

To use this template, in the Google Docs toolbar above, click “File” > “Make a copy” or if unavailable, click “Download” > “Microsoft Word”.

Club Bylaws for _____ **UBC Fencing Club** _____

Name of AMS Club

Administrative Details

The date when your club was constituted with the AMS, and the date when your bylaws were last updated.

Constituted as an AMS Club on _____ 1928-03-22 _____ (YYYY-MM-DD).

Club Bylaws last updated on _____ 2021-03-27 _____ (YYYY-MM-DD).

Bylaw 1: Name

Clubs constituted after January 2018 are required to follow the naming convention, “AMS [club name] at UBC”.

The name of this AMS Club shall be _____ UBC Fencing Club _____.

Bylaw 2: Club Purpose

Describe your club’s purpose. Add or remove rows below as needed.

The purpose(s) of this AMS Club shall be:

1. To stimulate interest in and enjoyment of the sport of fencing.
2. To provide instruction in foil, epee, and sabre.
3. To provide opportunities to engage in recreational fencing.
4. To offer opportunities to train members interested in becoming eligible to compete at a local, provincial, and national level.

Bylaw 3: Executives

All AMS Clubs are required to at least have a President and Treasurer as their Executives. Add or remove rows below as needed.

The Executives of this AMS Club shall be elected annually and shall be as follows:

1. President
2. Treasurer
3. Vice President
4. Vice President of Armoury (VP Armoury)
5. Vice President of Communications (VP Communications)

The number of Executives of this AMS Club shall be as few or as many as required.

Bylaw 4: Executive Duties

The numbers for each Executive in this section should correspond to the numbers for each Executive in Bylaw 3 above. Add or remove rows below as needed.

The duties of each Executive shall be as follows:

1. President

- a. Join AMS CampusBase;
- b. Attend and successfully complete an annual executive orientation at the end of every academic year in order for this AMS Club to seek renewal;
- c. Act as the main point of contact to the AMS Administration Team;
- d. Calling a General Meeting;
- e. Oversee all the general operations of this AMS Club;
- f. Ensure that the established bylaws and additional policies (if applicable) of this AMS Club are properly implemented;
- g. Act as one of two Booking Representatives;
- h. Presides over and runs executive meetings;
- i. Liaises with the AMS administration/UBC/other fencing clubs/BC Fencing Association/Canadian Fencing Federation as the embodiment of the club;
- j. Is responsible for the safety of all club members;
- k. In charge of problem solving;
- l. Is club spokesperson;
- m. Submit applications regarding Office and Locker renewals;
- n. Heads duties of the Vice President and Vice President of Communications if these positions are not filled.

2. Treasurer

- a. Join AMS CampusBase;
- b. Complete the Treasurer Authorization process in a timely manner;
- c. Write this AMS Club's budget and aim to follow it;
- d. Oversee all the financial activities of this AMS Club;
 - i. Keep this AMS Club out of a deficit, submit documents by their deadline, and keep this account active by having at least one (1) transaction through this AMS Club account every fiscal year;
- e. Be accountable for all transactions made by this AMS Club;
- f. Ensure this AMS Club does not use an external bank account;
- g. Ensure all members complete the AMS Waiver Form for insurance liability protection;
- h. Act as one of the two Bookings Representatives and ensure there are sufficient funds in this AMS Club's account prior to renting any equipment from the AMS;

- i. Responsible for safeguarding and managing club money and required to keep detailed records;
 - j. Deal with expenses and processing orders;
 - k. Submits Coach(es) contracts in a timely manner;
 - l. In the absence of the President, presides over meetings.

3. Vice President
 - a. Join AMS CampusBase;
 - b. Aids in any functions that needs to be done including assisting all other executive positions (if requested or in their absence);
 - c. Head social coordinating duties;
 - d. If there is no Vice President of Communications, to head the duties of this position.

