



## Division Bylaw Check List Minimum Requirements

<b>Check List:</b>	<b>Explanation:</b>
Division Name	USA Fencing recognized name of the Division
Administrative Unit	States that the Division is an administrative unit of USA Fencing
Geographical Boundaries	If possible list the counties in the Division or other physical or political demarcations by which the borders of the division are described
Annual Meeting	Determine when the Annual Meeting will it be held, how and when members are notified about the meeting; the Division needs to set criteria for the division meeting that defines a Quorum both on the minimum # of attendees and # of clubs
Division Objectives	List the objectives of the Division
Membership, dues & competition sanctioning	Process should be determined for scheduling of division qualifier events for JO's and SN; what is the process for a division club to host a tournament
Officers & duties	List the duties of each Division Officer
Elections	Defined election procedures of officers, including proxy votes; include a statement on what happens if an officer cannot perform the duties during the year or if there is a call for an impeachment of a current officer
Amendments To Bylaws	Procedure to add, amend or eliminating a By-Law
Composition Of Exec Committee	Provide information on the structure and duties of the EC if this entity exists in your Division
Division Corporate Status	Is the Division Incorporated or Unincorporated