

# **Kennesaw Archery Club**

## **Constitution, By-Laws, & Policy**

**May 1997**

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*Revised February 2017*

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# 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), Archery Shooters Association (ASA), and USA Archery Association (USA-A in all matters concerning the sport of archery. D. To support the teaching and coaching of future archers.
- E. To maintain field archery and FITA ranges in accordance with the rules of the NFAA, ASA, and 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 on the first day of the calendar year upon application, payment of regular fees and dues to the Membership Chairperson or appropriate club member and the attendance of an Orientation, if deemed necessary, prior to using the club facilities. Each Adult member shall be accorded 1 (one) vote.
- B. **Youth Membership** without voting rights, shall be granted to anyone under the age of 18 (eighteen) on the first day of the calendar year upon payment of fees and dues. Orientation is required as stated above.
- 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 attending 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. and B.
- E. **Family Membership** shall be granted to families consisting of adult and youth members (see above) upon payment of fees and dues. Family memberships shall be accorded 1 (one) vote.
- F. **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.

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However, prior to any such action, the President of the club shall personally notify the individual involved and advise that such action is pending at the next Board meeting. The individual shall have adequate floor time to explain their case prior to any vote. 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.

### **G. Membership Meetings**

Semiannual membership meetings will be held Spring and Fall (2<sup>nd</sup> and 4<sup>th</sup> quarter) 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.

The club President may call meetings of the Board or Membership at any time provided that adequate notice is given to all parties. At any such meetings, Robert's Rules of Order shall be followed.

## **Article IV: Elections and Terms of Office**

- A. The elections of officers for the organization will be completed at every 2<sup>nd</sup> (second) Spring Meeting-
- B. The nominations for the office will be coordinated by a Nominating Committee of at least 2 (two) current members 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 March 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 Spring meeting. The ballot type will be at the discretion of the President and Board. It can be by electronic means, paper ballots, or a combination of both.
- C. The Board will have the option of appointing 1-2 (one-two) scrutineers to receive and tabulate ballots in complete confidence and secrecy. The scrutineers shall report the results to the President and Board for inclusion at the Spring meeting. Scrutineers shall not be candidates for any office. D. The officers will be elected by a count of the returned ballots at the JUNE meeting.
- E. The new officer's term will begin effective July 1 after the Spring election. This will allow a transition period for the club leadership to work together.
- F. Officers shall serve for a term of 2 (two) years, not to exceed 2 (two) consecutive terms, effective immediately upon completion of the election.
- G. 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, or in person, to the club Secretary. Upon receipt of the petition, the Secretary or President as decided by the Board will send notices to all current members of the action taken, a ballot (electronic or paper) will be included for deciding the course of action with instructions for the return of ballots within 30 (thirty) days. Voting results will be presented at a specially called membership meeting. A 2/3 (two-thirds) majority of

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voters 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 shall consist of 5 officers: President, Vice President, Secretary, Treasurer, and a Junior Olympic Archery Development (JOAD) Director. In addition, Membership and Tournament Directors 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 in the NFAA and/or USA-A at their own expense. The club shall remain in good standing with both NFAA and USA-A.
- 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 in all other club interests. The President is charged with the general management and supervision of its affairs and operations.
- 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. The Vice President will perform a bi-annual audit of the club treasury and will be the Board representative for the control and management of the club teams and elite athletes.
- D. **The Secretary** will keep all records and correspondence of KAC, serve all notices of meetings, and ensure that all formal notices and announcements are provided to the members and Directors.
- E. **The Treasurer** is responsible for keeping full and 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. The Treasurer shall disburse the funds of the club under the direction of the Board.
- 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 an instructional program designed to increase the skills of young archers and further the sport of target archery. The JOAD Director shall coordinate with skilled members to establish a mentoring program for younger members.
- G. **The Membership Director** will have the responsibility to further the active membership of the club by retaining the current members and attracting new members. A public awareness program will be carried out through various media to publicize KAC's activities in an effort to attract new members and promote the sport of archery. This person shall work with the Webmaster to keep the website up to date with the latest club news.
- H. **Tournament Director** shall organize and arrange tournaments including indoor and outdoor matches, submit to the Board for its decision any bids for sponsored or registered tournaments, work with the Range Captain to ensure the Club equipment is in good repair, coordinate with state and local archery organizations, and work with the webmaster to ensure that tournaments are advertised.
- I. **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 a time and place fixed by the Board.

