

CONSTITUTION

BLACK SHEEP BOWMEN ARCHERY CLUB

(A PRIVATE ORGANIZATION)

MAY 2021

CONSTITUTION

BLACK SHEEP BOWMEN ARCHERY CLUB

ARTICLE I NAME AND PURPOSE

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 - **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.

ARTICLE II GENERAL PROVISIONS

SECTION 1 - **AUTHORITY:** The Black Sheep Bowmen is a private organization (PO) operating on JBER under the authority of AFI 34-223. It is a self-sustaining interest group operated by individuals outside the scope of any official position they have with the Federal government. The Black Sheep Bowmen operates only contingent on compliance with the requirement and condition of applicable Air Force directives.

SECTION 2 - **OBJECTIVES:** In order to maintain constancy of purpose, the Black Sheep Bowmen has established the following goals and objectives designed to fulfill the purpose.

- a. To provide a safe and encouraging environment for anyone wishing to learn, practice or enhance their archery skills.
- b. Encourage membership in Black Sheep and teach the use of the bow and provide training to use the equipment available for its use.

These goals and specific objectives are dynamic and will be reviewed and published bi-annually by the Black Sheep Bowmen Executive Committee, at the same time the constitution is reviewed and sent for renewal. The goals and objectives will be presented to the entire membership during the first meeting of March for voting approval.

SECTION 3 - **LIABILITIES:** The liabilities of the Black Sheep Bowmen are as follows:

- a. **OBLIGATION:** Obligations will be for the sole use and benefit of the Black Sheep Bowmen. No individual may obligate the Black Sheep without the approval from the executive committee. If an obligation is made without prior approval, the member will be held liable.

INSOLVENCY: Members of the Black Sheep may become financially liable for the obligations of debts of the Black Sheep if its assets fail to meet such obligations and debts. Said membership is also liable under the laws of Alaska for organizational debts in the event the organization's assets are insufficient to discharge liabilities. Members are jointly and severally liable for the obligations of the PO, and each member will be required to acknowledge his or her understanding in writing. A certification pursuant to AFI 34-223, paragraph 9.2, will be provided to FSS/FSR as sufficient notification of personal financial liability.

SECTION 4 - **EMPLOYMENT**: Any employment by the organization will not be based on age, race, religion, color, national origin, disability, ethnic group, or gender.

SECTION 5 - **FEDERAL, STATE, AND LOCAL LAWS**: The Black Sheep Bowmen will comply with all federal, state, and local laws governing like civilian activities.

ARTICLE III MEMBERSHIP

SECTION 1 - **QUALIFICATIONS**: Membership in Black Sheep will be voluntary and unrestricted with respect to age, race, religion, color, national origin, disability, ethnic group, or gender. IAW AFI 34-223 membership will be extended to the DoD family that are I.D. cardholders (active duty, retired members, dependents, surviving spouses, National Guard, Reserve Members and authorized DoD civilians). Membership may be denied to civilians if they are not able to pass the back ground requirements. Membership in the Black Sheep is a privilege, not a guaranteed right of the applicant. 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, gender, handicap, age, military rank, or national origin. The Board of Director's of the Black Sheep reserve the right to refuse membership to any applicant. Membership is defined as a current member in good standing.

SECTION 2 - **TYPES OF MEMBERSHIP**: The Black Sheep Bowmen will have several types of membership: full membership with all privileges, obligations, and voting rights.

a. Paid:

1. Annual – single, single work party, family, family work party.
2. Half Year – Officer approval is required. Half the single non work party rate.
3. Lifetime – Annual nonworking single membership times 5. Lifetime membership must be approved by a majority vote of the Board of Directors of the Black Sheep.
4. Paid memberships of any type are non refundable.

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, Range Masters, and Social Media Coordinator:
Annual membership for the range masters, social media coordinator 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 Alaskan Bowhunters Association (ABA).

SECTION 3 - **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. A family member is defined as 1) someone who resides in the same household as a spouse or partner; 2) children who are under the age of 18 or full time students and reside with the member; or 3) children who are under the age of 18 or full time students and are legal dependents of the member.

SECTION 4 - **APPLICATION FOR MEMBERSHIP:** Membership is open for all individuals who meet the requirements outlined in Article III, Section 1 and will have the following 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 and their guests will follow the rules as posted at the range. All new and renewing members will receive a copy of the posted rules of the indoor and outdoor range. They will sign on the attachment to the membership application form that they have read and agree to abide by these rules.
- d. All members and their guests 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 5 - **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. Failure to abide by the rules of the Black Sheep is subject to immediate termination of membership or non acceptance of membership renewal.
 - 5. 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 roster. 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. 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, Section 4). Requests to renew membership will need to be reviewed within 30 days and approved or denied in writing by the Board of Directors.

