

# 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 where 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 the Pikes Peak region. 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 (10 ABW/CC). Operation is contingent upon compliance with the requirements and conditions of all applicable Air Force regulations, directives, policy, and guidance. Furthermore, operation 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 Nonappropriated 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. 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).

### **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. The 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. The term of each will be three years. In the event that an officer cannot fulfill the three year- 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 virtual 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.

### **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.

3. 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 during the Club's dealings 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.

4. Members will report any signs of fraud or other impropriety to the Commander or Director, 10th Force Support Squadron (10 FSS/CL).

5. Membership may be terminated on the request of the member; or the member's termination of access to the United States Air Force Academy. Termination for any of these reasons does not require a vote.

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. Involuntary termination for any of these reasons requires the vote of at least two-thirds of the BoD to include a letter of membership termination to the member.

## **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 President, or Vice President in the absence of the President, will preside at all meetings. Meetings will be conducted in accordance with Robert's Rules of Order.

3. The Secretary, or Treasurer in the absence of the Secretary, will record minutes of all meetings. Such minutes will be reviewed and approved by the presiding officer and posted on the Club's website no later than 15 days after the meeting.

## **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 provide 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, members 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, members will vote to appoint a Certified Public Accountant to conduct the annual audit. The Club will pay for accountant services from its funds.

## **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 ABW/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 USAFAI 51-902. Except as an approved fundraiser, the Club cannot advertise for, make referrals to, or encourage use of a commercial business. 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 36-3101. The Club may not sell or serve alcoholic beverages.
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 identify 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.

This Constitution is submitted for approval by

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINTED NAME

President

I (approve) (disapprove) this Constitution.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINTED NAME

Commander, 10th Mission Support Group

# CONSTITUTION AND BYLAWS OF THE ACADEMY ARCHERY CLUB

## BYLAWS

### ARTICLE I BOARD OF DIRECTORS

There is an expectation that Officers and Board of Directors will spend on average 16 hours a month supporting the Club. 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 Member-at-Large, the Range Coordinator, the 3D Range Coordinator and the Facility Coordinator.

#### **The President will:**

Be active duty or retired military with a valid military ID and access to USAFA.

Be the exclusive liaison to 10 ABW/CC to facilitate access for members to USAFA/Club and issue DBIDS ID cards.

Enforce all laws and regulations of the Club.

Be a signatory on all written contracts and obligations of the Club.

Secure and disburse funds and have access to the Club bank accounts.

Delegate responsibilities across the BoD members as necessary based on context to maintain functionally.

Issue 'free' 1-year memberships to nonmembers when it is in the long term best interest of the club. There can be no more than 10 free memberships granted in a one-year period.

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.

Preside over meetings and supervise elections.

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 (USAFI 51-902 para 2.5). Before a fundraiser takes place, it must be approved by 10 ABW/CC or his or her designee.

Request, as required, approval of the Club's name from 10 ABW/CC; annual waiver of the requirement to maintain liability insurance from 10 ABW/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.

Ensure the Club's compliance with the Constitution and By-Laws.

**The Vice President will:**

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.

Ensure the Club's compliance with the Constitution and By-Laws.

**The Secretary will:**

Notify the BoD of board meetings and notify all members of members meetings at least three days before the meeting. The Club will not use base-wide or wing-wide government email address lists for these or any other notices.

Record written minutes of all meetings. Minutes will include results of elections and votes.

Maintain the files, 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.

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.

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.

**The Treasurer will:**

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.

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. The financial statement must also

include an accounting of the assets, liabilities, and net worth for the current fiscal year.

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.

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 10 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.

Record meeting minutes in the absence of the Secretary.

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.

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.

#### **Tournament Director will:**

Plan and coordinate Club sponsored tournaments, for example the Triple Crown 3D Tournament.

Coordinate with other archery organizations to host their tournaments at the Club with base approval.

Work with the BoD to assure Club Facilities are setup to meet tournament requirements as well as reset the ranges after the tournament.

Submit a projected annual budget.

#### **Range Coordinator will:**

Architect the Field, Static, Olympic and Broadhead ranges and work with the Range Leads. 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.

#### **Range Leads will:**

Take an oversight role on each of the four field ranges, static range, Olympic range, and broadhead range will have a individual lead.

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.



**3D Range Coordinator will:**

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. Keep web-based inventory of targets and maintains website pages related to the 3D ranges with assistance of the Kid's 3D Lead.

**Kid's 3D Lead will:**

Architect and 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.

**Facilities Coordinator will:**

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 Facility Manager assigned by Base CE (unless assigned) to submit work request and monitor progress.

**Website Editor will:**

Coordinate Activities in support of the Club Website to include overall architecture, establish standards for written and image/video content, file storage. Assists other board members as they maintain their web pages.

**The-Board of Directors will:**

Approve annual budgets and authorize any disbursement of funds within the budget to the Tournament Director, 3D Range Coordinator, Range Coordinator and Facilities Coordinator.

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**

An annual election of the Club's officers will take place in the first quarter of each calendar year either as web-based election or at a members meeting. A simple majority 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.

All 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.

The BoD will decide whether to conduct a re-count or re-vote at the request of any member.

### **ARTICLE III COMMITTEES**

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 on the determination of the BoD.

Every committee will include at least one officer. 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**

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.

### **ARTICLE V Range Safety**

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 (<https://academyarcheryclub.wildapricot.org/Range-Safety-Policy>) will have their membership privileges suspended and the Board will consider permanent membership revocation.

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.

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**

Amendments to the By-Laws may be proposed by any member and voted upon by the membership.

The By-Laws accompany the Constitution. If there is a conflict between the Constitution and By-Laws, the Constitution will take precedent.

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

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SIGNATURE

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DATE

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PRINTED NAME

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President

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