

TEXAS FIELD ARCHERY ASSOCIATION, INC.
CONSTITUTION
BY LAWS / POLICY
CONTRACTS

TABLE OF CONTENTS	PAGE
 CONSTITUTION	
Article I Name	2
Article II Purpose	2
Article III Fiscal Year	2
Article IV Official Publication	2
Article V Districts	3
Article VI Memberships	3
Article VII Board of Directors	5
Article VIII Officers: Election – Terms of Office – Duties	6
 BY LAWS	
Article I Committees and Duties	15
Article II Membership and Voting	20
Article III Membership Dues and Fees	20
Article IV Club Affiliations	21
Article V Club Dues	21
Article VI Awards	21
Article VII T.F.A.A. Tournaments	23
Article VIII Board of Directors – Dues – Fees – Expenses	24
Article IX Loss or Refusal of Membership	25
Article X Reinstatement of Membership	25
Article XI Disclaimer	25
 POLICY	
Article I Official Field and Hunter Rounds	26
Article II Sanctioned Tournament Schedule	26
Article III Tournaments	27
Article IV Official Publication – Texas Field Archery News	28
Article V T.F.A.A. Championship Tournament Fees	28
Article VI T.F.A.A. Championship Contracts	28
Article VII T.F.A.A. 3-D Championship Tournament	29
Article VIII Financial Guidelines and Controls	29
Article IX Uncollectible Checks	30
 ATTACHMENTS	
No. 1 Sample T.F.A.A. Indoor Championship Contract	31
No. 2 Sample T.F.A.A. Outdoor Championship Contract	32
No. 3 Sample T.F.A.A. 3-D Championship Contract	33
No. 4 Archer-Editor Contract	34
No. 5 Secretary/Treasurer Contract	35
No. 6 Hall of Fame	42

**TEXAS FIELD ARCHERY ASSOCIATION, INC.
CONSTITUTION**

ARTICLE I – NAME

The name of this organization shall be Texas Field Archery Association, Incorporated, indicated in abbreviation as T. F. A. A.

ARTICLE II – PURPOSE

- A. To foster, expand, and promote and perpetuate the practice of field archery and any other games as the Association may adopt, and enforce uniform rules, regulations, procedures, conditions and methods of playing such games.
- B. To encourage the use of the bow in the hunting of all legal game birds and animals, and to protect, improve, and increase the sport of hunting with a bow and arrow.
- C. To affiliate as an Association member with the National Field Archery Association, Incorporated, indicated in abbreviation as N.F.A.A.
- D. To cooperate with the Federal and State Agencies, Sportsmen, and Conservation organizations dedicated to the conservation and preservation of game and its natural habitat.
- E. To conduct a continuous educational program designed to acquaint the public and the archer with the use of the bow recreationally and as a weapon suitable for the hunting of legal game.
- F. To evolve and conduct programs that will give recognition to archers for proficiency with the bow and arrow in all sanctioned competition and hunting accomplishments.
- G. To regularly inform each member, in good standing, as to the major problems and issues affecting the sport of archery and hunting with bow and arrow and/or to the action proposed or taken in order that the membership may make its will known to their duly elected representatives.

ARTICLE III – FISCAL YEAR

The fiscal year of the T.F.A.A. shall coincide with the calendar year.

ARTICLE IV – OFFICIAL PUBLICATION

The official publication of the T.F.A.A. shall be the Texas Field Archery News.

ARTICLE V – DISTRICTS

The State of Texas shall be divided into T.F.A.A. districts. The districts may be changed by a 2/3 affirmative vote of the T.F.A.A. board of Directors. The Districts are as follows:

- District 1: Dallam, Sherman, Hansford, Ochiltree, Lipscomb, Hartley, Moore, Huchinson, Roberts, Hemphill, Oldham, Potter, Carson, Gray, Wheeler, Deaf Smith, Randall, Armstrong, Donnley, Collingsworth, Parmer, Castro, Swisher, Briscoe, Hall, Childress, Hardeman, Bailey, Lamb, Hale, Floyd, Motley, Cottle, Foard, Wilbarger, Wichita, Cochran, Hockley, Lubbock, Crosby, Dickens, King, Knox, Baylor, Archer, Yoakum, Terry, Lynn, Garza, Kent, Stonewall, Haskell, Throckmorton, and Young
- District 2: Gaines, Dawson, Borden, Scurry, Fisher, Jones, Andrews, Martin, Howard, Mitchel, Nolan, Taylor, El Paso, Hudspeth, Culberson, Reeves, Loving, Winkler, Ward, Jeff Davis, Presido, Brewster, Pecos, Terrell, Val Verde, Crockett, Sutton, Schleicher, Ector, Midland, Glasscock, Sterling, Coke, Runnels, Crane, Upton, Reagan, Irion and Tom Green
- District 3: Matagorda, Wharton, Colorado, Fayette, Austin, Washington, Burleson, Brazos, Robertson, Leon, Madison, Grimes, Waller, Fort Bend, Brazoria, Harris, Montgomery, Walker, Houston, Trinity, Polk, San Jacinto, Liberty, Chambers, Galveston, Jefferson, Orange, Hardin, Newton, Jasper and Tyler
- District 4: Kinney, Maverick, Uvalde, Zavala, Dimmit, Medina, Frio, La Salle, Webb, Zapata, Starr, Jim Hogg, Duval, McMullen, Atascosa, Wilson, Karnes, Live Oak, Jim Wells, Brooks, Hidalgo, Cameron, Willacy, Kenedy, Kleberg, Nueces, San Patricio, Bee, Refugio, Aransas, Goliad, Dewitt, Gonzales, Lavaca, Victoria, Calhoun and Jackson
- District 5: Shackelford, Callahan, Eastland, Erath, Stephens, Palo Pinto, Jack, Clay, Montague, Wise, Parker, Hood, Somervell, Johnson, Tarrant, Denton, Cooke, Grayson, Collin, Dallas, Ellis, Navarro, Kaufman, Rockwall, Hunt and Fannin
- District 6: Edward, Real, Bandera, Kerr, Kendall, Bexar, Comal, Guadalupe, Caldwell, Lee, Bastrop, Travis, Hays, Blanco, Gillespie, Kimble, Mason, Llano, Burnet, Williamson, Milam, Falls, Bell, Lampasas, San Saba, McCulloh, Menard, Concho, Coleman, Brown, Mills, Cryell, McLennan, Limestone, Hill, Bosque, Hamilton and Commanche
- District 7: Lamar, Delta, Hopkins, Rains, Van Zandt, Henderson, Freestone, Anderson, Cherokee, Smith, Wood, Franklin, Red River, Titus, Camp, Upshur, Gregg, Rusk, Nacogdoches, Angelina, San Augustine, Sabine, Shelby, Panola, Harrison, Marion, Morris, Cass and Bowie

ARTICLE VI – MEMERSHIP

- A. The T.F.A.A. is an organization of archers, archery clubs and pro shops interested in the promotion of archery in the state of Texas.
- B. Archery clubs in Texas may affiliate with the T.F.A.A. by making proper application and submitting the prescribed dues.
- C. There shall be five types of individual membership for Texas residents: Honorary, Life, Adult, Junior and Associate.

