

**CONSTITUTION
of the
SOUTH CAROLINA
ARCHERY ASSOCIATION**

(As amended 1981, 1985, 1987, 1989, 1990, 1992, 1994, 1997, 1999, 2001, and 2017)

ARTICLE I - NAME

The name of this organization shall be ***SOUTH CAROLINA ARCHERY ASSOCIATION***; hereinafter will be referred to as SCAA.

ARTICLE II – PURPOSE

The purpose of the SCAA shall be:

- A. To foster, expand and perpetuate the sport of archery and the good fellowship among all archers.
- B. To protect, improve and increase the hunting rights of bowhunters.
- C. To unify all archery groups, clubs and organizations in South Carolina into one Association.
- D. To sponsor and conduct archery tournaments in South Carolina that are governed by the rules and regulations as set by the SCAA board of directors that are equal and fair to all.
- E. To cooperate with the SC Department of Natural Resources to secure and improve bowhunting privileges.
- F. To promote and publicize archery activities in South Carolina including bowhunting, field and target archery.

ARTICLE III - MEMBERSHIP

1. INDIVIDUAL MEMBERSHIPS

- a. Life Memberships (with exemptions of annual dues) may be granted upon making a one-time payment as determined by the SCAA board of directors. A life membership for any individual sixty-five (65) years of age or older shall be available for a reduced amount as determined by the SCAA board of directors.
 - b. Regular membership in the SCAA shall be limited to those persons who are members of the National Field Archery Association (NFAA) and residents of South Carolina or comply with the unilateral or reciprocal non-resident membership arrangements as stated in the NFAA CONSTITUTION and BYLAWS.
 - c. Junior membership shall be granted to any individual who has not yet reached his/her eighteenth (18th) birthday and has paid the SCAA/NFAA individual membership dues. Junior members may not vote.
- 2. CLUB MEMBERSHIP - SCAA/NFAA** shall grant a charter of affiliation to those clubs who make application and pay the annual charter fee through their NFAA representative, the SC NFAA Director; and upon approval of the Board of Directors at the SCAA Annual Scheduling meeting.

3. **MEMBERSHIP REFUSAL OR SUSPENSION** - The Board of Directors may suspend or expel any individual member or club for conduct detrimental to the best interest of the SCAA. The Board also reserves the right to refuse any individual membership or club charter for the same reason.

ARTICLE IV - ROSTER OF OFFICERS AND DUTIES

1. The officers of the SCAA shall include: **President, Vice President (tournament director), Secretary/Treasurer, Webmaster, and NFAA Director**. These offices shall be the "Executive Officers of the SCAA". The Executive Officers shall be empowered to act as a group, except in extreme circumstances, and perform routine, day by day decisions in the operation of the South Carolina Archery Association, within constraints of the SCAA Constitution and By-Laws.
2. All the officers shall serve for a two-(2) year term. The President, Webmaster and NFAA Director shall be elected on the even years. The Vice-President and Secretary/Treasurer shall be elected on odd years.
3. No officer shall be eligible for election to serve in the same office for more than two (2) consecutive terms unless approved by a 2/3 vote of the SCAA Board of Directors. Upon a recommendation by a Board of Directors, *(a vote by the board may be taken either by mail or at the annual Board of Directors' meeting)*. Regardless of the recommendation of the Board of Directors the officer must be voted in by the SCAA membership as a whole in regular election.
4. The information regarding nominations of officers will be given advanced notice from the SCAA Secretary/Treasurer as per **Article V, Nominations, Election and Terms of office**.
5. All SCAA officers who make any financial transaction will be bonded for a specific sum fixed by the Board of Directors. These fees shall be paid by the SCAA.
6. Duties of Officers of the SCAA:
 - a. **President**
 - i. To assume overall responsibility for the operation of the SCAA and for the performance of all other officers of SCAA.
 - ii. To preside over all SCAA and Board of Directors meetings. If unable to attend, it is his/her responsibility to furnish a qualified substitute.
 - iii. To appoint any committees to serve the association.
 - iv. To oversee year-long tournaments and obtain awards for these tournaments that will be distributed at the end of the year banquet.
 - v. To perform all other duties incidental to the office which are for the betterment of the SCAA.
 - b. **Vice-President (tournament director)**
 - i. In the absence of the President he shall assume all the duties of the President.
 - ii. In the event of the long-term or permanent absence of the President he would assume the office of the President.

