

**BYLAWS of
Alberta Target Archers Association (operating as Archery Alberta)**

Revision: 8 December 2024

Article 1 – PREAMBLE

1.1 Name

The name of the Society shall be Alberta Target Archers Association (also known as Archery Alberta), and referred to as Archery Alberta in these Bylaws.

1.2 Bylaws

The following articles set out the Bylaws of Archery Alberta.

Article 2 – ARCHERY ALBERTA MEMBERSHIP

2.1 Membership

2.1.1 Any individual, family or club may become a member of the appropriate membership category by meeting the requirements outlined in these Bylaws. There are two ways an individual or family can become a member.

2.1.2 Any individual or family can join through their local archery club where they will pay a joint fee for the club and Archery Alberta. All memberships will be entered as a Member under the appropriate category once their local club has submitted the list of paid members, or

2.1.3 Any individual or family may pay the membership fee directly to Archery Alberta without joining a local club.

2.1.4 Each individual member enrolled through a club will have all rights and privileges in Archery Alberta.

2.1.5 Membership with Archery Alberta automatically includes membership in the Federation of Canadian Archers, also known as Archery Canada.

2.2 Membership Categories - There are five categories of membership with Archery Alberta.

2.2.1 **Adult Membership:** Any person over the age of 18 years may become a full member upon payment of the adult membership fee to Archery Alberta.

2.2.2 **Family Membership:** A family membership will be granted to an applicant family composed of 3 or more persons who have paid their Archery Alberta ~~Archery~~ family membership fees. For this purpose a family is defined as 1 or 2 individuals who are residing in the same house and where the dependent child(ren) is under the age of 18 and is a legal dependent of at least one of the individuals.

2.2.3 **Youth Membership:** Any person under the age of 18 years may become a youth member upon payment of the youth membership fee to Archery Alberta.

2.2.4 **Honorary Membership:** An honorary membership may be nominated by the Executive Board, and approved by the membership, for special merit service or contribution to Archery Alberta, as determined on a case by case basis. An Honorary Life member shall have all the privileges of an adult member, but is not required to pay annual dues.

2.2.5 **Club Membership:** A club membership will be granted to any club whose major aim is to promote and practice archery. The club will pay the required club membership registration fee and satisfy the criteria established by Archery Alberta, and in accordance with the Archery Canada (FCA) PTSO Agreement. All members of the club are required to purchase Archery Alberta and Archery Canada memberships in accordance with the AC/PTSO agreement.

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2.3 Membership Fee

2.3.1 Membership fees for all categories of membership will be set, and any changes deemed necessary made, by the Executive Board of Archery Alberta before September 1st of the year.

2.3.2 The membership year for Archery Alberta ~~Archery~~ is January 1 to December 31.

2.3.3 Membership fees paid beginning September 1st of the year will extend to the end following year.

2.4 Rights and Privileges of Members

2.4.1 Any member in good standing is entitled to all rights and privileges as identified for each membership category. A member in good standing is a member who has paid the membership fee or other fee required of Archery Alberta and is not suspended as a member under Article 2.7.

2.4.2 Adult members and honorary members in good standing will each have one vote, while family members in good standing will have a number of votes corresponding to the number of adults in the family.

2.4.3 Youth and club members do not have voting rights.

2.5 Withdrawal (Resignation)

2.5.1 Any member wishing to withdraw may do so upon submitting a notice in writing (letter or email) to the VP Administration of Archery Alberta.

2.5.2 Upon receipt of the notice the member's name will be removed from the membership list.

2.6 Termination of Membership

2.6.1 Membership in all classifications, other than honorary members, shall terminate on December 31st of each year, provided, however, that the rights and privileges of membership shall continue until January 31st. If the membership is not renewed by that date all rights and privileges of membership shall cease. If the member chooses to renew the membership after January 31st, the rights and privileges of membership shall not commence until the required application has been made and fees paid.

2.7 Suspension of Membership

2.7.1 Membership with Archery Alberta is a privilege. Any member determined by the Executive Board to have contravened ethical, moral and/or legal standards regarding the interests of Archery Alberta will have their membership suspended for the remainder of the membership year. No member shall be suspended without being notified of the reasons within 30 days of the decision. The member does have the right of appeal to the Executive Board at a meeting called for that purpose, and the Executive Board may reinstate the member. If the Executive Board upholds the suspension, the member can apply for reinstatement for the following year to the Executive Board. A suspended member shall not be reimbursed their membership fees.

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Article 3 – Meetings of Archery Alberta

1. 3.1 Annual General Meetings (AGM)

3.1.1 There will be a general meeting of Archery Alberta held annually at a location determined by the Executive Board or by virtual meeting if approved by the Executive Board.

