

THE UNITED STATES FENCING COACHES' ASSOCIATION  
CONSTITUTION AND BY-LAWS

*This version of the USFCA Constitution and By-laws contains the changes ratified at the 2009 Annual General Meeting.*

**CONSTITUTION**

ARTICLE I

The name of this organization is The United States Fencing Coaches Association (USFCA). It is a corporation which is chartered and exists under the not-for-profit Corporation Law of 1972, Act Number 271, as amended, of the Commonwealth of Pennsylvania. The fiscal year of the corporation commences 1 September, and ends 31 August, following.

ARTICLE II AIMS AND  
OBJECTIVES

SECTION 1: To offer a national organization for fencing coaches, and others who are interested in the teaching, coaching, and welfare of the sport of fencing in the United States of America.

SECTION 2: To initiate, stimulate, promote, develop and raise the standards of the sport of fencing; to improve the techniques of teaching and coaching fencing; and to increase interest and participation in the sport of fencing in the United States of America.

SECTION 3: To acquire and maintain affiliation and recognition of the Association and its members with health, physical education, recreation, and athletic organizations.

SECTION 4: To cooperate with other athletic organizations in promoting, supporting and conducting national and international fencing events.

SECTION 5: To protect the interest and welfare of its members.

SECTION 6: To sponsor and conduct demonstrations of the sport of fencing, to support and promote amateur fencing programs, to present displays of historical and period swordplay, as well as to organize, conduct and present public educational programs on fencing.

SECTION 7: The Association is not organized for business purposes or pecuniary profit. Membership or office (elected or appointed) shall not entitle any member to any share of the assets of the USFCA. All the assets of the association are declared to be dedicated to the Aims and Objectives as set forth in Article II of the Constitution. No part of the net earnings of the Corporation shall inure to the benefit of any member, trustee, director, officer of the corporation or

any private individual (except that reasonable compensation may be paid for services rendered to or for the corporation), and no member, trustee, officer of the corporation shall be entitled to share in the distribution of any of the corporate assets on dissolution of the corporation. In the event of dissolution all of the remaining assets and property of the corporation shall, after payment of necessary expenses thereof, be distributed to such organizations as shall qualify under Section 501(c) 3 of the Internal Revenue Code of 1954, as amended, or to another organization to be used in such manner as in the judgment of a Judge of the Orphans Court of the Commonwealth of Pennsylvania will best accomplish the general purposes for which this corporation was formed. More specifically, the assets of this corporation shall pass to the United States Fencing Association, provided it continues to qualify under Section. 501(c) 3 of the Internal Revenue Code. Should the United States Fencing Association fail or cease to qualify, the assets of the corporation shall pass to the United States Olympic Committee, provided the Committee continues to qualify under Section 501(c) 3 of the Internal Revenue Code.

SECTION 8: Notwithstanding any other provisions of these articles, the corporation is organized exclusively for one or more of the following purposes: religious, charitable, scientific, testing of public safety, literary, or educational purposes, or to foster national or international amateur sports competition (but only if no part of its activities involve the provision of athletic facilities or equipment), or for the prevention of cruelty to children or animals, as specified in section 501 (c ) 3of the Internal Revenue Code of 1954, and shall not carry on any activities not permitted to be carried on by a corporation exempt from Federal Income tax under Section 501 (c) 3 of the Internal Revenue Code of 1954.

SECTION 9: No substantial part of the activities of the corporation shall be carrying on propaganda, or otherwise attempting to influence legislation (except as otherwise provided by Internal Revenue Code section 501 (h), and does not participate in, or intervene in (including the publication or distribution of statements), any political campaign on behalf of any candidate for public office.

SECTION 10: The Association may affiliate itself with other national and international organizations for the purpose of certifying instructors, creating additional educational opportunities and promoting the sport of fencing.

## ARTICLE III MEMBERSHIP

SECTION 1: Eligibility for Membership: Membership is open to everyone involved with the teaching or coaching of fencing, or who is supportive of fencing.

SECTION 2: Conditions and Obligations for Membership: The members of this Association agree to establish and maintain professional standards of personal honor, ethical relationships with colleagues, good sportsmanship, fair play, and to work for the welfare of the Association.

SECTION 3: Classes of Membership: Membership shall be of the following classes: Full and Honorary.

a) Full members are those who have been duly accepted to membership under the provisions of the By-Laws. Members who are at least 18 years of age shall be eligible for elective office and voting membership on committees, and entitled to vote on all general matters. Members under the age of 18 shall be entitled to voting memberships on committees, but may not vote on general business or hold elective office in the Association. Full members shall be categorized: "Life", "Active", or "Emeritus".

b) Honorary membership may be awarded at the discretion of the Association, as described in the by-laws. Honorary members shall be entitled to voting memberships on committees, but may not vote on general business or hold elective office in the Association.

