

N.Y.F.A.B. CONSTITUTION & BY-LAWS 2018 EDITION

This copy of the NYFAB Constitution & By-Laws includes all revisions and additions made through the March 23, 2018

Board of Director's Meeting.

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CONSTITUTION

ARTICLE I NAME

- A. The name of the corporation is "New York State Field Archers and Bowhunters Association, Inc.". (Per amendment filed with the New York Department of State, July 27, 1982)
- B. The official abbreviation of the name New York State Field Archers and Bowhunters Association, Inc., shall be the capitalized letters "NYFAB".

ARTICLE II PURPOSE

The purpose of this Association is to foster, expand and perpetuate the practice of field archery and the spirit of good fellowship among all archers; to encourage the use of the bow in hunting of all legal game, birds and animals, and to cooperate with the National Field Archery Association, Inc., hereafter referred to as NFAA, in securing better hunting privileges and conditions for bowhunters; to cooperate with all conservation organizations in the conservation of game; to work to support local and state legislative proposals that benefit all sportsmen; and to promote field archery tournament competition.

ARTICLE III FISCAL YEAR

- A. The fiscal year of this Association shall be April first (1st) through March thirty-first (31st).
- B. Dissolution of the Corporation "New York State Field Archery and Bowhunters Association".
 - 1. The dissolution of this organization will be effected by any one of the following events taking place:
 - a. The majority of the registered members of this organization, on written ballot, request the dissolution of the Corporation.
 - b. An authorized taxing authority, due to non- compliance on the organization's part, requires dissolution or liquidation.
 - c. When this organization can no longer meet the day-to-day cash requirements.

ARTICLE III FISCAL YEAR

- C. Disposition of Assets:
 - 1. The distribution of any and all assets will be completed in the following manner:
 - a. All non-cash assets will be converted to cash by either a public sale or auction. All proceeds will be turned over to the Treasurer.
 - b. The Treasurer will liquidate all liabilities.
 - c. The Treasurer will then distribute cash monies, less costs incurred to effect said dissolution to the National Bowhunter Education Foundation.

ARTICLE IV ANNUAL MEETING

- A. The Annual Meeting of the Association shall be held in March, at a location and at a date to be designated prior to October 1st by the Board of Directors.
- B. A regular member is entitled to vote at the Annual Meeting either in person or by official proxy.

ARTICLE V CLUB MEMBERSHIP

A. Any New York State Archery Club, having a minimum of five (5) Head of Household adult members, 18 years or over, may make application for membership to the Corresponding Secretary of NYFAB, agreeing over the signatures of its President and Secretary, to abide by the Constitution and By-Laws of the NYFAB and to AFFILIATE 100% OF ITS INDIVIDUAL MEMBERS WITH THE STATE ASSOCIATION. Head of Household members are restricted to being listed on only one (1) NYFAB club charter per fiscal year.

All new club applications must be acted upon by the Board of Directors either by:

1. A League Director presenting the application to the Board of Directors in person.

ARTICLE V CLUB MEMBERSHIP

- 2. The club submitting their written application to the Corresponding Secretary to be presented to the Board of Directors. This application should be accompanied by a supporting statement of their plans and the reasons why they feel that they should be approved. On approval of the application by the Board of Directors of NYFAB, the club shall be granted a charter of continuing nature as a club of NYFAB, and shall be presented with a suitable certificate to that effect.
- B. The membership year of a NYFAB *only* member shall be from April 1st to March 31st of the following year. (3/27/04)
 - 1. The membership year of a NYFAB member, who is also a NFAA member, shall be their calendar year (365 days) membership in the NFAA. (3/27/04)
- C. The field archery members of any organization (Ex. Rod and Gun Club) may be considered as an independent club for the purpose of 100% affiliation.
- D. The NYFAB Board of Directors may accept for affiliation with the Association an archery club outside New York State and within the confines of any state bordering New York, if that state has no affiliation with the National Field Archery Association, providing said club fulfills all requirements above.
- E. The requirement that 100% of the club members be individual members of the state association continues as long as the club charter is in effect. Violations of this requirement shall be reason for suspending the club charter until the matter is corrected.

ARTICLE VI INDIVIDUAL MEMBERSHIP

- A. Adult membership shall be granted to anyone who has attained their 18th birthday upon application and payment of the prescribed fees. Affiliation with a NYFAB club is optional. (Passed 3/13/99, Eff. 6/1/99)
- B. Junior membership shall be granted to applications under 18 years of age in the same manner as an adult membership. (3/16/96)
- C. Honorary membership of one (1) year may be granted to an individual, not a member of the NYFAB, for outstanding service or value to the organization, by the Board of Directors of NYFAB.

