

CONSTITUTION OF THE BUFFALO FIELD ARCHERY CLUB (BFAC)

This charter, effective as of \_\_\_\_\_ by and between  
the Officers of \_\_\_\_\_  
BFAC undersigned, and in meeting before the general membership of BFAC  
to wit:

NOW, THEREFORE, IT IS AGREED:

**ITEM I - NAME**

The name of the club shall be the Buffalo Field Archery Club (herein  
after referred  
to as "the Club", or "the BFAC").

**ITEM II - GENERAL**

Section 1: Buffalo Field Archery Club is organized exclusively for  
charitable, religious, educational, and scientific purposes, including,  
for such purposes, the making of distributions to organizations that  
qualify as exempt organizations under section 501(c)(3) of the Internal  
Revenue Code, or corresponding section of any future federal tax code.

Section 2: Dissolution - In the event that said Olympic Committee of  
the United States is unable to accept the assets, assets shall be  
distributed for one or more exempt purposes within the meaning of  
section 501(c)(3) of the Internal Revenue Code, or corresponding  
section of any future federal tax code, or shall be distributed to the  
federal government, or to a state or local government, for a public  
purpose. Any such assets not disposed of shall be disposed of by the  
Court of Common Pleas of the county in which the principal office of  
the organization is then located, exclusively for such purposes or to  
such organization or organizations,  
as said Court shall determine, which are organized and operated  
exclusively for such purposes.

**ITEM III - PURPOSE**

The fundamental goals of the BFAC shall be:

- a) To provide and maintain for the membership a facility (hereafter  
referred to as the "Range") at which the sport of archery (to include  
but not limited to Field Archery, 3-D Archery, and FITA target archery)  
could be learned, practiced and competed;
- b) To use membership dues and donations for the maintenance and  
improvement of the range, for fees and costs associated with said  
maintenance and improvement, for the performance of archery  
competitions or tournaments, and for the general good of the  
BFAC membership and the citizens of Houston;
- c) To provide introduction, education and training to members and youth  
groups to the sport of archery and its practice in Texas;
- d) To operate within and in accordance with the laws of the state of  
Texas.

**ITEM IV - FISCAL YEAR**

The fiscal year of the BFAC shall coincide with the calendar year.

## **ITEM V - OFFICIAL PUBLICATION**

The official publication of the BFAC shall be the Buffalo Field Archery News and shall be issued to the membership at least once (1) per calendar quarter.

## **ITEM VI - MEMBERSHIPS**

There shall be two types of memberships for BFAC: Individual and Family.

## **ITEM V - BOARD OF OFFICERS**

### Section 1. Officer Positions

The Board of Officers, hereunto referred to simply as "the Board" or "the Board of Officers" shall have the following elected officers: President, Vice President, Secretary, Treasurer, Membership Director, Youth Programs Director, and a minimum of three general Directors (maximum seven). These officers are the presiding members and shall perform the duties prescribed by these Bylaws and in accordance with the current edition of Robert's Rules of Order Newly Revised. No officer shall receive any compensation (excluding free membership for the year elected) for performance as such.

### Section 2. Officer Powers and Duties

The officers shall have the powers and duties necessary for the administration of the affairs of the membership and for the operation and maintenance of the membership. The officers shall have general supervision of the affairs of the membership both during and between meetings of the membership, make recommendations to the membership when requested, and shall perform such other duties as are specified herein. The officers shall be subject to the orders of the membership pursuant to the bylaws, and none of the officers' acts shall conflict with the actions taken by the membership or Board approved resolutions. The officers will meet on a monthly basis and will publish to the membership when the meeting will occur. As a minimum the officers shall call a meeting of the membership once a year (For the purpose of presenting any information agreed upon by the Board of Officers). A majority vote of Board members, will decide any issue unless otherwise stated herein.

