

Massachusetts Field Archery Association (MFAA) Constitution and By-Laws



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REVISION HISTORY

Revision No.	Issue Date	Status	Reason for Change
2019-01	August 7, 2019	Update	MFAA Membership voted to remove Section 6: Shooter Eligibility: Item C, Document formatting cleaned up for readability.
2019-02	August 19, 2019	Update	Added Indoor and outdoor points to Page 17 Article V Section 9 Item B Update Committees Page 11 Article II Section 1 Paragraph 1.
2020-01	December 12, 2020	Update	Board of Representatives voted to remove from Bylaws Article V Section 1 item A. The following: "A fee of \$5.00 is required prior to selecting any available shooting dates. "
2022-01	February 20, 2022	Update	Board of Representatives voted to revise from Bylaws Article V Section 7 items A and B. The following: Weekly and Championship Tournament Fees
2024-01	November 7, 2024	Update	Board of Representatives voted to Remove from Bylaws Article III Section 1 paragraph A Item 3. Revise Page 15 Article V Section 2 Paragraph B Item 2.

**CONSTITUTION
OF THE
MASSACHUSETTS FIELD ARCHERY ASSOCIATION
Incorporated August 19th, 1965**

ARTICLE I: NAME

SECTION 1

The name of this association shall be "The Massachusetts Field Archery Association, identified by the initials "MFAA".

SECTION 2

The fiscal year shall begin on January 1st and end on December 31st

ARTICLE II: PURPOSE

SECTION 1

The purpose of tis association shall be to promote the practice of Field Archery among the citizens of Massachusetts, to encourage the use of the bow and arrow in hunting legal game and in competitive tournaments, to be affiliated with the National Field Archery Association, and to comply with NFAA rules. Also, to work at securing more and better privileges and conditions for bowhunting within the state of Massachusetts, to cooperate with all conservation organizations in the propagation and conservation of wildlife and natural resources with the state and the nation. To sponsor once each year a championship tournament to be run in accordance with the rules of the National Field Archery Association.

SECTION 2

The Massachusetts Field Archery Association shall be conducted as a non-profit organization.

SECTION 3

The Massachusetts Field Archery Association shall be incorporated under the laws of the Commonwealth of Massachusetts.

ARTICLE III: MEMBERSHIP

SECTION 1

There shall be five (5) classes of membership:

- A. Individual
 - 1. Affiliated
 - 2. Non-Affiliated
- B. Family
- C. Life
- D. Honorary Life
- E. Club / PRO Shop

Requirements for membership shall be as specified in the BY-LAWS

SECTION 2

The Board of Representatives by two-thirds vote may suspend any active member, or Club / Pro shop for conduct or behavior not in the best interest of the association. The member or club may be re-instated only upon approval of majority vote of the Board of Representatives

ARTICLE IV: OFFICERS AND THEIR DUTIES

SECTION 1

The officers of the MFAA shall consist of President, 1st Vice President, 2nd Vice President, Recording Secretary, Treasurer, NFAA Director and Secretary / Classification Officer.

SECTION 2: DUTIES OF THE OFFICERS

- A. **PRESIDENT:** The President shall preside at all meetings of the Board of Representatives and shall appoint all committees whose existence and members shall be subject to approval by a majority vote of the Board of Representatives, and in general shall perform the duties incident to his / her office. His/her term of office shall be two (2) years.
- B. **1ST VICE PRESIDENT:** The 1st Vice President shall perform the duties of the President if he/she is unable to act. His/her term of office shall be two (2) years to run concurrent with the President's term.
- C. **2nd Vice President:** The 2nd Vice President shall perform the duties of the President if he/she or the 1st Vice President are unable to act. The 2nd Vice President shall be the Tournament Chairperson unless otherwise chosen by the President. His/her term of office shall be two (2) years.
- D. **RECORDING SECRETARY:** Shall attend all meetings, record minutes, transcribe notes and give to newsletter for publication. Term of office is two (2) years.
- E. **NFAA DIRECTOR:** The NFAA Director's duties shall be those outlined under the policy of the NFAA. His/her term shall be two (2) years.
- F. **SECRETARY/CLASSIFICATION OFFICER:** Secretary shall keep all records for the association, serve all notices of meetings conduct all correspondence, and in general perform all duties incident to that office. Shall maintain an accurate listing of all MFAA members, and keep all records pertaining thereto record scores, keep weekly standings of all winners of sanctioned tournaments as may become necessary, and report to the Board of Representatives at all their meetings. In general, he/she shall perform all duties incident to that office. The elected term of office shall be two (2) years.
- G. **TREASURER:** The Treasurer shall keep and accurate record of all money and association property dispersed by him/her and shall make a complete and

