

**UNITED STATES FENCING ASSOCIATION  
NEW ENGLAND DIVISION BYLAWS**

**ARTICLE I  
NAME AND AFFILIATION**

The name of the Division shall be the New England Division of the United States Fencing Association.

The New England Division is an administrative unit of the United States Fencing Association and is subject to general supervision and control under the provisions of the United States Fencing Association's Bylaws and operations Manual. The fiscal year of the New England Division will be that of the United States Fencing Association.

The New England Division shall hereinafter be referred to as "The Division," and the United States Fencing Association shall be referred to as the "USFA."

The Division has jurisdiction over the areas of eastern Massachusetts and Rhode Island or as defined by the USFA.

**ARTICLE II  
OBJECTIVES**

The objectives of the Division are:

- 2.1 To promote, encourage and develop the sport of fencing;
- 2.2 To hold qualifying competitive events for national events as required by the USFA;
- 2.2 To promote participation in Divisional and National competitive events sponsored by the USFA;
- 2.3 To promote referee development,
- 2.4 To sponsor, run and oversee local competitive events and competitive events for fencers of various ages and ability;
- 2.5 To assist Divisional fencers to reach their full potential in fencing;
- 2.6 To aid and assist the USFA in all its objectives and purposes.

**ARTICLE III  
MEMBERSHIP**

- 3.1 **Eligibility:** Any person residing within the boundaries of the Division or representing a fencing club, school, college or university, etc. within this same area and is not a member of any other division of the USFA shall be eligible for membership in the Division.
- 3.2 **Classes of membership:** Membership shall be the same as that designated from time to time by the USFA.

- 3.3 Membership Transference:** Membership may be transferred into this Division provided that the transferee has a current valid membership card from the USFA.
- 3.4 Voting:** Any member of the Division in good standing, 18 years of older at the time of a membership meeting, shall be qualified to vote. Non-competitive members of the Division shall be qualified to vote provided they are in good standing and at least 18 years old at the time of the membership meeting.
- 3.5 Annual Dues:** Annual dues shall be determined by the USFA. Any member who has failed to pay the current year's dues by the determined deadline shall be ineligible to compete in any competitive event sponsored by the Division, and shall not be permitted to vote at the Division's annual meeting or special meetings until the dues are paid in full and current. The Division may upon majority vote of the membership, add an additional fee or dues for the Divisional expenses.
- 3.6 Discipline:** All matters pertaining to the discipline and suspension of members shall be acted upon by the Executive Committee and further action, if necessary, shall be referred to the BOARD OF DIRECTORS of the USFA for appropriate action.

#### **ARTICLE IV MEETING OF THE MEMBERS**

- 4.1 Annual Meeting:** An annual meeting of the members of the Division shall be held before the end of the current season. The Executive Committee will determine the time and place of such meeting.
- 4.1.1** Written notice of the date, time and place of the annual meeting shall be given to all members not less than 30 days in advance of such meeting. Written notification may include mailings, email and/or website notice. Any member submitting items requiring a vote of the membership must submit the item by April 15.
- 4.1.2** The notice shall contain a statement of the offices to be filled at such meeting, a statement as to any proposed amendments to the bylaws to be voted upon and a statement of any other matters requiring a vote of the membership of the Division. Items for vote must be on the published agenda.
- 4.1.3** NAC/World events must be approved by the membership if there is a financial risk to the Division.
- 4.2 Special Meetings:** Special meetings may be called at any time and place within the geographic confines of the Division by the Chair by request in writing of not less than seven members of the Division. Division members must be given a minimum 14 day written notice of such meeting, such notice to include all matters to be considered at the meeting.
- 4.2.1** In special circumstances, with a 2/3 concurrence of the Executive Committee, a Special Meeting of the membership may be called with a minimum five day written notice to the Division members of such meeting, such notice to include all matters to be considered at the meeting.
- 4.2.2** No business may be conducted at a special meeting except that for which the meeting is being called, which shall be designated by written notice to the membership.