SECTION 4: Acceptance to membership: The By-Laws prescribe the procedure by which eligibility for acceptance to each category of membership shall be effected.

SECTION 5: Annual Dues of Members: The Schedule of Payment and amount of dues for membership are prescribed by the By-Laws.

SECTION 6: Termination of Membership-Discipline of Members: a) Disciplinary powers of the Association shall be exercised in accordance with the provisions of this Section and the By-Laws.

b) Any member failing to meet the conditions and obligations of membership may have his/her membership terminated or suspended by a two-thirds majority vote of the membership voting at the Annual General Meeting.

c) The membership of any Full or Associate member failing to pay annual dues for three months shall be terminated after due notice.

d) Upon termination or suspension of membership, all rights and privileges of the member shall cease.

SECTION 7: Reinstatement of Member: An individual whose membership has been terminated under Article III, Section 6 of the Constitution, may be reinstated by the procedures prescribed in the By-Laws.

#### ARTICLE IV ORGANIZATION

##### SECTION 1: Elected Officers:

a) The elected officers shall be:

- President,
- Executive Vice President,
- Secretary,
- Treasurer,
- One Regional Vice President from each of the geographical regions as listed in the By-Laws at the time of the election.

b) Officers shall continue in their office and duties until their replacements are duly elected, qualified and installed in office.

c) Newly elected officers shall assume their responsibilities on the first day of the fiscal year following the election, or immediately, if the election is held after the start of the new fiscal year.

d) No elected officer shall serve for more than three (3) consecutive terms.

e) The term of each elected officer shall be two (2) years.

f) Only Fencing Masters recognized by the USFCA Certification and Accreditation Board may be nominated or elected to the office of President or Executive Vice President.

g) No officer shall hold more than one elected position concurrently.

SECTION 2: Executive Committee: Executive Committee: The Executive Committee shall consist of the elected officers and the immediate past-President. If the immediate past-President is unavailable, a previous President may be appointed.

a) For the transaction of business, a quorum shall consist of five members of the Executive Committee. The Executive Committee shall meet prior to the business session of the Annual General Meeting, and at such other times as the President may direct.

b) The Executive Committee shall: 1) Transact the business and administer the affairs of the Association in accordance with the Constitution, By-Laws, and directives from the Annual General Meeting of the Association.

2) Require all income from membership dues, from activities of the Association, and from all other sources, to be deposited in the accounts of the Association.

3) Propose a budget for the following fiscal year prior to the end of any current fiscal year, to be submitted for approval by the Full members at the Annual General Meeting.

4) Adopt procedures in accordance with the approved budget for the expenditure of Association funds.

5) Report its proceedings at the Annual General Meeting.

6) In order to insure access to USFCA funds and accounts in the event of the unavailability of the USFCA Treasurer, the name of the Regional Vice President in the USFCA Region in which the Treasurer resides, shall be placed on all bank And on all other financial accounts of the USFCA as an authorized signer. The regional Vice President shall not access these accounts without authorization from the USFCA President and only in the event of the inability of the Treasurer to perform his or her duties.

7) Establish policy on all matters relating to or affecting the Association, unless otherwise directed by the Constitution, By-Laws, or by a vote at the Annual General Meeting.

8) Receive, investigate and act upon applications for membership and readmission.

9) Manage investments and other organization financial contracts.

c) The Executive Committee may transact such part of its business by mail vote, or by conference telephone, or by such other means as the President may direct, provided that each committee member can be represented and has the opportunity to fully participate.

d) The Executive Committee shall have the power to act between Annual General Meetings on behalf of the membership, its actions to be reported at the next duly convened Annual General meeting, and being subject to ratification at that Annual General meeting.

SECTION 3: Committees: Committees shall be established by the Executive Committee. Appointments of the chairpersons shall be made by the President, with the approval of the Executive Committee.

SECTION 4: Regions: To facilitate the work of this Association geographical regions are established and may be modified every four years at the Annual General Meeting beginning with the year 2002. These voted changes shall be incorporated into the Bylaws for the next four years.

Five geographical regions are identified as follows:

Region 1: Northeast: Connecticut, Delaware, Maine, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont.

Region 2: Southeast: Alabama, District of Columbia, Florida, Georgia, Maryland, Mississippi, North Carolina, South Carolina, Tennessee, Virginia, West Virginia, Puerto Rico.

