

Northern Virginia Archers

By-Laws



March 4, 2021

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Preamble

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

Article 1 Mission

- Section 1. The mission of this non-profit organization, herein alternatively referred to as the Club, is to promote safe and enjoyable archery along with good fellowship among the members of the organization and the archery community at large.
- Section 2. Further, the mission of this organization is to maintain all its facilities (e.g., practice, field and 3D ranges), including targets, shelters, foot paths, supporting equipment and supplies, in a manner consistent with good safety and operational standards.

Article 2 Name

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 completes an orientation session and submits the membership application with a liability waiver and payment of fees and dues. Acceptance for membership will be granted unless a member of the Board of Directors raises a valid concern in a timely manner, e.g., not later than the next scheduled Club meeting.
- Section 2. Adult members shall be defined as anyone eighteen years of age or older. Each adult member shall have one vote in NORVA affairs.
- Section 3. Household membership shall be defined as consisting of a primary adult member, their spouse/partner (if applicable), any of their children, or other individuals living in the same residence having a family relationship with the primary member. The primary member must be a legal guardian of all children under 18 participating in archery activities.
- Section 4. Reserved.

- Section 5. Club dues, fees, and payment dates are established by the Board of Directors annually and changes are 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 (included with newsletter) in order to provide all members with an opportunity for notice and comment. A vote to change any dues/fees must be held no later than the November Club meeting.
- 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, and given NORVA is a club affiliated with the Virginia Bowhunters Association (VBA), a portion of an individual's NORVA membership dues are provided annually, in accordance with the VBA bylaws, by the designated NORVA officer, to the designated VBA representative, thus giving NORVA members the benefits and privileges of VBA membership. Members are also strongly encouraged to join other state and national level archery organizations such as the Virginia Field Archery Association (VFAA) which is affiliated with the National Field Archery Association (NFAA). NORVA maintains a club affiliation with the NFAA.
- Section 6(a). NORVA members currently volunteering as elected and appointed officers are not required to pay NORVA dues and the Club will pay their VBA dues. The Club will also pay NFAA membership dues for those currently volunteering in the following NORVA positions: President, Vice President, Treasurer, Secretary, Membership Chair, Tournament Chair, and Field Captain (clubs must maintain a minimum of five NFAA members to retain the charter).
- Section 6(b). The Club may enter into, or end, affiliations with other archery organizations as follows: at least five members in good standing must submit a written request to the Board; the majority of the Board agrees the rationale is reasonable enough to merit a vote by the full membership; the membership is notified at least one month in advance of the vote; an affirmative vote of two-thirds (2/3) of the members attending (including by phone/web) is required to make the change (any member who cannot attend the meeting should email their concerns or objections to proposed changes to all elected officers at least three days before the meeting).
- Section 7. Dues shall be payable to the Treasurer and received no later than January 31st of each year. The members will be given adequate advance notice it's time to renew via email and the Club's internet pages. Members still in arrears after January 31st shall be dropped from the rolls of NORVA for nonpayment of dues without additional notification. Applications for reinstatement will require payment of dues plus a late fee and may require attending a membership orientation session.

Section 8. By majority vote, the Board of Directors may award Life Membership to individuals, excluding current board members, who have demonstrated extraordinary service to the Club over a significant period of time. These honorees are exempt from paying NORVA annual membership dues (but still must pay their dues to other archery organizations as applicable).

Article 4 Elected Officers, Board of Directors, and Elections

Section 1. The elected principal officers of the organization shall be: President, Vice President, Treasurer, Secretary and Membership Chair. These elected officers and appointed officers compose the Board of Directors. Any decisions affecting the Club's operations, fees, and/or significant expenditures require a quorum defined as a majority of the Board of Directors with no less than two (2) of the principal officers unless stated otherwise within these by-laws. The order of succession for chairing membership meetings and making urgent decisions shall be Vice President, Treasurer, Secretary, then Membership Chair.[editor's note: moved up into second sentence]

If unable to find enough separate candidates willing to act as principal officers, the same person may perform both the treasurer and secretary roles. If treasurer position is vacant, then the president and vice president must jointly agree on all purchases. Additionally, the Vice President shall be responsible for maintaining financial records and providing all required reports.

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, to the impeached officer at least 15 days prior to the special meeting. The Club must inform the membership 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 organization and to 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 requested by the President or the Board of Directors.