1. Honorary membership with exemption from annual T.F.A.A. dues may be granted for exceptional merit and service upon written recommendation by an affiliated club or a T.F.A.A. director. Such recommendation must be approved by a 2/3 affirmative vote of the T.F.A.A. Board of Directors.
 2. Life membership with exemption from annual T.F.A.A. dues may be granted to anyone upon submitting application and payment of required dues.
 3. Adult membership shall be granted to:
 - (a) An individual 18 year of age or older
 - (b) An individual under 18 years of age who is legally competing in the Adult Division
 - (c) An individual under 18 years of age who is married
 4. Junior membership shall be granted to an individual under 15 years of age who does not meet the requirements as an adult.
- D. Family memberships shall be granted to:
1. Include head of household, spouse and/or dependent Junior Division children residing in the same household.
 2. Adult and Junior Division family member(s) residing in the same Household.
- E. Associate Memberships will be granted to individuals interested in Limited membership in the T.F.A.A.
1. Associate Membership fees shall be \$25.00 per year.
 2. Additional family members (spouse, children under 18, living in the same household, may join for an additional \$5.00 each, with a family maximum of \$35.00.
 3. This limited membership entitles:

–1 year subscription to TFAN

ARTICLE VII – BOARD OF DIRECTORS

- A. The Board of Directors, hereunto referred to simply as “the board”, shall consist of the President, N.F.A.A. Director, Tournament Director, one Governor from each District, Secretary, Treasurer, Archer-Editor, and Bowhunter Director.
- B. The President shall be the Chairman of the Board.
- C. The Board shall make all the laws and polices of the T.F.A.A. and shall Manage all properties and activities of the Association.
- D. The Board shall meet in person a minimum of 3 times per year or the call of the President as needed.
- E. A majority of Board members shall constitute a quorum for a meeting.
- F. Any member of the board, except the President, may designate a T.F.A.A. member from his district to represent and vote for him at any board meeting, upon notification to the President. Such an approved substitution shall count toward establishing a quorum for the meeting.
- G. A majority of board members may petition the Secretary to call a special meeting of the Board, and to notify the remaining Board members of the proposed meeting at least three weeks before said date. Such a meeting, if attended by a quorum of the Board members, shall be considered an official meeting.
- H. If no meeting of the Board is imminent, or if a meeting had been called but lacked a quorum, any question requiring Board action may be submitted by the Secretary by mail or e-mail to the Board members for their vote, if directed by the President, or if petitioned by a majority of the Board members. The President shall then declare the result of the vote as being official action of the Board.
- I. Voting
 - 1. Board action of any ordinary issue, whether taken in a meeting or by mail or e-mail required the participating vote of at least a majority of the Board members. The majority of such participating vote shall decide the issue.
 - 2. Board action on any non-ordinary issue, whether considered in a meeting or by mail or e-mail, shall be exceptional in that it requires for adoption a 2/3 affirmative vote of all the Board members. Such issues may consist of:

- (a) Proposals for amendments to the T.F.A.A. Constitution
 - (b) The recall of an officer
 - (c) The revision of the T.F.A.A. districts
 - (d) Approval of the name “Texas Field Archery Association, Inc.”, or its abbreviation “T.F.A.A.” being used in any contest, events, literature, or brochures
 - (e) Approval of an Honorary Membership or an award of appreciation to any individual who has performed meritorious service for archery in Texas
 - (f) Approval of the competitive events, fees, awards and rules governing the play of the T.F.A.A. sanctioned tournaments.
3. Breaking Ties: The President does not have a formal vote, however, may have to decide issues in the event of a tie. Ties shall be broken in the following manner:
- (a) For an open “show of hands” vote, the President must openly cast the deciding vote, immediately following the tied vote.
 - (b) For “secret ballot” vote, the President must have already submitted a ballot to the Secretary, prior to the rest of the board casting their vote. If the ballots are tied, the Secretary will use the President’s ballot to break the tie.
 - (c) In the event more than two options are being voted on and the President’s vote does not break the tie, a run-off vote will be required. The run-off vote will be between the two options, which received the highest number of votes, from the original vote.
- J. Any item on the agenda tabled three (3) times is automatically void until re-submitted by a member of the Board.
- K. All action taken by the Board shall carry an automatic effective date of sixty (60) calendar days from the close of any Board meeting or the termination of voting in the case of mail sessions, unless an individual action includes an effective date.

ARTICLE VIII
OFFICERS: ELECTION – TERM OF OFFICE – DUTIES

- A. Officers of the T.F.A.A. shall be the President, Vice-President (who shall be a board member), Tournament Director, N.F.A.A. Director, one Governor from each District, Secretary, Treasurer, Archer-Editor, and Bowhunter Director.
1. All officers must be adult T.F.A.A. and N.F.A.A. members with current dues paid and in good standing, and must be a resident of the state of Texas.
 2. All officers shall give the full right of deliberation and vote, except that no officer may vote in an election to fill an office for which he is a candidate.
 3. In the event an officer shall be holder of more than one office, he shall have no more than one vote in all proceedings.
 4. The terms of office for the President, N.F.A.A. Director , Tournament Director, Secretary/Treasurer, Archer-Editor and Bow Hunting Director shall be two years. Term of office for Vice-President shall be one year. Terms will expire as applicable on the week-end of the T.F.A.A. Field Championship and new officers will be installed at the Board meeting held during the week-end of the T. F. A. A. Field Championship.
 5. An elected officer may serve as many terms as he/she is elected to the position.
 6. Unless otherwise stated, officers shall be elected by a majority vote of the Board.
 7. An elected officer (President, N.F.A.A. Director, Tournament Director, Secretary, Treasurer, Archer-Editor and Bowhunter Director) of the T.F.A.A. may be removed from office for cause by a 2/3 majority vote of the Board, or by a majority vote (one vote more than half of the total majority) of the T.F.A.A. membership. The officer being considered for removal shall have to opportunity for rebuttal to the charges brought against him or her.
- B. President:
1. Election
 - (a) The Board shall elect the President in odd-numbered years, from the nominees of the Nominating Committee.

- (b) Ballots will be made available to the Board members at least thirty (30) days prior to the T.F.A.A. Field Championship Tournament.
- (c) Board members will forward their ballots to the designated officer, according to instructions given with the ballot, no later than fifteen (15) days prior to the tournament.

2. Duties

- (a) Shall be chief officer of the T.F.A.A.
- (b) Shall initiate and develop activities of the board which will Accomplish the purposes of the T.F.A.A.
- (c) Shall appoint a temporary Vice-President, Tournament Director, Secretary, Treasurer, or Archer-Editor in case of resignation or incapacitation of the elected officer, until a Board vote can be made.
- (d) Shall appoint a temporary District Governor in case of resignation or incapacitation of the elected officer until such time as a vote of the popular district membership can be made.
- (e) Shall appoint a Board member to serve as chairman of each Standing Committee, unless otherwise stated.
- (f) Shall specify the time and place for all meetings.
- (g) Shall preside at all meetings of the Board and business meetings of the T.F.A.A.
- (h) Shall prepare the formal agenda with date, time and location for all meetings and publish it in the T.F.A.A. newsletter at least thirty (30) days prior to the meeting. He may, at his discretion, add items to the agenda of any meeting after the publication of the original agenda.
- (i) May, in the absence of the Legal Chairman, appoint a T.F.A.A. member in good standing as Parliamentarian at any meetings.
- (j) Shall keep the membership informed at all times of items that may affect the membership.

- (k) Upon resignation of any Board Member, the President will appoint a replacement within thirty (30) days.
- (l) In the event of a tie vote the President shall follow voting procedures as outlined in Article 7, Section I #3 (a), (b), (c).

C. N.F.A.A. Director

1. Election

- (a) The Board shall elect the N.F.A.A. Director on odd-numbered years, from the nominees of the Nominating Committee.
- (b) The term of office shall be two years.
- (c) Ballots will be made available to the Board members at least thirty (30) days prior to the T.F.A.A. Field Championship Tournament.
- (d) Board members will forward their ballots to the designated officer, according to instructions given with the ballot, no later than fifteen (15) days prior to the tournament.

2. Duties

- (a) Duties as outlined in the N.F.A.A. Constitution
- (b) Represent Texas (T.F.A.A.) at the annual N.F.A.A. meeting
- (c) Write articles for TFAN concerning N.F.A.A. happenings
- (d) If the N.F.A.A. director is unable to attend the annual meeting, the Board of Directors may nominate and elect an alternate
- (e) The N.F.A.A. Director shall be a non-voting Board member.
- (f) The Board will establish each year if funds are available to allow the N.F.A.A. Director to attend the national meeting. A maximum of \$1,000.00 for expenses will be allotted. Dispensation of funds shall be in accordance with agreement between the N.F.A.A. Director and the Secretary.

D. Vice President

1. The officers of the T.F.A.A. shall, at the beginning of their term, elect a Board Member to serve as the T.F.A.A. Vice-President for a term of one year.
2. Duties
 - (a) Shall perform the duties of the President if the President is unable to act.
 - (b) Shall become President to fill the unexpired term of office if the President's office is vacated.
 - (c) Shall serve as Chairman of the Finance Committee.

E. Tournament Director

1. Shall be elected by a popular vote (one vote more than half) of the T.F.A.A. membership voting, from among the nominations made by the T.F.A.A. membership. In the event there are no nominations from the T.F.A.A. membership, the Nominating Committee will submit nominees for Tournament Director.
2. Shall serve as Chairman of the Tournament Committee and shall be responsible for execution of the duties of the Tournament Committee.
3. Ballots will be published in the T.F.A.A. newsletter for the T.F.A.A. membership to vote with at least thirty (30) days prior to the T.F.A.A. Field Championship. Members will forward their ballots to the T.F.A.A. secretary, according to instruction given with the ballot, no later than fifteen (15) days prior to the T.F.A.A. Field Championship.