- iii. To serve as presiding officer at all SCAA State Tournaments. If unable to attend, it will be his/her responsibility to furnish a qualified presiding officer.
 - iv. To serve as public relations officer for SCAA.
 - v. To keep NFAA Archery Magazine informed of all pertinent activities of SCAA.
 - vi. To maintain a permanent newspaper file of SCAA events - including names and addresses of both local and state newspapers and websites.
 - vii. To send news releases to local and state newspapers.
 - viii. To develop a positive program for the formation and development of new clubs and to assist present membership clubs of SCAA.
 - ix. To approve any scheduling changes made after the scheduling meeting.
 - x. To assist and advise the President.
 - xi. To perform any other duties required by his office.
- c. **Secretary/Treasurer**
- i. To preside at all meetings of the SCAA and of the Board of Directors in the absence of the President and Vice-President.
 - ii. To record and maintain a permanent file of the minutes of all meetings of the SCAA and of the Board of Directors. These minutes will be posted on the SCAA website.
 - iii. To notify SCAA Officers, Club Representatives, and members of the SCAA Board of Directors meetings.
 - iv. To receive all money due the SCAA and to deposit it in the name of SCAA.
 - v. To keep accurate accounts and records of all receipts and disbursements of SCAA.
 - vi. To make a formalized financial statement of the SCAA account at each quarterly meeting of the Board of Directors.
 - vii. To provide all account books and all other financial records at any quarterly meeting of the Board of Directors, upon request.
 - viii. To perform all other duties incident to the office.
- d. **NFAA Representative (Board Director)**
- He shall be a member of NFAA and will be responsible to the NFAA membership and carry out his duties as outlined in the NFAA CONSTITUTION.
- i. To attend sectional and national Directors meetings or to insure attendance of a qualified substitute, who must be a NFAA member and approved by the Board of Directors.
 - ii. To assist the host club in tournaments and verify that facilities and arrangements are in accordance with SCAA/NFAA standards.
 - iii. To insure that tournaments are conducted in accordance to the rules of NFAA and SCAA.

- iv. To advise and assist in the formation of new clubs and to help clubs in laying out field courses.
- v. To appoint any committees that are deemed necessary to carry out the duties of his office.
- vi. To attend all meetings of SCAA or to insure attendance of a qualified substitute who must be a member of SCAA/NFAA. The person appointed to substitute must be familiar with the duties of the Director and of SCAA business.
- vii. To perform all other duties incident to his office and for the betterment of SCAA and NFAA.
- viii. Upon receipt of the Club Charter, Inspection, Insurance report from NFAA, if any club needs range inspection, contact the club President or Secretary and make arrangements to complete necessary range inspections either himself or by his representative. It is his/her responsibility to be sure that no range inspections are past due.
- ix. To furnish current membership lists to SCAA officers and to Club officers upon request.
- x. To distribute NFAA certificates and patches that will be awarded to the champions of each NFAA class at NFAA sanctioned tournament.

e. Webmaster

- i. To maintain a functionable website and message board.
 - ii. To post updated tournament scores, forms, schedules, and other information pertinent to SCAA in a timely manner.
 - iii. To manage the web domain.
 - iv. To work with the Secretary/Treasurer and NFAA director in maintaining accurate State Records.
 - v. To perform all other duties incident to his office and for the betterment of SCAA and NFAA.
7. The President, Vice-President, Secretary/Treasurer, NFAA Representative, Webmaster and club representatives shall comprise the Board of Directors.
8. This Board of Directors shall have power to act on all business matters relating to the SCAA as empowered by the **CONSTITUTION** and the **BY-LAWS**. In case of a tie, the presiding officer shall have the deciding vote.

