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**REGULATIONS OF THE SASKATOON FENCING CLUB****ARTICLE I – NAMES AND OBJECTIVES**

1. The name of the organization shall be the Saskatoon Fencing Club, hereinafter called the Club.
2. The objectives of the Club are:
  - a) To increase awareness of and participation in fencing;
  - b) To foster the development of fencers to their individual competitive goals;
  - c) To further the ideals of sportsmanship; and,
  - d) To co-operate with other organizations to promote the sport.

**ARTICLE II – AFFILIATIONS**

1. The Club shall be a member of the Saskatchewan Fencing Association, hereinafter called the SFA.
2. The Club shall be a member of the Zone 6 Sports Council.

**ARTICLE III – MEMBERSHIP**

1. Any person may become a member of the Club upon application for membership, payment of the prescribed membership fees and compliance with these Rules and Regulations.
2. The Club shall have the following classes of membership having the rights designated therein:
  - a) Regular:
    - i. The right to train in the Club facility;
    - ii. The right to use the Club coaching facilities;
    - iii. The right to use the Club equipment;
    - iv. The right to participate in competitions;
    - v. The right to participate in Club activities; and ,
    - vi. The right to vote at the Club meetings, subject to Section 6 of Article VII.
  - b) Limited:
    - i. The right to use the Club facility subject to a user's fee to be set by the Club with other fees.
    - ii. The right to use the Club coaching facilities;
    - iii. The right to use the Club equipment;
    - iv. The right to participate in competitions;
    - v. The right to participate in Club activities; and,
    - vi. The right to vote at Club meetings, subject to Section 6 of Article VII.
  - c) Supporting:

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- i. The right of persons or organizations to participate in Club activities with a view to assisting in the development and promotion of fencing.
  3. All members of the Club shall be individual members of the SFA and the Canadian Fencing Federation, hereinafter called the CFF.
  4. Member obligations:
    - a) All members shall abide by the Rules and Regulations of the Club;
    - b) Any violation of these Rules and Regulations by a member shall render said member liable to suspension or expulsion by the Executive at a meeting of the Executive convened according to these Rules and Regulations. The following procedures shall apply:
      - i. The member in question shall be given 10 days' notice of same meeting and shall have the right to attend at such Executive meeting to make verbal and/or written submissions;
      - ii. The vote of the Executive shall be by secret ballot;
      - iii. The written decision of the Executive must be provided to the member within five (5) days of the Executive meeting;
      - iv. In the event of suspension or expulsion, said member may appeal the decision to the membership of the Club at a General Meeting called for the purpose, provided written notice of the appeal is given to the President within fifteen (15) days of the date of the Executive meeting;
      - v. The Executive shall have 30 days from the date of receipt of the appeal in which to call the General Meeting to address the appeal;
      - vi. At the General Meeting the membership may uphold the decision of the Executive, reverse it or substitute its own decision; and,
      - vii. The same procedures shall apply to the meeting of the membership as are set out above for the Executive Meeting.
  5. Any member may withdraw from the Club at any time. . For a Regular membership the refund will be pro-rated for the remaining time less all fees paid to the CFF, SFA and handling fees. No refunds will be provided for limited or supporting members.
  6. All members shall have the right to lodge a written complaint with any Officer and that Officer shall be obliged to bring the complaint to the attention of the other members of the Executive forthwith, to be dealt with in the discretion of the Executive.
  7. Only members in good standing shall compete under the Club name, be elected or appointed to serve in any Club office, serve as the Club's Directors on the SFA Board of Directors, or represent the Club on any board, committee, or organization.

## ARTICLE IV – EXECUTIVE

1. The Executive shall consist of the Officers specified in Article V.
2. Subject to Section 3 of this Article, all Officers shall be elected at the Annual General Meeting for a one year term, except for the position of past-President, shall continue in office until the new Executive is elected and shall be eligible for re-election.
3. The Executive may remove an Officer from the Executive prior to the expiration of that Officer's term only in accordance with Section 4 of Article III.
4. Vacancies on the Executive may be filled by the Executive in its discretion for the conclusion of the term in question.
5. Notwithstanding any other meetings, the Executive shall meet twice a year.
6. Reasonable notice of Executive meetings shall be given to the Officers, although the Executive may meet on regular dates without notice, or may, by unanimous consent meet at any time or place without notice.
7. A majority of the Executive shall constitute a quorum for the purpose of a meeting of the Executive.
8. In addition to other Club matters, the executive shall be obliged to:
  - a) Make arrangements to obtain and maintain an adequate training facility for the Club;
  - b) The executive will strike the Personnel Committee which will be chaired by the registrar and include the president and a minimum of two other members. The Personnel Committee will conduct annual evaluations of the instruction and teaching staff and in conjunction with the Provincial Coach and the SFA Technical Committee Coaching Co-ordinator, arrange for professional and part-time coaching services for the Club;
  - c) Prepare a budget for submission to and approval by the membership at the Annual General Meeting of the Club;
  - d) Prepare proper documentation for the application and follow-up for all available grant funds;
  - e) Strike a parent committee, which shall consist of not less than 50% parents who are at least supporting members, to liaise between the Club and parents of members under the age of majority, and to keep parents of members under the age of majority informed of all relevant Club business; and,
  - f) Strike any other committees from the membership as may be required.