F. District Governor

1. Odd-numbered districts and even-numbered districts shall elect their respective District Governors in odd-numbered and even-numbered years respectively.
2. Method of election for District Governor:
 - (a) The T.F.A.A. Secretary will provide a nominating ballot in the T.F.A.A. newsletter (TFAN) at least ninety (90) days prior to the T.F.A.A. Field Championship.

- (b) Any T.F.A.A. member may nominate a person living in his district. He will do so by filling out the nominating ballot provided in the TFAN, which will require the nominee's signature agreeing to run along with the signature of the member making the nomination.
- (c) The T.F.A.A. secretary will list the nominees per district voting in the TFAN at least sixty (60) days before the T.F.A.A. Field Championship.
- (d) Each T.F.A.A. member shall have one vote for governor in his district, which shall be by mail ballot.
- (e) Members must submit their votes for their District Governor to the T.F.A.A. secretary at least two (2) weeks prior to the T.F.A.A. Championship Tournament.

3. Duties

- (a) District Governors shall attend the three regularly scheduled board meetings per year
- (b) District Governors shall send a proxy to any meetings they cannot attend
- (c) District Governor shall send a written explanation to the T.F.A.A. board as to the reason they could not attend the meeting and/or why they could not send a proxy
- (d) Shall acquaint his constituents with the rules and procedures of the T.F.A.A.
- (e) Shall investigate and take action on problems and opportunities in his district
- (f) Submit articles to the Archer-Editor covering each event in their designated districts
- (g) Shall be the Chairman of the District Committee and shall attend or send a representative to promote all tournaments held in his or her district as the official representative of T.F.A.A.
- (h) If the T.F.A.A. is holding the State Championship event, the District Governor shall be prepared to help host the event in a pre-defined manner.

1. Line judge
2. Silent auction
3. Promotional booths
4. Set up of shooting area
5. Preparing awards
6. The District Governor's tasks should be defined and agreed upon before arrival at the tournament so they can plan to do the entire task themselves or ask for help from the general membership.

4. Recall of District Governor

- (a) District Governor may be recalled from office by a petition signed by more than one-half of the total T.F.A.A. members in the District.
- (b) Shall be automatically recalled from office if he failed to attend, or to designate a proxy, two consecutive meetings of the Board. All attempts shall be made to attend all Board meetings or appoint a proxy to attend. In case of failure of either, the President must be notified prior to the meeting. Failure to do so will be grounds for immediate dismissal.

5. Shall be required to maintain his/her principal residence in the District he/she represents.
6. Shall be installed in office at the beginning of the Board meeting held at the T.F.A.A. Field Championship

G. Secretary and/or Treasurer

1. The Secretary and/or Treasurer shall be elected by the Board from among the nominees of the Nominating Committee and from any nominations made by a Board member from the floor.
2. These positions on the board may be held by one person with Board approval.
3. The term of office shall be two years.
4. Duties will be performed as prescribed in a written agreement with the Board.

H. Archer-Editor

1. The Archer-Editor shall be elected by the Board from among the nominees of the Nominating Committee and from any nominations made by a Board member from the floor.
2. The term of office shall be two years.
3. The Archer-Editor shall perform duties as outlined in a written agreement with the Board.

I. Bowhunter Director

1. The Bowhunter Director shall be elected by the general membership.
2. His/Her term will run 24 months consecutively and will be installed into office at the T.F.A.A. State Outdoor Championship.
3. Duties are as follows:
 - (a) Promote membership into the T.F.A.A. from bowhunters in Texas.
 - (b) Work with Texas Parks & Wildlife in protecting hunting rights and seasons in Texas.
 - (c) Organize hunts/leases for T.F.A.A. Bowhunters at a discounted rate. Stay in close contact with Texas Parks and Wildlife for lease information and legislative changes.
 - (d) Publish a monthly article in the TFAN informing members on current events.
 - (e) Promote pre-existing N.F.A.A. programs, such as Art Young Awards and the Junior Bowhunter program.
 - (f) The Bowhunter Director is required to attend any T.F.A.A. organized hunt with his hunt paid for by state

BY-LAWS

ARTICLE 1 – COMMITTEES AND DUTIES

- A. All committees shall serve from time of their appointment, or being elected, to the close of the following T.F.A.A. Field Championship Tournament.
- B. Committee Chairman, with exception of Nominating Committee, may appoint one or more T.F.A.A. adult members to serve on his designated committee.
- C. The Chairmen of all committees shall make their reports at such time as may be designated by the President.
- D. The standing committees shall be removed from service for cause only by cancellation of their appointment by the President or by a 2/3 majority of the Board members voting.
- E. Nominating Committee

- 1. The officers shall, at the beginning of the term, elect three (3) District Governors to serve as the Nominating Committee (one Governor shall be from Districts 1 and 2, one from Districts 3 and 4, and one from Districts 5, 6, and 7.)
- 2. The Chairman shall be elected by members of the committee.
- 3. The Committee shall nominate qualified and willing nominees for the office of President, Tournament Director, Secretary, Treasurer, and Archer-Editor if there are no nominations from the T.F.A.A. membership.

F. Finance Committee

- 1. The Vice-President shall serve as Chairman of this committee.
- 2. The Chairman shall be informed of the financial conditions of T.F.A.A., with the T.F.A.A. treasurer submitting a monthly financial report, and an annual report for the calendar year.
- 3. The Finance Committee shall give considerations to financial conditions of T.F.A.A. and report their findings to the Board.

G. Tournament Committee

- 1. The Tournament Director shall serve as Chairman of the Tournament Committee.

2. The committee shall accept the bids from affiliated clubs for T.F.A.A. sanctioned championship tournament locations.
3. The committee shall submit all bids for state championship tournaments to the District Governors. The President will break a tie vote.
4. The committee shall be advanced appropriate funds for incidental expenses that occur in making arrangements for the T.F.A.A. championship events.
5. The committee shall receive the tournament registrations and fees for all T.F.A.A. championship events.
6. The committee shall make arrangements in advance for each event for:
 - (a) Location to serve as tournament headquarters for archers making entry in that event, or archers confirming presence as a pre-registered entrant
 - (b) Tournament headquarters location at the tournament site
 - (c) Target faces as required for each event
 - (d) Awards to be presented to the archers
7. The committee shall be responsible for all T.F.A.A. state level tournaments being conducted according to the rules, regulations and requirements as imposed by the Board.
8. The committee shall submit items relating to the T.F.A.A. sanctioned events to the Texas Field Archery News as follows:
 - (a) Any and all information that relates to the event being held by the T.F.A.A.
 - (b) Tournament entry form for each T.F.A.A. event
 - (c) Results of each T.F.A.A. event, giving entries and their scores, record scores broken, special awards, etc.
9. The committee shall provide the T.F.A.A. secretary the following information for placing in the permanent T.F.A.A. files:
 - (a) A complete list of the tournament entries with scores recorded from each event

- (b) A financial report of income and expenditures for each T.F.A.A. sanctioned event.

H. Tournament Committee Duties as Related to Tour Events

1. Maintain a tournament calendar, including SYWAT events by communicating with the Editor for publication of calendar in the TFAN and on the web site.
2. Recruit SYWAT hosts by running an ad in the TFAN at least two issues prior to the first scheduled event.
3. Recruit SYWAT hosts by working with Field Governors to sign up hosts in their districts.
4. Provide a simple contract to SYWAT hosts, in advance of scheduling the event, that list the responsibilities of both parties.
5. Provide a packet to assist the District Governor and Tournament Host in the running of the SYWAT tournament. This would include instructions on reporting results, where to mail money, T.F.A.A. divisions and certificates to hand out.
6. Maintain a SYWAT aggregate report card providing weekly update to the Editor.
7. Purchase SYWAT aggregate awards.
8. Chairman of Tournament Committee shall attend all board meetings and shall attend as many tournaments as possible. It is not reasonable to think he can go everywhere, but as the board member who schedules events he needs to be willing to travel to as many events as he can.

