

# **CONSTITUTION AND BYLAWS OF THE ACADEMY ARCHERY CLUB**

## **CONSTITUTION**

### **ARTICLE I**

#### **NAME AND PURPOSE**

1. The ACADEMY ARCHERY CLUB (AAC) is a 501.C private association, hereinafter called the Club. The Club is a 209-acre Archery facility located on the United States Air Force Academy (USAFA). This is a volunteer organization of military and civilians including families. The Club is funded through membership dues and range maintenance is provided by members. As a tenant of the United States Air Force Academy the Club will follow the procedures outlined in AFI 34-223, and AFP 30-3.
2. This is a private organization. It is not a Federal or official entity of the United States, Department of Defense, Air Force, 10th Air Base Wing, the USAFA, or any of its components. It has no governmental status. Individuals acting on behalf of the Club are acting exclusively outside the scope of any official capacity as officers, employees, or agents of the Federal Government.
3. The Club promotes the sport of archery in a collegial atmosphere for Cadets, active and retired military members and the Pikes Peak community in general. The facilities include Static Ranges, 3D Ranges, Field Archery Ranges, Broadhead Tuning Range, Club House, Maintenance Sheds, and Equipment for use by Club members. The Club also supports the USAFA Cadet Archery Club and maintains the facilities for their use.

### **ARTICLE II**

#### **GENERAL PROVISIONS**

1. The Club operates on the USAFA with the consent of the Installation Commander, or Commander, 10th Air Base Wing (ABW/CC), or Mission Support Group (MSG/CC). Operation is contingent upon compliance with the requirements and conditions of all applicable Air Force regulations, directives, policy, and guidance. Furthermore, operation of the Club must comply with all applicable federal, state, and local laws.
2. The Club is a self-sustaining private organization, run primarily through membership dues, contributions, service charges, fees, special assessments, and fundraisers. At no time will this private organization solicit or accept financial assistance from an appropriated fund entity or a Non-appropriated Fund Instrumentality (NAFI) in the form of contributions, repairs, services, dividends, or donations of money or other assets.
3. The possession or consumption of alcohol on the Club ranges is prohibited with the exception of social events at the Clubhouse and patio. The possession or consumption of marijuana including THC-based products is prohibited. Being impaired on any of the ranges is prohibited.
4. The Club will conduct itself in a manner that is free of any form of unlawful discrimination and provide equal opportunity and treatment regardless of race, color, religion, gender, national origin, ethnicity, age, disability, genetic information, or sexual orientation. Neither membership in nor services provided by the Club will be denied on any of the preceding bases.
5. The Club will not use the seal, logo, or insignia of the Department of Defense (DoD) or any DoD Component, unit, or installation, including Air Force, 10th Air Base Wing, and United States Air Force Academy. If the name of the Club uses the name or abbreviation of a DoD unit or installation, including 10th Air Base Wing and the United States Air Force Academy, the Club will

obtain the written approval of the Installation Commander, or Commander, 10th Air Base Wing (10 ABW/CC) or Commander, 10<sup>th</sup> Mission Support Group (10MSG/CC).

### **ARTICLE III**

#### **BOARD OF DIRECTORS**

1. The administration of the Club will be conducted by a Board of Directors (BoD) consisting of a President, Vice President, Secretary, Treasurer, Tournament Director, 3D Range Coordinator, Range Coordinator, Facilities Coordinator, and a Director at Large that will be voting members. These officers will perform the duties specified in the Club's By-Laws as well as those duties usually incident to their offices. These officers are responsible for asset accountability, liability satisfaction, and sound financial and operational management of the Club. Officers must be members in good standing. All officers will serve in a volunteer and voluntary capacity. No officer or BoD member will receive compensation for his or her efforts, monetary or otherwise during their term or for a period of two years after they leave the BoD with the exclusion of reimbursement of expenses. President, Vice President, Secretary, Treasurer may not hold more than one officer position simultaneously.
2. BoD members will be elected by a vote of the membership. In the event that an officer cannot fulfill their term, the BoD can either appoint a replacement to fill out the term or hold an election to fill the vacated position.
3. The BoD will meet in person or electronically at least once each quarter of the calendar year. To establish a quorum for a meeting of the BoD, at least five of the officers must be present to transact official business. An officer unable to attend a meeting of the BoD may vote in absentia or may name another officer to vote as his or her proxy.
4. The BoD shall be able to establish operational policies to enforce the Constitution and Bylaws or for any situation that arises to ensure compliance with the Constitution and Bylaws. Such operational policies will be posted on the Club's website.

### **ARTICLE IV**

#### **MEMBERSHIP**

1. Membership in the Club is open to all persons, military (active duty or retired) or civilians and their families. Membership categories are military individual, civilian individual, military family, and civilian family. Membership is strictly voluntary. Membership will not be denied on the basis of race, color, religion, gender, national origin, ethnicity, age, disability, genetic information or sexual orientation. The BoD has the authority to grant free or reduced-price memberships.
2. All members will have equal opportunity to seek office in the Club. All members will always conduct themselves in a responsible and safe manner and will represent the Club through actions and words that exemplify the sport of archery. Safety at the club is a significant priority and the Club safety rules must be followed. Respect for nature is a necessity. Members will treat each other and anyone with whom they come into contact with on the Club's grounds with dignity and respect. The Club and its members will not support or participate in any activity that may discredit the United States, Department of Defense, Air Force, 10th Air Base Wing, or USAFA or conflict with governmental activities.
3. Members will report any signs of fraud or other impropriety to the Commander or Director, 10th Force Support Squadron (10 FSS/CL).
4. Members will be personally and jointly and severally liable under the laws of the state of Colorado for obligations of the Organization and for organizational debts in the event the assets of the Organization are insufficient to discharge its liabilities. Members will receive and acknowledge a

written notice that they are personally and jointly and severally liable for the financial obligations of the Organization. Members will sign the notice, which will be kept by the Secretary.

