

Virginia Field Archery Association VFAA

By-Laws

Revised June 03, 2008

“VFAA is dedicated to making opportunities available to all archers by promoting, educating and unifying Archers from all archery disciplines and specifically to provide a friendly atmosphere for NFAA archery games in the Commonwealth of Virginia.”

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ARTICLE 01 SCOPE

These By-Laws shall govern all actions of the Board of Directors in its management and governance of the VFAA. The Virginia Field Archery Association references the Constitution and By-Laws of the NFAA as a guide in the determination of the needs of the association.

ARTICLE 02 MEMBERS

Members of the association shall be those members of the NFAA having declared Virginia as their affiliated state and having met any other requirements of membership set forth by the Board of Directors including payment of all assessed dues and fees.

ARTICLE 03 MANAGEMENT OF THE ORGANIZATION

- A. The Board of Directors shall manage the operation of the VFAA. The Board of Directors shall consist of eleven (11) members, consisting of five (5) elected Officers of the Association comprising the Executive Committee, and six (6) Directors. This provision shall become effective August 10, 2008 and officers and directors shall take office immediately after adjournment of the annual meeting at which they were elected.
- B. The Officers of the Association shall be President, Vice President, Secretary, Treasurer, and Vice President of Information Technology. These Officers shall constitute the Executive Committee. The Executive Committee shall establish the duties of the Officers and Directors and shall have sole final authority in determination of the best interests of the Association.
- C. The Board of Directors shall serve the following terms of office:
 - 1) President - 3 years
 - 2) Vice President - 2 years
 - 3) Secretary - 2 years
 - 4) Treasurer - 2 years
 - 5) Vice President Information Technology - 2 years
 - 6) Tournament Director - 3 years
 - 7) Southwest Region Director - 2 years
 - 8) Northern Region Director - 2 years
 - 9) Eastern Region Director - 2 years
 - 10) Central Region Director - 2 years
 - 11) Western Region Director - 2 years
- D. The Executive Committee may create additional Director positions not to exceed a total of fifteen (15) members of the Board of Directors by a vote of the majority of the Executive Committee.
- E. Members of the Board of Directors must be NFAA and VFAA members in good standing at all times.

- F. Board members are encouraged and expected to attend all board meetings and VFAA sanctioned tournaments. Board members are required to attend the Annual Meeting.
- G. Business of the Association conducted by the Board of Directors shall become effective immediately or at a date set forth by the Board.

ARTICLE 04 ELECTION OF OFFICERS and DIRECTORS

- A. Officers and Directors shall be elected by a majority vote of the Executive Committee at the Annual Meeting.
- B. Nominations shall not be required. Any member desiring to run for office is entitled to be placed on the ballot if he/she meets the requirements for service as defined in Article 3 and submits their intention to run for office no later than forty-five (45) days before the date of the annual meeting at which elections are to be held.

ARTICLE 05 DUTIES OF OFFICERS AND DIRECTORS

PRESIDENT

Is an officer of the VFAA.
Serves on the Board of Directors and the Executive Committee.
Presides over annual meetings and directors meetings.
Casts any tie breaking vote of the Board of Directors.
Manages general business of the VFAA.

VICE PRESIDENT

Is an officer of the VFAA.
Serves on the Board of Directors and the Executive Committee.
Serves as the NFAA Director.
Coordinates all rules, club, and range issues with the NFAA.
Presides over meetings in the absence of the President.

SECRETARY

Is an officer of the VFAA.
Serves on the Board of Directors and the Executive Committee.
Responsible for having minutes of all meetings preserved.
Orders, distributes, and maintains inventory of award plaques and patches.

TREASURER

Is an officer of the VFAA.
Serves on the Board of Directors and the Executive Committee.
Keeps financial records and membership records for the organization.
Receives and disburses funds of the organization.
Coordinates financial and membership issues with NFAA.

VICE PRESIDENT INFORMATION TECHNOLOGY

Is an officer of the VFAA.
Serves on the Board of Directors and the Executive Committee.
Maintains and edits the website.
Collects and posts tournament records to the website.

TOURNAMENT DIRECTOR

Serves on the Board of Directors.
Coordinates and manages all tournament activity sanctioned by VFAA.
Promulgates tournament requirements for state championships.
Executes contracts with host clubs for state championships.
Coordinates tournament schedules among clubs.

