

# The Austin Archery Club

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(512) 387-4551  
www.austinarcheryclub.com

## Bylaws

### A. Organization

1. The Austin Archery Club ("AAC" or "Club") is a nonprofit corporation, created by the filing of Articles of Incorporation in the Office of the Secretary of State of Texas on July 9th, 1982. An electronic copy of this notarized filing shall be made available online to the general public, and shall be delivered electronically or by hardcopy to a current Member of the AAC upon request.
2. The Club is a Member controlled organization. The Members elect a Board of Directors ("Board"). The Board manages legal affairs and daily operations. The Board shall consist of Officers and Directors. Officers are responsible for the Club's legal affairs. Working with the Officers, Directors are responsible for all other operations, their actual duties and responsibilities to be determined by the Board. The Board of Directors section below outlines additional details.
3. AAC shall be governed by the original Articles of Incorporation, these Bylaws, and any Rules and Prohibitions as adopted and amended by the Board of Directors. These Bylaws shall supersede and replace all prior versions of Bylaws and Constitutions which may be found in the historical records.

### B. Purpose

4. AAC was originally "organized exclusively for the purpose of promoting the sport of archery, including, for such purpose, hosting field archery tournament and bowhunter shoots."
5. To best support that purpose in practice, the Club has expanded upon this to include the following goals:
  - To foster, expand, promote, and perpetuate the practice of archery and any other games as the Club may adopt, and enforce uniform rules, regulations, procedures, conditions, and methods of playing such games.
  - To promote various types of bow and arrow field games, and adopt and enforce uniform rules, regulations, conditions, and methods of playing such games.
  - To foster and perpetuate a spirit of good fellowship and sportsmanship among all archers.
  - To encourage the use of the bow in hunting of all legal game and to protect, improve, and increase the privileges of bow and arrow hunters.
  - To cooperate with Federal, State and City governments, sportsmen, and conservation organizations in the propagation and conservation of games in its natural habitat, the forest and the field.

- To evolve and conduct programs that will give recognition to archers for proficiency with the bow and arrow in all sanctioned competition and hunting accomplishments.
- To cooperate with other archery organizations in all aspects of archery.

### **C. Membership**

6. Membership in the Club shall be limited to persons desiring to participate in the advancement of archery. Members will be accepted into the Club without regard to sex, race, religion, or ethnic origin.
7. Any adult applicant for membership may register online or directly to any Board Member upon attaining their 18th birthday. Once the Member's account is made active, following payment of dues if required, the Member is given access to AAC facilities, and is eligible to vote and participate in meetings and activities of the Club.
8. Available Membership term options will be determined by the Board, and future term options may be modified by the Board at its discretion.
9. Any Board Member has the authority to immediately stop the current perceived activity, intentional or accidental, of any Member or their guest, while that person is utilizing Club Facilities. Furthermore, at their sole discretion, any Board Member may temporarily restrict access by any Member to Club Facilities until the following Board Meeting. The Member will be notified and given the opportunity to attend the Board Meeting at which their future Club access will be determined.
10. The Board of Directors may suspend or expel any Member of the Club for conduct detrimental to the interests of the Club after having met, discussed the Member's actions which are deemed detrimental to the interests of the Club, and passed the motion to suspend or expel the member by a 2/3 majority vote. The Board of Directors' decision may only be reversed by a 2/3 majority vote of Members present at an Annual Meeting.

### **D. Membership Dues & Terms**

11. The fiscal year of the Club shall extend from January 1st through December 31st.
12. As of the date of these Bylaws, subject to modification by the Board, membership term options are available as follows:
  - Club Membership – Individual and family (individual + spouse + children under 18, all living in the same household)
    - \$150 – 12 months starting from date of payment
    - \$90 – 6 months starting from date of payment
  - Current & Former Military - Free individual membership (does not include family) upon verification of Military service
  - Board Members and Operations Managers – Free Club Membership during term of service.
13. The Board may, at its sole discretion, offer discounted dues or extension of terms to individual Members who volunteer time, services or materials to maintain or improve the Club.
14. Each Membership shall constitute 1 vote. Family members sharing a Membership do not receive additional votes.