ARTICLE IV OFFICERS AND GOVERNING BODY

SECTION 1 - OFFICERS AND RANGE MASTERS: The Black Sheep Bowmen 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 and the Social Media Coordinator. Officers will ensure the Black Sheep Bowmen comply with all requirements of this constitution.

a. **PRESIDENT:**

1. Responsible for enforcement of the Constitution, and all other rules, regulations, and conventions of the Black Sheep.
2. Call, conduct, and manage all meetings of the Black Sheep.
3. Appoints and terminates special working committees as necessary.
4. Prepare the agenda for all meetings.
5. Represent the Black Sheep at all functions requiring an organizational representative.
6. May sign checks in absence of treasurer.
7. Acts as Treasurer in his or her absence.
8. Appoints a Secretary in case of his or her absence.
9. Responsible for the disposition of any assets or discharge of any liabilities remaining in the event the Black Sheep Bowmen are dissolved.
10. Provide sound, effective leadership

b. **VICE PRESIDENT:**

1. Perform duties of the President in the absence of the President.
2. Assume the duties of the President in the event of resignation or removal of the President.
3. Monitor membership continuity.
4. Act as monitor and advisor for standing committees.
5. Performs duties as Parliamentarian.
6. May sign checks in absence of treasurer.
7. Assist the range masters in obtaining supplies and be available as needed for backup.

c. **SECRETARY / TREASURER:**

1. Record proceedings of general membership meetings, executive committee meetings, and special meetings called by the president.
2. Maintains Black Sheep membership lists with records of participation.
3. Makes available to the membership copies of Constitution, by-laws and minutes of all meetings.
4. Distribute meeting minutes to all applicable members and provide for update to the Black Sheep Bowmen website.
5. Present the minutes at the meetings.
6. Provide 673rd Force Squadron PO monitor:
 - a. Constitution and any 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 The end of the PO's fiscal year
 - f. Tax exempt status documents
7. Receives and disburses funds belonging to the Black Sheep as directed by the voting membership and / or the executive committee
8. Collects all funds as required.
9. Maintain Black Sheep financial records.
10. Presents a financial summary at each membership meeting.
11. Signs checks.
12. Keep accurate records of the receipts and disbursements and make a treasurer's report at each monthly meeting.
13. Maintain a checking account for the Black Sheep Bowmen.
14. Acts as Vice-President in his or her absence.
15. The books of the Treasurer will be audited by a disinterested party 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.
16. 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.

e. SOCIAL MEDIA COORDINATOR:

1. Post club events and activities on social media accounts.
2. Monitor Face book posting and respond to comments or forward to the appropriate party for attention.
3. Take and post pictures of activities and events on Face book.
4. Forward pictures of events for posting on the website page.
5. Attend the monthly business meeting held on the first Thursday of each month and be prepared to present an update of postings and comments.

SECTION 2 - VOTING / ELECTIONS:

- a. **NOMINATIONS:** Nominations will be made at open membership meetings. Nominations may be made to the executive committee 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 committee.
- b. **PROCEDURES:** All officers will be elected by a majority vote of all members present at the election meeting.
- c. **TERM OF SERVICE:** Elections will be held at the January membership meeting and the new officers will serve for one year beginning immediately following the meeting.
- d. **SPECIAL ELECTIONS:** Except for the Presidential vacancy, special elections will be held at the next possible meeting to fill the officer positions. In the event of a Presidential vacancy, the Vice-President will automatically assume the position and hold Vice-Presidential elections.
- e. **VACANCY APPOINTMENTS:** The president may appoint a member to fill an interim officer vacancy to ensure continuity until elections are held. 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.
- f. **NEW OFFICERS:** New officers will consult the 673FSS for guidance and training on local base requirements, procedures, and information that supplements AFI 34-223, if needed.

SECTION 3 - TERMINATION OF OFFICERS:

- a. **REMOVAL FOR CAUSE:** Officers may be removed from office for improperly discharging duties and responsibilities or for actions that discredit the Black Sheep Bowmen. A vote ballot will be mailed to the current membership. Two-thirds of responding membership voting affirmatively for removal shall be required to remove an officer.