4. Vice President of Armoury
 - a. Join AMS CampusBase;
 - b. Upkeep club gear such that as many members as possible have access to club gear;
 - c. Aim to fix gear in a timely manner;
 - d. Ensure that club gear orders reflect items that are necessary and beneficial to the club and its members;
 - e. Keep an up-to-date inventory of club equipment, tools, weapons, and parts;
 - f. Record all equipment loaned to club members (at tournaments or practice);
 - g. Repair defective club equipment, and defective member equipment at VP Armoury's discretion;
 - h. Should they require assistance, to choose and train individuals to assist them;
 - i. Said assistant is not subject to benefits associated with being VP Armoury and will not have access to the Office, Office or Locker Codes, Lockers, or tools/equipment without direct supervision of VP Armoury;
 - j. If the assistant violates any of the above terms they will immediately dismissed from the position and suspended pending vote if they should be barred from the Club.

5. Vice President of Communications
 - a. Join AMS CampusBase;
 - b. Compiling meeting agendas (finalized 24 hours prior to executive meetings; 3 days before general meetings);
 - c. Responsible for taking meeting minutes;
 - d. Responsible for regular correspondence between executive members and club members on social medias;
 - e. Maintain an up-to-date mailing list;
 - f. Responsible for keeping up with the club email and notifying the appropriate executive if their reply for correspondence is required.
 - g. Maintain the website with regular updates.

Bylaw 5: Electoral Procedures [NEW]

Elections of Executives shall be held in accordance with electoral procedures set out in this section of your Club Bylaws.

1. Club elections must:
 - a. be verifiable through documented vote counts or similar methods;
 - b. be conducted by voting with a secret ballot; and
 - c. be held by March 15th and the results submitted to the AMS Clubs Administrator with the Club Renewal submission by the submission deadline.
2. All Active Members of this AMS Club shall be eligible for executive positions.
3. Elected Executive positions shall be voluntary and AMS Club Executives shall not receive honoraria or salary from this AMS Club for their Executive role.
4. The removal of an Executive requires a quorate General Meeting to be held with a motion to remove on the agenda
 - a. the motion to remove must receive two-thirds approval to pass; and
 - b. the Executive in question must receive at least two (2) weeks notice of a General Meeting with a motion to remove
 - i. a motion to remove an Executive cannot be called from the floor.

Bylaw 6: Membership Fees

Changes in membership fees shall not become binding on the established members until the termination of the current membership period. Also, membership classes may be differentiated if criteria are clearly stated in your Club Bylaws.

1. Active membership fees shall be (minimum \$1.00 CAD): ___\$10.00_____.
2. Associate membership fees shall be at least one and a half times (1.5x) more than the Active membership fees (minimum \$1.50 CAD): _____\$30.00_____.

Bylaw 7: Membership Privileges

Reminder: AMS Clubs are prohibited from removing members from their membership. The AMS Operations Committee may remove a member from an AMS Club(s) upon a resolution of the AMS Operations Committee. Add or remove rows if necessary.

1. Only Active Members of this AMS Club shall be eligible to vote, hold executive positions in the club, and sign club petitions.
2. Active Members shall be members who are registered in a credit course at the University or its affiliated institutions and are not in default of payment of the AMS fee.
3. Associate Members shall be members who are not Active Members but who pay a club membership fee. Associate Members include UBC alumni, research fellows, faculty members, staff, non-UBC students, or others willing to be involved in Club activities. They shall not be permitted to vote, or sign Club Petitions. Associate members shall only be permitted if a club's Bylaws allow them.

4. All members, Active or Associate who have paid membership fees for the year (September 1, 2xxx– August 31, 20x(x+1)), are allowed access to the private online communities.

Bylaw 8: Standing Committees

Add or remove rows below as needed.

This AMS Club shall have the following Standing Committees:

1. Any number of standing committees shall be established by the Club's Bylaws;
 - a. The procedure to select Committee Members shall be decided by the Executive Committee, unless otherwise laid out in the Club's Bylaws.

The Standing Committees of this AMS Club shall be as few or as many as required.

Bylaw 9: Committee Duties

The numbers for each Standing Committee in this section should correspond to the numbers for each Standing Committee in Bylaw 8 above. Add or remove rows below as needed.

The duties of each Standing Committee shall be as follows:

1. Standing Committee Members will be decided by the Executive Committee unless otherwise laid out in Club Bylaws.
2. Ad-hoc committees may be created by the Executive Committee or at a General Meeting where Quorum is present.
3. Committee Chairs shall be elected at an AGM unless otherwise laid out in Club Bylaws..