



THE BRITISH COLUMBIA ARCHERY ASSOCIATION

CONSTITUTION

The name of the society is: "THE BRITISH COLUMBIA ARCHERY ASSOCIATION", hereafter in this document referred to as the Society.

PURPOSES

The purpose of the Society is to perpetuate, foster, and manage the practice of archery and without limiting the generality of the following:

- a. to adopt, interpret, and enforce rules for the practice of archery in all its forms,
- b. to hold annual tournaments for the purpose of determining the champions for the British Columbia Archery Association,
- c. to act in general as the supreme governing body in all matters that pertain to archery in the Province of British Columbia, Canada.

BYLAWS

The bylaws relating generally to the transaction of the business and affairs of the British Columbia Archery Association as at the 21st of March, 2008.

1. HEAD OFFICE

The head office of the Society shall be located at such place in the Province of British Columbia as the Board of Directors may from time to time designate.

2. SEAL

The seal, an impression whereof is stamped in the margin thereof, shall be the corporate seal of the Society.

3. FINANCIAL AND MEMBERSHIP YEAR

The financial year of the Society shall terminate on December 31st of each year. Annual membership shall terminate on December 31st of each year.

4. MEMBERSHIP AND AFFILIATION

- a. Members in good standing of the Society, at any given time, shall be those persons who have satisfied the following requirements:
 - i. they have paid their annual dues for the membership year with the exception of honorary and life members;
 - ii. they have not died, resigned, or been expelled from membership;
 - iii. any member as defined above, who is not less than eighteen (18) years old on the first day of the membership year, unless specifically excepted by resolution of the Board of Directors, may vote at an Annual General Meeting of the Society or hold a position as a director of the Society.
 - iv. they have agreed to abide with the Society constitution, bylaws, regulations, and shooting rules.
- b. All clubs or associations or private concerns having an indoor or outdoor archery program may be granted affiliation with the Society upon application and payment of the annual dues. The decision to grant affiliation will be at the discretion of the Board of Directors. Affiliation dues shall be determined annually by the Board of Directors. A club shall have a President, a Vice President, and a Secretary.
- c. Membership and affiliation in the Society is at the discretion of the Board of Directors which may reject the application of an individual or a sports club or association by a majority vote.
- d. For conduct tending to bring the Society into disrepute or which obstructs the carrying on of the activities of the Society, the Board of Directors may terminate the membership of an individual or the affiliation of a sports club or association. Alternately, the Board of Directors may suspend for a specified time, not exceeding one (1) year, membership or affiliation, and may impose a fine or conditions precedent to the lifting of the suspension.

Prior to bringing a motion before the Board of Directors to terminate or suspend membership or affiliation, the President shall be informed and the President must notify the individual or sports club or association involved that such action will be considered at the next Board of Directors meeting. The individual or sports club or association will be advised that they have the right to attend the meeting and present their version of the facts which lead to the motion.

Any decision by the Board of Directors to terminate or suspend membership or affiliation requires a three quarters (3/4) majority vote and at least one half (1/2) of the then number of Directors must be then present at the meeting. Such vote shall be taken in secret written ballot with the secretary acting as scrutinizer. Any such termination or suspension is subject to confirmation or rejection by the members at the next annual general meeting if the individual or sports club or association has delivered or sent by mail, postmarked no later than fifteen (15) days after the meeting of the Board of Directors, a written appeal to the President.

Any such termination or suspension is effective until rejected by the members if an appeal is made. The termination of membership or affiliation can only be lifted by an application to the Board of Directors and a resolution to that effect by a simple majority.