- 4.3 Proxy:** Proxy votes shall be accepted for all meetings of the membership for items published in the agenda, but not for new business, elections, or amendments to these bylaws. Proxy votes shall be in writing sealed in an envelope. The envelope shall be signed by the voter, and shall be filed with the Secretary or Chair of the Division or mailed to the division address listed on the website by the individual in time for the annual or special meeting. The proxies will be opened at the appropriate time during the meeting.

## **ARTICLE V OFFICERS**

- 5.1** Officers of the Division shall consist of a chair, vice-chair, secretary and treasurer. Each shall be elected to a one year term and shall take office the first day of August next following their election, and shall hold office until the following July 31, or until the election of, and assumption of the duties of the office by his/her successor. All officers of the Division must be at least 18 years of age at the time of election, shall serve without compensation, and be current USFA members at all times. The duties of the officers shall be as follows:

**5.1.1 Chair:** The Chair shall preside at all meetings of the Division and its executive committee. The Chair shall be knowledgeable to the Division and find ways to best serve the interests of the Division. The Chair is responsible for filing with the Secretary and treasurer of USFA the annual reports called for by the corporation according to the bylaws and standing votes of the board of directors. The preparation of these reports may be delegated to the Secretary and Treasurer of the Division subject to the final approval of the Chair. The Chair may, with approval from the Executive Committee, assign officers and members of the executive committee to chair standing or ad hoc committees. The Chair shall be ex-officio member of all committees. The Chair or the Chair's designee shall also be the official representative of the Division at all National events and meetings. The Chair shall serve no more than three (3) consecutive, 1-year terms of office in succession unless no other member is willing to serve.

**5.1.2 Vice-Chair:** The Vice-Chair shall, in the absence of the Chair perform the duties of the Chair and aid the Chair throughout the year. The Vice-Chair is responsible for the custody and maintenance of all division equipment. The Vice-Chair shall oversee the Technical Committee. The Vice-Chair shall perform other duties as may be assigned by the Chair of the Division or other proper authority.

**5.1.3 Secretary:** The Secretary shall, in a timely manner, conduct all official correspondence, issue notices to members of all meetings, and keep records of the meetings. The Secretary shall also perform such duties as may be required by the Chair. The Secretary shall be the official custodian of the records of the Division.

**5.1.4 Treasurer:** The Treasurer shall keep the accounts of the Division, receive all monies, fees, dues, etc. from competition organizers; pay all bills approved by the Executive Committee, preserve all vouchers for such disbursements, and submit a monthly itemized report in a format to be approved by the Executive Committee. All disbursements will be made by check from the Division checking account or cash provided a signed, itemized receipt is presented. Receipts stating the nature of the transaction and the payee must support such disbursements. All funds of the Division shall be maintained in a federally insured (FDIC) account under the name of the Division. Accounts may include checking, savings, money market, certificate of deposit, or other types of insured accounts offered by approved financial institutions. The Treasurer must submit a report at the annual

meeting of the Division of the financial transactions of the preceding year and the current year to date. The Treasurer must submit an annual budget for approval by the membership at the annual meeting. No amount above or outside the submitted and approved budget may exceed \$250.00 without Executive Committee approval. No amounts over \$3000 not part of the budget presented at the annual meeting will be dispersed without the approval of the Division's membership. The Treasurer shall perform other duties as may be assigned by the Chair of the Division or other proper authority. The Treasurer shall serve no more than three (3) consecutive, 1-year terms of office in succession unless no other member is willing to serve.

- 5.2** The offices of 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 offices of Secretary and Treasurer nominated pursuant to Article VIII shall be deemed candidates for the combined office.
- 5.3** Any officer of the Division may be removed from office by the following procedure:
- a. A written petition signed by the greater of twenty-five (25) voting members of the Division or 10% of the Division members eligible to vote shall be delivered to the Division secretary unless the Division Secretary is the target of the removal in which case it shall be delivered to the Chair or the Vice-Chair of the Division. An election by the membership shall then be conducted as to whether the particular officer should be removed from office. In the event a majority of votes cast in a secret ballot favors removal, the officer shall be deemed removed from office.
  - b. The election may be held at either the Annual meeting or a special meeting of the Division membership for which a minimum of 14 days' notice must be received by the membership.

