

**GEORGE MASON UNIVERSITY**  
**Student Involvement**

**FENCING CLUB AT GEORGE MASON UNIVERSITY**

**Drafted on: June 14th, 2022**

**Last Amended on: 3/30/2025**

**Article One      NAME OF ORGANIZATION**

- The name of this organization shall be "Club Fencing at George Mason", hereby also referred in this document as ("the Club").

**Article Two      PURPOSE OF ORGANIZATION**

- To introduce people to the sport of fencing, create a safe environment for people to learn about and excel in the sport, compete at team and individual fencing tournaments in the United States, and form relationships with teammates and other fencers from throughout the country.
- Club Fencing at George Mason University is an unincorporated nonprofit organization. We are organized exclusively to foster national sports competition for fencing and para-fencing and, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.
- The Club utilizes fundraising and allocated funds to defer expenses for student athletes. No money raised, donated, or allocated to the club will be used to provide benefits to individual club members or private shareholders, or to purchase goods/services not immediately related to the club's purpose and mission.
- No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes described in section 501(c)(3).
- No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office.
- Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.
- Ownership will be transferred to a new board of officers every year following the elections procedure discussed in article 5. This includes submitting Form 8822-B to transfer the responsible party to the new officers who will be required to be signatories on this constitution or an amended version on a yearly basis.
- This document will discuss how the club will be operated. Any policy not defined in this document will be put in a policy document maintained by the officers over the course of the year. When the constitution is updated for re-registration those and other policies should be considered for addition.

**Article Three      MEMBERSHIP**

- Membership in this organization will not be restricted on the basis of race, color, religion, national origin, sex, disability, veteran status, sexual orientation, gender identity, gender expression, age, marital status, pregnancy status or genetic information.
- Faculty, staff, and students with a Mason Recreation membership qualify for membership within this organization. Community members and alumni with a membership are not eligible.

- All members who are currently enrolled GMU students must maintain a cumulative grade point average of at least 2.0.
- Members must pay dues, complete all required IMLeagues forms, and submit a physical form within the first 3 weeks of their first practice or, for returning members, within the first two weeks of the current semester.
- Types of Membership:
  - Active Member
    - Be a currently enrolled GMU student.
    - Must attend at least 25% of practices every semester.
    - Must attend at least one fundraising, marketing, or community service event done through the club each semester.
      - This rule may only be enforced if the club holds at least three fundraising, marketing, or community service events during the semester for members to attend.
  - May attend club practices, compete at any tournaments attended through the club, or be a referee at those tournaments if trained and determined able by at least one club officer, and participate in fundraisers and community service.
  - May propose amendments and votes in club decisions requiring a vote from the general membership, including but not limited to amendments, elections, and suspensions.
- Associate Member
  - Be part of GMU faculty or staff.
  - After a grace period that concludes 40 days after the start of the semester or joining the club, members who have attended fewer than 25% of practices during the current semester or part of the semester for which they have been a member will be considered associate members until the ratio rises above 25%.
  - If a returning member who would otherwise be considered an Active Member did not attend at least one fundraising, marketing, or community service event through the club during their previous semester, and at least three of such events were held during the previous semester, they are considered Associate Members until attending at least one fundraising, marketing, or community service event.
  - May attend club practices and participate in fundraisers and community service but cannot attend competitions

Membership may be revoked for the following reasons:

- Committing an Act of Misconduct as defined by Appendix I of the GMU Code of Student Conduct.
- Failure to pay dues, complete IMLeagues forms, or submit a physical form within a person's first month of practice or, for returning members, within the first month of the current semester.
- For GMU students, having a cumulative grade point average below 2.0.
- Misconduct as defined in article four.

Process of revoking membership:

- If a member fails to pay dues, complete IMLeagues forms, or submit a physical form within the allotted time, a Mason Recreation – Competitive Sports professional staff member will be notified and, with permission from the staff member, the person's membership will be

temporarily revoked until the problem is resolved, which will be verified by providing proof to an officer.

- All issues other than paying dues or completing IMLeague forms will be addressed with the three-strike system as detailed below.