## ARTICLE V – OFFICERS

1. The Executive of the Club shall consist of the following Officers: President, Secretary, Registrar, Treasurer, Armourer and past-President.
2. Each of the above named officers shall have one vote at any meeting of the Executive and issues shall be decided by a majority vote. Meetings of the Executive shall be

chaired by the President and in his or her absence by the Secretary. In the event that the Secretary is unavailable by the past-President.

3. The Officers shall have the following duties:
  - a) The President shall be the Chief Executive Officer of the Club, shall preside at the meetings of the Executive and the Club, be charged with the management of the Club, and see that all resolutions of the Club are carried into effect. The President shall be a non-voting *ex officio* member of all committees except if elected. The President shall be one of the required co-signators of the Club. At the end of his/her term, unless the President is re-elected, he/she shall immediately serve as past-President.
  - b) The Treasurer shall have custody of the Club funds and securities, shall keep accurate accounts in books belonging to the Club, and shall maintain a deposit account in the name and to the credit of the Club in such institution as may be designated by the Executive, requiring proper receipts. The Treasurer shall provide the Executive and shall provide final financial statements to the Executive by September 1<sup>st</sup> following his or her term in office. The Treasurer shall be designated as a co-signator of the Club with the President.
  - c) The Secretary shall record all votes and minutes of Club and Executive meetings in the books to be kept for that purpose. He or she shall distribute minutes of all Club meetings (i.e. AGM) within 30 days to all Club members present at the meeting and post a copy in the club facility on the Club information board. The Secretary shall distribute minutes of all Executive meetings within 30 days to all Officers. He or she will also compile a list of decisions made and their votes from internet communications of the Officers for the AGM.
  - d) The Registrar shall oversee fall and winter registration for the club. He or she shall maintain an up-to-date list of members' names, addresses, telephone numbers, and email addresses. A copy of members' names, and emergency contact information will be secured at the Salle in case of emergencies. The Registrar shall ensure that all members are listed on the CFF site.
  - e) The Armourer shall maintain Club equipment in reasonable safe working order, keep an up-to-date inventory of Club equipment, and monitor the borrowing of Club equipment. The Armourer shall present a status report on the Club equipment at each Annual General Meeting and shall advise the Executive as the purchase of Club equipment.
  - f) The past-President shall advise and assist the President, and shall have such other duties as the Board of Directors shall assign.
4. The Club shall elect two Directors at its Annual General Meeting to represent the Club on the SFA Board of Directors. The same Directors shall have the right to attend at Executive meetings however shall hold no vote, unless otherwise provided for herein.
5. No member shall hold more than one Office; however, any Officer may be a Director.

6. All directors and any other committee members privy to confidential and/or proprietary information shall sign a non-disclosure agreement.

#### ARTICLE VI – COMMITTEES

1. Each committee shall meet at least once and shall elect a chairperson at its first meeting.
2. The chairperson of each committee shall forward to the Secretary at least twenty-one (21) days prior to the Annual General Meeting a report of the activities of the committee for the previous year. A member designate of the committee shall present same report at the Annual General Meeting.

#### ARTICLE VII – GENERAL MEETINGS

1. The Annual General Meeting shall be held each year after the SFA and CFF AGMs and before the start of the next season at a date, time and place to be fixed by the Executive.
2. At least twenty-one (21) days prior to the Annual General Meeting a written notice of meeting and proposed agenda shall be posted at the club facility on the Club information board and made available to each member upon request.
3. Five (5) members personally present shall constitute a quorum for any General Meeting. Once established quorum shall be deemed to exist until the end of that meeting.
4. Voting shall be by show of hands, unless vote by ballot is requested.
5. At all General Meetings, all matters shall be determined by a majority of votes.
6. The parent(s) and/or guardian(s) of any member under the age of majority shall hold that member's vote and shall so indicate to the Chair at the beginning of any meeting.
7. Any other General Meeting may be called by the Executive when deemed necessary.
8. The Executive shall call a Special General Meeting upon receipt of a written petition requesting same signed by at least 20% of the membership and same meeting shall occur within thirty (30) days of receipt of the petition,
9. Fourteen (14) days prior written notice shall be posted at the club facility on the Club information board and made available to each member upon request of any General Meeting.
10. Any member may grant his or her proxy to any other member if that same proxy is in writing, signed by the grantee and provided to the Chair at the commencement of the meeting for which it is granted.
11. The General Meetings shall be conducted in accordance with the Robert's Rules of Procedures, except as otherwise provided herein.

