

## **Fencing Club at IU Constitution**

### **Preamble**

We the members of the Fencing Club at Indiana University (FCIU), in order to promote the sport of Fencing at Indiana University (University) and to provide the students, faculty, staff of Indiana University and members of the surrounding community, regardless of race, religion, natural origin, or sex, with an opportunity to participate in the sport of fencing do hereby adopt and establish the following constitution and bylaws.

### **Name**

The Name of the organization shall be "Fencing Club at Indiana University."

### **Purpose**

The purposes of the club shall be:

1. The encouragement and growth of the sport of fencing at Indiana University.
2. The Maintenance of relations with fencing organizations in other geographies, including, but not limited to, competitions and advancement of the sport of fencing.

### **Article I: Membership**

1. The Fencing Club at Indiana University allows any interested students to participate in, become a member of, and seek leadership positions in the organization without regard to arbitrary consideration of such characteristics as age, color, disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation, or veteran status.
2. Students, faculty, staff, alumni and non-university personnel may become members of the club, as can the family of all the aforementioned, may become members in the club provided that they do not comprise more than forty-nine percent of the total club membership. Only student members may vote on club matters or hold office (excluding the offices of the Advisor and coach).

### **Article II: Membership Duties**

1. **Membership is contingent on payment of dues.**
2. Members shall pay dues, fees, and assessments to the treasurer within seven days after notification that the member has incurred the obligation.
3. Members are responsible to notify the club secretary of changes of contact information within seven days of the change.
4. Members are responsible to keep themselves informed of club policies which include the policies of the University and its subordinate departments and offices.
5. Membership in the club shall be on either an annual or semester basis in accordance with the University's academic schedule, or any other basis as determined by the club's administration at the beginning of the University's academic year.

### **Article III: Officers and Other Positions of Authority**

#### **1. Officers**

Officers, generally, shall be responsible for the well-being of the club. Each officer shall maintain (write or add to) a handbook to be handed down to the next club officer. The officers shall holistically administer the club for the most efficient, and beneficial operation of the club, and may, by agreement, vary their duties among themselves.

#### **A. President**

The president shall serve as chief representative of the club. The president shall, inter alia, attend CSF meetings, liaison with external organizing bodies, coordinate activities, administer the club, and otherwise represent the club.

- i. In the event the office of the president becomes vacant, or constructively vacant, the vice president shall assume, or delegate, the duties of the president until a special election can take place.
- ii. The president shall have the authority to appoint another officer to serve as the Club's representative to CSF during periods when the president cannot participate in a regularly scheduled meeting of the CSF.
- iii. The president may assign duties not herein indicated to any officer(s), pending their acceptance.

#### **B. Vice-President**

The vice-president shall administer the club internally, be responsible for the club's regular meetings, internal dynamic, discipline, and general administration. The vice-president shall temporarily succeed to the office of the president should that office become vacant during the president's term of office and shall chair Executive Committee meetings during the temporary absence of the President.

#### **C. Secretary**

In addition to the duties outlined in the CSF Officer's manual, the secretary is responsible for distribution of club information to the membership, the arrangement of travel and other related administration. The secretary shall assist the president in relations with other organizations, and succeed to these relations in the absence of the president.

#### **D. Treasurer**

The treasurer shall be responsible for the financial affairs of the club. The treasurer shall maintain the club books and collect dues and other fees due to pay necessary expenses, honorariums, etc. with club money.

#### **E. Head Armorer**

The head armorer shall be responsible for maintenance repair of all clubs' property. He/she shall be required to hold regular instructional sessions for club members in the maintenance and repair of all club property, shall determine, and submit the Executive Committee, for approval, purchase requests of new property deemed necessary or beneficial to the club's goals. The head armorer

shall also oversee weapon- specific armorers in the fulfillment of their duties, and shall delegate, as necessary, duties to them.

#### E. Recruitment Director

The recruitment director shall oversee the clubs recruitment directives including, but not limited to, the coordination of call-out meetings, marketing and advertising efforts along with the social and alumni chair, and the management of the clubs website. The recruitment director shall also regularly check and reply to any message received by the club including, but not limited to, email and Facebook.

### 2. Other Positions of Authority

#### A. Advisor

The club faculty advisor shall assist the club and fulfill his/her duties as outlined in the CSF Officer's manual. The advisor shall be selected by the Officership subject to a majority vote by the Officership.

