

CONSTITUTION

BLACK SHEEP BOWMEN ARCHERY CLUB

(A PRIVATE ORGANIZATION)

JANUARY 2007

ARTICLE 1	Name and Authority	3
SECTION 1	Name	
SECTION 2	Authority	
ARTICLE II	Purpose	3
SECTION 1	Purpose	
SECTION 2	Equal Opportunity	
ARTICLE III	Membership	4
SECTION 1	Qualifications for Membership	
SECTION 2	Types of Membership	
SECTION 3	Membership Responsibilities	
SECTION 4	Termination of Membership	
SECTION 5	Membership Dues	
ARTICLE IV	Officers and Administration	5
SECTION 1	Voting / Elections	
SECTION 2	Officers and Range Masters	
SECTION 3	Termination of Officers	
SECTION 4	Termination of Non-Elected Positions	
ARTICLE V	Meetings and Quorums	7
SECTION 1	Meetings	
SECTION 2	Time and Place of Meeting	
SECTION 3	Quorum Requirements	
SECTION 4	Parliamentary Procedures	
ARTICLE VI	Finances	8
SECTION 1	Responsibility	
SECTION 2	Financial Statement	
SECTION 3	Audit Requirements	
SECTION 4	Payment of Bills	
SECTION 5	Sources of Revenue	
SECTION 6	Fund Raising	
SECTION 7	Personal Gains	
SECTION 8	Disbursements	
ARTICLE VII	Insurance	9
ARTICLE VIII	Dissolution	10
SECTION 1	Liabilities / Assets	
SECTION 2	Notification	
ARTICLE IX	Amendments and Adoptions	10
SECTION 1	Amendments	
SECTION 2	Adoption	
SECTION 3	Approval	

CONSTITUTION

BLACK SHEEP BOWMEN ARCHERY CLUB (PRIVATE ORGANIZATION)

JANUARY 2007

ARTICLE I NAME AND AUTHORITY

SECTION 1 - **NAME:** The name of this organization shall be the Black Sheep Bowmen Archery Club, hereinafter referred to as the Black Sheep Bowmen or the Black Sheep.

SECTION 2 - **AUTHORITY:** The Black Sheep Bowmen is established pursuant to the current provisions as a private organization (PO). It is a self-sustaining interest group set up by individuals acting outside the scope of any official position they have with the federal government. The Black Sheep Bowmen operate on Elmendorf Air Force Base with the consent of the Installation Commander or designated representative. Operations are contingent on compliance with the requirements and conditions of all applicable Air Force instructions.

ARTICLE II PURPOSE

SECTION 1 - **PURPOSE:** The purpose and objective of the Black Sheep Bowmen shall be: to foster, expand, and perpetuate the practice of target and 3D archery, and the spirit of good fellowship among all archers; to encourage the use of the bow in hunting of all legal game, birds and animals, and cooperate with the National Field Archery Association (NFAA) in securing better hunting privileges and conditions for bow hunters; to cooperate with all conservation organizations in the propagation and conservation of game; to maintain an indoor and 3D course and conduct tournaments and games in accordance with the rules of the National Field Archery Association.

SECTION 2 - **EQUAL OPPORTUNITY:** This organization will conduct itself in a manner which is free of racial discrimination and provide equal opportunity and treatment for all members and prospective members regardless of their race, color, religion, sex, handicap, age, military rank, or national origin.

ARTICLE III MEMBERSHIP

SECTION 1 - **QUALIFICATIONS FOR MEMBERSHIP:** Membership in Black Sheep will be voluntary and unrestricted. Membership will be extended to all personnel, military and civilian, who apply to the organization, pay dues, and support the Black Sheep's self-sustaining efforts.

SECTION 2 - **TYPES OF MEMBERSHIP:**

- a. Paid
 - 1. Annual – single, single work party, family, family work party
 - 2. Half Year – Officer approval required. Half the single non work party rate
 - 3. Lifetime – Annual non working single membership times 5

- b. Honorary membership:
 - 1. Honorary membership is obtained:
 - a. A paid member nominates an individual for an honorary membership to the Board of Directors in writing.
 - b. The Board of Directors presents nomination at the next business meeting.
 - c. A two-thirds vote is needed to pass.
 - d. The Board of Directors will set the length of duration for honorary membership.
 - 2. Honorary members are exempt from paying dues and are granted special status for exceptional merit / service.