ARTICLE VI INDIVIDUAL MEMBERSHIP

- D. An Honorary Life membership may be granted to an individual, who is a member of NYFAB, for outstanding service or value to the organization by the Board of Directors of NYFAB. This honor will include receipt of the NYFAB publication; the payment of NYFAB fees and the opportunity to participate in NYFAB sponsored tournaments, free of charge. (Passed 3/23/18, Effective 04/01/18)
 - A Competitive Life membership shall entitle an individual to all services provided by NYFAB (receipt of NYFAB Publication and exemption from NYFAB Annual Dues) with the **exception** of free tournament competition privileges. (Passed 3/23/18, Effective 04/01/18)
- E. Senior membership shall be granted to NYFAB members having reached the age of 60, provided they have been NYFAB members for a minimum of 10 years. The burden of proof of membership will rest with the individual. (Passed 3/18/95, Eff. 4/1/96)
- F. A Bowhunter membership may be granted to anyone upon payment of the prescribed fee. A Bowhunter may transfer his or her current NYFAB dues to become affiliated with a club, when the Corresponding Secretary is notified by a Club Secretary. (3/8/97)
- G. Affiliate membership shall be granted to:
 - 1. Manufacturers of archery or related equipment.
 - 2. Wholesalers of archery or related equipment.
 - 3. Distributors and dealers of archery or related equipment.
- H. The Board of Directors may suspend or expel any member of the NYFAB for conduct detrimental to the aims of this Association, but only after the opportunity of explanation at the Annual Meeting has been granted to the member.
- I. Any member convicted of a violation of the New York State Conservation Law pertaining to the use of the bow and arrow, that is classified as a crime (misdemeanor or felony), shall be expelled from the Association. They may be reinstated after 12 months probation, by action of the Board of Directors.

ARTICLE VII OFFICERS AND THEIR DUTIES

- A. The Officers of the organization shall be a President, a First Vice-President, a Vice-President for Bowhunting, and a Director and Alternate Director to the National Field Archery Association. This group, and including the Immediate Past President (for 1 term two years), Corresponding Secretary, Recording Secretary and Treasurer, shall comprise the Executive Board of NYFAB, and shall conduct the necessary daily business of the Association. The Corresponding Secretary, the Recording Secretary, and the Treasurer shall have no vote. (03/17/12)
- B. The President shall preside at all meetings, appoint all committees, and shall in general perform the duties incident to his office. He shall render an annual report.
- C. The First Vice-President shall perform the duties of the President if he is unable to act. (03/17/12)
- D. In case of a vacancy in the office of President, the First Vice-President shall succeed to that office. Vacancies of other offices shall be filled by the Board of Directors. (03/17/12)
- E. The Vice-President for Bowhunting will be recommended by the President, and approved the by Board of Directors.
- F. The NFAA Director shall represent NYFAB at all NFAA meetings, supervise all range inspections for NYFAB, and carry out any duties incident to his office. The Alternate Directors shall perform these duties if the Director is unable to act.
- G. Surety Bond shall be provide by NYFAB for any persons handling NYFAB monies or inventors. The amount and the persons will be determined by the Board of Directors.
- H. No member of the Executive Board shall be allowed to act as Director or Alternate Director from a League.

