

BYLAWS OF THE ST. LOUIS DIVISION
OF THE U.S. FENCING ASSOCIATION

ARTICLE I
NAME AND AFFILIATION

The name of the Division shall be the St. Louis Division of the U.S. Fencing Association.

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

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: the state of Missouri, east of an extension of the Western boundaries of Clark and Lewis counties; and the State of Illinois, south of a line drawn between Keokuk, Iowa and Terre Haute, Indiana as designated by the USFA.

ARTICLE II
OBJECTIVES

The objectives of THE DIVISION as defined in these By-Laws are:

1. To support, enhance, and develop the sport of fencing
2. To provide for local competitions and tournaments
3. To aid and assist the USFA in all its objectives and purposes as put forth in the By-Laws of the USFA.

ARTICLE III
MEMBERSHIP

SECTION 1. 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 2. Classes of Membership: Membership shall be the same as that designated from time to time by the USFA.

SECTION 3. 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 4. Discipline of a Member: With the exception of disciplinary penalties associated with competitions, all other matters pertaining to the discipline of a member of THE DIVISION shall be referred to the Board of Directors of the USFA for appropriate action.

ARTICLE IV OFFICERS AND DUTIES

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. All officers shall take office at 12:01AM on August 1st and hold office until 12:00 midnight on the following July 31st, or until their successors are elected and justified.

The duties of officers shall be as follows:

SECTION 1. CHAIR – The Chair 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. The Chair has the responsibility for ensuring that all reports required by the USFA are filed in a timely manner. 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 other members of the Executive Committee to chair standing or ad hoc committees. The Chair shall be an ex-officio member of all committees. The Chair is responsible for the custody and maintenance of all equipment owned by THE DIVISION.

SECTION 2. VICE-CHAIR – The Vice-Chair shall, should the Chair be unable to perform his/her duties, perform the duties of the Chair. Otherwise, the Vice-Chair shall perform such duties as the Chair may assign.

SECTION 3. SECRETARY – The Secretary shall conduct all official correspondence, issue timely notice to all members of meetings of THE DIVISION, keep the minutes of all meetings of THE DIVISION and/or its Executive Committee, prepare and submit, when due, all reports concerning membership as required by the USFA, to include results from Division qualifying tournaments, earned ratings from Division sanctioned competitions, and any other like duties that may be assigned by the Chair or the Executive Committee.

SECTION 4. TREASURER – The Treasurer, in consultation with the Executive Committee, shall present a budget for the following fiscal year (August 1st to July

31st) at the Annual Meeting of THE DIVISION. Changes made upon the budget shall be presented at the meeting. The Treasurer shall keep the accounts of THE DIVISION; receive all monies, 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 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 a federally insured account, checking and savings, under the name of THE DIVISION. No amounts over \$50.00 will be dispersed without Executive Committee approval, and no amount over \$1000.00, not part of the current fiscal year's budget approved at the Annual Meeting, will be dispersed without the approval of THE DIVISION'S membership, the majority of those voting deciding. Such vote may be taken by either mail or at a Special Membership Meeting. The Treasurer will provide, upon written request of at least ten voting members of THE DIVISION, current financial records within one month of such request. 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 by a majority of those voting, in person or by proxy, at the Annual Meeting.

SECTION 6. Officers of THE DIVISION may be removed for cause upon the petition of one or more voting members of THE DIVISION. The Board of Directors of the USFA may prescribe procedures for removal that provide the accused officer with notice of the asserted grounds for removal and due process during removal proceedings. If the Board of Directors or the Bylaws of the USFA fail to adopt such procedures, the USFA Executive Committee may remove an officer of THE DIVISION if it finds there is cause for such removal; after notice to the accused officer and a hearing or other appropriate proceeding in which that officer was accorded due process rights.

SECTION 7. Officers and other elected members of the Executive Committee may be recalled through the following procedure:

(a) A petition submitted to the Executive Committee, signed by at least 10% of the eligible voters in THE DIVISION, requesting a Special Membership Meeting to be held for the sole purpose of holding a recall vote.

(b) At that meeting, two-thirds of those voting either in person or by proxy approve such recall.

(c) Time, place and notification requirements of such meeting shall be determined as set forth in ART. VI, Sec. 2 of these bylaws.