#### Article four: **Handling of Misconduct**

##### Purpose and Scope:

The purpose of this article is to establish a fair and transparent process for handling repeated rule violations or actions that undermine the integrity of the Fencing Club at George Mason. This article specifically addresses actions the club will take for members who engage in persistent rule-breaking or disruptive behavior that threatens the well-being of the Club and its members.

This article applies to all Club members, including but not limited to athletes, coaches, and executive board members.

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##### Forms of Misconduct:

Major violations by-pass the three-strike system. They include but are not limited to:

- Theft
  - Theft of any equipment that does not belong to the member and belongs to the club
- Gambling
  - Any member who directly or indirectly wagers money or anything of value on the outcome of a tournament will be held liable to the membership removal process
- Retaliation
  - No person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by the Title IX or this policy, or because the individual has made a report or complaint, testified, assisted, participated, or refused to participate in any manner in an investigation, proceeding, or hearing under Title IX or this policy
- Stalking
  - Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or suffer substantial emotional distress. Stalking may include the concept of "cyber-stalking," a particular form of stalking in which a person uses electronic media, such as the internet, social networks, blogs, cell phones, texts, or other similar devices to pursue, harass, or to make unwelcome contact with another person in an unsolicited fashion
- All Forms of Hazing
  - Such as any action taken or situation created, recklessly or intentionally, to produce mental or physical discomfort, embarrassment, ridicule, or possibly cause mental or physical harm or injury to any person on or off the University campus, participant's consent is notwithstanding (i.e. it is not a defense to a charge of hazing that the individual being hazed allowed themselves to be hazed). Hazing is a broad term that encompasses a multitude of actions or activities. The term hazing refers to any actions or activities that do not contribute to the positive development of a person or an organization; which cause mental or physical harm; or which subject individuals to harassment, embarrassment,

ridicule, or distress. Examples of situations that are considered hazing include but are not limited to tests of endurance, physical abuse, psychological abuse, morally degrading or humiliating activities, forced ingestion of any substance, activities which interfere with academic pursuits, paddling in any form, use of alcohol and servitude. Hazing is typically associated with membership selection and initiation into an organization. It is possible for hazing to occur before, during, and after membership selection and initiation

- Acts of Aggression or Violence
  - Infliction of or threat of physical harm to any person(s) including self
  - Any hostile, threatening, or intimidating behavior that by its very nature would be interpreted by a reasonable person to threaten or endanger the health, safety or well-being of another
- Any form of sexual harassment
  - Sexual Misconduct, misconduct, or interpersonal violence including but not limited to sexual assault, stalking, dating violence, domestic violence, and sexual exploitation
- All forms of Invasion or privacy including but not limited to:
  - The recording, filming, photographing, viewing, transmitting, or producing the image or voice of another person without the person's knowledge and expressed consent while in an environment that is considered private or where there is a reasonable expectation of privacy. Club practices, tournaments, fundraisers, etc are an exception because when joining the club, you agree to have your picture taken for ClubSport purposes unless brought up to Club officers saying said person is uncomfortable. Said person must come to club officers themselves
- Social Media Presence
  - Misuse, abuse, and unauthorized use of technology, and/or use of technology for unauthorized purposes involving the club or its members
- Interfering at practices
  - Interfering with the normal operation of the coaching/learning environment

Minor violations include but are not limited to:

- Disrespecting members at practice or over communication.
- Disrespecting or abusing equipment.
- Making uncomfortable or offensive remarks, jokes, or advances.
- Spreading false or malicious rumors about members.
- False reporting of misconduct about members.

Anonymous Concern Form:

- An anonymous concern form will be made available to all club members.
- It is meant for members to submit issues and incidents that relate to the club.
- They will be received by the executive board.
- The submissions will be used to identify issues and establish patterns of behavior so that action may be taken before the behavior escalates.
- Executive officers are prohibited from speculating or investigating who the author of a submission is.

Initiation of Investigation:

- If one of the following occurs then a review board is formed and is required to investigate and discuss.
  - 1. A form of misconduct is discovered by an officer.
  - 2. An anonymous concern form is submitted to the executive board.

- The review board must include the executive officers and two additional officers, coaches, or advisors selected by the executive board.
- The member who is accused of misconduct is not privy to the details of these reports.
- In the case of an allegation of misconduct against an executive officer, the officer or coach who discovered the issue has the right to request and receive a review board from the remaining executive officers to investigate and discuss the issue.