accurate report of all business of the association at the annual meeting, and in general shall perform all duties incident to that office. The term of office two (2) years to run concurrently with the term of the Secretary. Handicap/Classification records and cash receipts of the organization shall be kept by the Treasurer for a period of at least five (5) years.

ARTICLE V: ELECTION OF OFFICERS

SECTION 1: NOMINATION OF OFFICERS

- A. The President shall, appoint on or before the May meeting of each year a nominating committee consisting of five (5) members in good standing with the MFAA from the Board of Representatives
- B. It shall be the duty of the nominating committee to nominate candidates for each office with a vacancy and forward such nominations to the Secretary on or before the October meeting each year.
- C. These nominations as well as all outstanding resolutions shall be presented at the pre-annual meeting of the Board of Representatives for their review and consideration for correct wording and legality and additions and corrections. The Secretary shall then forward one ballot to each MFAA Adult member with and envelope enclosed marked "Ballot "and with return address of the Secretary. Space for write-ins shall be provided for each office on the ballot. MFAA members shall mark one vote for each question on the resolution list and one vote for a candidate for office. The ballot must be mailed back or given to your club representative to return to the Secretary in the envelope provide to be opened by a committee appointed to count the ballots on the morning of the annual meeting, and the results will be made known at that annual meeting.
- D. The newly elected officers shall take office upon reaching new business at the annual meeting.

ARTICLE VI: THE EXECUTIVE BOARD

The Executive Board shall consist of nine (9) members, seven (7) of whom shall be the President, 1st Vice President, 2nd Vice President, Recording Secretary, Treasurer, Secretary/ Classification Officer, and NFAA Director. The other two members shall be elected from and by the Club/Pro Shop Representatives for a term of one (1) year.

SECTION 1

The Executive Board will be chaired by the President.

SECTION 2

The responsibilities of the Executive Board are:

- A. To meet as a board and consider club affairs in the months prior to the meetings of the Board of Representatives.
- B. To formulate and review established and proposed MFAA policies and procedures and make recommendations to the Board of Representatives.
- C. To assure the carrying out of the Board of Representatives actions report back to the representatives on those actions that cannot be implemented within a reasonable criterion.
- D. To meet as a board at the request of the President to consider urgent MFAA affairs.
- E. To meet in Executive session to approve or disapprove hardship memberships for existing members.

ARTICLE VII: BOARD OF REPRESENTATIVES

ELECTIONS AND DUTIES

SECTION 1

The Board of Representative shall consist of the duly elected Officers, the past President, and the past Secretary/Classification Officer for a one (1) year term following his/her terms, one (1) designated representative (or alternate) from each member Club/Pro Shop in good standing, and the Massachusetts Professional Representative.

SECTION 2

- A. It shall be the duty of each member club to designate on of their members to serve on the Board of Representatives. An alternate representative will be allowed, and he/she will have all privileges and duties of the first designate in the event that the first designate is unable to act.
- B. It shall be the duty of the member Club/Pro Shop to provide the Secretary/Classification Officer with a letter of introduction or email notice for their Designated Representative or alternate Representative stating the name or names of the individuals and certifying that they are members in good standing within the Club/Pro Shop and the MFAA. No Club/ Pro Shop may be represented by any person other than the representative or alternate named within the last received letter of introduction from that Club/Pro Shop.

- C. If a Club/Pro Shop representative does not attend fifty (50%) percent of the scheduled meetings, a letter shall be sent to the appropriate Club/Pro Shop president or owner by the Secretary/Classification Officer stating that the Club/Pro Shop is ineligible to host Championship Tournaments.
- D. Except as outlined herein, the member Club/Pro Shop has full responsibility for the appointment or discharge of their representative to the MFAA Board of Representatives.

