

**OBJECTIVES,
CONSTITUTION AND BYLAWS
OF THE
ALBERTA TARGET ARCHERS ASSOCIATION**
DRAFTED March 2000

OBJECTIVES

The objectives of the Alberta Target Archers Association are:

1. To foster and expand the practice of all forms of archery and the spirit of good fellowship among archers.
2. To promote and assist all clubs within the province with all forms of archery tournaments and competitions.
3. To provide programs of educational value, on archery and related subjects: and to establish and make available materials and information for interested persons.
4. To provide a meeting place for the consideration and discussion of questions affecting the interest of the Alberta Target Archers Association.
5. To provide all necessary equipment and furniture to carry out its objectives.
6. To sell, manage, lease, mortgage, dispose of, or otherwise deal with the property of the Alberta Target Archers Association.

CONSTITUTION

Article One – NAME

The name of the Association shall be the Alberta Target Archers Association, (hereinafter referred to as the ATAA). The Alberta Target Archers Association falls under the Parent body of the Alberta Bowhunters and Archers Association (hereinafter referred to as the ABAA).

Article Two – MEMBERSHIP

1. **Membership** All members in good standing of the ATAA will automatically have full membership in the ABAA.
2. **Adult Membership** Any person being of the full age of 18 years may become a full member upon payment of the membership fee to the ATAA.
3. **Family Membership** Will be granted to a husband and/or wife and their children, less than 18 years of age, upon payment of the membership fee to the ATAA.
4. **Junior Membership** Any person under the age of 18 years may become a junior non-voting member upon payment of the membership fee to the ATAA.
5. **Honorary Life Membership** An Honorary Life Member shall have all the privileges of an active member, but is not required to pay annual dues.
6. **Club Affiliated Membership** Any club whose major aim is to promote and practice archery may become an Affiliated Club by paying the fee to the ATAA. Members of such clubs will be granted a membership in the ATAA at one-half their usual fee. Membership lists and monies will be forwarded to the membership coordinator by the club. Each member so enrolled will have all rights and privileges.
7. **Membership Fee** Membership fees in the ATAA will be set by the executive committee of the ATAA when deemed necessary.
8. **Withdrawal** Any member wishing to withdraw may do so upon a notice in writing to the Secretary of the ATAA.
9. **Suspension** If any member is in arrears for fees or assessments in any year, said member shall be automatically suspended at the expiration of sixty (60) days from the start of such year and shall therefore be entitled to no membership privileges or power in the ATAA until reinstated.

Article Three – GOVERNMENT

1. **Executive Committee** The ATAA shall be governed by an Executive Committee established in accordance to Article Five (5) Clause Three (3) of this Constitution.

They shall have full and complete charge of the ATAA, and shall have the power to bind the ATAA provided all decisions taken are within the policies established by the Executive Committee.

The Executive committee shall assume office at the first meeting following the Annual General Meeting held each year.

2. **Changes to the Constitution or By-laws** Changes can be made to the constitution, or the by-laws only if a notice of motion has been properly circulated to each member of the ATAA at least thirty (30) days previous to a SPECIAL General Meeting or the Annual General Meeting. If the motion passes WITHOUT AMENDMENT, by a three-quarters vote in favor, of those present, and it is found acceptable to the Societies Branch of the Government of Alberta.
3. **Changes, Additions, Deletions to Policy** The policy of the ATAA may be modified at any meeting of the Executive Committee. Any Executive member may bring a motion to the floor to modify policy. Such motions shall be in writing and sufficient copies that each member may study a copy.

Article Four – MEETINGS AND APPOINTMENTS

1. **Rules of Order** All meeting shall be governed by Roberts Rules of Order, as consistent with the Societies Act.
2. **Quorums** At meetings of the Executive Committee, the quorum shall be five (5) voting members.
At each Annual General Meeting, the quorum shall be twenty- five (25) voting members.
At each Special General Meeting, the quorum shall be twenty-five (25) voting members
3. **Vacancies** Any vacancy in the Executive Committees during the year shall be filled by another member of the ATAA, by appointment by the President.
4. **Meetings** The Executive Committee shall meet at least six (6) times yearly, at times set by the President and communicated to the Executive Committee at least fourteen (14) days prior to the meeting dates. Any Five (5) members of the Executive Committee may require the President to call a special meeting to deal with any business they deem unable to wait until the next regular meeting. There shall be one Annual General meeting, to be held at the Indoor Target Provincial Tournament.
5. **Appointed Positions** The Executive Committee may make appointments of individuals or committees as needed. The terms of reference of such individuals or committees shall be established by the Executive Committee. Such individuals or committees shall be attached to the Executive Committee and shall be entitled to all rights and privileges of the Executive Committee, with the exception of proposing motions or voting.