- e. All members of the Society shall be entitled to participate in Society sponsored and sanctioned tournaments and activities provided the sports club or association hosting a sanctioned tournament may, at its discretion, refuse to allow any individual to participate in its tournament. Only British Columbia resident members of the Society are eligible to win BC awards at sponsored tournaments.
 - f. A person shall cease to be a member of the Society:
 - i. by submitting a letter of resignation to the Secretary,
 - ii. upon death or in the case of a corporation on dissolution,
 - iii. on being expelled, or
 - iv. at the end of the current membership year if the new annual fees are not paid in full.
5. **MEMBERSHIP CLASSIFICATION**
The following classes of membership shall be permitted:
- a. Honorary Membership may be conferred for a period of one year upon an individual or individuals as may seem desirable to the Board of Directors for outstanding and meritorious service to the sport of archery in the Province of British Columbia. These members will be exempt from normal dues.
 - b. Life Membership may be conferred at an annual general meeting. A simple majority vote will prevail upon an individual or individuals for outstanding and meritorious service to the sport of archery in the Province of British Columbia. These members shall be entitled to all rights and privileges of a senior member and shall be exempt from normal dues.
 - c. Senior Membership shall be granted to any applicant who is eighteen years of age or more on the 1st day of the calendar year and has paid the dues therefore.
 - d. Family membership shall be granted upon application and payment of the fee therefore to a group consisting of a parent or spouses eligible for membership as a senior member and all children of the spouses under the age of eighteen on the 1st day of the calendar year and has paid the dues therefore.
 - e. Junior Membership shall be granted to any applicant who is under the age of eighteen on the 1st day of the calendar year and has paid the dues therefore.
 - f. Associate Membership shall be granted to any applicant on payment of associate dues. These members shall have all the privileges of a Senior Member, except the right to shoot in regular tournaments, eligibility for office, and the right to vote.
 - g. Each senior member in good standing may vote at an annual general meeting. This includes honorary members, life members, and senior members of a family.

6. **BOARD OF DIRECTORS**

The business and the affairs of the Society shall be managed and governed by a Board of Directors. The Board of Directors may make or cause to be made for the Society in its name, any kind or type of contract or agreement which the Society may lawfully enter into or be a party to and generally may exercise all such other power and do all such other acts and things as the Society, by its constitution and otherwise, is authorized to exercise and do.

7. **EXECUTIVE COMMITTEE**

- a. There shall be an Executive Committee of the Board of Directors, composed of the officers of the Society, which shall be charged with the daily management of the Society and shall consist of the following elected positions and their respective responsibilities.
 - i. The President shall preside at all meetings of the members and of the Directors. The President is the Chief Executive Officer of the Society and is charged with the general management and supervision of its affairs and operations. The President shall represent the Society in any activity in or outside the Province or before any other sports body with which the Society is associated, provided the President may appoint any other director to act in the President's place at any one event or for any one purpose.

- ii. The Administrative Vice President shall perform the duties of the President during the absence or inability of the President. The Administrative Vice President shall be responsible for the establishment and supervision of a number of committees as laid out in the regulations manual.
- iii. The Bow hunting Vice President shall be responsible for the establishment of the Bow hunting Committee as well as other duties and responsibilities as laid out in the regulations manual.
- iv. The Technical Vice President shall be responsible for the establishment and supervision of a number of committees as laid out in the regulations manual.
- v. The Secretary shall keep all the books and records of the Society and ensure that the minutes of all meetings of the members, the Board of Directors, and the Executive Committee are recorded and maintained in an up-to-date manner. It shall be the responsibility of the Secretary to ensure that all formal notices and announcements are given to the members and directors by first class mail, when required, including sending to all directors a copy of the agenda for quarterly meetings at least twenty (20) days prior to such meeting. The secretary shall also maintain and keep up-to-date, the Bylaws, Regulations, and Shooting Rules of the Society.
- vi. The Treasurer shall keep full and accurate account of all receipts and disbursements, of the Society, in proper books of account and shall receive and deposit all monies or other valuables in the name and to the credit of the Society in a bank as may, from time to time, be designated by the Executive Committee. The Treasurer shall ensure that all disbursements to be made by the Society are paid by cheque signed all as follows:

- 1. President and Treasurer, or
- 2. Treasurer and one other member of the executive, or
- 3. President and one other member of the executive

The Treasurer shall disburse the funds of the Society under the direction of the Board of Directors, taking proper vouchers therefore, and shall render to the Board of Directors, at the regular meetings therefore and at other times as directed by the President, an account of the transactions of the Society and the financial position of the Society. The Treasurer shall also perform such other duties as may from time to time be determined by the Board of Directors.