3.1.2 The notice for the Annual General Meeting (AGM) will be sent to the membership, at least 21 days prior to the meeting. The meeting notice will state the place, date and time of the AGM, and any business requiring a Special Resolution. The notice will be given through the Archery Alberta ~~Archery~~ website, Facebook account, and email. A member who wishes to receive notice by mail may make such a request, in writing, to the VP Administration who shall provide notice by mail that is postmarked no later than 21 days prior to the meeting.

3.1.3 Quorum: At each AGM the quorum shall be twenty-five (25) voting members.

3.1.4 Agenda: The purpose of the AGM is to review the financial statements, elect the board of directors, accept and table reports, appoint auditors ~~or reviewers~~, and accept and approve resolutions and any other business as identified in the meeting notice.

3.1.5 The business of the AGM will be conducted in accordance with agreed standard parliamentary procedures, and will default to Roberts Rules of Order, if no other alternate parliamentary procedures are agreed to by the majority of the Executive Board prior to the AGM.

3.1.6 Voting privileges: Members shall have voting privileges as set out in these Bylaws.

3.1.7 There shall be no voting by proxy at any meeting of the membership, Executive Board and Committees.

3.2 Special General Meetings

3.2.1 A special general meeting shall be called by the President upon the written requisition of five (5) Directors, or upon the written requisition of two hundred (200) voting members of Archery Alberta.

3.2.2 Only those matters set out in the notice of special general meeting are to be discussed at the meeting.

3.2.3 Notice of a Special General Meeting: Notice for Special General Meetings will be given in the same manner as for Annual General Meetings.

3.2.4 Voting rules for Special General Meetings are the same as the Annual General Meeting.

Article 4 – Executive Board Nomination and Elections

4.1 Composition of the Executive Board

4.1 The Executive Board, elected by the general membership shall be composed of the following Directors:

President	Vice-President Financial	Vice-President Administration
Vice-President Technical	Vice-President Target	Vice-President 3D
Vice-President Athlete Development		

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4.2 Terms of Office

4.2.1 Each Executive Board Member elected at the AGM will serve a two (2) year term.

4.2.2 Elections will be staggered in the following manner. The following will be elected in even- numbered years:

President
Vice-President Administration
Vice-President Athlete Development
Vice-President Target

The following will be elected in odd-numbered years:

Vice-President Technical
Vice-President Financial
Vice-President 3D

4.3 Elections of the Executive Board

4.3.1 Any voting member, 18 years or older and is a member in good standing is eligible to run for office for the Executive Board.

4.3.2 Elections to the Executive Board will be held at the Annual General Meeting of Archery Alberta after all other business and reports have been completed.

4.3.3 No more than three (3) members from the same member Club can occupy executive positions with Archery Alberta at the same time.

4.3.4 Members of the Executive Board must not be related.

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

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

4.3.7 A separate ballot shall be cast for each position, which shall be filled by a simple majority vote of those in attendance at the AGM.

4.4 Board Vacancy

4.4.1 A member of the Executive Board may resign from office by giving one (1) months' notice in writing. The resignation takes effect either at the end of the months' notice or on the date the Executive Board accepts the resignation.

4.4.2 Executive Board members who miss three (3) consecutive meetings will be considered to have resigned their position on the Executive Board. Exceptions include emergencies and absence with notification. In the absence of a member, any required reporting should be given to another Executive Board member to present on the member's behalf.

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4.4.3 Executive Board members may recommend the removal of any director including the President before the end of their term. A Special General Meeting must be called to ratify the recommendation and must be passed by a majority voting members in attendance.

4.4.4 If there is a vacancy on the Executive Board the remaining Directors may appoint a member in good standing to fill that vacancy until the next Annual General Meeting.

4.4.5 If no one is appointed to the vacant position, the Executive Board has the authority to ask a current board member to take on the responsibilities of the vacant position, until such time as the vacant position is filled.

Article 5 - Functions of the Board, Duties and Responsibilities

The Executive Board governs and manages the affairs of Archery Alberta. The Executive Board may hire a paid Executive Director to carry out management functions under the directions and supervision of the Board.

