

# **Texas Field Archery Association Constitution and By-Laws**



**Revised September 2024**

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# CONSTITUTION

## Article I – Name

The name of this organization shall be Texas Field Archery Association, Incorporated, indicated in abbreviation as TFAA.

## Article II – Purpose

- A. To foster, expand, and promote and perpetuate the practice of field archery and any other games as the Association may adopt, and enforce uniform rules, regulations, procedures, conditions, and methods of playing such games.
- B. To encourage the use of the bow in the hunting of all legal game birds and animals, and to protect, improve, and increase the sport of hunting with a bow and arrow.
- C. To affiliate as an Association member with the National Field Archery Association, Incorporated, indicated in abbreviation as NFAA
- D. To cooperate with the Federal and State Agencies, Sportsmen, and Conservation organizations dedicated to the conservation and preservation of game and its natural habitat.
- E. To conduct a continuous educational program designed to acquaint the public and the archer with the use of the bow recreationally and as a weapon suitable for the hunting of legal game.
- F. To evolve and conduct programs that will give recognition to archers for proficiency with the bow and arrow in all sanctioned competition and hunting accomplishments.
- G. To regularly inform each member, in good standing, as to the major problems and issues affecting the sport of archery and hunting with bow and arrow and/or to the action proposed or taken in order that the membership may make its will known to their duly elected representatives.

## Article III – Fiscal Year

The fiscal year of the TFAA shall coincide with the calendar year.

## Article IV – Official Publication

The official publication of the TFAA shall be the Texas Field Archery Newsletter (or “TFAN”).

## Article V – Districts

The State of Texas shall be divided into TFAA districts. The districts may be changed by a 2/3 affirmative vote of the TFAA board of Directors. The Districts are as follows:

District 1: Dallam, Sherman, Hansford, Ochiltree, Lipscomb, Hartley, Moore, Hutchinson, Roberts, Hemphill, Oldham, Potter, Carson, Gray, Wheeler, Deaf Smith, Randall, Armstrong, Donnley, Collingsworth, Parmer, Castro, Swisher, Briscoe, Hall, Childress, Hardeman, Bailey, Lamb, Hale, Floyd, Motley, Cottle, Foard, Wilbarger, Wichita, Cochran, Hockley, Lubbock, Crosby, Dickens, King, Knox, Baylor, Archer, Yoakum, Terry, Lynn, Garza, Kent, Stonewall, Haskell, Throckmorton, and Young

District 2: Gaines, Dawson, Borden, Scurry, Fisher, Jones, Andrews, Martin, Howard, Mitchel, Nolan, Taylor, El Paso, Hudspeth, Culberson, Reeves, Loving, Winkler, Ward, Jeff Davis, Presidio, Brewster, Pecos, Terrell, Val Verde, Crockett, Sutton, Schleicher, Ector, Midland, Glasscock, Sterling, Coke, Runnels, Crane, Upton, Reagan, Irion and Tom Green

District 3: Matagorda, Wharton, Colorado, Fayette, Austin, Washington, Burleson, Brazos, Robertson, Leon, Madison, Grimes, Waller, Fort Bend, Brazoria, Harris, Montgomery, Walker, Houston, Trinity, Polk, San Jacinto, Liberty, Chambers, Galveston, Jefferson, Orange, Hardin, Newton, Jasper and Tyler

District 4: Kinney, Maverick, Uvalde, Zavala, Dimmit, Medina, Frio, La Salle, Webb, Zapata, Starr, Jim Hogg, Duval, McMullen, Atascosa, Wilson, Karnes, Live Oak, Jim Wells, Brooks, Hidalgo, Cameron, Willacy, Kenedy, Kleberg, Nueces, San Patricio, Bee, Refugio, Aransas, Goliad, Dewitt, Gonzales, Lavaca, Victoria, Calhoun and Jackson

District 5: Shackelford, Callahan, Eastland, Erath, Stephens, Palo Pinto, Jack, Clay, Montague, Wise, Parker, Hood, Somervell, Johnson, Tarrant, Denton, Cooke, Grayson, Collin, Dallas, Ellis, Navarro, Kaufman, Rockwall, Hunt and Fannin

District 6: Edward, Real, Bandera, Kerr, Kendall, Bexar, Comal, Guadalupe, Caldwell, Lee, Bastrop, Travis, Hays, Blanco, Gillespie, Kimble, Mason, Llano, Burnet, Williamson, Milam, Falls, Bell, Lampasas, San Saba, McCulloh, Menard, Concho, Coleman, Brown, Mills, Cryell, McLennan, Limestone, Hill, Bosque, Hamilton and Commanche

District 7: Lamar, Delta, Hopkins, Rains, Van Zandt, Henderson, Freestone, Anderson, Cherokee, Smith, Wood, Franklin, Red River, Titus, Camp, Upshur, Gregg, Rusk, Nacogdoches, Angelina, San Augustine, Sabine, Shelby, Panola, Harrison, Marion, Morris, Cass and Bowie

## Article VI – Membership

- A. The TFAA is an organization of archers, archery clubs and pro shops interested in the promotion of archery in the state of Texas.
- B. Archery clubs in Texas may affiliate with the TFAA by making proper application and submitting the prescribed dues.
- C. There shall be five types of individual membership for Texas residents: Honorary, Life, Adult, and Junior.
  - 1. Honorary membership with exemption from annual TFAA dues may be granted for exceptional merit and service upon written recommendation by an affiliated club or a TFAA director. Such recommendation must be approved by a 2/3 affirmative vote of the TFAA Board of Directors.
  - 2. Life membership with exemption from annual TFAA dues may be granted to anyone upon submitting application and payment of required dues.
  - 3. Adult membership shall be granted to:
    - i. An individual 18 year of age or older
    - ii. An individual under 18 years of age who is legally competing in the Adult Division
  - 4. Junior membership shall be granted to an individual under 18 years of age.
  - 5. Members of USA Archery may purchase a TFAA membership for the purpose of competing in TFAA State Championship events.
- D. Family memberships shall be granted to:
  - 1. Includes head of household, spouse and/or dependent Junior Division children residing in the same household.
  - 2. Adult and Junior Division family member(s) residing in the same Household. Family members will be required to obtain their own membership once they reach the age of 18.

## Article VII – Board Of Directors

- A. The Board of Directors, hereunto referred to simply as “the board”, shall consist of the President, Tournament Director, one Governor from each District, Secretary, Treasurer, Editor, Webmaster, and Bowhunter Director.
- B. The President shall be the Chairman of the Board.
- C. The Board shall make all the laws and policies of the TFAA and shall Manage all properties and activities of the Association.
- D. The Board shall meet in person a minimum of 3 times per year or the call of the President as needed.
- E. A 2/3 majority of Board members shall constitute a quorum for a meeting.
- F. Any member of the board, except the President, may designate a TFAA member from his district to represent and vote for him at any board meeting, upon notification to the President. Such an approved substitution shall count toward establishing a quorum for the meeting.
- G. A majority of board members may petition the Secretary to call a special meeting of the Board, and to notify the remaining Board members of the proposed meeting at least three weeks before said date. Such a meeting, if attended by a quorum of the Board members, shall be considered an official meeting.
- H. If no meeting of the Board is imminent, or if a meeting had been called but lacked a quorum, any item or issue requiring Board action may be submitted by the Secretary by mail or e-mail to the Board members for their vote, if directed by the President, or if petitioned by a majority of the Board members. The President shall then declare the result of the vote as being official action of the Board.
- I. Voting
  - 1. Board action of any ordinary issue, whether taken in a meeting or by mail or e-mail requires the participating vote of at least a majority of the Board members. The majority of such participating vote shall decide the issue.
  - 2. Board action on any non-ordinary issue, whether considered in a meeting or by mail or e-mail, shall be exceptional in that it requires for adoption a 2/3 affirmative vote of all the Board members. Such issues may consist of:
    - a. Proposals for amendments to the TFAA Constitution
    - b. The recall of an officer
    - c. The revision of the TFAA districts
    - d. Approval of the name “Texas Field Archery Association, Inc.”, or its abbreviation “TFAA” being used in any contest, events, literature, or brochures
    - e. Approval of an Honorary Membership or an award of appreciation to any individual who has performed meritorious service for archery in Texas
    - f. Approval of the competitive events, fees, awards and rules governing the play of the TFAA sanctioned tournaments.