Section 5. The Treasurer shall: (a) process and record all membership applications and renewal payments ; (b) file the necessary documentation and payment to maintain charter affiliation with applicable governing archery organizations (e.g., the NFAA and VBA) and work with the NORVA Range Captains to maintain range certifications; ; (c) file all required insurance, tax, lease (e.g. with NOVA Parks), and regulatory forms, reports and payments as applicable; (d) receive and disburse funds of the organization based upon vouching documents for income (include, but are not limited to, membership dues and fees, tournament entry fees, merchandise sales, and donations) and vouching documents for approved expenses (include, but are not limited to, sales receipts, invoices and similar documents); (e) maintain only those bank accounts as directed by the Board of Directors with only the current President, Vice President and Treasurer having access to the account; (f) submit to the Board of Directors regular monthly and annual reports as to the financial condition of the organization; (g) submit all reports and accounts to audit as required by the President or Board of Directors; (h) maintain complete, accurate and orderly financial records in a secure location within the NORVA clubhouse and backup files in an offsite location as directed by the Board.

The Treasurer is authorized to pay routine recurring annual and monthly operating expenses (e.g., charters, utilities, lease, liability and property insurance) without advance permission by the Board of Directors. The Treasurer must not disburse funds to reimburse any member for any purchase without obtaining adequate documentation, e.g., itemized receipts with purchaser name, date, and purpose. The Treasurer is not required to keep thermal-paper receipts indefinitely provided an adequate copy has been filed. The Treasurer shall ensure all debit card purchases by authorized officers have adequate documentation in the records.

Section 6. The Secretary shall: (a) keep an accurate record of all meetings, both Board of Directors and membership, including attendance, discussion and decisions (this may be delegated to the Newsletter Editor if he/she attends); (b) record and track club-level action items to completion including recurring annual tasks; (c) submit the list of current officers annually to the Virginia Bowhunters Association (VBA); (d) act as custodian of the corporate seal, affixing an impression thereof to any papers requiring it; (e) ensure important records are retained, organized and protected; (f) prepare a corporate resolution letter whenever there is a change to either the President, Vice President, or Treasurer (needed by bank for changing who is authorized to access the NORVA account).

- Section 7. The duties of the Membership Chair shall include: (a) maintain membership data and issue annual cards to members in good standing; (b) lead the conduct of orientation sessions for prospective new members; (c) serve as a primary point of contact for members needing assistance.
- Section 8. The term of office for all elected officers is from January 1st to December 31st.
- Section 8(a). Nominations of candidates for elected officers for the coming year will be held at the August meeting. Members may self-nominate, or nominate another member in good standing, either in person or by submitting nominations in writing to the designated elections officer/committee if unable to attend the meeting. The nominations will be published in the monthly newsletter to apprise the members at least one month ahead of the election.
- Section 8(b). Elections of principal officers shall be held no later than the October membership meeting. There is no restriction as to the number of terms any officer may serve. Members wishing to vote must attend the meeting (includes by phone/web) and be given an opportunity to ask the candidates questions before voted upon. Principal officers shall be elected by majority vote of club members in attendance.
- Section 8(c). If an elected officer position is vacated during a term (e.g. due to resignation, incapacitation, or removal), a majority vote by the Board of Directors may fill the vacancy for the remainder of the term without convening a vote by the full membership.

Article 5 Appointed Officers, Supporting Roles and Committees

- Section 1. The appointed officers of the organization shall be: Tournament Chair, 3D Range Captain, Field Range Captain, Newsletter Editor, Media Chair, VBA Representative, Academy Chair, and the Events Chair. These officers are appointed by and serve at the pleasure of the President. The President shall appoint these non-elected officers at the January meeting each year and may change appointments at any time.
- Section 2. The duties of the Tournament Chair shall include: (a) conduct tournaments; (b) register events with governing organizations as applicable and register entrants; (c) record and report to VBA State Secretary/Treasurer the scores of the state-level tournaments not later than Tuesday immediately following the tournament; (d) provide a copy of the report, complete with any necessary awards information, and all moneys collected to the Secretary and 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 Chair shall be the arbitrator of the rules at all NORVA tournaments.

His/her 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) obtain as many assistants as can be raised to assist in the proper performance of duties.