ARTICLE VIII ELECTIONS AND TERMS OF OFFICE

- A. Terms of NYFAB Officers shall coincide with the fiscal year of the Association.
- B. The President, First Vice-President, NFAA Director and NFAA Alternate Director shall be elected for a two-year term, by a statewide vote. (03/17/12)
- C. The President shall appoint a Nominating Chairperson who shall select a committee of not fewer than three nor more than five members of the Board of Directors, representing at least three state areas. This committee shall submit a list of all qualified candidates for the offices of President, First Vice-President, NFAA Director and NFAA Alternate Director, to the Corresponding Secretary of NYFAB. (03/17/12) No implication of recommendation or endorsement may be indicated.
- D. The names of the persons serving on the Nominating Committee shall appear in the NYFAB publication.
- E. Any League or Club may nominate candidates for NYFAB office.
- F. All nominations are to be sent to the Corresponding Secretary of NYFAB, accompanied by the signed statements of the nominees that they will serve if elected, together with an outline of their qualifications. These may be sent certified mail (Return Receipt Requested) or electronic mail (e-mail) and must be received by the Corresponding Secretary time dated by December 15th prior to the Annual Meeting. (2/28/09) These are to be published in an official bulletin of NYFAB at least 30 days before the Annual Meeting. (3/14/98) The ballot will be stamped with the NYFAB seal to be considered an official ballot. (3/12/94)
- G. At least 30 days prior to the Annual Meeting each year, the Corresponding Secretary shall mail to each adult member of the Association in good standing, in an envelope plainly marked "BALLOT", the official ballot for the election of officers, together with a proxy for the Annual Meeting. The procedure for the return of the ballots shall be determined by the Board of Directors, in such a way that the vote shall be secret and valid. If there is no contest, there shall be no ballot and the Secretary shall cast one vote for each nominee. Also to be sent with the ballot and proxy, shall be the resumes and acceptances of each candidate running for office. (3/8/97)

ARTICLE VIII ELECTIONS AND TERMS OF OFFICE

- H. In the event that there should be no candidate for any office, nominations for that office will be accepted from the floor at the Annual Meeting. A candidate nominated from the floor must submit personally or in a written acceptance, a willingness to accept the nomination and to serve if elected.
- I. The election of officers shall be the first order of business at the Annual Meeting. The candidate receiving the largest number of votes shall be declared elected. The Corresponding Secretary shall be charged with the safe keeping of all tabulated ballots until thirty (30) days after the newly elected officers have been installed.
- J. At the Board of Directors meeting immediately following the Annual Meeting, it shall be the duty of the retiring President to discharge all committees, effective March 31st, so that upon taking office on April 1st, the newly elected President may name committees.
- K. The newly elected officers shall be installed at the banquet following the Annual Meeting.

ARTICLE IX BOARD OF DIRECTORS

- A. The Board of Directors of this organization shall consist of a President, First Vice-President, Immediate Past President (for 1 term two years), Vice-President for Bowhunting, NFAA Director and Alternate Director, Pro Director and one representative from each recognized League. (03/17/12)
- B. The Board of Directors shall control and manage activities, policies, and property of the Association and provide for an annual financial audit of the Association at the close of the fiscal year.
- C. At any meeting of the Board of Directors, Directors representing at least half of the areas shall constitute a quorum. (3/12/94)

ARTICLE X AMENDMENTS, EFFECTIVE DATE

- A. This Constitution may be amended by two-thirds of the votes cast at the Annual Meeting of the Association. The By-Laws may be amended by plurality vote of the votes cast at the Annual Meeting of the Association or by two-thirds vote of the Board of Directors present at any regular meeting or at a special meeting called for that purpose.
- B. This Constitution and its By-Laws shall become effective immediately.
- C. Any amendment to this Constitution or amendment to the By-Laws made at the Annual Meeting of the Association shall become effective on the first day of May following the Annual Meeting. Amendments to the By-Laws made by the Board of Directors shall become effective immediately unless otherwise specified by the Board.

BY-LAWS

ARTICLE I AREAS AND LEAGUES

- A. The four AREAS into which New York State is divided are defined as follows: (01/14/12)
 - 1. NORTHERN AREA: The counties of Albany, Clinton, Essex, Franklin, Fulton, Hamilton, Montgomery, Rensselaer, St. Lawrence, Saratoga, Schenectady, Schoharie, Warren and Washington.
 - 2. WESTERN AREA: The counties of Allegany, Cattaraugus, Chautauqua, Erie, Genesee, Livingston, Monroe, Niagara, Orleans and Wyoming.
 - 3. SOUTHERN AREA: The counties of Bronx, Columbia, Dutchess, Greene, Kings, Nassau, New York, Orange, Putnam, Queens, Richmond, Rockland, Suffolk, Sullivan, Ulster and Westchester.
 - 6. CENTRAL AREA: The counties of Broome, Cayuga, Chemung, Chenango, Cortland, Delaware, Herkimer, Jefferson, Lewis, Madison, Oneida, Onondaga, Ontario, Oswego, Otsego, Schuyler, Seneca, Steuben, Tioga, Tompkins, Wayne and Yates.
- B. The clubs and affiliate members in or near each area shall organize not more than four leagues for the purpose of NYFAB administration. There shall be no fewer than three clubs in any league. The affiliate members shall have voice but no vote in league affairs.
- C. Each league shall elect a Director and an Alternate Director, both shall be registered with the Corresponding Secretary of NYFAB by the beginning of the fiscal year. Registration is to remain in effect until a change in representation is authorized by the league. In the event of a tie vote for League Director or Alternate Director a weighted vote by club adult membership, as determined by the NYFAB Corresponding Secretary's records, will break the tie. (3/13/99)