- b. RESIGNATION: Officers may resign by submitting their resignation in writing to the executive committee. Resignations will be effective 45 days later.
- c. PERMANENT CHANGE OF STATION (PCS)/PERMANENT CHANGE OF ASSIGNMENT (PCA): Officers terms are automatically terminated 45 days prior to PCS or PCA.
- d. TEMPORARY DUTY ASSIGNMENT (TDY): Members who hold an official capacity and will be TDY longer than 90 days may be required to resign from that office or position. These occurrences will be presented on a case-by-case basis to the membership for determination.
- d. No elected position holder may apply for any position (elected or appointed) for three (3) 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 failure to perform duties and responsibilities of the position. This is done by a vote of the Board of Directors.
- b. Resignation: Members occupying non-elected positions may resign by submitting their resignation verbally or in writing to the officers.
- c. Permanent Change of Station (PCS): Members occupying non-elected positions are automatically terminated 45 days prior to PCS.
- d. 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**

SECTION 1 – TYPES OF MEETINGS:

- a. GENERAL MEMBERSHIP MEETINGS: General membership meetings for conducting normal Black Sheep 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.
- b. SPECIAL MEETINGS: Executive committee 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 - QUORUM REQUIREMENTS: Five (5) percent of the members, with a minimum of three (3) board members, will constitute a general business meeting quorum. There will be a general membership meeting held at least once a month with the exception of June, July and August. A Board of Directors meeting requires a minimum of three (3) 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 3 - **TIME AND PLACE OF MEETING**: Notification of meetings will consist of announcements through the meeting minutes and monthly email notices or as otherwise deemed appropriate by the executive committee.

SECTION 4 - **PARLIAMENTARY PROCEDURES**: The president shall open the meeting by calling the meeting to order. General membership meetings will include the following:

- a. RECURRING BUSINESS
 - (1) Review and approval of previous minutes
 - (2) Range Masters reports
 - (3) Social Media report
 - (4) Treasure's financial report
 - (5) Committee updates
- b. OLD BUSINESS
- c. ITEMS FROM MEMBERS
- d. NEW BUSINESS
- e. GENERAL COMMENTS
- f. ADJOURNMENT / NEXT MEETING

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

SECTION 5 - **MEETING MINUTES**: The Secretary / Treasurer (or designated replacement) will record the contents of each meeting. The minutes, including financial statements, will be available to all Black Sheep members on the Black Sheep website and will be distributed to the 673 Force Support Squadron within two weeks.

ARTICLE VI VOTING

SECTION 1 - **GENERAL**:

- a. VOTING ENTITLEMENTS: All members have full voting rights. The President may not vote except in a tie or during an election of Black Sheep officers.
- b. PASSAGE REQUIREMENT: A simple majority of eligible members present is required for passage.
- c. TIE VOTES: In the event of a tie, the President will cast the tie-breaking vote.

SECTION 2 - **SPECIAL VOTING PROCEDURES**: Approval of the charter, by-laws, Constitution, or any revision thereof will require a two-thirds majority vote of eligible members present for passage. Two-thirds of responding membership voting affirmatively for removal shall be required to remove an officer.

ARTICLE VII COMMITTEES

SECTION 1 - **STANDING COMMITTEES:**

EXECUTIVE COMMITTEE: This committee is charged with ensuring compliance with the bylaws of the Constitution. The three (3) officers, the range masters, and the social media coordinator of the Black Sheep, with the President acting as Chairperson, will compose the body of this committee. Minimum duties of this committee include:

- (1) Review of all proposed constitutional changes.
- (2) Annual review of charter and bylaws before submitting them to 673 FSS for review.
- (3) May disburse up to one hundred dollars between general membership meetings with the concurrence of the majority of the executive committee members.
- (4) Charged with supervising the annual election of new officers and will accept nominations for the floor during the December meeting and will conduct the January election meeting.
- (5) During the January meeting, the Committee will open the floor for any additional nominations and introduce the nominees to the membership. Nominees will be given the opportunity to speak. Afterwards, the committee will conduct the elections.

SECTION 2 – **SPECIAL COMMITTEES:**

Special committees will be appointed to plan, organize, and execute specific projects. The President will appoint the Chairperson of the committee and the remaining committee members must be volunteers.

ARTICLE VIII FUND RAISING ACTIVITIES

Opportunities for fund raisers will be presented to the executive board. After review, the fund raising projects will be voted on and administered by the membership of the Black Sheep. These events will be coordinated through the Force Support Commander (673 FSS/CC) and approved by the installation commander or designated representative. The organization will not engage in any activities that compete with those of any appropriated fund FSS activity, Army and Air Force Exchange services, or NAFI programs on JBER or are prohibited by AFI 34-223.