5.1 Powers and Duties of the Executive Board

- Promoting the ~~objects~~objectives of Archery Alberta
- Promoting membership.
- Determining membership and registration procedures and member fees, dues, charges and other requirements
- Maintaining and protecting Archery Alberta assets and property.
- Preparing and approving the Annual Budget
- Paying all expenses for operating and managing Archery Alberta
- Paying persons for services, including honorariums, and protecting persons from debts of Archery Alberta.
- Develop investment polices to secure extra financial assets of Archery Alberta
- Making and approving policies and procedures for the management and governance of Archery Alberta
- Maintaining all accounts and financial records, including approval of all contracts
- Appointing legal counsel as necessary.
- Selling, disposing of, or mortgaging any or all of the property of Archery Alberta
- Without limiting the general responsibilities of the Board, delegating its powers and duties to a committee or paid administrator of Archery Alberta

5.2 Term of Office Commencement

5.2.1 The Executive Board shall assume office immediately following the Annual General Meeting.

5.3 Transfer of Records

5.3.1 It shall be the responsibility of each out-going Executive Board member to transfer all materials and records pertaining to their past office, to the newly elected member of the position, at, or prior to the first Executive Board meeting following the AGM.

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5.4 Meetings of the Executive Board

5.4.1 The Executive Board shall meet at least six (6) times yearly being either face-to-face or virtually.

5.4.2 The President calls the meetings, sets the date and time of the meetings, and prepare the agenda for the meetings.

5.4.3 The Vice-President Administration will send a meeting notice to all Executive Board members at least fourteen (14) days prior to the meeting date.

5.4.4 At meetings of the Executive Board, the quorum shall be five (5) voting members present.

5.4.5 Each Executive Board member, including the President, has one (1) vote.

5.4.6 The President does not have a second vote in the case of a tie vote. A tie vote means the motion is defeated.

5.4.7 Archery Alberta members may request attendance at the Executive Board Meeting from time to time to make a presentation. The request to attend the meeting must be made in advance with prior notice to the President. The members making the presentation will only participate in that portion of the meeting that is related to their presentation. A majority of the Executive Board members may ask any other members, or other persons present, to leave.

5.5 Officers

5.5.1 The Officers of Archery Alberta are the President, Vice-President Technical, Vice President Financial, Vice-President Administration, Vice-President Target, Vice-President 3D, and Vice-President Athlete Development.

5.6 General Responsibilities of the Board of Directors

1. Attend all meetings of the Board of Directors. Directors are expected to maintain 75% attendance at Board meetings in a 12-month period
2. Prepare for each Board meeting by reviewing previous meeting minutes and reading reports and documents circulated in advance of meetings
3. Place the interests of the Society as a whole ahead of affiliations within the organization when making decisions or participating in discussion by acting honestly and in good faith
4. Exercise the care, diligence, and skill of a reasonable prudent person, in exercising their powers and performing their duties as a Director
5. Listen to others' views, respectfully advocating one's own views, identify common interests and alternatives, and be open to compromise
6. Ensure adherence to the Society's bylaws, policies, and procedures
7. Attend and participate in the Annual General Meeting and any Special meetings of the Society
8. Develop and/or contribute to the development of your portfolio's budget
9. Professionally represent the Society when dealing with external partners and stakeholders
10. Be an ambassador for Archery Alberta and the sport of archery
11. Sign/provide any necessary documentation:
 - a) Criminal Records Check (every year)
 - b) Conflict of Interest (at beginning of term)
 - c) Safe Sport/Respect in Sports
 - d) Any other documentation as decided annually

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5.6.1 President

In addition to the General Responsibilities of the Board of Directors as listed above, the President is responsible for the general affairs of the Society and the supervision of the Directors and Officers. The President shall:

1. Lead and steward the Board of Directors
2. Act as an Officer and have general supervision over the affairs of the Society, subject to the authority of the Board of Directors
3. Act as a signing officer of the Society for financial instruments and contracts
4. Act as Archery Alberta's Representative with Archery Canada and attend meetings with Archery Canada as required.
5. Chair meetings of the Board of Directors
6. Be the reporting contact and supervisor for the Executive Director
7. Represent the Society at meetings with funders, sponsors, and other partners, or delegate this responsibility to another Director or the Executive Director
8. Represent the Society at competitions and events, or delegate this responsibility to another Director or a member of staff
9. Work with Directors to build Board capacity through professional development opportunities and learning partnerships with other organizations
10. Conduct and document evaluations of the Executive Director in accordance with the employee's contract, Archery Alberta's Employee policies, and the Employment Standards requirements of the province
11. Report the activities of the Board to the membership at general meetings and other times throughout the year as appropriate

Budgets

The President is responsible for the following budgets:

- Staff salaries, travel and benefits
- Special Events
- Championship & Tournament Program
- Meetings
- Board Development

All reasonable administrative expenses will be paid by the Society.

