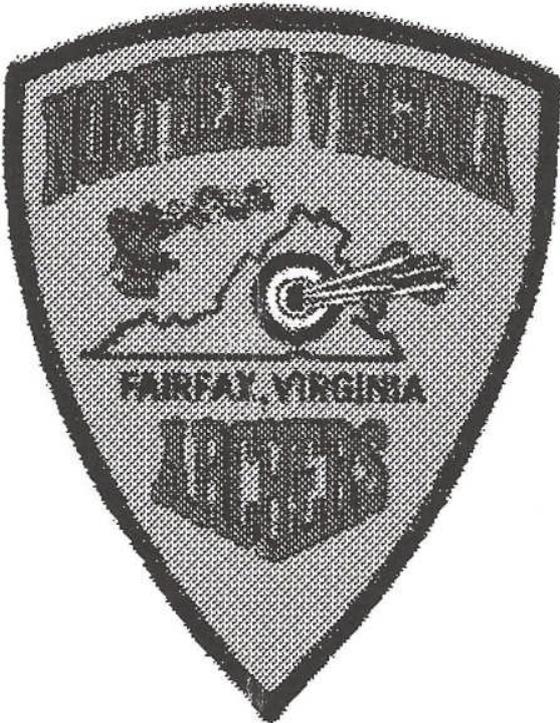


Northern Virginia Archers

By-Laws

As Revised 2012



## Preamble

We, the members of the Northern Virginia Archers, Inc., working under and by virtue of the authority of a charter granted by the Commonwealth of Virginia, do hereby adopt the following By-Laws.

## Article 1

### Mission

- Section 1. The mission of this organization is to promote good fellowship and good archery among the members of the organization.
- Section 2. Further, the mission of this organization is to operate a 28 Target field archery range, and the 25-3D animal range.

## Article 2

### Name

- Section 1. This organization shall be known as the Northern Virginia Archers and the abbreviation of this name shall be NORVA.

## Article 3

### Membership, Dues and Fees.

- Section 1. Membership in NORVA is open to anyone who presents 'in person' at any meeting, an application, fees and dues. Acceptance for membership is subject to a two-thirds (2/3) vote of approval from the Board of Directors.
- Section 2. Adult members shall be anyone eighteen years of age or older. Each adult member shall have one vote in NORVA affairs.
- Section 3. Family membership shall consist of an adult and spouse and any minor children (18 or under).
- Section 4. Youth membership shall be available to any minor not eligible to family membership.
- Section 5. Club dues, fees, and payment dates will be established by the Board of Directors and approved by the members at a monthly meeting by a majority vote. Notification of any potential dues change will be presented at least one meeting prior to the vote and listed in the minutes in order to provide all members with an opportunity for notice and comment.

- Section 6. As the facilities provided at NORVA are for the benefit of the archery community at large, in particular, the Virginia Archery community, and as the facilities exist as a direct result of the efforts of numerous individuals and archery organizations both in and out of Virginia, all members of NORVA are required to join the Virginia Bowhunters Association (VBA) without exception. Members are also strongly encouraged to join another State level Archery Organizations such as the Virginia Filed Archery Association (VFAA) or any other such organization of Virginia in it's many forms.
- Section 6(a). Each of the elected officers and appointed officers are required to maintain membership in both the VBA and the NFAA, as such, neither the elected officers nor the appointed officers are required to pay annual dues to NORVA.
- Section 7. Dues shall be payable to the Secretary/Treasurer on or before January 1<sup>st</sup> of each year. The Secretary/Treasurer shall notify members in arrears as of February 1<sup>st</sup> of such arrears in writing. Members still in arrears on February 1<sup>st</sup> shall be dropped from the rolls of NORVA for nonpayment of dues. Applications for reinstatement will require payment of dues and initiation fees as in any new membership.

#### Article 4

##### Elected Officers, Board of Directors, and Elections

- Section 1. The elected officers of the corporation shall be: President, Vice President, and Secretary/Treasurer. These elected officers compose the Board of Directors. A quorum of the board of directors shall be no less than two (2) of the principal officers. The order of succession shall be Vice President, then Secretary/Treasurer. The Board of Directors shall include the elected officers and appointed officers.
- Section 2. Elected officers may be impeached at a special meeting called specifically for this purpose. This call must be in writing and made by any officer, elected or appointed or upon the written petition of not less than five (5) voting members in good standing of NORVA. The call must be delivered either in person or through the U.S. Postal Service at least 15 days prior to the special meeting. No elected officer under impeachment proceedings may act in any capacity until the will of the membership is expressed at the special meeting. A vote to impeach must be carried by two-thirds (2/3) of the voting members in good standing in attendance at the special meeting. The elected officer(s) under impeachment proceedings may not vote in this meeting. No other business will be conducted at a special meeting called to impeach an elected officer.
- Section 3. The duties of the President are to act as the Chief Executive Officer of the corporation. He shall preside at the meetings of the Board of Directors and membership.