ARTICLE IX ACCOUNTING

SECTION 1 - **RESPONSIBILITY:**

- a. **BLACK SHEEP BOWMEN:** The Black Sheep Bowmen shall be responsible for asset accountability, liability satisfaction, and responsible financial management.
- b. **APPROPRIATED FUNDS/NAFI:** Neither appropriated funds activities nor non appropriated funds may assert any claim to the assets or assume any obligations for the Black Sheep Bowmen.

- c. **TREASURER:** The treasurer shall be responsible for deposit of funds into a checking account that will be established with a suitable banking facility

SECTION 2 - FINANCIAL STATEMENTS: The Treasurer will maintain a monthly financial statement and present the status of all financial transactions and current balance at each regular meeting of the Black Sheep Bowmen and submit a monthly financial statement and an annual financial statement to 673 FSS Private Organization monitor.

SECTION 3 - AUDIT REQUIREMENTS: The account will be audited prior to the installation of a new Treasurer or when the membership deems necessary. The audit will be performed by a disinterested party of two individuals with no ties to the Black Sheep officers. If gross annual revenue is \$5,000 or more, an annual financial statement will be submitted to the installation commander or his representative. 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. 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 – SELF- SUSTAINMENT: The organization must be self-sustaining. The Black Sheep Bowmen will be self-sustaining, primarily through fundraising that will be conducted by the organization in accordance with AFI 36-3101, Fund raising within the Air Force.

SECTION 5 - 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 of the following will sign checks: President, Vice President, or Secretary / Treasurer.

SECTION 6 - 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 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 committee. The executive committee may approve disbursement of \$500 or less. The executive committee 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 X
REVISION AND APPROVAL OF CHARTER**

Suggested revisions to the charter may be submitted as new business at any scheduled Black Sheep Bowmen meeting. Upon approval by a two-thirds majority of members, the charter will be amended to reflect the change. The charter will then be effective upon signature of the President of the Black Sheep Bowmen. The charter will be forwarded to the 673 FSS for review and staffing through 673ABW/JA, with final approval by the installation commander or appropriately delegated approval authority.

**ARTICLE XI
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. Any remaining assets will be donated to the Northwest Archers. 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 the Black Sheep, written notice will be given to the 673rd Force Support Commander and such dissolution shall be carried out only with his approval.

**ARTICLE XII
INSURANCE COVERAGE**

A waiver of insurance will be requested from the Installation Commander or designee due to the low risk nature of this organization. Insurance for special activities involving members of the general public, or which are potentially hazardous, will be obtained commensurate with the risk involved.

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 and guests when acting in any capacity for or in participating in any activities of the organization. The Black Sheep Bowmen will maintain General Liability Insurance as a Chartered Club of the National Field Archery Association and administered by Sadler & Company, Inc.

**ARTICLE XIII
ANNUAL REVIEW**

SECTION 1 – REVIEW IN ACCORDANCE WITH AFI 34-223: The Black Sheep Bowmen are required to undergo an annual review by the 673rd Force Support Squadron to determine if its constitution, bylaws, charter, articles of agreement or other organizational documents, prescribing membership provisions and purposed, still apply. The date of this review will be one year from the date of establishment or date of review.

SECTION 2 – 673rd FORCE SUPPORT SQUADRON NOTIFICATION: In accordance with AFI 34-223, the Black Sheep must provide the 673rd Force Support Squadron with:

- (1) Copy of the Constitution and any By-laws.
- (2) Copy of Insurance/Waiver of Insurance.
- (3) List of Current Officers (including office symbols, phone numbers, and email addresses.
- (4) Copies of meeting minutes.
- (5) Copies of financial statements.
- (6) Copies of tax exempt status documents.

Failure to comply with AFI 34-223 will result in recommendation for dissolution.

This charter was approved by a majority vote of eligible members present at the Black Sheep Bowmen meeting held on May 7, 2021 and became effective May 7, 2021.



President, Bernard Punzalan

1st Ind, 673 MSG/CC

MEMORANDUM FOR BLACK SHEEP BOWMEN

Approve / ~~Disapprove~~

DELAMATER.JAS⁷⁸ Digitally signed by
ON.R.1066645378 DELAMATER.JASON.R.10666453
Date: 2021.09.16 14:34:29 -08'00'
JASON R. DELAMATER, Colonel, USAF
Commander, 673d Mission Support Group