5.6.2 VP – Technical

In addition to the General Responsibilities of the Board of Directors as listed above, the VP-Technical shall be responsible for establishing and supervising:

1. the Coach Chair
2. the Judge Chair
3. committees for Coaching and Officials, and actively participate on those committees, following their specified Terms of Reference
4. Tournament and Awards Coordinator

Budgets: The VP-Technical is responsible for monitoring expenditures of committees under their portfolio, and is responsible for the following budgets:

1. Coaching Program
2. Judging Program
3. All reasonable administrative expenses will be paid by the Society.

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5.6.3 VP – Finance

In addition to the General Responsibilities of the Board of Directors as listed above, the VP-Finance shall:

1. Be an Officer of the Society
2. Act as a signing officer of the society for financial instruments
3. Do the bookkeeping for the association
4. Prepare a financial statement for meetings
5. Be responsible for financial accountability to the Board and membership
6. Develop and maintain appropriate Financial Policy and Procedures for approval by the Board
7. Ensure that financial requests are appropriate and approved by the Director responsible for the portfolio unless already allocated in the Budget
8. Act as primary liaison with the auditor(s)/reviewers
9. Lead the development and presentation of the budget, including collection of required information from the Directors and committees of the Society
10. Report to the membership on the Reviewed-Audited Financial Statements
11. Assist the Chair of the Grants Committee as required

Budgets

The VP-Finance is responsible for the following budgets:

1. Collecting and compiling budget requests from all portfolios for the yearly budget
2. Prepare a mid-year projection of the state of the yearly budget

5.6.4 VP - Administration

In addition to the General Responsibilities of the Board of Directors as listed above, the VP- Administration shall:

1. Perform the duties of the President during the absence or inability of the President
2. Perform the duties of a Secretary at Board meetings and AGM
3. Prepare the minutes for all meetings of the Board and the AGM
4. Distribute the minutes of Board meetings to the Board members
5. Send the AGM minutes to the website editor
6. Oversee and lead the creation of the Strategic Plan in conjunction with the Executive Director
7. Lead the advancement of the Strategic Plan, support those accountable regarding timely delivery of Action Items
8. Confer with the website editor concerning issues that may arise on the website and or social media platforms
9. Oversee the Tournaments and Awards Coordinator

Budgets

The VP-Administration is responsible for the following budgets:

1. General Administration and promotion of the association
2. Social Media and Website
3. Tournaments and awards

All reasonable administrative expenses will be paid by the Society.

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5.6.5 VP-Target

In addition to the General Responsibilities of the Board of Directors as listed above, the VP-Target shall be responsible for:

1. Outfit and maintain the target trailers
2. Arrange storage for the trailers
3. Confirm appropriate use of the trailers are payment required
4. Ensure that funds are collected from the users of the trailers
5. Act as Chair of the Target Committee
6. Send a Tournament Agreement to the Host Club after the awarding of a Provincial Championship.
7. Ensure the Tournament Agreement is received back from the Host Club within 30 days
8. Act as Technical Director for Indoor and Outdoor Target/Field Provincials prior to the event
- ~~9. Act as The Archery Canada Representative~~
- ~~10. Ensure clear and accurate communication between the provincial and national organization~~
- ~~11. Communicate AB goals, needs and issues to Archery Canada and vice versa~~
- ~~12. Keep Archery Alberta Board Members apprised of national level information appropriate to their portfolios~~

Budgets

The VP-Target is responsible for monitoring expenditures of projects and committees under their portfolio. All reasonable administrative expenses will be paid by the Society.

5.6.6 VP – 3D

In addition to the General Responsibilities of the Board of Directors as listed above, the VP-3D & Bowhunting shall be responsible for the following, and/or establishing and supervising committees for the following:

1. Liaise with the Archery Canada 3D Committee and suggest national rule revisions
2. Review and suggest Provincial 3D Rule variances
3. ASA Tour Committee
4. Provincial 3D Championships
5. Act as a member ex-officio on all committees in the portfolio
6. Outfit and maintain the ASA and IBO trailers
7. Arrange storage for the trailers
8. Confirm appropriate use of the trailers and payment required
9. Act as Technical Director for AA 3D Championships prior to the event
10. Send a Tournament Agreement to the Host Club.
11. Ensure Tournament Agreement is received back from the Host Club within 30 days

Budgets

The VP-3D is responsible for monitoring expenditures of committees under their portfolio, and is responsible for the following budget areas:

1. 3D Program
2. ASA Tour

All reasonable administrative expenses will be paid by the Society.

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5.6.7 VP – Athlete Development

In addition to the General Responsibilities of the Board of Directors as listed above, the VP-Athlete Development shall be responsible for the following, and/or establishing and supervising committees for the following:

1. Junior Program
2. Team Selection
3. Athlete Assistance / Performance Funding
4. Performance Training
5. Act as a member ex-officio on all committees in this portfolio
6. Promote/Develop clinics/camps including those from external partners
7. Ensure programming aligns with Archery Canada LTAD and High-Performance programs
8. Share information with partners/stakeholders and develop programming as needed (ie. Archery Canada, AB Games Society, etc.)

