

Constitution By-Laws & Policy

Kennesaw Archery Club

May 1997

Revisions May 2013

Revisions February 2017

Revisions April 2017

Revisions February 2018

Kennesaw Archery Club Constitution

Article I: Name

The name of this organization shall be THE KENNESAW ARCHERY CLUB, INC., (KAC) a non-profit organization

Article II: Purpose

- A. The purpose of this club shall be to foster, expand, and perpetuate the practice of archery.
- B. To promote the spirit of good fellowship among all archers.
- C. To cooperate with the National Field Archery Association (NFAA) and USA Archery Association (USA-A), formerly known as the National Archery Association (NAA) in all matters concerning the sport of archery.
- D. To support the teaching and coaching of future archers.
- E. To maintain a field archery range in accordance with the rules of the NFAA and a target range in accordance with the USA-A and conduct regularly scheduled tournaments.

Article III: Membership

- A. **Adult Membership** shall be granted to an individual 18 (eighteen) years of age or older upon application, payment of regular fees and dues to the Club Secretary and the attendance of an ORIENTATION (formerly known as a New Members Meeting) prior to using the club facilities.
- B. **Youth Membership** (formerly known as Junior Membership), without voting rights, shall be granted to anyone under the age of 18 (eighteen) upon payment of fees and dues.
- C. **Honorary Membership**, exempt from regular fees and dues, may be granted for exceptional merit and service upon recommendation of the Board of Directors, and if approved by a 2/3s (two-thirds) majority vote of the membership at a regularly scheduled meeting.
- D. **Lifetime Membership**, shall be granted to any individual or family with proper payment of fees (see Section VII). Life Membership shall have the same voting rights as outlined in III., A., B., and B1.
- E. **Loss of Membership**

Membership may be lost for any of the following reasons:

1. Failure to abide by the Constitution, By-Laws and Policies of the Club.
2. Failure to pay membership dues within the established deadlines.
3. Conduct detrimental to the interest of the Club as determined by a majority vote of the Board of Directors

The Board of Directors may, by majority vote, suspend or expel any member for the above reasons. Suspended or expelled members may appeal the decision within 30 (thirty) days of notification. The membership will be notified of the action taken and an appeal hearing will be

scheduled within 30 (thirty) days of the member's request. The membership attending this meeting will vote on reinstatement. A 2/3s (two-thirds) majority vote by the membership at the meeting is required for reinstatement.

F. Membership Meetings

A semiannual membership meeting will be held on the first Saturday in MAY and the first Saturday in NOVEMBER for the purpose of reviewing the business of the Club. The Club Secretary will notify the membership of the time and location of the meeting at least 30 (thirty) days prior to the meeting.

Article IV: Elections and Terms of Office

- A. The elections of officers for the organization will be completed at every 2nd (second) may Meeting, beginning with the May 1998 meeting.
- B. The nominations for the office will be coordinated by a Nominating Committee appointed by the President. The membership will be notified of the Nominating Committee and how to nominate candidates. This notification will be completed no later than February 1, the year of elections.
 - 1. Any current member may nominate another member in good standing by notifying the Nominating Committee in writing no later than March 1 of an election year.
 - 2. Written notification of nominees and a ballot will be sent to current members at least 30 days prior to the May meeting.
- C. the officers will be elected by a count of the returned ballots at the May meeting.
- D. The new officer's term will begin effective June 1 after the May election. This will allow a transition period for the club leadership to work together.
- E. Officers shall serve for a term of 2 (two) years, not to exceed 2 (two) consecutive terms, effective immediately upon completion of the election.
- F. Removal of any officer before the expiration date of their term will require that a petition with at least 25% (twenty five) of the active membership be delivered by registered mail to the club Secretary. Upon receipt of the petition, notices will be sent to all members of the action taken, a ballot will be included for deciding the course of action with instructions for the return of ballots within 30 (thirty) days. Ballots will not be opened until said meeting with a tally taken at the meeting. A 2/3s (two-thirds) majority of returned ballots will be required for removal. Said meeting to be held within 15 (fifteen) days of the ballot deadline.

