

The CU Fencing Constitution

Article I: Name of Club

The University of Colorado Fencing Club.

Article II: Purpose of the Club

The University of Colorado Fencing Club is to provide a friendly fencing environment for anyone affiliated with the University of Colorado, regardless of experience. The club is to provide a fun environment for those members fencing for fun only, while still maintaining a challenging environment for those who chose to fence competitively. Members shall be encouraged, but not required, to participate in warm-up activities ran by the coach(s) and/or club officers. Members shall be encouraged, but not required, to compete in local tournaments and collegiate meets. Although club equipment is provided, members shall be encouraged, but not required, to purchase their own equipment.

Article III: Membership Policies

There are no limitations placed upon joining the University of Colorado Fencing Club. The Fencing Club does not discriminate on the basis of sex, race, national origin, religion, or sexual orientation in either its membership policies or coaching methods. All club members must, however, be members of the CU Rec Center and comply with the Department of Club Sports policies.

A. Admittance of Club Members

1. New club members or returning members in standing order are admitted upon payment of dues each semester.
2. Previous members that were expelled shall require a unanimous vote by the executive committee to be re-instated.

B. Removal of Club Members

1. *Grounds for immediate expulsion:*
 - Stealing club equipment, funds, or personal belongings of a club member following legal conviction. Should the victim not press charges, cases will be considered on an individual basis.
 - Willful violence towards and/or assault of a club member.
2. *Grounds for verbal and written warning of expulsion:*
 - Endangering the safety of others.
 - Intentional violence against others, not pertaining to fencing.
 - Chronic verbal harassment.
 - Verbal sexual harassment.
 - Willful destruction of club equipment.
 - Threats of physical harm toward a club member.

- Repeated disruption of club functions, at the discretion of the coach and officers.
3. *Procedure for the removal of club members due to unsafe or inappropriate behavior, excepting cases warranting immediate expulsion:*
- The victim/witness shall bring the situation to the attention of a club officer. Upon notification, the situation shall be discussed in detail with the victim/witness and all club officers.
 - If the alleged offender has violated the club's unsafe activity/inappropriate behavior policy, the officers shall draft a written warning explaining the offender's infraction(s), and that any following infractions may result in expulsion from the club. The written warning shall be approved and signed by no less than three out of five club officers (all officers must be present at the vote) and served to the offending member by the club president during club time.
 - The offending club member, having been verbally warned and served with a written warning, shall sign the warning in order to acknowledge that it has been served. Signing the warning does not imply guilt. The offending member and each officer shall receive a copy of the signed written warning. Failure to sign by the club member will result in immediate expulsion.
 - If a club member who has already received a verbal and written warning exhibits subsequent unsafe or inappropriate behavior, the victim/witness shall bring the situation to the attention of a club officer. Upon notification, the situation shall be discussed in detail with the victim/witness and all club officers.
 - Upon discussion of said infraction, the officers shall vote upon the issue of expulsion for the offending club member. If a unanimous vote is reached, the offending club member shall be expelled. The offending club member shall be served with a written document expressing his/her expulsion from the club. The document shall contain a detailed explanation of the grounds for expulsion. The club president will serve the document from the club officers.
 - Upon expulsion for the club, the offending member's dues will not be refunded.

Article IV: Officer Election

The University of Colorado Fencing Club shall have five offices that make up the executive committee. These offices shall be the President, Vice President, Treasurer, Secretary, and Master Armorer. The officers shall be elected at the end of each school year, during the last few weeks of April. At this time, all team members who wish to run for a position shall notify the executive board of their intent. Each candidate, if so desired, may have time for a small presentation before the team. Before each vote, all candidates for that position shall be led from the voting area. The voting shall be done by secret ballot, where each active team member may vote for one candidate for each officer position or abstain. The

candidate with the majority of votes is elected and takes over immediately. In the case of a tie, the current president casts the deciding vote. The vote for president shall be done first, followed by the vote for the vice-president, secretary, treasurer, and head armorer, in that order. A candidate's intent to run for office shall not infringe upon their right to vote.

