Charter: Bryn Mawr College Fencing Club
Drafted January 2007; Updated September 16, 2014

Purpose:
The Bryn Mawr College Fencing Club (Vixens) is a competitive club that practices and teaches fencing in a supportive environment. We compete in local individual tournaments, collegiate events including the Temple Open, and team events in the Baltimore-Washington Collegiate Fencing Conference (BWCFC) and the National Intercollegiate Women's Fencing Association (NIWFA) in all three weapons (foil, epee, sabre). No previous experience or equipment required! Dues are required, but provisions can be made.

Membership
The Fencing Club is open to all members of the Bryn Mawr College community, regardless of previous fencing experience. The Fencing Club welcomes and will gladly teach beginners. Dues will be required of all members, but provisions will be made in cases of financial hardship. Speak with the treasurer regarding any issues in paying dues or other money owed to the club. There is no limit on the number of members.

Duties of Members
Members are expected to show up at all practices and tournaments possible, and should contact the team captains if unable to attend practice or tournaments. Members are expected to volunteer for tasks and generally help with the running of the club. They are expected to maintain a respectful and mature attitude towards their coaches, teammates, referees, and opponents.

Eligibility for Competitive Slots
To be eligible for a competitive slot you must:
1. Show up consistently at practices (at least 80% attendance)
2. Attend three out of the previous four practices, unless excused
3. Accept the coach’s and squad captain’s decisions concerning eligibility
4. Work well with all members of the team
5. Pay all dues and all money owed to the team, including for equipment, jacket, transportation or tournament fees, etc., before tournament unless other arrangements have been made

In cases of large squads, seniority within the club may be an additional factor in determining who gets priority to compete in specific events. Any problems should be promptly communicated to the club President, Vice President, Team Captain and other involved parties.

Attendance
Members are expected to attend all practices. Exceptions can be made for classes, job-related events, illness or incapacitation, or familial commitments, and missing practice for any of these reasons will count as an excused absence. Absences or late arrivals to practice should be promptly communicated to the team captains. If members have a minor injury or illness, they are expected to attend practice and may be given a lessened or altered workout. Homework or poor planning is not a legitimate excuse, and missing practice due to either of these reasons will count as an unexcused absence. Not contacting the
captains will count as an unexcused absence, unless in an emergency situation or other reason, as later communicated to the captains.

Excused absences can be made up with squad workouts or by attending tournaments (which count as 2 practices). Members with 3 or more unexcused absences will not be eligible for a competitive slot if there is a limited number of fencers who can be sent to a tournament. Unexcused absences can only be made up with additional official fencing practice time (such as over breaks, or Friday practices).

To receive PE credit, members must attend 75% of practices; tournaments can be used to make up for excused absences, and count as 2 practices.

**Squad Workouts**
On non-practice days, squad captains will lead workouts, including running and calisthenics. Squad workouts are intended to help the squad get exercise outside of practice, and to promote squad bonding and camaraderie. Members who do not have a PE class or other athletic club or activity are required to attend 2 squad workouts a week. If a member cannot attend their squad captain’s workout(s), they can attend another squad’s workout(s); all of the times will be posted on the Facebook group. The squad captain should be consulted with any questions, or if a squad member is unable to attend the workouts.

**Coach Job Description**
The coach is expected to show up for all practices and meets on time (unless arrangements are made in advance) and to notify the President, Vice President, and Team Captain of any absence in advance. At practice the coach is expected to provide varied drills and to divide their time evenly between all members. This plan should be responsive to the needs of the club concerning pace and difficulty. This plan should be modified as needed with feedback from the club members and officers, and modifications should be implemented immediately. The coach is expected to determine competitive slots and advise substitution during competition. The coach should be constantly willing to improve their knowledge of fencing and sports medicine.

The coach should maintain an attitude that is inspirational to the club, generates respect from the club, and reciprocates that respect. The coach should be approachable for any member, and should listen to the needs of the club.

**Officers**
It is vital that people running for Office be able to carry out their duties. They must be committed to the club and to their work. If they are having trouble with their responsibilities then they should talk to the club President and Vice President. These Officers should be seen as co-coordinators, and should not have to do everything related to their particular job. It is important that each officer maintains a record of their time in office in the binder provided for that purpose. Officers may be from any class year, given that the nominee has been with the club at least one year (two for President) and a strong record of participation and attendance at practices.

