

OHIO ARCHERS ASSOCIATION
CONSTITUTION AND BY-LAWS
REV. 4 – DEC. 4, 2016



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CONSTITUTION

ARTICLE I: NAME

The name of this organization shall be “Ohio Archers Association,” designated by the initials “OAA” and shall be (i) a state charter of the National Field Archery Association (NFAA); and (ii) an Ohio non-profit corporation.

ARTICLE II: PURPOSE

The purpose of the OAA shall be to promote activities in all phases of archery throughout the state of Ohio; to encourage membership of all archers within the state; to unify statewide archery activities; to promote good fellowship, good sportsmanship, mental and physical health through the practice of archery; to hold tournaments to determine state champions; and to affiliate with archery clubs/shops throughout the state to increase membership.

ARTICLE III: RULES OF INCORPORATION

- A. The OAA shall be incorporated as a non-profit organization and shall in all instances be governed by Ohio Revised Code § 1702.
- B. The OAA Secretary shall be the Statutory Agent of the Corporation.
- C. The OAA Secretary shall preserve and maintain the Articles of Incorporation and keep them current.
 - a. When a new OAA Secretary takes office, that person must become the new Statutory Agent since this Agent’s Address must be the principle business address of the Organization. To do this the new Secretary must log onto the Secretary of State website; Business Section and download an “Appointment of Statutory Agent” form. The form is the completed and returned to the Secretary of State along with the required fee.
 - b. Every five years, a “Continuing Existence” form must be filed with the Secretary of State along with the appropriate filing fee. This form is obtained and handled in the same manner as the Statutory Agent form. This action should be taken in the fourth year of each period. The filing of this form assures the Secretary of State that the OAA is still in Business and wishes to remain incorporated. However, the filing of the Statutory Agent form will extend the Non-Profit status for an additional five years.

- D. The Corporation Trustees shall be the current President, Vice-President, and the five district Governors. The names of these officers are not required to appear on the Articles of Incorporation so long as they are named in the Organization Minutes. Corporation Law requires Trustees to be elected to office.
- E. The Trustees may call a meeting of their body at any time. There shall be at least one such meeting annually, and this may be held at the time of the OAA Annual Meeting. It is permissible to simply open the meeting and immediately move to adjournment, if no business exists. It is important that the meeting did occur and that it appears in the Organization Minutes.

ARTICLE IV: MEMBERSHIP

- A. **Adult Membership:** Adult members shall be those past their 18th birthday or those younger than 18 who wish to shoot in a higher age group and who have paid the necessary dues and fees.
- B. **Youth Membership:** Youth members shall be those under 18 years of age who have paid the necessary dues and fees.
- C. **Family Membership:** Designed to offer an archery family a form of group membership at a reduced rate. It shall include (2) adult memberships (specifically husband and wife), and an unlimited number of youth memberships so long as each is a legal youngster of one of the adult members included in the family membership.
- D. **USA Archery Membership:** Membership in USA Archery will be recognized for entry in and competition in OAA events. However, USA members are **not** eligible for special awards such as OAA shooter of the year, etc.
- E. **Suspension:** Any action of an OAA officer, individual member, or an affiliated club resulting in suspension of membership will result in temporary revocation of all rights and privileges.
 - 1. In any cause for action the member must be notified in writing of the alleged violation and afforded a period of not less than thirty (30) days to correct the violation or present a defense.
 - 2. In all cases of revoking or suspending membership in the OAA, the final verdict rests with the majority decision of the Board of Directors.

ARTICLE V: FEES AND DUES

- A. Membership fees for both the OAA and the NFAA must be paid at the same time. Dues are as set by the NFAA and can be found on their website www.nfaausa.com or the OAA website www.ohioarchers.com.
- B. The only method, by which fees and dues rates may be changed, is specified in the Constitution and By-Laws of the NFAA.

ARTICLE VII: CLUB AFFILIATION

- A. Affiliation shall be granted to organizations (clubs/shops) throughout the state that support the principals of, and abide by the rules, regulations, procedures and policies adopted by the OAA.
- B. Any Ohio based, public or private, club, shop, association, enterprise, or institution (collectively, "Affiliated Club") may affiliate with the OAA, subject to the approval of the Board of Directors. Such affiliated organizations then become subordinated arms of the OAA who are encouraged to:
 - 1. Represent their membership to the OAA
 - 2. Serve as the business link between their membership/customers and the OAA
 - 3. Serve as a host organization for the OAA State Tournaments.
 - 4. Above all always act in the best interest of the OAA
- C. Affiliation forms are available on the OAA web page or may be obtained by contacting any OAA Officer.