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, the Members of Congress, the Alternate Members of Congress, and such other members who have been elected at the Annual Meeting. No one may hold office and/or be a member of the Executive Committee unless he or she is a current voting member of THE DIVISION. There must be elected at least one member from each USFA Registered Club in THE DIVISION. If the representative of a club is not present at the Annual meeting, the Executive Committee shall request at the earliest date from said club the name and contact information of its' representative. Members of THE DIVISION in good standing, with special expertise, may be appointed by the Chair as advisors to the Executive Committee, but these individuals will not have voting privileges.

SECTION 2. Quorum: A quorum shall consist of one-third of the voting membership of the Committee or 4 members, whichever number are larger; as well as at least 3 club Executive Committee Representatives present. No voting by proxy is permitted.

SECTION 3. Meetings: Meetings of the Executive Committee shall be held on a regular basis at a time and place designated by the Chair. Meetings may also be called upon the written request of 4 voting members of the Committee. All members must receive at least 48 hours prior notice of all Executive Committee meetings. If all member of the Committee have access to the Internet, then certain specific questions or proposals may be voted upon electronically. All balloting must be copied to every member of the Committee, and the Secretary must keep a printed copy of the vote for the Division records.

SECTION 4. Any member of the Executive Committee (other than officers, for whom provision is made in ART.IV, Sec.6 above) who fails to perform his duties may be removed from the Committee by the following procedures:

Written notification of the causes for removal must be provided to each and every member of Executive Committee.

- (a) At any meeting at which the removal of a member (officers excluded) will be a subject of business, at least three-fourths of the total voting membership of the Committee must be present.
- (b) A member so charged has the right to appear at the meeting and present arguments against removal, but may not vote on this question. A minimum two-week notice of the meeting must be provided in writing to the member so charged.
- (c) At least three-fourths of the members present must vote for removal for it to take effect.

SECTION 5. The Sanctioned Club is responsible for appointing a replacement representative to the Executive Committee using the following requirements:

- (a) The newly appointed Executive Committee member's term is to be the remainder of the term of the vacated member.
- (b) The new member must be a Current Voting member of the USFA.

SECTION 6. Conducting and Participating in Meetings by Means Other than Attendance in Person.

- (a) Except as otherwise provided in these Bylaws, in the discretion of the Chairman, meetings of the Executive Committee may be conducted telephonically, by video conference or by any means that allows all participants to hear the proceedings and to participate fully therein. When meetings of the Executive Committee are specifically called to be conducted in person by the Chairman, they may not be allowed to be conducted telephonically, by video conference or by other means.
- (b) Except as otherwise provided in these Bylaws, a specific question or matter that might be considered at a meeting of the EC may be submitted to a vote by mail, facsimile, email or other means at the discretion of the Chair or upon resolution of the Executive Committee, unless one or more Representatives makes an effective written demand that such action not be taken without a meeting. In the conduct of such votes, the Secretary shall provide notice thereof to each member of the Executive Committee containing a clear statement of the question to be voted upon and the date on which voting shall be closed, with a request that each member cast his or her vote thereon and communicate it to the Secretary and the Chairman prior to the closing date. The notice shall also state that a failure to respond will have the same effect as abstaining in writing. The question or matter submitted for decision under this Subsection shall be approved if the affirmative votes equal or exceed the minimum number of votes that would be necessary to take such action at a meeting at which all of the Representatives and Officers then in office were present and voted.

ARTICLE VI

DIVISION INFORMATION AND COMMUNICATIONS

SECTION 1. DIVISION WEBSITE

The DIVISION shall maintain a Division Website for the main purpose of providing notice of the Annual Schedule. The Executive Committee shall appoint annually a Webmaster. The Internet hosting fees/site address shall be paid by THE DIVISION, as per purchasing procedures listed in this document.

The Website to include:

- (a) The Annual Schedule (as provided for under Article IX Division Sanctioned Tournaments)
- (b) List of current Officers and Executive Board with contact information
- (c) Link to all clubs as listed on the current USFA Website.
- (d) Link to USFA Website
- (e) A copy of these Bylaws

The Website may not include any advertisements or publicity for THE DIVISION'S private clubs, coaches, or members unless 100% of the gross financial proceeds of said event or activity benefits directly THE DIVISION operating budget.