Article V: Officers and Their Duties

- A. ~~The elected officers KAC shall consist of a President, Vice President, Secretary/Treasurer, and a Junior Olympic Archery Development (JOAD) Director.~~

Revised February 2017

The elected officers KAC shall consist of 5 officers: President, Vice President, Secretary, Treasurer, and a Junior Olympic Archery Development (JOAD) Director. In addition, a Membership/Public Relations Director will be appointed by the President and the term shall coincide with the term of the current officers. This group will also act as the Board of Directors. The Board of Directors will maintain

individual memberships memberships in the NFAA at their expense to ensure the club retains its NFAA charter.

- B. **The President** shall preside at all meetings, appoint all committees and shall in general perform the duties of this office and represent the club to all other club interest.
- C. **The Vice President** shall perform the duties of the President if that person is unable to carry out the duties of the office of President. The Vice President will also serve as Range Captain and Tournament Director. The Vice President will perform a biannual audit of the club treasury.
- ~~D. The Secretary/Treasurer will keep all records of the KAC, serve all notices of meetings and conduct all correspondence. He/She will also present a written financial report to the Board of Directors and current membership on a quarterly basis (to be included in newsletter mailing).~~
Revised February 2017
- D. **The Secretary** will keep all records of KAC, serve all notices of meetings and conduct all correspondence.
- E. **The Treasurer** is responsible for keeping accurate books that reflect a complete accounting of club finances. The Treasurer will present a written financial report to the Board of Directors and current membership on a quarterly basis.
- F. **The Junior Olympic Archery Development (JOAD) Director** shall be responsible for following the guidelines of the JOAD program as outlined by the USA Archery Association (USA-A). This person will be responsible for the operation of a Saturday morning instructional program designed to increase the skills of young archers and further the sport of target archery.
- G. **The Membership/Public Relations Director** will have the responsibility to further the active membership of the club by retaining the current members and attracting new members. A public relations program will be carried out through various media to publicize KAC's activities in an effort to attract participants at competitions at the club, attract new members and promote the sport of archery.
- H. **The Board of Directors**
 - 1. The Board of Directors shall control and manage the activities, policies and properties of KAC.
 - 2. At any meeting of the Board of Directors, 3 (three) members shall constitute a quorum.
 - 3. All vacancies of the Board shall be filled by appointment of the Board of Directors.
 - 4. The Board of Directors shall meet at least once a month at a time and place fixed by the Board.
- I. All officers will have the authority to sign checks for KAC with 2 (two) signatures required for a valid check.

Article VI: Conflicts of Interest

- A. No person shall be eligible for nomination to an elective office in KAC if his/her major interest or activities would influence him/her to abrogate the purpose or policies of the organization.
- B. All conflicts of interest shall be directed to and decided by a majority vote of the Board of Directors.

Article VII: Fees and Dues

A. The cost of membership will be as follows:

1. ~~Adult: \$25 per year for a single membership.~~
Revised May 2013
Adult: \$50 per year for a single membership.
2. ~~Family: \$40 per year. A family membership will cover only *immediate* family members.~~
Revised May 2013
Family: \$80 per year. A family membership will cover only immediate family members living under the same roof.
3. ~~Junior: \$10 per year.~~
Revised May 2013
Youth: \$20 per year. Youth membership shall be for anyone under the age of 18 (eighteen).
4. **Honorary:** Honorary memberships are not charged membership fees. Honorary membership will be decided by a 2/3s (two-thirds) majority vote of the membership at a regularly scheduled meeting.
5. ~~Life: Lifetime membership can be obtained for a one-time payment of \$250.~~
Revised May 2013
Lifetime: Lifetime membership can be obtained for a one-time payment of \$350.
6. ~~Non-Cobb County Resident Fee: \$25 to go to Cobb County Parks and Recreation for out-of-county residents in addition to the above fee.~~
Revised February 2018
Cobb County Parks and Recreation Fees: All individual archers are subject to Cobb County Parks and Recreation fees. These fees are in addition to the KAC fees listed above. Cobb County Parks and Recreation fees are subject to change on a yearly basis.