- vii. The Athlete Development Vice President shall be responsible for the establishment and supervision of a number of committees as laid out in the regulations manual. This position will be on the same election rotation as the Bow hunting Vice President position.

- b. THE BOARD of DIRECTORS shall be responsible for all of the financial matters of the Society as well as all relations with other sports governing bodies and governmental departments, ministries, agencies or representative. The Board of Directors shall also be responsible for the supervision and allocation of funds to provincial teams and elite athletes.

8. COMMITTEE CHAIR PERSONS

The President will establish a number of committees to carry on certain programs within the Society. It is the responsibility of the President to appoint the committee chairperson upon recommendation from the appropriate Vice President and ratification by the Board of Directors. The job and task descriptions for the committees are laid out in the regulations manual.

9. ZONES AND ZONE DIRECTORS

There are eight (8) zones established in the Province of British Columbia, each of which shall be represented by a Zone Director. Boundaries may be altered from time to time at the discretion of the Board of Directors. The job and task description for the zone directors is laid out in the regulations manual.

10. DIRECTORS - QUALIFICATIONS, QUORUM AND MEETINGS

- a. A member of the Board of Directors at the time of election or appointment and during tenure must be a member of the Society and may be re-elected provided that no person may hold the office of President for more than three (3) consecutive terms.
- b. At all meetings of the Board of Directors, eight (8) directors shall form a quorum for the transaction of business. The directors may consider and transact any business, either special or general, at any meeting of the Board of Directors.
- c. Except as otherwise provided by law, the Board of Directors may hold its meetings at such place or places and at such times as it may from time to time determine.
- d. The Board of Directors shall attempt to meet, when ever reasonably possible, once in each quarter of the financial year. Such meetings shall be set at the first meeting of the Board of Directors after the election of the Executive Committee and no notice shall be required of such meetings.

- e. The Board of Directors may hold any other meetings at such times and such places as may be convenient. No formal notice of any such meeting shall be necessary if a quorum of directors is present.
- f. The Secretary on the direction of any two directors may formally call by the President or a Vice President or meetings of the Board of Directors. Notice of such meetings shall be given either in writing or orally at least seven days before such meetings are to take place. The statement of the President, Vice President, or Secretary that notice has been given shall be sufficient evidence that such notice has been given.
- g. No error or omission in giving notice of a meeting of the Board of Directors shall invalidate such meeting or invalidate or make void any business carried out at such meeting provided all directors who did not receive notice of such meeting, waive notice of the meeting and ratify and approve the business transacted at the meeting.
- h. In the event a meeting of the Board of Directors is not feasible or practical, any business, special or general, may be carried out in the following manner: the director requiring an item of business to be decided upon shall forward the item of business in writing to the Secretary who shall advise all other directors, either in writing or orally, and receive the vote of the directors. The vote of the directors shall be given within seven (7) days after notice of the item shall have been given. Notice, if given by mail, will be deemed given ten (10) days after mailed and the vote of the directors must be postmarked not later than seven (7) days after notice is deemed given.
- i. A show of hands or an oral ballot shall decide upon all items of business presented to the Board of Directors unless a written ballot is demanded by a director and majority of votes shall decide all matters unless specified otherwise.
- j. The chairperson of a meeting of the Board of Directors shall not be entitled to vote on any motion, provided however that in the event of an equality of votes, the chairperson shall have a casting vote to break the equality.
- k. A declaration by the chairperson that a resolution has been carried or rejected and an entry in the minutes to such effect shall be sufficient evidence of the acceptance of a resolution.
- l. A meeting of the Board of Directors shall be chaired by the President and in the absence of the President, by such director as selected for the purpose by the directors present at such meeting of the Board of Directors.
- m. At each meeting of the Board of Directors a written report from each director shall be submitted. Such report shall contain a brief summary of the activity of the director during the last quarter. Such report shall automatically become part of the minutes of such meeting.
- n. A person may hold more than one position on the Board of Directors provided that the President may not be a Vice President also. However, such person shall have only one vote.

