

CONSTITUTION
OF THE
ARIZONA BOWHUNTERS AND FIELD ARCHERY ASSOCIATION, INC.

ARTICLE I: NAME

The name of this organization shall be the “Arizona Bowhunters and Field Archery Association, Inc.” abbreviated and henceforth referred to as ABFAA.

ARTICLE II: PURPOSE

The purpose of this Association is to foster, expand and perpetuate all phases of archery and the spirit of good fellowship among all archers in the state of Arizona; to encourage the use of the bow in the hunting of all legal game fish, birds, and animals; to protect, improve and increase the hunting rights of bowhunters and promote the sound management and conservation of all Arizona fish and wildlife. To promote all archery games in accordance with the rules of the National Field Archery Association and to cooperate with other archery associations, state, national and international, in fostering and perpetuating the use of the bow in accordance with its ancient and honorable traditions.

ARTICLE III: AFFILIATION

The ABFAA will maintain active affiliation with the National Field Archery Association, abbreviated and henceforth referred to as NFAA.

ARTICLE IV: FISCAL YEAR

The fiscal year begins 1 January of the calendar year.

ARTICLE V: MEMBERSHIP

ABFAA membership shall apply to any current NFAA member who claims Arizona as their state of residence and shall be eligible for awards at ABFAA sanctioned tournaments.

ARTICLE VIII: LOCAL CLUB AFFILIATION

- A. Any local archery club with a membership of five or more active NFAA ~~adult~~ members residing in the State of Arizona and whose membership has voted to uphold the purpose of the ABFAA and NFAA as set forth in Article II, may become affiliated with this Association upon application, approval, and payment of fees as set by the NFAA.
- B. Commercial archery lanes may become an approved NFAA Range upon application and approval by the NFAA/~~ABFAA~~ AZ Director or their designee

ARTICLE IX: VOTING

- A. Board of Directors Voting
 - 1. AZ NFAA members in good standing shall be entitled to one vote per office.

ARTICLE X: BOARD OF DIRECTORS

- A. The Board of Directors shall consist of ABFAA members nominated and elected by the ABFAA membership. A quorum of the Board of Directors shall be one-third the total Board at any meeting or responding to a mail or on-line session.
- B. The Board of Directors being the fully constituted governing body of the ABFAA shall be responsible to the collective membership of the ABFAA for the following functions:
 - 1. Meet at a time and place designated by the President and agreed upon by the Board of Directors.
 - 2. Consider and vote upon all proposed changes to the ABFAA Constitution and Bylaws, Rules and Regulations.
 - 3. Conduct deliberations in accordance with Robert's Rules of Order, whether in physical session or in session by mail, online conference or by audio conference.
 - 4. Provide a budget drawn up by the Executive Committee and submitted by the President, which shows a schedule of expenditures by item and category, including Board of Directors and Executive Committee officers travel funds, and which shows a schedule of revenue by item and category that will balance the budget.

5. Authorize the obligation and committing agencies of the ABFAA to make commitments for expenditures, through the Treasurer in accordance with the budget, not to exceed amounts for one-fourth of the annual budget for item and category per quarter of the fiscal year, without proper approval from the Executive committee.
6. Authorize the Treasurer to pay bills incurred as the result of commitments made in accordance with the budget authorization and Executive Committee approval.
7. Consider, and approve or reject, items of expense not included in the annual budget as submitted by the President resulting from a two-thirds majority vote of approval by the Executive Committee.
8. Establish annual fees, dues and other sources of revenue required to defray operating expenses, and establish reserve funds required for scheduled meetings or emergence meetings of the Executive Committee and/or the Board of Directors.
9. Elect an Executive Committee in accordance with the provisions of this Constitution, consisting of: President, Vice-President, Treasurer, Secretary and NFAA Director.
10. Confirm, by simple majority vote, all employees appointed by the President or Executive Committee.
11. Remove Board members, Executive Committee members, and salaried employees from office in accordance with Article X111.
12. Establish regions as need arises.
13. Establish policies and procedures to be followed in dealing with other agencies affecting the ABFAA.