## **E. Board of Directors**

15. **A minimum of 3 Board Members are required: A President; a Secretary; and an operations Director. Officers and Directors shall be elected by the Membership at the Annual Meeting, except for Appointed Members as defined below.**
16. **The Board of Directors shall manage the activities, policies, resources, and the property on which the Club operates. Regular Board Meetings are intended to be held monthly. At any meeting of the Board of Directors, 3 Board Members shall constitute a quorum when there are less than 6 current Board Members, otherwise 4 are required.**
17. **The Board is normally 6 or 7 members, but this may be modified at the discretion of the Board, until the following Annual Meeting. Up to 2 additional Board Members may be appointed by the Board, serving a term that expires at the following Annual Meeting, or may be extended by a simple majority vote of the Membership. A Board Member shall not serve more than 2 consecutive 2-year terms in any elected position.**
18. **A maximum of 4 Board positions, and no more than 2 Officers, may be elected to 2-year terms by simple majority voice vote of the Membership present at an Annual Meeting. It is the goal of the Board to stagger the 2-year terms of the Board positions so that approximately 1/2, and no more than 2/3 of all Board positions are up for election each year. If circumstances require election of positions beyond these guidelines, the Board may designate some positions to serve only 1-year terms.**
19. **Nominations to positions up for election may be made in advance or from the floor. Any 2 or more positions may be combined if approved by the Board of Directors, except that at no time may the President also serve as the Secretary, as required by law.**
20. **Elected Officers of the Board:**
  - **President – Responsible for calling and controlling all Board, Membership, and special meetings. Shall be named as a signatory on all Club financial accounts. Appoints new and replacement Officers and Directors as needed, except for Treasurer as outlined below.**
  - **Vice President – Responsible for filling in for the President whenever needed.**
  - **Secretary – Responsible for maintaining legal documents, procedures and insurance, and maintaining complete and correct books and records, as required by law. Also responsible for publishing the minutes of all Board and Member meetings. Member minutes shall be made available online; Board minutes shall be made available upon request of a current Member, delivered either electronically or by hardcopy.**
21. **Elected Directors of the Board:**
  - **Property Director – Responsible for coordinating all property improvement projects approved by the board. Must provide written invoices to the Treasurer for any payments due for materials or labor.**
  - **Tournament Director – Responsible for scheduling and conducting all monthly and annual tournaments approved by the Board. Shall work with the Communications Director to publish results online within 3 days of a completed event.**
  - **Communications Director – Responsible for regular notifications of upcoming events and Membership renewals. Shall manage social media resources to aid in said notifications.**

- **At Large Director – A “utility” position intended to help establish quorum, introduce a new Board Member to the process of Club management, or fill a temporary role as identified by the Board.**
22. **Appointed Members of the Board:**
- **Treasurer – Officer of the Board, appointed by the Board each year following the Annual Meeting, by simple majority vote. The position may either be combined with an elected Board position, or filled by a current Club Member not currently serving on the Board. Responsible for maintaining Club financial records, overseeing all financial accounts, paying proper invoices and satisfying all tax requirements. Shall be named as a signatory on all Club financial accounts. Shall coordinate with outside professional resources approved by the Board to assist with said responsibilities.**
  - **Safety Director – Director of the Board, appointed by the Board each year following the Annual Meeting, by simple majority vote. The position may either be combined with an elected Board position, or filled by a current Club Member not currently serving on the Board. Responsible for overseeing and communicating Club safety policies, recommending changes as-needed to the Board, and addressing safety issues submitted by Members.**
23. **The Officers and Directors of the club shall have the powers and duties generally ascribed to the respective offices, and such additional authority or duty as may from time to time be established by the Board. Member volunteers shall be used for work projects whenever possible, but with Board approval, Officers and Directors have the authority to contract projects and/or labor as needed.**
24. **All vacancies of the Board of Directors or any office shall be filled by appointment of the President, serving until the end of the term being filled.**
25. **Any Board Member, with exception of the President, may designate a Club Member to represent and vote for them at any Board Meeting, upon prior approval of the President.**
26. **A Board Member may be removed from their position for non-performance of duty, requiring a 2/3 majority vote of the Board. Such removal, however, shall not reflect on their Club Membership, nor any standing with local, state, or national archery associations.**
27. **The Board of Directors has the authority and responsibility to decide any issue not included in the original Articles of Incorporation or these Bylaws.**

**F. Managers**

28. **There is no maximum number of Managers. Additional Managers may be authorized by the Board. Title and duties to be determined by the Board.**
29. **Managers have total responsibility for their operations and report directly to the Board. The Board may appoint or remove operation Managers as needed. Managers must have approval of the Board before committing the Club to any contract or expense.**
30. **Below is a list of current Manager positions, subject to modification by the Board as needed:**
- **Static Ranges Manager – Responsible for ensuring the static ranges are safe and free of obstacles, and repairing or replacing targets as-needed to prevent passthroughs, with**

Board approval. If there is signage in place or needed, this manager will work with the Board to have such signs installed, repaired or replaced as-needed.

- **Field Archery Range Manager** – Responsible for ensuring the field range is safe and free of obstacles, and repairing or replacing targets as-needed to prevent passthroughs, with Board approval. If there is signage in place or needed, this manager will work with the Board to have such signs installed, repaired or replaced as-needed. Also responsible for ensuring that the course meets NFAA certification requirements, and will work with the Tournament Director to host events when appropriate.
- **3D Bowhunter Course Manager** – Responsible for ensuring the 3D range is safe and free of obstacles, and repairing or replacing targets as-needed to prevent passthroughs, with Board approval. If there is signage in place or needed, this manager will work with the Board to have such signs installed, repaired or replaced as-needed.
- **Website Manager** – Responsible for refreshing content as directed by the Board, updating the Event calendar and tournament results, updating forms used for membership signups/renewal and tournament registrations, addressing reported errors, and working with outside resources to implement improvement projects as directed by the Board.