B. All members will have 1 (one) vote, for matters requiring a membership vote.

C. Tournament fees shall be fixed by the Board of Directors.

Article VII: Tournaments

Annual tournaments shall be held to determine KAC Champions in the field archery and target archery disciplines as determined by the Board of Directors.

Article IX: Fiscal Year

The fiscal year of KAC shall be from June 1 through May 31.

Article X: Dissolution Clause

In the event KAC ceases to exist, an accounting of all assets shall be made. KAC members would then be given the opportunity to purchase any equipment (i.e. bows, arrows, etc.) owned by KAC prior to being offered for public sale. This offer must be made to all current members on a sealed bid basis and the highest bid on each item or lot must be accepted. All monies collected from sale of assets along with

money on hand will be donated to USA Archery and specified for use in a JOAD program in Georgia. Any remaining equipment will be donated to Wildlife Action of Georgia for use in their programs.

Article XI: Amendments to the Constitution

~~A: The constitution may be amended by a 2/3s (two-thirds) majority vote as presented and voted on by the membership only at duly constituted meetings or mail ballot meetings, mail ballot, or electronic ballot.~~

Revised April 2017

The constitution may be amended by a 2/3s (two-thirds) majority vote as presented and voted on by the membership only at duly constituted meetings, mail ballot, or electronic ballot. Any proposed amendment must first be made available to the KAC membership for a period of at least 30 (thirty) days, but no less than 10 (ten) days before it can be voted upon. The proposed amendment will be voted at the next meeting scheduled by the Board of Directors.

Constitution Definitions

Added April 14, 2017

Define a Quorum: Defined as the presence in person, or by proxy, and/or e-ballot (electronic), of 20% (twenty percent) of the total eligible voting members shall constitute a quorum at all meetings of The Kennesaw Archery Club. One vote per youth, collegiate, adult, family, or life membership. Members must be in good standing with a current USA Archery membership.

Defining Proxies and Electronic Ballots: Full KAC members may vote in person, by proxy or electronic ballot. All electronic ballots shall be in writing, dated, e-signed, and filed/emailed with the KAC Secretary by the eligible voting member at least 24 (twenty-four) hours before the appointed time of each meeting. Each proxy must state the nature of the member's vote, and clearly indicate the actual vote of the member.

Notice of Meetings or Votes: Posting of the notice shall not be less than 10 (ten) days and no more than 30 (thirty) days before a meeting or vote.

Determining Results of a Vote: A quorum of membership votes are required. Motions containing fewer than 3 (three) choices are decided by a majority vote -- 51% (fifty-one) of the votes cast in person, by proxy, or by e-ballot.

Motions containing 3 (three) or more choices are decided by plurality -- the largest number of votes among those cast.

Kennesaw Archery Club By-Laws

Article I: Committees

Members of the following committees shall be appointed by their respective Chairmen and shall consist of 3 (three) or more members for a period of 1 (one) year.

- A. **Rules Committee:** The Vice President shall serve as the Chairman. The Rules Committee shall have the responsibility to interpret any rules of the NFAA, USA-A, and the Georgia Bowhunters Archery Association. This committee should have a representative from each style of archery, if possible.
- B. **Public Relations Committee:** The Membership/Public Relations Director will also serve as the Public Relations Chairman. This committee will be responsible for promoting the sport of archery through KAC activities. The committee will have a program of correspondence with the local media to promote club activities and to educate the general public about the sport of archery. A regularly published newsletter (no less than quarterly) will be sent to all KAC members, a local media mailing list, all other archery clubs within a reasonable traveling distance of KAC, and to the state and regional organizations of which KAC is a member (NFAA, USA-A, etc.).
- C. **Membership Committee:** The Membership Chairman shall have the responsibility to promote membership in KAC in all disciplines of the sport of archery. The Membership Committee will be responsible for recruiting new members and retaining present members. The Membership Committee should consist of members from all styles of shooting and archery backgrounds to better serve the interest of all potential new members.
- D. **Other Committees:** As may be directed by the club President.

