

CONSTITUTION
OF THE
KANSAS STATE ARCHERY ASSOCIATION, INC.

ARTICLE I: NAME

The purpose of this Association is to foster, expand and perpetuate all phases of archery and the spirit of good fellowship among all archers; to encourage the use of the bow in hunting of all legal game fish, birds and animals; to cooperate with the national and state organizations securing better hunting privileges and conditions for the bowhunter; to cooperate with national and state conservation organizations in the conservation of soils, minerals, forests, waters 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, national and international, in fostering and perpetuating the use of the bow in accordance with its ancient and honorable traditions.

ARTICLE III: AFFILIATION

The membership of the KSAA shall have three categories evidenced by an approved card issued by the NFAA:

- A. Adult membership shall be granted to anyone who has attained his or her eighteenth birthday, who is a legal resident of the State of Kansas upon application and payment of fees and dues.
- B. Cub, Youth or Young Adult membership shall be granted to applicants under 18 years of age in the same manner as regular members, except they shall not have voting privileges.
- C. Associate Bowhunter's membership shall be granted upon payment of appropriate fees and dues.
- D. KSAA membership dues and all other fees due the NFAA shall be paid in accordance with current KSAA and NFAA policies.
- E. Non-residents may make membership application to the KSAA Executive Committee. Subject to the approval of the application and having paid the annual dues, said member is entitled to all the privileges of membership.

ARTICLE VI: LOSS OF MEMBERSHIP

- A. Individual KSAA membership shall be suspended under the following conditions:

1. Failure to pay membership fees and dues within the deadlines established by the NFAA, the membership shall have a thirty-day grace period for renewal of dues.
 2. Due to court conviction of a felony, violation of federal and/or state game laws, misconduct, contumacious conduct, poor sportsmanship or failure to abide by the rules and regulations of the KSAA or the NFAA.
- B. Action to expel or suspend any individual membership shall be initiated in writing and submitted to the KSAA President and Board of Control. Such action shall be sustained by two-thirds majority of the Executive Committee and simple majority vote of the Board of Control present at a regular meeting, otherwise, the action shall be nullified and the accused member exonerated.
- C. The suspension of KSAA membership shall be lifted and the membership reinstated when the offending member has furnished bona fide proof that the offending condition has been purged.

ARTICLE VIII: LOCAL CLUB AFFILIATION

- A. Any local archery organization with a membership of five or more active adult members within the State of Kansas and whose membership has voted to uphold the purpose of the KSAA and the NFAA as set forth in Article II, may become affiliated with this association upon application and payment of fees as set by the KSAA.
- B. Commercial archery lanes may become a KSAA affiliate upon application and payment of fees as set by the KSAA. A commercial or for profit business which is affiliated with the KSAA and whose owner/manager is a member in good standing with KSAA shall not be entitled to more than one delegate vote.

ARTICLE IX: VOTING

- A. Board of Control Voting:
1. Affiliated clubs shall be entitled to delegates in relationship to the adult individual KSAA membership in good standing as follows:
 - a. 5 members - one delegate vote.
 - b. 6 to 24 members - two delegates vote.

- c. 25 to 49 members - three delegates vote.
 - d. 50 to 74 members -four delegates vote.
 - e. 75 to 99 members - five delegates vote.
 - f. 100 or over members - six delegates vote plus one additional delegate vote for each additional fifty KSAA members.
- 2. NFAA quarterly membership records shall be conclusive in the determination of members in good standing with the KSAA for the number of club delegates.
 - 3. Method of selection and length of term of each KSAA Board of Control representative shall be determined by the parent club.
 - 4. Proxy voting shall be allowed up to the number of delegates allowed for the affiliated club.

B. Membership Voting:

- 1. On questions submitted to the general membership, each adult member of the KSAA shall be entitled to one vote to be cast by mail ballot.
- 2. Junior membership in the KSAA, granted in accordance with this Constitution, shall not be entitled to vote (reference ARTICLE V).

ARTICLE X: BOARD OF CONTROL

- A. The Board of Control shall consist of the appropriate numbers of representatives, properly certified, from each affiliated club holding membership in the KSAA; such delegates being fully empowered to act for the affiliated club so represented on all issues before the KSAA Board of Control. A quorum of the Board of Control shall be in accordance with ARTICLE XIX.
- B. The Board of Control being the fully constituted governing body of the KSAA shall be responsible to the collective membership of the KSAA for the following functions:
 - 1. Meet at a time and place designated by the President and agreed upon by the Board of Control.

