

Article I

The name of this organization shall be "**Saskatchewan Archery Association**" and indicated in abbreviation by the letters "**SAA**" or by the name "**Sask Archery**".

Article II Objectives

I. To foster, perpetuate and direct the practice of archery in the spirit of good fellowship and sportsmanship among all archers.

2. To encourage the use of the bow in the hunting of all legal game and to protect, improve and increase the privileges of bow and arrow hunters.

3. To enhance and further the objectives, scope and aims of this association and to act in general as the supreme governing body in all matters that pertain to archery in Saskatchewan.

Article III

I. Voting membership to include:

a. Honorary life membership; may be awarded to any member that the Board of Directors deem worthy of the honour and will be exempt from regular fees and dues and will have all the rights of a senior member.

b. Senior membership; shall be granted to anyone who has reached his or her eighteenth birthday during that membership year provided that appropriate fees and dues have been paid.

c. Junior membership; shall be granted to anyone who has reached his or her sixteenth birthday during that membership year provided that appropriate fees and dues have been paid. To vote in the association meetings, the junior member must be 18 years of age on or before the meeting.

2. Non-voting membership

a. Youth membership; shall be granted to anyone who has not reached his or her sixteenth birthday before January 1st of that membership year provided that appropriate fees and dues have been paid. Age class shall be that of the FCA with the Board of Directors having the right to set additional age groups for developmental programs.

b. Club affiliation membership; shall be granted to any group of archers who have formed an archery club with appropriate officers and by-laws that conform in principle with the Constitution and by-laws of the Saskatchewan Archery Association provided that appropriate fees and dues have been paid.

3. Any member may be expelled by the Board of Directors for just reason with an explanation, but such member may appeal to the SAA at the Annual General Meeting and by a majority vote of the voting membership be re-installed.

Article IV **Fees and Dues**

1. All fees and dues, also the penalty for non-payment of fees, shall be set by the Board of Directors.

2. Annual membership fees will become payable on the fifteenth of December of each fiscal year.

Article V **Meetings and Mail Votes**

1. The SAA shall hold an annual meeting during each annual SAA Outdoor Championship tournament or at such time and place as may be most convenient to the greatest number of members, with a quorum total of six (6) members of the Board of Directors. The annual meeting shall be held each year before the end of September.

2. The elected Board of Directors shall meet in person a minimum of four (4) times during each fiscal year, of which two of these meetings would include the zone Board of Directors. This meeting, being the first meeting, of which must be held before the last day of October of that calendar year and the second meeting in the proceeding year, before the Annual General Meeting.

3. If a question involving the constitution needs to be settled at any other time, the Board of Directors may order a vote by mail. For such a vote, ballots must be sent to every voting member at least two (2) weeks before the count is taken. The Secretary must count the votes following a vote by mail not less than one (1) week after the deadline of the question. All mail in ballots shall be counted as received.

Article VI Motions and Resolutions

1. All motions and resolutions proposed to be made at any Annual General Meeting or Extraordinary General Meeting shall upon request of the President or Chairperson of the meeting be submitted in writing to the Secretary or Chairperson and shall be signed by the mover and the person who second the motion.

2. A motion or resolution that has been voted upon and fails to pass shall not be submitted again at the same meeting even if is in a different form but of the same substance.

3. All motions and resolutions shall require a majority vote to be carried.

Article VII

1. The fiscal year of the SAA shall be from October First (1) to September Thirtieth (30) of the following calendar year.

Article VIII

Voting

1. At meetings all votes on motions and resolutions shall be by a show of hands unless requested by at least five (5) members and then voting shall be by ballot.
2. Each voting member shall be entitled to one vote only.
3. In case of equality of votes the President or chairperson shall cast the tie breaker vote.
4. Voting shall be by ballot in the case of election of officers.