Eligibility: All officers must be active members and students at the University of Colorado. Active member is defined as one who has paid their dues for the current semester.

A. Duties and Responsibilities of Officers and Appointed Positions

1. General

All officers and members holding appointed positions hold a responsibility to represent the CU Fencing Club in an honorable and professional manor. They are to be committed to the club and its activities. They are to set examples for other club members in attendance of and attitudes at club practices and events. Club officers and members holding appointed positions are to fulfill their duties stated in Article IV, sections B and C, as well as any duties assigned by the club sports office and/or outlined in the Collegic Sports Handbook.

2. Hosted Tournaments, Fundraisers, and Special Club Events

All club officers and members holding appointed positions of any type are expected to attend and help with all fencing tournaments hosted on campus, all fundraisers, and all other special club events, unless the tournament or event date is moved to a final exam weekend, or unless that particular officer has a family/medical emergency. Failure to do so may result in the removal of the officer or appointed member from their duties, following the procedures listed in Article IV, sections E and F.

B. Duties and Responsibilities of Officers

1. President

The President of the Fencing Club shall be responsible for the general well being of the team. To effectively serve the club, the President shall have a basic understanding of each of the three weapons, and their individual needs. The president shall make sure that the team remains on good terms with the University, Club Sports, the United States Fencing Association, and other fencing schools, clubs, and teams. Other responsibilities include making sure that the practices run smoothly, that the other officers are performing their duties, and resolving any problems that might arise. The president is responsible for finalizing all club orders of any kind, in concurrence with the Club Sports Office. The president is responsible for all travel arrangements including van rentals, hotels, etc. In addition, either the President or Vice President is expected to attend all mandatory club sports meetings.

2. Vice President

The Vice President of the Fencing Club is in charge of the team in absence of the President. The Vice President shall be in charge of many team projects, practices, helping to keep the members motivated, and making sure that the members show up to practice. The Vice President will be in charge of all fundraising duties if there is no Fundraising Chair. In addition, either the President or Vice President is expected to attend all mandatory club sports meetings.

3. *Secretary*

The Secretary shall take notes at all meeting and post the notes to the club e-mail list for review. If the Secretary is unable to attend a meeting, they will designate someone else to complete this task. The Secretary shall be in charge of organizing and saving important documents, press articles, letters, etc. The Secretary shall also keep track and maintain attendance, address lists, and membership roster sheets, in any form, as well as any important documents from tournaments.

4. *Treasurer*

The Treasurer is in charge of keeping track of the financial interactions of the club and all bank accounts including Club Sports, Instructional Program accounts, and any outside bank accounts. The Treasurer is responsible for collecting the money from dues, sales, and team equipment orders, and for paying team expenses with money from the team account. The treasurer is also responsible for submitting funding requests.

5. *Master Armorer*

The Master Armorer shall be in charge of the administrative duties of the Armory. To effectively administer the armory, the Master Armorer shall be required to be trained in the repair of weapons, and have a basic understanding of each of the three weapons' equipment needs. The Master Armorer shall be in charge of the working order and repair of all club equipment. The Master Armorer shall also be in charge of putting together all club equipment orders, getting them approved by the Treasurer, and then giving the orders to the President for final approval and ordering in concurrence with the Club Sports Office. The Master Armorer is also in charge of making sure the appointed armorer for each weapon is doing their job.

Note: Each officer may appoint an assistant as necessary. That officer is responsible for the assistant duties with the team. The assistant may not vote on the executive committee.

C. Duties and Responsibilities of Appointed Positions

Appointed positions may include, but are not limited to: Armorers, Representative to the Colorado Division of the USFA, Weapon Captains, Webmaster, Newsletter Editor, Public Relations, Social Chair, and Fundraising Chair. The executive committee, upon acceptance by the appointee, shall declare appointed positions

by a majority vote. Appointments may be made at any time throughout the year when a position needs to be filled. Officers are eligible for appointment to these duties in addition to those currently held.

