

**CONSTITUTION AND BY LAWS
OF
NORTHERN KENTUCKY BOWHUNTERS ASSOCIATION, INC.**

3/12/2005

Article 1: NAME

- A. This organization will hereinafter be known as the Northern Kentucky Bowhunters Association, Inc. It may be abbreviated: NKYBA.
- B. It will be a non-profit organization with the purpose to educate and fund National Archery in the Schools Program (NASP) and to foster, expand, and perpetuate the practice of archery and the spirit of good fellowship among all archers. If for whatever reason the Executive Council elects to move forward in terminating NKYBA all assets will become the property of the NASP Program and appropriated to the Director of the program in Frankfort, Ky.

Article 2: OBJECTIVES

It is the purpose of the Northern Kentucky Bowhunters Association:

- A. To provide safe quality archery programs in support of NASP.
- B. To promote, protect, and preserve bowhunting.
- C. That by reason of choice, members must have a keen interest in the sport of archery.
- D. To be a conscientious archer, promoting archery by working to elevate its standards and the standards of those who practice the sport of archery.
- E. To provide training for others in safety, shooting skill and hunting techniques.
- F. To practice the wise use of our natural resources, the conservation of our wild game and the preservation of the natural habitat thereof.

Article 3: MEMBERSHIP REQUIREMENTS

Membership shall be granted to a person who:

- A. Has satisfactorily completed a membership application.
- B. Uses legal archery equipment.
- C. Has made full payment of membership fees.
- D. That they are in agreement with all articles of these By-Laws.
- E. Application has been accepted by the Executive Council.
- F. Who has adopted the rules of fair chase and the Code of Ethics prescribed by the association. See Attachment A.
- G. Who obeys the Rules and Regulations set forth in support of Lloyds Management Area. See Attachment B.
- H. Types of membership:
 - 1. Family / Individual (18yrs of age or with written parental consent)
 - 2. Honorary – applicant must be sponsored by a member in good standing and approved by the Executive Council.

Article 4: EXECUTIVE COUNCIL

- A. The Executive Council will consist of the following positions of the association; President, Vice-President, Secretary, Treasurer and up to six (6) board members.
- B. The Officers and Board of Directors shall hold office for a term of four (4) years beginning March 2005.
- C. The duties of the Officers and Board members shall be as follows;
 - 1. The President shall be the principle executive officer of the association and shall exercise general executive supervision over all affairs. They shall preside at all general meetings. They will cause an annual audit of the records by the Executive Council. They shall perform all other duties incidental to the office of President and such specific duties as may be required or assigned to him by the club.
 - 2. The Vice-President shall perform the duties of the President in the President's absence or in the event of their inability or refusal to act. When the Vice-President is acting in the President's capacity, they shall have all the powers of, and be subject to all restrictions upon the President. They shall be responsible for all appointed committee's activities. They will be the parliamentarian and perform any other duties that may be assigned to them.

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3. The Secretary shall keep a record of all association activities. They shall be custodian of all books, minutes and records of the organization and shall attest to all official documents and resolutions. They will receive all applications of membership and shall be responsible to coordinate with the Treasure payments of all dues, fees and assessments. They shall be responsible for maintaining an accurate roster of all members, including their post office address and other information, as the association may require. They shall keep records of all official correspondence.
 4. The Treasurer shall have charge of all funds of the association and shall deposit the same in the name of the association, in a bank approved by the association. Money shall be withdrawn only by checks signed by either the President or the Treasurer. Payments for only authorized expenditures will be made. They shall keep accurate books and financial records of all income and expenditures. All expenditures shall be supported by receipts. Records will be kept using a system approved by the association. They will make a report to the association at each meeting. They shall perform such other duties as assigned to them by the President or the association.
 5. The Board of Directors shall have full voting rights and support the officers in ensuring the association is managed in a professional manner.
- D. In the event of a vacancy in any office other than the President, because of death, resignation, removal, or otherwise, the Executive Council will appoint immediately a member to serve out the remaining term of that officer; the Vice-President shall automatically succeed to the office of President and the office of Vice-President shall be filled as prescribed above.
 - E. Any officer may be removed by the three-fourths (3/4) majority vote by the Executive Council at any scheduled council meeting after being given the opportunity to respond, prior to said vote.
 - F. The officers and board members may be reimbursed for actual necessary expenses, not to exceed fifty dollars (\$50), except with prior approval from the Executive Council.
 - G. The Executive Council has the power to veto any vote they feel is detrimental to the future and success of the Northern Kentucky Bowhunters Association.