Individual officer powers and duties are:

a) President - It shall be the duty of the President to preside at all meetings, serve as an ex-officio members of all committees, arrange meeting place, oversee all membership activities, and see that resolutions passed by the membership are carried out. The President shall only vote in case of tie as a presiding member. The President shall also work with the appropriate city and county agencies to maintain the Range Special committees, working groups, and assignments may be appointed by the President as desired and with concurrence of the majority of the BFAC officers. The distribution of any additional duties among the Club officers shall be determined by the President and must carry approval of board majority.

b) Vice President - The Vice-President shall assume the duties of the President when he/she is absent or temporarily unable to serve, and shall become President if a vacancy occurs in that office. The Vice-President shall also be responsible for planning programs with the assistance of the committee membership and general membership, fill any vacant position on the Board of Officers until a replacement is found, and insuring that the Club's archery development programs are properly carried out. The Vice-President shall endeavor to ensure compliance of the membership with all current range rules for safety and maintenance of Club property.

c) Secretary - The Secretary shall keep the following records:

i) Minutes of all meeting, including decisions, actions authorized by the Club's members and officers, motions, voting proposals, and voting results;

ii) An attendance record;

iii) All correspondence of the membership (except for membership applications and inquiries);

iv) The original signed Bylaws and all amendments thereto;

v) A current membership roster (provided by the Membership Director) including addresses and telephone numbers;

vi) All Club forms, procedures, and club-owned literature; and notify all members of all other activities related to the membership.

The Secretary shall properly notify all members of record of each annual, regular, or special meeting, stating the purpose thereof as well as the time and place where it is to be held, pursuant to other requirements of notification contained in these Bylaws. The Secretary shall give the President a copy of the preceding meeting's minutes a week prior to the next meeting date. The Secretary shall conduct all correspondence and produce and distribute all official communications of the membership, including meeting announcements, and official BFAC Newsletter. The Secretary is editor in chief of all BFAC publications and shall not include any material not approved by a majority of the Board of Officers.

d) Treasurer - The Treasurer shall perform all of the following duties, with the distribution of duties to be determined by the Treasurer. The Treasurer shall be the sole point of contact between the membership and the bank/financial institution used by the membership. The Treasurer shall coordinate all financial transactions upon receiving written instructions from the President after a vote of the Board of Officers. The Treasurer shall maintain the membership bank account. The Treasurer shall collect and disburse funds of the membership and maintain a complete set of books of account of all the transactions of the membership, either manually or electronically, covering the membership's financial operations and assets. The Treasurer shall be responsible for collecting all member assessment fees and contributions, including fees and other payments resulting from tournaments / competitions hosted or co-hosted by BFAC. The Treasurer shall, upon request, issue receipts to the members for all payments made in cash, and retain all receipts, financial records, and statements of account received. The Treasurer shall prepare a monthly financial report including as a minimum

i) All transactions of the membership since the next to last regular meeting.

ii) The total summary of the BFAC financial position. This financial report shall be presented and circulated at the following regular meeting. Additional reports shall be prepared as requested by the

membership officers. Funds under \$50.00 may be handled on a "petty cash" basis by the Treasurer, and such funds shall be reported in the monthly and annual valuation of BFAC. Petty cash disbursements shall not cumulatively exceed \$250.00 annually. Disbursements in excess of \$50.00 shall be performed with approval of the majority of BFAC officers. The Treasurer shall see that all needed tax information is compiled, and prepare and file all appropriate forms required by the U.S. Internal Revenue Service and any other taxing agency to which the membership is obligated. The Treasurer shall prepare and present at the Annual Meeting a full and complete account of the membership's financial status at the conclusion of the previous calendar year. This account shall contain a statement of the gross income, deductions, and capital gains and losses of the membership for the previous calendar year, and the amount of net income and capital gains and losses allowable to each member. The Treasurer will produce a budget for each venue for approval by the Board of Officers on a yearly basis. All aforementioned financial records shall be available at all times for inspection and examination by any member.

