

**CONSTITUTION  
AND  
BY-LAWS OF  
THE  
ALOHA STATE ARCHERY  
ASSOCIATION**

**SEVENTH EDITION  
(REVISED)**

**MAY 22, 2024**

**PREAMBLE**

**This body, in drafting this Constitution and By-Laws for the Aloha State Archery Association, intends that a basic format of government must exist for the benefit of all archery. We ask that all chartered NFAA clubs abide and conduct themselves within its framework. In addition, this body recognizes the sovereignty of each club to promote individual programs to create more archers and to promote memberships.**

# CONSTITUTION

## ARTICLE I

### NAME

The name of this Association shall be designated as: “ALOHA STATE ARCHERY ASSOCIATION”, herein after, referred to the acronym: “ASAA”.

## ARTICLE II

### PURPOSE

- A. To provide the basic plan by which individual archers can organize into clubs that join to form an association within a State, in order to regulate and administer the sport of archery on their own islands and to stimulate the maximum development of this sport.
- B. To foster, to expand, to promote and to perpetuate the practice of competitive field archery and any other archery games as the association may adopt and to enforce uniform rules, regulations, procedures, conditions and methods of playing such games within programs of the NFAA.
- C. To foster and to perpetuate a spirit of good fellowship and sportsmanship among all archers.
- D. To evolve and conduct programs that will give recognition to archers for their proficiency with the bow and arrow in all sanctioned competition events.
- E. To regularly inform each member and each athlete in good standing, as to the major problems, issues and policies affecting the sport of archery and hunting with the bow and arrow, and/or to the action proposed or taken in order that the membership may make it known to their duly elected officers and/or representatives.

- F. To provide equitable support and encouragement of participation by women in the sport of archery.
- G. To encourage the use of the bow and arrow in the hunting of all legal game birds and animals; to protect, improve and increase the sport of hunting with a bow and arrow; and to give recognition to archers for proficiency with the bow and arrow for their hunting accomplishments.
- H. To conduct an educational program designed to acquaint the public and archery enthusiast with the use of the bow and arrow as recreation and a weapon suitable for hunting of legal game.
- I. To develop programs dedicated to the conservation and preservation of game and its natural habitat and to cooperate with Federal, State and City agencies and sportsman and conversation groups also dedicated to this purpose.

### ARTICLE III

#### MEMBERSHIP

- A. Active adult membership shall be granted to anyone who has attained his or her eighteenth (18<sup>th</sup>) birthday, upon application and payment of regular fees, dues and upon the approval of the Board of Directors as to good moral character and sportsmanship.
- B. Membership of the National Field Archery Association shall be a pre-requisite for membership in this Association.
- C. Junior membership shall be granted to an individual under 18 years of age in the same manner as for adult membership.
- D. The Board of Directors may suspend or expel any member for conduct detrimental to the interests and purposes of this Association.

- E. The Board of Directors and the State Director of this ASAA shall have their yearly individual NFAA membership and individual State membership paid by the ASAA. If this pertains to an individual with a NFAA Life membership then the ASAA shall pay the yearly State membership for the NFAA Life member. This will be null and voided if the ASAA does not have sufficient funds to support such payments.

## ARTICLE IV

### BOARD OF DIRECTORS

- A. The board of Directors shall consist of the PRESIDENT, VICE-PRESIDENT, SECRETARY, TREASURER, NFAA STATE DIRECTOR and all of the ASAA affiliated club representative (one (1) representative for every twenty-five (25) club members in good standing).
- B. The immediate past President may serve in the capacity of an advisor to the Board of Directors.
- C. The Board of Directors shall control and manage the activities, policies and properties of the Association.
- D. At any meeting of the Board of Directors, three (3) officers of the board of directors shall constitute a quorum.
- E. All vacancies of the Board or any office shall be appointed by the Board of Directors to be filled until further administrative action can be taken properly. address this elective concern.
- F. The Board of Directors shall meet at four (4) times during the fiscal year at a place and time designated by the Board of Directors.
- G. All meetings shall be conducted in accordance with the “Roberts Rules of Order”.

- H. Each club representative shall have (1) vote (for 1 to 25 club members in good standing); two (2) votes (for 26 to 50 club members in good standing); three (3) votes for (51 to 75 club members in good standing), etc.