#### **G. Committees**

31. Committees shall serve to complete temporary projects approved by the Board. The scope and authority of the committee will be defined by the Board.
32. The President shall appoint all committee members, assigning a Club Officer or Director to chair the committee.
33. Committees must be reevaluated within 30 days of the Annual Meeting, if the committee has not yet fully completed its assigned project.

#### **H. Tournaments**

34. Weather and resources permitting, Club tournaments shall be held on a regular designated weekend each month, as determined by the Board. Additional events may be scheduled at the Board's discretion, upon request and recommendation of the Membership at large.
35. Fees for participation at Club tournaments, as well as any applicable discounts for Club Members and Board Members, shall be determined by the Board. Fees for tournaments sponsored by outside organizations shall be determined by said organizations.
36. Awards are not required for Club-sponsored tournaments, but are allowed at the discretion of the Board. The Tournament Director will oversee application of appropriate rules and guidelines, and make available online to the general public, or deliver electronically or by hardcopy to a current Member of the AAC upon request.

#### **I. Annual Meeting**

37. The Club is required to hold at least 1 Membership meeting annually. A reasonable attempt must be made by the Board to notify Members at least 30 days prior the scheduled meeting, including date; time; and location.
38. Each year an Annual Meeting must be scheduled to occur no later than June 30th. Exceptions to this may be approved by the Board to account for outside events beyond Club control.

39. The following agenda items shall be included at an Annual Meeting:
- President's report of prior year activity highlights;
  - Treasurer's report of prior year financial statements;
  - Other Officer or Director reports of specific activities as needed; and
  - Elections for expiring Officer and Director positions.
40. When reasonable, retiring Board Members shall be retained in an advisory capacity for the following year.

**J. Rules and Prohibitions**

41. The Board of Directors will publish a list of basic rules, modified as needed at the discretion of the Board. These rules shall be made available online, and shall be delivered electronically or by hardcopy to a current Member of the AAC upon request.
42. It is the goal of the Board that critical rules and prohibitions of the Club be posted on clearly visible signage on Club property.

**K. Facilities**

43. The property on which the Club currently operates, and has operated for many years, is leased to the Club by the City of Austin. The property is within the boundaries of Emma Long Park, and as such the Club is required to conduct activities in a manner consistent with rules set by Parks and Recreation, with specific exceptions for activities related to the sport of archery.
44. The Club owns and maintains physical assets on this leased property, both fixed and portable, and is responsible for managing access to the property and Club assets.
45. Any roads on the property deemed usable by motor vehicles, at the sole discretion of City of Austin Parks and Recreation, shall be reasonably maintained as passable by the Club. Being passable shall not require the use of 4-wheel drive vehicles. The allowance of any permanent improvements to roads on leased property shall be governed by lease terms or granted exceptions.
46. The existence of AAC is not dependent on any one location, including the current location at Emma Long Park. Should the Club ever need or choose to change locations, lease additional locations, or participate in any offsite event as a unified organization, all Bylaws not specifically relating to physical location shall survive.

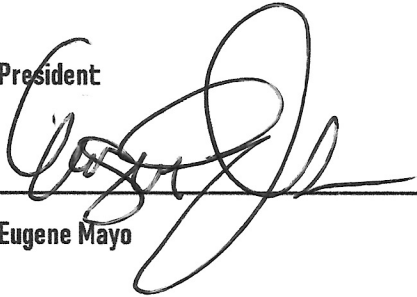
**L. Amendments**

47. Proposed amendments to the Bylaws shall be submitted in writing to the Board of Directors for action, to be presented to the membership at the Annual Meeting. A 2/3 affirmative vote of Members present is necessary for adoption of an amendment.
48. Upon approval of the Board of Directors, amendments which are considered critical or time-sensitive, may be submitted to a vote of the Members at a specially called meeting or the next regular Board meeting. A 2/3 affirmative vote of Members present is required for adoption.

**[Signature Page Follows]**

As Adopted May 8th, 2021 by a Unanimous vote of all current elected Board Members, in the absence of an initial record of Club Bylaws, or any signed record of a formal procedure to subsequently adopt an official Bylaws document.

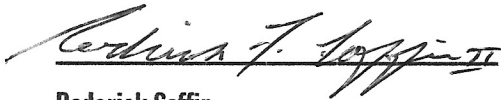
President



Eugene Mayo

5/8/21  
Date

Secretary, Vice President



Roderick Coffin

5/8/21  
Date

Treasurer:



Clinton Miller

5/8/21  
Date

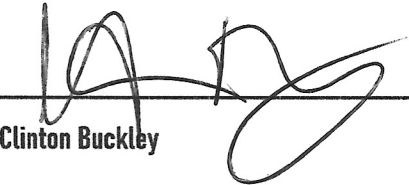
Property Director:



Tyson Powell

5.8.21  
Date

Tournament Director:



Clinton Buckley

5/8/21  
Date