

## Western Washington Division of the USFA

### **BYLAWS**

#### ARTICLE I GENERAL

1. Name. The name of the division shall be the Western Washington Division (“WWD”) of the United States Fencing Association, Inc. (“USFA”).
2. Affiliation. The WWD is a duly chartered, subordinate, constituent body of the USFA. The WWD’s powers and duties are granted by, directed under, and subject to the Charter and Bylaws of the USFA. All bylaws, rules, regulations and policies concerning the conduct of competitions, as set forth in the rules and manual of the USFA, are hereby incorporated as part of these Bylaws.
3. Jurisdiction. The jurisdiction of the WWD extends over that portion of the State of Washington lying west of the Cascade Crest.

#### ARTICLE II OBJECTIVES

The WWD’s purposes and objectives are:

1. To promote, encourage, and develop the sport of fencing within its jurisdiction;
2. To provide local fencing tournaments;
3. To assist all fencers residing within the WWD’s jurisdiction to achieve their full potential in fencing; and
4. To assist the USFA in meeting its objectives and purposes.

#### ARTICLE III MEMBERSHIP – DUES – COMPETITIONS

1. Eligibility. Any member of the USFA residing in or representing a fencing club within the boundaries of the WWD is eligible for membership in the WWD. No member of the WWD may be a member of any other division of the USFA. A member of another division may, with approval of the USFA, transfer their membership to the WWD, provided that they are a member in good standing of the USFA.
2. Classes. Classes of membership in the WWD are the same as that designated by the USFA.
3. Voting Rights. Any member of the WWD who is in good standing, and who is at least 18 years old at the time of a membership meeting, is qualified to vote at that meeting.

4. Dues. There are initially no annual division dues over and above the annual USFA dues. The WWD may, upon a two-thirds vote of the Executive Committee, require the payment of annual divisional dues at any time in the future.
5. Competitions. The 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 sanctioned competitions under its jurisdiction.
6. Club-Hosted Competitions. The Executive Committee may allow Registered Clubs within the WWD to host tournaments, but it shall approve the conditions, qualifications and restrictions of all privately and/or club sponsored tournaments before sanctioning such events. 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 WWD and the USFA.

#### ARTICLE IV OFFICERS

1. Positions: The officers of the WWD shall consist of a Chair, one or more Vice-Chairs, Secretary, and Treasurer. These offices shall take office on the first day of August following their election, and shall hold office until the following July 31, or until their successors are elected and have accepted the office.
2. Chair. The Chair shall preside at all meetings of the WWD and Executive Committee. The Chair shall file any required annual reports with the USFA; however, the Chair may delegate the preparation of those reports to the Secretary and Treasurer. The Chair may, from time to time, assign officers and appointed members of the Executive Committee to chair standing or ad hoc committees. The Chair is an ex-officio member of all such committees. The Chair shall appoint a person to take responsibility for the custody and maintenance of all divisional equipment. The Chair shall perform any other duties assigned by the Executive Committee of the USFA.
3. Vice Chair(s). The Vice Chair(s) shall perform the duties of the Chair, in the Chair's absence, and any other duties assigned by the Chair, the Executive Committee, or the USFA.
4. Secretary. The Secretary is the official custodian of the WWD. The Secretary shall conduct all official correspondence, keep the minutes of all membership and Executive Committee meetings, and issue notices of all membership meetings. The Secretary shall perform any other duties assigned by the Chair, the Executive Committee, or the USFA.
5. Treasurer. The Treasurer shall keep the accounts of the WWD, receive all monies, fees, and dues, and pay all bills approved by the Executive Committee. The Treasurer shall make all disbursements by check from the WWD's checking account, and shall preserve all vouchers for these disbursements for five years. All disbursements must be supported by receipts stating the nature of the transaction and the payee. The Treasurer shall, at the Annual Meeting of the