**The Executive Board** shall consist of the President, Vice President, Treasurer, Assistant Treasurer, and Team Captain.
The Officers shall consist of the Executive Board plus squad captains.

Decision-making Process: The Executive Board, in consultation with the Squad Captains, other officers, and/or the coach, are responsible for decisions not directly relating to what happens in practice. This includes deciding practice times, cancellations, etc. If the President, Vice President, and Captain feel matters are of special importance, the whole club will be brought into the decision process. There will be at least one club meeting each semester.

Elections will be held annually elections for President, Vice President, Treasurer, and Assistant Treasurer in early to mid-March. This will give the new officers time to learn their duties under the supervision of the old officers. Paper will be passed around first for those wishing to nominate themselves or somebody else for any office. The same paper will circulate again to give nominated members a chance to either accept or reject the nomination. Votes will be taken at the next practice or online and tallied by the president. All dues-paying members will have voting privileges. Emergency elections may occur in the case of a sudden vacancy. In the case of emergency elections, nominations will be made either through email or verbally.

President is the liaison to the school and athletic administration as well as other schools and the USFA. They are in charge of coordinating with the other officers, especially with the Treasurer and Assistant Treasurer at the beginning of the semester when budgets need to be written. They are also responsible for, among other things, reserving space for practice and social gatherings, organizing team social gatherings, advertising for the club, keeping attendance (and seeing to it that attendance is handed in on time), calling meetings, and recording and distributing meeting notes over the listserv. They are the main contacts for the club and should be consulted if problems concerning the club occur. They are in charge of the master schedule for the club and should be consulted if other members would like to suggest or organize club events. The President must have been a member of the club for no less than two years at the time of election. The President and Vice President must be able to work together to divide up the work of running the club.

Vice President assists the president with any and all responsibilities of running the club. They should be considered in training for the role of President. The Vice President may not be a rising senior at the time of election and must have been a participating member with the club for at least one year at the time of election.

The President and Vice President will maintain and update the master binders for the club.

Treasurer is in charge of all monetary transactions, including the collection of dues. They must coordinate with the President and Vice President on equipment orders and budgets. They must also frequently communicate with the Assistant Treasurer. The treasurer is not, however, responsible for fundraising. They must keep up to date on the club’s current financial situation. They must be present while equipment or fundraising orders are made or briefed on the transactions in advance. They are responsible for turning receipts into the Student Finance Committee (SFC) for reimbursement as well as complying with criteria outlined by the SFC for club funding.
The Treasurer should keep the proposed budgets, approved budgets, copies of receipts and other pertinent financial information in their binder. They should photocopy any receipts that need to be turned into the SFC and keep the copies in the binder.

**Assistant Treasurer** assists the Treasurer with their responsibilities. The Assistant Treasurer is also in charge of fundraising in particular, and specifically: coordinates all fundraisers, including publicity, fielding questions, and research, ordering etc. for fundraisers. They must be in close communication with the Treasurer, especially at the beginning of each semester, in case any fundraising advances need to be requested. All monetary transactions must be discussed with the Treasurer.

The Assistant Treasurer should keep information regarding sales on campus and the contact info for companies that fundraising items were purchased from as well as any other useful information.

**Team Captain** is a club member (or club members) who is interested in taking on the responsibility of assisting the coach during practices and leading practices in the coach’s absence. The Team Captain should have a good understanding of the theoretical and technical aspects of fencing and should be able to clearly communicate that understanding to their teammates. The Team Captain is also responsible for coordinating the squad captains and coordinating tournaments. They will consult with the President, Vice President, and squad captains in making decisions. They will find information about local tournaments and distributing it to the club. They will work closely with the President and Vice President when hosting tournaments at Bryn Mawr, making sure space and all necessary equipment is available. They will obtain and distribute directions to those attending tournaments (both individual and team events). They will reserve vans from the college as needed, and also have the information about the procedures through which one obtains a van license.

The Team Captain will be appointed at the discretion of the coach from a pool of nominations from current officers.