#### Three-Strike System:

- The review board may put up to 3 strikes on club members for minor violations.
- Strikes are intended to discourage misconduct before it escalates.
- Additional strikes can be added if the conduct continues or is not rectified.
- Strikes can be removed if the conduct is deemed rectified.
- The review board reserves the right to bypass the three-strike system and treat the issue as a major violation if deemed necessary.
- Strikes are absolved at the end of each year.

#### Initiation of Probationary Period a:

- A probationary period may be initiated when a Club member has three strikes or has committed a major violation.
- During the designated timeframe the club member is subject to heightened scrutiny and restricted privileges.

#### Notification and Hearing:

- Upon the decision to initiate a probationary period or issue a strike, the affected Club member shall be promptly notified in writing of the reasons for the probationary period or strike and the specific rules or behaviors that led to its initiation.
- The Club member shall have the right to a hearing before the Executive Board to present their perspective and provide any relevant evidence or witnesses in their defense.
- The Executive Board shall conduct the hearing in a fair and impartial manner and provide the Club member with an opportunity to address the allegations.

#### Duration and Conditions of Probationary Period:

- The duration of the probationary period shall be determined by the Review Board and may vary based on the severity and nature of the rule violations or disruptive behavior.
- During the probationary period, the affected Club member may be subject to certain restrictions or conditions, as determined by the Executive Board. These conditions may include, but are not limited to, limited access to Club facilities, suspension from Club events, or additional training or education requirements.
- A member can continue to accumulate strikes during the probationary period and can, if determined necessary, be given 2 strikes at once.

#### Review and Termination of Probationary Period:

- The review board shall periodically review the progress of the club member during the probationary period.
- If, at any time, the review board determines that the Club member has successfully addressed the issues that led to the probationary period, they may terminate the probationary period before its scheduled end.

- If the Club member fails to meet the conditions of the probationary period or accumulates additional strikes, the Executive Board may extend the probationary period or take further disciplinary action as deemed appropriate.

#### Appeal Process:

- The Club member has the right to appeal the decision to initiate or extend a probationary period or issue a strike.
- Appeals must be submitted in writing to the Executive Board within 1 week of issuing the strike, probation, or suspension.
- The Executive Board shall review the appeal and may, at its discretion, modify or uphold the decision as an Executive Board Decision.

#### Permanent Record

- Each strike will be placed on the student's permanent record with the club in the Official club tracking system. This will be important for determining patterns of behavior that are necessary to understanding repeat behavior in the event that a member continues to act in an unsafe manner.

#### Removal From the Club

- For a member to be removed from the club they have to have been on at least one probation period.
- A decision to remove a member will be done by the review board.
- The member who was removed will not be reimbursed for dues or equipment rentals and must return any gear they borrowed as soon as possible.
- A member who has been removed from the club may return in a subsequent semester but they will start their semester under probation, which can be lifted as detailed above.

### Article Five **OFFICERS**

- The organization is led by an executive board which includes executive officers including a President, Vice-President, and Treasurer.
- The executive board votes on all club decisions.
- The organization will also have a secretary, outreach manager, armorer, seamstress, and a blade captain for each blade. They have a right to be part of any discussion where club decisions are made (except in cases of misconduct as outlined in Article 4).
- Officers must be Active Members with a cumulative grade point average above 2.5.
- Officers serve a term lasting one year and have no limits on consecutive terms.
- All new officers will serve in their positions from May 1 (following registration) through April 30 of the following Spring.
- President, Vice-President, Secretary, Treasurer, Outreach Manager, Armorer, and Seamstress are exempt from dues and rental fees.
- Blade captains get half off all dues and rental fees.
- All positions defined here are expected to read and maintain a set of manuals that are passed on from member to member.
- An officer may be removed from their duties by:
  - Resignation, as defined in Article Six
  - Impeachment, as defined in Article Six
  - Having their membership status revoked or suspended
  - Having a cumulative grade point average below 2.5.