e) Membership Director - The Membership Director shall perform all the following duties. The Membership Director shall be the sole point of contact between the membership and the BFAC regarding membership applications, membership inquiries, and the development and distribution of membership lists. The Membership Director shall also print and distribute the membership identifying cards.

f) Youth Programs Director - The Youth Programs Director shall have the following duties. The Youth Membership Director shall manage and coordinate the development, implementation, and BFAC participation in providing programs and services to the youth of the BFAC and City of Houston, while operating within the budget set forth by the Board of Officers.

g) General Director - Directors shall perform duties at the discretion of The BFAC membership / officers. These duties shall be focused on developing or enhancing BFAC's role in the sport of archery. Such duties may include, but are not limited to Field Archer, 3-D Archery, FITA Target Archery, and range improvement planning to achieve such goals as set forth by the membership or Board of Officers. General Directors will have voting rights with regards to Board business.

### Section 3. Election Process and Term of Office.

a) Election of officers shall be conducted by the process herein: Only members on the membership roster as of September 15<sup>th</sup> and in good standing may be considered for any BFAC position or have any voting rights, including existing and nominated officers. Voting will be done by means of pre-numbered secret ballots.

The September quarterly newsletter will go out no later than September 20<sup>th</sup> and have a section noting the elections and any open positions. Included in this section will be the requirements of a resume, of no more than one page in length, mailed to the Membership Director no later than October 8<sup>th</sup>. The Membership Director will check the candidates to verify they are in good standing and present said candidates to the Board of Officers at the regularly scheduled October board meeting.

A special election edition newsletter will go out no later than October 18<sup>th</sup> listing the eligible candidates and their submitted resumes along with notice that ballots will be mailed no later than October 22<sup>nd</sup> to all eligible voting members (Those members on the Membership Roster as of September 15<sup>th</sup>).

The Membership Director will produce the official BFAC election ballot which will contain the official ballot number, open positions, and the eligible candidates. Along with specific instructions which will include 1) That the ballot is not to be altered or reproduced. 2) Mailing address for the return ballot. 3) The date ballots are due, in the hands of the Membership Director, no later than November 12<sup>th</sup>. 4) A note on the returned ballot to identify this as a ballot and not a membership application.

The Membership Director will bring the ballots, unopened and unaltered, to the regularly scheduled November 17<sup>th</sup> board meeting for count and cross reference to the voting membership list by at least (3) independent counters. The candidate receiving the greatest number of votes (plurality or majority) for each particular office shall be elected. The winners will be announced and the ballots given to the Secretary to keep on file.

The December quarterly newsletter will announce the winners and request their presence at the January board meeting. All BFAC documents and pertinent correspondence will be turned over to the new officers at the January board meeting.

b) The term of office of all officer positions shall be one year or until the End of the current term in December, whichever is sooner. The exceptions to the terms of office are for the positions of President and Treasurer, which shall be two years. Officers shall be eligible for re-election, but no officer shall serve more than two consecutive terms in any one office unless re-elected to such office by a vote of two-thirds (2/3) of the members casting ballots. Any officer's term of duty may be terminated by a vote of impeachment of the Board of Officers. An impeachment hearing will be directed by the presiding officer voted on by the Board of Officers after all parties involved have been given fifteen (15) day notice.

#### Section 4. Exclusions.

Any member who had a membership terminated for cause may not hold any of the officer positions of the Club.

#### Section 5. Resignation, Removal, and Vacancies.

a) If any officer leaves the membership for any reason, it shall be assumed that the officer has immediately resigned from the officer position.

b) When a vacancy occurs in the office of the President, the Vice-President shall automatically become President for the remainder of the term. If vacancy arises in the Vice-Presidency, the Treasurer shall automatically become Vice-President, with Treasurer being replaced by the Assistant Treasurer. When a vacancy occurs in any other office, the Board may appoint a replacement to act in that officer's place for the remainder of the term.

Section 6. Officer Liability and Bonding.

a) No officer or member shall be liable to this Membership or to the members thereof for any losses resulting from the conduct of the office or management of the affairs of the Membership, except for acts constituting proven willful misconduct or proven gross negligence.