Budgets

The VP-Athlete Development is responsible for monitoring expenditures of committees under their portfolio, and is responsible for the following budget areas:

1. Junior Program
2. Performance Program

All reasonable administrative expenses will be paid by the Society.

5.7 Executive Director (Part-Time)

Accountability

- Develop and maintain an ongoing work plan with the President of the Archery Alberta Association
- Attend AGM, Board & Committee Meetings
- Submit a written quarterly report to the Board of Directors
- Collect and compile all Director reports and documents for the AGM

Reporting

Ensure all government, and associated reports and filings are completed and submitted on time

Communication

- Maintain timely ongoing communication with the President about project progress and issues
- Be the main point of contact for the Association from the general public, membership, NSO and Partner Organizations
- Communicate to and with the membership
- Respond professionally and with comprehensive explanations to email enquiries regarding information and services
- Distribute relevant national and provincial program information to the Archery Alberta membership
- Participate in conference calls with Member Clubs and Partner Organizations and disseminate information as required
- Attend meetings with Partner Organizations as required
- Assist in managing pre- and post-event communications and promotion
- Monthly newsletter creation and distribution

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Risk and Issues Management

- Develop, maintain and update policies and procedures
- Act as liaison for all policy procedures and issues as they arise
- Ensure compliance with Archery Canada policies as they pertain to Archery Alberta

Administration

- Organize and maintain electronic documents in a cloud-based file sharing service
- Add / delete users for folders in cloud-based file sharing service
- Backup data on a periodic basis to maintain system integrity
- Distribute and maintain Society email addresses, assist users to set up on personal devices and ensure they understand related policies (privacy, anti-spam, confidentiality, etc.)

Fundraising: Sponsorships and Grants

- In conjunction with the Grants Chair, research, prepare and submit applications for grants and sponsorships administered by such entities as the Gaming Association, Sport or any other funding agencies or opportunities
- Ensure compliance with administration of application of grants once awarded

Programs – in collaboration with appropriate Directors and Chairs

- Be available for out of province seminars, clinics or conferences as requested
- Assist Directors and Chairs with administrative aspects of their programs
- Assist Directors and Chairs to review and update, and create, if necessary, the following general packages as required:
 - Registration: event registration
 - Officials
 - Technical documentation
 - LTAD, Skills
 - AB Winter Games
 - Canada Winter Games
 - Other programs as they arise and are developed

Competitions and Events

- Oversee setting of annual competition calendar
- Maintain the annual Records for the AB Indoor and AB Outdoor Championships

Other

- Other related duties which may arise in the ordinary course of business, as reasonably agreed upon by both parties

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5.8 General Responsibilities of Chairpersons and Program Coordinators

Responsibility of all Chairpersons and Program Coordinators:

1. Report, in a timely manner, to the Vice-President overseeing the program area
2. Attend meetings upon request of the Board of Directors and/or your overseeing Vice President
3. Place the interests of the Society as a whole ahead of affiliations within the organization when making decisions or participating in discussion
4. Listen to others' views, respectfully advocating one's own views, identify common interests and alternatives, and be open to compromise
5. Ensure adherence to the Society's bylaws, policies, and procedures
6. Provide the following documents as requested
 - a) Criminal Records Check (annually)
 - b) Conflict of Interest forms (annually)
 - c) Respect in Sport/Safe Sport certification (if required for the position)
7. Professionally represent the Society when dealing with external partners and stakeholders
8. Be an ambassador for Archery Alberta and the sport of archery

5.8.1 Coaching Chair

Qualifications: Recommended to be Certified as a Learning Facilitator

In addition to the General Responsibilities of Chairpersons and Program Coordinators as listed above, the Coaching Chair shall:

1. Develop and maintain a schedule to offer coaching clinics throughout the province
2. Identify and recruit Learning Facilitators and Coach Evaluators
3. Maintain a list of active coaches and their qualifications
4. Communicate the latest developments in coaching
 - a) provide updates to webmaster for published list of Alberta coaches
 - b) enter CAC Locker updates as necessary
5. Develop programs to encourage athletes to work with qualified coaches
6. Liaise with the National Coaching Chair
7. Act as Chairperson to the Coaching Committee and follow the specified Terms of Reference
8. Assist with Coach selections for Teams and Games (i.e. Alberta Winter Games, Arctic Winter Games, Canada Winter Games coaches)
9. Identify, create or develop value-added training opportunities for professional development
10. Promote Respect in Sport, Rule of Two, and Safe Sport guidelines to Coaches, Clubs and participants

