

KENAI PENINSULA ARCHERS CONSTITUTION AND BY-LAWS

Article I

Name

The name of this organization is the Kenai Peninsula Archers and shall be abbreviated KPA.

Article II

Purpose

1. To operate as a non-profit corporation organized for the purpose of fostering the sport of archery on the Kenai Peninsula, and state wide.
2. To foster, expand, promote, and perpetuate the practice of competitive field archery and other archery games.
3. To foster and perpetuate a spirit of good fellowship and sportsmanship among all archers.

Article III

Membership

1. KPA shall be comprised of two types of membership: Family and Individual.
 - a. Family Membership
 - \$50.00 annual dues payable on or before July 1st of each year.
 - Married couples and/or Parent(s) with children under the age of 18.
 - No more than two individual votes per membership.
 - b. Individual Membership
 - \$25.00 annual dues payable on or before July 1st of each year.
 - Any individual who wishes to partake in KPA activities.
 - Eligible for one vote.
 - c. All members under 18 years of age must have their date of birth on the application.
2. Membership dues are payable, in full, on or before July 1st of each year. All dues paid after May 1st are to be considered the following year's dues.

3. Membership may be revoked for failure to comply with all applicable rules and regulations of the KPA.

Article IV

Internal Grievance Procedure

1. KPA procedures governing opportunity to participate and resolution of certain grievances:
 - a. Membership shall be provided to any person without discrimination on the basis of race, color, religion, age, sex, or national origin.
 - b. Neither the KPA, nor any member of the KPA, may deny or threaten to deny any person the opportunity to compete in any activities or games held by the KPA.
 - c. A person who alleges that he, or she, has been denied by the KPA, or any member of the KPA, a right established in paragraph (b) above shall immediately inform the President of the KPA or his/her designated representative on such matters, who shall cause an investigation to be made and take steps to settle the controversy without delay.
2. Any individual member of the KPA may file a written grievance with the Secretary of the KPA pertaining to any matter within cognizance of the KPA and alleging a violation by the KPA or any member of the KPA of the provision(s) of this Constitution or the rules/regulations of the KPA.
3. Any grievance shall be signed under oath and shall allege with particularity the nature of the grievance and/or each claimed violation of the aforementioned documents by reference to specific sections thereof, stating in concise language how, when, and where the alleged violation occurred. The factual allegations shall be set forth in numbered paragraphs, each paragraph containing a single factual allegation.
4. Upon receipt of a grievance, the Secretary shall promptly (i.e. within 3 days) refer it to the President of the KPA or the President's representative on such matters. Every effort will be made to resolve the grievance or complaint through informal means.
5. In the event that the person filing a grievance is not satisfied with any proposed resolution of the matter reached by informal methods, or if no action is taken by the President to resolve the matter informally within 10 days he/she may request a hearing whereupon the President shall promptly (i.e. within 3 days) refer the matter to an appointed committee of three council people (hereafter Council People Committee) at least one member of which shall be an active Director and none of who shall have an interest in the subject matter of the grievance

or complaint, to hear evidence, make findings of fact and adjudicate the issue raised. Such hearing shall be convened as expeditiously as possible.

6. At any hearing conducted pursuant to "5" above, all interested parties shall have the right to counsel, to present evidence in support or in opposition to the grievance, to examine and cross examine witnesses, and to present such factual or legal claims as will support their positions. A summarized record of the proceedings shall be made by the Council People Committee. The rules of evidence shall not be strictly enforced. The Council People Committee shall expeditiously conduct the hearing and report its findings of fact and recommendations to the KPA and all interested parties. The burden of proof and of going forward shall be on the complainant. The entire KPA Council shall decide to accept or reject the recommendations or send the matter back for additional evidence, or to take additional evidence itself.

Article V

Code of Conduct

1. The KPA shall adopt a Code of Conduct which should be distributed to the participants, instructors, directors, etc. under its cognizance.
2. This Code of Conduct shall govern the conduct of all members of the KPA which such members are participating in KPA sanctioned events, training, camps, tours, or otherwise utilizing KPA facilities.
3. Any individual alleging a violation of provision 1 of this section may file a grievance with the Secretary of the KPA pursuant to provisions in Article IV.
4. Any hearing conducted pursuant to this section must be conducted in accordance with the procedures set forth in Article IV.