REGIONAL DIRECTORS (5)

Serve on the Board of Directors.
Represent interests of members and clubs to the Board.
Report on NFAA issues to the NFAA Director.

ARTICLE 06 REMOVAL OF OFFICERS AND DIRECTORS

- A. An Officer of the Association may be removed from office only by majority vote of the Executive Committee.
- B. A Director of the Association may be removed from office by a majority vote of the Board of Directors.

ARTICLE 07 AUDIT COMMITTEE; COMMITTEES

- A. The Audit Committee shall be a standing committee that shall be appointed by the President at each Annual Meeting. The Committee shall consist of the Treasurer and two members that do not hold positions on the Board of Directors. The members appointed to the committee shall be approved by a majority of the Board of Directors. The Board of Directors shall establish the duties and responsibilities of the Committee.
- B. The President is authorized to establish any other committee he/she deems necessary for the governance of the VFAA, subject to a majority vote of a quorum of the Board. All appointments to a committee must be approved by a majority vote of a quorum of the Board, and the Board shall establish all functions, duties, and responsibilities of the committee.

ARTICLE 08 ANNUAL MEETING

- A. The VFAA shall hold a minimum of one annual meeting open to all members at the VFAA Outdoor State Championship Tournament each year or at a location and date designated by the Board. Notice of the date, time, and location of the annual meeting shall be posted on the website at least thirty (30) days prior to the meeting. The agenda will be included with this notice. Any member may request the Board of Directors to address an issue. However, the request must be received at least forty five (45) days prior to the annual meeting. If a member desires an issue be placed on the agenda, it must be received no later than sixty (60) days prior to the next annual meeting.
- B. The Board of Directors may hold additional membership meetings as it sees fit and as specified in Article 10.

ARTICLE 09 REGULAR MEETING - BOARD OF DIRECTORS

- A. The VFAA Board of Directors shall meet, as often as necessary, to ensure the proper governance of the VFAA. This meeting may be held by any means of communication, including but not limited to Email, Chat Room, or telephone.
- B. Any member that wishes to place an issue before the Board may do so by submitting the request in writing to the Board prior to the first day of the month, or by contacting a Regional Director.
- C. The meetings of the Board, described herein, are closed meetings. However, any member wishing to attend the meeting may submit a request to the Executive Committee prior to the first day of the month. If a request is properly made, including the particular issue of interest, it will not be denied but attendance will be restricted to the issue specified.

ARTICLE 10 SPECIAL MEETINGS

- A. The Board of Directors may authorize a special meeting of the entire membership upon a vote of seventy percent (70%) of the sitting Executive Board Members. The Executive Board may do this for any reason. Notice must be placed on the website at least thirty (30) days before the scheduled special meeting.

- B. The membership may propose the calling of a special meeting by presenting the Board of Directors with a petition signed by at least ten percent (10%) of VFAA members or fifty (50) members, whichever is greater. The reason for the calling of the meeting must be specifically identified in the Petition. If the Board of Directors agrees to the special meeting, notice must be mailed to all members at least fifteen (15) days before the scheduled meeting.

ARTICLE 11 QUORUMS

- A. At the annual meeting, and any special meeting, a quorum shall consist of a minimum of three members of the Executive Committee.
- B. At any other Meeting of the Board, a quorum shall consist of a minimum of three members of the Executive Committee.
- C. These provisions will become effective August 10, 2008 subject to election of officers at the 2008 Annual Meeting.

ARTICLE 12 RULES AND REGULATIONS

- A. The Board of Directors shall set forth whatever rules and regulations it deems necessary to carry out the business of the organization related to the enjoyment of archery games in the Commonwealth of Virginia, including, but not limited to, Rules and Regulations relating to:
 - 1) Job Descriptions of the Board,
 - 2) Fees and Dues,
 - 3) Membership Requirements,
 - 4) Types of Tournaments,
 - 5) Tournament Fees,
 - 6) Awards, and
 - 7) Any other business deemed necessary.
- B. Any such Rules and Regulations set forth, shall be in concert with the by-laws of the National Field Archery Association and the Officers and Directors of the organization shall not violate the compliance requirements of the NFAA.
- C. All Rules and Regulations will be posted on the VFAA web site and this action shall serve as notice to all members upon adoption or change in the Rules and Regulations.

ARTICLE 13 MODIFICATION OF BY-LAWS

These By-Laws may be modified upon recommendation of the Executive Committee of the Board of Directors and a majority vote of the Officers of the Executive Committee.