## ARTICLE V

### OFFICERS / DUTIES

- A. The officers of this Association shall consist of:

1. President
2. Vice-President
3. Secretary
4. Treasurer
5. NFAA State Director

- B. The PRESIDENT shall:

1. Preside at all Board meetings.
2. Conduct all meetings according to "Roberts Rules of Order"
3. Appoint all standing and special committees.
4. Appoint the office of SECRETARY
5. Prepare and submit an annual report reflecting the past year's activities and the position of the Association, as it relates to National and State current events; and as it relates to National and State current events; and
6. Empowered to call an emergency Board meeting.

- A. The VICE-PRESIDENT shall:

1. Perform the duties of the PRESIDENT if he or she is unable to act in their assigned capacity;
2. He or she shall also serve as the TOURNAMENT DIRECTOR at all sanctioned State Tournaments; and
3. Coordinate the public relations aspect of the Association.

B. The SECRETARY shall:

1. Keep all records of the ASAA.
2. Serve all notices of meetings.
3. Conduct all correspondence between the NFAA and the chartered clubs of this Association.
4. Coordinate activities and programs of the ASAA.
5. Receive all monies of the ASAA.
6. Assure proper publication of official notices and reports.
7. Maintain up-to-date information regarding NFAA membership for all ASAA members.
8. Be a custodian of records governing awards and the names and scores of those archers who have won them; and
9. Provide an annual written report to the Board of Directors summarizing any keynote event(s) that may or may not have promoted or affected the sport of archery in the State of Hawaii; whether events had either a positive or negative connotation in its results.

F. The TREASURER shall:

1. Keep an accurate account of all records relating to the financial status of all cash receipts and disbursements of the ASAA during each quarter of the fiscal year;
2. Provide an annual financial statement to the Board of Directors and the ASAA general membership; and
3. To be available to clarify any financial transactions that took place during fiscal year.

G. The NFAA STATE DIRECTOR shall:

1. Follow the prescribed duties as outlined in Article VI, Board of Directors, Section F of the NFAA CONSTITUTION, as printed and appropriately amended as the need arises.

## ARTICLE VI

### ELECTIONS AND TERMS OF OFFICE

- A. The election of new officers for this Association shall be held on the seventh (7<sup>th</sup>) day of November.
- B. Each ASAA member shall be eligible to vote if he or she is at least 18 years of age and provided that his or her name is on the most current NFAA membership list of the election year.
- C. The current accepted policy of the ASAA regarding the nomination process entails the following guidelines:
  - 1. Prior to any bi-annual election year, the ASAA shall mail out to all chartered clubs of the NFAA, a nomination form, on or about September 1, or received this form from their respective club representative.
  - 2. Upon receipt of these nomination forms, each club (membership) is responsible to submit the names of NFAA/ASAA members, in good standing, to be nominees for all the ASAA offices that are offered or available to be filled at the time of election. All completed nomination forms are to be returned to the ASAA Secretary or designee, postmarked no later than September 15, or by the deadline date indicated on the form.
  - 3. All nomination forms received by the ASAA Secretary or designee by the deadline date will be accepted and the names of the nominees shall be contacted individually via telephone. Each nominee shall have the option of either accepting or rejecting their nomination.
    - a. All nominees who accept their nomination will be placed on the election ballot.
    - b. All nominees who accept their nomination(s) for more than one (1) or position, must select or decide which office or position that he or she feels most qualified or confident to fill.

4. All first-time nominees, if elected, will have the opportunity to acquaint themselves with the basic duties and responsibilities of their newly elected office from those officers who have previously served in these positions. This opportunity usually presents itself in the form of a post-election dinner celebration, involving both the new and out-going officers of the ASAA Board of Directors.
5. All official election ballots will be sent out before or by October 15<sup>th</sup>. These ballots shall be returned to the ASAA Secretary or designee, postmarked no later than October 31<sup>st</sup>.
6. All ASAA ballots will be counted on or about the seventh (7<sup>th</sup>) day of November. All interested ASAA members in good standing are welcome to witness the ballot counting process on election day. Such an activity will be the responsibility of a designated VOTE COUNTING COMMITTEE, comprised of NFAA members in good standing. Such a committee will be established or appointed, either on a “voluntary basis” or by direct assignment by the ASAA BOARD OF DIRECTORS or by an ASAA officer duly assigned or authorized to seek assistance from one of the chartered NFAA clubs from within the venue of where this activity is being conducted.