SECTION 3

- A. The Board of Representatives shall act as the policy making body and shall determine the activities of the association.
- B. The Board of Representatives shall be the legal body of the MFAA and handle all legal and financial matters concerning the MFAA.
- C. The Board of Representatives shall control and manage the activities, policies and property of the association subject only to the provisions of the Constitution and by-Laws and such action as may be taken by the Board of Representatives.
- D. The Board of Representatives shall fill all vacancies of the Executive Officers by a majority vote of those present at a meeting called for that purpose, providing due notice in writing of said meeting is given to all Designated Representatives at least fourteen (14) days prior to said meeting.
- E. Any violations of policy and/or By-laws by an individual member or affiliated club shall be acted upon by the Board of Representatives.
- F. The Board of Representatives shall appoint and auditing committee whose duty shall be to audit, prior to the annual meeting, all books and submit a financial report to the MFAA and ensure that all books are present at said meeting.

ARTICLE VIII: (Reserved)

ARTICLE IX: AMENDMENTS

This constitution may be amended by a resolution presented in writing prior to the pre-annual meeting of the Board of Representatives by any member of the MFAA, this resolution if accepted, would then be placed on a mail ballot to take place in conjunction with the annual meeting. A two-thirds majority vote of the total returned mail votes on this issue will be required to adopt the resolution.

BY-LAWS OF THE [L] [SEP]

MASSACHUSETTS FIELD ARCHERY ASSOCIATION

ARTICLE I: MEETINGS

SECTION 1: MEETINGS OF THE BOARD OF REPRESENTATIVES

- A. The Board of Representatives shall meet at the call of the President, at least once each 60 days or not to exceed 90 days, at the pre-annual and annual meetings and at any other time as may be necessary to conduct the business of the association. Additionally the elected officers and committee chairperson shall meet within the thirty days preceding each scheduled meeting of the Board of Representatives for the purpose of conducting that business not requiring the vote of consent of the Board of Representatives and to ensure committee projects are completed in a timely fashion for presentation to the Board of Representatives.
- B. At all meetings the Board of Representatives a quorum shall consist of one-third of the current representatives and officers in order to carry on business of the board.
- C. Notice of all meetings as well as a copy of all business to be acted on shall be sent to all members of the Board by the Secretary/Classification Officer at least seven (7) days prior to the meeting, unless such Notice is waived by the Board.
- D. The pre-annual meeting to be held annually in the month of December.
- E. The annual meeting to be held annually within 30 days of the NFAA annual meeting for the purpose of.
 - 1. To announce the results of balloting for officers.
 - 2. To announce the results of balloting for resolutions.
 - 3. To present all annual committee reports to the body and file with the Secretary to be entered into the minutes of the annual meeting.
- F. All official meetings of this organization shall be governed according to the latest revised editions of the Roberts Rules of Order.

ARTICLE II: COMMITTEES

SECTION 1

The newly elected President shall at the annual meeting appoint the following committees and throughout his/her term any other committees which may become necessary to properly conduct the business of the association.

- A. **SCHOLORSHIP COMMITTEE:** To be responsible for the composition and publication of the MFAA scholarship application. To promote the MFAA scholarship through maximum use of other available news media. Define criteria for the awarding of scholarships with the approval of the Board of Representatives with respect to the financial condition of the association.
- B. **NEWSLETTER COMMITTEE:** To be responsible for the composition and publication of the MFAA newsletter to promote the sport of Archery through maximum use of other available news media.
- C. **TWENTY-PIN COMMITTEE / BOWHUNTER:** To issue all MFAA and NFAA Twenty Pins. Report on relevant Bowhunter Activity. Keep all records pertaining thereto, turn all money received over to the Secretary/Treasurer on a regular basis and report to the Board of Representatives when requested.
- D. **TOURNAMENT COMMITTEE:** To organize and promote the Indoor and Outdoor State Championship tournament and Indoor Leagues. To establish the basic rules and formats with the approval of the Board of Representatives. To oversee all State sanctioned tournaments and to render all decisions to do with these tournaments by majority vote of those present when called for.
- E. **CLUB GRANT COMMITTEE:** To be responsible for the composition of the MFAA Club Grant application. Define criteria for the awarding of the club Grant with the approval of the Board of Representatives with respect to the financial condition of the association.
- F. **AUDITING:**
- G. **YOUTH PROGRAM:** To be responsible for the composition and publication of the MFAA Youth Achievement Patch Program. To promote the involvement in Archery of Youths under the age of 18. To issue all MFAA achievement patches. Keep all records pertaining thereto, turn all money received over to the Secretary/Treasurer on a regular basis and report to the Board of Representatives when requested.

