

BYLAWS OF THE ACADEMY ARCHERY CLUB

ARTICLE I

BOARD OF DIRECTORS

There is an expectation that Officers and Board of Directors (BoD) will spend on average 16 hours a month supporting the general purpose of the AAC and performing their assigned duties. This support includes volunteering on range work parties, updating/maintaining ranges and facilities, creating/contributing website content, walking/shooting on the various ranges and interacting with the membership to provide feedback to the Officers and Board of Directors on the state of the Club, etc. BoD voting members are President, Vice President, Secretary, Treasury, Tournament Director, the Director-at-Large, the Range Coordinator, the 3D Range Coordinator and the Facility Coordinator.

The President will:

1. Be active duty or retired military with a valid military ID and access to USAFA.
2. Be the exclusive liaison to 10 MSG/CC to facilitate access for members to USAFA/Club and issue DBIDS ID cards.
3. Enforce all laws and regulations of the Club.
4. Be a signatory on all written contracts and obligations of the Club. Secure and disburse funds and have access to the Club bank accounts.
5. Delegate responsibilities across the BoD members as necessary based on context to maintain functionally.
6. Issue 'free' one-year memberships to nonmembers when it is in the best interest of the club. There can be no more than 10 free memberships granted in a one-year period unless approved by BoD for additional memberships.
7. Call meetings of the Officers and Board of Directors. The President will inform the Secretary of a meeting at least three days prior to the meeting.
8. Preside over meetings and supervise elections.
9. Submit all fundraising requests to 10 FSS/FSR Private Organization (PO) Monitor as required. Request must be submitted at least 4 weeks prior to the scheduled fundraising event (USAFAI 51-902 para 2.5). Before a fundraiser takes place, it must be approved by 10 ABW/CC or his or her designee.
10. Request, as required, approval of the Club's name from 10 MSG/CC; annual waiver of the requirement to maintain liability insurance from 10 MSG/CC or his or her designee; and approval of the Constitution and By-laws every two years or when there is a change or amendment to the Constitution from 10 ABW/CC or his or her designee.
11. Ensure the Club's compliance with the Constitution and By-Laws.
12. The President will serve for a term of four years.

The Vice President will:

1. Be active duty or retired military with a valid military ID and access to USAFA. Assume the duties of the President in the absence of the President.
2. Ensure the Club's compliance with the Constitution and By-Laws.
3. The Vice President will serve for a term of three years.

The Secretary will:

1. Notify the BoD of board meetings and notify all members of members meetings at least three days before the meeting.
2. Record written minutes of all meetings. Minutes will include results of elections and votes. Maintain the file records, and documents of the Club, including but not limited to the Constitution and By-Laws; membership roster; meeting minutes and financial statements; proof of insurance or waiver; fundraiser requests and approvals; and members' notice and acknowledgement of joint and several liability. All the data must be stored on the Club website and where appropriate be available to members. The Secretary must ensure that all records of the Club are provided to his or her successor.
3. Ensure that all print and electronic media mentioning the Club will include the following disclaimer: THIS IS A PRIVATE ORGANIZATION. IT IS NOT A PART OF THE DEPARTMENT OF DEFENSE OR ANY OF ITS COMPONENTS. IT HAS NO GOVERNMENTAL STATUS.
4. Secure and disburse funds in the absence of the Treasurer if the Secretary has completed the steps necessary to disburse such funds, such as being an authorized and named user of the Club's bank account, if any.
5. The secretary will serve for a term of four years.

The Treasurer will:

1. Along with the President secure and disburse funds; receive deposits; maintain financial and tax records; account for all funds, assets, and obligations; and satisfy the Club's liabilities with the Club's funds. If the Club uses a bank account, the Treasurer will be required to provide his or her personal information, such as Social Security Number, in order to act as an account holder. The Treasurer must ensure that, at the end of his or her term as Treasurer; his or her personal information is removed from the Club's account and replaced with the personal information of the successor Treasurer. The Treasurer must ensure that all financial records of the Club are provided to his or her successor.
2. Provide sound financial and operational management, in part by rendering a full and complete financial statement at each member meeting; maintaining a balance sheet that accounts for all assets and liabilities; and providing a summary of the budget at appropriate Officers and Board of Directors meetings. The budget must include projected expenses and purchases. The financial statement must include income received and expenses paid for the current fiscal year to include an accounting of the assets, liabilities, and net worth for the current fiscal year.
3. Be responsible for the Club's compliance with all applicable federal, state, and local laws, including any requirements to file and pay taxes or request tax-exempt status. If the Club chooses to pursue tax-exempt status, the Club is responsible for all associated duties and responsibilities, legal requirements, and fees.
4. Oversee the annual audit of the Club's finances, including if the audit must be conducted by an accountant or Certified Public Accountant. Prepare and send an annual financial statement to the President that will provide to IO FSS/FSR no later than 20 days after the end of the fiscal year. The Club's fiscal year will begin on 1 January of each year and end on 31 December of the following year.
5. Record meeting minutes in the absence of the Secretary.
6. Ensure that a minimum balance of \$4000 must be maintained in the Club account for operating expenses and emergency funds. Any funding requests when the club's cash balance falls below the \$4000 limit must be approved by the BoD.
7. Ensures any expenditures are consistent with the projected budget. Expenses beyond a projected budget must be approved by the BoD prior to disbursement or purchases.
8. The treasurer will serve for a term of three years.

Tournament Director will:

1. Plan and coordinate Club sponsored tournaments, for example the Triple Crown 3D Tournament.
2. Coordinate with other archery organizations to host their tournaments at the Club with base approval.
3. Work with the BoD to assure Club Facilities are setup to meet tournament requirements as well as reset the ranges after the tournament.
4. Submit a projected annual budget.
5. The Tournament Director will serve for a term of three years.