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5. All officers will have the authority to sign checks for KAC; the Treasurer's signature is 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**

1. **Adult:** \$75 per year for a single membership.
  2. **Family:** \$125 per year. A family membership will cover only immediate family members living under the same roof
  3. **Youth:** \$35 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. **Lifetime:** Lifetime membership can be obtained for a one-time payment of \$500
  6. **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. Tournament fees shall be fixed by the Board of Directors with input from the Tournament Director and Georgia Archery Association (GAA).

### **Article VIII: 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 July1 through June 30. 

### **Article X: Dissolution Clause**

In the event KAC ceases to exist, the assets which remain after payment of all costs and expenses which are properly incurred shall be available for sale to KAC members prior to being distributed. 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 other archery clubs for use in their programs as decided by the Board.

## Article XI: Amendments to the Constitution

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

- A. **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, Archery Shooters Association, or NFAA membership.
- B. **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.
- C. **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.
- D. **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.

## By-Laws

### Article I: Committees

Committees may be directed and established by the club President and/or the Board for bettering the club in whatever way deemed necessary. Below are examples of committees that may be established if determined to be needed. Committee membership and length of tenure will be determined at time of inception.

- A. **Public Relations Committee:** The Public Relations Director will 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.).
- B. **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.
- C. **Nominating Committee:** See Article IV, item B.
- D. **Orientation Committee:** The Orientation Committee shall consist of certified Coaches and Instructors in conjunction with the Board. They will manage the development of curriculum, establish session dates, and perform professional instruction and training for archers new to the sport.
- E. **Volunteer Committee:** The Volunteer Committee will oversee all volunteer needs, identify new volunteer opportunities, and attempt to fill those needs. The approval of the Board is required
- F. **Other Committee and Volunteer Positions:** 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 and target styles of competition.
  - 1. KAC Championship Tournament will consist of a one-day competition, consisting of a 28-target NFAA Field Round, or a 24-target FITA Field Round.
  - 2. KAC Target Championship will consist of a Single Metric 900 Round.
- B. All protest must be presented in writing to the Tournament Director on the day of the tournament at the competition site. A \$50 (fifty) 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:

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1. For NFAA Field 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 be eligible to win an award. A non-member may compete but not be eligible for an award.

### **Article IV: Amendments**

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



## Policy

- A. **Competition Fees:** The maximum pre-registration fee charged to any member for a club competition shall be \$35 for an adult, \$25 for Youth (12 to 17 years of age), and \$5 for 11 years and younger. Maximum pre-registration fee per family is \$50. 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 completed and the ranges are open for shooting.
- F. **Guests:** Guests may shoot on club ranges on 2 (two) separate occasions while accompanied by a current member. The Guest must also be a current member of USA-A and/or NFAA. Beyond that, the guest must become a member to shoot at the range.
- G. **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.
- H. **Gate Closure:** For security reasons, the gate must be closed and locked when the last member leaves the property. It can remain open while archers are shooting. ▲
- I. **Orientation Classes:** Orientation class specifics dates, location, time, coaches, instructor guide etc. will be determined by the President and designated Coach. This is to improve quality and consistency of the program. The Coach is encouraged to listen to feedback from the consensus of the board regarding the program.
- J. **Volunteers:** As a volunteer, non-profit organization KAC is operated by its membership. Therefore, all committees, officers, and other positions must be staffed by current membership. All members are encouraged to volunteer, thus ensuring an active and successful club.