#### ARTICLE VIII – FEES AND EXPENSES

1. Members shall pay annual membership fees in the amount and in the manner set by the membership at each Annual General Meeting and as contained in the minutes of the most recent Annual General Meeting.
2. Notwithstanding Section 1 of this Article, all members shall pay their CFF fees, SFA fees, any other required fees, and at least 50% of their Club fees by September 30<sup>th</sup> of that membership year. Any balance of fees owing shall be paid prior to January 15<sup>th</sup> of that membership year. Requests for other payment schedules will require CFF fees, SFA fees and any other required fees paid immediately. Club fee payment schedules will be considered on an individual basis by the executive.
3. Failure by a member to pay the Club fees as required shall cause forfeiture of that member's right to vote at any meeting, represent the Club in any way or train in the Club facility. The forfeiture shall remain in effect until such time as the required fees have been received by the Treasurer.

#### ARTICLE IX – FINANCES

1. Upon approval of the budget by the membership, the Executive is authorized to spend the funds of the Club in accordance with the budget.
2. All disbursements in excess of \$25.00 must be paid by Club cheque.
3. Any member receiving funds from the Club shall complete such documentation as is required by the Club.
4. In the event a member is entitled to compensation from the Club for any reason, then he or she shall submit proper written receipts for funds spent prior to receiving that compensation.
5. The fiscal year shall be the same fiscal year as the SFA.

#### ARTICLE X – AMENDMENTS

1. All notices of motion to amend these Rules and Regulations shall be submitted in written form to the Secretary at least (30) days prior to a General Meeting. The Secretary shall distribute these notices of motion with the notice of meeting.
2. The notice of motion proposing the amendment shall specify the page, article, and section to be amended and shall state the existing and revised section.
3. Subject to compliance with Section 1 of this Article, amendments may be made to these rules and regulations at any General Meeting by a two-thirds (2/3) majority vote of all members present.

#### ARTICLE XI – WINDING UP

1. The dissolution of the Club shall require a Notice of Motion as per Section 3 of Article X.
2. In the event of dissolution of the Club, its property and assets may, after payment of all liabilities, be donated to a fencing organization in Saskatchewan, which shall be decided by the Club membership.

**Appendix A****SFC Positions of Responsibility****A. President**

- member of the Club
- chief executive officer of the Club
- shall preside at all meetings of the Club
- has the general and active management of the Club
- shall see that all orders and resolutions of the directors are carried into effect
- shall sign all Bylaws and other documents requiring the signatures of officers of the Club
- ex-officio member of all Club committees (without vote unless also an elected member)
- shall coordinate all grant applications and grant follow-up reports
- shall submit a written report to the SFC secretary 30 days in advance of the SFC AGM
- shall submit written reports to the SFA Office 21 days in advance of the SFA AGM
- whenever possible shall represent the Club at meetings of the SFA

**B. Treasurer**

- member of the Club
- has custody of the Club funds and securities and shall keep full and accurate accounts of receipts and disbursements in books belonging to the Club
- shall deposit all moneys and other valuable effects in the name and to the credit of the Club in such depositories as may be designated by the directors from time to time
- shall disburse the funds of the Club as may be ordered by the directors, taking proper vouchers for such disbursements
- shall render to the President and directors an account of all transactions as Treasurer and of the financial position of the Club at all meetings of the Club, and on request

**D. Secretary**

- member of the Club
- shall attend all meetings of the directors and act as clerk thereof and record all votes and minutes of all proceedings in the books to be kept for that purpose
- shall give or cause to be given notice of all meetings
- shall provide a list at the AGM of all passed motions executed by the executive outside of the AGM

**E. Armourer**

- member of the Club
- shall monitored the Club equipment and ensure that it is in good working order
- shall assist the President in writing the MAP grant application by providing a list of recommended equipment purchases for the Club

**G. Registrar**

- shall assist the President and Treasurer set membership fees
- shall be responsible for registration of members at fall and winter registration and submit the club membership form and fees to the SFA Registrar
- chair of the Parent committee.
- shall receive complaints and appeals in reference to Club problems