## **ARTICLE VI MANAGEMENT BY THE EXECUTIVE COMMITTEE**

- 6.1** **Composition:** The management of the Division shall be vested in an Executive Committee. The Executive Committee shall consist of the officers of the Division, one representative from each eligible USFA club within the Division, and two members at large. Each eligible club may also submit the name of an alternate representative who shall be eligible to vote when the club representative is not available. All members of the Executive Committee must be current USFA members.
- 6.1.1** Division Club eligibility is defined as a USFA-registered club by April 1 (of the current season). New clubs registered between annual meetings must meet the above criteria to be and eligible member of the Executive Committee the following season. All clubs must meet these criteria annual to continue as a member of the Executive Committee.
- 6.2** **Quorum:** A quorum shall consist of at least five members of the Executive Committee, one of who must be a division officer.
- 6.3** **Meetings:** Meetings of the Executive Committee shall be held three to four times a year. Teleconferences may be held between meetings to transact unexpected business. The Executive Committee shall designate such time and place. A meeting may be called by the written request of four or more members of the Executive Committee. All members of the Executive Committee

shall be given not less than 14 days' notice of all meetings. The 14 day timeframe may be waived with concurrence of 50% of the Executive Committee. All meetings shall be open to the general membership. Sensitive subject matter and/or disciplinary action to be taken or contemplated against a division member must be discussed in Executive Session and general members shall be excluded from Executive Sessions of the Board. Executive Session will generally be held at the end of all executive committee meetings.

- 6.4 Protocol:** The protocol at meetings shall be as follows: determining a quorum, reading of the minutes, committee reports, unfinished business, new business. Decisions will be by majority vote of those present with the presiding officer voting only in the event of a tie. All meetings will be conducted according to Robert's Rules of Order.
- 6.5** If, upon election to the Executive Committee, a member is unable to attend meetings on a regular basis he/she may resign their position and recommend a replacement subject to the approval of the Executive Committee.
- 6.6** The Executive Committee, using the following procedures, may remove any member of the Executive Committee for just cause:
- 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. This portion of the meeting shall be the first item on the agenda and shall be conducted in Executive Session.
  - 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 these removal proceedings.
  - e. Three quarters (3/4) of the Executive Committee members present at the hearing must vote for removal before the member is removed.
- 6.7** The Executive Committee may replace a member who has resigned or who has been removed by the Executive Committee. If removal or resignation of an Executive Committee member leaves a member club without representation, the Executive Committee may appoint a new member as recommended by that club.
- 6.8** The Executive Committee shall create and maintain a Divisional Operating Manual, which will contain standard operating procedures and policies, adopted for the operation of the Division. At least once a year the Division shall provide a current copy of the Operating Manual to each member club. The Operating Manual shall be available at competitive events for review by USFA members. Notice of adoption of procedures or policies shall be included in the Division newsletter.
- 6.9** The Board may adopt, repeal, or amend any By-laws, provided, however, that such adoption, repeal, or amendment must be approved at the next Annual Membership Meeting of Special Membership Meeting that is held at least 30 days after such adoption, or it shall be automatically

revoked. Such changes shall be published within 14 days after adoption. Proxies may not be used for election of officers and delegates to the Annual Congress.