ARTICLE VIII: OFFICERS

- A. The Officers of the OAA shall be: President, Vice-President, Secretary, and Financial Officer. There shall also be a Governor from each of the five districts as defined in Section F, NFAA Target Director, Website Director, Awards Director, Marketing Director and Tournament Director (collectively "Board of Directors").
- B. Each member of the Board of Directors shall have a vote on all issues, unless amended by a 2/3 vote.
- C. Duties:
 - 1. President:
 - 1.1. Shall be an elected position
 - 1.2. Shall preside at all business meetings of the OAA and meetings of the Board of Directors
 - 1.3. Shall perform such duties as are specified in this Constitution and the By-Laws
 - 1.4. Shall act as administrative officer for the Board of Directors

- 1.5. Shall present the OAA awards at the State Championship Tournaments
 - 1.6. Shall call meetings of the Board of Directors
 - 1.7. Shall perform all other administrative duties as may be required
2. Vice-President:
- 2.1. Shall be an elected position
 - 2.2. Shall perform the duties of the President when the President is unable to act
 - 2.3. Shall serve as parliamentarian at all business meetings of the OAA and meetings of the Board of Directors
3. Secretary:
- 3.1. Shall be appointed by the President, subject to the approval of 2/3 majority of the Board of Directors
 - 3.2. Shall take care of all correspondence, including sending out notices and ballots
 - 3.3. Shall count all return ballots
 - 3.4. Shall record minutes of all business meetings of the OAA and meetings of the Board of Directors
 - 3.5. Shall notify new officers of their election or appointment
 - 3.6. Shall see that all officers are supplied with a current copy of this Constitution and By-Laws and any other duties incumbent on that office
 - 3.7. Shall register attendees for all non mail-in state tournaments
 - 3.8. Shall send out tournament packages to all host clubs for mail-in tournaments
 - 3.9. Shall order OAA shirts and keep inventory of shirts sold
 - 3.10. Assist Treasure in ordering, keeping inventory and distributing target faces
 - 3.11. Assist and/or handle all other applicable matters
4. Financial Officer:
- 4.1. Shall be appointed by the President, subject to the approval of 2/3 majority of the Board of Directors
 - 4.2. Shall collect dues and fees
 - 4.3. Shall render a monthly or per shoot and Annual Financial Report to the Board of Directors
 - 4.4. Assist Secretary in ordering, keeping inventory and distributing target faces
5. Governor:
- 5.1. Shall be appointed by 2/3 majority vote of the Board of Directors
 - 5.2. Shall attend as many local archery meets, within their respective district as possible
 - 5.3. Shall be available to interpret OAA policies to local members.
 - 5.4. Shall report back to the Board of Directors any discrepancies, grievances, etc., as may come to his attention
 - 5.5. Shall obtain a list of all clubs in their district
 - 5.6. Shall assist in the formation of new clubs and promote archery throughout the district

- 5.7. Shall solicit club affiliations and promote memberships in his district
 - 5.8. Shall be on the alert for clubs/organizations within their district wishing to sponsor/host OAA Events and present bids on their behalf to the Board of Directors
 - 5.9. Shall contact any member of the OAA within their district who fails to return an award and if necessary, correct any discrepancies in awards made to individuals within their district
 - 5.10. Shall attend meetings of the Board of Directors at the call of the President
 - 5.11. Shall assist at all state tournaments if requested
 - 5.12. Shall conduct range inspections as needed by affiliated clubs/organizations
6. NFAA Target Director:
- 6.1. Shall be appointed by the President, subject to the approval of 2/3 majority of the Board of Directors
 - 6.2. Shall represent the OAA as a member of the NFAA Board of Directors
 - 6.3. Shall abide by Article VI of the NFAA Constitution and By-Laws as much as is practical
7. Tournament Director
- 7.1. Keep and publish updated OAA rules
 - 7.2. Run shooter meeting prior to state wide events
 - 7.3. Review and decide on official protests
 - 7.4. Present rule changes to Board of Directors for final approval
8. Marketing Director
- 8.1. Operate Social Media accounts
 - 8.2. Formulate marketing and merchandise budget and present to Board of Directors for final approval
 - 8.3. Order and keep inventory of merchandise
 - 8.4. Develop and implement annual marketing plans
9. Webmaster
- 9.1. Operate and maintain website that includes Event Registration, Tournament Schedule and Results and Officer and Host Club Information
10. Awards Director
- 10.1. Formulate awards budget and present to Board of Directors for final approval
 - 10.2. Order and keep inventory of awards
 - 10.3. Set up awards at all state wide events
 - 10.4. Assist in the presenting of awards at the conclusion of each state wide event