5. Membership may be terminated by request of the member; or the member's termination of access to the United States Air Force Academy.
6. Membership may be involuntarily terminated if a member is delinquent on payment of membership dues, fees, or any other similar charges levied on members for more than three months. Membership may be involuntarily terminated for unsafe, disrespectful, unprofessional, or criminal conduct or any behavior that violates the mission statement or the Constitution or Bylaws of the Club.
7. Involuntary termination shall be by vote of a quorum of the BoD.

## **ARTICLE V**

### **MEETINGS**

1. The Club will conduct an annual member meeting each calendar year. Web-based meetings and voting are allowed. A simple majority vote of those present or participating is sufficient unless otherwise specified in the Constitution or By-Laws.
2. The Vice President in the absence of the President, will preside at all meetings.
3. The Treasurer in the absence of the Secretary, will record summaries of all meetings.

## **ARTICLE VI**

### **FINANCES**

1. The Club will be financed primarily through membership dues, and fees. Membership dues, day passes, tournament fees, etc. will be decided by a vote of the BoD. Dues will not be changed more than once per calendar year.
2. Funds will be secured and disbursed by the President or delegated to the Treasurer or other members of the BoD, who will prepare a financial statement that includes deposits and withdrawals at every members meeting. The financial statement will be incorporated in the meeting minutes.
3. There will be an annual audit of the Club's finances. If the Club's annual gross revenues are at least \$100,000 but less than \$250,000, the BoD will vote to appoint an accountant, who will conduct an annual audit of the Club's finances. If annual gross revenues are \$250,000 or more, the BoD will vote to appoint a Certified Public Accountant to conduct the annual audit. The Club will pay for accountant services from its fund.

## **ARTICLE VII**

### **ACTIVITIES**

1. The Club will furnish its own equipment, supplies, and other materials to conduct its activities. The Club may request and receive approval to conduct meetings of reasonable duration and frequency on a DoD installation. The Club may be required to reimburse for any services or support received from the installation.
2. The Club will not engage in frequent or continuous resale activities directly or through a third party. The Club may be authorized to conduct occasional events for fundraising purposes by 10 MSG/CC or his or her designee. Approval is necessary whether the fundraiser is conducted on or off the installation. The Club will not conduct more than two fundraisers per calendar year, as per

USAFA- 51-902. The Club will not engage in activities that duplicate or compete with those of any 10 FSS, Services, NAFI, or Army and Air Force Exchange Service (AAFES) operation on the installation, except as permitted by AFI 34-223 and AFI 36-310 I.

3. Fundraisers must comply with AFI 34-223 and AFI 36-3101, "Fundraising Within the Air Force." Fundraiser requests must be submitted in a timely fashion to 10 FSS/FSR. All fundraisers must be approved in advance by 10 ABW/CC or his or her designee.
4. The Club will not solicit for funds or donations of any kind on any DoD installation. Off-base solicitations must state clearly that the solicitation is being conducted by the Club and not by the United States, Department of Defense, Air Force, 10th Air Base Wing, or the United States Air Force Academy.
5. The Club will not haze or harass its members or businesses.

## **ARTICLE VIII**

### **INSURANCE**

1. The Club will maintain liability insurance unless the Club requests through 10 FSS and 10 ABW/CC or his or her designee waives the requirement in accordance with AFI 34-223. A copy of the insurance policy or waiver will be provided to 10 FSS/FSR and Base Civil Engineering (CE)/Real Property. Regardless whether this requirement for continuous liability coverage is waived, the Club may be required to obtain liability insurance for a specific event that involves a greater risk of injury or damage. If waived, the requirement to maintain liability insurance will be re-evaluated on an annual basis.
2. The Club holds harmless liability insurance and will indemnify to the United States, Department of Defense and any of its agents or units for claims arising from any of the Club's activities.
3. The Club will maintain property insurance to cover targets, buildings, vehicles, tools and equipment.

## **ARTICLE IX**

### **AMENDMENTS**

1. Amendments to the Constitution may be proposed by any member and voted upon by the membership. Incorporation of an approved amendment into the Constitution is subject to the review and approval process set out in AFI 34-223.
2. The Constitution will be reviewed at least every two years; when there is a change in the purpose, function, or membership eligibility; or when there is an amendment, whichever comes first.
3. The Constitution is accompanied by By-Laws. If there is a conflict between the Constitution and By Laws, the Constitution will take precedent.

**ARTICLE X**  
**DISSOLUTION**

1. The Club may be dissolved on a majority vote of the membership. The Club may also be dissolved by order of 10 ABW/CC.
2. Prior to dissolution, the Club must notify 10 FSS/FSR of the Club's intent to dissolve and prepare a time-phased plan. The time-phased plan to dissolve must include a plan to satisfy any outstanding debts, liabilities, or obligations before they are allocated for any other purpose. Disposition of remaining funds and residual assets will be determined by a vote of the membership.

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Dennis Scott, President of AAC Date

I (approve) disapprove) this Constitution,

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Signature Date

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Commander, 10<sup>th</sup> Mission Support Group (Printed)