ARTICLE XI: EXECUTIVE COMMITTEE

- A. The Executive Committee shall be composed of the President, Vice-President, Secretary, Treasurer, and NFAA Director.
- B. The members of the Executive Committee shall serve without salary or emoluments, except for the following:
 1. Travel expenses to the Board of Director's meetings and expenses incidental to the day-to-day operation may be allowed if such expense is included in the annual budget and approved by the Board of Directors.

- C. The Executive Committee shall, within the limitations and policies set by the Board of Directors, be empowered to set up such affairs that are incidental to the normal day-to-day business of the ABFAA and shall accomplish the following:
1. Develop and submit to the President an annual budget in accordance with the provisions of this Constitution.
 2. Review and take action within five days on any financial statement or report of activities submitted by the Treasurer.
 3. Review and take action on the quarterly budget status as reported by the Treasurer and notify the President of the findings.
 4. Call for an audit of the ABFAA books of account at any time deemed advisable by the Executive Committee from review of monthly reports.
 5. Any proposed expenditures or any commitment made for items not included in the approved budget shall be held until approval of the ABFAA Board of Directors is obtained.
 6. In the event the President and the Vice-President are unable to fulfill their duties, the NFAA Director shall be empowered to act in their capacity in order to continue required business activities.
 7. For the purpose of day-to-day operations, three members of the Executive Committee shall constitute a quorum.

ARTICLE XII: ROSTER OF OFFICERS

- A. The officers of the ABFAA shall be as follows:
President,
Vice-President,
NFAA Director,
Treasurer,
Secretary,
Board member, and
Board Member
- B. The terms of office for the officers of the ABFAA shall be as follows:

Initially, the Executive Committee will serve for four years. The two board members will serve for 2 years. In two years time, the terms for the 2 year members will be open for re-election for 4 years. Thereafter, half of the board will be elected every two years as their terms expire.

C. The duties of the Board members of the ABFAA shall be as follows:

1. PRESIDENT - Shall act as the Chairperson of the Board of Directors and shall:

- a. Preside at all called meetings of the ABFAA Board of Directors whether or not those meetings are called to order by mail, telecommunications, or a physical gathering.
- b. Act as Chairperson of the Executive Committee and preside at all formal Executive Committee meetings whether or not those meetings are called to order by mail, telecommunications, or a physical gathering, providing the budget and circumstances warrant.
- c. Conduct all formal meetings in general accordance with Robert's Rules of Order and with the following format:

Call to Order
Roll Call
New Members/Visitors Introductions
Executive Secretary's Minutes and Report
Treasurer's Report
NFAA Director's Report
Committee Reports
Meetings of Interest
Correspondence Received/Sent
Old Business
New Business
Announce next meeting Time/Date/Place
Adjourn

- d. Prepare and submit to the Board of Directors and membership an annual report showing the position of the ABFAA at the end of each fiscal year.
- e. Appoint qualified individuals to fill vacancies on the Roster of Officers as required subject to two-thirds approval of the Executive Committee members.
- f. Appoint, as required, Board Advisors to assist the Board in areas requiring specialized expertise and/or experience.

g. Appoint, as required, standing and special committee Chairpersons.

2. VICE-PRESIDENT - Shall perform the duties of the President when the President is unable to attend or act and shall:

- a. Act as Legal Officer of the ABFAA investigating and reporting all legal matters.
- b. Develop maximum participation in present ABFAA and NFAA programs, developing new programs to create interest and growth.
- c. Receive special assignments from the President resulting from projects approved by the Executive Committee.
- d. Serve as Parliamentarian at all Executive Committee meetings and meetings of the Board of Directors.
- e. In the absence of the NFAA Director, shall rule on controversial questions arising during ABFAA sanctioned tournaments.

3. NFAA DIRECTOR - Shall represent the ABFAA as a properly certified member of the NFAA Board of Directors, shall be fully empowered to act for the ABFAA on all issues before the NFAA as described in the NFAA Constitution, and shall perform the following ABFAA duties:

- a. Serve as Chairperson of the Rules Committee, whose duties shall be to revise and study all rules governing the play of archery games and programs sponsored by the ABFAA and NFAA, and prepare resolutions regarding rules, procedures and regulations for conducting such games and programs.
- b. Inspect and approve archery courses of the ABFAA affiliated organizations in accordance with the NFAA By-Laws.
- c. Rule on questions arising during ABFAA sanctioned tournaments.
- d. Assume the duties as ABFAA President in accordance with Constitution ARTICLE XI, C., 6.