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- Officer Roles and Responsibilities:
  - President
    - Is in charge of maintaining good relations between the club and outside organizations and persons. Including but not limited to:
      - Coaches and members of the fencing community
      - Other collegiate
      - Non-collegiate fencing clubs
      - Other mason clubs
      - BWCFC
      - VA division
      - USAFencing
      - Campus recreations

Goes to Club Sports meetings, including bi-weekly meetings and President's Council meetings.

- Writes and responds to emails relating to competitions and communication with Club Sports faculty.
- Bring to attention any emails relevant to other officers.
- Writes and responds to emails involving marketing and fundraising.
- Leads meetings and organizes the docket of proposed decisions. Schedules fundraising, marketing, and community service events.
  - At least three such events should be scheduled each semester to allow all members to attend at least one.
- Completes tasks related to competitions, including but not limited to:
  - Filling out the travel itinerary and post-competition report.
  - Telling the BWCFC and Club Sports what tournaments we are attending and providing a roster of competitors and, if applicable, a list of referees
  - Ensuring required equipment is transported to and from competitions
  - Oversight of other officers.
- Vice President
  - Goes to President's Council meetings when directed by the President.
  - Co-tracks dates (competitions, fundraisers, gatherings, etc.).
  - Provides support for club members and acts as the cheerleader.
  - In charge of inventory management, rental gear distribution and tracking.
  - Must ensure the fencing section of club storage is cleaned, organized and used properly.
  - Audit inventory.
  - Provide Recruiting Support
  - Overlooking the clubs volunteering (community service) activities and communicate information with the President .
  - Be able to perform presidential duties if needed.
- Treasurer
  - Must file the 990-N form and 8822-B form to the IRS after the election of the next officers within the first month.
  - Deals with tasks related to money and finance, including but not limited to:
    - Submitting equipment orders
    - Submitting equipment orders on behalf of club members. If other members/ the club itself are in the same order each entity must pay for their own equipment and cost of taxes/shipping is allocated proportionally. In the event

that a member is unsatisfied with their purchase it's up to them to return or exchange it..

- Paying for competitions
- Managing income
  - Overlooking how much travel will cost
  - Overlooking club reimbursements
- Writes and responds to emails involving money.
- Keeps roster of who has turned in dues
- Overlooking the club's fundraising events and communicating information with the President.
- Required to keep the revenue and expenses in the "Official Tracking System"(specified in article eleven) up to date. They cannot substitute this with an unofficial tracking system.
- Secretary
  - View the subject of all emails to determine who should respond to it.
  - Informs and reminds members about completing IMLeagues paperwork, paying dues, and submitting physical forms.
  - Announces practices and other club events on the main communication platform and other social media.
  - Tasked to update constitution and policy document if need be,
  - Keeps track of the number of participants at practices and competitions, and tracks how many practices each member has attended.
  - Tracks important dates (competitions, fundraisers, gatherings, etc.).
  - Keeps roster with who has completed paperwork and physicals.
- Keep track of the member status in the "Official Tracking System" up to date. They cannot substitute this with an unofficial tracking system.
- Create meeting docket and keep updated notes during officer meetings
- Outreach Manager
  - Oversees all social media accounts (Instagram, Facebook, Twitter, etc.).
  - Produces and sends a monthly alumni newsletter.
  - Must post once per week on average (Story post or regular post)
  - Makes sure the club website is up to date with current information about the club.
  - Create posts about the but not limited to:
    - Tournaments
    - Fundraisers
    - Building and keeping a strong relationship with the other Mason Club Sports via social media
- Armorer
  - Co-leads open armory hours at the MIX with the seamstress...
  - Explore projects that would benefit the club.
  - Repairs blades, cords and scoring equipment.
  - With the seamstress, submit an open armory report to the club members on a weekly basis.
  - With the seamstress, make acquisition requests for items needed for open armory to the executive board.
  - It is the responsibility of the members to give broken club blades and cords to the armorer.
  - It will be the responsibility of the competing members to seek out the armorer to have their gear checked.



