

Constitution of the Fencing Club

Article I Name of Club

The University of Michigan Fencing Club

Article II Purpose of the Club

The University of Michigan Fencing Club is committed to teaching the principles of the sport of fencing to all members of the university community interested in the sport. Members shall be encouraged but not required to compete in tournaments and collegiate meets.

Article III Membership Policies

There are no limitations placed upon joining the University of Michigan Fencing Club aside from those imposed by the University and its Recreational Sports and Club Sports departments. The University of Michigan Fencing Club is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, height, weight, or veteran status in its membership or activities unless permitted by university policy for gender specific organizations.

Upon joining the organization, all members agree not to undermine the purpose or mission of the University of Michigan Fencing Club.

Becoming a Member

To become a member for a term of the University of Michigan Fencing Club, one must pay the term's membership dues as announced by the Officers.

There are no tryouts or cuts for members. Fencers of all skill levels are welcome to join the Club. There is no attendance requirement for members to remain.

Removal of Club Members

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 toward and/or assault of a fellow club member.

Grounds for a verbal and written warning of expulsion

- Endangering the safety of others.
- Unintentional violence against others, not pertaining to fencing.
- Harassment of any kind.
- Sexual harassment of any kind.
- Willful destruction of club equipment.
- Threats of harm toward a club member.
- Making others feel unwelcome, unsafe, or unwanted as club members.
- Undermining the purpose or mission of the Club.

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 half of the Club officers and served to the offending member by a President.
- The offending 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.
- If subsequent unsafe or inappropriate behavior is exhibited by a club member who has already received a verbal and written warning, 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 or accuser shall not be present during this vote.
- If a unanimous consensus should not be reached, the officers may choose to bring the issue of expulsion to the other members of the Club, upon approval by a quorum. The officers shall present to the Club the case for the offending member's expulsion. The offending member shall then present to the Club any defense or mitigating testimony. Upon conclusion, club members shall vote upon the issue of expulsion. If a simple majority of the present members is found, the offending club member shall be expelled. The offending club member or accuser shall not be present during this vote.
- If the member's behavior is found to be in violation of the Club's policy regarding unsafe activity or inappropriate behavior, the offending 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. A president, pending a vote, will serve the document from the officers.
- Upon expulsion from the Club, the offending member's dues will not be refunded.

Article IV Club Leadership

The University of Michigan Fencing Club shall have seven offices which shall make up the executive board. These offices shall be the two co-Presidents, Treasurer, Secretary, Coordination Officer, Brand Officer, and Communications Officers. In addition to the executive board, there may be several positions appointed by the executive board: Armorer, Webmaster, and USA Fencing Liaison.

Advisor

Recreational Sports will provide the University of Michigan Fencing Club with a staff advisor. This individual will be the advisor of records for the organization, and the organization may not substitute the Recreational Sports staff advisor with a different faculty/staff on campus. The advisor shall not vote on official organization business.

Officer Elections

The officers shall be elected at the end of each school year, during the last few weeks of March. At this time, all 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 Club. Immediately following the presentations for a given position, a vote for that position shall be held¹. Each member of the Club is entitled to one ballot per race; in each ballot, a voter shall rank the candidates in order of preference. Ballots shall be secret; only a voter will know how he or she voted. The vote for the Co-Presidents shall be done first, followed by the vote for the Secretary, Treasurer, Coordination Officer, Brand Officer, and Communications Officer, in that order. A candidate's intent to run for office shall not infringe upon their right to vote. Graduating member(s) of the officer board may supervise the online portion of the election, provided that the member does not participate in voting. (In the event that no members of the executive board are graduating, the Officers may select a graduating member of the Club to supervise the elections.)

The winner(s) of each race shall be determined by the Schulze method² (a Condorcet electoral system), which will take as input ballots (rankings of candidates) in order to compare candidates pairwise to determine a winner (two in the race for co-presidency).

Each candidate can run for a maximum of two positions and should state preference while speaking before the Club. Should a candidate win the race for the preferred position, the bid to the secondary position will be automatically forfeited. If the same candidate would have otherwise won the race for his or her secondary position, the runner-up will be declared the winner.