Article IX

Officers and Duties

1. Immediate Past President.

a. Shall hold office for one year to the date of his or her retirement as President.

b. Shall be eligible to act on any committee, generally assist the President- Elect and give such assistance to the Board of Directors and the association as will advance the objectives of the SAA

c. Shall be a voting member of the Board of Directors.

2.(a) A resolution was past at the July 11, 2009 AGM ; To consolidate the Office of Target Director, Field Director and High Performance Director into one office as Target/Field/High Performance Director.

(b) A resolution was past at the July 11, 2009 AGM; To add a Aboriginal Coordinator Director to the Executive Board of Directors.

3. The elected officers of the SAA shall be:

- a. President
- b. Vice-president
- c. Treasurer
- d. Target/Field/High Performance Director
- e. Bow hunting/ 3D Director
- f. FCA Director
- g. Publicity Director
- h. Membership Director
- i. JOP Director
- j. Secretary Director
- k. Aboriginal Coordinator Director

3. The Secretary of the SAA shall be elected by the Membership.

4. All duties and terms of office of the officers of the SAA shall be stated in the Constitution.

(a) The following directors will be elected on the odd years for a two year term: President, FCA Director, Publicity Director and Bow hunting/3D Director, Membership Director and Aboriginal Coordinator Director.

(b) The following directors will be elected on the even years for a two year term: Vice-president, Treasurer, Target/Field/High Performance Director, JOP Director and Secretary Director.

(c) Six (6) being the number of elected offices to constitute a quorum.

5. All elected officers plus the immediate past President of the SAA shall form The Executive Board of Directors along with the addition of one representative from each zone as laid out by the Saskatchewan zone Sports Councils, of which there is eight, selected by the affiliated clubs in that zone, would be known as the Zone Board of Directors, would form The Board of Directors. The SAA Secretary must be informed as to who this Zone Director is before taking a seat at any Directors Meeting.

6. The Board of Directors shall appoint at its earliest convenience, a chairperson for each of the following committees.

- a. Constitution Committee
- b. Nomination Committee
- c. Statistical Committee
- d. Awards Committee
- e. Coaching Co-ordinator
- f. Equipment Manager
- g. Officials Chairperson

h. Any other committee as is deemed necessary by the Board of Directors.

7. The Chairperson of the committee appointed by the Board of Directors shall be responsible directly to the Board of Directors and shall serve a term of office as determined by the Board of Directors.

Each chairperson shall be permitted to select his/her own committee members as is needed to perform the duties of the committee.

8. Duties and responsibilities of appointed Committee Chairperson shall be stated in the by-laws.

Article X Annual General Meeting

(1a) The Annual General Meeting of the members having the right to vote, shall be held each year on such day, at such time and in such place as the Board of Directors shall determine, as stipulated in Article V (1)

(1b) Order of business at the Annual General Meeting shall be:

1. Reading of the minutes of the last Annual General Meeting.
2. Reading of the minutes of Extraordinary Meetings held since the last Annual General Meeting.
3. Business arising from the minutes.
4. The Presidents Report.
5. The Vice- presidents Report.
6. The Treasurers Report.
7. The Target/Field/Directors Report.
8. The 3-D Directors and Bow hunting Report.
9. The FCA Directors Report.
10. The Publicity Directors Report
11. Membership Directors Report
12. JOP Directors Report
13. Reports of the committee chairperson.
14. New business.
15. Election of Officers.
16. Election of Honourary Officers.
17. Adjournment.

(1c) All reports shall be written and submitted to the secretary two weeks before the Annual General Meeting. After presentation at the Annual General Meeting the secretary shall place them on file.

Extraordinary General Meeting

- a. All General Meetings of the members of the SAA having the right to vote, other than the Annual General Meeting, shall be Extraordinary General Meeting, and shall be called by the President. They shall be held in a place as designated by the Board of Directors.
- b. An Extraordinary General Meeting may be called on the written requisition signed by (10) percent of the members of the SAA having the right to vote addressed to the President and stating therein the general nature of the business to be transacted.
- c. Order of business at an Extraordinary General Meeting shall be.
 1. Reading of the minutes of the last Extraordinary General Meeting.
 2. Business for which the meeting was called.
 3. Election of members to vacancies in the Board of Directors, if any.
 4. Adjournment.