1. *Armorers*

There shall be 3 armorers, who shall be appointed by the executive committee. Of these, one shall be for each weapon group. These armorers shall be responsible for the condition and repair of all club weapons and body cords, and shall report to the Master Armorer. Each armorer shall be in charge of the weapons and body cords belonging to their particular weapon group. Each armorer shall be responsible for letting the Master Armorer know of any parts needed to keep the Armory in good condition.

2. *Representative to the Colorado Division of the USFA*

The Representative to the Colorado Division of the USFA shall be responsible for attending all Colorado Division meetings and reporting back to the President. The Representative to the Colorado Division of the USFA shall be in charge of making sure all club hosted and/or run tournaments run smoothly in accordance to USFA rules. The Representative to the Colorado Division of the USFA shall organize volunteers for setting up, taking down, and running all fencing tournaments and collegiate meets held at the University of Colorado.

3. *Weapon Captains*

One captain for each weapon shall be appointed by the committee to direct the instruction for that weapon.

4. *Webmaster*

One Webmaster shall be appointed by the committee to maintain the club website and email lists. The club website is to be regularly updated and accurate.

5. *Newsletter Editor*

The Newsletter Editor is to compose of a club newsletter to keep club members informed of all team activities, meetings, competitions, and officer decisions. All team activities, meetings, and competitions are to be well advertised to club members through the newsletter. The newsletter editor is responsible for editing and approving all writings from any club member submitted for the newsletter. The newsletter editor is also to boost club moral and motivation through the newsletter.

6. *Public Relations Officer*

The Public Relations Officer should make sure that all team activities, meetings, and competitions are well advertised. The publicity officer shall be in charge of delivering tournament and meet results of all members to the Club Sports Office via email or in person. The publicity officer shall be in

charge of other club projects, as well as working with the Social Chair on any social events he or she sees fit, including the New Student Carnival and the Rec Sport Days.

7. *Social Chair*

The Social Chair is in charge of all social events. The Social Chair is to plan, arrange, and carry through with social events designed to boost club moral, motivation, and to build up a team environment both within and outside of club time. The Social Chair is to work with the Public Relations Officer in advertising club social events. The Social Chair is also in charge of making sure all social events adhere to Club Sports policies and will result in a positive community view of the University of Colorado Fencing Club.

8. *Fundraising Chair*

The Fundraising Chair is in charge of all of the club's fundraising. The Fundraising Chair is to report directly to the Vice President. The Fundraising Chair is to seek out companies and individuals to donate money to the University of Colorado Fencing Club for club equipment and tournament travel. The Fundraising Chair is also responsible for organizing volunteers for fundraising events.

9. *Coach*

The Coach is to be appointed by the executive committee to instruct the classes as well as to aid in the improvement and development of club members' fencing skills. In the case of there being more than one coach, the executive committee will appoint one the Head Coach, whose job it will be to designate the duties of each coach. The Coach(es) is(are) to challenge the members who want to improve their fencing, while still allowing members to not be challenged if they so chose. The Coach(es) is(are) to help members build upon their weakest points as well as their strong points. The Coach(es) is(are) to encourage members to attend local tournaments and collegiate meets. The Coach(es) is(are) to report to the executive committee, primarily the President. The Coach(es) is(are) to lead warm-up activities which may include, but are not limited to, footwork and drills. The Coach(es) is(are) to encourage the use of good sportsmanlike conduct. All Coaches are to be volunteer coaches, unless determined otherwise by the executive committee in conjunction with Club Sports. The Coach(es) is(are) to receive a recreation center pass to allow them to get into the building as a "thank you for your time" from the University of Colorado Fencing Club. Additional bonuses such as parking passes and/or lockers may be given as deemed necessary by the executive committee.

D. Filling of Officer Vacancies

If a vacancy opens in the executive board during the school year, the executive board shall meet to appoint a new officer to the position. A majority vote in the remaining members of the board shall be needed to elect a new member to the

position. In the event of a tie, the members of the club shall elect a new club member to the position, following the rules of voting eligibility.