## **ARTICLE VII COMMITTEES**

- 7.1 Committees:** Committees may be appointed by the Chair with the approval of the Executive Committee on an annual basis. The Executive Committee may delegate certain powers to committees but shall at all times retain authority over their acts, and may at any time remove a member of a committee. Committees are agents of the Executive Committee and shall not unilaterally incur expenses or obligate the Division. Each committee shall elect a chair at its first meeting. The Executive Committee may appoint an Acting Chair for such Committees to serve until the Committee elects its own chair.
- 7.2 Standing Committees:** Standing Committees may include but are not restricted to:
- 7.2.1 Tournament Committee:** The Tournament Committee Chair shall be appointed as soon as possible after the Executive Committee takes office. The Tournament Committee may be comprised of members representing USFA recognized clubs as well as members at large from the Division as may be deemed necessary by the Executive Committee. The primary duties of this committee shall be to develop a schedule of fencing events and submit that schedule to the Executive Committee for approval. The Tournament Committee must make the schedule available for publication prior to the start of the competitive season so that it may be included on the Division website. The Tournament Committee will also be responsible for determining the conditions and restrictions of competitive events and will supervise the conduct of all competitive events under its jurisdiction.
  - 7.2.2 Bout Committee.** The Division Bout Committee shall be composed of the Executive Committee and all nationally rated officials within the Division. All members of the Division Bout Committee present at any competitive event shall serve as the bout committee for that competitive event, hearing any appeals by the fencers. If there are less than three members of the bout committee present at an event, those members present will appoint the necessary people to reach a minimum of three. In the event no bout committee members are present at an event, the meet manager shall establish a bout committee with a minimum of three members which may include the meet manager.
  - 7.2.3 Officials Committee.** The Officials Committee shall be composed of the three highest rated officials within the Division who are available and willing to serve. The Officials Committee shall arrange officiating seminars and examinations in all three weapons to candidates for officiating and promote the obtaining of divisional and national ratings by members of the Division. The program for conducting written and practical examinations shall be based on material provided by the USFA.
  - 7.2.4 Technical Committee:** The Technical Committee will consist of three or more Division members whose duty it is to maintain divisional scoring equipment and to ensure that technical services are available at qualifying and championship events run under the auspices of the Division. The Technical Committee shall also promote awareness of weapon and equipment maintenance and repair among the membership.

**7.2.5 Nominating Committee:** The Nominating Committee shall consist of approximately 3-5 persons and there shall not be more than one member from any one club on the nominating committee. The duties of the nominating committee shall be to consider all eligible members of the Division for office and propose a slate to the membership.

**7.3 Special Committees:** Special committees may be appointed from time to time by the Chair with the approval of the Executive Committee. The Executive Committee shall at all times retain authority over its acts and may at any time remove a member of a special committee.

## **ARTICLE VIII ELECTIONS**

**8.1** The Executive Committee shall appoint a nominating committee by March 1 to nominate a slate of candidates for divisional office.

**8.2** The Nominating Committee shall elect a chairperson and the Chairperson shall submit to the Division secretary a proposed slate of officers no later than April 15. Unless just cause may be found regarding any member nominated for office, this slate shall be submitted to the general membership for vote at the Annual Meeting. More than one name may be nominated for office.

**8.3** The Secretary shall include the list of nominations in the notice of the Annual Meeting. Candidates may also be nominated from the floor at the annual division meeting.

**8.4** If not more than one 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 or more nominations are made for any office, voting for the candidates for such contested office shall be in person and the candidate receiving the majority of votes cast shall be declared elected. Written ballots shall be used. In the event that three or more candidates are nominated for any office, and no candidate receives a majority vote (more than 50%), the candidate with the least amount of votes will be removed from the slate and another vote taken for the remaining candidates. In the event there are two candidates for any office, the candidate receiving the most votes shall be declared the winner. If the voting of an election with two candidates results in a tie, then a lot shall be cast and the winner declared.

**8.5** If upon election to Executive Committee, a member is unable to attend meetings on a regular basis he/she may resign and recommend a replacement subject to the approval of the Executive Committee.

## **ARTICLE IX APPOINTMENTS**

The Executive Committee shall appoint positions as needed. The Chairperson may also make appointments subject to approval by the Executive Committee as needed to fill vacancies occurring during the year.

**ARTICLE X  
BYLAWS, RULES AND POLICIES OF USFA**

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

The Chair shall appoint a committee to review bylaws in years divisible by five.

**ARTICLE XI  
AMENDMENTS**

These New England Division Bylaws may be amended at any annual meeting of the members, or at any special meeting of the members called for that purpose. An amendment must be approved by a 2/3 majority of voting members present to be adopted, subject to approval of the USFA.

Bylaws Revised and Accepted June 27, 1999 and includes amendments through June 2013.