

THE DES MOINES FENCING CLUB, INC.

HANDBOOK

Revised – January 2005
(to be used in conjunction with and as a supplement to the Corporate Bylaws)

PART ONE - Rules and Regulations

Article I. Name and Purpose

Section 1.01 As provided by the Articles of Incorporation, this organization shall be known as “The Des Moines Fencing Club, Inc.”, and is sometimes referred to as “DMFC”

Section 1.02 The exclusive purpose of the DMFC shall be to foster national and international amateur sports competition by supporting and developing amateur athletes for national and international amateur fencing competitions in accordance with meaning of section 501(c)(3) of the Internal Revenue Code.

Section 1.03 In accordance with its stated purpose, all DMFC activities will also strive:

- (a) To promote the social welfare by advancing physical fitness through the establishment, maintenance and promotion of regular programs of athletic activity, physical conditioning and training in the art and sport of fencing to a degree necessary for competition at the local, regional, national and international levels or for personal improvement.**
- (b) To combat juvenile delinquency by providing, for children and youths, regular supervised DMFC programs of wholesome athletic activity and training in the art and sport of fencing.**
- (c) To further individual self-discipline, build character and promote sportsmanship by providing regular supervised training, instruction and competition in the art and sport of fencing sufficient to train and prepare its members for local, regional, national and international level competitions.**
- (d) To provide programs of supervised and qualified instruction with approved and trained coaches and teachers in the art and sport of fencing sufficient to train and prepare its**

members for local, regional, national and international level competitions levels or for personal improvement.

- (e) To instruct the public and provide general information with respect to the art and sport of fencing and the benefits to be derived from participation therein through lectures and other programs on the subject useful to the individual and beneficial to the community.
- (f) To disseminate knowledge and basic factual material about the art and sport of fencing.
- (g) To encourage the art and sport of fencing in Des Moines, Iowa, and it's surrounding areas.
- (h) To promote "people-to-people" friendship by maintaining harmonious relations with fencing clubs of other cities, states and countries with the aim of promoting and furthering the training of amateur fencers for regional, national and international fencing competitions.

Article II. Membership

Section 2.01 Membership in the DMFC is open to all people regardless of age, gender, race, sexual orientation, nation of origin, veteran status, religion or disability with the following provisions:

- (a) All members shall be required to be a member of the United States Fencing Association
- (b) All members shall be required to pay dues as set by the Board of Directors
- (c) All members shall, at all times, follow the rules of safe fencing.

Section 2.02 The membership period shall commence on the first day of each month and end on the last day of the month for which dues are paid.

Section 2.03 A new member is not admitted to membership and an old member is not in good standing until the member's dues and fees have been received by the DMFC and membership in the USFA confirmed. Payment of dues to a Board Member or other duly appointed agent and confirmation of membership status with the USFA would render a fencer eligible to fence.

Section 2.04 In the event that a member fails to keep current with their dues for a period no more than two months, their membership shall be changed to "inactive" and they will not be allowed to fence with the group unless they reactivate their membership.

Section 2.05 A membership may be reactivated by resuming the payment of dues as outlined in Section 2.03.

Section 2.06 In the event that a member will be absent from the club for an extended period of time, the member may request that their membership be

changed to "inactive" status, and they will owe no dues until they return to the DMFC and resume paying dues.

Section 2.07 Any member not following the fencing safety rules as outlined by the USFA may face disciplinary actions up to and including termination of their membership at the discretion of the Board of Directors.

Section 2.08 Behavior that is rude, disrespectful, disruptive and/or hostile will not be tolerated from any member or guest of the DMFC and will result in disciplinary action by the Board of Directors ranging from being asked to leave the practice, suspension of membership or termination and barring of membership, depending upon the severity and frequency of the offences.

Section 2.09 Only a member in good standing, as defined by Section 2.03 may vote in an officer election or other club elections.

Section 2.10 Students in the Beginning Fencing class that have paid their dues, but are not yet members of the USFA are considered Associate Members and may not vote in any club elections.

Article III. Education Staff

Section 3.01 The education staff of the DMFC, consisting of Coaches, Assistant Coaches and Instructors, shall be responsible for the training of students in all aspects of the art and sport of fencing

Section 3.02 While assisting a teammate with aspects of fencing is a vital part of the sport, no fencer not a part of the Education Staff should, at any time, design to provide instruction to other fencing students, either in a group or individual session. Violations noted by a member of the Board or the Education Staff can result in disciplinary actions up to and including termination of membership.

Section 3.03 The following definitions for instructors shall be used within the DMFC:

(a) Coaches

- (i) A Coach is a fencing instructor that has been certified through some accreditation process (e.g. USFA Coaches College, USFCA)**
- (ii) A Coach is responsible for preparing materials and conducting classes, either in large groups, small groups or individual lessons.**
- (iii) A Coach may work with Assistant Coaches to guide their teaching efforts and help them train to become a Coach**

(iv) A Coach will select, assign, and work with Instructors and Assistant Instructors as needed

(b) Assistant Coaches

- (i) An Assistant Coach is a fencing instructor who is actively working to increase their coaching ability, with the aim of getting their certification
- (ii) An Assistant Coach may assist a Coach lead a class or may work independently with a class or individual at the discretion of a Coach.