E. Removal of Officers

In order to remove an officer from the executive board, all of the following must occur, in the order listed:

1. A motion must be made by another officer to have the officer removed.
2. The officer in question must be given the opportunity to defend and explain his/her actions.
3. A 2/3 vote for removal by the active club members.

In the case of impeachment, the members of the club shall elect a new officer to fill the vacancy.

F. Removal of Members holding Appointed Positions

In order to remove a member holding an appointed position from that position, the following must occur, in the order listed:

1. A motion must be made by an officer on the executive board to have the member removed from the position.
2. The member in question must be given the opportunity to defend and explain his/her actions.
3. A 2/3 vote for removal by the active club members.

G. Stepping Down

If at any point a club officer or member holding an appointed position does not feel that they can fulfill their duties to the club, they may step down after giving at least a two weeks notice, and after having organized and run a club meeting to elect another club member in their place. A member of the executive committee may assign a club member the position until the meeting. At that meeting, the officer or appointed member may step down, passing the torch of club leadership and role model responsibility to another member. If the new officer or appointed member requires any training, the member stepping down will provide it. If the club member is stepping down close to the end of the year, after giving notice, the position may remain unfilled, with the duties picked up by the remaining officers until the next general elections, with consent from the remaining officers.

Article V: Committees

Committees are formed on a majority vote of the executive board, for the purposes expressed by the board.

Article VI: Meetings

Team meetings shall be held at times designated by the officers in accordance with the times given for use of a building by Club Sports. Team meetings may be held in any location determined by the executive committee and/or the President as long as the meeting location does not conflict with Club Sports rules and regulations. Failure of a club member to attend any club meeting will result in

their vote to be counted as an “abstain” vote on all issues voted upon during that meeting, and the member acknowledges that they will obey any changes in the constitution without question or objection.

Article VII: Dues

Dues and a due date are to be decided on each semester by the executive committee. Dues must be paid in full by the due date unless otherwise arranged by the executive committee. Unless otherwise determined by the executive board, dues are to be structured as follows:

1. Club dues will be \$35/semester for all returning members.
2. New members will pay the same fees as class members: \$28 for their first semester.
3. For recreational fencers (i.e. those who just want to come once in a while), there is a \$5/night rental fee for equipment and floor space. If a recreational fencer reaches \$35 in one semester, they are to be classified as a regular member, and does not have to pay any more for that semester.
4. The deadline for dues will be two weeks after the beginning of the fencing class. If dues are not paid by this deadline, the member will be required to pay an additional \$5 for each week dues remain unpaid. The maximum accumulation of late fees shall be \$35, producing a maximum total fee of \$70 for the semester.
5. If the late fee and/or club dues are not paid, the officers shall submit the member’s information to the club sports office, which shall in turn put a block on that member’s ability to register for classes until after the dues and late fees are paid in full.
6. New members and recreational fencers shall have the first night free.

Article VIII: Equipment

Equipment is to be maintained in good working order in regulations with USFA rules and guidelines for equipment. The equipment maintenance is to be overseen by the Head Armorer. Club members are to help the Armorer(s) when needed. All club officers, under the primary care of the Master Armorer, shall enforce the following equipment rules and procedures.

A. Tournament Equipment

All equipment designated “Tournament Equipment” is to only be used at and for tournaments and special events of the CU Fencing Club. It is not to be used during club practices. Tournament equipment maintains priority for repair and maintenance by any and all armorers. Tournament equipment is to be kept in the CU Fencing Club Equipment Bag for transport to and from tournaments, as well as for storage. Tournament equipment may be used for demonstrations of any sort.

B. Practice Equipment

Practice Equipment is to be used during club practices. If needed, practice equipment may also be used at tournaments and special events of the CU Fencing

Club, but only after the tournament equipment is utilized. Maintenance and repair of practice equipment is secondary to tournament equipment.

C. Equipment Checkout

Members in good standing order with the club may check out equipment by following the rules and procedures below.