### **ITEM VIII - AMENDMENTS TO THE CONSTITUTION**

Amendments to this constitution require a 2/3 majority vote of the Board at any regularly scheduled open meeting.

### **BYLAWS ITEM I - COMMITTEES**

Section 1. Non-Permanent - Audit Committee.

An audit committee shall be appointed by the President at the November regular meeting for the purpose of auditing the membership financial records. This committee shall consist of three (3) members, excluding the Treasurer and Assistant Treasurer. Their report shall be presented to the fellow members at the Annual Meeting.

Section 2. Standing Committees.

Such other committees, standing or special, shall be appointed by the Board of Officers as deemed necessary to carry on the business of the membership. The President shall be an ex-officio member of all committees.

### **BYLAWS ITEM II - MEETINGS**

Section 1. Regular Meetings.

There shall be regular meetings of the Membership at a place designated by the Board on the Wednesday preceding the third Sunday of each month except during weeks that a holiday is on that Wednesday. For such cases, the regular meeting will be deferred to the preceding Tuesday.

Section 2. Special Meetings.

Special meetings requiring a club forum (defined in ITEM IV, Section 4) may be called by the President or upon request of at least fifty-one percent (51%) of the current membership members. In any case, notice for a special meeting shall be provided to all members at least one week prior to said meeting. No business of the membership may be transacted at a special meeting except as stated in the notice of the meeting unless by consent of two-thirds (2/3) of all members.

Section 3. Annual Meeting.

The regular meeting on the Wednesday preceding the third Sunday of January shall be known as the Annual Meeting, signifying the beginning of a new operating year for the Membership. At the Annual Meeting, new officers will be installed and will assume duties for their specified terms, reports of officers and committees may be presented, and any other business of the membership may be addressed if properly presented.

Section 4. Quorum.

A quorum must be represented at the annual meeting to conduct BFAC official business. A quorum shall consist of at least ten percent (10%) of the total members. If at the annual meeting, a quorum has not attended, any issues to be decided by the general membership as set forth in these bylaws are to be resolved using secret ballot by mail. For other meetings, a quorum is not required unless otherwise stated in the Bylaws or this Charter, rather attendance of at least sixty-six percent (66%) of the Board of Officers is required to perform official or financial business. Such business of the Membership shall be by written or oral ballot with decisions made by simple majority as defined above.

#### Section 5. Proxies.

Proxies are not used in the BFAC.

#### Section 6. Voting.

- a) A member must be current in good standing to be eligible to vote upon any matter requiring general membership approval. "Good Standing" is defined: 1) as having paid all dues and assessments if any. 2) have no pending reprimand proceedings pending with the Board of Officers. 3) Have not had their membership revoked or suspended for reasons state in ITEM III section (4) of these bylaws.
- b) Each membership shall receive one (1) vote.

#### Section 7. Agenda.

The standard agenda for regular meetings shall generally be as follows:

- a. Call to order by the President or his/her designee.
- b. Roll call/certification of a quorum.
- c. Introduction of guests;
- d. Presentation and approval of the agenda.
- e. Announcements.
- f. Reading and approval of the minutes of the previous meeting.
- g. Reports of officers.
- h. Reports of committees, as applicable.
- i. Discussions of old business.
- j. Discussions of new business, if any.
- k. Educational program (optional).
- l. Adjournment.

#### Section 8. Guests.

If sponsored by a member in attendance, member spouses and guests are welcome to attend any of the membership's regular meetings but shall have no voting rights.

### **BYLAWS ITEM III - MEMBERSHIP**

#### Section 1. Limitations.

Memberships shall not be limited to any maximum number. All single memberships must be over the age of 18 and sign BFAC membership application. If a single membership is sought for an individual under the age of 18, the legal guardian shall sign the BFAC membership application on their behalf. Family memberships must have a minimum of one adult over the age of 18. Each family membership shall also include all family members identified on the application up to the age of 18. The head of household shall sign BFAC membership application on behalf of all persons listed on said family membership application.