6. TREASURER

- a. Shall be the custodian of funds deposited in the bank account of the ABFAA and shall be the only officer authorized to write checks against this account except in physical incapacitation or default, when the President automatically becomes eligible to write checks. All checks issued must be signed by the Treasurer (or President in the instance just cited), ~~and by one additional state officer as designated by the Executive Committee.~~ Any of the required signatures cannot be of persons related.
- b. Keep the ABFAA book of accounts and render monthly reports to the Executive Committee. The books of accounts shall be audited at least annually. An audit is not considered complete until all discrepancies are corrected and signed by the Treasurer and at least two other Executive Committee members.
- c. Shall act as Budget Director for ABFAA and present a proposed annual budget to the Board of Directors sixty days prior to the start of the budget year, incorporate changes recommended by the Board of Directors, and present the final budget for approval at the last meeting of the fiscal year.
- d. Provide quarterly budget status reports to the Board which include proposals for adjustments to the annual budget to be acted upon by the Board of Directors at the time.
- e. Shall pay, by serially-numbered checks, those bills for expenditures included in the approved budget or having special approval of the Board of Directors.
- f. Call for an annual audit of the ABFAA financial conditions as of the close of business of each fiscal year, furnish a signed copy to each Executive Committee member, and present results to the Board of Directors.

7. SECRETARY

- a. Establish close liaison with the NFAA in order to secure forms and materials required to fulfill the needs of the ABFAA and its membership, and to keep the NFAA informed of the ABFAA activities.
- b. Conduct the affairs of the ABFAA in accordance with the programs, policies and budget, as established by the Board of Directors.
- c. Coordinate the activities and progress of the ABFAA.
- d. Publish official notices, reports, and attesting documents.

- e. Record and read minutes of formal meetings, and maintain copy in readable form as part of the archives.
- f. Report all incoming and outgoing correspondence at formal meetings.
- g. Act as Historian and preserve the archives of the ABFAA.
- h. Publish promotional literature and oversee website content.
- i. Publish documents officially adopted by the Board of Directors.

ARTICLE XIII: REMOVAL OF OFFICERS

Removal of any Board and advisory members elected or appointed, not in performance of their duties, deemed by simple majority vote of the Board of Directors, the President is to issue as follows:

- Step 1 -A written statement as to the condition of performance with solicitation and agreement by the officers to improve.
- Step 2 -A written request for the officer's resignation when inactivity is in excess of thirty days of Step 1.
- Step 3 -A registered letter of termination sent to the officer within thirty days of Step 2 above.

ARTICLE XIV: MEMBERSHIP CARDS

- A. NFAA Membership/Handicap cards are issued by NFAA Headquarters when the NFAA *Constitution and Bylaws* requirements of membership are fulfilled.

ARTICLE XV: AWARDS

The system of issuing awards shall be controlled by the Executive Committee with simple majority approval of the Board of Directors.

ARTICLE XVI: CLASSIFICATION

The classification system used in state tournaments shall be administered by the State Association, within the framework of the system established by the NFAA, as prescribed by the ABFAA Board of Directors, and as further described in the ABFAA *Bylaws*.

ARTICLE XVII: RANGE APPROVAL

Range approval and inspection shall be administered by the ABFAA and performed by the State NFAA Director or their designee. The standards for range approval shall be in accordance with those established by the NFAA Board of Directors and as published in the current version of the NFAA *Constitution and Bylaws*.

ARTICLE XVIII: PROXY VOTE

Any adult ABFAA member in good standing, who is prevented from attending a meeting, may vote on resolutions before the Board of Directors by proxy through any member of the Executive Committee. However, a quorum of the Board of Directors shall consist only of those delegates present and duly appointed proxies at that meeting for issues other than resolution voting.

ARTICLE XIX: AMENDMENTS

This Constitution may be altered, amended, or revised by a two-thirds vote of the Board of Directors. Sixty days notice must be given in writing to all Directors before any constitutional amendments, revisions, or alterations may be considered. Amendments become effective immediately upon approval at the meeting called for the purpose of approval.