Article II: Tournaments

- A. KAC shall host a regular schedule of tournaments on a year-round basis in field, target, and bow hunter styles of competition.
 - 1. KAC Championship Tournament will consist of a one-day competition, consisting of a 14-target NFAA Field Round, a 14-target NFAA Animal Round, and a 14-target NFAA Hunter Round.
 - 2. KAC Target Championship will consist of a Single Metric 900 Round with 30 arrows shot at each distance of 40, 50, and 60 meters.
- B. All protest must be presented in writing to the Tournament Director on the day of the tournament at the competition site. A \$20 (twenty) fee must accompany the protest, which will be refunded if the protest is upheld. The Tournament Director will make the final determination of the protest.

Article III: Awards

All KAC members in good standing may compete in tournaments and be eligible to win awards pursuant to the following requirements:

1. For NFAA Field, Hunter, and Animal Round competition awards: the competitor must be a current member of the NFAA and/or USA-A to be eligible to win an award. A non-member will still be able to compete but not eligible for an award.
2. For all USA-A target competitions, the competitor must be a current USA-A and/or NFAA member to win an award. A non-member may compete but not be eligible for an award.
3. Awards for qualified competitions will be given on the following schedule:
 - a. 1 - 2 (one - two) competitors in a class or division: 1st (first) place award only.
 - b. 3 - 4 (three - four) competitors in a class or division: 1st (first) and 2nd (second) place awards only.
 - c. 5 (five) or more competitors in a class or division: 1st (first), 2nd (second), and 3rd (third) place awards.

Article IV: Amendments

Amendments to the By-Laws will require a 3/5s (three-fifths) majority vote of the Board of Directors.

Kennesaw Archery Club Policy

- A. **Competition Fees:** The maximum pre registration fee charged to any member for a club competition shall be \$20 for an adult, \$15 for Youth (12 to 17 years of age), and \$5 for 11 years and younger. Maximum pre-registration fee per family is \$45. In no case will registration fees for non-members be less than for KAC members.
- B. **Newsletter:** The KAC Newsletter will be the official publication of KAC. Any proposed Constitutional changes must first be published in the Newsletter before it can be voted on in any meeting.
- C. **Competition Time Limits:** If applicable, time limits for competitions will follow the same format as those of the national organization for the style of competition being held.
- D. **Range Duties:** The Range Captain will assign all members range duties. It will be the member's responsibility to carry out his/her assigned duties (target maintenance, range clean-up, tournament duty, etc.). KAC members work together and share the workload.
- E. **Range Safety:** For safety considerations, no shooting will be allowed on the practice range or field range during designated clean-up activities. The range Captain will signify when the duties are done and the ranges are open for shooting.
- F. **JOAD:** Only member JOAD parents will be allowed to shoot with the JOAD group during the Saturday morning instruction class.
- G. **Guests:** Guests may shoot on club ranges on 2 (two) separate occasions while accompanied by a current member. Beyond that, the guest must become a member to shoot at the range.
- H. **Policies:** Policies may be revised or added by the Board of Directors at any regularly scheduled meeting by a majority vote by the Board members present at the meeting.

Below I & J added 10/25/2018.

- I. **Gate Closure:** For security reasons outside of normal class session hours (09:00 - 12:00 or 14:00 on orientation days) the gate must be closed when entering or leaving the facility.
- J. **Orientation Classes:** Orientation class specifics dates, location, time, coaches, instructor guide etc. will be determined by the coordinator. This is to improve quality and consistency of the program. The coordinator is encouraged to listen to feedback from the consensus of the board regarding the program.