

NJIFA Bylaws [adopted end of 2019-20 Season]

Articles of Governance:

I. NJIFA Mission:

A. The mission of the New Jersey Interscholastic Fencing Association is to promote the growth and development of New Jersey high school fencing.

II. Affiliations and Membership:

A. Affiliations:

1. The New Jersey Interscholastic Fencing Association (NJIFA) affiliates itself with the New Jersey State Interscholastic Athletic Association (NJSIAA) by agreeing to adopt the rules and regulations governing high school athletics and high school fencing as set forth by the NJSIAA. The rules and regulations shall have priority over any rule and/or regulation set down by any other group or organization.

2. By agreeing to affiliate itself with NJSIAA, the NJIFA follows the fencing modifications approved annually by the NJSIAA Fencing Rules committee.

B. Membership:

1. Membership to the NJIFA is open to all New Jersey high schools that field either a coed, dual gender (a boy's & girl's team), single gender or squad specific fencing team.

2. Regular membership will be extended to a program upon receipt of a letter of request:

a) Letters of request are required to be on official school or district letterhead.

b) Letters of request are required to be signed by both the school's athletic director and principal.

c) Letters of request are required to state the type of program and the names of all fencing coaches employed by the school.

3. Membership is to be represented at general membership meetings by board certified coaches and/or athletic directors from that school.

4. Suspension of Members voting privileges:

a) Members can be suspended for misconduct as determined by the NJSIAA.

b) All coaches have one calendar year from their first date of employment with their school to follow the NJSIAA requirements and begin reporting to njschoolsports.com. Scores should be reported within a week's time and full rosters should be loaded up prior to the first match of the season. During Tournaments, you have 24 hours to submit. If a school chooses to not upload their scores, in accordance with NJSIAA rules, the school's voting privileges in NJIFA matters/Coach of the Year/All-State Decisions will be

suspended in the NJIFA until they comply.

(1) In Case of *Force Majeure* (When bad things happen that prevent you from reporting) the Executive Board can suspend the punishment of the school.

(2) ALL rosters must be uploaded prior to the first match of the season

(3) According to the NJISAA, reporting to njschoolsports.com required the following.

- Schedules
- Rosters uploaded at the beginning of the season.
- Scores (within 24 hours of match).
- Individual student statistics (wins/losses).
- Any information the website requires.

III. Governance Structure:

A. The Executive Committee shall consist of a President, VicePresident, Secretary, and Treasurer. The Executive Committee is charged with the operational governance of NJIFA.

1. The President shall act as the chief operations officer of the NJIFA, schedule and conduct meetings of the Executive Committee and general membership.

a) The President will act as the spokesperson of the NJIFA and will serve as the official representative of the NJIFA to other organizations, fencing or otherwise related.

b) The President shall sign all legal contracts with other parties, as approved by the Executive Committee and/or general membership.

2. The Vice President shall act on behalf of the President on all matters to come before the NJIFA. In the absence of the President, the VicePresident shall temporarily assume the duties and roles of the President. In the event of the President resigning, the VicePresident shall assume the office of the President for the remainder of the term.

3. The Secretary shall keep all minutes for all meetings of the Executive Committee and of the general membership.

a) The Secretary shall be responsible to notify the general membership of all general membership meetings and the Executive Committee, District Representatives and Standing Committee members of any and all Executive Committee meetings.

b) The Secretary will provide all minutes of Executive Committee and general membership at the start of mandatory membership meetings.

c) The Secretary shall call the roll at the beginning of all mandatory membership meetings in order to determine if a quorum exists.

d) The Secretary shall count and certify results of general membership meetings and of all mail/electronic votes.

4. The Treasurer shall manage the funds of the NJIFA and maintain a checking account in the name of the NJIFA with a New Jersey bank.

a) The Treasurer shall sign all checks that are issued as payment for all NJIFA approved matters.

b) The Treasurer will report all financial transactions and account balance(s) at every mandatory general membership meeting.

B. There shall be five (5) Standing Committees, composed of between three to five (3-5) members. They are as follows: Santelli/Cetrulo Committee, Communications/Technology Committee, AllState Points Committee, New Program Committee, Competition Committee.

1) The President shall appoint the chair of each Standing Committee. The general membership will select the remaining members of each committee.

2) Standing Committees shall be selected annually at the postseason mandatory meeting.

3) Chairs of Standing Committees shall serve as advisors to the Executive Committee. The chairs will not have voting privileges at Executive Committee meetings.

C. The Executive Committee shall have the power to create and suspend Select Committees.

1) Select Committees shall be used to examine particular issues as they arise that are not related to any particular Standing Committee and cannot be resolved quickly by the general membership.

2) Select Committees shall not have binding power to change any rules or regulations.

3) Select Committees shall recommend and submit proposals and/or actions for the general membership to consider.

IV. Election of Officers:

A. Eligibility

1. All board approved representatives to NJIFA are eligible to be elected to Executive Committee positions.

2. No individual nor school shall hold more than one office on the Executive Committee at one time.

B. Elections

1. Executive Committee offices are voted on by the general membership.

2. Elections shall be held at the mandatory postseason meeting.

3. Nominations for Executive Committee offices shall be made from the floor

C. Terms of Office

1. Executive Committee positions shall have terms of two (2) years.

2. In the case of an Executive Committee member resigning, there shall be a special election held at the next mandatory general membership to fill the position for the remainder of the term.