Article XI

Annual Provincial Championships

1. The SAA shall sponsor annual tournaments to determine Provincial Champions. The type and location of these championships shall be determined by the Board of Directors.
2. The rules of these championships will be that of FITA as amended by the FCA. The Board of Directors shall be able to add class (cubs, masters, etc) and type of tournament (3-D, JOP, etc) for the purpose of developing participation in archery.
3. Bids for these events are to be submitted by clubs capable of hosting these events and presented to the Board of Directors at their meeting designated for that purpose.
4. Subject to guidance and approval of the Board of Directors, a tournament committee shall arrange and manage all details of the Championships.

5. Competition in all Annual Championships shall be open to all members whose fees and dues are paid.

The Provincial Championship titles and trophies can only be won by residents of Saskatchewan. Non residents shall be entitled to win appropriate awards.

Article XII

Notices

1. Any notice may be given by the SAA to any member in writing and said notice is to be sent to the last registered address in the records of the Association. When notice is sent by post, service of said notice shall be deemed to have been made by properly addressing, numbering and posting the notice or envelop containing the notice and the notice shall be deemed to have been served the day following the date of posting.

Article XIII

Amendments and Revisions to the Constitution

1. This Constitution may be amended or revised by a three-quarter (3/4) majority vote of the members present at an annual General Meeting or at other times by a three-quarter (3/4) majority of returned ballots taken by mail vote. Notice of a motion to amend or revise the Constitution must have been mailed to the membership or printed in the Saskatchewan Archer thirty (30) days prior to the vote.

Article XIV

Address

1. The address of the SAA shall be the home of the President.

Article XV

Official Language

1. The official language of the SAA shall be English.

Article XVI

Dissolution

1. In the event of dissolution of the SAA, its property and assets shall after payment of all liabilities, be donated to one or more recognized charitable organizations in Canada as may be decided upon by the membership at a General Meeting.

Bi-law # 1 Officers and Duties

1. President

- a. Shall preside at all meetings of the SAA and of the Board of Directors.
- b. Shall preserve order and shall apply and enforce all by-laws and rules of the SAA.
- c. Shall appoint all members of the Board of Directors to committees as he/she deems necessary and expedient.
- d. Shall countersign all cheques and other orders of payment of money by the SAA.
- e. Shall watch over the assets and records of the SAA.
- f. Shall be ex-officious member of all committees.
- g. May delegate any of his/her duties as he deems expedient.
- h. Shall initiate and develop activities which will accomplish the objectives of the SAA.
- i. Shall hire and direct activities of all staff personnel.

2. Vice-president

- a. Shall assist the President in the discharge of his/her duties and in the absence or disability of the President shall act in his stead.
- b. Shall be one of the alternates to countersign cheques on behalf of the SAA.
- c. Shall receive copies of all pertinent correspondence and material received by the President so that he/she is knowledgeable and informed as to what is requested of, and what is being done when taking over the duties of the President in his/her absence or disability.

Page 10

3. Treasurer

- a. Shall exhibit accurate records of all income and expenditures, assets and liabilities of the SAA.
- b. Shall collect and account for all membership fees and dues.
- c. Shall deposit all receipts of cash and cheques in the bank or depository as directed by the Board of Directors.
- d. Shall sign cheques along with the President or Vice-president.
- e. Shall present a financial statement at the Annual General Meeting.
- f. Shall present the books and accounts of the SAA to a duly qualified chartered accountant within six (6) weeks after the termination of each fiscal year, to have a audit of the financial affairs of the SAA
- g. To give such bond as may be agreed on by the Board of Directors of the SAA.

