By-laws of the Newfoundland & Labrador Fencing Association

1) MEMBERSHIP

a. Membership types shall fall into one of the general categories as described in the NLFA constitution – hereafter known simply as "the constitution" for the rest of this document. Individual memberships are further broken down into the following subcategories:
   1. Competitive/Provincial Competitive - Persons who wish to fence in competition in any tournament in or outside of Newfoundland & Labrador, achieving a national ranking with CFF. Also those persons who wish to compete at the provincial and / or Atlantic Canada regional level, achieving a provincial and / or Atlantic Canada regional level ranking but not a national ranking.
   2. Recreational - Persons who wish to fence but who do not enter any competitions other than those specified to be "recreational".
   3. Friend of NLFA - Persons who desire to assist in the promotion of fencing and NLFA but who do not wish to fence. Also persons who contribute an annual amount to further the aims and objectives of NLFA.
   4. Honorary/Life- Bestowed by the Executive Committee on persons whom they deem to have contributed significantly to NLFA and whom NLFA wishes to honor in view of their contribution. (Such a member is nonetheless subject to Censure as detailed in the constitution and by-laws of the Association.)

2) FEES

1) Membership fees for the membership categories described above in subsection 1)a) and in the constitution in subsection 3)b) are required to be received by the Association for a member to be held in good standing, as detailed in the constitution.
2) Annual fees shall be established each year by the Executive Committee for each of the membership categories. An increase in fee totals over-and-above the preceding year's fees may be authorized by the Executive Committee. Such fee increases may not exceed either ten percent (10%) in a given year or an aggregate of twenty percent (20%) over a period of three (3) consecutive years except with approval of the membership. "Approval" in this case shall constitute:
   1) a simple majority of votes cast in a letter ballot of members supporting such an increase or
   2) a majority of votes supporting such an increase, held at a General Meeting where quorum exists.
3) It is acknowledged that there are two (2) portions to the total annual fee for a Competitive membership: a NLFA determined portion and a CFF determined portion. The portion dictated by the CFF is, naturally, not under the control of NLFA. As such, the NLFA portion alone will be subject to the rate increase limitations described in subsection 2)b) above.

3) MANAGEMENT

The Executive Committee

a. The Executive Committee shall consist of at least a President and Vice-President, who are directly responsible for ensuring that the Association's business is properly conducted. Additional officers are permissible and encouraged to support these two (2) primary officers and shall include at maximum a Secretary, a Treasurer, a Registrar.
b. All members of the Executive Committee shall be elected for one year at the Annual General Meeting of the Association according to the dictates and controls detailed in the by-laws to this constitution. All are eligible for re-election and must be registered members in good standing with the Association.
c. In the event of the retirement of the President, the Vice-President shall become President until the next Annual General Meeting.
d. In the event of a vacancy arising in the position of the Vice-President, Secretary, Treasurer, and/or Registrar, the remaining Executive Committee shall appoint a replacement who shall hold office until the next General Meeting of the members at which time an election shall be held to fill the vacancy. In the extreme case where this is not possible for whatever reason, the NLFA membership shall identify and elect new officers, as required.
e. The head office of the Association shall be located at the residence of the Association President, or a place designated annually by the President.
f. The Executive Committee of the Association shall manage the property and business of the Association between General Meetings.
g. The quorum for the Executive Committee shall be two-thirds (2/3) of the elected officers for all business on pre-circulated items on the agenda. For non-circulated items and new business no vote shall be held unless two-thirds (2/3) of the full Executive Committee is in attendance.
h. Executive Committee members must be 18 years of age or older.

Action Committees

A number of action committees may be formed as necessary to conduct special projects or to execute the role of the association in the day to day operations of the sport of fencing in the province. The Executive Committee shall have the power to appoint members to any vacant chair positions, however it is desirable to have vacancies filled by a membership vote at an annual general meeting.

The Executive Committee may also appoint additional, associate members throughout the year as aides. Such members will not have voting rights at Executive Committee meetings, but will rather serve in a consultative and assistant capacity in the execution of the Association's business.

Each Action Committee shall consist of a Committee Chair and Committee Members. Committee Members shall be appointed to each Action Committee by that Committee Chair for a period to be set for by the Committee.