#### B. Fundraising Chair

The fundraising chair will be responsible for the raising of additional funds for club use by, inter alia, fundraising drives, alumni contact, and coordination with other organizations. The fundraising chair will ensure that the club's non-allocated income meets the requirements for obtaining at minimum 12/15 classification points. The fundraising chair may at times, with consent of the appointees, form and head a committee of volunteer appointees to aid in fundraising operations.

#### C. Social Chair

The social chair shall plan and administer club social events, including, but not limited to, club dinners, formal and informal activities, club banquet. The social chair will be also be responsible for spearheading and at least two community service events per classification year, each attended by at least ten team members. The social chair shall also be responsible for managing social media accounts including, but not limited to, snapchat, YouTube, Facebook, and Instagram posts. The social chair shall also be co-responsible for advertising with the Recruiting Chair. The social chair, may at times, with consent of the appointees, form and head a committee of volunteer appointees to aid in advertising and other operations.

#### D. Coaches

Each weapon group (foil, sabre, epee) shall elect, from their membership, a coach. The coach shall be responsible for the discipline and , good order, and for training of his/her weapon group, which may extend to removing fencers for cause from the team roster. A fencer removed for cause from the team roster may appeal his/her removal to the Executive Committee.

- i. A Coach for each weapon will be elected no sooner than the third full week of September and no later than the first team competition of the

Academic year. If the first team competition shall fall before the third full week of September then an election shall be held during the third full week of September.

- ii. In the event that a Coach has missed eight or more practices, he/she may be removed by a motion made by any member of the weapon group, and ratified by the majority of the weapon group.
- iii. In the event of vacancy of the position, either by schedule conflict or by any other means, the weapon group may hold a special election for a new Coach, for a special term, to end at the resolution of the scheduled election described in subsection (aA).

#### E. Team Captains

Each gender division, in each weapon, shall elect, before each competition, a team captain. In the event of a tie, that weapon's coach shall determine who will be team captain for that event.

#### F. Armorers

Each weapon group shall elect, from their membership, an armorer. The Head armorer is, by default, the armorer for his/her weapon group, unless he/she elects otherwise. The armorer shall report to the head armorer, and is responsible for maintenance and repair of his/her weapon group's equipment, and as well as any other duties delegated to him/her by the head armorer.

#### G. USFA Liaison

The USFA Liaison shall serve as the chief representative of the club only and specifically to the United United States Fencing Association Alliance (USFA) organization. The USFA liaison shall lead correspondence with the USFA while maintaining the club's USFA membership and will also be responsible for the organization and execution of any IU USFA sanctioned events.

- i. Individual USFA Professional membership lasting through the entire officer ship is required of the liaison.
- ii. The USFA Liaison shall act as a guide for club members regarding USFA activities.
- iii. All fees associated with club or liaison membership fees must be paid by the liaison. The mentioned fees will then be reimbursed by the fencing club through the Allocation account.

#### H. Alumni Chair

The Alumni Chair shall serve as the chief representative of the club to all past members. Duties include but are not limited to:

- i. Collecting and aggregating any alumni information not present in the club alumni database.
- ii. Distributing a semesterly newsletter to alumni detailing club activities and needs.
- iii. Organizing an annual spring alumni/club gathering.

- iv. Responding in appropriate time (24 hours) to alumni messages/inquires.

**Article IV: Termination of Membership**

1. A member may terminate their membership by notification of their desire to do so, either verbally or in writing, to any officer.
2. A member's membership may be terminated for cause.
3. If a person's membership is terminated under subsection III(C) (2), and he/she later wishes to rejoin, readmission will be subject to approval of the Executive Committee.
4. Termination for Failure to Pay
  - A. Members who fail to pay financial obligations to the treasurer within seven days of notice of the obligation shall have their membership suspended until such obligations are satisfied.
  - B. Members, who are unable to fulfill their financial obligation within seven days of notification, may appeal to the Executive Committee for financial assistance or a temporary waiver of fee payment. Members who choose not to use either of the aforementioned means of assistance shall have their membership suspended until full payment is received.