11. Other officer appointments:

- 11.1. The President, subject to the approval of 2/3 majority of the Board of Directors, may appoint other officers to the OAA as deemed necessary to the good management of the association
- 11.2. Appointment under this paragraph shall be limited in scope and of limited duration

D. Benefits:

1. Each member of the Board of Directors will receive the below benefits in exchange for their service.
 - 1.1. NFAA/OAA dues paid by the OAA
 - 1.2. Half priced registration fees at all state-wide events
2. Any member of the Board of Directors that assists in the set-up of state-wide event (assisting for a minimum of ½ of the total setup time) will receive a stipend of \$60.00

E. Elections:

1. President and Vice-President:

- 1.1. Any adult member of the OAA in good standing may be nominated for the office of President or Vice-President
- 1.2. No person may fill the office of President or Vice-President and District Governor at the same time

2. Board of Governors:

- 2.1. Any adult member of the OAA in good standing may be nominated for the office of District Governor
- 2.2. Nominees must reside in the district they would represent

3. Procedures:

- 3.1. Names of the nominees for President and Vice-President shall be placed on the website to be voted on by all OAA Adult Members
- 3.2. Votes must be casted within the time frame announced
- 3.3. Secretary shall tabulate the results

F. Term of Office:

1. The Presidents and Vice-Presidents term of office shall be a two (2) calendar year duration or until such time as their successors are elected.
2. The Board of Governors shall be a rotating board. Each Governor shall serve a term of two (2) calendar years, or until such time as their successors are appointed
3. The Governors of districts 1, 3, and 5 shall take office on odd years. The Governors of districts 2 and 4 shall take office on even years
4. The appointed officers shall serve during the calendar year or until their successors are appointed.

5. The incumbent of any position can be re-nominated at the General Membership Meeting to serve an additional term of two (2) calendar years. If the incumbent is re-nominated (without any additional nominee), no official vote will take place.

G. Districts and Board of Governors

1. The Board of Governors shall consist of five (5) representatives, one from each of the five (5) state districts
2. The five state districts shall be defined to include the following counties:
 - 2.1. District #1 — Knox, Licking, Morrow, Marion, Logan, Champaign, Union, Madison, Fayette, Pickaway, Fairfield, Delaware and Franklin.
 - 2.2. District #2 — Richland, Huron, Erie, Sandusky, Ottawa, Wood, Lucas, Fulton, Williams, Defiance, Paulding, Van Wert, Allen, Hardin, Hancock, Wyandot, Crawford, Seneca, Henry and Putnam.
 - 2.3. District #3 — Ashland, Holmes, Tuscarawas, Harrison, Jefferson, Columbiana, Mahoning, Trumbull, Ashtabula, Lake, Cuyahoga, Lorain, Medina, Wayne, Stark, Carroll, Portage, Geauga and Summit.
 - 2.4. District #4 — Coshocton, Guernsey, Belmont, Monroe, Washington, Meigs, Gallia, Lawrence, Scioto, Pike Ross, Hocking, Perry, Muskingum, Morgan, Noble, Athens, Vinton and Jackson.
 - 2.5. District #5 — Mercer, Auglaize, Shelby, Miami, Clark, Greene, Clinton, Highland, Adams, Brown, Clermont, Hamilton, Butler, Preble, Darke, Montgomery and Warren.
3. District borderline clubs may transfer districts only with the consent of the Governors of each district.

H. Appointments

1. The President has the power of appointment, subject to the approval of 2/3 majority of the Board of Directors, to fill a vacancy of any office until the next general election.

I. Removal

1. An OAA Governor cannot be removed from office for failure to attend the Annual and/or any Special meetings since he is elected by the membership. It shall be his responsibility to send a delegate in his place. The delegate must be an OAA member and a resident of the district he or she represents. An Officer may be removed from office for failure to do his duties, by the President and Board of Governors, but the district may petition to appeal the dismissal if they still want him or her to remain in the position of an Officer.