- c. Officers and Range Masters:

Annual membership for the range masters and the officers is provided at no cost. Membership dues for the officers are paid by the club to provide representation in the Alaska State Archery Association (ASAA/NFAA), Northwest Archers, and the Alaska Bowhunters Association (ABA)

SECTION 3 – **MEMBERSHIP RESPONSIBILITIES:**

- a. All members will have the right to speak, make motions, and vote at meetings.

- b. All members will act in a safe manner while using the facilities and equipment.

- c. All members will follow the rules as posted at the range.

- d. All members are required to sign in at the indoor range to show adequate facility use.

- e. Individual members may be held responsible for damage to property or personal injury due to negligence, unsafe acts, or malice.

- f. Members are jointly and severally liable for the obligations of the club and they agree to this liability by signing a declaration on the membership application form.

SECTION 4 - TERMINATIONS OF MEMBERSHIP:

- a. Membership will be terminated if one of the following conditions occur.
 - 1. Failure to renew membership/pay dues.
 - 2. Request/transfer of a member.
 - 3. Misconduct or unsafe use of equipment/facilities.
 - 4. Non compliance of work parties and failure to renew at full rate.
- b. Members with delinquent dues of more than 30 days will be dropped from Black Sheep. The member's date of membership will be recorded in the membership log and posted at the indoor range. Renewal notices will be sent to the member prior to the membership expiring. Mission related conditions will be addressed on a case by case basis. Termination is automatic if it results from a transfer or personal request.
- c. Members may be terminated for misconduct/unsafe use pending validity of the charges. Any member facing termination for misconduct/unsafe acts will have the opportunity to present matters, either written or oral, on his/her behalf to the Board of Directors (see Article IV), Requests to renew membership will need to be reviewed and approved by the Board of Directors.

SECTION 5 - MEMBERSHIP DUES:

The dues shall be established by a vote of the membership. The membership dues shall be \$75.00 per year for a single membership and \$100.00 for a family membership with completion of work party requirements or \$120.00 for a single or \$150.00 family membership with no work party requirement.

**ARTICLE IV
OFFICERS AND ADMINISTRATION**

SECTION 1 - VOTING / ELECTIONS

- a. The annual meeting of this organization shall be held on the first Thursday in the month of January.
- b. At the annual meeting the membership shall elect the President, Vice President, and the Secretary / Treasurer.
- c. Nominations will be open and may be made to the executive board until the time of the election. Nominees must give consent to serve prior to the

elections. Consent to serve will be given either verbally at the annual meeting or in writing to the executive board.

- d. Voting will be by written ballot and all officers will be elected by a majority vote of the members present for a term of one year.
- e. In the event that the office of president becomes vacant, the vice president will assume the presidency until annual elections are held. Interim vice presidential elections will be held to complete that term of office. Other board positions vacancies will be filled at the next scheduled membership meeting by majority vote of the members present.

SECTION 2 - **OFFICERS AND RANGE MASTERS:** This organization will be governed by a Board of Directors consisting of three elected officers (President, Vice President, and Secretary / Treasurer). The Board of Directors will also include the non elected positions of Range Masters for the indoor range and the outdoor / 3D range.

- a. **PRESIDENT:** The president will:
 - 1. Provide sound, effective leadership
 - 2. Call, conduct, and manage all meetings
 - 3. Represent the club at official and unofficial functions.
 - 4. Establish committees and terminate them once they have served their purpose.
 - 5. Prepare the agenda for all meetings.
 - 6. Co-sign checks (as required)
 - 7. Approve minutes prior to publication.
- b. **VICE PRESIDENT:** The vice president will:
 - 1. Perform duties of the president during absence of the president.
 - 2. Ensure proper membership continuity.
 - 3. Act as monitor and advisor for standing committees.
 - 4. Assist the range masters in obtaining supplies and be available as needed for backup.
 - 5. Co-sign checks (as required).
- c. **SECRETARY / TREASURER:** The secretary / treasurer will:
 - 1. Conduct all correspondence and maintain accurate records of the club.
 - 2. Record and publish the minutes of meetings.
 - 3. Present the minutes at the meetings.
 - 4. Maintain a current list of all members.
 - 5. Co-sign checks (as required).
 - 6. Ensure 3 Services Squadron notification IAW AFI 34-233 Private Organization Program, 11 Aug 2003 copy of:
 - a. Constitution and By-laws
 - b. Insurance/Waiver of Insurance