¹ Internet/asynchronous/remote voting is permissible, given that the requirements of integrity, ballot secrecy, voter authentication, enfranchisement, and availability are preserved. Thus, if remote Internet voting is used, a reasonably secure and featured voting application should be used.

² https://en.wikipedia.org/wiki/Schulze_method

Duties and Responsibilities of Officers

The duties and responsibilities of the officers are, but not limited to, the following.

Co-Presidents

The role of Presidency shall be divided into two positions, which have distinct descriptions but ultimately work together for the general well-being of the team. The division of work may be flexible depending on the year.

One president shall be responsible for maintaining relations with the University, the Recreational Sports Department, the Midwestern Fencing Championship committee, the Club Fencing Championship committee, and other fencing clubs and teams. This president will set the agenda for officer meetings, delegate duties to other officers, and relay information to club members at large prior to practice.

The second president shall be responsible for maintaining the competitiveness of the team. This president is responsible for collaborating with the coach and captains, to ensure effective practice routines and organization. This president shall also be in charge of the administrative duties of the armory, and shall be required to be knowledgeable about team inventory and be in charge of acquiring and/or repairing equipment.

Each president shall share equal responsibility in the operations of the team, and will be expected to work closely with the other to ensure all work for the team is performed. At least one of the presidents should attend Club Sports Council meetings as required by Club Sports policy, unless another officer serves on the Council.

Secretary

The Secretary shall be in charge of organizing and saving all important documents, press articles, letters, etc. The Secretary shall also keep track and maintain attendance, email lists, and membership roster sheets, in any form, as well as any important documents from tournaments such as scores and fencer records. He or she keeps notes at officer meetings and distributes them to other officers. The Secretary must send tournament invitations to traveling fencers on Maize Pages, book vehicles for transportation to tournaments, and act as the Travel Coordinator for the team. The Secretary shall also be in charge of the Club's website and shall either administer it or delegate its maintenance as he or she sees fit.

Treasurer

The Treasurer is in charge of managing the Club's finances and financial records. The Treasurer is responsible for creating and managing the Club's budget, maintaining the balances of different University accounts (Agency, Allocation, Gift, and SOAS), and applying for grants and funding (e.g., from Central Student Government). The Treasurer shall also collect and keep track of dues, travel fees, and payments for clothing orders and sales. He or she will pay dues to the Midwestern Fencing Conference (MFC) and the United States Association of Collegiate Fencing Clubs (USACFC), as well as pay the coach his or her salary. The Treasurer shall book hotels for

competitions, attend meetings with the designated Club Sports advisor, and submit receipts for debit card expenditures.

Affairs Committee

The Affairs Committee, composed of the Coordination, Brand, and Communications Officers, shall work as a unit to improve the public face and internal runnings of the Club. Each officer in the Committee has specific roles and skills, and so they shall work together on the majority of their tasks.

Coordination Officer

The Coordination Officer is responsible for the planning of all events for the Club. The Coordination Officer shall organize recruiting events such as Festifall and the Rec Sports Expo, which may include registering for the events and scheduling club members to stay at these events. The Coordination Officer shall organize the Club's social events, including the end-of-year formal event (along with the Treasurer for payment, and Branding and Communications Officers for invitations, media, and their disbursement) and Homecoming/alumni weekend. Community events (e.g., volunteering) are also the Coordination Officer's responsibility. The Coordination Officer shall also serve as the Giving Blueday campaign manager, and shall create the Club's campaign strategy; schedule social media posts and photo days; and plan thank-you notes. The Coordination Officer shall work with the Brand Officer to create relevant digital media and the Communications Officer to distribute media to the appropriate groups.

Brand Officer

The Brand Officer is responsible for maintaining and growing the Club's brand. The Brand Officer shall be in charge of organizing team and alumni apparel orders, and communicating with the appropriate vendors and Club Sports to comply with University guidelines. The Brand Officer shall produce the necessary digital media for Club recruiting, social, and fundraising events (including Giving Blueday) and must be capable of photo and video editing and graphic design. Additionally, the Brand Officer shall organize periodic fundraising events, including but not limited to branded apparel and accessory sales. This role requires working with the Coordination and Communications Officers to create and distribute Club media.