Region 3: Mid-West: Illinois, Indiana, Iowa, Kansas, Kentucky, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota, Wisconsin.

Region 4: South: Arkansas, Louisiana, New Mexico, Oklahoma, Texas.

Region 5: West: Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, Oregon, Utah, Washington, Wyoming.

SECTION 5: Meetings:

a) There shall be an Annual General Meeting of this Association at a time and location prescribed by the Executive Committee. All members must be notified in advance of that meeting as the By-Laws may specify.

b) In order to transact any business of the Association, there must be a quorum as defined in the By-Laws.

## ARTICLE V AMENDMENTS

SECTION I: No amendments to the Constitution shall be made except by written resolution delivered to the Secretary at least forty-five (45) days before the Annual General Meeting of the Association, and placed upon the Agenda of the Annual General Meeting. A copy of said resolution shall be sent to every current member at least twenty-one (21) days before the Annual General Meeting. A resolution amending the Constitution shall require for its passage a two-thirds majority vote of the membership voting at the Annual General Meeting. The Executive Committee may direct a mail ballot of all voting members in lieu of balloting at the Annual General Meeting.

## ARTICLE VI PROCEDURE

SECTION 1: All parliamentary procedures shall be according to "Robert's Rules of Order", unless otherwise specifically stated in this constitution, in the by-laws, or by agreement at the Annual General Meeting.

## **BY-LAWS**

### **ARTICLE 1 MEMBERSHIP**

**SECTION 1: Full Membership:** Any person may join the organization as a full member through the payment of dues. Members may serve on committees or boards, provided they meet all qualifications of the committee or board and may vote in elections and on general business as specified in the Constitution in Article 3 Section 3.

Full members may serve on committees or boards, provided they meet all qualifications of the committee or board.

Only Full members may vote in elections and on general business.

Only Full Members are eligible to become Lifetime Members or to be recognized as Emeritus Members.

**SECTION 2: Membership Dues:** A recommendation for a change in the amount of dues to be paid for membership for the upcoming year shall be set by a majority vote of the Executive Committee prior to the AGM. It shall be presented at the AGM for a vote. If the EC recommendation does not receive a majority vote, the dues shall continue at the same rate as for the previous year with the exception of paid Life Memberships, which shall be priced at twenty times the cost of annual membership.

Payment of membership dues shall be made at the time of application for membership

**SECTION 3: Life Membership:** Members who pay the prescribed Life Membership dues shall become Life Members. Life Members shall be exempt from annual payment of dues, but shall have all the rights of other full members.

**SECTION 4: Emeritus Membership:** Members of the Association who have retired from active teaching or coaching of fencing are eligible to apply to the Executive Committee for the status of Emeritus membership, and shall be allowed to attach to the accreditation level they have achieved in the USFCA, (e.g., Moniteur, Prevost, Fencing Master) the title Emeritus. Emeritus membership is a form of life membership, and members shall not be required to pay annual dues to the Association.

Emeritus membership is conferred by majority vote of the Executive Committee. Emeritus members shall retain all rights and privileges of Full Membership.

SECTION 5: Honorary Membership: Individuals who have distinguished themselves or have promoted and enhanced the development of fencing and the good of the Association are eligible for Honorary membership. Honorary membership is conferred by the Executive Committee.

Honorary members may not vote in elections or on general business, nor hold an elective office, but may serve on committees.

Honorary members are not required to pay annual dues.

SECTION 6: Resignation: A member may submit a resignation to the Secretary at any time. Resignation shall be effective upon receipt by the Secretary, who shall acknowledge receipt to the affected member.

SECTION 7: Re-admission to Membership: Persons who, at the time of resignation were members in good standing may apply to the Executive Committee for re-admission, if they desire to re-join the organization during the same membership year in which they resigned. Such applicants may be readmitted to the Association by simple majority vote of the Executive Committee. In any case, a member in good standing who has resigned may rejoin without any extraordinary appeal or process at the beginning of a new membership year.

Any member who resigns and is readmitted during a membership year will not be reinstated to any committee or board on which he or she previously served. Likewise, an officer who resigns will not be reassigned to any elected office they previously held if readmitted during the same membership year.

SECTION 8: Re-instatement of Terminated Membership: Persons who have had their membership terminated for non-payment of dues or obligations may reapply at any time by following the procedure for new membership or by paying dues for the year that they reapply for membership. No back payment of dues is required for the years during which their membership may have been terminated for non-payment of dues.