- H. **BY-LAWS:** The two elected representatives on the Executive Board will co-chair the By-Laws Committee as part of their duties on the Board. Any suggestions or recommendations shall be given to either the co-chairperson in writing who will hand them to the President for review and presentation to the Board of Representatives.
- I. Each duly appointed Committee Chairman of an MFAA committee shall present a report in writing to the MFAA Board of Representatives at each scheduled meeting. If a given committee has no report for a period such written report shall be submitted marked as “No Progress”.

ARTICLE III: MEMBERSHIP

SECTION 1: TYPES OF MEMBERSHIPS AND DUES

There shall be five (5) types of memberships.

A. INDIVIDUAL:

- 1. **AFFILIATED:** Shall be granted to anyone upon application and acceptance and who holds an active membership in an affiliated club and upon payment of \$10.00.
- 2. **NON-AFFILIATED:** Shall be granted to anyone upon application and acceptance and upon payment of \$14.00 for the first year they are non-affiliated. Thereafter the fee will be \$21.00 per year for a non-affiliated member.

B. FAMILY MEMBERSHIP: Shall be granted to Husband and/or wife and a child under 18 years of age upon payment of \$9.00 providing they meet the requirements of Article III, Section 1A of the by-laws.

C. CLUB/PRO SHOP: Any organized Club or Pro Shop that meets NFAA standards may become affiliated with the MFAA and be entitled to representation according to Article VII of the MFAA Constitution upon initial payment to the MFAA (for a club) of \$55.00 and an annual renewal fee of \$50.00. For a Pro Shop, the initial fee shall be \$60.00, and the annual renewal fee shall be \$55.00. Annual fees are due upon renewal. These fees are in addition to the fees due the NFAA.

- D. **LIFE MEMBERSHIP:** Shall be granted with the payment of NFAA Life membership and a \$50.00 fee to the Massachusetts Field Archery Association with approval of the Board of representatives.
- E. **HONORARY LIFE MEMBERSHIP:** Shall be granted with exemption of regular dues, by the Board of Representatives at the annual meeting, by written resolution for outstanding service in the advancement and betterment of Archery.

ARTICLE IV: EXPENSE OF EXECUTIVE OFFICERS

SECTION 1

The President shall be paid \$75 per year and be reimbursed for gas to meetings, telephone, and mailing expenses incurred on behalf of the association, upon presentation of receipts. These payments may be pro-rated with respect to the financial condition of the association.

SECTION 2

The Recording Secretary/Newsletter editor shall receive \$100.00 annually at fiscal yearend. He/she shall also be reimbursed for all expenses incident to the office and verified receipt. The expense reimbursement may be pro-rated with respect to the financial condition of the association.

SECTION 3

The Treasurer shall receive \$100.00 annually at fiscal yearend. He/she shall also be reimbursed for all expenses incident to the office and verified receipt. The expense reimbursement may be pro-rated with respect to the financial condition of the association.

SECTION 4

The NFAA Director shall receive, subject to the financial condition of the MFAA as determined by the Board of Representatives, his or her estimated expenses in advance for room and meals and other necessary expenses that may be incurred while attending an NFAA annual meeting. Upon his/her return a written report of expenses shall be presented to the Board of Representatives along with a report on the meeting.

SECTION 5

The Secretary/Classification shall receive \$100.00 annually at fiscal yearend. He/she shall also be reimbursed for all expenses incident to the office and verified receipt. The expense reimbursement may be pro-rated with respect to the financial condition of the association.

SECTION 6

All other officers shall receive compensation as required by specific committee assignments. This shall be paid upon approval of the Board of Representatives.

SECTION 7

All expense reports must be turned into the association with all receipts and money's owed to the association within five (5) working days on an official state expense form. The state covered expenses to an authorized meeting shall consist of lodging, transportation (i.e. Airfare or mileage) meals and gratuities. No entertainment or personal expenses will be paid for by the State association.

SECTION 8

The 1st Vice President and the 2nd President shall each be paid \$75 per year. This fee may be pro-rated with respect to the financial condition of the association.