The term of office shall be for a period of two (2) years for the following ASAA offices and that said term shall not be limited to two (2) consecutive terms (four (4) years) by the same person, in the same office or position:

7. President
8. Vice-President
9. Secretary-appointed by the President
10. Treasurer
11. NFAA Director

The term of office shall be for a period of four (4) years for the following office/position and that said terms shall not be limited to one (1) term (four (4) consecutive years) by the same person, in the same office/position:



- D. If there is no candidate to fill any of the vacated office(s) or positions(s), then the current officer(s) who had previously held these office(s) or position(s) is or are responsible to serve or to appoint someone to serve in these office(s) or position(s) for one (1) additional term, whether it be for two (2) or for four (4) years or until a suitable or willing candidate accepts this responsibility.
- E. The elected NFAA STATE DIRECTOR, or a sufficiently trained ALTERNATE must attend the ANNUAL NFAA DIRECTORS' MEETING, UNLESS the ALOHA STATE ARCHERY ASSOCIATION does not have sufficient funds to support such an activity.
- F. Duties of the newly elected officers shall commence on January 1<sup>st</sup>, for the election term specified.

## ARTICLE VII

### FEES AND DUES

- A. The ASAA membership fees are subject to the current NFAA and Hawai'i State membership policy.
- B. NFAA membership fees are subject to change according to NFAA policy.

## ARTICLE VIII

### COMMITTEES

- A. THE PRESIDENT shall appoint all committees of three or more persons as deemed necessary.

## ARTICLE IX

### FISCAL YEAR

- A. The fiscal year of the ASAA shall begin on January 1<sup>st</sup> and expire on December 31<sup>st</sup> of each year.

## BY-LAWS

### ARTICLE I

#### TOURNAMENTS

- A. The following PRIMARY tournaments shall determine the State Champions of this organization:

Official NFAA Rounds

1. Indoor 20 yd.
2. Outdoor 20 yd.
3. Indoor Flint Bowman
4. Outdoor Flint Bowman
5. Field Round
6. Hunter Round
7. Classic 600 Round
8. 600 Round
9. 810 Round
10. 900 Round
11. International
12. Lake of the Woods
13. Marked Paper Animal
  - Official NFAA Paper Animal; Bonus Dots are optional for State
14. Marked 2D Targets
15. Marked 3D Animal
16. Unmarked 3D Animal

- B. Any other tournament shall be held as determined to be appropriate by the Board of Directors.

- C. All State tournaments' entry fee will be determined and set by hosting archery club for that specific event and that all such fees shall not exceed the sum of \$50.00 per individual adult shooter for each style allowed for that event.

- D. Guest Competitor – refers to an NFAA member shooting at an event outside of their respective State or Section. Guest Competitor may participate in NFAA Hawaii State Championships but who may win

awards (hosting club has the option to honor an award for Guest competitor in a separate category) with no claim titles such as “champion”.

- E. Guest Participants – refers to a Non-NFAA/ASAA member participating while observing all NFAA tournament requirements, rules, and regulations. State Level championship tournaments – the Guest Participants will not be combined with NFAA members for awards, on scoreboards and results. The hosting club ( has the option to reference names, scores and award the Guest Participants in a general Guest Only Category or Guest Only division, style, and class.
- F. All non-NFAA/ASAA members may suit at all State and local club tournaments, provided that a “guest class” is allowed by the Tournament Chairman of the hosting club. Any archer(s) who plan(s) to participate as “guest shooter(s)” will compete against each other, regardless of class/style and that any trophy or award need not be presented to these “guest winner(s), unless the hosting club had decided otherwise to allow such awards to be presented to these “guest winner(s)”.
- G. At all ALOHA STATE ARCHERY ASSOCIATION (ASAA) designated STATE CHAMPIONSHIP tournaments, the HOSTING CLUB must ensure that all participants are current members of the NATIONAL FIELD ARCHERY ASSOCIATION (NFAA), resident or non-resident, and MUST ALSO BE DUES PAYING MEMBERS OF THE ALOHA STATE ARCHERY ASSOCIATION, IF NOT, these participants will be considered as ‘GUEST SHOOTER(S), as described in paragraph F.
- H. All State Sanctioned and Non-Sanctioned Archery Tournaments HOSTED by the ASAA, the registration/participation fees for the Board and State Directors of the ASAA shall be waived, unless the ASAA does not have sufficient funds to support such action.