I. District Governor's Responsibility as to Tour Events:

- (a) Contact the pro shops and archery clubs in districts that have never hosted a SYWAT event and try to sell them on the idea of hosting SYWAT events.
- (b) Contact the pro shops and/or archery clubs in district that have previously hosted SYWAT events but are not signed up now. The District Governor is to do this only after attempts to schedule by the Tournament Direct has failed.

- (c) Contact event host one week prior to the event date and ask if they have everything that they need.
- (d) If the host is inexperienced, notify them of what they need to do in order to have a successful event and plan to attend the event on the first day, or get someone else who is experienced to attend and help on the first day.
- (e) It is the District Governor's responsibility make sure T.F.A.A. is well represented at every SYWAT event in their district.
- (f) Collect the scores and the T.F.A.A.'s portion of the money generated from the events hosted in their district. Scores are to be forwarded to the Archer-Editor and Tournament Director within 24 hours. Money is to be forwarded to the Secretary/Treasurer within one week.

J. Standing Committees – appointed by the President

1. Awards Committee

- (a) The Awards Committee shall give consideration to nominees submitted by the board and/or affiliated clubs for any and all special awards of the T.F.A.A. and shall recommend to the Board the person best qualified for the award.
- (b) Shall investigate all offers and donations of awards and recommend their acceptance or rejection to the Board.
- (c) Shall accept and investigate all bids for awards to be presented at T.F.A.A. tournaments.
- (d) Shall present to the Board for their consideration all bids for the awards.

2. Historian Committee

Shall correlate and record significant facts in the annuals of the T.F.A.A.

3. Legal and Rules Committee:

- (a) Shall study and report on all rules governing the play of all field archery games.

- (b) Shall study and report on all rules governing the conduct of T.F.A.A. tournaments.
- (c) Shall consider any proposed changes in the T.F.A.A. Constitution, By-Laws, Standing Rules and Policy.
- (d) Shall investigate and report on all legal and business affairs of the T.F.A.A.
- (e) Shall report their findings and recommendations to the Board.
- (f) Shall see that all meetings of the T.F.A.A. are conducted in accordance with Robert's Rules of Order Revised.
- (g) Shall declare ended any meeting or activity at which order cannot be maintained.

4. Membership Committee

- (a) Shall maintain and improve the relations between the members and the Board.
- (b) Shall investigate all complaints of dissatisfaction with the conduct of T.F.A.A.
- (c) Shall maintain and increase membership interest.

5. Publicity Committee

- (a) Shall secure favorable publicity for archery in the state of Texas.
- (b) Shall cooperate with all T.F.A.A. committees in securing favorable publicity toward promotion of T.F.A.A.
- (c) Shall help to improve the T.F.A.A. publications as a means of contact with the membership.

6. Bow hunting and Conservation Committee

- (a) Shall perpetuate and expand the sport of bow hunting.
- (b) Shall cooperate with Board in securing legislation favorable to bow and arrow hunting.

- (c) Shall comprise the delegation to the Sportsman's Clubs of Texas, and Parks and Wildlife Department meetings.
- (d) Shall cooperate with the Tournament Director on the annual tournament held for the bow hunters.
- (e) Shall cooperate with the National and State agencies in the conservation of game and its natural habitat.
- (f) Shall keep the membership informed of legislation affecting bowhunting in Texas.

BY LAWS ARTICLE II MEMBERSHIP VOTING

- A. Matters that may come before T.F.A.A. at any time may be submitted to the membership in the form of a vote taken by mail or at a T.F.A.A. sanctioned event. Determination of matters to be submitted to membership with the exception of changes to the constitution shall be made by the Board of Directors.
- B. Any matter put before the membership shall require the following to be binding upon T.F.A.A.:
 - 1. Each vote requires the signature of the voter as to authenticate its legitimacy.
 - 2. Publication of the majority consensus (results) of the votes cast in the next issue of the T.F.A.A. official publication (TFAN).
 - 3. After all the above requirements are met the majority vote will be binding upon T.F.A.A. and its representatives.

BY LAWS ARTICLE III MEMBERSHIP DUES AND FEES

- A. T.F.A.A. dues for the calendar year or any part of the year shall be:
 - \$25.00 for individual membership for adult
 - \$20.00 for individual membership for young adult (15 – 17)

\$10.00 for individual membership for youth (12 – 14)
\$10.00 for individual membership for cub (under 12)
\$ 5.00 for each family member in addition to head of household
\$35.00 maximum for family membership. No charge for additional family members in excess of three

B. Life Membership

\$150.00 for individual membership. Payments of \$50.00 each may be made; however, the total fee must be paid within that calendar year.

\$50.00 for individual 65 years of age and over.

- C. A portion of the archer's dues shall include one subscription to Texas Field Archery News per household. Additional copies will be \$10.00 per subscription.
- D. All T.F.A.A. membership fees must be remitted to the N.F.A.A. along with N.F.A.A. fees. Membership applications are available from N.F.A.A. or T.F.A.A. office.

**BY LAWS ARTICLE IV
CLUB AFFILIATIONS**

- A. Any organization of archers interested in the promotion of archery in the state of Texas may affiliate with T.F.A.A. upon making proper application and paying the prescribed dues.
- B. A club affiliated with T.F.A. A. may be chartered with N.F.A.A. upon approval of the T.F.A.A. Secretary and T.F.A.A. President. After establishing charter with N.F.A.A., continued affiliation will be maintained through the T.F.A.A. Secretary.

**BY LAWS ARTICLE V
CLUB DUES**

T.F.A.A. club dues will be \$40.00 for the calendar year or any part thereof. Each club shall receive the Texas Field Archery News and one free advertisement each calendar year.

Pro Shops may become club members of T.F.A.A. on payment of \$40.00 dues accompanied by application, and shall receive the Texas Field Archery News and one free advertisement each calendar year.

**BY LAWS ARTICLE VI
AWARDS**

A. Medal of Merit

1. This award is to be held by persons who have been active in the general progress of T.F.A.A. and the growth of the sport across the state of Texas.
2. This award shall be considered the highest award that can be bestowed by T.F.A.A.
3. Nominations for the award shall be made in writing by a Board member or an affiliated club to the Awards Committee Chairman, no later than sixty (60) days prior to the T.F.A.A. Field Championship Tournament.
4. The Awards Committee shall then present the nominations to the Board, no less than thirty (30) days prior to the T.F.A.A. Field Championship Tournament.
5. The Board shall return their votes to the Awards Committee at least ten (10) days prior to the T.F.A.A. Field Championship Tournament.
6. This award must be approved by a 2/3 affirmative vote of all Board members.
7. An individual may be awarded only one Medal of Merit award.

B. Achievement Awards – 400 – 500 – 560 Club

1. Any T.F.A.A. member who records a score of 400 or above, 500 or above, or 560 from the adult stakes during a registered tournament on the field or hunter round, or combination of 14 field/14 hunter, shall be eligible for the appropriate award. Applications for awards are available from club secretaries or from the T.F.A.A. Secretary. The completed application should be sent to the T.F.A.A. Secretary and should be accompanied by:
 - (a) Score card signed by two witnesses
 - (b) Fee as set out below:
 - (1) \$3.00 for 3-inch T.F.A.A. with one tab (either 400, 500, or 560)
 - (2) \$1.50 for one tab only (either 400, 500 or 560)

The three-inch emblem may be purchased separately for \$2.00 by any T.F.A.A. member.

C. N.F.A.A. Cub and Youth Progressive Merit Patches

1. Eligibility for these patches shall be limited to Club and Youth T.F.A.A./N.F.A.A. members.
2. Merit patches are awarded on official registered 28 target rounds, for one consecutive score of one 50-point increment between 50 and 550.
3. To apply for these awards, use the application form “Cub and Youth Division Archers – N.F.A.A. Progressive Merit Patches”, which is available from your club secretary or from the T.F.A.A. Secretary.
4. Requests for N.F.A.A. Progressive Merit Patches should be made to the T.F.A.A. Secretary and should be accompanied by a stamped, self-addressed envelope.
5. There is no charge for the first patch of each designation. Additional patches in each designation may be purchased for 25 cents each.