- Section 3. The duties of Range Captains 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 Captains may have as many assistants as can be raised to assist in the proper performance of duties.
- Section 4. The duties of the Newsletter Editor shall include: (a) help inform members of events and any other announcements as needed; (b) solicit input from Board members; gather meeting notes and verify completeness/accuracy; edit and email a monthly newsletter, which includes official meeting minutes, to all current members of NORVA.
- Section 5. The duties of the Media Chair shall include: (a) maintain the NORVA website and Facebook pages, (b) maintain the email service and mail lists.
- Section 6. The duties of the Academy Chair shall include: (a) act as a liaison between NORVA and the Archery Academy; (b) advocate for the needs of beginner archers.
- Section 7. The duties of the Virginia Bowhunters Association (VBA) Representative shall include: (a) represent NORVA at VBA meetings; (b) act as a NORVA delegate for any votes held by the VBA, e.g., carry forth the results of NORVA member votes on proposed changes to VBA by-laws, tournament rules, etc.
- Section 8. The duties of the Events Chair shall include: (a) coordinate with NORVA members and local authorities as needed to ensure adequate communication, organization, and conduct of events; (b) other duties as assigned.
- Section 9. The President must ensure NORVA has a designated Registered Agent who shall, at a minimum, prepare the annual report to the State Corporation Commission, as defined and prescribed by the Commonwealth of Virginia, and provide the report to the President and Treasurer for signature and submission, along with annual fee, to the State by December 31.
- Section 10. 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. Furthermore, if a member witnesses any unsafe or inappropriate behavior by anyone on the premises, the member must use his/her best judgement in taking appropriate action, e.g., remind the offender of the rules; report deliberate misconduct to a club officer; report criminal acts or threats of violence to the police. The Board of Directors has the right to suspend or expel any member for violation of the NORVA Range Rules, unlawful action, or other inappropriate conduct which undermines the Club's mission.
- Section 2. NORVA officers shall not be held responsible for any accident caused by another member or his/her guests, nor for any criminal acts perpetrated by another member or his/her guests.
- Section 3. It is the duty of each member, wishing to participate in tournaments, to be properly classified and to maintain his/her classification in accordance with the rules of the governing archery organization (e.g. NFAA, IBO, etc.). 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

- Section 1. NORVA shall not appropriate, expend or donate any of its funds for other than strictly archery purposes. Given NORVA is a non-profit volunteer organization, members are not entitled to any monetary compensation for their time. Members may be given a dues discount to renew their membership based on service to the Club as determined annually by the Board of Directors.
- Section 2. NORVA shall not at any time dispose of its funds, all or part, by general distribution to the membership.
- Section 3. The fiscal year of this organization coincides with the calendar year.
- Section 4. The Board of Directors may initiate an audit of the records of any officer with fiduciary responsibility at any time, but must do so at least annually, or sooner due to a change of officers with fiduciary responsibility.
- Section 5. It is the general 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 a vote by 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 required to report its actions, income/expenses, and meeting proceedings to the general membership through the newsletter. The Board of Directors shall meet no less often than monthly. All regular monthly meetings shall be open to the general membership.

Section 6. The Board of Directors may not levy any “special assessments” upon the membership without a two-thirds (2/3) affirmative vote of members attending (including by phone/web) a meeting of the membership called for in writing, at least one month in advance, to all members for that purpose.

Section 7. 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 at least one month in advance. Deficit expenditure shall require a three-fourths (3/4) majority of the members voting at such a special meeting.

Section 8. The Board of Directors is responsible for defining and disseminating the NORVA Range Rules. Changes to the rules require a three-fourths (3/4) affirmative vote of all Board members. Changes to the Range Rules do not require a vote open to the full 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 organization, the offending section or part may be suspended by two-thirds vote of the Board of Directors. It is, however, incumbent upon the Board of Directors, to heal this breach as expeditiously as possible. Any permanent change to the by-laws must be performed in accordance with Article 9.