ARTICLE V - NOMINATION, ELECTION AND TERMS OF OFFICE OF OFFICERS

1. *Nomination of Officers:* The information regarding nominations of officers will be given advance notice either through "Quiver", website, or through social media no later than June 15 of the election year. All nominations must be in writing and must be mailed or emailed to the SCAA Secretary/Treasurer, postmarked no later than July 20th of the election year. Any person nominated to an office must have agreed that they are fully aware of the duties of the office to which they

have been nominated and if elected that they will carry out the duties as outlined in the SCAA Constitution and By-laws to the best of their ability.

2. *Election of Officers*

- a. The Secretary/Treasurer shall provide SCAA election ballots to all adult SCAA members no later than August 1st of each election year.
- b. Ballots must be returned to the Secretary/Treasurer by August 20th of each election year (to be a valid ballot). They may be submitted through mail, email, or website. Name or NFAA member number must be submitted to keep integrity of the election.
- c. Only current adult members (18 years of age or over) of SCAA/NFAA shall have voting privileges in the election of officers.
- d. The candidate receiving the greatest number of votes (plurality or majority) for each particular office shall be elected.
- e. Election results shall be verified by the officers of the SCAA. Runoff elections will be held for any office which has a tie election. This will be completed within fifteen (15) days of the regular election.
- f. The Board of Directors will fill unexpired terms by appointment. Persons filling unexpired terms will still be eligible to run for two full terms.

3. *Terms of Office*

- a. All officers shall preside from 10/01 to 09/30 for two (2) years.
- b. Any officer's term of duty may be terminated by a vote of impeachment of the Board of Directors. An impeachment hearing will be directed by the President (by vote of the Board of Directors) after all parties involved have been given fifteen (15) days notice.

4. *Indoctrination of the Officers-Elect*

- a. In order to insure the continuity of the business affairs of SCAA, the officers-elect shall be advised by the outgoing officers immediately after each election.

ARTICLE VI - BUSINESS OPERATIONS OF SCAA

1. The SCAA will correspond with the membership via email, website, social media, mail, and displaying at clubs. The SCAA will utilize web-based methods for operations when appropriate (ex. registrations for tournaments, voting, newsletters, etc.).
2. The President shall be empowered to conduct business throughout the year by the means of email, phone calls, or meetings with the Board of Directors. If a meeting is required, approval by the majority of the Executive Officers of SCAA (President, Vice-President, Secretary/Treasurer, SCAA/NFAA Director and Webmaster) is needed.
3. A Quorum must be established to conduct business of the SCAA. A Quorum will be defined as 1 more than half of the current Board of Directors. (The Executive Officers and one representative from each club within the SCAA.) (September, 2001)
4. Board of Directors Meeting

- a. At least one Board of Directors Meeting shall be held each year. This meeting will include reviewing tournament rules, operating procedures, the schedule for the upcoming year, and any additional business related to the SCAA.
- b. Representatives of other archery associations within the state will be invited to the annual board of directors meetings and participate as advisory members. These associations include but are not limited to: Archer Shooter's Association (ASA), Bowhunters of South Carolina (BofSC), Scholastic 3D Association (S3DA), National Archery in the Schools Program (NASP)
- c. SCAA Officers and Club Representatives will be notified of meeting scheduling and minutes by email. SCAA Individual Membership will be notified through posts on social media and website.