ARTICLE I AREAS AND LEAGUES

- 1. Each league shall, over the signatures of the Club representatives of its component clubs, request recognition by NYFAB by addressing the request to the Corresponding Secretary of NYFAB. Upon receipt of such request, approval shall be automatic and the league shall be officially recognized. The representative elected by the league shall be declared a member of the Board of Directors of NYFAB. (1/3/99)
- 2. The alternate representative shall be declared the Alternate Director, to serve as league representative when the Director is absent from the meeting.
- 3. In the event that neither the Director nor the Alternate Director are able to attend a Board of Directors meeting, the league may designate in writing an individual from that league to be its representative.
- D. A club may belong to only one league at one time. A club may transfer from one league to another with the approval of the league to which the transfer is to be made, by presenting such request and league approval, over the signature of the League Director, to the NYFAB Corresponding Secretary.
- E. An independent club in the vicinity of an organized league shall have representation at the NYFAB Board of Directors through that league.

ARTICLE II BOARD OF DIRECTORS

- A. The Board of Directors shall hold meetings in January, March, and May, and at such other times as may be deemed advisable.
- B. The Board of Directors or its Chairman, with the approval of a Quorum of the Board, has the authority to invite any person whose presence at any NYFAB Directors' meeting is beneficial to the Association.

ARTICLE III MEMBERSHIP

- A. Privileges of an adult member shall include, but not be restricted to the following: (3/16/96)
 - 1. Privilege of competing in all NYFAB tournaments, provided that the member shall meet all of the requirements for the respective tournament set up by the Tournament Committee or the Board of Directors.
 - 2. Right to receive NYFAB awards when earned.
 - 3. Right to wear the NYFAB patch.
 - 4. Right to attend and vote at all regular meetings and elections of NYFAB.
 - 5. Right to hold office when nominated and elected.
 - 6. Right to receive all NYFAB publications or e-mail correspondence. (01/14/12)
 - 7. Right to proxy vote.
- B. Privileges of junior members shall be the same as regular members with the exception of the right to vote and hold office.
- C. A member shall declare his home club, if he is a member of more than one club, and shall vote on NYFAB matters at or through this home club only. All other clubs of which he may be a member, shall report him as a member, listing his membership number from his home club.
- D. Membership in NYFAB will be continued at no cost for the period of military service and for thirty (30) days thereafter to NYFAB members in good standing at the time of entering the Armed Forces of the United States.
- E. Bowhunter members shall be kept informed of the progress of Bowhunting legislation in New York State, as specified by the Board of Directors, and shall be assured that the fees they contribute are used to further NYFAB's bowhunting and conservation programs. Privileges of Bowhunter membership (1/10/93):
 - 1. Receive the NYFAB publication or e-mail correspondence. (01/14/12)
 - 2. Right to attend the Annual Meeting of the organization for the purposes of:
 - a. Voting on all matters affecting bowhunting.
 - b. Discussing/suggesting future bowhunting legislative proposals.
 - 3. Right to wear the NYFAB patch.
 - 4. Right to receive NYFAB Bowhunter Achievement Awards as prescribed in By-Laws, Article VI, Section C. Note: This membership does not allow competition at State and/or National (NFAA) tournaments.

ARTICLE IV

- A. The membership fees are as listed below: (Passed 3/23/18, Effective 04/01/18)
 - 1. Adult membership at twenty five dollars (\$25.00) per year including the NYFAB publication. (Passed 1/14/06, Eff. 2/28/06)

Additional adult family member (spouse) at two dollars (\$2.00) per year. (1/4/97)

Junior family members (under 18 years) at one dollar (\$1.00) each per year. (1/4/97)

The total membership fee for a family shall not exceed twenty-eight dollars (\$28.00) per year. There shall be no charge for additional family members in excess of two. A family is defined as the head of the household, spouse and all dependents under 18 years of age. (Passed 1/14/06, Eff. 2/28/06)

Independent Junior (under 18 years, neither parent a member) ten dollars (\$10.00) per year including the NYFAB publication. (Passed 1/14/06, Eff. 2/28/06)

Senior membership at six dollars (\$6.00) per year including the NYFAB publication. (Passed 3/18/95, Eff. 4/1/96) A spouse who meets the requirements for Senior membership, shall be free. (Passed 9/24/95, Eff. 4/1/96).

