

**FRANKENMUTH - FOREST ARCHERS, INC.**

**CONSTITUTION**

and

**BY-LAWS**



Revised March 29, 1971  
Revised May 07, 1986  
Revised December 11, 1986  
Revised December 04, 1991

Revised December 08, 1993  
Revised December 09, 1997  
Revised August 26, 2000  
Revised May 7, 2009

# **FRANKENMUTH – FOREST ARCHERS, INC.**

## **CONSTITUTION**

### **ARTICLE I: NAME**

- A. The name of this organization is Frankenmuth – Forest Archers, Inc.

### **ARTICLE II: PURPOSE**

- A. To foster, support and perpetuate the sport of archery.
- B. To encourage and promote the sport of bow hunting, and to protect and enhance the privileges of the bow hunter.
- C. To support conservation organizations in the preservation of wild game and the natural habitat of wildlife.
- D. To maintain archery range and conduct archery shoots, tournaments and games.
- E. For the purpose of Frankenmuth-Forest Archers, Inc., a bow shall be defined as a longbow, recurve bow, or a compound bow that is hand-held and hand-drawn, and has no mechanical device to enable the archer to lock the bow at full or partial draw. Other than energy stored by the drawn bow, no other mechanical device to propel the arrow will be permitted. An exception being a member with permanent disabilities that has a valid crossbow permit issued by the Michigan Department of Natural Resources and is approved by the Frankenmuth-Forest Archers Board of Directors.

### **ARTICLE III: MEMBERSHIP**

- A. There shall be five types of membership in the Frankenmuth – Forest Archers, Inc.; Family, Single, Junior, Senior and Life Membership.
- B. DEFINITIONS:
1. Family Members are those members, 18 years of age or older, who are in good standing in the organization. Such membership includes the Adult member, spouse, and children under the age of 18.
  2. Single Adults are those members, 18 years of age or older, who are in good standing in the organization.
  3. Junior Members are those members, under the age of 18, who are in good standing in the organization and are not affiliated through family membership.
  4. Senior Member, 55 and older, same as Family Member.
  5. Life Members are those members who have been nominated by the Board of Directors, and elected at the Annual Meeting, by the membership to receive this designation. Life Members are exempt from annual dues and have full rights and privileges for the rest of their natural lives.

#### **ARTICLE IV: OFFICERS**

- A. The officers of Frankenmuth - Forest Archers, Inc. shall consist of a President, Vice President, Treasurer, and Secretary.
- B. The officers shall be elected each year at the Annual Meeting. The terms of office shall be for one year and shall take effect on January 1<sup>st</sup> following election.
- C. Vacancies occurring in the office of President, Vice President, Treasurer, and Secretary, shall be filled by appointment by the Board of Directors. The appointment shall be effective immediately and shall remain in effect for the balance of the term of office in which the vacancy occurred.
- D. Only Adult members in good standing are eligible to hold office in Frankenmuth - Forest Archers, Inc.

#### **ARTICLE V: BOARD OF DIRECTORS**

- A. The Board of Directors of Frankenmuth - Forest Archers, Inc. shall consist of the President, Vice President, Treasurer, Secretary, and three members elected at the Annual Meeting.
- B. The Board of Directors shall control the activities, policies and assets of the organization.
- C. Vacancies occurring on the Board of Directors shall be filled by appointment by the Board of Directors.
- D. The Board of Directors shall meet not less than quarterly, and may meet at any time to conduct the business of the organization. A minimum of five (5) directors must be present at any meeting of the Board of Directors to constitute a quorum.
- E. The Board of Directors shall be the final authority on all matters pertaining to the organization.
- F. Adult Members who are not officers, elected to the Board of Directors at the Annual Meeting, shall serve as directors for a term of two years, effective on January 1<sup>st</sup> following election. In odd numbered years one board member will be elected, in even numbered years two board members will be elected.
- G. Only Adult members in good standing shall be eligible to serve on the Board of Directors.

#### **ARTICLE VI: AMENDMENTS**

- A. Amendments to the Constitution of Frankenmuth - Forest Archers, Inc. may be made by a two-thirds (2/3) majority vote of the members present at the Annual Meeting, or a special meeting called for that purpose.