- Must ensure there is enough working equipment for all members going to competitions. Each member must have 2 blades, 2 body cords, and 2 mask cords(if foil/saber)., Personnel equipment can be factored into this calculation.
- - It's up to the officers which parts and companies to buy from with one exception. All foils need FWF barrels, screws and tips. Foil points are not cross-compatible.
- The armorer must have working ability in the following in the skills specified in the armorer manual.
- The armorer is expected to train other members likely to return next year in all the required armory knowledge.
- The president will be in charge of finding a conference or workshop within reason for the armorer to attend if the president or armorer feels this is necessary for the Seamstress to fulfill their position.
- The armorer will be selected by a vote of members attending open armory regularly.. They must receive the endorsement of a previous armorer.
- Seamstress
  - Co-leads open armory hours at the MIX with the armorer.
  - Repair damaged club gear found during inventory checks or remove gear beyond repair.
  - Explore projects that would benefit the club.
  - With the armorer, submit an open armory report to the club members on a weekly basis.
  - With the armorer, make acquisition requests for items needed for open armory to the executive board.
  - Check the gear of competing members before competitions to make sure their gear is up to code - it will be the responsibility of the competing members to seek out the seamstress to have their gear checked.
  - Collect damaged club gear from members during the semester to repair as needed - members will have to bring their gear to the seamstress for repair.
  - The seamstress must have working ability in the skills specified in the seamstress manual.
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  - Keep updated on uniform regulations and ensure that all competing members borrowing club gear are up to code.
  - The seamstress is expected to train other members likely to return next year in all the required seamstress knowledge.
  - The President will be in charge of finding a conference or workshop within reason for the Seamstress to attend if the President or Seamstress feels this is necessary for the Seamstress to fulfill their position.
  - The Seamstress will be selected by a vote of members attending open armory regularly. They must receive the endorsement of a previous seamstress.
- Blade Captain
  - Aid the coaches during drills and practice.
  - Help ensure a smooth running of practice after fencers divide into their respective blades.
  - Help new fencers learn the basics of their respective blade.
  - Responsible for the designated gear bags of their respective blades and their contents.
  - Lead and organize their respective blades during competition, practice and any other fencing activities.
  - Help fencers prepare for competitions and, if approached, help them ensure they have the appropriate gear and equipment..
  - Represent the interests of their blade to the executive board.
  - Will be selected by a vote of their respective blades.

## ARTICLE SIX      ADVISOR

- The primary advisor shall be a full time member of the faculty or staff at George Mason University.
- If no advisor currently exists, an advisor may be selected by a nomination of any willing member of GMU faculty or staff by any officer, and voted on by the Active Members. If a simple majority of voters agree the person should be an advisor, the person will become the new club advisor.
- If no advisor currently exists, the Club Sports office will act as the club's advisor.
- If at least two officers believe the advisor is not fulfilling their duties, they can start a vote with all officers to remove the advisor. If over  $\frac{3}{4}$  the voting officers agree then a vote will be held with all active members. If  $\frac{3}{4}$  of the voting Active Members agree the advisor should be removed, the vote passes.
- The advisor serves until they wish to resign or are voted to be removed.
- The advisor may offer guidance and support for the organization, but may not vote on anything. If they wish to fence during practices, they will have the rights and responsibilities of an Associate Member.

## Article Seven      ELECTIONS

- Elections will take place during the third week of every Spring semester.
- Members will nominate themselves for any position but can only take one position via election. The election will happen over 7 days in the following order: president, vice-president, treasurer, secretary, outreach manager, armorer/seamstress, and blade captains.
- President, Vice-President, Treasurer, Secretary and Outreach Manager are elected by all active members.
- Armorer and Seamstress are elected by all members active in open armory.
- Blade captains are elected by the members of that blade.
- During the time elections are running - defined as the start of the first election until the end of the last, - members may not publicly say anything about those who are running, and they cannot message the individuals running about their position in the election.
- A member may not publicly comment on another member running for office or privately message them about the position they are running for including, but not limited to messaging the running member about their:
  - o Character
  - o Federally protected classes
  - o Socioeconomic status
  - o Or sending rude, uncomfortable, or threatening remarks
- If any member running in the election sends such statements, publicly or privately during the course of the election they will be removed from the ballot for that election cycle.
- If a message is sent privately it is the responsibility of the member who received the message, or another member who knows about the message, to bring it to the attention of the Executive Board so that the issue can be dealt with as defined in article four. The review board reserves the right to remove the member sending such messages from the ballot.
- These cases will be determined on a case by case basis and the review board will consider the position of both sending and receiving members inside and outside of the club - as safety is an utmost priority it is essential that members are fully considered during this process allowing safe and equal opportunity for any member to run for office.
- If actions of the offending member are deemed inappropriate, they may fall under the strike system or other discretionary action.
  - Nominees will present their qualifications by making a post in the main communication platform explaining why they would be a good choice for their desired position.
  - All election polls are anonymous rank choice voting with percentage of victory being anonymous.
  - If a tie occurs, all tied members will give a short speech explaining why they would be a good choice for their desired position and another vote will take place. If the re-vote results in another tie, it will be up to the current Executive Board to determine who is the best fit for the office.

