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# ACA CONSTITUTION & BY-LAWS

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# CONSTITUTION

## ARTICLE I

### Name

The name of this Association shall be "Alliance of Competitive Archers", indicated in the abbreviations as ACA.

## ARTICLE II

### Purpose

- A. We must introduce youth and new archers to this GREAT sport, so it is sustained for our GREAT state when the originators are no longer around. (Mission)
- B. The Alliance of Competitive Archers is the affiliated state organization for the NFAA. Through this affiliation, ACA can certify ranges for clubs, will keep state and national records, and offer the same structure that youth are accustomed to within their organized shooting sport experiences. The format will be six state competitions! Six state champions. One grand champion for each per age and shooting category. Four Archers of the Year...Adult Man and Woman; Youth Boy and Girl.
- C. To unite competitive archers in North Dakota that will work uniformly and effectively in providing for the development of the sport of archery in conformance with the will of a majority of the membership.
- D. To provide the basic plan by which individual archers can organize into clubs that join together to form a competitive state association (ACA) within North Dakota in order to regulate and administer the sport.
- E. To provide a basic plan by which such field archery associations may become affiliated with the National Field Archery Association.
- F. To foster, expand, promote and perpetuate the practice of competitive archery and any other archery games as the NFAA may adopt and enforce uniform rules, regulations, procedures, conditions, and methods of playing such games.
- G. To conduct tournaments to determine state championships in all archery games adopted by the ACA and NFAA and to provide sanctions for tournaments.
- H. To foster and perpetuate a spirit of good fellowship and sportsmanship among all archers.
- I. To evolve and conduct programs that will give recognition to archers for proficiency with the bow and arrow in all sanctioned competition.

## ARTICLE III

### Membership

#### A. Individual Memberships:

1. All memberships are purchased through NFAA where NFAA and ACA memberships are done simultaneously.

2. Honorary Membership, with exemption from regular fees and dues; may be granted for exceptional merit and service, upon recommendation of the ACA Board of Directors and submitted to the Board of Directors 60 days prior to the annual meeting. Such recommendations must be approved by a majority vote of the Board of Directors at the annual meeting.

3. Professional Membership: Archers who are NFAA members in good standing shall be eligible for membership, however, those archers under 18 shall be required to submit written permission from his/her parent or guardian. An NFAA form in triplicate shall be provided for Parent or Guardian signature,

4. Action of a club or individual resulting in suspension of an individual's membership will result in temporary revocation of all rights and privileges.

- In any cause for action the member must be notified in writing of the alleged violation and afforded a period of not less than 30 days to correct the violation or present a defense.
- If, during this period of time the violation has been corrected, all membership privileges will be reinstated.
- If the violation has not been corrected and no defense is offered within the period specified, the suspension will become permanent.
- Upon notice that a defense is being prepared the state association will schedule a hearing within 30 days from the date such notice of intent is received.
- The decision rendered may be appealed to the ACA Board of Directors.
- Copies of the charges and all action and notices thereafter must be properly documented and sent to the club, the state association, and the NFAA Director.

## **ARTICLE IV**

### **Voting**

Voting Matters that may come before the ACA at any time may be submitted to the membership in a vote taken by mail or in person depending on what is the subject at hand. Determination of matters to be submitted to the membership shall be made by the Board of Directors. A question so submitted shall be decided by the majority of the members voting and shall be binding upon the ACA via NFAA full by-laws.

## **ARTICLE V**

### **Duties of Officers and the Executive Secretary**

A. Officers of the ACA shall be President, Vice-President, Executive Secretary, and Treasurer along with NFAA Director, Tournament Director, and Shooting Representative. Board members are comprised of

club representatives around the state of ND affiliated with the NFAA/ACA. The club representatives are nominated from the club that he/she is representing.

## B. Duties

### President:

- The President shall preside at all meetings of the ACA Board of Directors, or any duly constituted body.
- The President shall make available to the Board of Directors, copies of minutes of all such meetings at the earliest possible date, but no later than 30 days after the date of the meeting.
- Conduct meetings in strict accordance with Roberts Rules of Order.
- Appoint all standing and special committees.
- Be responsible for an annual audit showing the ACA financial condition at the close of business of each fiscal year.