11. DIRECTORS - ELECTION, APPOINTMENTS and REMOVAL

Executive Committee

- a. The members of the Executive Committee shall be elected by the members of the Society and shall hold their offices for a term of two years from election at an annual general meeting. The term of office for the President shall be two years. No person shall hold the office of President for more than three consecutive terms.
- b. The terms of office of the President, the Bow hunting Vice President, and the Athlete Development Vice President shall be concurrent; the terms of office of the Treasurer and the Secretary and the Administrative President and Technical Vice President shall be concurrent and they shall be elected in alternate years.
- c. In each year, no later than the date of the Annual General Meeting, the President shall appoint a chairperson of the Nominating Committee. The Chairperson of the Nominating Committee shall form such a committee to canvas the membership for nominations to the vacant positions of the Executive committee. All directors and committee chair people are ex officio members of the Nomination Committee.

All members wishing to stand for election shall obtain the written nomination of another member of the Society and shall submit such nomination to a member of the Nominating Committee with their written acceptance stating their willingness to stand for election and to fulfill the duties and responsibilities of the position, if elected.

All nominations shall be reported to the Chairperson of the Nominating Committee whose responsibility it shall be to ensure that all nominations are validly presented and that the candidates are fully aware of and are prepared to fulfill all of the duties and responsibilities of the position. Once satisfied with the nomination of the member, the Chairperson shall prepare a brief statement of the qualifications of the candidates for presentation to the members.

The chairperson of the Nominating Committee shall appoint two scrutinizers to receive and tabulate all ballots in complete confidence and secrecy. One of the scrutinizers shall be made Chief Scrutinizer.

A scrutinizer can be any member of the Society, but cannot be a candidate for election to the Board of Directors. The candidate receiving the most votes for each position shall be declared elected by the Chairperson. In the event of an equality of votes for the candidates for any position, lot conducted by the Secretary shall determine the successful candidate. Placing the name of each candidate having an equality of votes on identical pieces of paper, placing them in a box, and one name being drawn by a person chosen by the Secretary shall carry out choosing by "lot".

The ballots cast in the election shall be destroyed unless the Chief Scrutinizer receives an objection. Upon receipt of such an objection, the Chief Scrutinizer shall immediately report the matter to the President who will arrange for the Board of Directors to appoint a Committee of Review of three persons and shall direct that the ballots be turned over to such committee. The Committee of Review shall review the procedures of the election and recount the ballots and by majority vote decide to either hold a new election or declare the election valid.

- d. In the event there is no more than one person standing for election for a vacant position, the Chairperson shall declare the one nominee elected by acclamation.

Zone Directors

- a. The Zone Directors shall be elected for two year periods on the same year as the election of the President and on a date prior to the Annual General Meeting by a vote of members of the affiliated clubs or associations in each zone after the members in such zone shall have been canvassed for candidates for the position.
- b. In the event the affiliated clubs or associations of a zone do not elect a Zone Director within sixty (60) days after such position becomes vacant, the President may appoint a member of the Society from such zone to fill the position for the unexpired term of the position.
- c. A Zone Director may appoint an alternate to attend a board meeting. The alternate shall have full voting privileges.