Communications Officer

The Communications Officer is responsible for the maintenance of relations with the Club and its alumni. This may be achieved in part through monthly newsletters with updates on competition results, social events, and other Club news; as well as posting on the team's social media accounts with relevant and timely materials. The Communications Officer is responsible for ensuring sufficient photos and videos of tournaments and social events. For Giving Blueday, the Communications Officer shall inform the Club, alumni, and other potential donors of the campaign, including the fundraising goal, purpose, and relevant

media. The Communications Officer is also in charge of the alumni mentorship program and the nomination process for Club Sports Awards.

Duties and Responsibilities of Appointed Positions

The club members who are appointed to the following positions are not considered part of the officer board, although may have input on the agenda at officer board meetings. Officers are not excluded from holding these positions.

Armorer

There shall be at most four armorers, who shall be appointed by the officer board. These armorers shall be the General Armorer and an armorer from each weapon group. These armorers shall be responsible for the condition and repair of all club weapons. The General Armorer shall be in charge of general repair, and each weapon armorer shall be in charge of the equipment pertaining to their particular weapon group. Each armorer shall be responsible for ordering any parts needed to keep the Armory in good condition. Armorers are welcome to (but not required to) fix personal equipment of members, and may sell parts from the armory to needing members.

Each armorer shall be entitled to a full refund on dues, assuming the relevant equipment is in good condition. The refund shall be paid in two halves each semester: halfway through the semester and near the end of the semester.

Webmaster

There may be up to one Webmaster, who shall be appointed by the Secretary and ratified by the officer board. The Webmaster must possess thorough knowledge of the website update process. The Webmaster, together with the Secretary, shall be responsible for the update of the club website regarding club fencing records, new officer boards, and the images and photos relevant to the Club.

USA Fencing Liaison

There may be up to one USA Fencing Liaison, who shall be appointed by the Secretary and ratified by the officer board. If no USA Fencing Liaison is appointed, these duties shall be the responsibility of the Secretary. The USA Fencing Liaison shall be responsible for updating the collegiate roster for the USA Fencing, informing the Club of and coordinating travel to USA Fencing competitions and other events, and otherwise communicating with USA Fencing.

Filling of Vacancies

If a vacancy opens in the executive board or an officer position is otherwise vacant, the club members shall elect a new club member to the position, following the policies outlined above.

If an officer is physically not present (e.g., as a result of studying abroad) or temporarily unable to serve, the executive board may appoint an assistant to the position who may be given the responsibilities of that role. This assistant shall not have a vote on the executive board, but may work with the board on accomplishing the duties of officers. Should the absent officer resign or be

removed as described below, then the assistant may be appointed to the role as described in the previous paragraph.

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 executive board, without the officer in question present, must have a majority vote to have the officer removed.
3. The Club must then vote to have the officer removed. On a majority vote, the officer is then removed from the executive board. Once again, the officer in question should not be present during the vote. The officer in question must be given the opportunity to defend and explain his/her actions before each of the votes above. In the case of impeachment, club members shall elect a new officer to fill the vacancy.

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 the times designated by the officers in accordance with the times given for use of a building by Club Sports.

Quorum

A meeting of the executive board may be held provided that there are five officers present, including at least one Co-President.

Article VII Dues

Dues are to be decided on each semester by the executive board. Dues shall be required to be given to the club officers at the beginning of the semester, for the safekeeping of the Treasurer. The dues shall not be returned to a club member a full month after the date on which they were paid. No member is exempt from the payment of dues, including club officers and those holding appointed positions. Assistant coaches must pay dues unless exempt by the executive board.

Article VIII Amendments

The Constitution shall be reviewed at a minimum yearly by the new executive board shortly after transition. Officers may propose amendments to the Constitution, which will be ratified with a majority vote of the Club.

Article VIV Affiliations

The University of Michigan Fencing Club is sponsored by and affiliated with the Department of Recreational Sports at the University of Michigan. The University of Michigan Fencing Club understands and is committed to fulfilling its responsibilities of abiding by the University of Michigan policies and procedures as well as those outlined in the Club Sports handbook. Recreational Sports reserves the right to remove officers, coaches or members of the organization for policy violations or safety concerns.

The University of Michigan Fencing Club is associated with the United States Fencing Association, the national governing body for the sport of fencing in the United States, as an Affiliate member.