Article 5 DUES

- A. Dues for membership in the association shall be set by forth the Executive Council.

Article 6 MEETINGS

- A. Meetings shall be held on the day, time, and place as determined by the Executive Council.
- B. At any regular scheduled meeting, in order to conduct business, at least two (2) officers and at least two (2) board members are in attendance. Any officer unable to attend a meeting shall be responsible to see that another officer or board member acts in their capacity.
- C. The three (3) types of meetings are:
 1. Executive Council – comprised of the four (4) officers and up to six (6) board members.
 2. General – comprised of the Executive Council and general membership.
 3. A special meeting may be called by the Executive Council at any time with due notice.

Article 7 COMMITTEES

- A. Committees shall be appointed by the President and answer to the Vice-President.
- B. The committee shall report at each meeting on the committee's progress.
- C. Each appointed committee shall elect a captain to lead and report progress of the committee task.

Article 8 ORDERS AND RULES OF BUSINESS

- A. The following shall be the regular order of business at the meeting:
 1. Roll call
 2. Introduction of new members
 3. Minutes of previous meeting
 4. Treasurers report
 5. Report from appointed committee's

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6. Unfinished business
 7. New business
 8. Public relations update
 9. Closing of the meeting
- B. Rules of order: "Roberts Rule of Order" shall govern the deliberation of a meetings of the association, Attachment C.

Article 9 AMENDMENTS

- A. These By-Laws may be amended by a three fourths (3/4) majority vote of the Executive Council at an Executive Council meeting. Any amendment must be presented in writing to the Executive Council (20) twenty days preceding the vote to be taken.

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ATTACHMENT A

CODE OF ETHICS

- Archers must respect the rights, dignity, and worth of each and every person and treat equally within the context of the sport.
- Members shall agree to abide by the aims and objects, ethics and rules of the organization and any further rules of amendments that may be deemed necessary.
- Archers must accept responsibility for their own behavior and performance.
- Archers must consistently display high standards of behavior.
- In desire to be sportsmen all members shall, as far as humanly possible, endeavor always to obtain a quick, clean kill, and with this object in view should refrain from using unsuitable equipment.
- It is not the intention to list a host of must and must not, to lay down a series of hard and fast rules to govern this form or archery, but rather encourage our members to be sportsmen. It is felt that any rule or law governing hunting that cannot be enforced is weak and irritating.
- Good hunting manners, a sense of responsibility, pride of membership and love of the outdoors is of greater value than a book full of rules. In this organization the onus is on the sportsman to be sportsman.
- Archers must adhere to the local laws governing hunting and fishing. A citation for unlawful actions will not be tolerated and immediate dismissal from NKYBA will be invoked.

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ATTACHMENT B

RULES AND REGULATIONS FOR LLOYDS WILDLIFE MANAGEMENT AREA

1. Northern Kentucky Bowhunters Association, Inc. (NKYBA) may use the property for designated purposes only; Club Meetings, hosted archery events, or use of the archery range.
 - A. Avoid practices detrimental to forestry, wildlife or agricultural crops.
 - B. Vegetation is to remain intact, no cutting or trimming permitted.
 - C. Open fires for any reason is not permitted on Lloyds WMA properties.
 - D. Post any signs or construct structures without written consent from a department representative.
 - E. All activities will be in compliance with applicable State and Federal regulations.
 - F. Camping is not permitted at Lloyds WMA at any time.
2. NKYBA will dispose of all litter and trash during club activities including meetings and hosted archery events. Both inside and outside of the facility including the archery range will be maintained.
3. Smoking inside the clubhouse is strictly forbidden. This policy will be governed by the Laws set forth by the State of Kentucky.
4. Vehicles will be restricted to maintained roads and parking lots approved for public use. Emergency vehicles or other specific vehicles may be authorized special access by a department representative.