**BY LAWS ARTICLE VII
T.F.A.A. TOURNAMENTS**

- A. Will be held as prescribed and publicized by the Board of Directors.
- B. Shall be held to determine the archery champions of the State of Texas.
- C. The competitive events, awards, and rules governing the play shall be established by the Board in accordance with N.F.A.A./T.F.A.A. procedures.
- D. Competition shall be open to all members in good standing with N.F.A.A./T.F.A.A. who are eight (8) years of age or older.
- E. Clubs are requested to enter sealed bids by the start of the tournament requested for the following year (i.e. bids for the T.F.A.A. Outdoor Championship in 1966 should be submitted at that tournament in 1965.) Later bids may be accepted with board approval.
- F. Field Championship Tournament
 1. This tournament shall be hosted in accordance with a contract between the T.F.A.A. and host club.

2. The Texas State Field Championship is to be held on a date to be determined by the Board of Directors.

G. Indoor Championship Tournament

1. The Indoor Championship Tournament will be held at a site and on a date to be determined by the Board of Directors.
2. The Indoor Championship Tournament will be hosted in accordance with a contract between T.F.A.A. and the host club. If the T.F.A.A. does not receive a satisfactory bid from an affiliated club, the T.F.A.A. has the option to host the tournament.

H. Texas State 3-D Championship

1. Texas State 3-D Championship will be held on a date established by the Board.
2. Texas State 3-D Championship will be hosted in accordance with a contract between T.F.A.A. and the host club.

I. Junior Division Championship Awards

Cub and Youth classifications shall have at least three (3) scratch and three (3) handicap awards in the T.F.A.A. Indoor, Field and Texas State 3-D Championship, in order to give better recognition to these archers.

Young Adult classification shall follow the same award rules as Adult classification.

BY LAWS ARTICLE VIII BOARD OF DIRECTORS – DUES-FEES-EXPENSES

- A. Board members shall serve without pay. Reimbursements or allowances for any personal expenses incurred by an officer in the services of T.F.A.A. shall be made by written request to the T.F.A.A. Treasurer and must be approved by a majority of the voting Board. An exception shall be made in the case of any officer serving in a contracted position, who may be paid as established by written contract.
- B. Board members shall be reimbursed mileage at the rate of twenty-five (25) cents per mile to and from specially called T.F.A.A. Board meetings.

- C. The President may receive a maximum of \$600.00 per year, coincident with term of office, for reimbursement of expenses, including mileage expenses to Board meetings. The N.F.A.A. Director may receive a maximum of \$1,000.00 for expenses to the N.F.A.A. Annual Meeting. Dispensation of funds shall be in accordance with agreement between the President and Treasurer and N.F.A.A. Director and Secretary.
- D. The Tournament Director shall be advanced appropriate funds as needed.

BY LAWS ARTICLE IX LOSS OR REFUSAL OF MEMBERSHIP

- A. Any membership in the T.F.A.A. may be suspended, expelled or refused by a 2/3 majority vote of the Board for:
 - 1. Failure to furnish accurate and complete information making application for T.F.A.A. membership
 - 2. Failure to pay just debts due T.F.A.A., N.F.A.A., or TFAN.
 - 3. Failure to abide by the rules and regulations of N.F.A.A./T.F.A.A.
- B. Any category of individual membership can be expelled for court convictions of felonies, and may be expelled or suspended for violation of Federal or State game laws, misconduct, contumacious conduct or poor sportsmanship.
- C. Club Members

A club must notify a member in writing by registered or certified mail prior to taking action to expel a member. Failure to notify the member subjects the club to action of the T.F.A.A. board. The club secretary will forward a copy of the letter to the T.F.A.A. secretary to be placed in the permanent files.

- D. Action to expel or suspend any category of T.F.A.A. membership shall be sustained upon approval by a 2/3 majority of voting T.F.A.A. Board members. Otherwise, the action will be nullified and the membership exonerated.

BY LAWS ARTICLE X REINSTATEMENT OF MEMBERSHIP

Reinstatement of any category of T.F.A.A. membership shall be sustained upon approval by a 2/3 majority of voting T.F.A.A. Board members.

BY LAWS ARTICLE XI DISCLAIMER

Any and all matters not specifically covered under this constitution and by-laws shall be reverted back to and covered by the Constitution and By-Laws of the National Field Archery Association.

POLICY ARTICLE I OFFICIAL FIELD AND HUNTER ROUNDS

- A. An official club with a two star or more outdoor field course rating may register their official round tournament dates with T.F.A.A. for the purpose of making participating members eligible for T.F.A.A. and/or N.F.A.A. awards and having their scores from the events posted on their N.F.A.A. Membership-Handicap card.
 - 1. An official round(s) as defined by N.F.A.A. will be shot.
 - 2. Official round tournament dates are defined as a one-day or two consecutive days tournament, consisting of one or more official rounds.
 - 3. All scores at official round outdoor tournaments shall be recorded in non-erasable ink by a tournament official.
- B. All official tournaments must be registered in advance of the events, for the purpose of members' information with regard to participation.
- C. The club officer in charge of tournament registrations for the club will send the requested dates in advance to the T.F.A.A. secretary.
- D. A club, which cancels a registered event due to weather or any other reason, will notify the T.F.A.A. secretary of the cancellation and the reason.

POLICY ARTICLE II SANCTIONED TOURNAMENT SCHEDULE

- A. The T.F.A.A. Sanctioned Tournament Schedule is maintained in order that the membership may be advised of the locations and dates of events and in order that

the events will not be held on the same dates within a 150-mile radius. The T.F.A.A. Secretary, who will reserve dates for N.F.A.A./T.F.A.A. clubs in accordance with T.F.A.A. policy, maintains this schedule. The schedule will be published in each issue of TFAN for the benefit of the individual members and the member clubs.

1. The Sanctioned Schedule will be divided into 3 district formats:

- (a) Outdoor Invitational Tournaments
- (b) Indoor Invitational Tournaments
- (c) Upcoming Events

B. Annual Established Dates

Many clubs may have an annual established invitational date. This annual date will be held in reserve until December 1 of each year. To reserve the date for the following calendar year, the following procedure will be used:

- 1. A club officer will give written notice to the T.F.A.A. Secretary by December 1 of each year verifying that the club wishes to reserve their annual date for the following calendar year.
- 2. Dates unconfirmed by December 1 will be available to other clubs.

C. Open Dates

For a club to obtain the reservation of an open date not already reserved by another club within 150 miles, a club officer should send the requested date to the T.F.A.A. secretary for confirmation. The club will be advised if the requested date is confirmed.

D. The 150-mile radius requirement will apply interchangeably to indoor and outdoor tournaments.

E. Restriction to Competitive Events

Listing on the Sanctioned Tournament Schedule will be restricted to competitive archery shooting events in which the membership may participate. Events such as clinics, trade shows, social gatherings, etc., are not eligible to be listed on the Sanctioned Tournament Schedule.

F. Entitlement to Advertising

Tournaments listed on the Sanctioned Tournament Schedule may be advertised in the Texas Field Archery News. Results will be published free of charge.

POLICY ARTICLE III TOURNAMENTS

- A. All registered and non-registered tournaments listed on the Sanctioned Tournament Schedule will be hosted by a N.F.A.A./T.F.A.A. club and will be held on an inspected and approved official N.F.A.A. range.
- B. A sanctioned registered outdoor invitational tournament shall include a registered official round (14 field and 14 hunter or 28 field or 28 hunter).
- C. A sanctioned outdoor invitational tournament that is not a registered round may also be recognized as a T.F.A.A. event and listed on the Sanctioned Tournament Schedule. Such events might include but not be limited to animal rounds, 3-D shoots, turkey shoots, whitetail shoots, jamborees, etc., but shall in all cases include a competitive shooting event in which the T.F.A.A. membership can participate.
- D. A sanctioned official indoor tournament shall be hosted by an N.F.A.A./T.F.A.A. club, shall be shot on official N.F.A.A. faces, using N.F.A.A. rules and award system, and on an N.F.A.A./T.F.A.A. inspected and approved range. Sanctioned official indoor tournaments may be listed on the Indoor Invitational Tournaments Schedule. All other indoor tournaments may be listed on upcoming events.

POLICY ARTICLE IV OFFICIAL PUBLICATION – TEXAS FIELD ARCHERY NEWS

- A. Each affiliated club will be entitled to one full page of advertising at a reduced rate of \$30.00. Additional space may be purchased for \$45.00 per full page and \$25.00 per half page.
- B. Advertising for events not listed on the Sanctioned Tournament Schedule will not be accepted during the Indoor and Outdoor SYWAT season or on Southern Sectional dates.
- C. Advertising which is determined not to be beneficial to T.F.A.A. or its members will not be accepted.
- D. Club news and input from the membership will be published at no charge provided publication is beneficial to T.F.A.A. and space is available.