1. All Checked-Out Equipment

A. Return Condition

The fencer must return all equipment checked out in the same condition as it was checked out to the fencer in, with the exception of normal use and wear/tear. The fencer is responsible for replacing or paying for all lost/stolen equipment checked out under their name within one month of the checkout, and may not check out any more equipment of any type until the replacement equipment or payment is received by the club.

B. Late Returns

Failure to return the equipment by the due date *and* time shall result in a \$5/week late return fee. The weeks will be rounded up, such that a 7pm Tuesday return on equipment due by the 6pm start of the class on that day will be charged the same late fee as equipment returned before 6pm of the Tuesday the following week. A fencer may not check out any more equipment until after the late fees have been paid. The maximum late fee applied shall be \$20, and the fencer shall have two weeks to pay the late fee. If the equipment is not back by the fifth week, then the member is assumed to be purchasing the equipment from the club, and thus has two more weeks to pay the full amount for replacing the equipment, as designated by the executive board, or to return the equipment. Failure to pay any late fees or replacement costs will be regarded as stealing from the club, and treated as such, with the consequence of *immediate expulsion* under Article III, Section B. The executive board may then have the University place a hold on the former member's registration until after the amount owed is paid in full to the club. Once paid, the fencer's expulsion will be lifted and the fencer is eligible for club membership if there is a unanimous decision by the executive board, as required under Article III, section A.

C. Equipment Due Date and Time Extensions

An extension on the due date and time of equipment may be granted by a majority vote of the executive board.

2. Tournament Equipment

Any club member who has paid full club dues may check out the tournament equipment using the following procedure:

A. Completely fill out and sign the equipment checkout form before taking the equipment from the CU Recreation Center.

B. Return the equipment to the lockers before the 6pm start of the first class after their return from the tournament.

3. *Practice Equipment*

Any club member who has paid full club dues may check out practice equipment using the following procedure:

A. Completely fill out and sign the equipment checkout form before taking the equipment from the CU Recreation Center.

B. Return the equipment to the lockers before the 6pm start of the class three weeks after the date of checkout. If there happens to be no class the week the equipment is due back, then the equipment must be returned by the 7pm start of the club practice. If there happens to be no class or club practice, then the equipment shall be due by the 6pm start of the first class, or the 7pm start of the first club practice, after the due date, whichever is sooner.

4. *Summer Checkout*

Any club member who has paid full club dues during the spring semester may check out equipment over the summer under the following procedure:

A. Completely fill out and sign the equipment checkout form.

B. Attach to it a *signed* check for the replacement amount as determined by the executive board. Date the check the due date of the equipment. This check will be returned not cashed when the equipment is returned by the due date in the fall semester.

C. Equipment is due within two weeks from the start of the fall semester. If the equipment is not returned within two weeks from the start of the fall semester, it will be assumed that you have purchased the equipment from us, and the check will be deposited into the CU Fencing Club fundraising account. Once the check is taken by the treasurer to be deposited, it will not be refundable.

Article IX: Club Payment of Tournament Costs

If the club agrees to pay for a member's entry fee to a tournament, or for any cost associated with a tournament, the members must fulfill any duties for, and contracts with, the club as determined by the executive board. The members must sign a written contract submitting them to adhere and uphold the club's requirements, before the club puts forth any money towards the expense. If the fencer does not fulfill their end of the requirement or contract, as deemed by the executive board, the fencer must reimburse the club the full amount spent on that member, within two weeks. Failure to do so will be regarded as stealing from the club, and treated as such, with the consequence of *immediate expulsion* under Article III, Section B. The executive board may then have the University place a hold on the former member's registration until after the amount owed is paid in full to the club. Once paid, the fencer's expulsion will be lifted and the fencer is eligible for club membership if there is a unanimous decision by the executive board, as required under Article III, section A.

Article X: Amendments

The Constitutional by-laws can be amended by a 75% vote of the club membership.

Last amended: 04/2005 Last approved: 04/2005