(c) Instructor

- (i) An Instructor is an advanced fencer who has been selected by a Coach or the Board of Directors upon consultation with a Coach, to assist with, or lead, a class and may do some limited individual instruction.
- (ii) An Instructor is characterized by the fact that they are not seeing to increase their coaching knowledge or seeking certification.
- (iii) An Instructor, unless recognized by a Coach, should be restricted to only teaching the basics of fencing.

(d) Assistant Instructor

- (i) An Assistant Instructor is a fencer selected by a Coach to assist the primary instructor in the teaching of a class.
- (ii) Unless recognized by a Coach, an Assistant Instructor should not be leading a class or providing individual instruction.

(e) Armorer

- (i) An Armorer is a club member responsible for the acquisition, care and maintenance of club fencing equipment, and providing assistance and training to club members in the care and maintenance of their personal equipment.
- (ii) Armorerers are encouraged to pursue certification and training.

PART TWO – Conducting Business

Article IV. Meetings of the Officers

Section 4.01 A meeting of the Officers shall be held at least quarterly, or more often if needed, at such time and place as the President shall designate.

Section 4.02 *Three votes of the five must be present before action is taken on any matter.*

Section 4.03 *Relaxed Robert's Rules of Order shall govern proceedings of all meetings of the Officers.*

Article V. Officers

Section 5.01 *There shall be a minimum of five (5) elected officers, including a President, Vice President, Secretary, Treasurer, and Youth Director.*

Section 5.02A *A vacancy occurring in the officers of the club shall be filled by special elections, except the office of President, which shall be filled by the Vice-President, then a new Vice President being selected by special election.*

Section 5.03 *Any Officer may be removed, when the best interests of the DMFC would be thereby served, by a unanimous vote of the remaining Officers.*

Section 5.04 *Any Officer may resign from the organization at any time with written notice thirty days prior.*

Section 5.05 *Only participating members in good standing may hold office in the DMFC. In the event an Officer is no longer in good standing, or is determined not to be participating, that Officer may be removed by a unanimous vote of the remaining Officers.*

Section 5.06 *The term of office of the DMFC shall be two years in length and commence upon the first day of August and shall continue until the appropriate thirty-first day of July.*

Section 5.07 *The election of officers shall be by majority vote of all members in good standing of the DMFC*

Section 5.08 *Officers are expected to attend at least one-fourth of the practices during any given quarter.*

Section 5.09 *An Officer of the club's service to the organization shall be considered payment for their club dues. During their tenure as an officer, they shall not be liable for dues payments, but will still be considered a member in good standing, as long as their USFA membership is kept up to date.*

Section 5.10 *Once an officer is removed from office by an action of the Board, by popular vote during an officer election or by resignation, they shall again become liable for club dues in the month immediately following their departure from the Board.*

Article VI. Duties of Officers of the Board

Section 6.01 President

- (a) Chair meetings of the Officers
- (b) Serve as the liaison between the DMFC and other fencing and non-fencing related entities as necessary
- (c) Provide assistance as needed to other Officers

Section 6.02 Vice-President

- (a) Organize and coordinate all tournaments hosted or co-hosted by the DMFC
- (b) Provide assistance to the President with the duties of the office whenever required
- (c) Coordinate the involvement of the DMFC in other demonstrations and/or public appearances
- (d) Assume leadership of the DMFC in the event the President is unable or unwilling to fulfill the duties of the office

Section 6.03 Secretary

- (a) Record, prepare and maintain records of the proceedings of the Officers
- (b) Send out media release of upcoming tournaments, events and classes
- (c) Maintain a database of club equipment for inventory purposes

Section 6.04 Treasurer

- (a) Account for all money and other financial assets of the DMFC
- (b) Collect dues from club members for each session, half-session, or pre-arranged payments
- (c) Submit a brief report of the financial transactions of the DMFC at each meeting of the Officers or whenever requested with reasonable notice
- (d) Make payments to, or receive payments from, any entity that the DMFC has entered into a financial arrangement with
- (e) Submit tax form 990 and any other required federal or state tax forms annually or as otherwise required

Section 6.05 Youth Director

- (a) Organize activities for youth members (ages 7-14) to encourage youth involvement, including in-club youth tournaments
- (b) Organize a parents group that can assist in youth activities
- (c) Foster continued growth and retention of youth membership in the DMFC
- (d) Assist to organize and foster fencing activities in any area school that shows an interest by coordinating meetings with school officials and by organizing demonstrations.