Article VI

KPA Code of Conduct

I, as a member of the Kenai Peninsula Archers, understand and will comply with the following guidelines as set forth by the KPA as their Code of Conduct:

1. The possession or use of controlled substances, or excessive alcohol, by any participant is prohibited.
2. KPA members and participants will refrain from any illegal or inappropriate behavior that would detract from a positive image of KPA or be detrimental to its performance objectives.

3. KPA members will display proper respect and sportsmanship towards coaches, officials, administrators, fellow competitors, and the public.

Article VII

Membership Voting

1. Matters that come before the KPA at any time may be submitted to the membership for a vote. A question so submitted shall be decided by the majority of the members voting who are present, and shall be binding on the KPA.
2. Executive committee shall be voted for by the members present at the Annual Meeting.
3. Members unable to attend the Annual Meeting may submit a written proxy by mail, postmarked one week prior to the Annual Meeting.

Article VIII

Officers

Officers of the KPA shall be (Executive Committee): President, Vice President, Secretary, Treasurer, Range Officer, Gaming Officer, Alternate Gaming Officer, and Media Officer. All members of the executive shall have one vote regardless of number of offices held. The office of Secretary and Treasurer may be held by the same person.

- a. Executive Committee shall be the managing body of the KPA.
- b. Executive Committee shall hold periodic meetings (phone or internet forums included) open to all club members (can be same as periodic Membership Meetings.)
- c. Executive Committee decisions shall be made by a simple majority. A quorum is required for a meeting to be held.
- d. Executive Committee will be responsible for day to day business of the KPA.
- e. All expenses over \$500.00 must be approved by a majority of the general membership at scheduled meetings.
- f. The President shall reserve the right to appoint any Executive Committee member to assume or assist in any capacity should a sitting member be unable to fulfill or execute the duties of their office, if no Executive Committee Member can fill the needed role, a General Member can be approached for the needed duty(s).

- g. If there is a vacancy in the Executive Committee for any reason during a term of office, the President may appoint a member to fill the vacancy until the next Annual Meeting. The appointment must be confirmed by the majority of the Executive Committee.
- h. In the event of Dissolution of KPA, all monies left in Accounts after debts are paid shall be distributed to local charities.

Article IX

Officers and Duties of Officers

1. President

- a. The President shall preside at all meetings of the Executive Committee, or any duly constituted body.
- b. Shall conduct meetings in strict accordance with Roberts Rules of Order.
- c. Shall appoint all standing and special committees.
- d. Shall initiate and develop activities of the Executive.
- e. Prepare and submit to the Executive Committee and membership an Annual Report indicating activities and position of the KPA.
- f. Shall be the KPA representative, or may appoint a Club Member in good standing, to the Alaska State Archery Association Board of Governors.
- g. Shall be empowered to call an emergency committee meeting, or any unscheduled General Membership Meetings.

2. Vice President

- a. The Vice President shall serve as a member of the Executive Committee.
- b. Shall perform the duties of the President if the President is unable to act.
- c. Shall head the Independence Day 3D archery event committee.
- d. Shall serve as Internal Auditor of the KPA.
- e. Shall serve as the Elections Officer.

3. Secretary

- a. The Secretary shall serve as a member of the Executive Committee.
- b. The Secretary shall conduct the affairs of the KPA in accordance with the programs, policies and budgets as established by the Executive Committee.

- c. Shall organize and operate the administrative offices of the KPA.
- d. Shall coordinate the activities and programs of the KPA.
- e. Shall supervise the fiscal affairs of the KPA in accordance with the budget adopted by the Executive Committee.
- f. Shall assure proper publication of official notices and reports, attest documents, and keep the archives of the KPA.
- g. Shall assure proper publication of promotional literature.
- h. Shall assure the proper publication of any officially adopted publications of the Executive Committee.
- i. Shall be the custodian of all prizes and trophies of the KPA, and shall keep a record of them including names of donors, the conditions of competition governing the awards, and the names and scores of those who win them.

4. Treasurer

- a. In the event this office is not combined with Secretary, shall render such reports as required and be a member of the Executive Committee.
- b. Shall serve as a member of the Executive Committee.
- c. Shall be responsible for such fiscal duties as outlined for the Secretary.
- d. Shall assure an adequate Book of Accounts for the KPA.
- e. Shall prepare, or cause to have prepared, a periodic financial statement to be forwarded to the Executive Committee.
- f. Shall deposit all monies to the credit of the KPA.
- g. Shall aid the KPA Internal Auditor in making a quarterly/annual audit of the KPA financial condition at the close of business each quarter/fiscal year and shall furnish a quarterly/yearend financial statement of Executive Committee.
- h. Shall obtain the approval of the Executive Committee on any expenditure not incidental to the prepared budget, and all items which are not outlined in the policies and procedures of the Annual Meeting.