**Article V: Misconduct**

1. Misconduct is defined as words or actions that bring discredit to the club, or the University, or jeopardize the standing of the club with the Club Sports Federation (CSF). Misconduct is further defined as an action which flagrantly violates the accepted standard of conduct for members of the club or for cause.
  - A. Misconduct (Serious): The Executive Committee shall determine if the actions of the member constitute misconduct to a serious degree, by a majority vote. If the member is determined to have engaged in serious misconduct, a motion will be made by a member of the Executive Committee at the next scheduled meeting to expel, or otherwise discipline, the offending member. A quorum of the Executive Committee must mandate the expulsion, or other discipline, by a two-thirds vote. A report of the matter will be made to the Associate Director for Recreational Sports.
  - B. Any member to be expelled may schedule an appeal. He/she may appear before the Executive Committee will be given an opportunity to produce arguments in his/her defense following a reiteration of charges against him/her. The validity of the defense arguments will be taken into consideration on behalf of the member.

**Article VI: University Compliance**

1. This organization shall comply with all Indiana University regulations, and local, state, and federal laws.

**Article VII: Executive Officers**

## 1. Executive Committee

- A. The Executive Committee shall include the Officership, the Coaches, and the Advisor.
- B. The Coaches Committee shall include the Coaches and the vice-president, and shall meet regularly to determine the club's training agenda.

## 2. Vacancy

- A. In case of vacancy in an office other than the president or advisor, the president shall temporarily appoint a member of the club until a special election can be held to fill that office.

### **Article VIII: Meetings**

1. There shall be regular business meetings by the Officership. But under no circumstances should these meetings occur, less than once per semester.
2. Notification for meetings will be given both verbally and by email/SMS no less than one week prior to the meeting.

### **Article IX: Elections and Termination**

1. Elections
  - A. Elections are to be held at the end of the spring semester and will be effective until the close of the following Spring semester.
  - B. Nominations are proposed by individuals' members at their own discretion.
  - C. Voting will be done by secret ballot to be tallied by the current secretary.
2. Officer Termination
  - A. An officer may be relieved of his/her duties before the end of the officer ship term in two ways:
    - i. Resignation -An officer may resign as long as he/she gives a two week notice of resignation. During that time or until a new officer is elected into the position, the officer must maintain his/her duties.
    - ii. Removal - An officer may be removed on the grounds of Misconduct (Article I: Misconduct) or failure to perform the duties of the respective position.
  - B. A preliminary vote for the removal of an officer is done within the officer board not including the officer in question.
  - C. If more than two-thirds of the officers are in favor of the removal, then the removal passes.
  - D. If at least half to two-thirds the officers are in favor of the removal, then the vote is brought to the club.
  - E. Quorum for the club vote shall not be less than 40% of the registered club members. If at least half of the voting club members are in favor of the removal, then the removal passes.

### **Article X: Non-Hazing**

1. Hazing is strictly prohibited. Hazing shall be defined as any conduct which subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may endanger, abuse, degrade, or intimidate the person as a condition of association with a group or organization, regardless of the person's consent or lack of consent.

***Article XI: Dues and Budgets***

1. Dues are to be paid to the treasurer in either cash or check.
2. Dues are to be collected once a year for the entirety of the year or every semester at a prorated rate.
3. The Treasurer will be responsible for collecting dues.

***Article XII: Finances***

1. The necessary expenses of this club shall be met from funds secured through membership dues, fees, assessments, funds secured through club activities, funds received from Club Sports Federation, and any other source.
2. This organization, if raising funds, shall ethically raise and distribute profits from organizational functions to either the organization or to members who provide a service that directly benefits the organization. Individual members may not receive compensation from for-profit companies if acting as a representative of a student organization.

***Article XIII: Amendments***

1. This constitution may be amended at any regular meeting of the club upon an affirmative vote of two-thirds of the members of the club present, provided that the proposed amendments shall have been read at least one week before in a regularly scheduled meeting.
2. For the purposes of this section, a quorum will be comprised satisfied by either of the following, provided that two members present hold a position on the Executive Committee:
  - i. Ten voting members of the club
  - ii. Three-fourths of the club membership of the lesser of no less than ten voting members of the club or of three-fourths of the club membership, two of which must hold a position on the Executive Committee.

***Article XIV: Programs Involving Children***

This organization, when working with children will be aware of and abide by the University's Programs Involving Children (PIC) Policy.