2. Consider and vote upon all proposed changes to the KSAA Constitution and By-laws.
3. Conduct deliberations in accordance with Robert's Rules of Order, whether in physical session or session by mail.
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 and which shows a schedule of revenue by item and category that will balance the budget.
5. Authorize the Treasurer to pay bills incurred as the result of commitments made in accordance with the budget authorization and Executive Committee approval.
6. 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.
7. Establish annual fees, dues and other sources of revenue required to defray operating expenses and establishes reserve funds required for scheduled meetings or emergency meetings of the Executive Committee and/or the Board of Control.
8. Elect a slate of officers in accordance with the provisions of this Constitution by simple majority vote of the Board of Control consisting of: President, Executive Vice-President, Bowhunting Vice-President, Tournament VicePresident, NFAA Director, Treasurer and Secretary.
9. Confirm, by simple majority vote, all employees appointed by the President or Executive Committee.
10. Remove officers, Executive Committee members and salaried employees from office in accordance with ARTICLE VI and/or ARTICLE XIII.
11. Establish policies and procedures to be followed in dealing with other agencies affecting the KSAA.

ARTICLE XI: EXECUTIVE COMMITTEE

- A. The Executive Committee shall be composed of the President, Executive Vice President, Tournament Vice-President, NFAA Director, Treasurer and Secretary.
- B. The members of the Executive Committee shall serve without salary or emoluments, except the following:
 - 1. Travel expenses to the Board of Control meeting and expenses incidental to the day-to-day operation may be allowed if such expenses is included in the annual budget and approved by the Board of Control.
 - 2. The Treasurer shall pay the KSAA and NFAA annual dues on the first business day of the fiscal year to the individual officer.

- C. The duties of the officers of the KSAA shall be as follows:

PRESIDENT

1. Shall act as the Chairperson of the Board of Control and shall:
 - a. Preside at all called meetings of the KSAA Board of Control whether or not those meetings are called to order by mail, telecommunications or a physical gathering, providing the budget and circumstances warrant.
 - b. Act as Chairperson of the Executive Committee and preside at all formal Executive Committee meetings whether or not meetings are called to order by mail, telecommunications or 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
Introductions of New Clubs or Visitors
Executive Secretary's Minutes and Report
Treasurer' s Report
Executive Vice-President's Report
NFAA Director's Report
Bowhunting Vice-President's Report
Tournament Vice-President'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 Control and membership an annual report showing the position of the KSAA 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, standing and special committee Chairpersons.

EXECUTIVE VICE-PRESIDENT

- 2. Shall perform the duties of the President when the President is unable to attend or act and shall:
 - a. Receive special assignments from the President resulting from projects approved by the Executive Committee.
 - b. Publish the bi-monthly newsletter and any special publications as required by the Executive Committee.
 - c. Serve as Parliamentarian at all Executive Committee meetings and meetings of the Board of Control.

NFAA DIRECTOR

- 3. Shall represent the KSAA as a properly certified member of the NFAA Board of Directors, shall be full empowered to act for the KSAA on all issues before the NFAA as described in the NFAA Constitution and shall perform the following KSAA duties:
 - a. Serve as Chairperson of the Rules Committee, whose duties shall be to review and study all rules governing the play of archery games and programs sponsored by the KSAA and NFAA, and prepare resolutions regarding rules, procedures and regulations for conducting such games and programs.
 - b. Inspect and approve archery courses of the KSAA affiliated organizations in accordance with the NFAA By-laws.
 - c. Rule on questions arising during KSAA sanctioned tournaments.
 - d. Assume the duties as the KSAA President in accordance with Constitution ARTICLE XI, C., 5.

EXECUTIVE SECRETARY

- 4. Shall perform the following duties:

- a. Salary and expenses shall be according with By-law ARTICLE V, the budget recommendation and approval of the Board of Control.
- b. Establish close liaison with the NFAA in order to secure forms and materials required fulfilling the needs of the KSAA and its membership and to keep the NFAA informed of the KSAA activities.
- c. Conduct the affairs of the KSAA in accordance with the programs, policies and budget, as established by the Board of Control.
- d. Organize and operate the administrative office of the KSAA.
- e. Coordinate the activities and progress of the KSAA.
- f. Publish official notices, reports and attesting documents.
- g. Record and read minutes of formal meetings and maintain a copy in readable form as part of the KSAA archives.
- h. Report all incoming and outgoing correspondence at formal meetings.
- i. Act as Historian and preserve the archives of the KSAA.
- j. Publish promotional literature.
- k. Publish documents officially adopted by the Board of Control.