# FRANKENMUTH – FOREST ARCHERS, INC.

## BY-LAWS

### ARTICLE I: OFFICER'S DUTIES

- A. **PRESIDENT:** The president is the chief operating officer of the organization and in general shall perform the duties incident to that office.
1. The President shall preside at all meetings of the organization, including Board of Director Meetings.
  2. The President shall have the authority to perform the duties of his office and is accountable to the Board of Directors.
  3. Do all things to enhance the activities of the Club, protect the integrity of the Club and the Sport of Archery.
- B. **VICE PRESIDENT:** The Vice President shall assist the President in the performance of his duties.
1. The Vice President shall preside in the absence of the President.
  2. The Vice President shall assume the office of President in the event of a vacancy of office of President, until otherwise directed by the Board of Directors.
  3. The Vice President will maintain an inventory of the properties of the organization.
  4. Promote shoots and tournaments, organize work parties, appoint league committees, and run the activities of the club.
  5. Do all things to enhance the activities of the Club, protect the integrity of the Club and the Sport of Archery.
- C. **SECRETARY:** The Secretary shall perform the administrative duties of the organization and in general, perform the duties normally associated with that office.
1. Keep and maintain all records and correspondence of the organization.
  2. Serve notices of all meetings and club activities.
  3. Prepare and submit the necessary forms and reports for the operation of the organization.
  4. Maintain and publish a membership roster.
  5. Keep the President, Vice President and Board of Directors informed on all matters pertaining to the organization.
  6. Perform such other duties as may be necessary for the efficient operation of the organization.
  7. Keep and maintain Club trophies and awards.
  8. Do all things to enhance the activities of the Club, protect the integrity of the Club and the Sport of Archery.
- D. **TREASURER:** The Treasurer is the chief fiscal officer of the organization and in general shall perform the duties normally associated with that office.
1. Receive all monies due the organization and deposit the same in an approved depository.
  2. Maintain the necessary accounts (checking, savings, etc.) in the name of, and to the credit of the organization.

3. Pay all bills incident to the normal operation of the organization.
4. Maintain the financial records of the organization.
5. Expenditures in excess of \$150.00 per transaction, not related to the routine operation of the organization, shall be approved by the President or the Vice President.
6. Expenditures in excess of \$200.00 per transaction, not related to the normal operation of the organization, shall be approved by the Board of Directors.
7. Do all things to enhance the activities of the Club, protect the integrity of the Club and the Sport of Archery.

## **ARTICLE II: FEES & DUES**

### A. DUES:

1. There shall be no initiation or entrance fee, other than annual dues, required to join Frankenmuth - Forest Archers, Inc.
2. Annual dues shall be fixed by the Board of Directors at the Annual Meeting.
3. The membership year shall be from January 01 to December 31 of each year, and annual dues are due not later than February 01 of each year.
4. Annual dues for members joining the organization in the second half of the membership year may be prorated. The Board of Directors shall determine the prorate amount. Applications approved after September 30, shall be prorated for the current year at the rate of 25% of annual dues for that year, provided that the following years dues accompany the application.
5. The President, Vice President, Treasurer, and Secretary shall receive a family membership and shall be exempt from annual dues for the term of their office.

### B. FEES:

1. Shooting fees for tournaments, leagues and other shoots shall be established by the Board of Directors.

## **ARTICLE III: MEMBERSHIP**

### A. APPLICATION:

1. Applications for members in Frankenmuth - Forest Archers, Inc. shall be submitted to the Secretary. annual dues must accompany the application.
2. Applications for membership shall be approved or disapproved by the Board of Directors. If an applicant is rejected, the Secretary shall return any monies, which accompanied the application to the applicant.
3. Each application for membership in Frankenmuth - Forest Archers, Inc. must be signed by a member in good standing in the organization recommending the applicant for membership.

### B. TERMINATION OF MEMBERSHIP:

1. A member may terminate his membership at any time by giving notice to the Secretary. Such voluntary termination of membership does not entitle the member to a refund of his annual dues.

2. The Board of Directors may terminate the membership of any member, at any time the Board of Directors determines that there is cause to do so. This terminated member is not entitled to a refund of his annual dues.
    - a. The Board of Directors will meet for the purpose of making such determination.
    - b. The findings of the Board of Directors shall be incorporated into the records of the organization.
    - c. The individual whose membership is in question, shall be notified in writing of the fact, and be afforded the opportunity to present his case to the Board of Directors.
  3. The individual whose membership is so terminated may appeal the finding of the Board of Directors to the membership, at the next membership meeting. A two-thirds (2/3) majority of the members present is required to overrule the findings of the Board of Directors.
  4. The individual whose membership is so terminated may not apply for membership in the organization for a period of one year from the date of the Board of Directors meeting at which the determination was made.
- C. MEMBERS IN GOOD STANDING:
1. A member shall be considered in good standing in the organization when the following criteria are met:
    - a. Annual dues are paid on time.
    - b. Member has not been convicted of a game law violation during the past 12 months.
    - c. Member has not been convicted of a felony during the last 12 months.
    - d. Member has not been found responsible for conduct or activities contrary to the purpose of the organization.