3. The President shall serve no more than two (2) consecutive two (2) year terms.

V. Meetings

A. Two mandatory general membership meetings shall be held each term year

1. A Preseason meeting will be held prior to November 1 of each year.
2. A Postseason meeting will be held within two weeks following the date of the state individual championships.

B. Other meetings may be called by a unanimous vote of the Executive Committee or by a two thirds ($\frac{2}{3}$) vote of the general membership.

C. All meeting notifications must be prominently displayed on the NJIFA website and announced through the NJIFA usergroup to the representative of each member school or the school's Athletic Director at least two weeks prior to the meeting date.

D. Meetings shall be conducted by a shortened version of Robert's Rules of Order. The mechanisms are as follows:

1. All meetings must begin by finishing old business from previous meetings before moving on to new business.
2. Old Business will begin with Executive Member Reports, followed by District Representative Reports and ended with committee reports.
3. New Business will follow the same order as Old Business.
4. Motions must be made and seconded for discussion to begin on a topic. It is recommended that proposed motions be sent to the NJIFA Secretary one week in advance of the general meeting to ensure its inclusion in the agenda.
5. Motions may be tabled by the body. A motion to table and a second is needed to call the vote. If the motion is tabled, it will be tabled for the time requested by the individual who made the motion.
6. The President will allot time for debate on any motion from 10 minutes to 30 minutes. After this time the debate may continue but is subject to the question being called.
 - a) While an individual is speaking, if a person has a question for that person, they must first be recognized by the chair and say "Point of Order (insert question they wish to ask). They may ask for clarification during the answer, but the speaker cannot pontificate.
 - b) After the time of debate, the question may be called by any member. If seconded, debate on the topic will cease and the body will vote to close the debate. If the vote is affirmative, the body will move to an immediate vote on the question at hand.
 - c) Votes shall be conducted as a show of hands or voice vote. If, after the vote has been conducted, a motion is made and seconded for a roll call vote, the Secretary shall call the roll and record each member school's vote.
7. Closing the Meeting
 - a) A motion may be made to close the meeting after all agenda items have been settled.

- b) A motion may not be made to close the meeting during debate or voting on a motion. It may only be made after a motion has been voted on.

VI. Mail and Electronic Voting

A. If a quorum is not present, motions made by attending members may be submitted for a mail ballot of the entire membership. In such cases, the Secretary shall cause a ballot containing the motion, the name of the member submitting the motion and the name of the seconder of the motion to be mailed to the representative of each member school. The mail ballot shall state the return date of the ballot, but in no case shall the return date be less than two weeks from the postmark date of the ballot.

B. If a quorum is not present, the body or the Executive Board may present motions for consideration to the public that may arise during the season.

1. Members may submit a motion to the NJIFA secretary for approval. As all motions need to be seconded, please carbon copy the individual who will be seconding your motion. That individual must send an email to confirm their seconding of the motion to the NJIFA secretary.

2. The NJIFA Secretary will choose an appropriate hosting site for the vote on the topic.

- a) This site must include the input of the coach's name, email address and phone number. These votes may not be anonymous due to issues of quorum.

Any anonymous votes will be considered a no vote.

- b) The voting procedures must consist of the criteria: Yay, Nay, Abstain, NoVote

3. Votes taken electronically will be hosted on that site for the duration of the voting. The duration of the voting must be at least 1 month in duration.

4. Votes taken electronically must meet the quorum required for Specially Scheduled Meetings. This means that $\frac{1}{2}$ of the body members must vote for it to be considered a quorum for conducting business and making binding decisions for the entire membership.

- a) There are no proxy votes in this system. Votes must be sent by the representative body from the school

5. Votes will be tallied by the NJIFA secretary and presented to the Executive Board and the body no later than two weeks after the vote has been finalized.

6. The results of electronic voting will be binding for the time until the next general meeting. At the next general meeting, the vote must be revisited during Old Business and the result at the general meeting will stand permanently.

VII. Quorum, Voting, and Binding Decisions:

A. Quorum

1. Regularly Scheduled Meetings: One Third (1/3) of the members present shall, at any regularly scheduled meeting, be considered a quorum for the purpose of conducting business and making binding decisions for the entire membership.
2. Specially Scheduled Meetings: Onehalf (1/2) of the members present shall, at any specially scheduled meeting, be considered a quorum for the purpose of conducting business and making binding decisions for the entire membership.
3. Proxy votes are counted towards the presence of a quorum.

B. Voting

1. Each and every NJIFA school shall have an equal vote at all meetings.
2. Only one (1) Board of Education Approved representative may be permitted to cast votes at all mandatory membership meetings.
3. Proxy votes must be submitted to the Secretary and the Vice President to ensure votes are not forgotten, nor misrepresented. This can be done by email.

C. Binding Decisions

1. All decisions made via general membership vote, either in person, electronically or by mail, shall be considered binding.
2. All decisions and rulings made by the Executive Committee or by the Standing Committees shall be considered binding, but subject to review and appeal.
 - a) Any member may make a motion to review a decision or ruling. If the motion is supported by a second, the topic is discussed as is detailed in Section V.D.2.
 - b) At the end of discussion, there shall be a vote to overturn the decision or ruling by a simple majority. If the vote passes, the decision or ruling shall no longer be binding and the Executive Committee may not consider the matter further.
 - c) Issues overturned via review and appeal can be considered again by the general membership.
3. All decisions made by Select Committees shall be considered advisory to the general membership.