The Board of Officers may suspend or expel any member of the BFAC for conduct detrimental to the best interest of the club. The Board of Officers also reserves the right to refuse any membership application for the same reason.

#### Section 2. Member

Each member shall not be prohibited from participating in the operation of the affairs of the club on an equal basis, and shall serve as an officer, if elected, provided the member is in good standing as set forth in Item II section 6. Each member is required to provide a membership application with appropriate fees and dues on a yearly basis. The Officers for BFAC shall not be required to pay fees and dues and shall also be provided a single, or family, membership for the year of their service. Any member may resign from the membership any time; however, the club shall not be required to return unused dues or fees.

#### Section 3. Vacancies.

No members may transfer or sell their membership or interest in the membership to anyone.

#### Section 4. Loss or Refusal of Membership

- a) Membership shall be revoked for any member (single or family) for any one of the following reasons: 1) One or more instances of violation of range rules, 2) purposeful destruction or theft of membership assets or property, 3) provision of range access codes to non-members (does not include provision of access codes to appropriate parks department or other personnel performing services for the city, county, or BFAC. 4) Any actions set forth by Item IV section 1. 5) Any violation as contained in the Code of Ethics (Item XIII). 6) Court felony convictions. 7) Violation of Federal or State game laws.
- b) Action to expel or suspend any category to BFAC membership shall be sustained upon approval by a 2/3 majority of voting BFAC Board members. Otherwise, the action will be nullified and the membership exonerated.

#### Section 5. Reinstatement of Membership

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

### **BYLAWS ITEM VIII - DUES AND ASSESSMENTS**

#### Section 1. Annual Contribution.

The annual dues for any new member shall be a minimum of \$55.00 in cash or check and shall be limited to a standard Calendar year (January 1 thru December 31).

#### Section 2. Assessments.

The BFAC Board of Officers is authorized to place assessments on members for causing willful damage to BFAC property, or for damage resulting from disregard for BFAC property. Such assessments shall require unanimous vote of the Board of Officers. Furthermore, the assessment shall not exceed the value of damage. Members refusing such

assessments shall be considered in violation of their membership agreement and loss of membership shall result.

Section 3. Contributions.

Contributions for the BFAC are to be accepted by the Membership.

Section 4. Use of Funds.

All dues and assessments made by members shall also include approved operating expenses of the Membership.

Section 5. Unpaid Dues and Assessments.

If any member is delinquent in the payment of any dues and/or assessments for any reason, then the voting rights of that member shall be rescinded for all financial decisions of the membership, until said dues and assessments are paid. If any member is more than three (3) months late for payment to the membership of any owed dues or assessments for any reason, then said member shall be a candidate for expulsion from the membership, to be determined by 2/3 majority of the Board voting.

**BY LAWS ITEM IX - Sale of Assets**

Section 3. Financially Authorized Members.

All transactions involving the transfer (buy or sell) of assets of the membership shall require signature approval of at least two separate current financially authorized members of the Club for valid authentication. Financially approved members are those members who currently occupy any of the officer positions of the membership. In the case where one member occupies multiple officer positions, then a second signature approval must be obtained from a different financially authorized member. When changes are made to the list of financially authorized members, all corresponding financial agencies shall be promptly notified.

**BYLAWS ITEM X - PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Roberts Rules of Order Newly Revised shall govern the membership in all cases to which they are applicable and in which they are not inconsistent with the Membership Agreement, these Bylaws, and any other special rules of order the membership may adopt.

**BYLAWS ITEM XI - AMENDMENTS TO BYLAWS**

These Bylaws may be amended at any regular meeting of the membership by aforementioned quorum, provided notice of such amendment has been submitted in writing and in form and presented at a previous regular meeting. The presentation of "in form" shall be in accordance with current edition of Robert's Rules of Order Newly Revised.