#### **ARTICLE IV: FISCAL YEAR**

- A. The fiscal year of the Frankenmuth - Forest Archers, Inc. shall be the calendar year.

#### **ARTICLE V: MEETINGS**

- A. ANNUAL MEETING:
1. The Annual Meeting shall be held each year in August for the purpose of conducting the business of the organization.
  2. The date of the Annual Meeting shall be set by the Board of Directors, and notice shall be given to all members not less than 2 weeks prior to the meeting.
  3. The President will preside at the Annual Meeting.
  4. Meetings will be conducted under the Robert's Rules of Order.
- B. SPECIAL MEETINGS:
1. Special meetings may be called at any time for the purpose of conducting business. Notice shall be given to all members not less than two weeks prior to the meeting.

2. Notices of special meetings shall include the purpose for which the meeting was called.
3. No other business shall be conducted at a special meeting other than the purpose for which it was called.

## **ARTICLE VI: NOMINATION OF OFFICERS & BOARD MEMBERS**

- A. The President shall appoint a nominating committee prior to the Annual Meeting for the purpose of nominating members for offices in the organization.
  1. The committee shall nominate at least one member for each office.
  2. The committee shall present its nominations in writing at the Annual Meeting.
  3. Only members in good standing may be nominated.
  4. Any member in good standing wishing to be nominated for an Office or as a Board Member shall submit their wish in writing to the nominating committee.

## **ARTICLE VII: VOTING**

- A. BOARD OF DIRECTORS:
  1. Each member of the Board of Directors shall be entitled to one vote.
  2. A quorum five (5) must be present at a Board of Directors meeting in order for the Board of Directors to vote on any matter.
  3. The results of all voting shall be recorded in the minutes of the meeting.
- B. GENERAL MEMBERSHIP:
  1. Each Adult member of the organization shall be entitled to one vote.
  2. Junior members are not entitled to vote.
  3. Passage or failure of a motion shall be determined by a simple majority of votes cast by members present at a meeting, unless otherwise specified in the organization's Constitution or By-Laws.
  4. Results of all voting shall be recorded in the minutes of the meeting.

## **ARTICLE VIII: TOURNAMENTS, LEAGUES & SHOOTS**

- A. TOURNAMENTS:
  1. Club sponsored tournaments shall be conducted within the rules and guidelines set forth by the governing organization, such as:
    - a. National Field Archery Association (NFAA)
    - b. Michigan Archery Association (MAA)
    - c. Frankenmuth - Forest Archers, Inc. Board of Directors
- B. LEAGUES:
  1. Club leagues shall be conducted within the guidelines set forth by the Frankenmuth - Forest Archers, Inc. board of directors.
  2. A league must consist of enough shooters to cover the operating expenses of the league.
    - a. Exception: The kids' league, which is sponsored by Frankenmuth - Forest Archers, Inc.

C. SPECIAL SHOOTS:

1. Special shoots such as broadhead shoots, novelty shoots, etc., not normally associated with tournaments and leagues, shall be conducted with the rules and guidelines set forth by the committee sponsoring the special shoot, and approved by the Board of Directors.
2. No crossbows or modified bows will be allowed at Frankenmuth - Forest Archers, Inc. sponsored shoots.

D. PARTICIPATION:

1. Members participating in tournaments, leagues and special shoots must adhere to the rules and guidelines set forth for that particular event.
2. Members not adhering to the rules and guidelines of the event they are participating in, shall be disqualified from the event and not be eligible for awards.
3. All members participation in tournaments, leagues or special shoots, shall keep the safety of others first and foremost in their minds. Any violations of safety rules, or any unsafe conduct, may be cause for disqualification from the event, and loss of membership from the organization.

**ARTICLE IX: AMENDMENTS**

- A. The By-Laws of Frankenmuth - Forest Archers, Inc. may be amended by a majority vote of the members present at the Annual Meeting or at a special meeting called for that purpose.