3. Breaking Ties: The President does not have a formal vote, however, may have to decide issues in the event of a tie. Ties shall be broken in the following manner:
  - a. For an open “show of hands” vote, the President must openly cast the deciding vote, immediately following the tied vote.
  - b. For “secret ballot” vote, the President must have already submitted a ballot to the Secretary, prior to the rest of the board casting their vote. If the ballots are tied, the Secretary will use the President’s ballot to break the tie.
  - c. In the event more than two options are being voted on and the President’s vote does not break the tie, a run-off vote will be required. The run-off vote will be between the two options, which received the highest number of votes, from the original vote.
- J. Any item on the agenda tabled three (3) times is automatically void until re-submitted by a member of the Board.
- K. All action taken by the Board shall carry an automatic effective date of sixty (60) calendar days from the close of any Board meeting or the termination of voting in the case of mail sessions, unless an individual action includes an effective date.



## Article VIII – Officers: Election – Term Of Office – Duties

- A. Officers of the TFAA shall be the President, Vice-President (who shall be a board member), Tournament Director, NFAA Director, one Governor from each District, Secretary, Treasurer, Editor, Webmaster, and Bowhunter Director.
1. All officers must be adult TFAA and NFAA members with current dues paid and in good standing and must be a resident of the state of Texas.
  2. All officers shall give the full right of deliberation and vote, except that no officer may vote in an election to fill an office for which he is a candidate.
  3. In the event an officer shall be holder of more than one office, he shall have no more than one vote in all proceedings.
  4. The terms of office for the President, NFAA Director , Tournament Director, Secretary/Treasurer, Editor, Webmaster, and Bow Hunting Director shall be two years. Term of office for Vice-President shall be one year. Terms will expire as applicable on the weekend of the TFAA Field Championship and new officers will be installed at the Board meeting held during the weekend of the T. F. A. A. Field Championship.
  5. An elected officer may serve as many terms as he/she is elected to the position.
  6. Unless otherwise stated, officers shall be elected by a majority vote of the Board.
  7. An elected officer (President, NFAA Director, Tournament Director, Secretary, Treasurer, Editor, Webmaster, and Bowhunter Director) of the TFAA may be removed from office for cause by a 2/3 majority vote of the Board, or by a majority vote (one vote more than half of the total majority) of the TFAA membership. The officer being considered for removal shall have to opportunity for rebuttal to the charges brought against him or her.
  8. Tournament Director, Secretary, Treasurer, Editor, and Webmaster are compensated positions. Each position can be terminated with a 2/3 vote by the Board.

## B. President

### 1. Election

- a. The Board shall nominate and elect the President in odd-numbered years.

### 2. Duties

- a. Shall be chief officer of the TFAA
- b. Shall initiate and develop activities of the board which will accomplish the purposes of the TFAA
- c. Shall appoint a temporary Vice-President, Tournament Director, Secretary, Treasurer, Editor, or Webmaster in case of resignation or incapacitation of the elected officer, until a Board vote can be made.
- d. Shall appoint a temporary District Governor in case of resignation or incapacitation of the elected officer until such time as a vote of the popular district membership can be made.
- e. Shall appoint a Board member to serve as chairman of each Standing Committee, unless otherwise stated.
- f. Shall specify the time and place for all meetings.
- g. Shall preside at all meetings of the Board and business meetings of the TFAA
- h. Shall prepare the formal agenda with date, time and location for all meetings and publish it on the TFAA web site at least seven (7) days prior to the meeting. He may, at his discretion, add items to the agenda of any meeting after the publication of the original agenda.
- i. May appoint a TFAA member in good standing as Parliamentarian at any meetings.
- j. Shall keep the membership informed at all times of items that may affect the membership.
- k. Upon resignation of any Board Member, the President will appoint a replacement within thirty (30) days.
- l. In the event of a tie vote the President shall follow voting procedures as outlined in Article 7, Section I #3 (a), (b), (c).
- m. Shall serve as the NFAA Director.
- n. Shall review the eligibility of any nominee for a compensated Board position.

C. NFAA Director

1. Election

- a. The TFAA President shall serve as the NFAA Director.

2. Duties

- a. Duties as outlined in the NFAA Constitution
- b. Represent Texas (TFAA) at the annual NFAA meeting
- c. Write articles for Texas Field Archery Newsletter concerning NFAA happenings
- d. If the NFAA director is unable to attend the annual meeting, the Board of Directors may nominate and elect an alternate
- e. The NFAA Director shall be a non-voting Board member.
- f. The Board will establish each year if funds are available to allow the NFAA Director to attend the national meeting. A maximum of \$1,000.00 for expenses will be allotted. Dispensation of funds shall be in accordance with agreement between the NFAA Director and the Secretary.

D. Vice President

- 1. The officers of the TFAA shall, at the beginning of their term, elect a Board Member to serve as the TFAA Vice-President for a term of two years.

2. Duties

- a. Shall perform the duties of the President if the President is unable to act.
- b. Shall become President to fill the unexpired term of office if the President's office is vacated.
- c. Shall serve as Chairman of the Finance Committee.

E. Tournament Director

- 1. Shall be elected during even years by the Board from among the nominations made by the TFAA membership. In the event there are no nominations from the TFAA membership, the Board will submit nominees for Tournament Director.
  - a. Compensation to be determined by the Board
  - b. Duties as described in the contract for the TFAA Tournament Director
- 2. Ballots will be published in the Texas Field Archery Newsletter for the TFAA membership to vote with at least thirty (30) days prior to the TFAA Field Championship. Members will forward their ballots to the TFAA secretary, according to instruction given with the ballot, no later than fifteen (15) days prior to the TFAA Field Championship.

## F. District Governor

1. Odd-numbered districts and even-numbered districts shall elect their respective District Governors in odd-numbered and even-numbered years respectively.
2. Method of election for District Governor:
  - a. The TFAA Secretary will provide a nominating ballot in the Texas Field Archery Newsletter at least ninety (90) days prior to the TFAA Field Championship.
  - b. Any TFAA member may nominate a person living in his district. He will do so by filling out the nominating ballot provided in the Texas Field Archery Newsletter, which will require the nominee's signature agreeing to run along with the signature of the member making the nomination.
  - c. The TFAA secretary will list the nominees per district voting in the Texas Field Archery Newsletter at least sixty (60) days before the TFAA Field Championship.
  - d. Each TFAA member shall have one vote for governor in his district, which shall be by election ballot.
  - e. Members must submit their votes for their District Governor to the TFAA secretary at least two (2) weeks prior to the TFAA Field Championship Tournament.
3. Duties
  - a. District Governors shall attend all Board meetings, whether regularly scheduled, or ad hoc.
  - b. District Governors shall send a proxy to any meetings they cannot attend
  - c. District Governor shall send a written explanation to the TFAA board as to the reason they could not attend the meeting and/or why they could not send a proxy
  - d. Shall acquaint his constituents with the rules and procedures of the TFAA
  - e. Shall investigate and take action on problems and opportunities in his district
  - f. Submit articles to the Editor covering each event in their designated districts
  - g. Shall attend or send a representative to promote all tournaments held in his or her district as the official representative of TFAA
  - h. If the TFAA is holding the State Championship event, the District Governor shall be prepared to help host the event in a pre-defined manner.
    1. Line judge
    2. Silent auction
    3. Promotional booths
    4. Set up of shooting area
    5. Preparing awards

6. The District Governor's tasks should be defined and agreed upon before arrival at the tournament so they can plan to do the entire task themselves or ask for help from the general membership.
  7. Perform duties as described under District Governor's Responsibility as to SYWAT Events noted in the TFAA By-Laws
  8. Other duties as required
4. Recall of District Governor
    - a. District Governor may be recalled from office by a petition signed by more than one-half of the total TFAA members in the District.
    - b. Shall be automatically recalled from office if he failed to attend, or to designate a proxy, two consecutive meetings of the Board. All attempts shall be made to attend all Board meetings or appoint a proxy to attend. In case of failure of either, the President must be notified prior to the meeting. Failure to do so will be grounds for immediate dismissal.
  5. Shall be required to maintain his/her principal residence in the District he/she represents.
  6. Shall be installed in office at the beginning of the Board meeting held at the TFAA Field Championship
- G. Secretary and/or Treasurer
1. The Secretary and/or Treasurer shall be elected during even years by the Board from among the nominees of the Board from any nominations made by a Board member from the floor.
    - a. Compensation to be determined by the Board
  2. These positions on the board may be held by one person with Board approval.
  3. The term of office shall be two years.
  4. Duties will be performed as prescribed in a written agreement with the Board.
- H. Editor
1. The Editor shall be elected during even years by the Board from among the nominees of the Board and from any nominations made by a Board member from the floor.
    - a. Compensation to be determined by the Board
  2. The term of office shall be two years.
  3. The Editor shall perform duties as outlined in a written agreement with the Board.
- I. Webmaster
1. The Webmaster shall be elected during even years by the Board from among the nominees of the Board and from any nominations made by a Board member from the floor.
    - a. Compensation to be determined by the Board
  2. The term of office shall be two years.
  3. The Webmaster shall perform duties as outlined in a written agreement with the Board.