## ARTICLE II

### TOURNAMENT BIDS

- A. All club bids to host any of the prescribed PRIMARY ASAA tournaments shall be submitted to the Board of Directors, via the officially designed Tournament Bid, for the forth-coming fiscal calendar year (January 1<sup>st</sup> to December 31<sup>st</sup>), by December 31<sup>st</sup>, or by the date designated on the bid form, of the current year, if possible.
- B. The ASAA Board of Directors shall provide to all chartered clubs a schedule of all proposed ASAA Championship tournaments and club tournaments, if applicable, for the forth-coming fiscal year via ASAA's mass email, social media & posted flyers, with the implied understanding that adequate knowledge of tournament information had been previously submitted by the chartered clubs of this organization on a timely basis.
- C. Selection of the hosting club to host a specific ASAA Championship tournament for the forth-coming fiscal year shall be determined by the Board of Directors, based upon the date of receipt, the appropriate feasibility of the physical facilities offered, and the acknowledgement that said host club provide at their own expense, the award and the accompanying NFAA Championship embroidered patch and the completed written certificate for each Champion of NFAA style entered and won by that individual.
- D. The following is a list of other suggestions that our STATE ASSOCIATION, as well as all CHARTERED NFAA CLUBS of this state should consider before submitting a tournament bid via from (R/12/93):
  - 1. All NFAA chartered clubs of the ASAA will need to have a CURRENT CLUB CHARTER with the NFAA; all Club Charter Fees shall coincide with the current NFAA fees. (According to NFAA headquarters, they have a GRACE PERIOD OF 60 days before the higher fee is imposed).

2. All club facilities and ranges need to have a CURRENT RANGE INSPECTION FORM COMPLETED AND VALID at the time of the proposed tournament date. All range inspections are performed by the designated State Director or his/her designee AND the inspection fee - shall coincide with the current NFAA fees – paid to NFAA HEADQUARTERS: inspection is valid for two (2) years from the date of inspection.
3. All clubs that have approved range facilities NEED to have insurance coverage, whether be through the NFAA or from some other source. All clubs are encouraged to acquire insurance through NFAA, if possible.
4. All clubs should maintain their archery facilities in order to adequately host that particular State Championship which they intend to bid on (refer to BY-LAWS ARTICLE I / TOURNAMENTS, for approved list of primary tournaments), adequate quality and quantity of target bales, 3-D animal targets, paper target inventory and supply, lighting condition, and other physical amenities associated with the general care and welfare of the participants involved; restroom and water facilities, etc.
5. All state clubs need to have purchased the appropriate number of NFAA STATE CHAMPIONSHIP patches and certificated from our ASAA Secretary.... prior to the tournament date (at least three (3) weeks in advance), the appropriate trophies and/or other awards that the plan to present to the winners of said tournament.
6. It shall also be established that this prescribed process of submitting a State tournament bid shall not be limited to chartered NFAA clubs of this association, but to include the parent State organization, in this case, the ALOHA STATE ARCHERY ASSOCIATION, as well.

### ARTICLE III COURSE APPROVAL

- A. Certification or re-certification of any range shall be done by the NFAA State Director or his or her delegate.

- B. All chartered clubs requiring a range certification shall reimburse the NFAA State Director or delegate for travel expenses incurred, excluding lodging and meals.
- C. The appropriate Course Approval Inspection Form from the NFAA, along with the range approval fee (to coincide with the current NFAA fee) shall be submitted by the applying club after having received the NFAA State Director's signature of approval, to the National Field Archery Association, 800 Archery Lane, Yankton, SD 57078.

## ARTICLE IV

### PRIMARY STATE SANCTIONED TOURNAMENTS

- A. The Vice-President or his/her designee shall be present at all tournaments.
- B. The hosting club(s) shall organize and conduct the tournaments in conjunction with support from the ASAA officers.
  - 1. Hosting club(s)'s V.P. / Tournament Chairman shall have priority in solving any shooting issues that arise during a State Tournament. If no solution made, then he/she will seek the advice of the ASAA V.P. - Tournament Chairman and/or ASAA State Director and/or ASAA Officers who are present at the time.
- C. The ASAA shall pay the air fare for the vice-president or their designee to attend these tournaments or function.

## ARTICLE V

### REVISIONS / AMENDMENTS

- A. The BY-LAWS of this State Constitution may be amended or revised at the discretion of the Board of Directors of the ALOHA STATE ARCHERY ASSOCIATION, by a majority vote from the quorum members present.