ARTICLE VII - SOUTH CAROLINA ARCHERY ASSOCIATION CODE OF ETHICS

1. Each member of the SCAA shall be responsible for any and all of his/her acts at any archery tournament or activity sponsored in whole or in part by the SCAA. This responsibility shall apply especially to the results of any accidents, which could or may be caused by his/her bow and/or arrows. Each member of the SCAA must agree to abide by this *code of ethics* and the safety rules set forth by the NFAA and the hunting rules and regulations of the state of South Carolina Department of Natural Resources upon joining the SCAA.
2. When a member pays the registration fee to a tournament, he/she automatically agrees to become informed of, and to abide by, the rules of that tournament and shall not argue publicly with or verbally abuse any tournament or state official.
3. During or after a tournament a member may question a field captain, tournament official, or any official civilly, but he/she must accept the reply with no argument or retaliatory remarks. If he/she is dissatisfied with the reply or decision, he/she may file a formal letter of protest, with proper fees, to the tournament director. The subsequent decision rendered by an appointed protest board shall be final with regards to the tournament results. Other issues may be brought before the SCAA Board of Directors for redress by way of a formal, written request for a hearing to the SCAA President.
4. The use of profane language or obscene gestures at any archery activity, be it within or out of this state, shall be a violation of the *Code of Ethics*.
5. The drinking of any alcoholic beverage to the extent that the person becomes obnoxious or dangerous to others shall cause said person to be asked to leave the range or archery activity. Failure to do so will constitute a violation of the *Code of Ethics*.
6. An SCAA member shall conduct himself or herself at all times in a manner that will bring respect and honor upon himself/herself, archery, SCAA and the NFAA.
7. All SCAA members are required to report any and all violations of the *Code of Ethics* to the proper authorities: SCAA President, Vice-President or Director.
8. In the event of accusations of wrongdoing made against a SCAA/NFAA member verbally, with basis or not, with witnessed account by an unbiased observer, the

member being accused may request a hearing of the Board of Directors whereby to confront his accuser and seek redress from the Board, following proper procedure of the SCAA/NFAA. If the accusations are found to be unfounded or unsubstantiated by the Board such accusations will be ruled a violation of this *Code of Ethics*.

9. Tournament Protests: All protests must be turned in, in writing to the tournament director within one (1) hour of the end of the day's shooting. A \$25.00 fee must accompany each protest. If protest is upheld by the appointment tournament protest board, the fee will be returned to the protestor. If the protest is not upheld, the fee will be retained by the SCAA treasury.
10. A violation of any section of this *Code of Ethics* by a SCAA member will result in a hearing within fifteen (15) days by the SCAA Board of Directors and appropriate punishment will be determined by the Board on a case by case basis if found to be unsportsmanlike or deliberate malicious misconduct.

ARTICLE VIII - ADOPTION OF THE CONSTITUTION

1. This constitution shall be adopted and become effective when approved by two-thirds (2/3) of the votes of the Board of Directors present providing a quorum is present.
2. The constitution may be altered or amended by two-thirds (2/3) of the returned ballots of the SCAA memberships.
3. Any alterations or deletions will become effective when approved and accepted by the NFAA.

ARTICLE IX - BY-LAWS

1. These are regulations, which govern the administrative operation of SCAA. They must not conflict with the constitution.
2. The By-Laws may be amended by a two-thirds (2/3)-majority vote of the Board of Directors and shall become effective upon notification of the entire membership of the SCAA.
3. Membership
 - A. Individual Membership
 - a. Membership with the NFAA/SCAA begins after application and payment is received.
 - b. Membership duration is for one calendar year from the application and must be renewed for membership to continue the following year.
 - c. NFAA/SCAA membership will be obtained and managed from NFAA Headquarters. NFAA Headquarters will periodically send SCAA their portions of the memberships.
 - d. Only current members of SCAA/NFAA and unilateral or reciprocal Non-resident SCAA/NFAA members shall be eligible for awards in State Championship tournaments. Non-resident (without unilateral or reciprocal agreements) or visitors may not compete for

established awards in any class, but shall be presented separate awards at the discretion of the host club as a guest class.

- e. Non-resident unilateral or reciprocal SCAA/NFAA members shall have agreements signed and filed as per NFAA Constitution and By-Laws and cannot transfer their membership back to their state of residence within a period of one (1) year from the date of the signed agreement.
- f. Membership categories and their fees are listed in the SCAA Rules & Regulations Handbook.