- Transitioning of current and new officers involves a shadow period during the remainder of the spring semester in which new officers are familiarized with operating procedures and necessary paperwork.
- Explanation of how officers need to teach for transitions are in article 17.

#### Article Seven **IMPEACHMENT OR RESIGNATION**

- Should an elected officer fail to perform the responsibilities or abuse the privileges of their elected position, the officer shall be subject to impeachment and removal from their office.
- If at least two officers believe one is not performing their duties or abusing privileges, they may conduct a vote with all officers(excluding the one being impeached) to impeach the officer, giving a reason for the removal and allowing the officer to provide a defense.
- If an impeachment process has begun, the executive board must ask the accused officer if they would be willing to resign to avoid the extra time of going through the impeachment process
- If the vote passes with at least  $\frac{3}{4}$  the voting officers agreeing the officer should be impeached then the officer will be formally asked to resign.
- If the impeached officer refuses, a vote will be held with all active members.
- If the vote passes with at least  $\frac{3}{4}$  of voting Active Members agreeing the officer should be impeached, they will be removed from office and a new officer will fill the position.
- The officer in question will be given the reasoning for why they are requested to resign when the request is made and at this time they will be given the chance to explain themselves to the other officers and so the position can be reconsidered if applicable.
- An officer who wishes to resign may do so by stating their intent and reason to resign in the Officer main communication platform at least 1 week prior to stating it on the main communication platform. He/she will be removed from office one week after stating their intent to resign. Afterwards, a new officer will fill the position.
- After an officer's impeachment, or after an officer declares their intent to resign, Active Members have one week to nominate other Active Members. If the removed officer has urgent duties to carry out, other officers must perform the tasks in their place until a new officer is elected. After the week has passed, an election occurs as defined in Article seven with the exception that it happens for one officer over 1 day.
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- If an officer is impeached before the end of the first month of the fall or spring semester, they will be expected to pay dues or rental fees for that semester. If an interim officer is selected during that period, they do not have to pay dues or rental fees. If impeachment and replacement occur outside this period, then exemption for dues and rental fees is unchanged.

#### Article Eight **MEETINGS**

- The club has a meeting every week.
- This meeting is open to coaches and officers, but the executive officers decide the format of the meeting.
- The President presides at all meetings. In the absence of the President, the Vice-President will preside.
- At least two executive officers must be present at all Club meetings.
- The executive officers will meet separately only when they feel such a meeting is necessary.
- The meeting will be based on a docket of proposed decisions. Any officer or coach can add to the docket.
- All decisions require an action and an actor to implement the action. If the actor is not part of the executive board then they have veto powers over the decision.
- Each item must include a proposed decision, a description, and all relevant members. If there are no items on the docket that need or can be addressed then the meeting is cancelled.
- Special meetings may be called upon request of at least two officers. Special meetings require communication to the general membership no less than 48 hours in the main communication platform.

#### Article Nine      **Competitions**

- During the times the Club competes at tournaments, whether they are at the Club's facilities or other Universities, the members must abide by all rules in the Constitution and the Mason Code of Conduct. Failure to abide by the rules can result in the following but not limited to, being prohibited from travel with the Club or suspension of club membership.
- Officers must ensure that all members are abiding by rules and following procedures. At least one officer or coach or advisor and one safety officer must be present with the rest of the club at all times.