POLICY ARTICLE V
T.F.A.A. CHAMPIONSHIP TOURNAMENT FEES

T.F.A.A. Championship Tournament fees will be established annually as considered appropriate by the Board of Directors.

POLICY ARTICLE VI
T.F.A.A. CHAMPIONSHIP CONTRACTS

Contracts for the T.F.A.A. Championship tournaments will be drawn annually as considered appropriate by the Board of Directors. Sample contracts are attached to this document and made a part thereof.

POLICY ARTICLE VII
TEXAS STATE 3-D CHAMPIONSHIP

N.F.A.A. 3-D rules shall govern at the Texas State 3-D Championship.

POLICY ARTICLE VIII
FINANCIAL GUIDELINES AND CONTROLS

The Finance Chairman, who is the Vice President, will receive all bank statements on all bank accounts of T.F.A.A., including checking, savings, certificates of deposit, and all other monies. The Finance Chairman, the President, and any other appointed finance member of the Finance Committee, will receive the following reports on a monthly basis from the Secretary-Treasurer:

- Balance Sheet showing Funds on Hand and Liabilities
- Income Statement for the prior calendar month showing funds inflow and outflow and net gain/loss for the period

The Field Governors and all Officers will receive the following reports on a quarterly basis from the Secretary-Treasurer:

- Balance Sheet showing Funds on Hand and Liabilities
- Income Statement for the prior quarter showing funds inflow and outflow and net gain/loss for the period

Monthly reports shall be postmarked no later than the 10th day of the month following the close of the period being reported. Quarterly reports shall be postmarked no later than the 10th day of the month following the close of the period being reported.

Monthly Balance Sheets and Income Statements will be published in the TFAN.

There will be an annual audit of the T.F.A.A. records, either by commercial or non-commercial audit, whichever the Board prefers. The annual audit will be conducted at a time and place determined by the board.

Additional audits may be made at any time with or without notice to the Treasurer.

Receipts will be required for all disbursements.

T.F.A.A. money will be kept in one bank. There will be four signatures on the signature card as follows: The Secretary/Treasurer, the President, the Vice President (Financial Chairman) and the Field Governor who lives in the same district as the Secretary/Treasurer. Any two out of four of these signatures will be required for a check.

Certificates of deposit will be held in the same bank as T.F.A.A. checking account and savings account. Any transfer/withdrawal of a certificate of deposit will require the approval of the Board. All certificates of deposit will require three out of four authorized signatures for any transaction.

A petty cash fund of \$100 will be established for the Secretary/Treasurer for the purchase of stamps and routine office supplies and expenses. This fund may be replenished at any time by presenting receipts for expenses and replenishing the fund in the amount of the receipts. A check for the amount of the receipts, accompanied by photocopies of the receipts, will be sent to the President for his signature. Upon return to the Secretary/Treasurer, it will be signed by the Secretary/Treasurer and cashed to replenish the petty cash fund.

The Secretary/Treasurer is required to promptly pay all board approved T.F.A.A. bills, salaries, and reimbursements within 14 working days from receipt of the approved item. Items that have not been approved will be held until the following board meeting.

The Secretary/Treasurer does not have the authority to disburse funds except at the direction of the Board of Governors.

Specifically, all payments for President's expenses must be approved by the Board prior to payment. Only the following items may be paid without Board approval:

- Salaries of Secretary and Editor
- TFAN printing and postage
- Office supplies and office postage
- Refunds due to the membership
- N.F.A.A. merchandise and fees
- State and Federal taxes

No other items are to be paid without Board approval.

**POLICY ARTICLE IX
UNCOLLECTIBLE CHECKS**

There shall be a \$35.00 service charge on all checks that are returned from T.F.A.A. deposits.

ATTACHMENT 1

SAMPLE TFAA INDOOR CONTRACT

**1997 STATE INDOOR CHAMPIONSHIP BID
SUBMITTED BY: LONGVIEW ARCHERY CLUB**

The Longview Archery Club submits a bid to host the 1995 Indoor Championship under the following terms and conditions:

1. The tournament will be held at the Maude Cobb Convention Center in Longview, Texas on February 25 & 26, 1995. The center will be leased from Friday afternoon until Sunday evening for a fee of \$475.00
2. Income other than registration fees and T.F.A.A. fund raisers (raffles, etc.) shall belong solely to the Longview Archery Club.
3. T.F.A.A. will bear the cost of the lease as well as the bales, targets and all awards. The Longview Archery Club will purchase all bales from T.F.A.A. at the close of the tournament for 50% (50 percent) of their new cost.
4. The Longview Archery Club will supply and sell practice targets for a nominal fee.
5. The Longview Archery Club reserves the right to sell t-shirts and/or caps should T.F.A.A. decide not to do so.
6. T.F.A.A. will pay Longview Archery Club an amount equal to \$2.00 per registered competitor at the close of the tournament.

7. Any unforeseen cost not directly provided for in this bid will be negotiated by the two organizations at the time they are incurred.

This bid is submitted on behalf of the Longview Archery Club by:

President
Longview Archery Club

ATTACHMENT 2

SAMPLE T.F.A.A. OUTDOOR CONTRACT

1996 STATE OUTDOOR CHAMPIONSHIP TOURNAMENT SUBMITTED BY: IRVING BOWHUNTERS

This is a formal bid from the Irving Bowhunters Association for the 1996 State Outdoor Championship Tournament.

Bid specifications are as follows:

Irving Bowhunters will furnish:

1. One 28 target field range, and a second 28 target range if there are more than 110 shooters and we are notified 10 days in advance of the shoot date.
2. Cost to T.F.A.A. will be \$4.00 per shooter if T.F.A.A. furnishes the glued targets or \$5.00 per shooter if IBA furnishes targets.
3. IBA will set up range and maintain targets and water cans.
4. IBA will furnish concessions and keep all proceeds.
5. IBA will also contact local motels for discounts.

T.F.A.A. will furnish all awards, run registration and awards ceremony.

President

ATTACHMENT 3

SAMPLE T.F.A.A. 3-D CONTRACT

1995 STATE 3-D CHAMPIONSHIP TOURNAMENT SUBMITTED BY: SALT GRASS ARCHERY CLUB

Salt Grass Archery Club would like to submit a bid to host the 1995 T.F.A.A. State 3-D tournament. Details of our bid are as follows:

SGAC will furnish all 3-D McKenzie targets, to accommodate two 30-target ranges and one 7 to 14 target range for the mini-cubs. Salt Grass can provide two 40 target ranges if requested by T.F.A.A., however we recommend 30 target as we have found that 3-D archers prefer 30 target ranges. SGAC will divide the income from the tournament with T.F.A.A., using the following percentages:

Entry Income:	TFAA 60% - SGAC 40%
Concession Profit:	TFAA 25% - SGAC 75%
Raffle Profit:	TFAA 35% - SGAC 65%

Salt Grass Archery Club is located in Jack Brooks Park in Santa Fe, approximately 30 minutes south of Houston, 30 minutes north of Galveston, and 2 miles from the Gulf Greyhound Racing Tracks. There are, therefore, a variety of large and small hotels with a variety of prices less than 30 minutes driving time from SGAC. If SGAC is accepted as host of this tournament, we will contact several motels to arrange discounts.

Since we are located in Jack Brooks Park, there is ample parking space for archers. We also have a very nice pavilion area, with concession stand and bar-b-que pit, and where vendors can set up booths if desired.

SGAC has a permanent 28 target field range and additional space owned by the park available for arranging the 3-D tournament. Our practice range has more than 12 target bales from 10 to 60 yards.

SGAC co-hosted the LSBA-SGAC Charity Event in August of 1994 in which 372 shooters registered and \$17,000 was raised for the Make-A-Wish Foundation. This was a very successful shoot, and we feel that SGAC can host the TFAA State Shoot just as successfully.

In addition, we feel that the Gulf Greyhound Racing Tracks, NASA, and Galveston being close to the tournament site could be an added incentive for shooters throughout Texas to attend this tournament. We at SGAC hope that TFAA will give us the opportunity to host this tournament. Please let me know if any other information is needed.