SECTION 2. PRIVACY

Membership Information: To include addresses, phones, emails, and other private information will be kept strictly confidential on used for Official DIVISION business only. No private, personal or business communication or use of the information will be permitted or provided to private clubs, coaches or fencers.

- (a) THE DIVISION will not collect personal information without members' consent.
- (b) THE DIVISION not sell, rent, or otherwise distribute personal information collected by THE DIVISION to other organizations or individuals except as required by law.
- (c) In the case of published information, THE DIVISION will respect the wishes of our members and will remove any personal information that is not required by law to be published. THE DIVISION will remove members from any electronic mailing lists on request.
- (d) THE DIVISION will not send unsolicited emails.

The USFA National Office is responsible for information obtained from them directly according to their published guidelines. For obtaining member information from them, or, for requesting the restriction of personal information, individuals must contact the USFA National Office.

ARTICLE VII MEETINGS OF THE MEMBERSHIP

SECTION 1. The Annual Meeting of THE DIVISION shall be held in June or July. The date, time and place of the meeting shall be designated by the Chair, but notification must be mailed to all members of THE DIVISION so as to be received at least 15 days prior to the meeting. Officers and members of the Executive Committee for the next year will be elected at this meeting. All

members of the Executive Committee take and leave office concurrent with the terms of the officers of THE DIVISION.

SECTION 2. Special Meetings of the membership 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 10% of the eligible voters of THE DIVISION. The same notification requirements as for the Annual Meeting apply.

SECTION 3. A quorum shall consist of 10 voting members in person, and a majority of those present shall control, except as herein otherwise provided.

SECTION 4: Operation of Meetings: If applicable, the order of business for the Annual Meeting shall be as follows:

Minutes of the last Annual Meeting
Election of Officers
Treasurer's Report and adoption of Budget
Any Proposed Amendments to By-Laws
Old Business
New Business

ARTICLE VIII ELECTIONS

SECTION 1. Officers must be nominated by mail or email to the Secretary or Chairman of the Division. All nominations for officers must be received by mail or email to the Secretary or Chairman of the Division no later than May 1st. Candidates for all other voting positions on the Executive Committee shall be nominated from the floor at the Annual Meeting.

SECTION 2. If not more than one nomination is made for a position, the Secretary of THE DIVISION shall cast a unanimous ballot for that candidate. 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.

SECTION 3. Members eligible to vote and in good standing may give their proxy to any other member of THE DIVISION 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.

SECTION 4. Eligibility for Office: Any person who is a CURRENT VOTING member in good standing of the USFA and THE DIVISION and who is the minimum of 18 years old is eligible for office in the division. (This change is intended to bring this article into alignment with Article 5, Section 1.)

SECTION 5. Any member in good standing who is entitled to vote in elections of the USFA, Minimum age 18, is entitled to vote in elections conducted by THE DIVISION.

ARTICLE IX DIVISION SANCTIONED TOURNAMENTS

SECTION 1. THE DIVISION 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.

SECTION 2. Notice of the new annual DIVISION Sanctioned Tournament Schedule shall be posted by the Executive Committee on the Internet no later than September 15th. US Postal notices shall be mailed to those members requesting printed paper schedules by the same date. Events Sanctioned and added to the Division Schedule after September 15 shall be posted to the Division Website only; no US Postal Notification will be sent. Additional Tournaments can be requested for submission to the Schedule by USFA member Clubs (see section 5) so long as they meet THE DIVISION requirements and are submitted a minimum of two (2) weeks in advance. Requests should be made in writing either through email or postal to the Executive Committee. An event request form is provided and available from THE DIVISION.

Events may be Sanctioned per the determination and vote of the Officers, alone, of the Executive Committee. A Member Organization or Individual of the Division may make an appeal for vote by the entire Executive Committee. In the event of a tied decision by the Officers of the Division, the event will be approved for sanction. The appeal for Sanction by the Executive Committee must be made in writing either through email or postal to the Executive Committee a minimum of two (2) weeks in advance of the tournament. The Secretary of the Division will record and conduct the decision of the Officers for all Sanction requests and the decision to approve or deny the Sanctioning of events to the Executive Committee.