B. Club Membership

- a. Club Charter Fees, \$50, are to be paid annually on their anniversary date and managed by the NFAA Federation. Periodically, NFAA will send SCAA their portion of the Club Charter Fees, \$25.
- b. Archery Ranges used for all tournaments must meet NFAA inspection requirements. Ranges include 3D, Indoor, and Outdoor.
- c. All SCAA affiliated clubs shall be required to have insurance on their ranges and if not listed with NFAA insurance program, are required to provide proof of insurance to SCAA Secretary each calendar year.
- d. All major officers of SCAA/NFAA chartered clubs must be members of SCAA/NFAA. Major officers are: President, Vice-President, and Secretary/Treasurer. (*October 1979*)
- e. Club will keep on file with State Secretary/director a listing of club officers and contact information: President, Vice-President, Secretary, Treasurer, SCAA Club representative, etc.
- f. Club will be placed in a designated region. All trophy or money tournaments hosted by a club will not coincide with other clubs in that region. This does not limit a club from having a "club" shoot of it's own members.
- g. Clubs may not add any trophy or money tournament to their schedule except those granted to them by the Vice-President.
- h. Probation Year: The first year a club is part of the SCAA is called a probation year. Clubs are full members of the SCAA and receive all the benefits of being part of the SCAA. However during this year, the clubs are not voting members of the board of directors and are unable to hold state championship tournaments. All club events are on the SCAA scheduling page and they are included in any tournaments with their region.

4. Tournament Requirements

- A. Refer to the Rules & Regulations Handbook for complete information.
- B. Clubs will provide a safe, well-organized tournament environment.
- C. At least three (3) archers will be assigned to each target/group and at least one archer shall be from another club, family or group. Scoring will be done by two

(2)-opposing members of a team or group. Both score cards will be reviewed by club representative. The club will keep one score card. The other score card will be given to archer as a receipt.

- D. A Range Captain will be selected before a state shoot. This may be an SCAA officer, club officer, or other SCAA member that is deemed capable of feeling the duties of this position
- E. All NFAA-sanctioned indoor and outdoor field tournaments and shall be shot under NFAA shooting rules and all NFAA Divisions and Classes shall be recognized as per NFAA Constitution and By-Laws except those approved by the Board of Directors. Also, to insure that everyone will know and understand the rules and classes, NFAA descriptions of Divisions and Classes shall be included in the SCAA Rules & Regulation Handbook.
- F. All SCAA-sanctioned 3D tournaments shall be shot under SCAA shooting rules and all SCAA 3D Divisions and Classes shall be recognized as per SCAA Constitution and By-Laws.
- G. Clubs will submit a competition summary report and shooter/tournament fees to the SCAA within a 2 weeks of all tournaments hosted. Shooter/tournament fees include any SCAA tournament memberships and \$1 per every adult that participates as a competitor or shoots a practice/fun round.
- H. Scores will be submitted to the webmaster via email and as a pdf file as quickly as possible. It is preferred within 2 days of the tournament.
- I. Clubs will submit all NFAA/SCAA memberships collected to the NFAA Federation. Periodically, NFAA will send SCAA the state portion of these memberships.
- J. Awards/Trophies for SCAA-sanctioned Club Tournaments
 - a. Clubs will follow the trophy and award chart to determine the number of trophies/awards to present to each class. This is based on the number of competitors in the class. Refer to SCAA Rules and Regulations Handbook for chart.
 - b. Clubs determine what the awards will be for the tournaments. All tournaments will have an award given.
 - c. Any perpetual trophy awarded by SCAA shall remain the property of the Association. Any holder of such trophy upon leaving the SCAA shall return the trophy to the resident or one of the SCAA officers.
 - d. To be eligible to register and shoot in any State Championship Tournament a member must show his SCAA/NFAA classification card or be verified by a state director.
 - e. Failure to comply with charter or collapse of club:
 - i. If a club fails to comply with above for any reason, the SCAA Executive Board will review the infraction and address as warranted: bring matter to Executive Board, Regional Clubs, SCAA Board of Directors for review.
 - ii. If a club withdraws to comply with above for any reason, all scheduled shoots on their calendar become property of the SCAA

Board of Directors, and shall be open dates to be awarded to clubs by bid or draw.

5. Benefits for SCAA offices

A. The offices of Secretary/Treasurer and Webmaster shall be salaried annually.

a. The amount of the salary shall be fixed and shall be approved for payment at the annual meeting at the end of the year that the officers have served.