Article Five – ELECTIONS

1. **Eligibility for Office** Any voting member of the ATAA in good standing is eligible to run for office for the Executive Committee of the ATAA.
2. **Voting Privileges** Any member in good standing, eighteen (18) years or over is entitled to vote. All voting shall be by secret ballot.
3. **Elections to the ATAA Executive Committee** Elections to this Executive Committee shall be held at the Annual general meeting of the ATAA, after all other business and reports have been completed.

The Vice-President shall be responsible for assembling an official slate of candidates, and he/she shall be chairman of the meeting during elections.

Candidates for election to any position may make their names known to the Vice-President in writing, at any time prior to the vote being called or nominations from the floor will be accepted. Candidates for election need not be present, but if they are not, a signed notice of intent to stand for office must be in the hands of the Vice-president prior to the vote being called.

The following are to be elected in even years:

Director at Large
Junior Director
FCA Director
Secretary
President

The following are to be elected in odd years:

Director at Large
Zone Director
Grants
Treasurer
Vice President

4. **ABAA Representation** The President, Secretary, Grants Chairman and one other elected Executive Committee member will represent the ATAA on the Alberta Bowhunters and Archers Association Board of Directors.

Duties of the Executive Committee of the ATAA

All elected and appointed members of the Executive Committee are expected to attend all meetings.

1. President

1. Is the Director of the administrative budget and presides at the monthly meeting of the ATAA.
2. Receive, distribute follow-up and correspond to all requests for information from clubs, public, FCA and national Executive members.
3. Ensure that all of the Chairmen of specialty programs are following through on their program objectives, also calendar events of all activities six months prior to implementation, so all executive are aware of what is happening.
4. Has the authorizing signature along with the Treasurer for funds disbursement
5. Run executive meeting of the ATAA in a positive manner with an accomplishing agenda.
6. Prepare an annual report on the President's achievements for the year and prepare the proposed agenda.

2. Vice President

1. To take over the functions of the President and presides at all ATAA meetings when required.
2. To assist any chairperson(s) to achieve their goals, once they have exhausted their resources and preside at specialty meetings.
3. Assistance to the President where necessary.
4. To be responsible for the control of the archives, shooting records, old retired trophies and current trophies.
5. Shall be the head of the election committee and shall supervise the election after the first day of the shooting at the Provincial Indoor target Tournament.
6. Prepare an annual report on the Vice President's achievements for the year and prepare a proposed budget.

3. Secretary

1. Take minutes of the executive meetings and distributes to all executive members whether they have attended or not.
2. To ensure that all minutes of the ATAA executive meetings are given to the newsletter editor.
3. Attend election meetings to verify voting members for the election of new officers.
4. Take care of correspondence as required.

4. Treasurer

1. Keep accurate records of all incoming and outgoing monies and ensure that all monies are distributed to each program chairman and is accurately accounted for. This is necessary for establishing future program budgets.

2. Prepare an annual financial statement for the Annual General Meeting for all members to review.
3. Prepare a financial budget in conjunction with the grants chairman and the executive committee members for the upcoming year.
4. Supply a signature along with the President's signature on all disbursements.
5. Take the audited statement to the ATAA editor for printing once per annum.

5. Grants Chairman

1. Organize and give each executive committee any created format by which grants can be attained.
2. To ensure that each executive committee member has submitted annual program budget by January 1, so the programs can be enhanced or adjusted prior to submission by February 28.
3. Attend meetings of the ATAA and report on the grants applied for, received, implementations, over extensions by program directors.
4. Provide the Government with assurance and proof that their money is spent in accordance to their program procedures.

6. Zone Directors Chairman

1. Ensure that all eight (8) zones have a designated archery director or assume the zone director's responsibilities.
2. Assist the directors of each zone are making telephone or personal contact with designated club representatives for concerns, tournaments, and competitions concerns.
3. Present any and all concerns of zone directors at the regular meetings of the ATAA executive and ensure that the zone directors receive written and immediate directives from the executive body on all zone concerns.
4. Inform zone directors on ways and means of club development and tactfully have them help themselves.

7. Junior Program Director

1. Organize provincial junior mail matches, scoring and awards. Responsible for tabulating scores and sending out awards.
2. Promote the FCA Junior Programs (Canbow Program)
3. Provide information and assistance when requested about the Junior Program.
4. Work with the Coaching Director on developing coaching for Juniors in the Province.