J. Bowhunter Director

1. The Bowhunter Director shall be nominated by the President and approved by the Board during odd years.
2. The term of office will run two years consecutively and will be installed into office at the TFAA State Outdoor Championship.
3. Duties are as follows:
  - a. Promote membership into the TFAA from bowhunters in Texas.
  - b. Work with Texas Parks & Wildlife in protecting hunting rights and seasons in Texas.
  - c. Organize hunts/leases for TFAA Bowhunters at a discounted rate. Stay in close contact with Texas Parks and Wildlife for lease information and legislative changes.
  - d. Publish a monthly article in the Texas Field Archery Newsletter informing members on current events.
  - e. Promote pre-existing NFAA programs, such as Art Young Awards and the Junior Bowhunter program.
  - f. Shall perpetuate and expand the sport of bow hunting.
  - g. Shall cooperate with Board in securing legislation favorable to bow and arrow hunting.
  - h. Shall comprise the delegation to the Sportsman's Clubs of Texas, and Parks and Wildlife Department meetings.
  - i. Shall cooperate with the National and State agencies in the conservation of game and its natural habitat.
  - j. Shall keep the membership informed of legislation affecting bowhunting in Texas.

Table 1 – TFAA Board Member Election Matrix

OFFICE	YEAR	ELECTED BY
President	Odd	Board
Vice President	Odd	Board
Secretary/Treasurer	Even	Board
Tournament Director	Even	Board
Editor	Even	Board
Webmaster	Even	Board
Bowhunting Director	Odd	Membership
Field Governor Districts 1,3,5,7	Odd	District Membership
Field Governor Districts 2,4,6	Even	District Membership

# BY-LAWS

## Article I – Committees And Duties

- A. The President may appoint one or more TFAA adult members to serve on the designated committee.
- B. The Chairmen of all committees shall make their reports at such time as may be designated by the President.
- C. The standing committees shall be removed from service for cause only by cancellation of their appointment by the President or by a 2/3 majority of the Board members voting.
- D. Finance Committee
  - 1. The Vice-President shall serve as Chairman of this committee.
  - 2. The Chairman shall be informed of the financial conditions of TFAA, with the TFAA treasurer submitting a monthly financial report, and an annual report for the calendar year.
  - 3. The Finance Committee shall give considerations to financial conditions of TFAA and report their findings to the Board at the end of the fiscal year. The report shall include
    - a. An internal audit of TFAA finances on an annual basis
    - b. A periodic review of TFAA investment options and make recommendations regarding these.
- E. Tournament Committee
  - 1. The Tournament Director shall serve as Chairman of the Tournament Committee
  - 2. The Tournament Committee shall be selected by the Tournament Director and include at least two Field Governors and one TFAA member at-large.
  - 3. The Tournament Committee shall be responsible for identifying potential venues for TFAA Championship events and soliciting bids from viable candidates.
  - 4. The committee will present their findings to the TFAA Board as follows:
    - a. For indoor events, the committee will report at the TFAA Indoor Championship with options for the following three years.
    - b. For outdoor events, the committee will report at the TFAA Outdoor Championship with options for the following year.



F. Tournament Director Duties as Related to SYWAT Events

1. Develop a tournament calendar, including SYWAT events by communicating with the Editor and Webmaster for publication of calendar in the Texas Field Archery Newsletter and on the web site.
2. Recruit SYWAT hosts by running an ad in the Texas Field Archery Newsletter at least two issues prior to the first scheduled event.
3. Recruit SYWAT hosts by working with Field Governors to sign up hosts in their districts.
4. Provide a simple contract to SYWAT hosts, in advance of scheduling the event, that list the responsibilities of both parties.
5. Provide a packet to assist the District Governor and Tournament Host in the running of the SYWAT tournament. This would include instructions on reporting results, where to mail money, TFAA divisions and certificates to hand out.
6. Purchase SYWAT aggregate awards.

G. District Governor's Responsibility as to SYWAT Events:

1. Contact the pro shops and archery clubs in districts that have never hosted a SYWAT event and try to sell them on the idea of hosting SYWAT events.
2. Contact the pro shops and/or archery clubs in district that have previously hosted SYWAT events but are not signed up now. The District Governor is to do this only after attempts to schedule by the Tournament Direct has failed.
3. Contact event host one week prior to the event date and ask if they have everything that they need.
4. If the host is inexperienced, notify them of what they need to do in order to have a successful event and plan to attend the event on the first day, or get someone else who is experienced to attend and help on the first day.
5. It is the District Governor's responsibility make sure TFAA is well represented at every SYWAT event in their district.
6. Collect the scores and ensure the TFAA's portion of the money generated from the events hosted in their district are forwarded to the Secretary within one week from the end of the event, and ensure scores are entered within 24 hours from the end of the SYWAT event.

## Article II – Membership Voting

- A. Matters that may come before TFAA at any time may be submitted to the membership in the form of a vote taken by mail or electronic means or at a TFAA sanctioned event. Determination of matters to be submitted to membership with the exception of changes to the constitution shall be made by the Board. of Directors. Members aged 18 and older are eligible to vote.
- B. Any matter put before the membership shall require the following to be binding upon TFAA:
  - 1. Each vote requires the signature or an electronic means of validation of the voter as to authenticate its legitimacy.
  - 2. Publication of the majority consensus (results) of the votes cast in the next issue of the TFAA official publication (Texas Field Archery Newsletter), and/or the web site.
  - 3. After all the above requirements are met the majority vote will be binding upon TFAA and its representatives.

### Article III – Membership Dues And Fees

- A. TFAA dues for the calendar year or any part of the year shall be:
  - \$30.00 for individual membership for adult
  - \$25.00 for individual membership for young adult (15 – 17)
  - \$10.00 for individual membership for youth (12 – 14)
  - \$10.00 for individual membership for cub (under 12)
  - \$10.00 for each family member in addition to head of household
  - \$5.00 for each addition after two
- B. Life Membership
  - \$150.00 for individual membership.
  - \$50.00 for individuals 65 years of age and over.
- C. A portion of the archer’s dues shall include one subscription to the Texas Field Archery Newsletter per household.
- D. All TFAA membership fees must be remitted to the NFAA along with NFAA fees. Membership applications are available from NFAA or TFAA office.

### Article IV – Club Affiliations

- A. Any organization of archers interested in the promotion of archery in the state of Texas may affiliate with TFAA upon making proper application and paying the prescribed dues.
- B. A club affiliated with T.F.A. A. may be chartered with NFAA upon approval of the TFAA Secretary and TFAA President. After establishing charter with NFAA, continued affiliation will be maintained through the TFAA Secretary.

### Article V – Club Dues

- A. TFAA club and pro shop Charter dues will be \$40.00 per year. Each chartered club or shop shall receive a monthly digital copy of the TFAN and one free advertisement each calendar year.
- B. Application for club and pro shop charter membership is made through NFAA.