SECTION 9: Expulsion: Members may be expelled for just cause by a two-thirds majority vote of the membership voting at the Annual General Meeting. A written statement and evidence of the cause shall be submitted to the Executive Committee. The Executive Committee shall conduct an

Investigation, giving the parties involved opportunity to be heard. After giving notice in writing of its findings and recommendations to the parties involved, the Executive Committee may present its report to the membership at the Annual General Meeting for disposition.

SECTION 10: Delinquent Dues: Members delinquent in dues for a period of four (4) months are automatically suspended from the Association. At least one notification is required prior to the end of a three month period (prior to November 30 of the new membership year). Regardless of any reply from the delinquent member, membership privileges will be terminated as of January 1 of the membership year if dues have not been received.

SECTION 11: Officers' Current Membership: Any elected or appointed officer, member of a committee or member of a board must be current in his or her membership during his or her tenure. Any officer, committee member or board member who has not paid dues within one month of the start of a new membership year (September 30) shall be considered delinquent. There must be at least one notification from the Secretary or President during the first month of the membership year. If the officer is delinquent in the payment of dues as of October 1 of the membership year, the Executive Committee may begin the removal process of this officer, according to the procedures laid out in these by-laws. In this case, the President (or presiding officer) may immediately appoint a provisional officer to the position, which appointment is subject to ratified by the Executive Committee at their next meeting. If the delinquent member is the chair of an elected board, another member of the same board will be the provisional chair. If the Executive Committee fails to ratify the provisional officer to the office, the Executive Committee may propose and elect another member to the position, subject to qualifications of the position and, as applies, membership on a board.

SECTION 12: Membership Year: The membership year will correspond with the organization's fiscal year. If a membership is received in the last quarter of the fiscal year, the member will be also entitled to membership through the following membership year.

SECTION 13: Acceptance to membership: a) Applications for membership shall be submitted to the Secretary of the association.

b) Applications may be accepted by any manner approved by the Executive Committee, as long as the medium of the application meets the following requirements:

- 1) The document can be archived, either as a paper document, electronic data or as a stored image.
- 2) The document can be reproduced for forwarding to persons within the association who may need the information or document.

3) The payment of dues accompanies the application and is received at the same time as the application, by paper check, electronically, or by other approved means.

c) In normal cases of an application for membership, membership shall be considered effective as of:

1) The start of the new membership year, if the application is received prior to the start of the new membership year.

2) The date the payment of dues is received by the secretary. In the case of an electronic payment (via a website, electronic fund transfer or other electronic means of payment), the date of receipt will be the date on which the electronic payment is recorded.

d) If a payment is rejected for any reason, the applicant will have a grace period to resolve the issue, though he/she will be responsible for any additional fees incurred. The grace period and any additional fees are to be determined by the Executive Committee as a standard procedure.

SECTION 14: Awarded Membership: At need, the Executive Committee may award a year membership to a coach. The member must still meet the requirements (except for payment of dues) to qualify for a Full Membership. This membership may be awarded to the same person not more than 3 times. A two-thirds majority vote of the Executive Committee is required to award this type of membership.

## ARTICLE II ORGANIZATION

SECTION 1: Elected Officers: The elected officers for the organization are specified in Article IV, Section 1 of the Constitution.

SECTION 2: Committees and Boards: Both Standing and Temporary Committees will be created to accomplish specific goals or tasks, or to handle delegated on-going responsibilities, as designated by the Executive Committee. The members of Committees shall either be appointed by the President, after consultation with the Executive Committee, or shall be designated by these By-Laws from current and past officers.

In addition to the committees listed here, special or temporary committees may be formed by the Executive Committee, without alterations to the By-Laws.

Boards will be created to manage on-going delegated functions within the organization. While boards will have a degree of autonomy, they will ultimately be responsible to the Executive Committee (see By-Laws Article II, Section 5-a).

The creation of a new board will require an amendment to the By-Laws.

These shall be these standing committees:

- a) Executive
- b) Finance
- c) Constitution and By-Laws
- d) Awards and Recognition
- e) Professional Development
- f) Club/Community
- h) High School
- i) Collegiate
- j) Publicity and Public Relations

There shall be one standing board:

- a) Certification and Accreditation Board

**SECTION 3: Duties of Officers:** a) **President:** The President shall preside over all meetings of the Association and of the Executive Committee. The President shall act in the name of the Association, in compliance with the Constitution and the By-Laws. As titular head of the Association, the President shall represent the Association and its members in relations with other organizations. If unable to represent the Association, the President shall delegate a representative to act in his/her stead. He/she shall perform such other duties as are usually required of a President.

