



Appalachian Whitetail Association

CONSTITUTION OF THE APPALACHIAN WHITETAIL ASSOCIATION

ARTICLE 1- NAME AND PURPOSE

Section 1: Name This association shall be called the Appalachian Whitetail Association (and may be referred to as the A.W.A.).

Section 2: Purpose To offer our Association to all interested sportsman and the hunting community with support and encouragement for the intent and purpose of the betterment of the Whitetail deer, its habitat, and the heritage of Whitetail deer hunting. To improve our skills as sportsmen and hunters through a fellowship of friendly exchange of expert techniques and ideas, and to promote and encourage Whitetail deer hunting as a family recreation and to promote public awareness of Whitetail deer hunting as a major sport.

Section 3: Association Status the A.W.A. shall be a non-profit organization.

ARTICLE 2- MEMBERSHIP

Membership into the A.W.A. is voluntary and is offered to interested outdoorsmen regardless of age, sex, race, ethnic, or religious background.

ARTICLE 3 - CHAPTERS OF THE A.W.A.

To promote growth within the A.W.A., satellite meeting places are authorized through the formation of Chapters of the AWA in areas where members can assemble. The Executive Committee shall authorize chapters of the AWA under specific guidelines.

ARTICLE 4- OFFICERS, COMMITTEES

Section 1: Officers There shall be officers for each A.W.A. chapter and they shall consist of: \*President, \*Vice President, \*Treasurer, \*Secretary, \*Chaplin, Sergeant of Arms.

Section 2: Executive Committee There shall be an A.W.A. Executive Committee (A.W.A.E.C.) which will govern the overall A.W.A. organization. The A.W.A.E.C will consist of officers from each chapter and co-founders, Lyle Palmer and Roy Kent Steadman.

ARTICLE 5- ELECTIONS

Section 1: Nomination and Election time period Nomination for officers will start March 1st of each year. The election of officers shall be held annually at the regular meeting during the month of May.

Section 2: Eligibility to Vote Each member is entitled to one vote per officer position in their selected home chapter only.

Section 3: Term of Office The term of office is for one year, which shall begin in May and end when the successor assumes office.

**Section 4: Eligibility For Holding Office** To be eligible to hold office a candidate must be a member who has shown an interest in being an officer.

**Section 5: Vacancies** In the event an office becomes vacant, a special election will be held to fill the office.

**ARTICLE 6- REMOVAL OF MEMBERSHIP** The definitions and protocol for removal of membership is authorized by the A.W.A.E.C.

#### **ARTICLE 7- MEETINGS**

**Section 1: General / Regular Meetings** There shall be general / regular meetings for each chapter and the AWAEC. The frequency of these meetings shall be in accordance with the bylaws and/or AWAEC resolutions.

**Section 2: Called Meetings** All called meetings must have a notice posted in adequate time before the meeting date. Notice guidelines are set by the A.W.A.E.C.

**Section 3: Quorum** At all monthly meetings of the A.W.A., attendance of five members, two of which must be officers, shall constitute a quorum. In the absence of a quorum the senior officer present may adjourn the meeting.

**Section 4: Meeting Agenda** The meeting agenda will be followed at each meeting that will include; Opening the meeting with prayer, reading of minutes, financial reports, old and new business.

**ARTICLE 8- LIABILITY** A.W.A. officers and members shall not be liable for any accidents that may occur in any activities associated with the A.W.A. A liability release must be signed at the time of joining the AWA before becoming a member.

**ARTICLE 9- PROPERTY OF THE A.W.A AND MEMBER RESPONSIBILITIES** Any member of the A.W.A. shall have the right to use property owned by the A.W.A. Any member of the A.W.A. shall have the right to access any records and/or documents. It shall be the members' responsibility to maintain property and records of the A.W.A. in which he/she has possession in such a way that it is in good useable condition. Guidelines and protocol for using property and requesting records are set forth by the A.W.A.E.C.

**ARTICLE 10- PROPERTY DISSOLUTION** In the event the Appalachian Whitetail Association dissolves, the A.W.A.E.C. in place at the time of dissolution will determine the allocation of property and assets to local charities.