ARTICLE V: TOURNAMENTS

SECTION 1

- A. The October meeting shall be the time for the selection of all state sanctioned tournament dates for member Clubs and Pro Shops.
- B. The method for which the Clubs/Pro Shops may pick a state sanctioned tournament dates is as follows: During the year, the Classification Officer will keep a record of how many registered shooters from each Club/Pro Shop attend a state sanctioned shoot and how many meetings the Club's/Pro Shop's Designated Representative attends. At the end of the year, five (5) points shall be given for each registered Club/Pro Shop shooter who attends a shoot and thirty (30) points shall be given for each meeting the Club's/Pro Shop's Designated Representative attends. Points will be tallied, and the Clubs/Pro Shops will be listed from high tally to low. Each Club/Pro Shop on the list, from highest point tally to lowest and in rotational order, shall choose a shoot date, type of round (field, hunter or animal) until all available shoot dates are filled.
- C. If a Club/Pro Shop relinquishes their tournament date, the Secretary/Classification Officer must be notified at least three weeks in advance and he/she in turn will notify all Clubs/ Pro Shops in the association of the open date. The date will be bid for by any interested Clubs/Pro Shops and the Board of Representatives will determine the winner.

- D. If a Club/Pro Shop does not carry out its responsibility of conducting its shoot, it shall forfeit its right to draw for a shoot date the following year until all other member Clubs have picked their dates, i.e., that Club/Pro Shop will pick last without regard to its point tally.
- E. State sanctioned shoots and tournaments shall be run by the NFAA rules with MFAA rules prevailing in all cases not covered by the NFAA rules.
- F. The Tournament Committee shall oversee all state sanctioned tournaments and render decisions by majority vote of those present when called for.
- G. At all outdoor shoots, a maximum of five minutes will be allowed per group per target to score and retrieve arrows.

SECTION 2: CHAMPIONSHIP TOURNAMENTS

- A. The association shall conduct each year, through one or more member Clubs/Pro Shops, an Indoor and an Outdoor Championship Tournament. Each Championship Tournament shall be conducted according the NFAA/MFAA rules and regulations.
- B.
 - 1. The indoor and outdoor state championship tournaments will be selected by alphabetical rotation at each October meeting.
 - 2. To be eligible to hold a Championship Tournament, a Club/Pro Shop must be a member in good standing with the NFAA and MFAA for one year. They must attend 50% of the MFAA meetings. To host the Indoor Championship Tournament, host club / shop must be willing to provide multiple line times to accommodate all archers that wish to register. To host the Outdoor Championship Tournament, they must have a 14-target course or have access to a 14-target course at an MFAA affiliated club in their section. If a Club/Pro Shop passes on their turn or does not carry out its responsibility to host a Championship Tournament, they will have to wait until the rotation is completed before being placed back into the lineup.
 - 3. Each year the Club/Pro Shop hosting the Indoor and Outdoor Championship Tournaments will pay the state association 50% of total registration fees collected. The MFAA will handle the purchasing of awards.
 - 4. No member Club or Pro Shop that hosts the State Indoor or Outdoor Championship Tournament shall be allowed to use the participants' entry forms to make a mailing list.

5. The Secretary/Classification Officer will, prior to the August meeting, supply the Club/Pro Shop next in the rotation a commitment form for signature. This form will reflect the duties of the MFAA and the Club/Pro Shop in reference to targets, registration, awards, and team events.
 6. Both the Indoor and Outdoor Championship Tournaments shall be hosted by the same Club/Pro Shop.
- C. It shall be the duty of the Tournament Chairperson to arrange a meeting with the delegate of the host Club/Pro Shop at least six weeks prior to the date of the Championship Tournament to review the signed commitment form.
- D. In order that contestants may be eligible for twenty pins and other NFAA awards, the State Association shall register the Championship Tournaments with the NFAA.

SECTION 3

Tournament fees shall be set annually by the tournament committee through the Board of Representatives.

SECTION 4

At all MFAA tournaments except those at State Championship level and above, any and all awards not claimed on the day of the tournament by the winner or an acceptable alternate will be held by the tournament chairman until the annual banquet in October and then dispersed to recipient or an acceptable alternate.

SECTION 5

A club must have an approved course before bidding for a tournament date.

