the fencing rules and manual of the USFA are hereby incorporated as part of these Bylaws without action by the Executive Committee or members of the Division.

## **ARTICLE XI**

### *Amendments*

These Division Bylaws may be amended at any Annual Meeting of the membership. An amendment receiving a majority of all votes cast by the members voting in person or by proxy shall be deemed as adopted, subject to the approval of the National USFA.

## **ARTICLE XII**

### *Standing Committees*

SCHEDULING COMMITTEE: Chair, and the State Representatives of each state interested in hosting tournaments.

STATE OPERATING COMMITTEES: Each state has its own, to organize all meets in their state, and allocate income from their state meets. It is made up of a spokesperson from each USFA member club within its borders, and will include, as chair of this committee, the person elected as its State Representative. The State Representative may also speak for a USFA member club.

*The Bylaws were unanimously adopted on June 24, 1995, at the first meeting of the Northeast Division in Henniker, New Hampshire*

### **First Elected Officials**

Chair: Chris Pullo

Vice Chair: Viveka Fox

Treasurer: Jon Moss

Secretary: Keri MacPherson

USFA Board Members: Tracy Nabstedt, Viveka Fox. Alternates: M. Walton, E. Erikson.

NH State Representative: Tracy Nabstedt

ME State Representative: TBD