**Squad Captains** will represent their respective squad during team events, as well as make decisions, with the input of other squad members, regarding substitutions and rotation. They will also be responsible for holding squad workouts (also known as “captains’ practices”) on non-practice days.

After consulting all squad members, squad captains are chosen at the discretion of the coach, team captain, and current squad captains, with selection usually being based on seniority and experience.

**Volunteer Positions**

**Armorers** is in charge of keeping the club inventory up to date, posting the most recent copy of the inventory posted in the cabinet, keeping the cabinet orderly, noting which weapons need to be repaired on the “Repairs” sheet and making sure that weapons in need of repair are labeled. They should also pay attention to whether or not the stash of pens and first aid supplies are getting low and let President and Vice President know. The Armorer will be required to learn some equipment repair skills, either from the coach or the previous Armorer. It will thus be their responsibility to impart this knowledge onto other club members (informally or in the form of armory demonstrations) and assist with equipment repairs.
They should keep updated copies of the inventory in their binder as well as notes about what needs to be repaired.

Armorer is a volunteer position.

**Web Admin** will be responsible for the maintenance of the club website/blog. They will communicate with Information Services and the Help Desk for useful information and in the event of technical difficulties. The club will decide with them about what to put on the website, including, but not limited to: information about practice times, tournaments schedules, and other public fencing information.

The Web Admin should keep website related information in their binder.

Web Admin is a volunteer position.

**Club Historian** will be responsible for alumni relations and will work closely with the Assistant Treasurer in fundraising through alumni.

Club Historian is a volunteer position.

**Removal Procedures**
These procedures apply to all club members. Removal of club members will be decided by the executive board, in consultation with squad captains and the coach.

1. **Resignation**
   a. Members
   b. Officers: Should an officer be unable to fulfill their duties, they may resign their position.
      i. Emergency elections should be held to fill the vacant position.

2. **Removal**
   a. Grounds for removal for general club members:
      i. Behavior including but not limited to:
         1. Insubordination
         2. Repeated unwillingness to participate
         3. Violation of honor codes
            a. Not paying dues or any money owed to the club, including for equipment, jacket, transportation or tournament fees, etc., without extenuating circumstances
            b. Negative/derogatory behavior, e.g. disrespect towards teammates
         4. Part-time attendance issues: attending fewer than 25% of practices over the course of a semester
      ii. Grounds for immediate vote by the exec. board for removal
         1. Unsafe conduct e.g. actions towards opponent w/o mask, actions interpreted by coach as excessive and deliberate
         2. Repeated insubordination
   b. A member may be removed with the following procedure:
i. Team Captain and squad captains come to a consensus, and notify the exec. board and coach. Team captain and coach speak with offending party and notify exec. board of the substance of the discussion.

ii. In the event that squad and team captains assess that the member in question has not made sufficient effort to address the issues in question, the Team captain and coach speak with offending party a second time and notify exec. board of the substance of the discussion.

iii. In the event that squad and team captains assess that the member in question has not made sufficient effort to address the issues in question a second time, the Team captain and coach shall address the exec. board.

iv. The exec. board shall notify the member in question that their membership is under question and provide a time for the member to address the board directly.

v. The board may remove the member by simple majority vote, upon removal the treasurer shall refund any portion of dues remaining with the written decision of the exec. board.

c. Grounds for removal for officers include:
   i. Inability to fulfill duties
   ii. Inability to maintain good membership standing (e.g. lack of attendance at practice, not paying dues without extenuating circumstances)

d. A majority of Exec board members may bring the question to remove an officer to the membership body for a majority vote.

**Source of Income:**
The Fencing Club will rely upon membership dues, fundraisers, SGA funds, and/or donations for income. This money will be used to purchase equipment and to fund club activities.

Dues are collected each semester. Dues are $25 for new members, and $50 for returning members. Unless previous arrangements have been made, money is due no later than 2 weeks after the request is made. Speak with the officers about any issues in paying dues or other money owed to the club.

**Relations:**
Club members are discouraged though not prohibited from dating other club members, and all romantic relationships shall be carried out outside the sphere of the club. The coach shall not be romantically involved with any club member.

**Amendments to Charter:** If necessary, the Fencing Club will amend its charter by a simple majority vote. A review is held approximately annually.