Article 9 Proposed Amendments

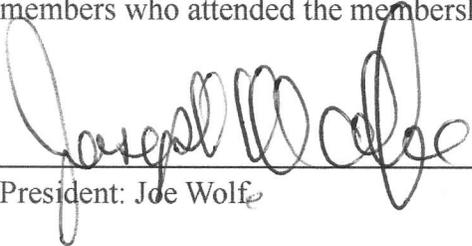
Section 1. Any proposed amendments to these By-Laws must be presented in writing at a regular membership meeting and be tabled until the next regular membership meeting. The Newsletter, announcing the next regular membership meeting will contain a report of the proposed amendment and its effect. If it can be affirmed that the membership has been properly notified, the amendment may be brought up for a vote. An affirmative vote of two-thirds (2/3) of the voting members present (including by phone/web) is required to amend these By-Laws. Any member who cannot attend the meeting should email their concerns or objections

to proposed changes to all elected officers at least three days before the meeting. One of the officers is obligated to read out these concerns, verbatim, to the attendees before the vote is conducted.

Article 10 Repealing Clause

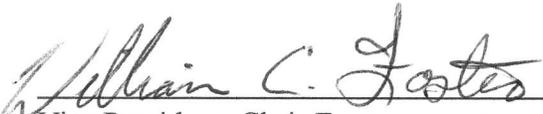
Section 1. All By-Laws heretofore adopted by this organization and not herein included are hereby repealed.

We certify these are the By-Laws as revised and approved by at least two-thirds of the voting members who attended the membership meeting on March 4, 2021.



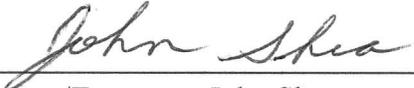
President: Joe Wolfe

3/13/2021
Date



Vice President: Chris Foster

3/13/2021
Date



Secretary/Treasurer: John Shea

3/5/21
Date

Appendix A. Change Summary

2008 Revision

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 subject to a membership vote.

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

2012 Revision

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

Article 3, 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.

Article 3, 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.

October 1, 2020 Revision (limited to first three articles)

Amendments to the by-laws were approved at the membership held on October 1, 2020 as follows:

Preamble: corrected the legal name of NORVA by deleting “Inc.”

Article 1: minor editorial clarifications and deleted the number of targets since those are subject to change.

Article 3, Section 1: Eliminated the requirement for a Board vote to allow new members to join.

Article 3, Section 3: Modernized the terminology regarding other household members in addition to the primary member.

Article 3, Section 4: Eliminated the separate stand-alone membership category for “youth” — all minors must be part of a household membership.

Article 3, Section 5: Added requirement for the Board to decide annually if any changes to dues or fees are needed. If so, must be voted on by members at a meeting no later than November.

Article 3, Section 6: Clarified relationship with other archery organizations.

Article 3, Section 7: Changed renewal payment due date from January 1st to 31st. Clarified how members will be notified.

Article 3, Section 8: Added a new section to allow awarding of life memberships for extraordinary service.

March 4, 2021 Revision

Article 3, Section 6(a): Changed the requirement for all officers to be members of the NFAA, to just the President, Vice President, Treasurer, Secretary, Membership Chair, Tournament Chair, and Field Captain. Added permission for the club to pay VBA and NFAA membership dues for those currently volunteering as an elected and appointed positions.

Article 3, Section 6(b): added new provision and process for the Club to enter into, or end, affiliations with other archery organizations.

Article 3, Section 7: Changed member dues payment due date to January 31st instead of February meeting.

Article 4, Section 1: Split the Secretary/Treasurer position into two positions. Added provision if the Treasurer position is vacant, President and VP must agree on all purchases and the VP must maintain financial records and prepare reports. Added the Membership chair as an elected officer.

Article 4, Section 5: Added authorization for the Treasurer to pay routine recurring operating expenses without prior approval by the Board.

Article 4, Section 8(b): Specified election of officers must be held no later than the October membership meeting.

Article 4, Section 8(c): Added provision for the Board to fill a vacated elected position for the remainder of the term without a vote by full membership.

Article 5, Section 1: Added the following appointed positions: Media Chair, VBA Representative, Academy Chair and Events Chair. Changed Corresponding Secretary title to Newsletter Editor (to avoid confusion of having two secretary positions).

Article 6, Section 1: Expanded member responsibilities.

Article 7, Section 1: Clarified NORVA is a volunteer organization — members are not entitled to monetary compensation for their time, but may be given a discount on annual dues.

Article 7, Section 3: Designated the fiscal year.

Article 7, Section 4: Reduced financial audits required each year from two to one.

Article 7, Section 8: Added provision stating the Board is responsible for defining the range rules.