4. Target /Field/ High Performance Director

- a. Shall make sure that all necessary equipment needed for the target competition is on hand and in good repair.

- b. Shall insure that the field is set up in accordance with rules and the safety of all.
- c. Shall appoint or act as registrar to collect fees and set target assignments.
- d. Shall appoint or act as Director of Shooting.
- e. Shall ensure that all scores are collected and forwarded to the Statistical person.

Page 11

Saskatchewan Archery Association Constitution and bylaws as amended March 30, 2008

6. Bowhunting / 3D Director

- a. Shall make sure that all necessary equipment needed for the 3D competition is on hand and in good repair.
- b. Shall insure that the field is set up in accordance with rules and the safety of all.
- c. Shall appoint or act as registrar to collect fees and set target assignments.
- d. Shall appoint or act as Director of Shooting.
- e. Shall ensure that all scores are collected and forwarded to the Statistical person.
- f. Shall compile update standardize and publish rules and regulations for 3D rounds.
- g. Shall record and update hunting records of animals taken with bow and arrow by members according to the rules of fair chase.
- h. Issue hunting awards.
- i. Shall represent the SAA at all meetings with the hunting regulating bodies and other hunting organizations.
- j. Shall attend FCA Bowhunting meeting.
- k. Shall submit proposals and concerns of members to the Wildlife Branch on behalf of the SAA.
- l. Shall monitor all expense claims for IBEP classes and instruction.

7. FCA Director

- a. Shall represent the SAA at all FCA directors meetings.
- b. Shall pass information from the FCA to other members of the SAA and who may have need for the information.
- c. Shall be on one or more FCA committees.

8. Secretary

- a. Shall record minutes of all meetings of the SAA and Board of Directors and keep an up-to-date list of all by-laws.

b. Shall promptly attend to all correspondence and see that all notices are duly given as required.

Page 12

Saskatchewan Archery Association Constitution and bylaws as amended March 30, 2008

c. Shall send copies of minutes to all directors within 10 days of the meetings.

d. Shall carry out policies formulated by the Board of Directors.

e. Shall have ballots prepared for use at the Annual General Meeting.

f. Shall insure minutes from the Board of Directors and Annual General Meeting are published in the Saskatchewan Archer.

9. Publicity Director

a. Shall keep FCA informed of events by way of the magazine.

b. Shall keep media informed by way of shoot results.

c. Shall keep SAA informed by way of the magazine and posters.

d. Shall advertize SAA events through the media if possible or by posters to clubs etc.

e. Shall direct the activities of the magazine editor.

By-law # 2 Election and Term of Office

1. The term of office of all Directors shall be for two years.

2. The nomination committee shall draw up a slate of one nominee for each of the Director position.

3. It shall be the duty of the nominating committee to nominate only such persons that it has contacted with regards to their desire to serve on the Board of Directors.

4. The following directors will be elected on the odd years for two year term: President, Field Director, FCA Director and Publicity Director.

5. The following directors will be elected on the even years for a two year term: Vice-president, Treasurer, Target Director and Bowhunting / 3D director.

By-law # 3 Duties of appointed Committees

1. Constitution Committee

a. To update and maintain the constitution as required.

b. Bring amendments or changes to the Board of Directors.

Page 13

Saskatchewan Archery Association Constitution and bylaws as amended March 30, 2008

2. Membership committee

a. Shall receive all applications for memberships submitted to the SAA.

b. Shall pass all membership fees received along to the Treasurer or deposit in the account as directed by the Treasurer.

c. Shall submit all memberships to the FCA in a format as directed by the Board of Directors.

- d. Shall at the earliest date return membership cards to the members and update club lists to the club.
- e. Shall keep a list or lists of members as directed by the Board of Directors.
- f. To provide membership statistics of members as directed by the Board of Directors.

3. Nomination Committee

- a. Shall contact members of the SAA to ascertain if they have any desire to hold office on the Board of Directors.
- b. Shall present to the Annual General Meeting a list of nominees for all positions.