The President is, by virtue of his office, a member of all committees and may attend all their meetings, and may chair the meetings if necessary. The President may sit in on all board meetings, and preside at them as necessary (as in the case of the initial meeting of the Certification and Accreditation Board following an election). The President shall receive all meeting notices, agendas and minutes of all committees. The President may not act as a voting member of a board. A Vice President may be appointed as a replacement for the President to attend a committee or board meeting, as necessary.

b) **Executive Vice President:** The Executive Vice President shall perform such duties as the President delegates to him/her. The Executive Vice President shall perform all duties of the President in the absence or disability of the President. In the case of the vacancy of the office of President, the Executive Vice President shall assume that office.

c) Regional Vice-Presidents: Each regional Vice-President shall act as President of a regional coaches association, and should hold periodic regional development clinics for the instructors in his region, in conjunction with the Certification and Accreditation Board, the Professional Development Committee, the High School Committee, the Collegiate Committee, and any other group, internal or external to the USFCA, interested in developing fencing instruction.

d) Secretary: The Secretary shall

- 1) Keep records of all meetings of the Association and of the Executive Committee.
- 2) Submit to the Executive Committee the minutes of its meetings.
- 3) Submit to the Annual General Meeting the minutes of the previous Annual General Meeting, and the minutes of all Executive Committee meetings for the year.
- 4) Carry out such notifications of the membership as are required by the Constitution and Bylaws, or as may be required by the Executive Committee.

e) Treasurer: The Treasurer shall:

- 1) Receive all monies of the Association, give receipt thereof and hold them subject to the order and direction of the President, the Annual General Meeting, and the Executive Committee.
- 2) Keep an accurate account of receipts and disbursements in books in proper order for review by the Executive and Finance Committees.
- 3) Render a complete and current statement of the financial status for the current year at the Annual General Meeting.
- 4) Present a monthly financial report to the Executive Committee, and as requested at any Executive Committee meeting.
- 5) Give such bond as may be required by the Executive Committee.
- 6) Receive all Life Membership fees into a separate account, which shall accrue as an endowment fund. Only the Interest from this account may be utilized for current operating expenses.

SECTION 4: Duties of Members: It shall be the duty of every member of the Association to support, aid and assist whenever called upon to do so for the common welfare and benefit of the Association. It shall be the further duty of every member to foster and promote the principles and purposes for which this Association is founded.

SECTION 5: Duties of Committees: a) The Executive Committee, in order to manage investments and organizational financial contracts, shall have the ability to transfer funds between accounts, funds, investments, that some or all of such earnings be transferred from investment to the operating funds of the USFCA and added to the cash available for expenses under the budget for the current fiscal year. Unless and until such transfer is approved by the Executive Committee, monies earned by the investment(s) shall remain in the investment account(s).

Monies earned may be moved from the respective investment(s) to a cash account within the Life Membership Investment, upon recommendation of the Treasurer and approval by the Executive Committee, subject to being consistent with the terms of the respective investment(s).

b) The Finance Committee shall audit the books, accounts and reports of the Treasurer and shall, with the Executive Committee, prepare a financial budget each year to be presented to the membership at the Annual General Meeting. It shall supervise, direct, and control all matters pertaining to the finances of the Association, in conformity with the Constitution and these By-laws.

The Finance Committee shall present a financial report to the Executive Committee not less frequently than quarterly. This report will include the financial condition of the USFCA, its projected condition through the balance of the fiscal year, as well as the condition of any investments, loans or other organizational financial contracts.

c) A Nominating and Elections Committee shall be created as necessary by the Executive Committee. A separate Nominating and Elections Committee shall be formed for each general election of officers or of a board.

1) The Committee shall propose qualified candidates for positions due for election.

2) The Committee shall handle the preparation of ballots in accordance with the prescribed election procedures.

3) The Committee shall receive ballots, report results and otherwise administer the election process.

d) The Constitution and By-Laws Committee shall receive all resolutions or inquiries affecting the Constitution and By-Laws, report its findings and conclusions to the Executive Committee, and make recommendations for appropriate changes to the Constitution and By-Laws to the Annual General Meeting.

e) The Awards and Recognition Committee shall perform all functions necessary for the creation and presentation of awards from the Association to members or other persons who are chosen for honors.

f) The Professional Development Committee shall create education standards and the process of achieving these standards, coordinating their efforts with the Certifications and Accreditation Board and other committees, to assist in meeting the standards and goals of the whole organization. It will conduct and assist in conducting clinics and seminars for fencing coaches and instructors.

g) A special Grievance Committee may be formed by the Executive Committee as necessary to hear complaints of members relating to the Association, its officers and members, and adjudicate such complaints with the consultation and approval of the Executive Committee. This committee shall report to the Executive Committee and report at the next Annual General Meeting.