SECTION 3. All persons entering a tournament sanctioned by THE DIVISION must be current members of the USFA. The bout committee at each such tournament will have the proper materials to enroll a non-member into the USFA at time of registration.

(a) Checks returned for insufficient funds will result in a warning to the fencer. A failure to make the check good, reimburse THE DIVISION for any returned check fees incurred, or a second occurrence during the season, will result in that fencer being placed on a "cash only" status.

SECTION 4. U.S.F.A. Required Competitions to include THE DIVISION'S Summer Nationals Qualifier and Junior Olympic Qualifier will be run by the Executive Committee. THE DIVISION shall keep all proceeds after expenses into the Division operating Budget.

SECTION 5. The DIVISION shall sanction competitions within their territorial boundaries that are organized by current USFA member clubs, USFA individual members and USFA member organizations who have proper insurance coverage for the event, and for which THE DIVISION ensures that such competitions are conducted as stated in these bylaws and in accordance with the current USFA Rules of Competition and operating procedures. At least one official DIVISION representative shall be present at every sanctioned tournament. Official DIVISION representatives include members of the Executive Committee (See Article V, Sec.1, and "Management of the Executive Committee) and those who may be designated by the Executive Committee for the Tournament. All those hosting sanctioned competitions shall notify the Executive Committee at the time of submission of the event that the DIVISION Representative will be for the Tournament. The Official DIVISION representatives have full authority to assure that the conditions set by the Executive Committee are being carried out. In case the stipulated conditions stated in these bylaws are not being adhered to, the Executive Committee may seek to withdraw its sanction from the event, either before or after, through the appeal procedures defined by the USFA executive Committee.

SECTION 6. Non-Sanctioned events may be listed in THE DIVISION Schedule with the clearly indicated statement, "This event is not a USFA sanctioned event and is listed for informational purposes only. The St. Louis USFA DIVISION assumes no liability for participation."

SECTION 7. Tournament Results, including earned ratings of all DIVISION Sanctioned competitions shall be submitted to the Division Secretary, who shall report any earned ratings to the USFA within 2 weeks upon receipt.

SECTION 8. Tournament Entry Fees: Organizers of DIVISION sanctioned tournaments shall remit a \$5 fee for each participating fencer to THE DIVISION. The means by which the fee is collected is left to the discretion of the Event Organizer. The fee shall be in effect for three years, whereupon it will be

reviewed, revised, or eliminated by the Executive Committee and put forth for a membership vote at the regular Annual DIVISION meeting. Fees collected by sanctioned event organizers shall be sent to THE DIVISION Treasurer no later than two weeks after the event.

ARTICLE X DIVISION EQUIPMENT

All DIVISION equipment is owned solely by THE DIVISION and may only be used for official Division sanctioned events. THE DIVISION may rent the equipment for use in sanctioned events by USFA Division member clubs to assist in club and tournament development, and to offset repair, replacement and purchase of additional equipment as needed. (Purchasing procedures are outlined in Article IV, Section 4). The length of rental shall be per event not to exceed one (1) week. Rentals may be renewed weekly; however, equipment rentals must be equally available to all DIVISION clubs. The Executive Committee shall determine the rental fees and review annually. The fee amount shall be recorded in the minutes of the Annual DIVISION meeting and made available to all members when requested. The Chair is responsible for the custody and maintenance of all equipment owned by THE DIVISION.

ARTICLE XI DIVISION ARMOURER

THE DIVISION Chairman shall appoint annually a qualified Armourer to maintain the DIVISION equipment and assist at DIVISION tournaments whenever possible. THE DIVISION shall make sufficient funds available to the Armourer for the equipment repairs as outlined in the purchasing procedures in this document.

ARTICLE XII 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 XIII AMENDMENTS

These bylaws of THE DIVISION may be amended at the Annual Meeting of THE DIVISION or a Special Meeting (Article VII, Section 2) called for that purpose by a vote of the majority of eligible members present or by proxy ballot (Article VIII, Sections 3 & 5). Any proposed change to these bylaws must be included in the mailed notification of time and place of the Meeting. An amendment receiving a majority of the votes cast, either in person or by proxy, shall be deemed adopted, subject to the provisions of ART.VIII.