#### Article Ten      **FINANCE**

- University Allocation
  - At the end of each academic year, the Club will submit an allocation request to the Executive Council of Club Sports in order to receive funds from Mason Recreation for the upcoming academic year. The club officers will be required to submit a budget proposal and provided supporting documentation for their request
- Dues - Membership Fees
  - Members have two options to pay dues. Dues can be paid either by paying \$50 each semester or pay \$90 at the beginning of the fall semester which will suffice for both the fall and spring semester. The amount for dues could be changed depending on the projected costs for the Club (anticipated purchases, conference and local tournaments, etc.) as presented by the Treasurer's recommended annual budget.
  - The cost of dues should be published on the main communication platform within the first month of the semester.
  - Dues should be paid within 3 weeks of a member's first practice or, for returning members, within the first 3 weeks of the current semester.
    - If a member does not pay dues by the deadline, they will be placed on probation.
- Hotel Fee:
  - Any active member who wishes to go to a competition but will not compete must pay 50% the value of the hotel room if put in a single and 25% of the value of the hotel room if put in a double.
  - Any active member taking advantage of this must be present at the competition during the majority of the competitions run time.
  - Members who have a hotel room purchased for them and withdraw from the travel must refund the club for 50% the value of the hotel room if put in a single and 25% of the value if put in a double.
- Off-Campus Bank Accounts
  - In addition to overseeing the Allocation accounts provided by Mason Recreation, Club Fencing at George Mason will maintain an outside bank account to collect dues and money from fundraising
- Fundraising
  - Club Fencing at Mason will supplement its university allocation by fundraising, which is generally via team or individual donation campaigns by each team number. All members are expected to participate in team fundraisers.
- Event fees & Payments
  - Payment for event fees will be paid using check or online debit/credit card. The club will not utilize Venmo or apps such as CashApp for transactions
  - Any cash collected will be logged and counted by multiple officers to verify deposit amounts. All cash will be deposited into the checking account within a week.
- The club Treasurer will handle reimbursements involving our bank account

#### Article Eleven **EQUIPMENT**

- In an effort to preserve the club equipment, equipment will be rented to club members, who do not have personal equipment, at the beginning of each semester. Equipment to be rented out will be (1)knickers, (1)plasteron, (1)lame (if foil or saber), (1)jacket, and (1)mask that are appropriate for the fencer's chosen sword. Swords, gloves and cords will not be rented out and will be reserved for competing members and practice.
- All members who are renting/using equipment from the club are required to sign gear rental/use form.
- For both rentable and non-rentable equipment, the officers reserve the right to charge a fee to a member if they break any equipment. This fee can not be more than the value of the equipment broken. It will be up to the officers' discretion when this right is used.
- Equipment rental will be free for a fencer's first semester with the club. The gear rental fee will be determined at the beginning of every fall semester by the officers by averaging the cost of a full set of gear from Blue Gauntlet or Absolute, divided over the eight semesters a student would typically be fencing.
  - Every year after the first that the member is apart of the club an additional \$5 will be charged for rental.
  - The equipment fee will be due semesterly within the first month of the current semester.
  - All equipment must be returned by the final practice for the semester. Failure to return equipment by this date will result in a hold on the member's student account. The member then has the first month of the next semester to return the equipment. Failure to do so will result in a fee charged to the student's account. The fee will be determined by officers and the club sport representative as needed based on the cost for the club to replace the missing gear.
- To Track Expenses and Revenue, the Official Tracking system will track 1 years worth of activity starting at the start of Q2. Additionally, it will track members and their status and inventory of club equipment. At the start of the next year's Q2 a new budget will be established with the previous years being used as a template.

#### Article Twelve **SAFETY & RISK MANAGEMENT**

- The club will abide by all university and club sports policies and procedures.
  - Safety Officers
    - The club will maintain a minimum of 2 Safety Officers at all times, who have completed the following requirements:
      - CPR/AED/First Aid \*valid for 2 years
      - Athletic & Recreation Safety Training (EHS) \*annual renewal
      - Mason Club Sports Safety Officer & EAP Training
    - New officers are expected to serve a full calendar year (May 1 - April 30)
    - A minimum of 1 Safety Officer is required to be at all practices or competitions
  - Club members will not wave blades around when members are not suited up in fencing gear and helmet over the head.
- Removal From Practice
  - For a member to be removed from practice they need to be posing a clear and present danger to the club and/or its members.
  - This can be done without prior warning if all officers present at the practice agree that the removal of the member is necessary.
  - If a member is asked to leave during a practice they may request written reasoning for their removal after the practice.
  - All members have a right to understand why they were asked to leave a practice or club event if such an occurrence arises.
  - If applicable the member should be given a warning before being asked to leave - this can be bypassed if they pose a clear and imminent threat to any members of the club or to the club space.
  - All such incidents must be processed as discussed in article four as a major infraction.
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#### Article Thirteen **COACHES**