## Article VI – Awards

### A. Medal of Merit

1. This award is to be held by persons who have been active in the general progress of TFAA and the growth of the sport across the state of Texas.
2. This award shall be considered the highest award that can be bestowed by TFAA
3. Nominations for the award shall be made in writing by a Board no later than sixty (60) days prior to the TFAA Field Championship Tournament.
4. The nominating Board member shall then present the nominations to the Board, no less than thirty (30) days prior to the TFAA Field Championship Tournament.
5. The Board shall confirm their votes at least ten (10) days prior to the TFAA Field Championship Tournament.
6. This award must be approved by a 2/3 affirmative vote of all Board members.
7. An individual may be awarded only one Medal of Merit award.

### B. Achievement Awards – 400 – 500 – 560 Club

1. Any TFAA member who records a score of 400 or above, 500 or above, or 560 from the adult stakes during a registered tournament on the field or hunter round, or combination of 14 field/14 hunter, shall be eligible for the appropriate award. Applications for awards are available from club secretaries or from the TFAA Secretary. The completed application should be sent to the TFAA Secretary and should be accompanied by:
  - a. Score card signed by two witnesses
  - b. Fee as set out below:
    1. \$5.00 for 3-inch TFAA with one tab (either 400, 500, or 560)
    2. \$2.00 for one tab only (either 400, 500 or 560)
2. The three-inch emblem may be purchased separately for \$5.00 by any TFAA member.

### C. NFAA Cub and Youth Progressive Merit Patches

1. Eligibility for these patches shall be limited to Club and Youth TFAA/NFAA members.
2. Merit patches are awarded on official registered 28 target rounds, for one consecutive score of one 50-point increment between 50 and 550.
3. To apply for these awards, use the application form “Cub and Youth Division Archers – NFAA Progressive Merit Patches”, which is available from your club secretary or from the TFAA Secretary.
4. Requests for NFAA Progressive Merit Patches should be made to the TFAA Secretary and should be accompanied by a stamped, self-addressed envelope.
5. There is no charge for the first patch of each designation. Additional patches in each designation may be purchased for 25 cents each.

## Article VII – TFAA Tournaments

- A. Will be held as prescribed and publicized by the Board of Directors.
- B. Shall be held to determine the archery champions of the State of Texas.
- C. The competitive events, awards, and rules governing the play shall be established by the Board in accordance with NFAA/TFAA procedures.
- D. Competition shall be open to all members in good standing with NFAA/TFAA who are eight (8) years of age or older.
- E. Clubs are requested to enter sealed bids by the start of the tournament requested for the following year (i.e. bids for the TFAA Outdoor Championship in 2023 should be submitted at that tournament in 2022.) Later bids may be accepted with Board approval.
- F. Field Championship Tournament
  - 1. This tournament shall be hosted in accordance with a contract between the TFAA and host club.
  - 2. The Texas State Field Championship is to be held on a date to be determined by the Board of Directors.
- G. Indoor Championship Tournament
  - 1. The Indoor Championship Tournament will be held at a site and on a date to be determined by the Board of Directors.
  - 2. The Indoor Championship Tournament will be hosted in accordance with a contract between TFAA and the host club. If the TFAA does not receive a satisfactory bid from an affiliated club, the TFAA has the option to host the tournament.
- H. Texas State 3-D/900 Round Championship
  - 1. Texas State 3-D/900 Round Championship will be held on a date established by the Board.
  - 2. Texas State 3-D/900 Round Championship will be hosted in accordance with a contract between TFAA and the host club.

## Article VIII – Board Of Directors – Dues-Fees-Expenses

- A. Board members shall serve without pay. Reimbursements or allowances for any personal expenses incurred by an officer in the services of TFAA shall be made by written request to the TFAA Treasurer and must be approved by a majority of the voting Board. An exception shall be made in the case of any officer serving in a contracted position, who may be paid as established by written contract.
- B. Board members shall be reimbursed mileage at the rate of twenty-five (25) cents per mile to and from specially called TFAA Board meetings.
- C. The President may receive a maximum of \$600.00 per year, coincident with term of office, for reimbursement of expenses, including mileage expenses to Board meetings. The NFAA Director may receive a maximum of \$1,000.00 for expenses to the NFAA Annual Meeting. Dispensation of funds shall be in accordance with agreement between the President and Treasurer and NFAA Director and Secretary.
- D. The Tournament Director shall be advanced appropriate funds as needed.

## Article IX – Loss Or Refusal Of Membership

- A. Any membership in the TFAA may be suspended, expelled or refused by a 2/3 majority vote of the Board for:
  - 1. Failure to furnish accurate and complete information making application for TFAA membership
  - 2. Failure to pay just debts due TFAA and/or, NFAA
  - 3. Failure to abide by the rules and regulations of NFAA and/or TFAA
- B. Any category of individual membership can be expelled for court convictions of felonies, and may be expelled or suspended for violation of Federal or State game laws, misconduct, contumacious conduct or poor sportsmanship.
- C. Action to expel or suspend any category of TFAA membership shall be sustained upon approval by a 2/3 majority of voting TFAA Board members. Otherwise, the action will be nullified, and the membership exonerated.

## Article X – Reinstatement Of Membership

Reinstatement of any category of TFAA membership shall be sustained upon approval by a 2/3 majority of voting TFAA Board members.

## Article XI – Disclaimer

Any and all matters not specifically covered under this Constitution and By-Laws shall be reverted back to and covered by the Constitution and By-Laws of the National Field Archery Association.

## Policy Article I – SYWAT Tournament Schedule

The TFAA SYWAT schedule is maintained in order that the membership may be advised of the locations and dates of events and in order that the events will typically not be held on the same dates within a 150-mile radius. The TFAA Tournament Director, who will reserve dates for NFAA/TFAA clubs in accordance with TFAA policy, maintains this schedule. The schedule will be published in each issue of Texas Field Archery Newsletter, and on the web site for the benefit of the individual members and the member clubs.

## Policy Article II – SYWAT Tournaments

- A. All tournaments listed on the SYWAT schedule will be hosted by a TFAA inspected and approved club/shop, and shall be shot on official NFAA faces, using NFAA rules and award system. Sanctioned official indoor tournaments may be listed on the SYWAT schedule.
- B. A sanctioned Outdoor SYWAT tournament shall include a registered official round (14 field and 14 hunter or 28 field or 28 hunter).

### Policy Article III – Official Publication – Texas Field Archery Newsletter

- A. Each affiliated club will be entitled to one half-page page of advertising to promote their SYWAT event at no cost. The SYWAT ad will run the month prior to and the month of the SYWAT event. Additional ad space may be purchased at current rates by contacting the Editor.
- B. Advertising for events not listed on the SYWAT will not be accepted during the Indoor and Outdoor SYWAT season or on Southern Sectional dates.
- C. Advertising which is determined not to be beneficial to TFAA or its members will not be accepted.
- D. Club news and input from the membership will be published at no charge provided publication is beneficial to TFAA and space is available.

### Policy Article IV – TFAA Championship Tournament Fees

TFAA Championship Tournament fees will be established annually as considered appropriate by the Board of Directors. A 15% cancellation fee may be assessed for cancellations.

### Policy Article V – TFAA Championship Contracts

Contracts for the TFAA Championship tournaments will be drawn annually as considered appropriate by the Board of Directors. Sample contracts are attached to this document and made a part thereof.

### Policy Article VI – Texas State 3-D/900 Round Championship

NFAA 3-D and 900 Round rules shall govern at the Texas State 3-D/900 Championship.

### Policy Article VII – Financial Guidelines And Controls

The Finance Chairman, who is the Vice President, will receive all bank statements on all bank accounts of TFAA, including checking, savings, certificates of deposit, and all other monies. The Board will receive the following reports on a monthly basis from the Secretary-Treasurer:

- Balance Sheet showing Funds on Hand and Liabilities



- Income Statement for the prior calendar month showing funds inflow and outflow and net gain/loss for the period

There will be an annual audit of the TFAA records, either by commercial or non-commercial audit, whichever the Board prefers. The annual audit will be conducted at a time and place determined by the board.

Additional audits may be made at any time with or without notice to the Treasurer.

Receipts will be required for all disbursements.

TFAA money will be kept in one bank. There will be four signatures on the signature card as follows: The Secretary/Treasurer, the President, the Vice President (Financial Chairman) and the Field Governor who lives in the same district as the Secretary/Treasurer. Any two out of four of these signatures will be required for a check.

Certificates of deposit will be held in the same bank as TFAA checking account and savings account. Any transfer/withdrawal of a certificate of deposit will require the approval of the Board. All certificates of deposit will require three out of four authorized signatures for any transaction.