Article VII. Contracts, Checks, Deposits and Funds

Section 7.01 The Officers may authorize, in its minutes of the meeting of members, any officer to enter into any contract or execute and deliver any instrument in the name of and on behalf of the DMFC. Authority may be general or confined to a specific instance.

Section 7.02 A person authorized by the Officers shall sign all checks, drafts, or orders for the payment of money, notes or other evidence of the indebtedness issued in the name of the DMFC

Section 7.03 All funds of the DMFC shall be deposited to the credit of the DMFC in such banks, trust companies or other depositories, as the Officers shall select.

Section 7.04 The Officers may accept on behalf of the DMFC any gift, contribution, bequest or devise for the general purpose or for any special purpose of the DMFC.

Section 7.05 Any payment, to an organization or individual, of an amount exceeding \$500 must be authorized by at least three Officers

Article VIII. Club Books And Records

Section 8.01 The DMFC shall keep accurate and complete books and records of accounts and shall keep minutes of the meetings of its Officers. The DMFC shall keep a record of the names and addresses of all active members. Any member in good standing or his agent or attorney may inspect all books for the purpose at any reasonable time.

Section 8.02 Personal information about a member shall be kept confidential with the Officers and Coaches, and not shared with other members or other agencies except in circumstances deemed necessary for the member's safety.

Section 8.03 *The DMFC shall maintain a file of job descriptions of the appointed Officers of the club. Each elected or appointed member shall be provided with a job description of his or her function as an Officer.*

Article IX. Fiscal Year

Section 9.01 *The fiscal year of this corporation shall begin on the first day of January each year and shall end on the last day of December of that year.*

Article X. Waiver Of Notice

Section 10.01 *Whenever any notice is required to be given under the provisions of the Non-Profit Corporation Act of Iowa or under the provision of the Articles of Incorporation or By-Laws of the DMFC, a waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.*

Article XI. Amendments / Additions

Section 11.01 *These By-Laws may be altered, amended or repealed and new By-Laws adopted, by a simple majority of the Officers, except as outlined in Section 2.*

Section 11.02 *The addition of new officer positions can only be accomplished by a majority vote of the voting membership of the club. The election must be announced starting at least one month before the actual election at each general club meeting leading up to the election. Information on the change and the intent of the change must be posted at each general club practice during this time.*

Article XII. Coaching Reimbursement Program

Section 12.01 *The DMF, Inc., may reimburse all or a portion of the costs incurred by a DMFC coach in traveling to and from a tournament for the purpose of coaching, provided the following eligibility points are met:*

- (a) The coach must be both certified by the USFA/USFCA and recognized as a coach by the DMFC Board of Directors and the Head Coach
- (b) The coach must be currently and actively working with DMFC fencers

Section 12.02 While a coach may be certified and meet eligibility requirements , the Board of Directors and Head Coach may exclude the requesting coach from the program for just cause as determined by the afore mentioned bodies.

Section 12.03 The requesting coach must identify the following points to be eligible to have travel and lodging expenses reimbursed:

- (a) Which tournament they are going to be attending in the capacity of a coach
- (b) Which DMFC student(s) they will be coaching and which events said students are participating in
- (c) If they themselves will be participating in the tournament and which events they will be competing in
- (d) The method which they will be traveling to the event (air/car)
- (e) Submit airline invoice, hotel invoice and a starting and ending address (if driving) from their home to the tournament venue for computing mileage (reimbursed at the IRS non-profit rate)

Section 12.04 The coach must submit a request form ,available from the club treasurer, to the Board of Directors for approval at least two weeks before the tournament, outlining where it is, which days, which students and what events they will be participating in and which events, if any, the coach will be competing in.

Section 12.05 A participating coach is limited to \$1,000.00 in tournament reimbursement per calendar year

Section 12.06 *The Board of Directors may reject a request for reasons of ineligibility, insufficient club funds to cover the request or any other reason that may cause the reimbursement to be inappropriate or a hardship for the DMFC, Inc.*

Section 12.07 *If a coach will also be competing in a tournament that they will be coaching at:*

- (a)** They are not eligible for airfare/mileage reimbursement
- (b)** They are not eligible for hotel reimbursement for the nights prior to the events they would be competing in, even if they are also coaching that day. The coach must be attending that event **ONLY** in the capacity of a coach to be reimbursed for the prior night's stay.

Section 12.08 *Payment to the coach will be made by the Treasurer upon receipt of the receipts for airline tickets, round trip mileage and/or hotel receipts.*

Section 12.09 *Mileage will be reimbursed at the rate provided by the IRS for non-profit organizations. It will be determined at the time of payment.*

Section 12.10 *Food, entertainment, souvenirs, etc. are NOT items that are eligible for reimbursement*

Section 12.11 *All receipts will be attached to the request form and filed by the Treasurer for tax purposes.*

Ratified and adopted by the officers of The Des Moines Fencing Club, Inc. on this _____ day of _____, 2006

President

Date

Vice-President

Date

Secretary

Date

Treasurer

Date

Youth Director

Date