Meetings: As requested by the Board and/or the VP-Technical

Reporting: To the VP Technical

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5.8.2 Judge / Officials Chair

Qualifications: Recommended to be a Certified Provincial Judge

In addition to the General Responsibilities of Chairpersons and Program Coordinators as listed above, the Judge / Officials Chair shall:

1. Organize, promote and direct a program to instruct and educate judges and officials in Alberta
2. Organize and promote clinics for the certification and instruction of judges and officials
3. Organize, promote and direct, through the Judges in Alberta, an information program for the members as to the correct interpretation of shooting rules
4. Maintain a list of active officials and their qualifications
 - a) communicate the latest developments in judging
 - b) provide updates to webmaster for published list of Alberta officials
5. Communicate with championship event organizers to ensure adequate facilities and event set up
6. Organize and arrange for the attendance of judges and officials at sanctioned championships, including, but not limited to:
 - a) AA Indoor Championships
 - b) AA Outdoor Target/Field Championships
 - c) 3-D Championships
 - d) AB Winter Games
 - e) Youth Championships
7. Prior to any Archery Alberta sanctioned championships/games, inspect and approve target ranges and field courses for compliance with the shooting rules and general safety requirements (This can be delegated to another official.)
8. Act as Chairperson to the Officials Committee and follow the specified Terms of Reference

Meetings: As requested by the Board and/or the VP-Technical

Reporting: To the VP Technical

5.8.3 Junior Program Coordinator

In addition to the General Responsibilities of Chairpersons and Program Coordinators as listed above, the Junior Program Coordinator shall:

1. Organize, promote, and direct an effective Junior Program
 - a) Communicate with clubs hosting the program about program changes and details
 - b) Ensure clubs have met program qualifications prior to issuing awards to participants
 - c) Develop and maintain a Junior Program Manual
2. Organize Youth Championships – solicit host clubs, provide event information, compile & publish results, distribute awards
3. Track statistics of Junior Program participants, including achievements, results and records
4. Annually assess program results and suggest changes / improvements
5. Maintain adequate inventory of awards: achievement awards, championship pins, event ribbons

Budgets: All reasonable expenses will be paid by the Society, as approved by the VP-Athlete Development

Meetings: As requested by the Board and/or the VP-Athlete Development

Reporting: To the VP-Athlete Development

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5.8.4 Alberta Winter Games / Arctic Winter Games/ Canada Winter Games Provincial Advisor

In addition to the General Responsibilities of Chairpersons and Program Coordinators as listed above, the Alberta Winter Games / Arctic Winter Games / Canada Winter Games Provincial Advisor shall:

1. Maintain the Alberta Winter Games Archery Technical Package, to be ratified by the Board, with the assistance of the VP-Athlete Development, and following LTAD.
2. Set rules and rule variances for the event, following LTAD and AC/WA rules for the event-type, with the assistance of the VP-Athlete Development and the Judge Chair
3. Communicate with the Provincial AWG Staff
4. Communicate with the AWG Society
5. Select and Communicate with the Host City Sport Chair
6. Communicate with the Judge Chair regarding Judging needs for the tournament
7. Work with the Coaching Chair to select Zone Coaches and verify credentials of those named.
8. Maintain ongoing communication with regard to requirements for Trials, and all other information necessary to accompany a Team to the event, and as may be provided by the Games
9. Work with the Coaching Chair to provide an AWG Leadership Seminar/Clinic to named coaches and managers
10. Communicate to the Zone Head Coaches the “Role of the Head Coach” as determined by the AWG Society
11. With the assistance of the VP-Athlete Development, select the Zone Teams from the Trials results, following the team composition criteria as determined by the AWG Archery Technical Package and the process laid out in the Zone Team Selection document
12. Attend the Games as a Representative of the Association and manage the operation of the event
13. Ensure the event, from planning through competition, is run in compliance with the policies and standards expected of Archery Alberta and the AWG Society
14. Be the archery Liaison between the Arctic Winter Games and/or Canada Winter Games Committees and Archery Alberta.
15. Assist the Arctic Winter Games and Canada Winter Games Committees in any way requested by the Committees or by the Archery Alberta Executive Board.

Budgets: All travel and accommodation expenses related to the actual Games event are covered by the AWG Society. All other reasonable administrative expenses will be paid by Archery Alberta as may be determined by the President.

Meetings: With the Archery Alberta Board as requested by the Board and/or the VP-Target. With the AWG staff / host society as needed.