- Section 4. The Vice President shall perform the duties of the Chief Executive Officer in the absence of the President. The Vice President will also perform other duties as may be imposed by the President or the Board of Directors.
- Section 5. The Secretary/Treasurer shall: (a) keep an accurate record of all meetings, both Board of Directors and membership; (b) process all membership applications, presenting them to the Board of Directors at the earliest opportunity; (c) establish and maintain an accurate record of current and past members; (d) submit the list of current officers to the Virginia Bowhunters Association (VBA) and send current list to the Virginia Wildlife Federation; (e) file the necessary documentation for affiliation and range approval with the National Field Archery Association (NFAA); (f) register tournaments with NFAA for 20 pins (Field & Hunter), etc.; (g) file all required Insurance, Tax, Lease, and Regulatory reports; (h) act as custodian of the corporate seal, affixing an impression thereof to any papers requiring the same; (j) receive and disburse funds of the corporation on the voucher signed by the President or Vice President in the absence of the President. Vouching documents for receipts include, but are not limited to, membership applications, tournaments, reports, and membership renewals. Vouching documents for disbursements shall include, but are not limited to, sales receipts, invoices and similar documents issued outside the organization; (k) maintain only those bank accounts as may be directed by the Board of Directors; (l) submit to the Board of Directors regular reports as to the financial condition of the corporation; (m) submit all reports and accounts to audit as required by the President or Board of Directors; (n) keep up Insurance and yearly lease payment with the Northern Virginia Regional Park Authorities (NVRPA).
- Section 6. The term of office for all elected officers is from January 1<sup>st</sup> to December 31<sup>st</sup>.
- Section 6(a). Nominations of new officers for the coming year will be held at the August meeting.
- Section 6(b). Elected officers are exempt from paying their annual dues.
- Section 7. Elections shall be held in conjunction with the “Deerslayer” Tournament, usually held during September. There is no restriction as to the number of terms any officer may serve.
- Section 7(a). The President shall appoint officers at the January meeting each year. The President may change appointed officers at any time during the year.
- Section 8. The Board of Directors may cause an audit of the records of any officer with the fiduciary responsibility at any time, but must do so at least bi-annually, or at the change of the office.
- Section 9. It is the generally duty of the Board of Directors to manage the routine business of NORVA. The Board is empowered to make the normal purchases of supplies for the operation of NORVA without reference to the general membership. Normal purchases are defined as those items commonly used by an archery club. The Board is encouraged to make bulk purchases. However, supply inventory greater than the

needs of the current and next year are considered excessive. The Board is however, required to report its actions to the general membership through the newsletter. The Board of Directors shall meet no less often than monthly at the call of the President for this purpose. At least four (4) of these meetings shall be as part of the general membership meeting.

Section 10. The Board of Directors may not levy any “special assessments” against the membership. “Special assessments” may only be levied by a two-thirds (2/3) affirmative vote of members present at a special meeting of the membership called in writing to all members for that purpose.

Section 11. The Board of Directors may not expend funds in an amount greater than funds actually on hand. Should a need for deficit spending arise the board shall notify the membership in writing of a special meeting for this purpose. Deficit expenditure shall require a three-fourths (3/4) majority of the members voting at such a special meeting.

## Article 5

### Appointed Officers and Committees

Section 1. The appointed officers of the organization shall be: Tournament Chairman, Range Chairman, Corresponding Secretary (Editor), and the Registered Agent. These officers are appointed by and serve at the pleasure of the President. These Officers may attend and vote at meetings of the Board of Directors; but, they are not required as part of the necessary quorum.

Section 2. The duties of the Tournament Chairman shall include: (a) conduct tournaments; (b) register entrants; (c) record and report to VBA State Secretary/Treasurer the scores of the tournament not later than Tuesday immediately following the tournament; (d) provide a copy of the report complete with any necessary 20 Pin data and all moneys collected to the Secretary/Treasurer of NORVA; (e) enter scores on class cards; (f) maintain an adequate supply of tournament forms, awards, etc.; (g) plan and direct provision of food and refreshments; (h) the Tournament Chairman shall be the arbitrator of the rules at all NORVA tournaments. His decisions may only be appealed to the President; (i) develop an advance plan of tournament for the approval of the Board of Directors, and upon approval take the necessary steps to execute the plan; (j) the Tournament Chairman may have as many assistants as can be raised in the proper performance of duties.