h) The Club/Community Committee shall act as the liaison with Club/Community coaches and teachers of fencing, and establish programs for fencing development at these levels.

i) The High School Committee shall act as the liaison with high school coaches and facilitate development of fencing at the secondary school level.

j) The Collegiate Committee shall act as liaison with college coaches and teachers of fencing and shall facilitate development of fencing at the collegiate level.

k) The Publicity and Public Relations Committee shall study ways and means to educate the public concerning fencing, and to make it more attractive to spectators by recommending innovations in fencing format and publicity concerning the sport and the Association.

l) All other special committees shall perform duties as may be directed by the President or the Executive Committee

## SECTION 6: Election of Officers

a) ELECTION PROCEDURE FOR OFFICERS

1) The offices of President, Executive Vice President, Secretary and Treasurer shall be voted upon by a majority vote of the Full members who exercise their voting privilege.

2) Regional Vice-Presidents shall be elected by the voting membership of their respective regions who exercise their voting privilege.

3) 100 days prior to that year's AGM, the Nominating and Elections Committee shall submit its recommendations to the Executive Committee, through the person of the Secretary, who, by ninety (90) days prior to the AGM shall publish the nominations and also shall inform the membership of the petition process.

4) Nominating petitions for the offices of President, Executive Vice President, Secretary, or Treasurer shall have the signatures of at least ten (10) eligible voting members endorsing the candidate's nomination.

5) Nominating petitions for the office of Regional Vice-President shall have the signatures of at least five (5) eligible voting members from the respective region endorsing the nominee's candidacy.

6) Nominating petitions must be post-marked and/or duly received by the Chairperson of the Nominating and Elections Committee at least sixty (60) days prior to the Annual General Meeting.

Each petition for nomination must be specific for an election, and must be dated no more than nine (9) months prior to the date of the Annual General Meeting elections for which it is intended. Petitions shall be headed with the name of the office sought and the date of the election. Each signature on the petition shall be dated. Such date may be no more than 9 months prior to the election.

7) All valid petitions received as prescribed above shall, along with the recommendations of the Nominating and Elections Committee, constitute the official election ballot.

8) All nominating petitions must include a brief biographical sketch of the nominee.

9) If there is a contested election, the Nominating and Elections Committee shall prepare and send election ballots to the eligible voting membership no later than forty-five (45) days prior to the Annual General Meeting.

10) Those members exercising their voting privileges shall return the official election ballot to the Chairperson of the Nominating and Elections Committee post- marked and/or duly received at least fifteen (15) days prior to the Annual General Meeting. Votes shall be by secret ballot, using a two-envelope system, **or by an alternative electronic voting method approved of by the Executive Committee**, to ensure the eligibility of the voter.

11) The Nominating and Elections Committee shall tabulate the votes, and report the results of the elections before the beginning of the AGM to the EC.

12) Candidates receiving the highest number of votes for the respective office shall be declared elected to that office. In the event of a tie, there shall be a run-off election.

13) The Chairperson of a Nominating and Elections Committee shall turn over all ballots to the Secretary of the association immediately following the election. The secretary shall maintain custody of all ballots for at least two years after the Annual General Meeting.

14) If the election for an office is uncontested, the EC shall declare the uncontested nominated candidate for that office elected.

15) The EC shall announce the results of the elections at the Annual General Meeting.

16) The EC shall publish the results of the elections to the general membership immediately after the scheduled date for the Annual General Meeting.

17) A member may stand for election to only one office in an election, whether nominated by the nominating committee or by petition.

b) Vacancies in Elective Offices:

1) In the event of a vacancy in any office, the Executive Committee may appoint a member in good standing to fill the office for the balance of the term. In the case of an office which has certain qualifications, only a member who meets those qualifications may be appointed.

2) If the office vacant is the Presidency, the Executive Vice President will fill that office for the balance of the term. The new President will appoint one of the Regional Vice Presidents to fulfill the role of Executive Vice President.

3) In the event that both the offices of President and Executive Vice President are vacant, the Executive Committee shall elect a Master on the Executive Committee to replace each office. If no Master is available on the Executive Committee to fill an office, the Executive Committee may request one of the two (2) previous Presidents or one of the regional Vice Presidents to fill the position until the next election, waiving, if necessary, the restriction on term limits.