A petty cash fund of \$100 will be established for the Secretary/Treasurer for the purchase of stamps and routine office supplies and expenses. This fund may be replenished at any time by presenting receipts for expenses and replenishing the fund in the amount of the receipts. A check for the amount of the receipts, accompanied by photocopies of the receipts, will be sent to the President for his signature. Upon return to the Secretary/Treasurer, it will be signed by the Secretary/Treasurer and cashed to replenish the petty cash fund.

The Secretary/Treasurer is required to promptly pay all board approved TFAA bills, salaries, and reimbursements within 14 working days from receipt of the approved item. Items that have not been approved will be held until the following board meeting.

The Secretary/Treasurer does not have the authority to disburse funds except at the direction of the Board.

Specifically, all payments for the President's expenses must be approved by the Board prior to payment. Only the following items may be paid without Board approval:

- Salaries of Secretary, Editor, Tournament Director, and Webmaster
- Texas Field Archery Newsletter printing and postage
- Office supplies and office postage
- Refunds due to the membership
- NFAA merchandise and fees
- State and Federal taxes

No other items are to be paid without Board approval.

### Policy Article VIII – Uncollectible Checks

There shall be a \$35.00 service charge on all checks that are returned from TFAA deposits.

### Policy Article IX – Code of Conduct

TFAA is committed to holding all tournaments in a safe and professional environment. All archers and spectators are expected to conduct themselves accordingly. If any archer or spectator is rude or abusive to event staff, other archers, or spectators, or are otherwise a distraction to the participants, they are subject to disqualification from the event. If the offending party is the parent of a participant, the child participant may be disqualified. The TFAA Field Governor or other TFAA official in charge of the event may make this determination.

If an individual has two such disqualifications, they will be ineligible for participation in TFAA events for a period of two years.

### Policy Article X – Service Animals

With the exception of Service Animals as described herein, No dogs or other animals are allowed at TFAA State Events.

#### Service Animals

Service animals are defined as dogs that are individually trained to do work or perform tasks for people with disabilities. Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, or alerting and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medications, calming

a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, or performing other duties. Service animals are working animals, not pets. The work or task a dog has been trained to provide must be directly related to the person's disability. Dogs or other service animals whose sole function is to provide comfort or emotional support do not qualify as service animals under the Americans with Disabilities Act (ADA).

Note: Per TFAA Policy, Emotional Support Animals, which differ from Service Animals, do not enjoy the same legal status as service animals per the ADA, and are not allowed on the field of play.

#### Where Service Animals Are Allowed

Per the ADA, State and local governments, businesses, and nonprofit organizations that serve the public generally must allow service animals to accompany people with disabilities in all areas of the facility where the public is normally allowed to go. At TFAA Archery events, service animals are allowed in the archers' area, which is defined as any place the archer is allowed. Archers needing accommodation outside of these guidelines are to be managed on a case by case basis.

#### Service Animals Must Be Under Control

Per the ADA, service animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work or the individual's disability prevents using these devices. In that case, the individual must maintain control of the animal through voice, signal, or other effective controls.

Service animals should always demonstrate the following behaviors:

- Be focused on their handler
- Have a stable, even temperament
- Remain quietly by their handler's side
- Ignore distractions
- Present professional
- Keep their nose to themselves
- Respond promptly to handler's cues and directions

#### Inquiries, Exclusions, Charges and Other Specific Rules Related to Service Animals

• When it is not obvious what service an animal provides, only limited inquiries are allowed. Staff may ask two questions: (1) is the dog a service animal required because of a disability, and (2) what work, or task has the dog been trained to perform. Staff cannot ask about the person's disability, require medical documentation, require a special identification card or training documentation for the dog, or ask that the dog demonstrate its ability to perform the work or task.

Note: This policy is based on the USA Archery policy updated December 2023.

## Attachment 1 – Contract for TFAA State Indoor Championship

This contract is entered into by \_\_\_\_\_ (Host) and Texas Field Archery Association (TFAA) for the purpose of holding the \_\_\_\_\_ State Indoor Championship.

Date(s) of Tournament: \_\_\_\_\_

Location: \_\_\_\_\_

The Host agrees to provide the following:

- One or Two Indoor Target Range(s) with the following stipulations:
- Range will be an NFAA Chartered Range and meet the overall safety guidelines of the NFAA Archery and Bowhunter Range Guidelines.
- Range includes target butts in good repair and adequate for stopping arrows from pass through.
- Range will be laid out in a manner to provide safe shooting for participants and spectators.
- Shooting lanes will be marked to meet NFAA guidelines (a minimum of 24” per lane) with numbers for each lane clearly marked above or beneath each target butt.
- Host will provide sufficient shooting lanes to accommodate a minimum of 48 - 20 yard shooters and 20 – 10 yard shooters per shooting line.
- Host will be prepared to accommodate three different shooting times each day, with two shooting lines per time.
- Appropriate lighting, meeting or exceeding the NFAA minimum of 30 foot-candles as measured at the target faces
- Bow racks sufficient to handle 108 – 20 yard shooters and 40 – 10 yard shooters for each shooting time.
- Adequate seating for spectators
- Adequate parking
- A First Aid Station and an Emergency Plan including contact information and location of responding parties.
- Adequate sanitary facilities for the number of participants and the length of the tournament.
- A separate administrative area for registration of shooters, entry of scores, and preparation of awards.

TFAA agrees to provide the following:

- Registration of participants and shooting assignments
- Personnel for check-in and late registration
- Release and Waiver forms
- Targets
- Scorecards
- Awards
- A Tournament Director to manage the tournament
- Line Judges and Safety Personnel to manage each shooting time

Financial Terms:

The Host will be compensated as follows:

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Negotiated Terms as follows:

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The Host may provide Concession Facilities and retain all proceeds from such sales.

TFAA will retain all proceeds from the sale of TFAA branded items (event clothing, window decals, souvenirs, etc.)

Agreed:

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Authorized Representative (Host)

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Date

---

President, TFAA

---

Date

## Attachment 2 – Contract for TFAA State Field Championship

This contract is entered into by \_\_\_\_\_ (Host) and Texas Field Archery Association (TFAA) for the purpose of holding the \_\_\_\_\_ State Field Championship.

Date(s) of Tournament: \_\_\_\_\_

Location: \_\_\_\_\_  
\_\_\_\_\_

The Host agrees to provide the following:

- One 28 target field range with the following stipulations:
- Range is a NFAA Chartered Range.
- Range includes target butts in good repair and adequate for stopping arrows from pass through.
- Range will be laid out in a manner to provide safe shooting for participants.
- Shooting lanes will be trimmed to allow for shooting by all TFAA approved shooting styles.
- Shooting stations will be marked with distance markers per NFAA range guidelines for both Field and Hunter rounds and will include markings for Cub, Youth, and full distance participants.
- Adequate targets, with cardboard backing, for completion of the tournament, including spare targets as necessary to maintain accurate scoring.
- A practice range with targets set up at various distances consistent with Field and Hunter rounds.
- Adequate water stations along the course.
- A First Aid Station and an Emergency Plan including contact information and location of responding parties.
- Adequate sanitary facilities for the number of participants and the length of the tournament.

TFAA agrees to provide the following:

- Registration of participants and shooting assignments
- Personnel for check-in and late registration
- Release and Waiver forms
- Scorecards
- Awards
- A Tournament Director to manage the tournament

Financial Terms:

The Host will be compensated as follows:

A split of the registration total, split \_\_\_\_\_% Host/ \_\_\_\_\_% TFAA

The Host may provide concession facilities and retain all proceeds from such sales.

TFAA will retain all proceeds from the sale of TFAA branded items (event clothing, window decals, souvenirs, etc.)

Agreed:

\_\_\_\_\_  
Authorized Representative (Host)

\_\_\_\_\_  
Date

\_\_\_\_\_  
President, TFAA

\_\_\_\_\_  
Date

### Attachment 3 – Contract for TFAA State 900 and 3D Championship

This contract is entered into by \_\_\_\_\_ (The Host) and Texas Field Archery Association (TFAA) for the purpose of holding the \_\_\_\_\_ State 900 and Known 3D Championship.