1. The amount of the salary for the Secretary / Treasurer position is fixed at two hundred dollars (\$200.00) per year until altered by a vote of the Board of Directors (October, 1999)

2. The amount of the salary for the Webmaster position is fixed at one hundred dollars (\$100.00) per year until altered by a vote of the Board of Directors. (2017)

3. If an officer leaves the position prior to the end of that year, that officer may forfeit their salary (October, 1999)

B. Additional Benefits for SCAA Executive Officers and Support Positions

a. Selected positions as approved by the SCAA Board of Directors memberships with the NFAA/SCAA will be paid by the SC Archery Association.

b. All State level tournaments shooting fees and Regional Competition participation fees are waived for those officer positions that are approved. (These individuals will pay fees at club tournaments that are not a state level tournament.)

6. Tournament Scheduling, Types, and Classes

A. Bids for SCAA State Championship tournaments will be received at the scheduling meeting. Clubs that bid on the same State Championship event will be drawn to determine the hosting club. Once a club is scheduled to host a state tournament, they may only bid for another state tournament if no other club bids for that tournament.

B. After the SCAA State Championship tournament dates have been set, clubs will separate into their regions to select the dates for SCAA sanctioned club tournaments. Clubs will draw for selection order and rotate so all clubs get a fair chance in selecting dates (ex. 3 clubs- each take a turn picking first, 6 clubs- rotate first to last, last to first). No club within the same geographical area of the state shall hold any trophy or money shoot on the same scheduled date of another club with the same geographical area of the state. Clubs hosting State Championship tournaments will skip one turn in the selection process for each tournament they will be hosting as they already have tournaments on the schedule. (If a club is holding 2 State Tournaments, then they will sit out two rounds of the selection process for club tournaments.)

C. Tournament Types

a. SCAA will hold at least one indoor and outdoor NFAA sanctioned tournament.

- b. Information for tournaments hosted during the year will be in the SCAA Rules & Regulations Handbook and on the website.

D. Classes

- a. A class list and description can be found in SCAA Rules and Regulations Handbook and on the SCAA website.
- b. Pro division must have more than one entry in a style to establish a separate style.

E. SCAA Hall of Fame (September, 2001)

- a. NOMINATIONS may come from any active SCAA member and must be received by the president or secretary no later than July 1st for consideration and acceptance into the "Hall" for that calendar year.
- b. A nominated member in the Hall of Fame should meet one or more of the following three "classes" or categorical requirements for membership
 - "Pioneer" An archer who has been deeply involved in tournament archery since the early years of the SCAA or an archer who has implemented improvements and changes that have resulted in a positive improvement to the SCAA.
 - "Service" The number of years as a member of the SCAA/NFAA and has been a role model for others. An archer must be a member of the SCAA and NFAA for a minimum of 10 years to be eligible for service.
 - "Tournament Accomplishments." An archer who has excelled in the class that he or she competes
- c. An essay must accompany nominations; resume and any other documentation available, which would help, justify consideration and acceptance of the nominee.
- d. The nomination form must be completed in its entirety and signed by at least three other SCAA members upon being submitted to the Executive Board for consideration.
- e. The final decision will be made by a vote of the Board of Directors via email no later than July 15. A 2/3- majority secret ballot vote shall be required for the nominee to be voted into the Hall of Fame.
- f. All dates for nominations and votes depend on the scheduling of the Award Banquet. These dates are if the Award Banquet is held in August. When held in July, the dates may be changed to an earlier date. This will be included in the Quiver Newsletter for the calendar year.
- g. Yearly, at the End of Year Award Banquet a person selected and approved by vote of the SCAA Board of Directors will be during the board of directors meeting an SCAA past or present member may be voted into the SCAA Hall of Fame.
- h. Awards will be presented to new inductees into the "Hall" during an Awards Banquet or other official function of the SCAA as dictated by the Executive Board. These awards may take the form of a certificate or plaque, as deemed appropriate by the Executive Board. The design and wording shall be standardized and approved by the Executive Board of the SCAA.

- i. The SCAA Webmaster shall keep a listing of all persons nominated and accepted into the " South Carolina Archery Association Hall of Fame." This listing will also be published annually in the SCAA handbook and Quiver Newsletter.