General

- a. The Board of Directors may expel any director including an elected Zone Director or member of the Executive Committee upon a finding that such director is not attending to the duties of the position or is bringing the Society into disrepute, by a resolution passed by at least 3/4 of the then Board of Directors.
- b. The President or chairperson may, for the good and sufficient reason, declare the position of an appointed director or zone director vacant and the appointment or zone election forfeited if such a director fails to attend three (3) consecutive meetings of the Board of Directors.
- c. A vacancy in any of the positions on the Board of Directors, including that of a member of the Executive Committee and Zone Directors, may be filled by an appointment of the President or chairperson, subject to approval by the Board of Directors, and shall be in force for the unexpired term of the vacant office.
- d. The President or chairperson may appoint committees to consider and take any action on any subject referred to them, provided any such committee may not exceed the powers given in their mandate. The President is a member ex officio of all committees.
- e. The chairperson shall appoint the standing committee chair people for a term of two years upon recommendation from the appropriate Vice President. The Board must ratify the appointment. The terms of office shall be concurrent with this Vice President.
- f. A member or members of the Board of Directors may receive, in addition to compensation for expenses incurred in fulfilling their duties, an honorarium governed and controlled under the Regulations by the Board of Directors.

12. ANNUAL FEES AND DUES FOR MEMBERSHIP

The members shall set the annual dues to be paid for memberships, and affiliation of sports clubs or associations as well as the fee for associate membership. It may set lower annual dues for members who are students or sports clubs or associations which are part of a school or University. It may also set lower annual dues for members who are also members of affiliated sports clubs or associations.

13. GENERAL MEETINGS OF MEMBERS

- a. There shall be held, in each year, a general meeting of the members. Such meeting shall be held on a date chosen by the Board, or in conjunction with and at the location of one of the following annual tournaments, the Outdoor target championships, the 3-D championships or the Indoor championships

as described in the regulations.

The selection of the annual tournament shall be made at the board meeting held immediately after the AGM in the year prior to the year of the tournament.

- b. The President shall chair the annual general meeting and all members of the Board of Directors shall be seated at a head table and answer questions put to them with regards to their report or their activities and responsibilities during the preceding year. A majority shall decide all motions unless otherwise required by law or specified otherwise elsewhere in these bylaws. Every vote or motion shall be decided in the first instance by a show of hands unless a member requests an individual poll or written ballot. Unless an individual poll or a written ballot is demanded, a declaration by the chairperson that a resolution has been carried or not carried and an entry to that effect in the minutes shall be sufficient evidence of the fact, without proof of the number or proportion of the votes accorded in favor of and against the motion. In the event of an equality of votes, the chairperson shall be entitled to a casting vote. Voting by proxy is disallowed.
- c. The Secretary shall have available two (2) days before the day of the Annual Tournament, the agenda of the Annual General Meeting and shall include in the agenda a notice of any proposed amendment to the bylaws and regulations of the Society as well as a brief description of any special item to be presented to the members.
- d. A majority of the Board of Directors or the President and any Vice President shall have the right to call, at any time, a special general meeting of the members, to consider an exceptional item of business.
- e. Any meeting of the members or of the Board of Directors may be adjourned to any time and from time to time by motion passed to that effect and any business may be transacted at such adjourned meeting as might have been transacted at the original meeting that was adjourned. No notice shall be required of any adjourned meeting. Once any meeting of the members or of the Board of Directors shall have been closed by a resolution to that effect, no further business may be transacted at such meeting.
- f. Roberts Rules of Order shall serve as guidelines in all meetings of the Society.

14. TOURNAMENTS

The following tournaments shall be organized and held by the Society in accordance with established regulations. Such tournaments shall be designated "Sponsored Tournaments".