4. Statistical Committee

- a. Shall keep a record of the results of all SAA championships.
- b. Shall prepare the results for publication.
- c. Shall keep a record of all Registered Shoots and submit them to the FCA.
- d. Shall prepare a list of all members who qualify to receive travel assistance.
- e. Shall prepare a list of points to determine the athlete assistance recipients.
- f. Shall prepare a list of points to determine the MAP points that clubs accumulate during the year.

5. Awards Committee

- a. Shall ensure medals and awards are on hand that will be presented at all SAA championships.
- b. Shall assist with the tabulation of the results of all SAA Championships and assist with the presentation of the awards to the winners.
- c. Shall keep a list of all trophies and ensure that they are at the competition for presentation to the winners.

Page 14

Saskatchewan Archery Association Constitution and bylaws as amended March 30, 2008

- d. Shall keep all trophies up to date and in good repair.
- e. Shall purchase awards for volunteers and others as directed by the Board of Directors.

6. Coaching Co-ordinator (N.C.C.P.)

- a. Shall set up all coaching clinics.
- b. Shall keep a list of all coaches as is needed by the Board of Directors.

7. Equipment Manager

- a. Shall keep an up-dated list of all equipment owned by the SAA and the location of all SAA Equipment.
- b. Shall keep all SAA equipment in good repair.

c. Shall, at the direction of the Board of Directors, loan equipment to member clubs and others and see it is returned as required in good condition.

8. Officials Chairperson

a. Study in detail the rules covering both world controlled (FITA) and nationally controlled (FCA) competition.

b. Immediately avail himself/herself of shooting schedules for all provincial competitions planned for the next 12 months.

c. In close liaison with the provincial President and Executive, draw up a roster of judges prepared to work in the major tournaments.

d. Assess the clinics needs of his/her province for the up-coming year.

e. Research and pursue adequate funding of host judges clinics.

f. Provincial chairmen are expected to organize and train a roster of provincial judges who will be available for judging at provincial tournaments.

g. Whenever the occasion permits, conduct seminars regarding judging responsibilities and rule interpretations.

h. Ensure consistent, accurate interpretation of all shooting rules governing competition and the FCA.

Page 15

Saskatchewan Archery Association Constitution and bylaws as amended March 30, 2008

i. Be prepared to enforce the rules. The archer on the line, as a member of the FCA, is responsible for the establishment of the rules to create a fair competition, and the Judges are only doing the archer's bidding. Do it well.

j. Maintain a record of active judges who can make themselves available for a reasonable number of tournaments. Accreditation is not a badge for past knowledge. It is an acknowledgement of current up-to-date application of knowledge.

k. Keep the membership and clubs aware of the certified judges in the province.

9. Magazine Editor

a. Gather information for the magazine and arrange in such a way for publication.

b. Supervise publication of the Saskatchewan Archer.

c. Encourage input to the magazine from members.

d. Solicit advertizing for the magazine.

e. Shall report to the Publicity Director.

BY-law # 4 Membership Fees (2008)

SENIORS – 18 & OVER ON January 1st -----\$ 25.00

YOUTH – 17 & UNDER ON JANUARY 1st -----\$ 12.50

CLUB- PLEASE SUBMIT CLUB AFFILIATION FORM-----\$ 50.00

By-law # 5 SAA Championship Events

1. Target and Field events registration fees:

- a. Seniors --\$20.00
- b. Youth-----\$10.00

2. 3D Outdoor events registration fees:

- a. Seniors-----\$20.00
- b. Youth 17 and under--\$15.00
- f. Youth 13 and under--\$10.00

Page 16

Saskatchewan Archery Association Constitution and bylaws as amended March 30, 2008

3. 3D Indoor events registration fees:

- a. Seniors-----\$25.00
- b. Youth 17 and under—\$15.00
- c. Youth 13 and under---\$10.00

4. Hosting Clubs.

- a. The host club will receive for target and field events:-\$15.00 for each senior participant and \$7.50 for each youth participant.
- b. The hosting club will receive for 3D events-- \$20.00 for each senior and-\$10.00 for each youth participant.
- c. For all 3D events the hosting club will supply all 3D animal targets, for all targets and field events the hosting club will supply all targets and butts.