8. FCA Director

1. Sit on the Executive of the FCA Board of Directors as a representative of Alberta.
2. Will receive and distribute information from the FCA to the Executive Committee.
3. Forward information from the ATAA to the FCA when necessary.
4. Provides a liaison for all members of the ATAA to the FCA and vice versa.

9. Directors At Large

To undertake responsibilities as requested by the President in order to assist the executive to meet the needs of the ATAA membership.

Duties of the Appointed Positions of the ATAA

1. Zone Representatives (8 positions)

President shall appoint members of the ATAA in good standing to these positions.

1. This position can be held by any executive member.
2. Will attend one meeting of the ATAA executive for planning of fiscal events.
3. Contact local club representatives at least once a month and retrieve concerns and relay them to the Zone Director Chairman prior to the executive meetings.
4. Help club level representatives attain facilities, promote participation drives, explain grant programs, direct them in charter attainment, retrieve and supply information for major events, set up a viable relationship with local Parks and Recreation Director, prepare fiscal planning.

2. Coaching Coordinator

President shall appoint a member of the ATAA in good standing to this position.

1. Is responsible for coaching coordination in the province including:
 - a. Paper flow to FCA and Coaches
 - b. Providing materials for courses
 - c. record keeping

2. Is responsible for coaching development in the province including:
 - a. Providing appropriate course conductors where needed
 - b. Course conductor development
 - c. Ensuring that enough qualified coaches are available where needed (i.e. promotion of coaching clinics through out the province).
3. Is responsible for the promotion and development of archery shooting clinics in the province.
4. Will work with the Junior Program Director in the development of junior coaching in the province.
5. Will coordinate and develop an annual conference of coaches in the province, and assist in an annual conference of junior coaches.
6. The coaching director should have a minimum of Level III Technical, and if at all possible, should be certified through the National Coaching Certification Program.

3. High Performance Coordinator

President shall appoint a member of the ATAA in good standing to this position.

1. Responsible for monitoring scores.
2. Responsible for coordination of High Performance training clinics.
3. Responsible for setting up an annual provincial training camp (if funding is available).
4. Responsible for setting up and submitting annual budget for high performance program.
5. Responsible for determining the AADP Grant, as per the criteria set out by the executive.
6. Work with the Games Coordinator.

4. Membership Coordinator

President shall appoint a member of the ATAA in good standing to this position.

1. This position may also be held by the Secretary.
2. Receive and list all incoming ATAA and FCA memberships.
3. Forward all membership money to the Treasurer.
4. Forward names and addresses of all members clubs to the ATAA Newsletter Editor.
5. Receive, list, and forward all FCA memberships to the FCA and provide information and backup to the Treasurer of the ATAA for the amount of memberships due to the FCA.

5. Judges Coordinator

President shall appoint a member of the ATAA in good standing to this position.

1. Responsible for developing and maintaining records of all active club and provincial judges in Alberta.
2. Aware of shooting schedules and provides qualified provincial judges for all registered shoots.
3. Holds clinics to train provincial judges to meet the needs of clubs and the ATAA
4. Holds rules and information sessions as needed or requested by ATAA members.
5. Uses newsletter to highlight rules and communicate with ATAA members.
6. Ensures consistent and accurate interpretation of all shooting rules, governing competition in Alberta
7. Encourage the use of club judges at all non-registered tournaments.
8. Maintain active lines of communications with the FCA and National Judge Chair.

6. Newsletter Editor

President shall appoint a member of the ATAA in good standing to this position.

1. A newsletter will be distributed a minimum of 4 times in a calendar year.
2. To keep membership informed of activities in the ATAA, FCA and the province.
3. Publish minutes of the executive meetings, annual general meeting and Treasurers report.
4. Maintain a budget and submitted it the grants director.

7. Games Coordinator

President shall appoint a member of the ATAA in good standing to this position.

1. To maintain Communication lines with the Canada Games, Western Canada Games and the Alberta Winter Games.
2. To appoint or be the Technical Director (Provincial Advisor) for the Alberta Winter Games.
3. To attend meetings of the organizing committees of games as the Alberta Archery Representative.
4. To work with the Coaching Coordinator, High Performance Coordinator and Junior Director.

BYLAWS

1. Auditing

The books, accounts, and records of the Treasurer shall be audited at least once a year by a duly qualified accountant or by two (2) members of the ATAA, elected/selected for that purpose at a meeting of the Executive Committee. The complete and proper statement of the standing of the books for the previous year shall be submitted by such auditor(s) at the last meeting of the Executive Committee before the new elections. The book and records of the ATAA may be inspected by any member in good standing with seven (7) days notice for viewing, at the convenience of the Treasurer.