TOURNAMENT VICE-PRESIDENT

- 5. Shall serve as the Chairperson of the following committees:
 - a. Tournament committees, whose duties shall be to continually, review the KSAA tournament programs and recommend improvements in rules, procedures and regulations for conducting tournaments throughout the KSAA and to establish conditions and procedures for hosting the KSAA State Championship tournaments.
 - b. Awards Committee, whose duties shall be to control and regulate the number, types and method of presenting awards offered at the KSAA tournaments.

BOWHUNTING VICE-PRESIDENT

6. Responsible for the entire KSAA Bowhunting program which is intended to perpetuate and expand the sport of bowhunting. To this end, a special duty assignment is created in which the only concern of this office is an effective Bowhunting program. The Bowhunting Vice-President shall serve as Chairperson of the Hunting Activities Committee with duties as follows:
 - a. Establish proper contact with the State Wildlife and Parks Commission and other conservation authorities and activities.
 - b. Disseminate, to all affiliated clubs, information concerning bowhunting legislative action, pending or taken.
 - c. Provide information on how to initiate and participate in programs that affect bowhunting throughout the State of Kansas.
 - d. Initiate and promote educational programs directed to the general public in the interest of better understanding of bowhunting.
 - e. Supervise Bowhunting Education efforts to provide training for better bowhunting skills and practices.
 - f. Initiate and provide for competitive and non-competitive games, which simulate actual bowhunting conditions.

TREASURER

7. Shall perform the following duties:
 - a. Salary and expenses shall be in accordance with By-law ARTICLE V, the budget recommendation and approval of the Board of Control.
 - b. Shall be the custodian of funds deposited in the bank account of the KSAA and shall be the only officer authorized to write checks against this account except in case of physical incapacitation or default, when the President automatically becomes eligible to write checks. The Treasurer must sign all checks issued (or President in the instance just cited).
 - c. Keep the KSAA Book of Accounts and render Quarterly reports to the Executive Committee. An audit may be called for at any time by a two thirds majority vote of the Executive Committee.
 - d. Shall act as Budget Director for the KSAA and present a proposed annual budget to the Executive Committee sixty days prior to the start of the budget year, incorporate changes recommended by the

Executive Committee and present the final budget to the Board of Control for approval at the last meeting of the fiscal year.

- e. Shall pay by serially numbered checks, those bills for expenditures included in the approved budget or having special approval of the Board of Control.

Any Board of Control member may bring charges against an officer by filing with the KSAA Secretary such charges in writing together with a petition signed by at least ten percent (10%) of the members of the Board of Control and may request the removal of such officer by reasons thereof. Such officer shall be informed in writing of such charges at least seven (7) days prior to the Board of Control meeting at which the charges are to be considered and shall have the opportunity at that meeting to be heard in person or by counsel and to present evidence with respect to the charges; and the person or persons bringing the charges shall have the same opportunity. The question of the removal of any such officer shall be considered and voted upon at said meeting which must be held within thirty (30) of receipt of petition. Any vacancy created by such removal may be filled by a general election conducted by the Board of Control. Any newly elected officer will hold the office for the remainder of that officer's term.

ARTICLE XIV: MEMBERSHIP CARDS

NFAA Headquarters issues NFAA Membership/Handicap cards when the NFAA Constitution and By-laws requirements of membership are fulfilled. State affiliation is stated on the NFAA cards.

ARTICLE XV: AWARDS

The Awards Committee with simple majority approval of the Board of Control shall control the system of issuing awards.

ARTICLE XVI: CLASSIFICATION

The Classification system shall be administered by the KSAA, within the framework of the system established by the NFAA, as prescribed by the KSAA Board of Control and as further described in the KSAA By-laws, ARTICLE III, Section E.

ARTICLE XVII: RANGE APPROVAL

Range approval and inspection shall be administered by the KSAA and performed by the State NFAA Director. 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 By-laws.

ARTICLE XVIII: PROXY VOTE

Any affiliated club holding membership in the KSAA, whose voting delegates are prevented from attending a meeting by an unforeseen emergency, may vote on resolutions before the Board of Control by written proxy through any member of the Executive Committee for the purpose of responding to a resolution issue. However, a quorum of the Board of Control shall consist only of those delegates present at that meeting for issues other than resolution voting.

ARTICLE XIX: QUORUM

A quorum is, four members of the Executive Committee (must include the President or Executive Vice-President) and delegates representing at least two KSAA clubs.

ARTICLE XX: AMENDMENTS

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

This is the last Constitution Article of
The Kansas State Archery Association, Inc.

Effective Date of this revised Constitution is

19 August 2000