5. Range Officer

- a. Shall serve as a member of the Executive Committee.
- b. Shall be the Chair for the Range Committee.
- c. Shall oversee the Ranges for all safety concerns, rules, and usage.

- d. Shall report on all conditions of the Ranges.
 - e. Shall be responsible for cleaning and maintenance of the Ranges.
 - f. Shall notify the Executive Committee of supplies needed for ranges.
6. Gaming Officer and Alternate Gaming Officer
- a. Shall serve as a member of the Executive Committee.
 - b. Shall be responsible for all collections of income from shoots and raffles.
 - c. Shall control all financial activities of Gaming Account.
 - d. Shall report on all financial activities of Gaming Account on a periodic basis.
 - e. Shall aid the Internal Auditor with quarterly/annual audits.
 - f. The Alternate Gaming Officer is responsible for all duties of the Gaming Officer in his/her absence.
 - g. Shall be responsible for the annual renewal of the Gaming Permit.
 - h. Shall submit an annual Gaming Financial Statement.
 - i. Shall be responsible for annual renewal of the range insurance and timely reporting of such to the Kenai Peninsula Borough.
7. Media Officer
- a. Shall serve as a member of the Executive Committee.
 - b. Shall coordinate the public relations of the KPA across all forms of media, including but not limited to audio, print, visual, and Social Medias. This includes working with the webmaster and individual(s) on the webpage and Social Medias.
 - c. Shall coordinate with the Secretary, to assure the Board and Membership are kept informed and up to date via e-mail, and/or phone and written correspondence.
 - d. Will make sure all Media is kept up to date and accurate.
 - e. Shall chair any committee relating to public relations issues.

Article X

Elections

1. The voting members elect, and to them are responsible, the Officers of the KPA.
2. An Officer must be a member in good standing of the KPA to hold office.
3. All officers have a term of two years.

4. The Annual Membership Meeting shall be held in the month of May, and elections will be held to elect Executive Committee members.
5. The offices of President, Secretary, Treasurer and Gaming Officer shall be elected in odd numbered years.
6. The offices of Vice President, Range Officer, Media Officer, and Alternate Gaming Officer will be elected in even numbered years.
7. In the event a member of the Executive Committee cannot attend, either in person or via phone or social media, it is the officer's responsibility to contact another committee member with a valid reason for the inability to attend. Should an officer miss 3 consecutive meetings without due cause and notification, he/she shall in effect vacate his/her office, and the President can invoke his/her right to appoint another member to the vacant office.
8. Any officer may be removed from office by a vote of the membership. The officer being considered for removal shall have the opportunity to present a defense against any and all charges in accordance with Article III. The resolution to remove an officer must be approved by a 2/3 majority vote of the membership. Charges to remove an officer may be filed by any member.
9. Any appointment made by the President shall be until the next Annual Meeting, where upon an election will be held to fill the position for the remainder of the regular term.

Article XI

Fiscal Year

The fiscal year of the KPA membership shall begin on July 1st of each calendar year and end on June 30th of the following year.

Article XII

Alterations and Amendments to the Constitution

The Constitution may be amended by a 2/3 majority vote as represented and voted by the KPA membership at the Annual Meeting, or at any time as the President deems necessary.

1. Any amendments must be proposed 60 days prior to the Annual Meeting.
2. The By Laws may be amended by a simple majority vote of the membership.

**By-Laws of
The Kenai Peninsula Archers**

Section 1

Rules for competition shall follow the National Field Archery Association (NFAA) By Laws on all sanctioned field archery games.

Section 2

The Vice President of the Kenai Peninsula Archers shall set the rules for all non-sanctioned archery games using the NFAA By-Laws as a guide.

Section 3

Membership meetings will be periodic, usually in May of each year, or as needed. A quorum of the Executive Committee must be present to constitute a meeting.

Section 4

Executive Committee Meetings will be held periodically, or as needed, at least twice a year. A quorum of the Executive Committee will constitute a simple majority of the Executive Committee.

Section 5

Kenai Peninsula Archer standing Committees:

- a. Range Committee
- b. Independence Day Shoot Committee
- c. Events Committee
- d. Annual Meeting Committee
- e. Any other committees on an as needed basis