ARTICLE XX: DISSOLUTION

In the event the ABFAA should become defunct as an organization the existing assets shall be liquidated in the following manner:

A. All outstanding debts shall be paid:

1. First from available cash assets,
 2. Next, if required, cash derived from the sale of non-archery related equipment/materials,
 3. Finally, if required, cash derived from the sale of archery related equipment/materials.
- B. All remaining cash assets to be donated 100% to the NFAA Scholarship Program..
- C. All remaining physical assets shall be donated to the smallest active Arizona Junior Olympic Archers Development (JOAD) organization.

This is the last Constitution Article of
The Arizona Bowhunters and Field Archery Association, Inc.

Effective date of this Constitution is
August 2022

BYLAWS
OF
THE ARIZONA BOWHUNTERS AND FIELD ARCHERY ASSOCIATION, INC.

ARTICLE I: FEES AND DUES

- Section A. There shall be no initial fee as a condition of membership into the ABFAA.
- Section B. Youth and Young Adult persons seeking individual membership shall be treated the same as Adult members. However, Youth and Young Adults are not eligible for voting rights. (Reference Constitution, Article V, Para C.)
- Section C. Any member found delinquent in the payment of dues shall be suspended, but may be reinstated upon payment of the appropriate annual dues.
- Section D. Any member delinquent in the payment of any dues shall not be eligible to participate in any ABFAA activities or receive any ABFAA trophies or awards.

ARTICLE II: BOARD OF DIRECTORS

- Section A. Proxy vote(s) will be good for 50% of the ABFAA Board meeting attendance.

ARTICLE III: ELECTIONS

- Section A. General election shall be held in the 4th quarter of the fiscal year.
- Section B. Requests for Candidates for any of the elected offices of the ABFAA, must be declared to the membership thirty days prior to the meeting for the election of officers by the Board of Directors. If no candidates are provided by the membership or clubs, the Board may select candidates and vote them in at the Board of Directors meeting without further notification.

ARTICLE IV: TOURNAMENTS AND COMPETITION RULES

- Section A. The time and place for annual State Championship Tournaments shall be determined by the Board of Directors and will be coordinated with clubs and other target archery associations in Arizona to minimize conflicts.
1. Tournament fees and competitive events for these ABFAA championships shall be established by the Board of Directors subject to two-thirds vote of approval of the Executive Committee.
 2. Bids for hosting State Tournaments should be submitted by the host club not later than August of the preceding year. Club affiliation fees, range certification, and insurance must be current at the time of bid submission and during the scheduled days of the tournament.
- Section B. ABFAA Sanctioned tournaments and competition shall be in accordance with the NFAA *Constitution and Bylaws* unless otherwise approved by the Board of Directors. Proposed deviations from the NFAA rules shall be submitted to the ABFAA Board of Directors for consideration at least ninety days prior to the scheduled date of the Tournament.
- Section C. ABFAA Sanctioned tournaments and competition are open to all members whose fees and dues are current and in good standing. Guests may participate, but are not eligible for awards.
- Section D. No ABFAA affiliated club may hold an open tournament on an ABFAA Annual State Championship tournament date unless prior approval is granted from the ABFAA Board of Directors.
- Section E. No ABFAA affiliated club may host an open tournament in conflict with another ABFAA affiliated club's sanctioned Invitational tournament date as scheduled through the ABFAA.

ARTICLE V: PRIZES AND TROPHIES

- Section A. The Board of Directors shall be custodian of all prizes and trophies of the ABFAA. Clubs who are hosting events should make plans to purchase sufficient awards prior to an event.
- Section B. The Secretary shall maintain records to include names of the donors, the conditions of competition governing the awards, and names and scores of the winners.

Section C. Only ABFAA members who are residing in the State for 4 months or more and give up their rights to compete in another State are eligible for awards.

ARTICLE VI: AMENDMENTS

These Bylaws may be altered, amended or revised by two-thirds vote of a quorum of the Board of Directors present at the Board meeting at which these items were to be voted upon. A written thirty-day notice must be provided to all the Directors before any Bylaw amendments, revisions, or alterations may be considered. Amendments become effective immediately upon approval at the meeting called for the purpose of approval.

This is the last Bylaw of
The Arizona Bowhunters and Field Archery Association, Inc.

Effective Date of these Bylaws is
August 2022