Date(s) of Tournament: \_\_\_\_\_

Location: \_\_\_\_\_

\_\_\_\_\_

The Host agrees to provide the following:

- One 28 target 3D range with the following stipulations:
- Range is a NFAA Chartered Range.
- Range includes a variety of 3D targets in good repair and adequate for stopping arrows from pass through.
- Range will be laid out in a manner to provide safe shooting for participants.
- Shooting lanes will be trimmed to allow for shooting by all TFAA approved shooting styles.
- Shooting stations will be marked with distance markers per TFAA specifications for each shooting class.
- One or two static ranges sufficient to host 10 Cub, 10 Youth, and 30 Full distance shooters for each line time.
- Target butts in good repair and adequate for stopping arrows from pass through.
- Target Number clearly labeled on each butt.
- Wind flag on at least every other target butt.
- Wheeled stands for safe adjustment of shooting distance.
- Shooting lines marked to accommodate the various shooting distances
- Host will be prepared to accommodate two different shooting times each day, with two shooting lines per time.
- A First Aid Station and an Emergency Plan including contact information and location of responding parties.
- Adequate sanitary facilities for the number of participants and the length of the tournament.
- A separate administrative area for registration of shooters, entry of scores, and preparation of awards.
- Adequate parking.



TFAA agrees to provide the following:

- Registration of participants and shooting assignments
- Personnel for check-in and late registration
- Release and Waiver forms
- Scorecards
- Awards
- A Tournament Director to manage the tournament

Financial Terms:

The Host will be compensated as follows:

A split of the registration total, split \_\_\_\_\_% Host/ \_\_\_\_\_% TFAA

The Host may provide concession facilities and retain all proceeds from such sales.

TFAA will retain all proceeds from the sale of TFAA branded items (event clothing, window decals, souvenirs, etc.)

Agreed:

\_\_\_\_\_  
Authorized Representative (Host)

\_\_\_\_\_  
Date

\_\_\_\_\_  
President, TFAA

\_\_\_\_\_  
Date

## Attachment 4 –Texas Field Archery Newsletter Editor’s Contract

The Editor shall abide by all rules and job description set forth in the TFAA Constitution and By-Laws.

- The number of issues to be produced per year is determined by the Board.
- Will be reimbursed for any expenses with proper receipts.
- Shall be appointed to this position for a period of two (2) years.
- Shall be considered contract labor and be responsible for his/her own withholding taxes.
- Texas Field Archery Newsletters shall be published on a timely basis.
- Any controversial or anonymous articles shall be brought to the Board before publication
- Shall follow the Board’s guidelines for publication dates.
- Shall document policies and procedures relative to the position.
- Compensation will be determined by the TFAA Board of Directors.

\_\_\_\_\_  
Editor

\_\_\_\_\_  
Date

\_\_\_\_\_  
TFAA President

\_\_\_\_\_  
Date

## Attachment 5 – Job Description and Contract – Office of Secretary/Office of Treasurer

### SECRETARY

The Secretary shall be an officer of the corporation and shall be responsible for the following duties:

The Secretary will maintain a master mailing list which will include:

- Current data on the individual membership of the TFAA including name, address, family members as shown on monthly reports furnished by NFAA
- Current data on associate USA memberships including name, address, and e-mail.

The Secretary will maintain a master copy of the Constitution, as updated by the Board. This Constitution will be used as a master to furnish copies to TFAA clubs and members and for use in filing the NFAA Compliance Report. In the event of failure of the Board to update this Constitution, the Secretary will have the next responsibility to update this Constitution.

The Secretary will distribute this Constitution annually to all Officers and Board members at the first meeting of each year.

The Secretary will be responsible for the minutes of all Board meetings and distributing these minutes to all Board members.

The Secretary will coordinate with the Editor and Webmaster to notify the membership, clubs and shops 60 days in advance of bid dates for the TFAA State Indoor championship, State Outdoor Championship, the 900 Championship and the 3D Championship and furnishing criteria for bidding.

The Secretary will coordinate the Editor and Webmaster to notify the membership of the annual officer elections and furnishing job specifications as set out in the Constitution. Ballots to be provided in the TFAN at least 30 days prior to the TFAA Field Championship.

The Secretary will handle the 20 pin/bar program and the Cub/Youth Merit patch program for the TFAA.

The Secretary will maintain files for the association to include files for each club, shop and Board Member, vendor and general files as required.

The Secretary will provide information and assistance to the membership on any matters pertaining to the secretary's duties.

The Secretary will maintain a map of Texas, lined off by Districts, with the district numbers marked.

The Secretary will be responsible for processing any paperwork pertinent to the office, including the NFAA Annual Compliance Report.

The office of Secretary will be funded at an amount set by the Board of Directors. The funding is payable at the end of the month. The secretary will be reimbursed for all expenses incurred for postage expense, office supplies and all other working supplies on presentation of receipts.

The Secretary is contract labor.

The Secretary may be removed from office as set out the Constitution regarding the removal of an officer. No notice will be required for such removal from office; however, the Secretary will have seven days' time to surrender TFAA records / funds / supplies. These items will be picked up by appointment by a representative of TFAA.

The Secretary may resign at any time without notice. In case of this event, TFAA will pick up its records/funds/supplies by appointment within seven days' time from resignation.

#### TREASURER

With Board approval, the office of Secretary and Treasurer may be combined. This job description is written in two parts to facilitate division of these duties at any time.

The Treasurer will adhere to the Financial Guidelines and Controls as set out in the TFAA Policy (attachment to Constitution) and as copied here and made a part of this contract.

The Treasurer will receive all funds on behalf of the TFAA and will deposit these funds in the TFAA checking account, which shall be used strictly for TFAA business.

The Treasurer will be responsible for initiating disbursements from the TFAA checking account for TFAA expenses.

The Treasurer will be responsible for maintaining all financial records, including all financial statement for TFAA

The Treasurer will be responsible for filing all regulatory reports, including but not limited to:

- Texas Corporate Franchise Tax Return
- Federal Corporate Income Tax Return
- Texas Workforce Quarterly Reports

The Secretary/Treasurer shall document policies and procedures relative to the position. The term of office will be set out in the Constitution.

Compensation will be determined by the TFAA Board of Directors.

The above items are agreed by the undersigned parties.

\_\_\_\_\_  
Editor

\_\_\_\_\_  
Date

\_\_\_\_\_  
TFAA President

\_\_\_\_\_  
Date

## Attachment 6 – Contract for Texas Field Archery Association Webmaster

The TFAA Webmaster shall be elected by the TFAA Board of Directors who shall ensure the candidate(s) have the required capabilities to serve in the capacity. Term will determined by the board.

The TFAA Webmaster shall be a voting member of the board. Duties are as follows:

- Maintain the TFAA website, providing current, relevant information for use by the membership.
- Maintain a schedule of all TFAA, NFAA, and other pertinent tournaments, as provided by the Tournament Director.
- Maintain the on-line database of TFAA tournament records.
- Ensure SYWAT tournament scores are posted in a timely manner by maintaining a list of authorized scorers and providing training and troubleshooting as required.
- Enter and ensure the accuracy of Championship tournament scores.
- Ensure accuracy of the SYWAT database, reconciling names, divisions, and styles.
- Generate reports as required for TFAA awards.
- Manage on-line enrollment for TFAA Championship events and provide the Secretary-Treasurer with an updated enrollment list daily during the registration periods.
- Develop line assignments for TFAA Championship events and generate scorecard labels.
- Monitor the [info@texasfieldarchery.org](mailto:info@texasfieldarchery.org) mail and respond in a timely manner to all requests for information or correction of scores. Work with the website developer to maintain and improve the website as required.
- Shall be considered contract labor and be responsible for his/her own withholding taxes.
- Shall document policies and procedures relative to the position.

Compensation will be determined by the TFAA Board of Directors.

The undersigned agree to the terms above.

\_\_\_\_\_  
TFAA Webmaster

\_\_\_\_\_  
Date

\_\_\_\_\_  
TFAA President

\_\_\_\_\_  
Date

## Attachment 7 – Contract for Texas Field Archery Association Tournament Director

The TFAA Tournament Director will be elected by the TFAA Board of Directors who shall ensure the candidate(s) have the required capabilities to serve in the capacity. Term will be determined by the Board.