5. SAA a. The SAA will supply all medals and trophies for SAA Championship events.

By-law # 6 Athlete out of Province Travel Assistance

To Receive out of Province Travel Assistance

1. Target archers must compete in the following events:

- a. FCA Regional Indoor Championships.
- b. SAA Indoor Championships.
- c. SAA Outdoor Championships.
- d. Any two registered FITA and two SAA registered Field competitions. And must qualify and shot in the Canadian Target Championships.

2. 3D Archers must compete in the following events:

- a. SAA Indoor 3D Championships.
- b. SAA Outdoor 3D Championships.
- c. A minimum of two (2) registered Qualifiers.

Page 17

Saskatchewan Archery Association Constitution and bylaws as amended March 30, 2008

d. The SAA 3D Outdoor and FCA 3D Outdoor Championships may be used as Qualifiers to better your percentage.

3. Assistance to be paid: Subject to available funds (Expense forms must be submitted by **September 1st** to the Treasurer.

a. Travel cost will be \$0.25 per kilo-meter or the cost of economy Airfare (ticket required) which ever is less.

b. Only one person per vehicle may receive mileage.

c. Mileage is from your home to the event and return.

d. A \$50.00 per diem, per athlete for each day of the event.

e. The registration fee will be paid for the event at the rate of the advance registration fee where there is one.

By-law # 7 Athlete Assistance (2009)

Approved and amended August 30, 2009 by the Board of Directors.

As per SaskSport's Funding Guidelines this portion of funding is allocated to enable Sask Archery to provide direct funding support to athletes who are committed to compete beyond a provincial level and have the greatest potential to improve their performance standard and/or ranking at the national level.

Funding:

- Funding is provided to a maximum of six athletes per year and a minimum of \$400.00 per athlete per year.
- Athletes will be given an overall average and ranked accordingly under the appropriate divisions. (Men Compound, Women Compound, Men Recurve, Women Recurve as well as Paralympic divisions)
- Athlete's assistance when possible will adhere to gender equality.
- Minimum of one recurve athlete or AWAD athlete per gender provided all criteria is met and meets national team selection criteria.

Athlete Eligibility and Criteria:

- Athletes must be minimum cadet age.
- Athletes must be developing beyond the provincial level.
- Athletes entering a minimum of the Train to Compete level of LTAD.
- Must be a member of good standing with the SAA and FCA.

- Active participant of the FCA Excellence Program.
- Active participant of the Sask Archery Archers Program.
- Athletes must compete and train in both the indoor and outdoor seasons.

- Athletes must participate in the SAA Indoor & Outdoor Provincial Championships, FCA Indoor and Outdoor Championships and meet the Sask Archery Archers Program criteria.

Athlete Program Completion Responsibility:

Once the granted funds are used, the athlete must complete the required follow up report and return it, along with receipts for costs incurred, to Sask Archery Association. Sask Archery is responsible for approving all follow up reports and submitting to Sask Sport.

Eligible Expenditures:

1. Training Costs
 - all training costs incurred which directly relate to the sport for which the athlete was approved for assistance
 - Examples – registration fees, purchase of required equipment, travel and accommodation costs
2. Competition Costs
 - all costs incurred which directly relate to attending a Sask Archery approved competitions
 - Examples – travel costs, entry fees, meals and accommodations
3. Other Costs
 - Tuition fees – receipt which verifies athlete is registered as a full time post secondary student in a recognized university or technical institute for the school year
 - Lost wages – only wages that are lost due to athlete attending training sessions or competitions are eligible