#### SECTION 7: Appointment and Membership on Committees

a) The Executive Committee shall consist of the President, all the Vice-Presidents, the Secretary, the Treasurer, and the immediate past President. If the immediate past President is unavailable, a previous President may be appointed.

b) The Finance Committee shall consist of three (3) members: A Chairperson, the Treasurer, and one other member.

c) The Nominating and Elections Committee for the officers of the organization shall be elected by the membership at the AGM preceding the election and shall consist of the past President member of the Executive Committee and five (5) other Full members of the Association, of whom at least 3 must be Prevots or Masters.

1 Each of these members shall be from a different Region.

2 Members of this committee are not eligible for elective office.

3 The Executive Committee shall present a slate for election at the AGM, and additional nominations may be made from the floor, provided the candidates have agreed to serve and meet qualifications.

4 If additional nominations are made from the floor, membership will vote to resolve which candidates from each region are elected.

5 The Nominating and Elections Committee shall elect their chair in a meeting no more than two (2) months after the Annual General meeting, in a meeting presided over by the President or Executive Vice President.

d) Unless otherwise specified, all committees shall consist of at least three (3) members.

e) The Awards and Recognition Committee shall consist of five (5) members, each from a different Region.

#### SECTION 8: Duties and Composition of the Certification and Accreditation Board

a) The Certification and Accreditation Board shall devise proper procedures for testing all candidates for all levels of certification.

b) The Certification and Accreditation Board shall devise procedures and criteria for the recognition of the credentials of non-USFCA certified individuals.

c) The procedures and recommendations of the Certification and Accreditation Board are subject to approval by a two-thirds vote of the Executive Committee.

d) The Certification and Accreditation Board shall be composed of eight (8) members, all of whom are Fencing Masters. Six (6) of these board members shall be elected to a term of six (6) years. Two (2) of the board members will be appointed.

e) The six elected members will be elected in a rotation, so that only a portion of the board is replaced at one time. The terms of the entire board are staggered, identified by the final year of its term. In each election year the terms of two members will expire, requiring new elections.

f) Two of the members will be appointed by the Chair of the Certification and Accreditation Board. These members will serve a two year term, and will be appointed within three (3) months following the selection of a chair after an election.

#### SECTION 9: Election to the Certification and Accreditation Board

a) The election of members to fill available board positions will be held in conjunction with the bi-annual election of officers.

b) The Certification and Accreditation Board shall have its own nominating and election committee, appointed by the Executive Committee, which shall be appointed by January 1 of the membership year in which an election is to take place. A nominating and election committee shall consist of at least three (3) members in good standing, subject to any qualifications specific to the board being elected.

- c) The Nominating and Election Committee for the Certification and Accreditation Board shall consist of Fencing Masters.
- d) The Nominating and Election Committee for the Certification and Accreditation Board shall ensure that the nominations include the length and dates of the position.
- e) The Nominating and Election Committee shall strive to see that geographical diversity is maintained in the boards, and, as far as possible, diversity among the different schools or styles of fencing.
- f) The Nominating and Election Committee for the Certification and Accreditation Board shall submit its recommendations to the Executive Committee at least 100 days prior to the Annual General Meeting through the person of the Secretary, who, by ninety (90) days prior to the AGM shall notify the membership of the nominations and inform the membership of the petition process.
- g) Each petition for nomination must be specific for an election, and must be dated no more than nine (9) months prior to the date of the Annual General Meeting elections for which it is intended. Petitions shall be headed with the title of the Certification and Accreditation Board and the date of the election. Nominations for the Certification and Accreditation Board must have at least 5 signatures of Fencing Masters, which are also dated. The dates of the signatures on the petition shall be no more than 9 months prior to the election.
- h) Nominating petitions must be post-marked and/or duly received by the Chairperson of the Nominating and Elections Committee at least sixty (60) days prior to the Annual General Meeting.
- i) Following each election (every two years), board members will confer, under the temporary chairmanship of the current President of the USFCA, and elect among themselves by majority vote, a Chair and an Associate Chair. This election meeting shall take place no later than two (2) months following the election.
- j) The previous Chair and Associate Chair will remain in office until a new Chair and Associate Chair are elected, even if their term on the board is over.
- k) The Associate Chair shall have such duties as are assigned by the Chair. The Associate Chair shall perform all duties of the Chair in the absence or disability of the Chair. In the case of the vacancy of the office of Chair, the Associate Chair shall assume that office. An Associate Chair may serve only two (2) consecutive terms of two (2) years.
- l) The Chair and the Associate Chair must not have terms of service that end at the same time.