- 2. (Deleted 3/18/95)
- 3. Fees for NYFAB only members shall be from April 1st to March 31st of the following year. Fees for NYFAB members, who are also NFAA members, shall be from the start to the expiration of their calendar year (365 days) NFAA membership. (3/27/04)
- 4. (Deleted 1/06/18)
- B. An adult Bowhunter may join NYFAB as an independent (non-club affiliated) member. The membership fee is twenty-five dollars (\$25.00). (Passed 1/14/06, Eff. 2/28/06) An additional adult family member (spouse), junior family member(s) or the family may join NYFAB as independent (non-club affiliated) member(s) by paying a fee as prescribed in paragraph A of this article. (1/03/98). The fee date shall be from April 1 to March 31 of the following year. (Passed 3/18/95, Eff. 7/1/95) A Bowhunter may transfer his or her current NYFAB dues to become affiliated with a club when the Corresponding Secretary is notified by a Club Secretary. (3/8/97)
- C. Membership fees of those wishing to compete in tournaments other than the NYFAB "Classic" (Dorthea and Don Dandino Memorial Classic) shall also include payment of fees to the National Field Archery Association through NYFAB. (3/23/18)
- D. NYFAB tournament fees shall be set by the Board of Directors.

ARTICLE IV FEES

- E. Each NYFAB club shall pay an annual charter fee of ten dollars (\$10.00) to the state association. The charter fee will include the 20-pin registration fee. In addition, each NYFAB club shall pay an annual charter fee through NYFAB to the NFAA as specified by its Board. These charter fees shall be due by April 1 of each year, with a 30-day grace period, after which a club must re-affiliate, going through the same procedure as a new club.
- F. The fee for a NYFAB "Competitive Life Membership" shall be as follows:

(Passed 3/23/18, Effective 4/1/18)

Adult Head of Household \$1,000

Spouse \$500.00

Senior (age 65 and older) Head of Household \$500.00

Senior Spouse (age 65 and older) \$250

- G. Fees for Affiliate Members, due annually on April 1, shall be as follows:
 - 1. For Manufacturers, \$500.00
 - 2. For Wholesalers, \$100.00
 - 3. For Distributors, Retailers and Pro Shops, \$25.00 (01/14/12)
- H. Any proposed change in fees shall be discussed at a meeting of the Board of Directors of NYFAB. Proposed changes shall be acted upon at the next Board of Directors' meeting, after Directors have had the opportunity to discuss the recommendation with their league memberships.

ARTICLE V MEETINGS AND AGENDAS

- A. Special meetings of the Association may be called by the President or by at least three (3) Directors representing three (3) recognized areas. This provision shall also apply to special meetings of the Board of Directors. Members of the Board of Directors must receive at least seven (7) days notice of special meetings of the Board. (01/14/12)
- B. Matters for inclusion in the official agenda of the Annual Meeting shall be submitted in writing to the Corresponding Secretary by the last regularly scheduled board meeting prior to the Annual Meeting. These matters shall be published in the official publication of NYFAB so that all interested parties may have time to consider them before the Annual Meeting.
- C. Within forty-five (45) days after the Annual Meeting, and within thirty (30) days after a Board of Directors' meeting, the Recording Secretary will mail the minutes to all Directors, Alternates, Club Secretaries and Past Presidents.
- D. An amendment to the NYFAB Constitution and By-Laws which appears on the agenda for the Annual Meeting shall be accompanied by the sponsor's name and justification for the amendment.

ARTICLE VI AWARDS

A. NYFAB TOURNAMENTS

- 1. The Corresponding Secretary shall maintain a record of all awards of the Association. For special awards this record shall include the names of the donors, the conditions of the competition governing the awards, and the names and scores of persons who win them.
- 2. Archers awarded the temporary custody of prizes and trophies shall be responsible for their safe return to the Corresponding Secretary prior to the next annual tournament.
- 3. NYFAB Champions must be bona fide members of the Association.
- 4. Special awards may be made to non-NYFAB members.
- 5. The NFAA Director for New York State will present Certificates of NFAA recognition to the NYFAB champions.