ATTACHMENT 4

TEXAS FIELD ARCHERY ASSOCIATION

TEXAS FIELD ARCHERY NEWS EDITOR'S CONTRACT

1. The Editor shall abide by all rules and job description set forth in the T.F.A.A. Constitution and By-Laws.
2. Shall receive a sum of \$300.00 per issue.
3. Will be reimbursed for any expenses with proper receipts.
4. Shall be appointed to this position for a period of two (2) years.
5. Shall be considered contract labor and be responsible for his/her own withholding taxes.
6. TFANS shall be published on a timely basis.
7. Any controversial or anonymous articles shall be brought to be board before publication
8. Shall follow the Boards guidelines for publication dates.

Editor

Date

T.F.A.A. President

Date

ATTACHMENT 5

TEXAS FIELD ARCHERY ASSOCIATION JOB DESCRIPTION AND CONTRACT OFFICE OF SECRETARY OFFICE OF TREASURER

The Secretary shall be an officer of the corporation and shall be responsible for the following duties:

1. The Secretary will maintain a master mailing list which will include:
 - (a) Current data on the individual memberships of the T.F.A.A., including name, address, family members, and club affiliations as shown on monthly reports furnished by N.F.A.A.
 - (b) Current data on the club memberships of the T.F.A.A.

This information will be maintained in a format that can be used for the production of labels for mailing the TFAN and any other pertinent mailings directed to the individual and club memberships.

2. The Secretary will maintain a club mailing list showing the names and addresses of all clubs. This list will be used for mailings to the clubs only, and will be maintained in format that can be used for the production of labels for mailing purposes.
3. The Secretary will maintain a master copy of the Constitution, as updated by the Legal Committee. This constitution will be used as a master to furnish copies to T.F.A.A. clubs and members and for use in filing the N.F.A.A. compliance report. In the event of failure of the Legal Committee to update this Constitution, the Secretary will have next responsibility to update this Constitution.

The Secretary will distribute this Constitution annually to all clubs and to all officers and Board Members in January.

4. The Secretary will be responsible for minutes of all Board meetings, and distributing these minutes to all Board members and all clubs.
5. The Secretary will be responsible for notifying all clubs 60 days in advance of bid dates of the T.F.A.A. State Indoor Championship, the T.F.A.A. Field Championship, and the Bowhunter Jamboree, and for furnishing the clubs with copies of the criteria on these tournaments for their use in preparing bids.
6. The Secretary will be responsible for notifying all clubs and the general membership of the annual officer elections, for furnishing job specifications as set out in the Constitution, and for advising the membership regarding funding of the offices.
7. On regularly scheduled elections for the Tournament Director and for the District Governors, the Secretary will be responsible for providing a ballot to be published in the TFAN in ample time to be delivered to the membership at least 30 days prior to the T.F.A.A. Field Championship.
8. The Secretary will maintain the Sanctioned Tournament Schedule for the Texas Field Archery Association as follows:
 - (a) Maintain records of established annual dates.
 - (b) Advise the clubs annually to reserve their dates by December 1.
 - (c) Furnish this schedule monthly for publication in the TFAN.
9. The Secretary will handle the 20-pin/bar program for T.F.A.A.
10. The Secretary will handle the Cub/Youth Merit Patch program for T.F.A.A.

11. The Secretary will maintain files for the association, to include but not be limited to the following:
 - (a) File for each club, to contain information and correspondence pertinent to that club.
 - (b) File for each Board Member, to contain information and correspondence pertinent to that Board Member.
 - (c) File for each form used in conduct of T.F.A.A. business.
 - (d) General files as required.
12. The Secretary will provide information and assistance to the membership of any matters pertaining to the Secretary's duties.
13. The Secretary will provide the following to the Editor of TFAN by the close date of each issue:
 - (a) Sanctioned Tournament Schedule
 - (b) Membership Report
 - (c) Any updates on the Club Address List
 - (d) All upcoming meeting dates for the current year
 - (e) Awards report, as applicable (20 pins and Youth/Cub)
 - (f) Secretary's column, as applicable
 - (g) Minutes, as applicable
14. The Secretary will maintain and make available to clubs as they join or renew, a Club Secretary's packet furnishing all pertinent information and forms needed by the club secretaries to conduct business with T.F.A.A.
15. The Secretary will maintain, and make available to prospective clubs as they inquire about membership, a club membership packet providing an introduction to the Texas Field Archery Association/National Field Archery Association and extending an invitation to the club to join T.F.A.A./N.F.A.A.
16. The Secretary will maintain, and make available to individuals as they inquire about membership, current membership applications and a letter of invitation to join the T.F.A.A./N.F.A.A.
17. The Secretary will maintain a map of Texas, lined off by Districts, with the District numbers marked.
18. The Secretary will maintain a list of clubs by Districts.

19. The Secretary will reproduce and distribute to the Board members and the clubs the report from N.F.A.A. that shows the status of Club Charters-Ranges-Inspections within ten days of receipt of this report from N.F.A.A.
20. The Secretary will provide to the clubs and to the membership the President's agenda for all upcoming meetings.
21. The Secretary will provide written ballots to the clubs and to the membership as applicable.
22. The Secretary will provide each club and pro shop with Charter Renewal forms 90 days prior to expiration of the club or pro shop expiring, along with information on handling the form and all fees due. The Secretary will provide reminder notices at 30 day intervals until the club/pro shop will be not be renewing membership.
23. The Secretary will be responsible for processing any other paperwork pertinent to the office.
24. The office of Secretary is funded at \$300.00 monthly and this funding is payable at the end of the month.
25. The Secretary will be reimbursed for all expenses incurred for reasonable telephone expense, all postage expense, all office supplies, and all other pertinent working supplies on presentation of receipts.
26. The Secretary will be advance a petty cash fun of \$100.00 to be replenished as used and on presentation of receipts.
27. The Secretary is contract labor. No deductions will be made from salary.
28. The Secretary may be removed from office as set out in the Constitution regarding the removal of an officer. No notice will be required for such removal from office; however, the Secretary will have seven days time to surrender T.F.A.A. records/funds/supplies. These items will be picked up by appointment by a representative of T.F.A.A.
29. The Secretary may resign at any time without notice. In case of this event, T.F.A.A. will pick up its records/funds/supplies by appointment within seven days time from resignation.

With Board approval, the offices of Secretary and Treasurer may be combined. This job description is being written in two sections to facilitate division of these duties at any time.

30. The Treasurer will adhere to Policy Article VIII, Financial Guidelines and Controls, as set out in the T.F.A.A. Policy (attachment to Constitution) and as copied here and made a part of this contract.

.....

POLICY ARTICLE VIII FINANCIAL GUIDELINES AND CONTROLS

The Finance Chairman, who is the Vice-President, will receive all bank statements on all bank accounts of T.F.A.A., including checking, savings, certificates of deposit, and any and all other monies.

The Finance Chairman, the President, and any other appointed member of the Finance Committee, will receive the following reports on a monthly basis from the Secretary-Treasurer:

- Balance Sheet showing Funds on Hand and Liabilities.
- Income Statement for the prior calendar month showing funds inflow and outflow and net/gain loss for the period.

The Field Governors and all Officers will receive the following reports on a quarterly basis from the Secretary-Treasurer:

- Balance Sheet showing Funds on Hand and Liabilities
- Income Statement for the prior quarter showing funds inflow and outflow and net gain/loss for the period.

Monthly reports shall be postmarked no later than the 10th day of the month following the close of the period being reported.

Quarterly reports shall be postmarked no later than the 10th day of the month following the close of the period being reported.

Monthly Balance Sheets and Income Statements will be published in the TFAN.

There will be an annual audit of the T.F.A.A. records, either by commercial or non-commercial audit, whichever the Board prefers. The annual audit will be conducted at a time and place determined by the Board.

Additional audits may be made at any time with or without notice to the Treasurer.

Receipts will be required for all disbursements.

T.F.A.A. money will be kept in one bank. There will be four signatures on the signature card as follows: The Secretary-Treasurer, the President, the Vice-President (Financial

Chairman), and the District Governor who lives in the same district as the Secretary-Treasurer. Any two out of four of these signatures will be required for a check.

Certificates of Deposit will be held in the same bank as T.F.A.A. checking account and savings accounts. Any transfer/withdrawal of a certificate of deposit will require the approval of the Board. All certificates of deposit will require three out of four authorized signatures for any transaction.