- i) There shall be five annual tournaments; the Outdoor Target Championships, the 3-D championships, the Indoor Championships, the JOP Outdoor Championships, and the JOP Indoor Championships.
- ii) The date and hosting club for each tournament shall be decided by the board of directors from the bids submitted according to the criteria established in the regulations. This decision shall be made at the board meeting held immediately after the annual general meeting in the year prior to the year of the tournament.
- iii) In the event no suitable bid is received for the a tournament, the board of directors shall have the option of making arrangements for that tournament as it deems advisable, including the possibility of holding it in multiple zones and / or clubs.
- iv) The schedule of events, the remuneration of the hosting club or clubs and the awards to be presented shall be as set out in the regulations.
- v) Sanctioned tournaments - Any sports clubs or associations affiliated with the Society may apply for and receive approval to have a tournament which is to be held, organized and conducted by the club or association designated as a Society sanctioned tournament provided it meets the requirements set out in the regulations.

Tournaments - General

- a. The Society shall provide, at all sponsored tournaments with the exception of mail matches, the officials necessary to ensure that the Society shooting rules are observed.
- b. The hosting club shall ensure that the identity of the participants are properly recorded, BCAA memberships are accepted with payment, and the results of the tournament is tabulated and duly recorded, and passed on to the appropriate committee chair people.

15. CHEQUES, etc.

All cheques, bills of exchange, orders for payment of money, notes, and any evidence of indebtedness issued in the name of the Society shall be signed by such members of the Executive Committee and in such manner as shall from time to time be determined by resolution of the Board of Directors and any one of such members of the Executive Committee may endorse notes and cheques for deposit with the Society bankers to the credit of the Society, or same may be endorsed "for deposit". Any one of such members of the Executive committee may arrange, settle, balance and certify all books and accounts between the Society and its bankers and sign any and all bank forms or settlement of the balance or verification slips.

16. AMENDMENTS to BY-LAWS, REGULATIONS AND SHOOTING RULES

- a. The bylaws of the Society shall only be enacted, amended or repealed by a resolution passed by a three-quarter (3/4) majority of the voting members at a general meeting. A notice of motion containing the text of any such proposed resolution must be received, by the Secretary, sixty (60) days prior to the meeting at which the resolution is to be considered. In the case of a resolution proposed by the Board of Directors, notice shall have been deemed to have been received by the Secretary on the date on which the Board of Directors approved the resolution for presentation at a general meeting. The Secretary shall notify members of any such resolutions, by mail, postmarked no less than twenty five (25) days prior to the general meeting, or shall notify members, of such resolutions, by publication of the resolutions in the society newsletter, provided the newsletter is mailed postmarked no less than thirty (30) days prior to the general meeting. Resolutions must be passed or defeated, as written in the notification, and may not be amended at a general meeting.
- b. The Regulations and Shooting Rules shall only be amended or repealed by a resolution passed by a majority of the voting members at a regular board meeting.

17. BORROWING POWERS

The Board of Directors may and is hereby authorized from time to time to:

- a. borrow money upon the credit of the Society upon such terms and conditions as to repayment, payment of interest or otherwise as they may deem expedient;
- b. limit or increase the amount to be borrowed;
- c. issue, with the sanction of a special resolution passed by a three quarter (3/4) majority vote at an Extraordinary General Meeting of the Society, bonds or debentures or other securities of the Society, mortgage, hypothecate, charge or pledge all or any of the real or personal property, undertaking and rights of the Society to secure any such bonds, debentures or other securities, or any money borrowed or any other liability of the Society;
- d. pledge or sell such bonds, debentures, or other securities;
- e. issue promissory notes, bills of exchange and other negotiable or transferable instruments subject to the bylaws herein.

18. DISSOLUTION OF SOCIETY

The British Columbia Archery Association is a non-profit Society. Should the Society cease to operate, all funds at the time of dissolution will revert to the British Columbia Sport Services Branch of the Government of British Columbia, for disposition by the Minister.

19. INTERPRETATION

In these bylaws, regulations or shooting rules or in any resolution of either the Society, the Executive Committee or the Board of Directors, unless the context otherwise requires, words importing singular or the masculine shall include the plural or the feminine, as the case may be, and vice versa.