B. TWENTY PIN

- 1. NYFAB offers a 20-pin of distinctive design to any NYFAB member who shoots a perfect score in the field round at adult distances on any target a distance of 35 yards or over in a registered tournament. The initial award shall be the 20-pin with attached yardage bar for the distance or which the award is made. Additional awards shall be yardage bars only, with a limitation of one award for each of the respective eligible distances per life time, or until the design is changed.
- 2. Application for 20-pin Awards, accompanied by fee set by the Board of Directors for each award, shall be made to NYFAB's 20-Pin Chairman. This application shall be certified by the host club of the registered tournament on application blanks provided by NYFAB. The application shall be signed by two witnesses who attest to the distance of the shot and the validity of the application.
- 3. An archer will receive his or her first NYFAB 20-pin free. The archer may purchase the bar for the original 20-pin won, and bars for any additional 20-pins won.

ARTICLE VI AWARDS

C. BIG GAME

- 1. Each member who legally takes big game with bow and arrow shall make application to the Corresponding Secretary, accompanied by such proof and statistics as may be required by the Board of Directors. The member shall be awarded a suitable pin (one each) for bear, buck, doe, and turkey. The pin may be awarded for big game taken out of state.
- 2. In addition to the Big Game Pin, the Prize Buck Awards shall be awarded to the member who takes the prize whitetail buck (typical and non-typical) each year in New York State.

ARTICLE VII TOURNAMENTS

- The Board of Directors shall review annually the rules for each tournament. These rules shall be published at least thirty (30) days prior to the tournament.
- The Registration Chairman shall keep a record of all state champions, indoor and outdoor, and shall prepare a list of same to be posted at all state championships.

A. OUTDOOR

An annual tournament shall be held any weekend in August to determine the field archery champions of the Association. This tournament shall be conducted by NYFAB in accordance with NFAA rules and shall consist of official NFAA rounds.

B. INDOOR

- An annual tournament shall be held the same weekend as the Annual Meeting to determine the indoor champions of the Association. This tournament shall be conducted by NYFAB in accordance with NYFAB rules as set forth by the Board of Directors.
- C. Other tournaments may be held in accordance with regulations set up the NYFAB Board of Directors.

ARTICLE VII TOURNAMENTS

- D. All clubs and leagues associated with NYFAB holding tournaments registered with NYFAB for 20-pins must recognize and allow competition in all styles of shooting and accept current approved NFAA handicap cards. These tournaments may be conducted only on officially approved NFAA field courses and with all targets approved by the Association.
- E. Any club or league which conducts tournaments registered with NYFAB shall conduct these tournaments in full accordance with NYFAB rulings. The Executive Board shall decide any reported violation and may suspend the right to hold registered tournaments pending a change of policy on the part of the club or league involved.
- F. Organizations having a NYFAB charter are restricted from hosting a tournament on the dates of both the Indoor and Outdoor Championships and Funanza. (01/14/12)

ARTICLE VII SCHOLARSHIP AND MEMORIAL COMMITTEE

- The NYFAB Scholarship Award shall be known as the Sal Cimbalo Memorial Scholarship Award (1/4/97).
- The Chairman of the committee shall be appointed by the President. The Chairman shall select a committee of not fewer than three (3) nor more than five (5) members of NYFAB Board of Directors encompassing at least three (3) areas of NYFAB.
- A. In awarding scholarships, the committee will consider the applicant's record in school, in the archery community, letters of reference, and sportsmanship.
- B. Two scholarships may be awarded each year.
 - 1. Award money will be held in escrow for a period of not more than one (1) year.
 - 2. Award money will be sent to the college of the recipient's choice.
 - 3. Printed Scholarship Award certificates shall be given to each recipient at the Annual Banquet.
 - 4. Any unused funds will revert to the NYFAB Scholarship and Memorial Fund.

ARTICLE VII SCHOLARSHIP AND MEMORIAL COMMITTEE

- C. The Scholarship and Memorial Committee shall be ongoing. One duty of the committee shall be to assure that money for the Scholarship is budgeted each year.
- D. The Scholarship and Memorial Committee shall handle the procedures concerning memorials given either to the Scholarship and Memorial Fund, or to local libraries, as well as handling scholarship procedures.

Memorial procedures will:

- 1. Notify the next of kin of a gift to a local library.
- 2. Notify the next of kin of a gift to the Scholarship and Memorial Fund.
- 3. Acknowledge all gifts given by members.
- 4. Provide embossed bookplates to accompany gifts to libraries.