SECTION 6: SHOOTER ELIGIBILITY

- A. Per the NFAA Constitution, Article III, Section B.2.4, NFAA Membership is required to compete in "all official NFAA rounds." However, only members of the MFAA are eligible to shoot for awards in the State Indoor and Outdoor Championship Tournaments.
- B. (Reserved)
- C. Membership in USA Archery (formerly known as the NAA) "may be substituted for the NFAA membership requirements for the purpose of competing in NFAA tournaments, in NFAA Divisions and styles only," per the NFAA Constitution, Article III, Section A.8.1. However, *a USA Archery member must join the MFAA*

in order to compete for awards in the state Indoor and Outdoor Championship Tournaments.

- D. All shooters shall read and sign a “Waiver and Release of Liability” form at least once per year. *Any shooter who refuses to sign shall not be permitted to shoot.* Any shooter who does not have a signed form on file with the Secretary/Classification Officer *and* noted on their NFAA Handicap card shall sign a new form at registration. Registration forms for any shoot or tournament sanctioned by the MFAA shall include the “Waiver and Release of Liability” form.

SECTION 7: SHOOT FEES

- A. The fees for MFAA shoots shall be as follows. These fees may be revised at any time by a simple majority vote of the Board of representatives.

MFAA, NFAA, and/or USA Archery Members

Weekly Tournaments

Youth/Cub	\$10.00
Adults/Young Adults	\$10.00
Senior 50–59	\$10.00
Silver Senior 60–69	\$10.00
Master Senior 70+	\$10.00
Family Maximum (3 or more family members)	\$22.00

Championship Tournaments

Youth/Cub	\$25.00
Adults/Young Adults	\$30.00
Senior 50–59	\$30.00
Silver Senior 60–69	\$30.00
Master Senior 70+	\$30.00
Family Maximum (3 or more family members)	\$60.00

Non- Members of NFAA/MFAA/USAA (Guests)

Weekly Tournaments

Youth/Cub	\$12.00
Adults/Young Adults	\$12.00
Senior 50–59	\$12.00
Silver Senior 60–69	\$12.00
Master Senior 70+	\$12.00

Family Maximum \$25.00

Championship Tournaments

Youth/Cub \$30.00

Adults/Young Adults \$35.00

Senior 50–59 \$35.00

Silver Senior 60–69 \$35.00

Master Senior 70+ \$35.00

Family Maximum \$80.00

B. Each Club/Pro Shop shall donate \$2.00 per registered shooter to the MFAA.

SECTION 8: ALCOHOL

Per the NFAA By-Laws, Article I, Section E, “No alcoholic beverages may be carried or consumed on any range or practice area during shooting hours at any NFAA sanctioned or owned tournament. Anyone caught breaking this rule will be immediately disqualified and not allowed to complete the tournament.”

SECTION 9: PARTICIPATION AWARDS

A. A drawing for a \$100 cash prize will be held at the end of the Indoor season and at the end of the Outdoor season. Up to three (3) winners will be drawn from a pool of shooter scorecards from that season. Winners must be MFAA members in good standing to win.

B. A point score system for participating in weekly shoots shall be set by the Board of Representatives to award MFAA member participation. Prizes, to include MFAA logo products and/or gift certificates at member Pro Shops, shall be awarded as determined by the Board of Representatives.

1. Indoor points shall be awarded for each weekly shoot according to participants entered in each Division and Style, in accordance with NFAA Constitution and bylaws.

- a. First Place 10 points
- b. Second place 9 points
- c. Third place 8 points
- d. All others 5 points

2. Outdoor points shall be awarded for each weekly shoot according to participants entered in each Division and Style, in accordance with NFAA Constitution and bylaws.

- a. First Place 15 points
- b. Second place 14 points
- c. Third place 13 points
- d. All others 10 points

- C. A drawing for a "Class Card" award, consisting of a free one-year membership to the NFAA/MFAA shall be held at the end of the Indoor season and at the end of the Outdoor season.

ARTICLE VI: AMENDMENTS

These By-Laws may be amended by a resolution presented in writing to the Board of Representatives by any member of the MFAA at any time. The resolution shall be discussed at the next Board of Representatives meeting and automatically tabled so that the Designated Representatives can discuss the resolution with their Members. A simple majority vote of the Representatives present at the following Board meeting shall be required to adopt the resolution.