#### **ARTICLE 11- EXPENDITURES**

**Section 1: Expenditure Approvals** Expenditures of all funds are not to be committed prior to approval of the membership and/or its officers.

**Section 2: Expenditures** All debts generated and owed by the A.W.A. shall be paid by the A.W.A. treasurer's using A.W.A. generated funds.

#### **ARTICLE 12- AMENDING THE CONSTITUTION AND/OR BYLAWS**

Proposed amendments must first have written notice of the amendment and be presented to the membership followed by a vote of the membership.





## **BYLAWS OF THE APPALACHIAN WHITETAIL ASSOCIATION**

### **ARTICLE 1** **NAME AND PURPOSE**

#### SECTION 1: NAME

This association shall be named the Appalachian Whitetail Association.

#### SECTION 2: PURPOSE

To offer our association to all interested sportsmen and the hunting community with support and encouragement for the intent and purpose of the betterment of the whitetail deer; expanding and improving its habitat; and the heritage of whitetail deer hunting. To improve our skills as sportsmen and hunters through fellowship and friendly exchange of hunting expertise and ideas; to promote and encourage whitetail deer hunting as a family recreation; and to serve as an advocate to promote public awareness of whitetail deer hunting as a major sport.

#### SECTION 3: DEFINITIONS

- AWA - APPALACHIAN WHITETAIL ASSOCIATION**
- AWAEC - APPALACHIAN WHITETAIL ASSOCIATION EXECUTIVE COMMITTEE**
- CHAPTER - EXTENSIONS OF THIS ASSOCIATION SET IN PLACE TO EXTEND MEMBERSHIP OFFERINGS TO A WIDER GEOGRAPHIC AREA WITH SATELLITE MEETING PLACES FOR ANY AND ALL MEMBERS AND THEIR GUESTS.**

### **ARTICLE 2** **MEMBERSHIP**

#### SECTION 1: REQUIREMENTS FOR MEMBERSHIP

- (A) Voluntarily express an interest in membership.
- (B) Must not have been convicted of any felony or major game violations.

#### *SECTION 2: MEMBERSHIPS*

The membership offerings shall include, but not be limited to, the following memberships as described in the current membership packages approved by the AWAEC:

- (A) Adult memberships.
- (B) Young Sportsman memberships (under 16).
- (C) Life Memberships (when authorized by AWAEC).

#### SECTION 3: CHARTER MEMBERS

Charter members are defined as anyone who joined the AWA from January 31<sup>st</sup>, 2001 until January 31<sup>st</sup>, 2003. These members may have joined at the original Kingsport Charter or other chapters established before January 31, 2003.

#### SECTION 4: CHAPTER MEMBERS

Chapter members are defined as all members who joined on or after February 1<sup>st</sup> 2003. These members may have joined at the original Kingsport Charter or a later established chapter.

**ARTICLE 3**  
**EXECUTIVE COMMITTEE (AWAEC)**

The purpose of the AWAEC shall be to address business matters that impact all members and chapters of the AWA. To this end the AWAEC will monitor, and insure that all of the AWA programs, functions, events and business be conducted in a uniform manner. This committee also has the authority to create and/or enforce rules, policies, and procedures, and if asked, investigate and determine the outcome of member grievances, and shall make the final decisions as per any business brought before the AWAEC.

The AWAEC will not manage the approved everyday business of each chapter. Its purpose is to assure that each chapter is following the Chapter Guidelines and adopted resolutions set forth by the AWAEC.

AWA matters impacting all members from all chapters will be brought to the attention of the AWAEC during a called meeting by way of a proposed resolution. There, each AWAEC member present will be entitled to cast one vote per resolution.

The Appalachian Whitetail Association Executive Committee will consist of all elected officers from the Kingsport Charter; those being: The President, Vice President, Secretary, Treasurer, Sergeant of Arms and Chaplin. From each chapter of the AWA, the President, Vice President, Secretary, Treasurer will also serve on the AWAEC. The AWAEC officers will elect an Executive Chairman, Chairman and Secretary in this order from among the AWAEC body to serve for a 1 year term.

