

USFA
NORTHEAST PENNSYLVANIA DIVISION
BY-LAWS
Current, July 2007

ARTICLE I NAME AND AFFILIATION

The name of the division shall be the Northeast Pennsylvania Division of the United States Fencing Association, Inc.

The Division shall hereinafter be referred to as "THE DIVISION," and the United States Fencing Association, Inc. shall be referred to as "USFA, INC."

THE DIVISION is a duly chartered, subordinate, constituent body of the USFA, INC., exercising powers given by, performing duties directed under, and subject to, the Charter and By-laws of the USFA, INC., with jurisdiction over the following geographic areas: The counties of Tioga, Bradford, Susquehanna, Wayne, Lycoming, Sullivan, Wyoming, Lackawanna, Pike, Montour, Columbia, Luzerne, Carbon and Monroe in the State of Pennsylvania.

ARTICLE II OBJECTIVES

The purposes of THE DIVISION are:

1. To promote, encourage, and develop the sport of fencing.
2. Encourage Growth and mutual cooperation among the clubs which constitute THE DIVISION.
3. To provide local competitions and tournaments.
4. To assist Divisional fencers to reach their full potential in fencing.
5. To aid and assist the USFA, INC., in all its objectives and purposes.

ARTICLE III MEMBERSHIP - DUES - COMPETITIONS

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, INC.

Section 2.

Classes of membership: Membership shall be the same as that designated from time to time by the USFA, INC.

Section 3.

Memberships may be transferred into this Division provided that the transferee has a current valid membership card from the USFA, INC.

Section 4.

Any Member in good standing, 18 years old or older at the time of the membership meeting, shall be qualified to vote.

Section 5.

Annual dues in THE DIVISION shall be considered the portion of USFA dues returned to THE DIVISION. Upon a majority vote of the membership additional dues may be added if needed to support the needs of THE DIVISION.

Section 6.

The Divisional Executive Committee shall prepare the fencing schedule and shall determine the conditions and restrictions governing the qualifications, entries, and conduct of all competitions under its jurisdiction.

ARTICLE IV OFFICERS AND DUTIES

The Officers of THE DIVISION shall consist of a Chairperson, a Vice-Chairperson, a Past Chairperson, a Secretary, and a Treasurer. A new Vice Chairperson shall be elected each year to a three year term, the first year to serve as Vice Chairperson, the second as Chairperson, and the third year as Past Chairperson. All officers shall take office the first day of August next following their election, and shall hold office until the following July 31, or until their successors are elected and take office.

The duties of the officers shall be as follows:

Section 1. 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 these By-laws. The Chairperson has the responsibility for filing with the Secretary and the Treasurer of the USFA, INC. the annual reports called for under the corporate By-laws of the USFA, INC. and the standing votes of the Board of Directors. The preparation of these reports may be delegated to the Secretary and Treasurer of THE DIVISION. The Chairperson may, from time to time, assign officers and members of the Executive Committee to chair standing or ad-hoc committees. The Chairperson shall be ex-officio member of all committees. The Chairperson of THE DIVISION is responsible for the custody and maintenance of all Division equipment.

Section 2. Vice Chairperson:

The 1st Vice Chairperson, in the absence of the Chairperson, shall perform the duties of the Chairperson and any other duties assigned by the chairperson and/or the Executive Committee. It shall be the responsibility of this officer to complete the annual review and updating of the bylaws and submit same to the membership for adoption.

Section 3. Past Chairperson:

The 2nd Vice-Chairperson will assist the other officers as needed and will be responsible for maintenance and allocation of any equipment owned or maintained by THE DIVISION

Section 4. 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 Chairperson of THE DIVISION or any other proper authority. The secretary shall be official custodian of the records of THE DIVISION. The secretary shall prepare and publish minutes of all division meetings including meetings of the executive committee, and shall bring a copy of the previous meeting's minutes to each meeting.

The Secretary shall bring the most current division membership roster to each meeting of THE DIVISION and each meeting of the Executive Committee. The secretary shall also verify the voting status of each member as appropriate, and issue some indicia to the individual, which shows the number of votes that individual represents (e.g. the individual plus proxies). All Division meeting minutes shall be published on the Internet.