All Bylaw provisions are to be discussed and voted on in a regular open meeting attended by two-thirds majority of all members in good standing (see ITEM III Section (4)). Passage or revision of Bylaws provisions will require a majority capital account vote of those present, and in good standing, at the meeting. Written notice of any meeting were

changes to the Bylaws of the membership are to be considered shall include a specific reference to this matter.

Exception to this is if a 2/3 majority of the members is not obtained for an open meeting, the Board may solicit the membership for a vote by mail using a secret ballot. Any non response is considered a yes vote.

Insurance - The membership shall be required to insure and keep insured all of the property of the BFAC and liability insurance for its members.

The limits and coverage of such insurance shall be reviewed at intervals not less than three years and adjusted, if necessary to provide such coverage and protection as the membership may deem prudent.

### **BYLAWS ITEM XII - BFAC Code of Ethics**

A. Each member of the BFAC shall be responsible for any and all of his/her acts at any archery tournament or activity sponsored in whole or in part by the BFAC. This responsibility shall apply especially to the results of any accidents, which could or may be caused by his/her bow and/or arrows. Each member of the BFAC must agree to abide by this code of ethics and the safety rules set forth by these bylaws and the hunting rules and regulations of the State of Texas Parks and Wildlife Department upon joining the BFAC.

1. When a member pays the registration fee to a tournament, he/she automatically agrees to become informed of, and to abide by, the rules of that tournament and shall not argue publicly with or verbally abuse any tournament or state official.

2. During or after a tournament a member may question a field captain, tournament official, or any official civilly, but he/she must accept the reply with no argument or retaliatory remarks. If he/she is dissatisfied with the reply or decision, he/she may file a formal letter of protest, with proper fees, to the tournament director. The subsequent decision rendered by an appointed protest board shall be final with regards to the tournament results. Other issues may be brought before the BFAC Board of Directors for redress by way of a formal, written request for a hearing to the SCAA President.

3. The use of profane language or obscene gestures at any archery activity, be it within or out of this state, shall be a violation of the Code of Ethics.

4. The drinking of any alcoholic beverage to the extent that the person becomes obnoxious or dangerous to others shall cause said person to be asked to leave the range or archery activity. Failure to do so will constitute a violation of the Code of Ethics.

5. Any BFAC member shall conduct himself or herself at all times in a manner that will bring respect and honor upon himself/herself, archery, and BFAC.

6. All BFAC members are required to report any and all violations of the Code of Ethics to the proper authorities: BFAC President, Vice-President or Director.

7. In the event of accusations of wrongdoing made against a BFAC member verbally, with basis or not, with witnessed account by an unbiased observer, the member being accused may request a hearing of the Board

of Directors whereby to confront his accuser and seek redress from the Board. If the accusations are found to be unfounded or unsubstantiated by the Board such accusations will be ruled a violation of this Code of Ethics.

8. Tournament Protests: All protests must be turned in, in writing to the tournament director within one (1) hour of the end of the day's shooting. A \$25.00 fee must accompany each protest. If protest is upheld by the appointment tournament protest board, the fee will be returned to the protestor. If the protest is not upheld, the fee will be retained by the BFAC treasury.

B. A violation of any section of this Code of Ethics by a BFAC member will result in a hearing at the next regularly scheduled board meeting by the BFAC Board of Directors and appropriate punishment will be determined by the Board on a case by case basis if found to be un-sportsman like or deliberate malicious misconduct.

#### **BYLAWS ITEM XIII - USE OF MEMBERSHIP INFORMATION**

It is the policy of the BFAC to hold membership information in the strictest of confidence. Sale or unauthorized use of membership information is strictly prohibited. Violation of this section is immediate grounds for membership termination. Authorized Use of the membership list is intended for assisting the Board of Officers in the communication process and or to provide logistical support for club functions. The information is not to be distributed outside the Board of Officers except as required for distribution of the official BFAC newsletter (or other Board approved communications) or for the purpose of law enforcement investigations.