- c. List of current Officers (including Office Symbol and phone numbers)
 - d. Monthly meeting minutes
 - e. Annual financial statements to Services RMFC NLT 20 days following the end of the PO's fiscal year
 - f. Tax exempt status documents
7. Receive all monies of the Black Sheep Bowmen.
 8. Keep accurate records of the receipts and disbursements and make a treasurer's report at each monthly meeting.
 9. Maintain a checking account for the Black Sheep Bowmen.
 10. The books of the Treasurer will be reviewed at least two (2) weeks prior to termination of the office. The results of this review will reflect the new treasurer's acceptance of said books.
 11. Provide financial records as requested for any review / audit. Cost of all financial review / audits is the responsibility of the Club.

d. **RANGE MASTERS**

1. Inspect the ranges for cleanliness and safety and insure that the ranges and equipment are in working condition.
2. Conduct scheduled work parties and decide what needs to be done and have the necessary materials available prior to the work party starting.
3. Maintain a list of club members that attend the work parties and provide it to the Secretary / Treasurer.
4. Inform the President and Vice President of any repair that needs to be done and the materials necessary to maintain the ranges.
5. Insure that all range equipment is stored safely, securely, and in good working condition.
6. Take responsibility for setting up and taking down any shoots that are sponsored by the club.
7. Insure that receipts from shoots are given to the Secretary / Treasurer immediately after the event.
8. Conduct inventory of equipment and supplies as requested by the President or Vice President.
9. Attend the monthly business meeting held on the first Thursday of each month and be prepared to present a range master report.

SECTION 3 - **TERMINATION OF OFFICERS:**

- a. Removal for Cause: Officers may be removed from office for improperly discharging duties and responsibilities. A two-thirds vote of the general membership shall be required to remove an officer.
- b. Resignation: Officers may resign by submitting their resignation in writing to the executive board.
- c. Permanent Change of Station (PCS): Officers terms are automatically terminated 45 days prior to PCS.

- d. No elected position holder may apply for any position (elected or appointed) for three years after any reprimands while holding office.

SECTION 4 - TERMINATION OF NON-ELECTED POSITIONS:

- a. Removal for Cause: Members occupying non-elected positions may be removed for improperly discharging duties and responsibilities. This is done by a consensus of the officers.
- b. Resignation: Members occupying non-elected positions may resign by submitting their resignation verbally or in writing to the officers.
- d. Permanent Change of Station (PCS): Members occupying non-elected positions are automatically terminated 45 days prior to PCS.
- e. No non-elected position holder may apply for any position (elected or appointed) for three years after any reprimands while holding office.

ARTICLE V MEETINGS AND QUORUM

SECTION 1 - **MEETINGS**: General membership meetings for conducting normal business will be held the first Thursday of each month at 7:00 pm at the indoor range. No regular meetings will be held during the months of June, July, and August. Executive or Board of Directors meetings may be called by the President as needed. No changes may be implemented without the approval of the general membership. A special meeting of the membership may be called if a need is determined by the Board of Directors.

SECTION 2 - **TIME AND PLACE OF MEETING**: Notification of meetings will consist of announcements through the meeting minutes or as otherwise deemed appropriate by the executive committee.

SECTION 3 - **QUORUM REQUIREMENTS**: Five percent of the members, with a minimum of three board members, will constitute a general business meeting quorum. Removal of officers and dissolution requires two-thirds vote of the general membership. There will be a general membership meeting held at least once a month. A Board of Directors meeting requires a minimum of three club officers or range masters. The Board of Directors may meet to make day-to-day and emergency operational decisions of expenditures and up to \$500 without the vote of the general membership. Report of such expenditures will be made at the next general membership meeting.

SECTION 4 - **PARLIAMENTARY PROCEDURES**: The president shall open the meeting by calling the meeting to order. Minutes of the last meeting will be read and approved and include the following:

- a. Financial Report
- b. Old Business
- c. Range Masters Report on work Projects
- d. New Business
- e. Committee Updates
- f. General Comments

A motion from the floor will adjourn meetings with agreement by majority vote of the members present.

ARTICLE VI FINANCES

SECTION 1 - **RESPONSIBILITY**: The treasurer shall be responsible for financial accounting. A checking account will be established with a suitable banking facility and all funds will be deposited to this account. Neither appropriated fund activities nor non appropriated funds asserts any claims to the assets or assumes any obligations for the Black Sheep Bowmen.

SECTION 2 - **FINANCIAL STATEMENT**: Financial review of the status of the Black Sheep can be requested by the President or any Black Sheep member and coordinated at the convenience of the treasurer. The Board may require more frequent reporting as deemed appropriate. A monthly reporting and an annual financial statement is required to be submitted to Third Services at Elmendorf Air Force Base to meet the requirements of a private organization.