Range Coordinator will:

1. Architect the Field, Static, Olympic and Broadhead ranges and work with the Range Leads.
2. Coordinate/facilitate work parties, maintain target/range supply inventories, propose annual budget for target butts/stands and supplies. Negotiate purchases and work with the board to sign contracts and place orders. Keep web-based inventory of targets and maintains website pages related to the ranges with assistance of the Range Leads
3. The Range Coordinator will serve for a term of three years.
4. Range Leads will:
 - a. Take an oversight role on each of the four field ranges, static range, Olympic range, and broadhead range will have an individual lead.
 - b. Periodically inspect each range, make necessary small changes, e.g., changing out target faces, and reporting to the Range Coordinator of state of the ranges and note needed repairs.
 - c. The Range Leads are appointed by the President.

3D Range Coordinator will:

1. Architect the 3D Range and work with the Kid's 3D Lead. Coordinate/facilitate work parties, maintain target/range supply inventories, propose annual budget for target and range supply inventories. Negotiate purchases and work with the board to sign contracts and place orders.
2. Keep an inventory of targets.
3. The 3D Range Coordinator will serve a term of three years.
4. Kid's 3D Lead will:
 - a. Take an oversight role on Kid's 3D range. Periodically inspect the range, make necessary changes and reporting to the 3D Range Coordinator of state of the ranges and note needed repairs.
 - b. This position is appointed by the President.

Director-At-Large will:

1. Is to be selected from the membership and is to participate as a voting member on the BoD.
2. The term for this position is three years.

Facilities Manager will:

1. Works to maintain the club house, sheds, utilities, tools, and motorized equipment. Works with contractors as needed for tasking outside the scope of volunteers. Includes periodic maintenance, e.g., changing fluids and filters on the motorized equipment while maintaining a maintenance record within the web file. Works with the Base CE (unless assigned) to submit work request and monitor progress and is responsible for all USAFA base safety inspections.
2. This position serves a terms of three years.

Website Coordinator will:

1. Coordinate activities in support of the Club Website to include overall architecture, communicate and work with any third party managing the website, establish standards for written and image/video content, and file storage. Assists other board members as they maintain their web pages.
2. This position is appointed by the President.

The-Board of Directors will:

1. Approve annual budgets and authorize any disbursement of funds within the budget to the Tournament Director, 3D Range Coordinator, Range Coordinator and Facilities Coordinator.
2. Ensure the Club achieves its constitutional purpose; oversee the Club's activities; implement internal management and control procedures; and take action to resolve the Club's matters.

ARTICLE II

ELECTIONS AND VOTING

1. An annual election of the BoD Officers will take place in the first quarter of each calendar year, if required. Elections can be conducted as web based election or at a members meeting. A simple majority of votes cast by members is sufficient to elect each officer. The current President will vote only in the event of a tie unless it is for the President then the Vice President will vote.
2. The BoD will determine the procedures to be followed for conducting all elections; including deadlines to submit for placement on the ballot; how members will be informed of candidates for office and written statements to be made. Members will not be allowed to be contacted directly by any candidate unless approved by the BoD. Votes at member's meetings will be conducted by secret ballot. Members are not permitted to vote by proxy. Proxy voting is permitted at meetings of the BoD.
3. All votes at member's meetings will be conducted by secret ballot. Members are not permitted to vote by proxy.
4. In order to run for an Office the candidate:
 - a. Must be a member in good standing.
 - b. Meet the eligibility requirements for that particular office.
 - c. Has not resigned or been terminated from the BoD or Club in the previous 5 years before the election; unless waived by the BoD.
 - d. Has timely submitted their name for consideration for an office and timely submitted a position statement for distribution to all the members. Deadlines will be communicated to all members.
5. Elections will not be held for non-contested positions.
6. The BoD will decide whether to conduct a re-count or re-vote at the request of any member
7. In the event any Board member resigns the President can either appoint a member for the remainder of the term for the vacated office or hold a special election.

ARTICLE III

COMMITTEES

1. The BoD may, at the request of any officer or member, form a committee to address a specific need of the Club. A committee will be disbanded when the need no longer exists or at the discretion of the BoD.
2. Every committee will include at least one Board member. Committee members must be members in good standing of the Club and will serve in a volunteer capacity. No committee member will receive compensation for his or her efforts, monetary or otherwise.

ARTICLE IV

ACTIVITIES

1. The Club holds an annual 3D tournament, The Triple Crown. The event has three 'legs; one held in April, May and the final leg in June, when possible.

ARTICLE V

RANGE SAFETY

1. Safety is of the utmost importance to the club. Any member violating the Club's Range Safety Rules and Regulations that each member signed when they obtained their membership (documents are on the Club's website) will have their membership privileges suspended and the Board will consider permanent membership revocation.
2. Possession or consumption of alcohol, marijuana including THC-based products, or any other banned substance are prohibited on any of the ranges. Anyone in violation of either of these rules will be removed from the ranges, have their membership privileges suspended and the Board will consider permanent membership revocation.
3. Broadheads, either practice or hunting types, are only allowed on the Broadhead Range or in a member's vehicle. The possession of broadheads on any other range will result in immediate membership suspension and a hearing with the Board who will then vote to revoke the membership.

ARTICLE VI

AMENDMENTS

1. Amendments to the By-Laws may be proposed by any member to the BoD, and at it's discretion, voted upon by the membership.
2. The By-Laws accompany the Constitution. If there is a conflict between the Constitution and By-Laws, the Constitution will take precedent.
3. The BoD can call for a special election and can be held any time during the year for a membership vote to amend the Constitution and/or Bylaws.

I certify these By-Laws were approved by a majority vote of the membership held on _____(date),

Signature, President Academy Archery Club

Date

Printed Name