The secretary shall discuss bylaw changes proposed under Article IX, Section 2, with the USFA, in conjunction with the proponent, prior to the required mailing.

Section 5. 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 July 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 Divisional 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 or FSLIC insured account under the name of THE DIVISION, checking and/or savings. No amounts above \$200 will be disbursed without Executive Committee approval. The Treasurer shall perform such other duties as may be assigned by the Chairperson of THE DIVISION or other proper authority.

Section 6.

The offices of the Secretary and Treasurer may be combined for any year upon majority vote of the members of THE DIVISION voting, in person, 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 By-laws, shall all be deemed candidates for the combined office.

Section 7.

Any officer of THE DIVISION may be removed from the office by the following procedure:

1. A petition by twenty-five (25 or 25%) of the voting members of THE DIVISION, whichever is less, and
2. An election in which there is a majority vote to remove the officer.
3. The election may be held at either an Annual meeting or a special meeting of the Divisional membership.

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, additional directors, and a representative from each USFA recognized club within the Division if that club is not already represented on the committee.

Section 2. Quorum:

A quorum shall consist of one-half (1/2) of the members of the Executive Committee or (3) members, whichever is the greater.

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 Chairperson, 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 except those in which disciplinary action is to be taken or contemplated against any Executive Committee member or Divisional member shall be open to the Divisional membership.

Section 4. Removal from Office:

Any member of the Executive Committee 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. At any meeting in which the removal of any member of the Executive Committee 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 the removal before the member is removed.

Section 5. Filling Vacant Office:

The Executive Committee may replace a member who has resigned or who has been removed, has resigned, or is deceased, by 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 MEETINGS OF THE MEMBERS

Section 1. Annual Meeting:

The Annual Meeting of THE DIVISION shall be held in July. The date, time, and place for the Annual Meeting shall be designated by the Chairperson.

Section 2. Special Meetings:

Special Meetings may be called at any time and place by the Chairperson, and shall be called by the Chairperson upon written request of not less than twenty-five percent (25%) of the "total" membership 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 or by proxy and must meet the quorum requirements set forth in article V, Section 2 at a minimum. A majority vote shall control, except as herein otherwise provided.

ARTICLE VII ELECTIONS

Section 1. Nomination:

Candidates for all offices established under these By-laws shall be nominated, and receive a second (2nd), from the floor at the annual meeting of THE DIVISION. Candidates may not nominate or second (2nd) themselves.

Section 2. Balloting

If not more than one (1) nomination is made for any office, 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 office, voting for the candidates shall be either in person or by proxy and the 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 office, and no candidate receives a majority vote, a run-off election shall be conducted between the two candidates receiving the most ballots in the first round and the winner shall be declared elected. If the voting in either a regular or run-off election for any office results in a tie, a lot shall be cast and the winner declared elected.

Section 3. Proxy

Members in good standing may give their proxy for election of officers only to any other 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 at the commencement of the Annual Meeting. The person designated in the proxy must be in attendance at the annual meeting in order to exercise it.

ARTICLE VIII BY-LAWS, RULES AND POLICIES OF THE USFA, INC.

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

ARTICLE IX AMENDMENTS

Section 1. Regular Meeting

These Northeast Pennsylvania Division By-laws may be amended at any Annual meeting of the membership. An amendment receiving a two thirds (2/3) majority of all votes cast by the members voting in person shall be deemed as adopted, subject to the approval of the National USFA, INC.

Section 2. Special Meeting

These Northeast Pennsylvania Division bylaws may also be amended at a special meeting provided that the following conditions are met:

1. That notice be given in writing (USPS, email, FAX) to all division members no less than three weeks before the special meeting, stating when and where the meeting will be held and the general nature of the bylaw amendments to be decided upon,
2. That the meeting date not conflict with any divisional, sectional or national tournament, with the SAT or ACT exams, or with any major religious or secular holidays, and
3. That at least twenty-five percent (25%) of “voting” members be present in person or by proxy.