- WWD, submit a report of the financial transactions of the preceding period. Also at the Annual Meeting, the Treasurer shall, with the assistance of the Executive Committee, present a budget for the following fiscal year (August 1 – July 31). The Treasurer shall present any changes to that budget at the next membership meeting. The Treasurer shall maintain the WWD's funds in an FDIC-insured checking or savings account, under the name of the WWD. The Treasurer shall not disburse any amount over \$250 without a majority vote of the Executive Committee, and shall not disburse any amount over \$1000, without a two-thirds vote of the Executive Committee. The Treasurer shall provide current financial records within one month of a written request of at least ten members of the WWD. The Treasurer shall perform any other duties assigned by the Chair, the Executive Committee, or the USFA.
6. Combined Offices. The offices of Secretary and Treasurer may be combined for any year upon majority vote of the members of the WWD voting, in person, at the Annual Meeting.
  7. Removal. Any officer may be removed from office by the following procedure:
    1. Petition by ten percent (10%) of the voting members submitted to any member of the Executive Committee, and
    2. A special election in which the officer receives less than a majority, where at least 15% of the members of the WWD vote. The special election may be held at either the Annual Meeting or a special meeting of the WWD membership.

## ARTICLE V EXECUTIVE COMMITTEE

1. Composition. Management of the WWD shall be vested in an Executive Committee consisting of the officers of the WWD and any members appointed by the Chair.
2. Quorum. A quorum shall consist of one-third of the members of the Executive Committee, or three members, whichever is greater.
3. Meetings. The Executive Committee shall meet on a regular basis at a time and place designated by the Chair. The Chair shall call a special Executive Committee meeting upon the written request of three or more members of the Executive Committee. The Chair shall give all Executive Committee members at least 48 hours notice of all special Executive Committee meetings.
4. Appointed Members. The Chair may appoint additional members to serve on the Executive Committee, subject to confirmation by a majority vote of the existing members of the Executive Committee. Appointed Members shall hold office from the date of their appointment until the following July 31. Appointed Members shall be removed by only a majority vote of the Executive Committee, not counting the involved Appointed Member's vote.
5. Divisional Events. The Executive Committee shall prepare the schedule of divisional events, and shall determine the conditions and restrictions governing the qualifications, entries, and conduct of all divisional events.

6. Replacement of Members. The Executive Committee may replace a member who has resigned, has been removed by a vote of the membership, or has been removed by the USFA, by a three-fourths vote of the remaining Executive Committee members.

## ARTICLE VI MEMBERSHIP MEETINGS

1. Annual Meeting. The Annual Meeting of the WWD shall be held in May or June. The Chair shall designate the day, time, and place for the Annual Meeting.
2. Special Meetings. The Chair may call special membership meetings at any time and place. The Chair shall call a special meeting upon written request of at least 15 members.
3. Notice of Meetings. The Secretary shall deliver written and/or electronic (email or publishing on the WWD website) notice of all membership meetings to the members not less than two weeks before the meeting. The notice shall contain the place, day and hour of the meeting, and in the case of a special meeting, the purpose or purposes for which the meeting was called.
4. Quorum. A quorum at any membership meeting shall consist of 10 voting members in person or by proxy.
5. Voting. In any vote put to the members at a membership meeting, a majority vote of the quorum shall control, except as otherwise provided in these Bylaws.

## ARTICLE VII ELECTIONS

1. Nominations. Candidates for all officer positions shall be nominated from the floor at the Annual Meeting, or in writing or email, delivered to a current officer at any time prior to the Annual Meeting. If not more than one nomination is made for a position, the Secretary shall cast a unanimous ballot for that candidate.
2. Voting. 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.
3. Proxies. Members eligible to vote and in good standing may give their proxy to any other member of the WWD 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  
AMENDMENTS

The Executive Committee may make, amend, or repeal these Bylaws at any regular or special meeting of the Executive Committee. All changes to these Bylaws are subject to the approval of the USFA.

Pursuant to the instructions of the Executive Committee, I certify that the above Bylaws were adopted by the Executive Committee on April 2, 2008.

(Signed)  
Hannah Sutton, Secretary