Reporting: To the VP-Target

5.8.5 Performance Team Coordinator

1. In addition to the General Responsibilities of Chairpersons and Program Coordinators as listed above, the Team Selection Coordinator shall:
2. Establish program criteria for the selection of athletes to teams supported by Archery Alberta (Teams may include Nationals, Canada Winter Games, etc.)
3. Have criteria ratified by the Board
4. Publish the criteria in the newsletter and on website
5. Collect scores, based on established criteria, from athletes for the compilation of statistics used in the selection processes of teams and Athlete Funding programs
6. Maintain and publish appropriate shooting achievements of our competitors
7. Provide details of monetary recipients to Performance Funding Coordinator to assist with funding calculations

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Budgets: All reasonable administrative expenses will be paid by the Society, as approved by the VP-Athlete Development

Meetings: As requested by the Board and/or the VP-Athlete Development

Reporting: To the VP-Athlete Development

5.8.6 Para-Athlete Coordinator

In addition to the General Responsibilities of Chairpersons and Program Coordinators as listed above, the Para Athlete Coordinator shall:

1. Communicate with government agencies and relevant sport associations regarding para-athlete issues
2. Assess clubs' needs for provisions for para-athletes
3. Correspond with the Archery Canada Para-Athlete Coordinator and maintain open line of communication
4. Recruit para-athletes
5. Develop appropriate athlete programming
6. Determine information / education to be provided to coaches to support the successful development and training of para-archers
7. Work with the VP-Athlete Development to develop criteria for para-athletes

Meetings: As requested by the Board and/or the VP-Athlete Development

Reporting: To the VP-Athlete Development

5.8.7 Performance Funding Coordinator

In addition to the General Responsibilities of Chairpersons and Program Coordinators as listed above, the High-Performance Funding Coordinator shall:

1. Work with the VP-Athlete Development to develop criteria for the selection of athletes for the program
2. Have criteria ratified by the Board
3. Publish the criteria in the newsletter and on website
4. Communicate with the Team Selection Chair to get relevant scores and other eligibility criteria
5. Receive and process applications from athletes, verifying criteria, eligibility, and submitted information
6. Calculate amounts to be awarded to applicants and submit list for approval and processing to the VP-Athlete Development. Once approved, submit summary of recipient information and disbursements to the VP-Finance for processing.
7. Correspond with applicants regarding submitted information and respond to general questions about the program. Any specific questions/challenges should be referred to the VP-Athlete Development

Time Commitment: it is important to note that the deadline for funding applications is January 31st. The majority of this role is focussed on processing the applications at the beginning of February, with most correspondence with applicants occurring in January. Other responsibilities occur throughout the year (developing/amending criteria, collecting data, etc.).

Reporting: To the VP-Athlete Development

5.8.8 Athlete Representatives (Junior and Senior)

The role of the Athlete Representative is as a spokesperson for archers in the province, ensuring their views, comments and opinions reach the Archery Alberta Board and Athlete Development committee.

In addition to the General Responsibilities of Chairpersons and Program Coordinators as listed above, the Athlete Representative shall:

1. Act as an ombudsman on behalf of the athletes
2. Communicate with archers, coaches and Archery Alberta membership in general

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3. Correspond with the Archery Canada Athlete Representative to establish an improved line of communication between the athletes, Archery Alberta, and Archery Canada
4. Attend meetings as required or as requested by the Board
5. Submit an annual report to the Board for presentation at the AGM
6. Report to/communicate with the VP Athlete Development to ensure that athlete comments/concerns are directed to the appropriate directors/chairs

Meetings: When requested by the Board and/or VP Athlete Development

Reporting: To the VP Athlete Development

5.8.9 Social Media and Webmaster

In addition to the General Responsibilities of Chairpersons and Program Coordinators as listed above, the Webmaster:

Is responsible for the management and development of the Archery Alberta website

1. Works with the Board and membership to provide relevant, interesting, and up-to-date information
2. Creates and updates website, makes recommendations for improvements.
3. Replies to user feedback
4. Monitors traffic through the site
5. Maintains a back-up of the site, in case it is compromised
6. Looks for ways to promote the website
7. Ensures that Web-based information is archived for future needs and reference
8. Evaluates performance of the Internet Service Provider and makes recommendations to the board if necessary.
9. Posts relevant information on social media

Meetings: When requested by the Board and/or VP-Administration

Reporting: To the VP-Administration

5.8.10 Tournament & Awards Coordinator

In addition to the General Responsibilities of Chairpersons and Program Coordinators as listed above, the Tournaments and Awards Coordinator shall:

1. Ensure that an adequate inventory of Archery Alberta Championship medals is available for the events:
 - a) AA Indoor Target Provincials
 - b) AA Outdoor Target/Field Provincials
 - c) AA Indoor 3D Provincials
2. Solicit bids for all Archery Alberta Championships
3. Review all received bid documents, compile list of bids, and prepare for submission to the ~~—~~Board
4. Review bids and ensure Clubs conform with requirements as set out in the Hosting Manual
5. Make recommendation as to which club(s) should be awarded the event, list bids in order of recommendation
6. Maintain communication with Host Clubs and ensure all necessary documents are sent/received
7. Once the event has been awarded by the Board,
 - a) Send Medal Request form to the Host Club and ensure receipt back at least 2 weeks prior to the event
 - b) Send requested medals to the Host Club in time for the event
 - c) Ensure any extra medals are returned to inventory after the event
8. Assist the Host Club with the following:
 - a) Review Organizing and Planning section of the Hosting Manual and offer assistance where necessary
 - b) Send copies of logos, scorecards, registration forms and registration/results software where possible

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- c) Arrange rental of ~~Alberta~~ Archery ~~Alberta~~ Tournament Trailer(s), if needed by the Host Club
- d) Notify the Judge Chair if the club needs assistance finding Judges
- e) If the Host Club is unable to do so, and if the tournament qualifies, register the tournament with Archery Canada and/or World Archery

Meetings: As requested by the Board and/or the VP-Administration

Reporting: To the VP-Administration as required

Article 6 – FINANCE AND MANAGEMENT

6.1 Finance and Auditing

6.1.1. The fiscal year for Archery Alberta is April 1 to March 31 of the following year

6.1.2. The books, accounts, and records of the Vice-President Financial shall be ~~reviewed~~audited at least once a year by a duly qualified accountant, who is approved by the general membership at the AGM. If determined by the Board, two (2) members of Archery Alberta may be appointed by the Board to conduct the ~~review~~audit. The financial records will be approved by the Board no later than June 30 following fiscal year end.

6.1.3. The complete and proper statement of the standing of the books for the previous year shall be submitted by such ~~reviewer~~auditor(s) at the last meeting of the Executive Board before the new elections at the AGM.

6.1.4 The book and records of Archery Alberta may be inspected by any member in good standing with seven (7) days notice for viewing, at the convenience of the Vice-President Financial. The ~~reviewed~~audited statements are made available to the membership.

6.2 Remuneration

6.2.1 No remuneration or salary shall be paid to any Director or Officer of Archery Alberta, excepting the Executive Director hired as a salaried position.

6.2.2 Remuneration or salary may be paid to an Executive Director as determined by the —President and Vice-President Financial.

6.3 Receipts

6.3.1 Reasonable expenses incurred while carrying out duties of Archery Alberta and in accordance with allowance plans, will be reimbursed if accompanied with receipts and with approval from the Executive Board

6.4 Borrowing Power

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

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6.5 Cheques and Contracts

6.5.1 Signing authority for monies in the general account and casino account of Archery Alberta shall be with the Vice-President Financial together with either the President or another Vice-President of Archery Alberta. No more than three (3) Executive Board members shall have this signing authority at any one time

Article 7 - Other Matters

7.1 Conflict of Interest

An elected or appointed member of Archery Alberta who has an interest, or who may be perceived as having an interest, in a proposed contract or transaction with Archery Alberta shall disclose fully and promptly the nature and extent of such interest to the Executive Board. That member in conflict will refrain from voting or speaking in debate on such contract or transaction and will refrain from influencing any decision made on such contract or transaction. Once the decision is made, the member will support the decision and carry on with their role as designated.

7.2 Protection & Indemnity of Directors and Officers

7.2.1 Archery Alberta shall not be responsible for any indebtedness incurred by any member of Archery Alberta on behalf of Archery Alberta, except as provided by the Constitution and Bylaws of Archery Alberta

7.2.2 Archery Alberta will have Directors and Officers Liability Insurance for its board members. Archery Alberta indemnifies each director/officer against legal liability arising as result of their acts or commissions as director/officer, excluding acts or commissions of fraud.

Article 8 – Amending the Bylaws

8.1 Changes to the Constitution or By-laws

8.1.1. These Bylaws may be changed by a Special Resolution at any Annual General Meeting or Special General Meeting and passed by a 75% majority vote of the members in attendance.

8.1.2 The twenty-one (21) days' notice of the Annual General Meeting or Special General Meeting of Archery Alberta must include details of the proposed resolution to change the Bylaws.

8.1.3 No revisions, alterations or additions to the Bylaws will take effect until duly registered with the Alberta Corporate Registry.

Article 9 – Distributing Assets and Dissolving Archery Alberta

9.1 Archery Alberta does not pay any dividends or distribute its property to its members.

9.2 If Archery Alberta is dissolved, any funds or assets remaining after paying all debts are paid to an incorporated organization, selected by the membership.