- The club will have a volunteer head coach on certain days of the week who will be responsible for the coordination and implementation of practice plans, roster decisions, and providing mentorship to club leaders.
  - Coaches will be selected by the Club Officers searching different organizations. Said coach will be interviewed by the President & Vice President of the Club and will inform the other officers how the interview went. Executive officers need to agree on accepting the coach into the club before said coach comes to practice
  - Coaches will serve a maximum of one-year beginning July 1st and ending no later than June 30th of the following year
    - Coaches may be renewed following an annual evaluation conducted by the club executive board in conjunction with the Alumni Board of Directors
  - Coaches are required to complete all university requirements prior to beginning work with the club
  - Coaches may be terminated without cause at any time
  - Coaches shall not make financial commitments on behalf of the club
  - The club may consider a one-time “honorarium” payment to the head coach at the conclusion of the spring semester. The amount will be determined by evaluation of the current budget and overall performance of the coach. Honorarium requests are coordinated through the Club Sports Office.

#### Article Fourteen **AMENDMENTS**

- Any Active Member of the Club may propose an amendment to the constitution.
- The proposed amendment must be reviewed and approved by at least two officers before bringing it to a vote by the executive committee. Amendments can be approved by a simple majority executive board

Mason Recreation – Club Sports must review all amendments in the same manner as a completely new constitution. New constitution must be presented to members in the main communication platform after approval by Mason Recreation and must be made publicly accessible.

#### Article Fifteen **RATIFICATION**

- The initial constitution will be ratified by a majority vote of officers.
- This constitution shall become effective upon approval of a Competitive Sports professional staff member.

#### Article Sixteen **DISSOLUTION**

- Club Fencing at Mason can only be dissolved if one of the following conditions are met:
  - a.  $\frac{3}{4}$  majority vote of active members.
  - b. 3 consecutive years of inactivity defined by no practice or competitions.
- Upon the dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

#### ARTICLE SEVENTEEN **ONBOARDING**

- After the new officers are elected the following onboarding process must occur:
  - a. All: must be given access to the google drive and email at [gmufencing@gmail.com](mailto:gmufencing@gmail.com).
  - b. All: must be given access to the officer manuals and be taught how to do all things discussed in the manuals.

- c. President, Vice-President, Treasurer, Secretary, Outreach Manager: Must be given admin privileges in main communication channel platform changes and all other official communication spaces. Must be informed of the risk of scams, cybersecurity attacks and how to avoid and detect them.
- d. New officers are expected to take over communicating with the club members.
- e. New officers are expected to attend all officer meetings and shadow their respective positions.
- f. Old officers must teach at a minimum the following material:
  - President: Up to the discretion of the president
  - Vice-President: How to fill out the patriot point form.
  - Treasurer: How to operate the official tracking system. How to write checks. How to deposit in person and at a United Bank ATM and a detailed section of the financial accounts and best practices.
  - Secretary: Up to the discretion of the secretary.
  - Outreach Manager: Up to the discretion of the Outreach Manager.
  - Armorer: Anything specified in the required armorer knowledge in the armorer section of section five.
  - Seamstress: Up to the discretion of the seamstress.
  - Blade captain: Up to the discretion of the blade captain.
- g. Old president will inform the university of the changes in positions within a week of the elections.
- h. The following needs to happen within 1 month of the election.
  - The old treasurer must fill out the 990-N and 8822-B forms for the new president and the new treasurer and submit it to the new treasurer.
  - The old treasurer must make a new official tracking sheet using the old one as a template.
  - The new officers must be given access to the online bank account website.
- Until the end of the semester, the old officers will still hold all their responsibilities but should have new officers assist in their responsibilities. At the end of the spring semester, the old officers are officially released from duty and the new officers take over.

Constitution Ratified on: 3/28/2024