A petty cash fund of \$100.00 will be established for the Secretary-Treasurer for the purchase of stamps and routine office supplies and expenses. This fund may be replenished at any time by presenting receipt for expenses, and replenishing the fund by the amount of the receipts. A check for the amount of the receipts, accompanied by photocopies of the receipts will be sent to the President for his signature. Upon return to the Secretary-Treasurer, it will be signed by the Secretary-Treasurer and cashed to replenish the petty cash fund.

The Secretary-Treasurer is required to promptly pay all board-approved T.F.A.A. bills, salaries, and reimbursements within 14 working days from receipt of the approved item. Items that have not been approved will be held until the following Board meeting.

The Secretary-Treasurer does not have the authority to disburse funds except at the direction of the Board of Governors.

Specifically, all payments for President's expenses must be approved by the Board prior to payment.

Only the following items may be paid without Board approval:

- Salaries of Secretary and Editor
- TFAN printing and postage
- Office supplies and office postage
- Refunds due to the membership
- N.F.A.A. merchandise and fees
- State and Federal taxes

No other items are to be paid without Board approval.

31. The Treasurer will receive all funds on behalf of T.F.A.A. and will deposit these funds in the T.F.A.A. checking account, which shall be used strictly for T.F.A.A. business.
32. On all cash items received, the Treasurer will provide a written receipt from a receipt book which retains duplicate copies and which has consecutively numbered receipts.

33. The Treasurer will be responsible for initiating disbursements from the T.F.A.A. checking account for T.F.A.A. expenses.
34. The Treasurer will be responsible for maintaining all financial records, including all financial statements for T.F.A.A.
35. The Treasurer will be responsible for filing all regulatory body reports, including but not limited to:
 - (a) Texas Corporate Franchise Tax Return
 - (b) Federal Corporate Income Tax Return
36. The Treasurer is responsible for furnishing the editor of the TFAN with financial statements by the due date of each issue.
37. The term of office will be set out in the Constitution.

The undersigned parties agree to the above items.

Secretary/Treasurer

Date

President/T.F.A.A.

Date

ATTACHMENT 6 HALL OF FAME

Definitions:

The term “Hall of Fame Board” means a three-member board appointed by the President of T.F.A.A. to review nominations and select inductees for the Hall of Fame.

The term “Senior Member of the Hall of Fame Board” or “Senior Member” means the board member serving his/her final year on the Hall of Fame Board.

The term “sponsor” refers to the T.F.A.A. member who is nominating a person for the Hall of Fame.

The term “nominee” refers to a current or past member of T.F.A.A. who has been nominated for the Hall of Fame.

The term “inductee” refers to a nominee selected by the Hall of Fame Board for induction into the Hall of Fame.

Selection of Hall of Fame Board:

Selection of the Hall of Fame Board shall be as follows:

- A. Hall of Fame Board members must have been a member of T.F.A.A. for a minimum of ten years.
- B. From the T.F.A.A. members who qualify to serve, the President of T.F.A.A. shall appoint an initial 3-member board.
 - 1. One member will serve one year.
 - 2. One member will serve two years.
 - 3. One member will serve three years.
- C. At the end of the initial board member's term, appointees will serve on a 3-year rotational basis with one new member appointed each year by the T.F.A.A. President.
- D. Should a Hall of Fame Board member be unable to finish his/her term, the T.F.A.A. President shall appoint a replacement.

Responsibilities of the Senior Member:

The Senior Member shall be responsible for the following:

- A. Serving as chairman of the T.F.A.A. Hall of Fame Board
- B. Calling meetings of the Hall of Fame Board
- C. Delegating duties to other Hall of Fame Board members
- D. Maintaining minutes and reporting to T.F.A.A. Board of Directors.

Responsibilities of T.F.A.A. Hall of Fame Board Members:

- A. Selecting inductees into the T.F.A.A. Hall of Fame.
 - 1. Selection into the Hall of Fame for shooting ability, service to the T.F.A.A., or a combination of shooting ability and service to the T.F.A.A. will be my majority vote of the Hall of Fame Board.
 - 2. All voting shall be by secret ballot.
 - 3. Only the Hall of Fame Board shall know the results of the voting.

- B. Notifying sponsors of the selection results for T.F.A.A. Hall of Fame no later than 90 days prior to the State Indoor Championship Tournament.
- C. Acquiring memorabilia from the sponsor prior to the indoor tournament.
- D. Arranging a proper display of inductees' memorabilia both at the State Indoor Championship Tournament and in written version for the TFAN.
- E. Informing the T.F.A.A. Board of the number of awards needed.
- F. Furnishing a list of inductees' names to the official supplier of the Hall of Fame awards and ordering the awards.
- G. Returning all memorabilia to the sponsor at the sponsor's expense if the sponsor does not attend the State Indoor Championship Tournament.

Criteria for Selection into Hall of Fame:

The members of the Hall of Fame Board shall select inductees into the T.F.A.A. Hall of Fame using the following criteria:

- A. A nominee must be or have been a member of T.F.A.A. for a minimum of five (5) years.
- B. A nominee cannot be an active member of the Hall of Fame Board.
- C. A nominee for shooting ability must meet a minimum of the 35-point requirement (see below).
- D. A nominee recommended for service to the T.F.A.A. must meet a minimum of the 30-point requirement (see below).
- E. A nominee recommended for a combination of shooting ability and service to the T.F.A.A must meet a minimum of the 30-point requirement (see below).
- F. A nominee for Bowhunting and bowfishing ability must meet a minimum of the 35-point requirement (see below).

- G. A nominee may be considered for meritorious service and dedication to T.F.A.A. and/or the sport of archery, however selection will require a unanimous vote of the Hall of Fame Board.

Responsibilities of Sponsors:

Sponsors shall:

- A. Present nominees for the T.F.A.A. Hall of Fame to the Hall of Fame Board starting January 1st of each year. All nominations must be received before the closing of the State Outdoor Championship tournament.
- B. Prepare and present a resume of the nominee.
- C. Defend nomination to the Hall of Fame Board.

Upon nominees' selection, the sponsor shall:

- A. Provide memorabilia of nominee to Hall of Fame Board for display at the State Indoor Championship Tournament no less than 60 days prior to the tournament.
- B. Present Individual Hall of Fame awards to their inductee at the State Indoor Championship Tournament. A family member will be invited to receive the award if the inductee is unable to attend or deceased.

Induction:

In any given calendar year, a maximum of three individuals may be inducted into the T.F.A.A. Hall of Fame. No minimum number of inductees is stated or implied in this policy.

Point System for Hall of Fame Selection:

The point system for Hall of Fame selection will be as follows:

- A. Service related annual points
 - 1. President 5 points
 - 2. Director 4 points
 - 3. Editor 3 points
 - 4. Secretary/Treasurer 3 points
 - 5. Bow Hunting Director 3 points
 - 6. Tournament Director 3 points
 - 7. Field Governor 2 points
 - 8. Any N.F.A.A. office 4 points
- B. Shooting related points – per championship
 - 1. Indoor State Championship 3 points

- | | |
|-----------------------------------|----------|
| 2. Outdoor State Championship | 3 points |
| 3. Indoor and Outdoor (same year) | 7 points |
| 4. Sectional Championship Outdoor | 2 points |
| 5. Sectional Championship Indoor | 2 points |
| 6. National Champion Outdoor | 5 points |
| 7. National Champion Indoor | 5 points |
| 8. Las Vegas | 5 points |

C. Bowhunting and Bowfishing Points

- | | |
|--|-----------|
| 1. N.F.A.A. Bowhunter | 1 point |
| 2. N.F.A.A. Expert Bowhunter | 2 points |
| 3. N.F.A.A Master Bowhunter | 5 points |
| 4. N.F.A.A. Grand Master Bowhunter | 10 points |
| 5. N.F.A.A. Bowfisher of the Year | 3 points |
| 6. N.F.A.A. Diamond Buck Award | 3 points |
| 7. N.F.A.A. Bowhunting and Conservation
Committee | 4 points |
| 8. Pope and Young Entry | 2 points |
| 9. Boone and Crockett (Archery) | 3 points |
| 10. Governor's Hunt Champion | 5 points |
| 11. T.F.A.A. Big Buck Contest | 1 point |
| 12. Texas Big Game Awards Region
Champion | 1 point |
| 13. T.F.A.A. Organized Hunt Champion | 1 point |