Section 3. The duties of Range Chairman shall include: (a) responsibility for overall supervision of the range property; (b) plan and supervise the maintenance and improvement of the targets, shooting lanes, trails, and clubhouse area; (c) recommend to the Board of Directors any changes in the Range layout deemed necessary; (d) organize and supervise work parties; (e) the Range Chairman may have as many assistants as can be raised to assist in the proper performance of duties.

- Section 4. The duties of Corresponding Secretary shall include: (a) notification of members of meetings and tournaments; (b) edit, publish and mail a monthly newsletter to all current members of NORVA. The Corresponding Secretary may have as many assistants as can be raised to assist in the proper performance of duty.
- Section 5. The duties of the Registered Agent shall include: (a) such duties as are defined and prescribed by the Commonwealth of Virginia and such related duties, not in contravention thereof, as may be prescribed by the President.
- Section 6. The President may from time to time appoint such committees as may be needed. These committees serve at the pleasure of the President. The appointment of any committee expires with the change of the Presidency.

## Article 6

### Responsibility of Members

- Section 1. Each member of NORVA shall be responsible for all of his/her acts, and the acts of his/her guests.
- Section 2. NORVA shall not be responsible for any accident caused by a member or his/her guests.
- Section 3. It is the duty of each member to be properly classified and to maintain his/her classification in accordance with VBA, NFAA, and/or IBO rules. Proven acts of unsportsmanlike conduct of any sort shall be considered by the Board of Directors. Suspension or expulsion from the organization are among the appropriate sanctions the board may award.

## Article 7

### General Article

- Section 1. NORVA shall not appropriate, expend or donate any of its funds for other than strictly archery purposes.
- Section 2. NORVA shall not at any time dispose of its funds, all or part, by general distribution to the membership.

## Article 8

Emergency Powers

Section 1. Should any section or part of these By-Laws by default or disuse or over-zealous application, threaten the continued existence of the corporation, the offending section or part shall immediately become suspended without further action. It is, however, incumbent upon the President and other members of the Board of Directors, to heal this breach as expeditiously as possible.

Article 9

Proposed Amendments

Section 1. Any proposed amendments to these By-Laws must be presented in writing at a regular membership meeting and be tabled until the next regular membership meeting. The Newsletter, announcing the next regular membership meeting will contain a report of the proposed amendment and its effect. If it can be affirmed that the membership has been properly notified, the amendment may be brought up for action. An affirmative vote of two-thirds (2/3) of the voting members present is required to amend these By-Law.

Article 10

Repealing Clause

Section 1. All By-Laws heretofore adopted by this organization and not herein included are hereby repealed.

We certify that these are the By-Laws as revised on January 1, 2012

\_\_\_\_\_  
President: Victor Kernus

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice President: Howard Isenberg

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary/Treasurer: David Grant

\_\_\_\_\_  
Date



Appendix 1.

The By-Laws were amended on June 3, 2008 to remove language in the By-Laws that specified the amounts of the dues and replace with language that gives the Board of Directors the ability to change dues as necessary.

The dues at the time the By-Laws were changed were as follows:

Individual:	\$100.00
Additional Family Member:	\$ 2.00
Youth:	\$ 40.00

Initiation Fee:	
Adult:	\$ 10.00
Youth:	\$ 5.00

Adjustments After March 31:	
Adult:	- \$ 10.00
Youth:	- \$ 5.00

Adjustments per month after September 1:	
Adult, first time member	- \$ 8.00

Adjustment for "10 Hours" of work:	
Adult:	- \$ 50.00
Youth:	- \$ 20.00

By Laws were amended on January 1, 2012 as shown below:

Section 6 As the facilities provided at NORVA are for the benefit of the archery community at large, in particular, the Virginia Archery community, and as the facilities exist as a direct result of the efforts of numerous individuals and archery organizations both in and out of Virginia, all members ~~and prospective members~~ of NORVA are required to join the Virginia Bowhunters Association (VBA) without exception. ~~Members are also~~ are strongly encouraged to join another ~~at least one of the~~ State level Archery Organizations such as the ~~Virginia Bowhunters Association (VBA)~~ or the Virginia Filed Archery Association (VFAA) or any other such organization of Virginia in it's many forms.

Section 6(a) ~~Section 6(b)~~ Each of the elected and appointed officers are required to maintain membership in both the VBA and the NFAA, as such, neither the elected officers nor the appointed officers are required to pay annual dues to NORVA.