### Vice-President:

- The Vice-President shall serve as a member of the ACA Board of Directors.
- Perform the duties of the President if the President is unable to act.
- Coordinate public relations of the ACA.

### Executive Secretary:

- The Executive Secretary shall conduct the affairs of the ACA in accordance with the programs, policies and budgets as established by the Board of Directors.
- Organize, operate and supervise the administrative office of the ACA.
- Coordinate the activities and programs of the ACA.
- Supervise the fiscal affairs of the NFAA in accordance with the budget adopted by the Board of Directors.
- Assure proper publication of official notices and reports, attest documents, and keep the archives of the ACA.
- Assure the proper publication of promotional literature.
- Assure the proper publication of any officially adopted publications by the Board of Directors.
- Deposit all monies to the credit of the ACA.
- Obtain the approval of the ACA Officers on any expenditure not incident to the prepared budget and all items which are not outlined in the policies and procedures of the annual meeting.
- Be the custodian of all prizes and trophies of the ACA and shall keep a record of them including the names of the donors, the conditions of competition governing the awards, and the names and scores of those who win them.
- Organize, operate and supervise the administration of ACA National Tournaments.
  - Duties to include registration, finances, shooting assignments, results and any other associated tasks directed by the ACA Board of Directors.

#### Treasurer:

- In the event this office is not combined with the Executive Secretary, shall render such reports as required by the Constitution and/or requested by the ACA Board of Directors.
- Shall be responsible for such fiscal duties as outlined for the Executive Secretary.

#### NFAA Director:

- Shall be responsible for attendance of all NFAA national meetings to keep the state ACA Directors informed.
- Is responsible for keeping the state association up-to-date with the national affiliate with rule changes and event parameters.
- Inquires with the national headquarters when the state association needs guidance.
- Leads a protest jury alongside the Tournament Director.

#### Shooting Representative:

- Represents competitive archers in tournament format, constitution, and tournament guidelines.
- Is responsible for inquiring the “pulse” of fellow archers when changes or alterations are being considered for the ACA Board of Directors.
- Seeks feedback of archers for growth of each tournament.

#### Tournament Director:

- In the event that the Executive Secretary is not available, the tournament director will plan, communicate, and run tournaments.
- Is present at tournaments and assists in operations during the tournaments.
- Oversees the needs for edits, additions, and deletions of tournament guidelines.
- Leads a protest jury alongside the NFAA Director.

#### Election

- Election of Officers for the following season will take place after the current season is completed.
- Nominations will be from the floor of the board meeting after the current season is complete.
- The Executive Secretary shall handle recording the nominations, ballots, and results.
- The candidate receiving the most number of valid weighted votes shall be the winner of each office.
- To be considered for the office of President or Vice President, the candidate must have served on the board for at least one year.
- In the event that there is only one candidate for an office, the candidate will be considered elected by unanimous vote.

#### Term of Office:

- The term of office for the President, Vice-President, NFAA Director shall be for two years and shall run from 1 October of the election year to 30 September of the end of the two-year term
- The term of office for Executive Secretary, Treasurer (when exists), Tournament Director, and Shooting Representative will serve a one year term before another election.

#### Removal of Officers:

- Any officer may be removed from office by the ACA Board of Directors. The director being considered for removal shall have the opportunity to present a defense against any and all charges within two weeks of official notification of said charges by the ACA Board of Directors. The resolution to remove an officer must be approved by a two-thirds majority vote of the ACA Board of Directors to remove an officer may be filled by an appointee until the next October election.

### **ARTICLE VI**

#### **Fiscal Year**

The fiscal year of the ACA shall begin on October 1st .

### **ARTICLE VII**

#### **Alterations & Amendments to the Constitution**

The Constitution may be altered or amended by a 2/3 vote as represented and voted by the ACA Board of Directors only at the annual meeting.