- m) If the office of Associate Chair is vacated, the board may hold an election to fill that position from the existing board members.
- n) In the case of a membership vacancy on the Certification and Accreditation Board, the board members may make a recommendation for a replacement board member for the remainder of that term, subject to approval by the Executive Committee.
- o) No elected member of the Certification and Accreditation Board will serve a single term of more than six (6) years.
- p) A member serving on the Certification and Accreditation Board, in either an elected or appointed position, may do so more than once, but only after a two (2) year period of non-service on the board.
- q) The Chairperson of the Certification and Accreditation Board will direct the activities of the Board in accordance with Certification and Accreditation protocol. A Chair may serve only two (2) consecutive terms of two (2) years.
- r) In the election for the Certification and Accreditation Board, only Fencing Masters who are current members at the time of the election may vote.
- s) No elected member of the Executive Committee may serve concurrently on the Certification and Accreditation Board, either through election or by appointment.

### ARTICLE III ANNUAL GENERAL MEETING

SECTION 1: Place of Meeting: The Annual General Meeting shall be held at a time and place as prescribed by the Executive Committee.

SECTION 2: Quorum: Whenever fifteen (15) Full members of the Association shall be present, it shall be deemed a quorum capable of transacting business.

SECTION 3: Organization: The President, or in the absence of the President, the Executive Vice-president, or in his absence the Vice President of the Region in which the meeting is being held, or

in the absence of these Vice-Presidents, any member chosen by the Executive Committee, shall call the members to order and shall act as presiding officer.

The Secretary of the Association shall act as Secretary for all the meetings, but in the absence of the Secretary, the presiding officer shall appoint any Full member to act as Secretary of the meeting.

SECTION 4: Order of Business:

- a) Roll Call
- b) Approval of minutes of previous meeting
- c) Report of Officers
- d) Report of Board(s)
- e) Report of Standing Committees
- f) Report of Special Committees
- g) Unfinished Business
- h) New Business
- i) Miscellaneous correspondence
- j) Election of Officers
- k) Good of Association
- l) Adjournment

SECTION 5: It shall be the duty of the Secretary to publish notification of the Annual General Meeting not less than forty-five (45) before the date of said meeting. This notification will include an invitation for agenda items and the minutes of the prior Annual General Meeting.

SECTION 6: No Proxy Voting is Allowed: Members may not vote by proxy at the Annual General Meeting.

ARTICLE IV EXECUTIVE  
COMMITTEE MEETING

SECTION 1: Place: The Executive Committee shall meet at a time and place designated by the President, or in the event of his incapacity, by the Executive Vice President. If both these officers are incapacitated, or otherwise unable to fulfill their duties, the immediate past-President may call the Executive Committee meeting.

The President (or presiding officer) may call for a conference by telephone, or via any other medium whereby the officers are represented in person or represented in an immediate manner to all the attending officers.

SECTION 2: Special Meetings of the Executive Committee shall be held whenever called by the Secretary upon the direction of the President, or upon the written request of any three (3) members of the Executive Committee. It shall be the duty of the Secretary to give twenty-one (21) days notice of such meeting to the other members of the Committee.

SECTION 3: Quorum: Five Executive Committee members shall constitute a quorum for the transaction of business.

SECTION 4: Organization: The President, or in the absence of the President, the Executive Vice President, shall call the meeting of the Executive Committee to order and shall act as presiding officer. In the absence of both, any member of the Executive Committee chosen by the other members present shall chair the meeting. The Secretary of the Association shall act as Secretary at all meetings of the Executive Committee, but in the absence of the Secretary, the presiding officer shall appoint any committee member to act as Secretary of the meeting, and to record the minutes of the meeting.

SECTION 5: Order of Business:

- a) Roll Call
- b) Approval of minutes of previous meeting
- c) Reports of Officers
- d) Reports of Committees
- e) Unfinished Business
- f) New Business
- g) Adjournment

## ARTICLE V BOOKS AND RECORDS

SECTION 1: The general and business books of account shall be in the custody of the Treasurer of the Association.

SECTION 2: It is the right of the members to examine the books and records at all times.

ARTICLE VI  
AMENDMENTS

SECTION 1: No changes to the By-Laws shall be made except by written resolution delivered to the Secretary at least forty-five (45) days before the Annual General Meeting of the Association, and placed upon the Agenda of action at the Annual General Meeting. The Secretary shall distribute the resolution to the Executive Committee upon receiving it. A copy of the resolution to change the By-Laws shall be sent to every current member at least twenty-one (21) days before the Annual General Meeting, and shall require for its passage a simple majority vote of the membership voting at the Annual General Meeting.

In lieu of balloting at the Annual General Meeting, the President may direct a ballot **by mail, or by an alternative electronic voting method approved of by the Executive Committee, which ensures voter eligibility** of all voting members, A ballot may be distributed and voted upon at any time during the year.