2. Transfer of records

It shall be the responsibility of each out going Executive Committee member to transfer all materials and records pertaining to their past office, to the newly elected member of said position, on or prior to the "turnover" meeting. A comprehensive list of said materials and records shall accompany the transfer.

3. Remuneration

No remuneration or salary shall be paid to any office holder of the ATAA.

4. Honoraria

Honoraria may be awarded on special occasions by the Executive Committee of the ATAA.

5. Borrowing Power

For the purpose of carrying out its objectives, the ATAA may borrow or raise or secure the monies in such manner as it thinks fit and in particular by the issue of debentures, but these powers shall be exercised only under the authority of the ATAA, and in no case shall debentures be issued without sanction of a special resolution for the ATAA membership, through a written ballot.

6. Signing

Signing authority for monies in the general account of the ATAA shall be with the Treasurer together with either the President or Secretary of the ATAA. No more than three (3) Executive Committee members shall have this signing authority at any one time.

7. Receipts

All expenditures, in accordance with allowance plans, must be accompanied by receipts and must be ratified by the Executive Committee.

8. Indebtedness

The ATAA shall not be responsible for any indebtedness incurred by any member of the ATAA on behalf of the ATAA, except as provided by the Constitution and Bylaws of the ATAA.

9. Revenue

The revenue of the ATAA shall be derived from contributions, fundraising events, grants, memberships and affiliate fees, sale of supplies and objects, as the Executive Committee deems proper and necessary.

POLICIES

It shall be the policy of the ATAA:

1. To support and encourage all forms of archery within the Province of Alberta.
2. To co-operate with all other agencies within or without the province in order to further archery within the Province of Alberta.
3. To sponsor championship tournaments in the following categories:
 - a. Indoor Target
 - b. Indoor 3D
 - c. Outdoor Target
 - d. Junior Archery
 - e. Outdoor 3D (when applicable with in Alberta)

Additional tournaments may be sponsored from time to time as, and if, the need for them is demonstrated.

4. That officers and executive members be reimbursed their expenses for the following:
 - a. travel assistance per kilometre with a minimum of 100 km (round trip)
 - b. economy airfare with the prior approval of the Executive Committee
 - c. Meals per full day
 - d. Accommodation if necessary
 - e. Miscellaneous expenses to a maximum of 10% of the aboveExcept for a) above, receipts will be required. The Judge appointed for the ATAA sanctioned shoots will be reimbursed as though they were officers or executive members of the ATAA. The amounts to be funded will be set out at the Executive Meetings.
5. That membership fees be set by the Executive Committee as needed for the following categories and approved by the members at the Annual General Meeting each year.
6. That a detailed financial report be presented to each member once a year at the Annual General meeting.
7. That all member clubs receive a copy of the constitution, bylaws, and policies of the ATAA.
8. That archers being considered for the AADP (Alberta Athlete Development Program) funds are chosen by the Executive Committee as the criteria has been set out. With no family members present.

Competition

It is the policy of the ATAA:

1. To commission the Alberta Indoor Target championship each year in the early spring. The competition will be sponsored by a recognized member club of the ATAA. It shall consist of a minimum of :
 - a. Four (4) FITA 1's to a total of 1200.
 - b. The ATAA Annual General Meeting and elections.
2. To commission the Alberta Indoor 3D Championship each year in the first three months of the year. The competition shall be sponsored by a Member club of the ATAA and sanctioned by the ATAA. It shall consist of a minimum of:
 - a. 3 – 20 animal courses
 - b. Following the rules for 3D as stated by the ATAA.
3. To commission the Alberta Outdoor Target championship each year. The competition will be sponsored by a recognized member club of the ATAA and shall be sanctioned by the ATAA. It shall consist of a minimum of :
 - a. One FITA 1440 Round
 - b. One Field round
4. Archers must participate in a complete event in order to receive an award. Aggregate awards will not be presented if target and field events are not both completed.
6. That all ATAA sanctioned shoots may be bid for at the Annual general Meeting with the membership deciding who will be awarded. If no bids are received the Executive Committee has the right to accept any bids and award the Tournament to that club.
7. That reasonable notice be given to all members on all events.

Funding to Nationals

Will be determined by the Executive Committee.

AADP Grant Criteria

To be reviewed at the Annual General Meeting and subject to funds being available.