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ATTACHMENT C

OVERVIEW OF ROBERT'S RULES OF ORDER

What is Parliamentary Procedure?

It is a set of rules for conducting meetings that allows everyone to be heard and to make decisions without confusion.

Why is Parliamentary Procedure Important?

It's a time-tested method of conducting business at meetings and public gatherings. It can be adapted to fit the needs of any organization including NKYBA.

Organizations using parliamentary procedure usually follow a fixed order of business. Below is a typical example:

1. Call to order.
2. Roll Call of members present.
3. Reading of minutes of last meeting.
4. Treasurer's reports.
5. Committee reports.
6. Unfinished business.
7. New business.
8. Public relations report.
9. Announcements.
10. Adjournment.

The method used by members to express themselves is in the form of moving motions. A motion is a proposal that the entire membership take action or a stand on an issues. Individual members can:

1. Call to order.
2. Second motions.
3. Debate motions.
4. Vote on motions.

There are four Basic types of Motions:

1. Main Motions: The purpose of a main motion is to introduce items to the membership for their consideration. They cannot be made when any other motion is on the floor, and yield to privileged, subsidiary and, and incidental motions.
2. Subsidiary Motions: The purpose is to change or affect how a main motion is handled, and is voted on before a main motion.
3. Privileged Motions: The purpose is to bring up items that are urgent about special or important matters unrelated to pending business.
4. Incidental Motions: The purpose is to provide a means of questioning procedure concerning other motions and must be considered before the other motion.

How are Motions presented?

1. Obtaining the floor
 - a. Wait until the last speaker has finished.
 - b. Rise and address the President by saying "Mr. President".
 - c. Wait until the President recognizes you.
2. Make your motion
 - a. Speak in a clear and concise manner.
 - b. Always state a motion affirmatively, say "I move that we.....".

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- c. Avoid personalities and stay on the subject.
3. Wait for Someone to Second Your Motion
4. Another member will second your motion or the President will call for a second.
5. If there is no second to your motion it is lost.
6. The President States your Motion
 - a. The President will say, "it has been moved and seconded that we..." Thus placing your motion before the membership for consideration and action.
 - b. The membership then either debates your motion, or may move directly to a vote.
 - c. After your motion is presented to the membership by the President it becomes "assemble property" and cannot be changed by you without the consent of the members.
7. Expanding on your Motion
 - a. The time for you to speak in favor of your motion is at this point in time rather than at the time your present it.
 - b. The mover is always allowed to speak first.
 - c. All comments and debate must be directed to the President.
 - d. Keep to the time limit for speaking that has been established.
 - e. The mover may speak again only after other speakers are finished, unless called upon by the President.
8. Putting the Question to the Membership
 - a. The President asks, "Are you ready to vote on the question?"
 - b. If there is no more discussion, a vote is taken.
 - c. On a Motion to more the previous question may be adapted.

Voting on a Motion

The method of vote on any motion depends on the situation and the by-laws of policy for NKYBA.

There are five methods used to vote;

1. By Voice – The President asks those in favor to say "aye" those opposed to say "no". Any member may move for an exact count.
2. By Roll Call – Each member answers "Yes" or "No" as his name is called. This method is used when a record of each person's vote is required.
3. By General Consent – When a motion is not likely to be opposed, the President says, "if there is no objection..." The membership shows agreement by their silence, however if one member says, "I object," the item must be put up to a vote.
4. By Division – This is a slight verification of a voice vote. If does not require a count unless the President so desires. Members raise their hands or stand.
5. By Ballot - Members write their vote on a slip of paper, this method is used when secrecy is desired.

There are two other motions that are commonly used that relate to voting.

1. Motion to Table – This motion is often used in the attempt to "kill" a motion. The option is always present, however to "take from the table", for reconsideration by the membership.
2. Motion to Postpone Indefinitely – This is often used as a means of parliamentary strategy and allow opponents of motion to test their strength without an actual vote being taken. Also debate is once again open on the main motion.

Parliamentary Procedure is the best way to get things done at your meetings. But it will only work if you use it Properly:

1. Allow Motions that are in order.
2. Have Members obtain the floor properly.
3. Speak clearly and concisely,
4. Obey the rules of the debate.
5. Most importantly, be courteous.