Communication & Performance Support

a. The Executive Committee will work with all committee chairs, members-at-large, and associate aides in order to help these individuals delineate performance goals and objectives and facilitate their successful achievement.
b. All committee chairs, members-at-large, and associate aids will be afforded an opportunity to provide at least one mid-year progress update for their individual performance goals and objectives plan. The Executive Committee will provide feedback at that time as to suggested performance plan revisions in order to facilitate the successful achievement of the various associated goals and objectives.
c. The Executive Committee will provide their performance goals and objectives plan to the membership for review. The Executive Committee will provide at least one midyear review and one end-of-year performance summary.
d. The Executive Committee will provide an end-of-year performance summary for the Association's general membership no later than 14 days prior to the Annual General Meeting. The membership will be afforded an opportunity to comment upon this summary at the Annual General Meeting.

4) MEETINGS

a. In accordance with the constitution, an Annual General Meeting of the members of the Association shall be held annually within 90 days of the Association's fiscal year end.
b. A Special General Meeting may be held on the request of at least two (2) members of the Executive Committee, or at least ten (10) members of NLFA.
c. The business of a Special General Meeting shall only be business stated in the Notice of Meeting.
d. At any General Meeting, all eligible members, including members of the Executive Committee shall have one vote. The President shall vote only in the case of a tie.
e. As a not-for-profit organization, NLFA requires a minimum age for members to be deemed eligible to vote. The following limitations hold:
    I) Voting privileges are determined by date of birth;
    II) Junior Members less than 14 years of age may not vote;
    III) Junior Members between the ages of 14 and 18 years may vote; and
    IV) Senior Members 18 years of age and older may vote.
f. At least one quarter (1/4) of eligible voting members and proxies at any meeting shall constitute a quorum.
g. A Notice of Meeting shall be given in writing at least 14 days prior to the Annual General Meeting or a Special General Meeting and shall be sent to all members of the Association.
h. Proxy votes are permissible at a General Meeting provided that the member assigned the vote produces a letter delegating him / her to exercise this vote

at a specific meeting. One (1) member may not be allowed more than three (3) proxy votes at any particular meeting.

i. Whenever any question arises that the Executive Committee considers should be put to a vote of the members but which does not require a Special General Meeting, the President and Secretary shall make a written submission of the question to the members for their decision. The decision shall be rendered according to a majority of votes received within fourteen (14) days of the first week day following the mailing of the ballot.
j. In accordance with the constitution, business or procedures implemented by the Executive Committee may be overruled by a General Meeting.

5) FISCAL YEAR

a. The Fiscal Year of the Association shall commence on the first (1st) day of April and shall terminate on the thirty-first (31st) day of March of the ensuing year.
b. An auditor may be appointed by resolution of the members at a General Meeting and an audited statement shall be presented to the Annual General Meeting.

6) FINANCES

a. The Executive Committee shall have the power to accept monies on behalf of the Association as well as reimburse expenses, which are incurred on behalf of the Association.
b. Signing officers permitted to accept and disburse monies shall include at least the President and Treasurer, but may include any and all additional officers identified and approved by the Executive Committee. The Executive Committee shall also have the power to revoke these same privileges as it sees fit.
c. The Association shall assume fiscal responsibility for the day-to-day operation of the Association as defined in the by-laws.

7) RISK MANAGEMENT, DISPUTE RESOLUTION, & DISCIPLINE

a. The Executive Committee shall be responsible for receiving communications regarding:
    I) situations of risk to its membership;
    II) situations of risk to the public caused by its membership; or
    III) disputes or complaints amongst or against its membership.
b. The Executive Committee shall appoint committees to investigate such situations, disputes, or complaints, as required. The Executive Committee will provide investigation and reporting requirements and guidelines for each committee, as required. Any investigation shall be required to be performed with discretion, sensitivity, and impartiality to the individuals or groups involved. It is recognized that, particularly in the instance of harassment or abuse, the Executive Committee may exercise the option of utilizing specially appointed external resources for the investigation committees.

c. The commissioned committee will provide a written report including recommendations upon conclusion of their investigation to the Executive Committee. Should a given investigation be particularly lengthy, the investigating committee shall provide brief update reports every two (2) weeks until their final report is complete. The Executive Committee will review this final report document and formulate resolutions and determine disciplinary actions.
d. In the instance that a situation of risk, dispute, or complaint involves a member of the Executive Committee, such a member will not be involved in any of the previously detailed actions in order to preserve impartiality. Such an exclusion will only be done with the understanding that such a member will be accorded the same discretion, sensitivity, and impartiality accorded to any other member of the Association.

8) TRANSITION

All previous versions of NLFA by-laws are hereby superseded by this current version of the Association's by-laws.