The TFAA Tournament Director shall be a voting member of the board. Duties are as follows:

- Coordinate the activities of the Field Governors, ensuring they meet the requirements of their office.
- Oversee development of the TFAA indoor and outdoor SYWAT tournament schedules and coordinate with the Webmaster and Editor to ensure this information is published in a timely manner.
- Develop a SYWAT information packet for each hosting site including: Scorecards, Release and Waiver forms, Sign-Up Sheets, Signage, Information on hosting a SYWAT tournament, and Score Entry instructions. Deliver this information to each hosting facility prior to the start of the SYWAT season and update with additional forms and scorecards as needed.
- Take the lead on development of the long term state championship tournament schedule.
- Coordinate set up for the indoor and outdoor state championship tournaments, ensuring the hosting facility is appropriately prepared for the event.
- Coordinate TFAA staff needed to manage the state championship tournaments: Line Judges, Safety Officials, etc.
- Coordinate the acquisition and distribution of the SYWAT and State Championship Plaques and Awards.
- Respond to and resolve any questions regarding equipment or tournament conduct rules as may arise.
- Serve as chair of any Protest Committee that may be required.
- Shall be considered contract labor and be responsible for his/her own withholding taxes.
- Shall document policies and procedures relative to the position.

Compensation will be determined by the TFAA Board of Directors.

The undersigned agree to the terms above.

\_\_\_\_\_  
TFAA Tournament Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
TFAA President

\_\_\_\_\_  
Date

## Attachment 8 – TFAA Hall of Fame

### Definitions:

- A. The term "Hall of Fame Board" means a three-member board appointed by the President of TFAA to review nominations and confirm qualifications for nominees for the Hall of Fame. At all times there will be at least one HOF member serving on the HOF Board.
- B. The term "Senior Member of the Hall of Fame Board", or "Senior Member" means the board member serving his/her final year on the Hall of Fame Board.
- C. The term "Sponsor" refers to the TFAA member who is nominating a person for the Hall of Fame.
- D. The term "Nominee" refers to a current or past member of TFAA who has been nominated for the Hall of Fame. Once nominated, the nominee remains on the nominee list until elected or for a period of three years.
- E. The term "Inductee" refers to a nominee selected by the Hall of Fame Board for induction into the Hall of Fame.

### Selection of Hall of Fame Board:

Selection of the Hall of Fame Board members shall be as follows:

- A. Hall of Fame Board members must have been a member of TFAA for a minimum of ten years.
- B. From the TFAA members who qualify to serve, the President of TFAA shall appoint an initial 3-member board.
  - 1. One member will serve one year.
  - 2. One member will serve two years.
  - 3. One member will serve three years.
- C. At the end of the initial board member's term, appointees will serve on a 3-year rotational basis with one new member appointed each year by the TFAA President.
- D. Should a Hall of Fame Board member be unable to finish his/her term, the TFAA President shall appoint a replacement.



### Responsibilities of the Senior Member:

The Senior Board Member shall be responsible for the following:

- A. Serving as chairman of the TFAA Hall of Fame Board.
- B. Calling meetings of the Hall of Fame Board.
- C. Delegating duties to other Hall of Fame Board members.
- D. Maintaining minutes and reporting to the TFAA Board of Directors.

### Responsibilities of the TFAA Hall of Fame Board Members

- A. Selecting inductees into the TFAA Hall of Fame.
  - 1. Selection into the Hall of Fame for shooting ability, service to the TFAA, or a combination of shooting ability and service to the TFAA will be by the voting procedures outlined below.
  - 2. All voting shall be by secret ballot.
  - 3. Only the Hall of Fame Board shall know the results of the voting.
- B. Notifying sponsors of the selection results for TFAA Hall of Fame no later than 90 days prior to the State Indoor Championship Tournament.
- C. Acquiring memorabilia from the sponsor prior to the indoor tournament.
- D. Arranging a proper display of inductees' memorabilia both at the State Indoor Championship Tournament and in written version for the Texas Field Archery News (TFAN).
- E. Informing the TFAA Board of the number of awards needed.
- F. Furnishing the list of inductees' names to the official supplier of the Hall of Fame awards for the purpose of ordering the awards.
- G. Returning all memorabilia to the sponsor at the sponsor's expense if the sponsor does not attend the State Indoor Championship Tournament.

### HOF Voting Procedures

- A. The electing body shall be made up of the three Hall of Fame board members and all members of and in good standing with the TFAA Hall of Fame.
- B. Each voting member shall have an up or down vote on each finalist.
- C. If more than three qualified nominees exist a preliminary election will be held. The three qualified nominees with the most votes will be selected as finalists. Finalists will be elected annually.
- D. Finalist must have a minimum of 70% Yea votes to be elected into the Hall of Fame.
- E. Nominees considered for meritorious service meet no pre-determined qualifications; therefore 80% Yea votes are required for election into the Hall of Fame.
- F. The HOF election will be held in conjunction with the TFAA Board's annual Labor Day meeting.

Criteria for Selection into the Hall of Fame:

The members of the Hall of Fame Board shall select inductees into the TFAA Hall of Fame using the following criteria:

- A. A nominee must be or have been a member of TFAA for a minimum of five (5) years.
- B. A nominee cannot be an active member of the Hall of Fame Board.
- C. A nominee for shooting ability must meet a minimum of the 35-point requirement (see Hall of Fame Point System below).
- D. A nominee recommended for service to the TFAA Board must meet a minimum of the 30-point requirement (see Hall of Fame Point System below).
- E. A nominee recommended for a combination of shooting ability and service to the TFAA must meet a minimum of the 30-point requirement (see Hall of Fame Point System below).
- F. A nominee for Bowhunting and Bow fishing ability must meet a minimum of the 35 point rule (see Hall of Fame Point System below)
- G. A nominee may be considered for meritorious service and dedication to TFAA and/or the sport of archery, however selection will require a unanimous vote of the Hall of Fame Board.

Responsibility of Sponsors:

Sponsors shall:

- A. Present nominees to the Hall of Fame Board starting January 1st of each year. All nominations must be received before the closing of the State Outdoor Championship Tournament.
- B. Prepare a resume of the nominee's service and/or accomplishments.
- C. Defend the nomination to the Hall of Fame Board.
- D. Must document service and/or accomplishments of the nominee, i.e. dates, competitions, confirmation of at least three (3) competitors in the class.

Upon nominee's selection, the sponsor shall:

- A. Provide memorabilia of the nominee to Hall of Fame Board for display at the State Indoor Championship Tournament no less than 60 days prior to the tournament.
- B. Present the Individual Hall of Fame Awards to their inductee at the State Indoor Championship Tournament. A family member will be invited to receive the award, if the inductee is unable to attend or is deceased.

Induction:

In any given calendar year, a maximum of three individuals may be inducted into the Texas Field Archery Association (TFAA) Hall of Fame. No minimum number of inductees is stated or implied in this policy.

Hall of Fame Point System

A. The point system for Hall of Fame selection will be as follows.

1. Service related annual points.

- a. President..... 5 points
- b. Vice President..... 1 point
- c. NFAA Officer, Director, or Councilman.....4 points
- d. Editor..... 3 points
- e. Secretary/Treasurer..... 3 points
- f. Bow Hunting Director.....3 points
- g. Tournament Director..... 3 points
- h. Webmaster..... 3 points
- i. Scholarship Chairman.....3 points
- j. Field Governor..... 3 points
- k. HOF Committee Chairman.....2 points

B. Shooting related points - per championship. For a person to get credit toward HOF shooting points, there must have been at least three (3) participants in the division. HOF shooting points are only acquired in the adult shooting divisions.