ARTICLE IX: COMMITTEES

- A. Each member of the Board of Directors shall serve on a minimum of one of the general committees.
- B. The general committees shall consist of: Venue Committee, Tournament Production Committee, Rules Committee, Marketing Committee and Awards Committee.
- C. Each committee will have a Chairman and a Vice Chairman.
 - 1. Chairman shall present items to Board of Directors for final approval.
 - 2. Vice Chairman shall fill in for Chairman when necessary
- D. Committees will be added and removed by President with 2/3 Board of Directors Approval.
- E. Committee members will be added and removed by President with 2/3 Board of Directors Approval.
- F. Duties:
 - 1. Venue Committee:
 - 1.1. Find new statewide tournament venues
 - 1.2. Find tournament dates that are not in conflict with other major archery events
 - 1.3. Negotiate contract terms with tournament venues
 - 1.4. Meet with venues ahead of shoots to work through any issues or concerns
 - 2. Tournament Production Committee:
 - 2.1. Create score cards
 - 2.2. Ensure smooth check-in and registration
 - 2.3. Order and keep inventory of targets
 - 2.4. Set-up and tear down venue for statewide tournaments
 - 2.5. Assist with entering scores into the OAA on-line scoring system
 - 3. Rules Committee:
 - 3.1. Work with Tournament Director to formulate necessary rule changes
 - 3.2. Ensure rules are being followed at all tournaments
 - 3.3. Ensure all tournament venues are set per applicable rules
 - 3.4. Consultant with Tournament Director, as necessary, on protests
 - 4. Marketing Committee:
 - 4.1. Work with Marketing Director to formulate and implement annual marketing and merchandise plan
 - 4.2. Set-up and tear down merchandise table
 - 4.3. Work merchandise table

5. Awards Committee:
 - 5.1. Set-up and tear down awards at statewide tournaments
 - 5.2. Assist in awards ceremony
 - 5.3. Develop new awards and award designs

ARTICLE X: MEETINGS

A. Annual General Membership Meeting:

1. Shall be held at the completion of the last scheduled shoot for that calendar year.
2. The meeting agenda shall include opportunity for the OAA general membership to bring matters before the Board of Directors for discussion and for nominations to be made for up-coming elections (includes the Corporation meeting).

B. Annual Officers Meeting:

1. Shall be held in either September or October following the last tournament event.
2. The meeting agenda shall include OAA business and plans for the up-coming year.
3. Agenda items up for motion or discussion at the meeting shall be submitted in writing to the OAA Secretary 10 days prior.

C. Emergency Meetings:

1. The President shall have the authority to call an emergency meeting. A quorum of 3/5 of the Board of Directors must be present for measures to be binding.

ARTICLE XI: AMENDMENTS

This Constitution and/or By-Laws may be amended by a two-thirds (2/3) majority of votes received from the Board of Directors.

BY-LAWS

ARTICLE I: FISCAL YEAR

The Fiscal year of the OAA is from September 1st thru August 31st of the same year.

ARTICLE II: RULES

The rules of the NFAA shall govern all tournaments, with exception to the non-NFAA shoots. Such non-NFAA shoots will be governed by the rules posted to the OAA website. The rules of the NFAA shall also govern in all aspects regarding topics not addressed in this Constitution and/or By-Laws.

ARTICLE III: OAA SOCIAL MEDIA

- A. The OAA will operate a web site, Facebook page and Twitter account dedicated to furthering the organization and to provide information to its membership.
- B. Submissions for inclusion to the web site or Facebook page will be coordinated with the OAA Secretary, Marketing Director and Webmaster. Once approved, they will be forwarded to the Webmaster and Marketing Director for posting.

ARTICLE IV: TOURNAMENT FEES

- A. A percentage of the registration receipts, at the OAA tournaments will be shared between the Host Club and the OAA as follows:
 - 1. Mail-in Tournaments:
 - 1.1 Adult/Youth Registration – 50% to Host Club
 - 2. State Tournaments:
 - 1.1 As agreed on by the Host club and the OAA.
- B. At all state wide shoots, pre-registration is required and a \$5 Late Fee is added to all late registrations.

- C. Any pre-registration fee paid by an archer not able to attend the tournament shall be returned upon receipt of a written request to the OAA Secretary if the request is received within twenty-four (24) hours prior to the tournament date.
- D. Board of Directors of the OAA shall be given half price registration at all state wide tournaments (non mail-in).

ARTICLE V: AWARDS

- A. Awards will be distributed per the Awards Rules posted on the OAA website (www.ohioarchers.com)

ARTICLE VI: EXPENSES

- A. Capital expenses shall be planned one (1) year in advance and shall be approved with a two-thirds (2/3) vote from the Board of Directors. Capital expenses that total more than one-half (1/2) of the current cash flow shall only be approved with a unanimous vote by the Board of Directors.
- B. Operating expenses may be made without board approval pending necessary funding.

ARTICLE VII: MISCELLANEOUS

- A. The OAA may be affiliated with any organization that is devoted to archery and its' education thereof if and only if it so desires and only if it is in the best interest of its' entire membership. The OAA reserves the right to dissolve itself from any organization that might cause harm to the OAA and its' membership body.
- B. The OAA news media and website shall; NOT publish any shoots conflicting with the OAA Tournament, and recommends that any OAA affiliated club refrain from hosting any local shoots on Tournament dates because it is in direct conflict of a local clubs support of the OAA's State Tournament turn out.
- C. For anything not addressed in this document, please refer to the NFAA Constitution and By-Laws.