SECTION 3 - **AUDIT REQUIREMENTS**: If gross annual revenue is more than \$100,000, but less than \$250,000, an annual review by an accountant is required. Anything above \$250,000 requires an annual audit by a certified public accountant. The Black Sheep Bowmen are responsible for accountable expenses. Additionally, the President may appoint, at least a one-person but no more than a three-person audit team, to audit fund records as needed. He will also request the Indoor and Outdoor Range Masters do at least a semiannual audit of the Black Sheep's property / assets. Findings will be reviewed at the subsequent general membership meeting.

SECTION 4 - **PAYMENT OF BILLS**:

- a. All bills will be paid by check when possible. Other expenses will be reimbursed with receipts provided.
- b. The funds will neither accept nor extend credit.
- c. Any two of the following will sign checks: President, Vice President, or Secretary / Treasurer.

SECTION 5 - **SOURCES OF REVENUE**: Sources of income will include donations of goods, services, and money from individuals, organizations, and /or business. It will also come from the authorized, occasional resale of goods, fundraisers, and services donated to or purchased by the Black Sheep Bowmen.

SECTION 6 - **FUNDRAISING**: Opportunities for fund raisers will be presented to the executive board. After review, the executive board will make a recommendation to the general membership for final approval/disapproval.

SECTION 7 - **PERSONAL GAINS**: Income must not accrue to individual members except through wages and salaries for private organizations employees or other payment for services rendered. Members may not use the equipment / facilities for personal gain.

SECTION 8 – **DISBURSEMENTS**: All requests for funds will be submitted to the executive board. The executive board may approve disbursement of \$500 or less. The executive board will present all requests in excess of \$500 at the next general membership meeting for approval/disapproval by the majority of the members present.

ARTICLE VII INSURANCE

The Black Sheep Bowmen Archery Club will maintain liability and property damage insurance coverage commensurate with risk to protect against any claims or lawsuits which might arise from the commission or omission of acts by its members when acting in any capacity for or in participating in any activities of the organization. The Black Sheep Bowmen will maintain General Liability Insurance from the National Field Archery Association.

ARTICLE XIII DISSOLUTION

SECTION 1 – **LIABILITIES / ASSETS**: Failure to comply with AFI 34-223 will result in recommendation for dissolution. In case of dissolution of the organization, any funds in the treasury after satisfaction of any outstanding debts, liabilities, or obligations will be donated to the base youth activities program. Disposal of other assets shall be determined by the membership. However, if upon dissolution, liabilities exceed assets, then the excess of liabilities over assets shall be paid by the membership on a pro rata basis. For the Purpose of this article, a member is defined as one whose name is carried on the role of the active members as of the date of notification. The membership is liable under the laws of Alaska for organizational debts in the event the organization's assets are insufficient to discharge liabilities. Distribution of residual funds and other assets will not accrue to the benefit of any individual member or the membership as a whole.

SECTION 2 - **NOTIFICATION:** Upon determination to dissolve, written notice will be given to the Services commander and such dissolution shall be carried out only with his approval.

**ARTICLE XIV
AMENDMENTS AND ADOPTIONS**

SECTION 1 - **AMENDMENTS:** The constitution and by-laws can be amended at any meeting of the Black Sheep Bowmen by a two-thirds vote of all members present, provided the amendment has been submitted in writing at the previous regular meeting. Conflict of any provisions of the constitution or by-laws with existing military directives will be changed administratively with concurrence of the Installation Commander or designated representative.

SECTION 2 - **ADOPTION:**


- a. An assigned committee will present a draft copy of the constitution at the monthly meeting for review by the members present. The president, in coordination with the executive committee, will make the final determination on all disputed items. These items will be subject to final review by the installation commander or designated representative.
- b. A two-thirds vote of the membership present at the next monthly or special meeting is required for adoption of the constitution and by-laws.

SECTION 3 - **APPROVAL:** This constitution was provided to the general membership by Email and regular mail on 9 Jan 2007. Final ratification was completed at the general membership meeting conducted on 1 Feb 2007. This document supersedes all previous versions of the Black Sheep Bowmen's constitution.




BERNARD PUNZALAN
President

7 Mar 07
Date



SCOTT FREED
Vice President

7 Mar 07
Date



PAM JACOBS
Secretary / Treasurer

3/7/07
Date