- 1. Indoor State Championship..... 3 points
- 2. Outdoor State Championship..... 3 points
- 3. Indoor and Outdoor Championship (same year).....Add 1 point
- 4. Indoor Sectional Championship..... 2 points
- 5. Outdoor Sectional Championship..... 2 points
- 6. Indoor National Championship..... 5 points
- 7. Outdoor National Championship..... 5 points
- 8. Las Vegas..... 5 points
- 9. Las Vegas Championship Division.....5 points
- 10. State 900 Championship..... 3 points
- 11. NFAA 900/600 Championship..... 5 points
- 12. TFAA Shooter of the Year..... 1 point
- 13. TFAA State Record..... 2 points (break existing)
- 14. NFAA Record..... 3 points (break existing)

Bowhunting and Bow Fishing points

1. NFAA Bowhunter..... 1 point
2. NFAA Expert Bowhunter..... 2 points
3. NFAA Master Bowhunter..... 5 points
4. NFAA Grand Master Bowhunter..... 10 points
5. NFAA Diamond Buck Award..... 3 points
6. NFAA Bowhunting and Conservation Committee..... 4 points
7. NFAA Bow Fisher of the Year..... 3 points
8. Pope and Young Entry..... 2 points
9. Boone and Crockett (Archery)..... 3 points
10. Governor's Hunt Champion..... 5 points
11. TFAA Big Buck Contest Winner..... 1 point
12. Texas Big Game Awards Region Champion..... 1 point
13. TFAA Organized Hunt Champion..... 1 point

These Hall of Fame Board Members are selected by the TFAA President and serve three-year terms. If you are nominating somebody to the HOF, please send a nomination letter, and any other correspondence to the Chairperson. Contact information for the Hall of Fame Board are found on the Hall of Fame Nomination.

Texas Field Archery Association – Hall of Fame Nomination

Nominee Name: \_\_\_\_\_

Date: \_\_\_\_\_

1. Has/was the nominee a member of TFAA for ten (10) consecutive years? YES - NO  
Period: \_\_\_\_\_ - \_\_\_\_\_
  
2. Is the nominee currently serving on the Hall of Fame Board? YES - NO
  
3. There are five (5) different categories in which a nominee can qualify to be considered for the TFAA Hall of Fame. Of these categories, four (4) are based on a point system and one is based on merit and dedication to the sport of archery. The point-based categories and required number of points are as follows: Please use additional pages as necessary to document the specific achievements.

<b>Eligible Point Categories</b>			
<b>Service</b>	<b>Shooting</b>	<b>Bow Hunting</b>	<b>Combination</b>
30 Points	35 Points	35 Points	30 Points

Calculate the point totals for each of the following categories as it pertains to your nominee:

<b>Service</b>			
<b>Office Held</b>	<b>Dates Served</b>	<b>Points per Year</b>	<b>Total Points</b>
TFAA President		X 5	
TFAA Vice President		X 1	
NFAA Office, Director or Councilperson		X 4	
TFAA Secretary/Treasurer		X 3	
TFAA Tournament Director		X 3	
TFAA Bowhunting Director		X 3	
TFAA Scholarship Chairperson		X 3	
TFAA Editor		X 3	
TFAA Webmaster		X 3	
TFAA Field Governor		X 2	
TFAA Hall of Fame Chairperson		X 2	
<b>Total Service Points</b>			

### Shooting

Verify the years, class, and shoot of each championship. For a person to get credit for shooting points, there must have been at least three (3) participants in that division. Points are only acquired in Adult divisions. Use separate page if needed for space.

Championship Won	Year and Class Won	Points per Year	Total Points
TFAA Indoor and Outdoor Championship (same year)		X 1	
Indoor National Championship		X 5	
Outdoor National Championship		X 5	
Las Vegas		X 5	
Las Vegas Championship Division		X 5	
TFAA Indoor State Championship		X 3	
TFAA Outdoor State Championship		X 3	
TFAA State 900 Championship		X 3	
Indoor Sectional Championship		X 2	
Outdoor Sectional Championship		X 2	
NFAA 900/600 Championship		X 5	
TFAA Shooter of the Year		X 1	
TFAA State Record		X 2	
NFAA National Record		X 3	
<b>Total Shooting Points</b>			

### Bow Hunting

Verify the year(s) of each award

Bow Hunting Awards	Year(s) Awarded	Points	Total Points
NFAA Bowhunter		X 1	
NFAA Expert Bowhunter		X 2	
NFAA Master Bowhunter		X 5	
NFAA Grand Master Bowhunter		X 10	
NFAA Diamond Buck Award		X 3	
NFAA Bowhunting and Conservation Committee		X 4	
NFAA Bow Fisher of the Year		X 3	
Pope and Young Entry		X 2	
Boone and Crocket Entry (Archery)		X 3	
Governor's Hunt Champion		X 5	

TFAA Big Buck Contest Winner		X 1	
TFAA Big Game Awards Region Champion		X 1	
TFAA Organized Hunt Champion		X 1	
<b>Total Bowhunting Points</b>			

4. Does the nominee meet the required points for any of the Point Categories describes above?  
YES - NO

If YES, circle the category and enter the total number of points calculated.

Service \_\_\_\_\_ Shooting \_\_\_\_\_ Bowhunting \_\_\_\_\_ Combined \_\_\_\_\_

5. A nominee may be considered for the Hall of Fame based on meritorious service and dedication to the TFAA and/or the sport of archery. If you choose this category to submit a nominee, please attach a separate nomination letter detailing why your nominee should be considered for the TFAA Hall of Fame. Please be specific as this category will be heavily scrutinized by the Hall of Fame Board.

Please submit this form, with attachments, to the Hall of Fame Board Chairperson no later than the TFAA State Outdoor Tournament. Presenting your nominee through an interview with the Hall of Fame Board is not required, but it could increase your chance for an induction.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## Attachment 9 – TFAA Charles Yardley Memorial Scholarship

The Texas Field Archery Association is proud to be able to offer scholarships to deserving young men and women who have represented our sport and their communities in a positive manner. We are honored to be able to give back to the youth that have grown our sport.

The application window is November 1st to December 31st each year.

### Basic Scholarship Requirements:

- Applicants must have been a TFAA member for a minimum of 2 consecutive years at the time of application.
- Applicants must demonstrate merit through academic achievements, leadership, campus/community activities, and TFAA participation.
- Applicants must have an overall grade point average of 3.0 or higher on a 4.0 scale.
- Only current high school seniors are eligible.

### Scholarship Recipient Will Receive:

- A TFAA scholarship of \$5,000.

### Application Must Include:

- Application
- A 500-word essay based on community service, archery participation, and future goals and why you feel deserving of this scholarship.
- Official high school transcript
- Self-photo (used for publication purposes only)

### Application Submission Process:

- Complete the TFAA Scholarship application. Application, essay, transcript, and self-photo need to be emailed to Ande Rushing, the Scholarship Committee Chairman, at [AndrewRushing@outlook.com](mailto:AndrewRushing@outlook.com).
- Documents must be received no later than 11:59 PM CT on January 1st.

### Selection Process:

- Applications will be screened and judged by the Scholarship Committee appointed by the TFAA President.
- Incomplete applications will NOT be processed. Applicants WILL NOT have the opportunity to submit materials that are missing.
- Finalists will be asked to participate in a 30-minute phone interview with the Scholarship Committee



- The Scholarship Committee will present their nominations to the TFAA Board for acceptance.
- Students selected as scholarship recipients will be presented at the following year's State Indoor Championship.
- The number of available scholarships will be determined each year by the TFAA Board.

Contact:

For additional information regarding the TFAA Scholarship Application process, please contact Ande Rushing, Scholarship Chairman, at [AndrewVRushing@outlook.com](mailto:AndrewVRushing@outlook.com).

The Scholarship Application is available online at [www.TexasFieldArchery.org](http://www.TexasFieldArchery.org).

## Attachment 10 – TFAA Protest Procedure

- The TFAA State Tournament Director will be Chairman of the Protest Committee.
- The State Tournament Director will appoint two (2) other people to serve on the Protest Committee. One (1) appointed person must be a member of the TFAA Board of Directors, and one (1) TFAA member at large.
- Filing a protest – A protest must be filed, in writing, within 30 minutes after the completion of that competitive round or the presentation of awards, whichever is earlier.
- The protest must include the names of all parties and witnesses involved with the said grievance. It is the responsibility of the person or persons filing the grievance to have this information written down and signed by all protesting parties involved.
- There is a \$50.00 cash protest fee.
- If the committee rules in favor of the protest, or if the protest is withdrawn, the fee will be returned.
- All participants must be available to be interviewed by the Protest Committee at the time of filing.
- All decisions of the Protest Committee will be final.
- Any decision or agreement acted upon by the Protest Committee must be signed off on that day or before the conclusion of the tournament.