- A. All Presidents are considered to be Co-Chairmen of the AWAEC. The exception shall be a president that is voted in as the Executive Chairman or Chairman.
- B. The Executive Chairman, the Chairman and all Co-Chairmen have the authority to call an AWAEC meeting.
- C. The AWAEC Chairman who calls the meeting will post a notice 30 days prior to the called meeting and will provide an agenda for the meeting.
- D. The Secretary will record and retain all meeting minutes and resolutions.

**ARTICLE 4**  
**CHAPTERS OF THE APPALACHIAN WHITETAIL ASSOCIATION**

*SECTION 1: CHAPTERS DEFINED*

Chapters are defined as: "Extensions of this Association set in place to extend membership offerings to a wider geographic area with satellite meeting places for any and all members and their guests."

*SECTION 2: CHAPTER AUTHORIZATION AND FORMATION*

Formation of Chapters of the AWA are to be approved by the Appalachian Whitetail Association Executive Committee (AWAEC).

*SECTION 3: CHAPTER FUNCTIONS AND GUIDELINES*

Approved Chapters of the AWA will conduct business as per established Constitution, Bylaws, **Resolutions** and Chapter Guidelines set forth by the AWAEC.

*SECTION 4: THE CHARTER CHAPTER DEFINED*

The "Charter Chapter" is the first chapter of the AWA, is considered to be the original parent organization of the AWA and is located in Kingsport, Tennessee.

**ARTICLE 5**  
**OFFICERS, COMMITTEES, ELECTIONS, VACANCIES AND ELIGIBILITY**

*SECTION 1: OFFICERS AND THEIR DUTIES*

The officers and their duties shall consist of:

**President:**

- Shall conduct business and act in such a manner that brings dignity to the AWA.
- Shall conduct business within the guidelines of the AWA Constitution, By-laws and Resolutions
- Shall preside over meetings and direct all business.
- Shall appoint committees as needed
- Shall call all meetings of special needs.
- Shall role model to new hunters and young sportsman.

#### **Vice President:**

- Shall assist the President in his duties and preside in his absence.
- Shall also preside in regular meetings for the absence of the Secretary and Treasurer.
- Shall role model to new hunters and Young Sportsman.

#### **Treasurer:**

- Shall collect and disperse all monies.
- Shall maintain accurate financial records and present a current financial report at each regular meeting.
- Shall prepare and report an annual audit for review by officers and the audit committee.

#### **Secretary:**

- Shall maintain accurate minutes of all regular and called meetings.
- Shall keep records of applications and release forms signed by members.
- Shall maintain an accurate membership roster and mailing list.
- Shall forward all needed information in a timely manner for press releases, newsletters, websites, Etc.

#### **Chaplin:**

- Shall open each meeting with prayer.
- Shall role model good values and shepherd the membership.
- Shall assure the moral objective of the Association is based on what is good and right.
- Shall contact members who are in time of need.
- Shall inform the membership of any special needs for a member or the community.
- Shall handle the flower and/or relief type fund(s) if such is in place. It shall be the Chaplin's discretion to collect monies for the flower fund and has full authority to delegate funds for needs based on information received from members.

#### **Sergeant of Arms**

- Shall be responsible for knowing the AWA Constitution and By-laws.
- Shall guarantee meetings are conducted according to the Constitution, By-law and Resolution guidelines

### **SECTION 2: COMMITTEES AND THEIR MEMBERS**

Each chapter shall have special committees to meet business needs

- The President shall appoint committee members. The potential committee member can accept or decline the position.
- Committee members shall work with and report to the Committee Head who is chosen by the President.
- The Committee Head will keep the President up to date on the committee progress on assigned tasks.
- Committees are appointed in such a way that the objective set forth will be of benefit for the AWA.

### **SECTION 3: ELECTIONS**

Nominations for officers will start March 1<sup>st</sup> of each year and the nomination period will end just before the election during the regular meeting in May. A nomination committee for each chapter will be in place before March 1<sup>st</sup> of each year and shall consist of chapter members. The President of each Chapter will appoint this committee. The election of chapter officers shall be held annually at the regular meeting during May. A list of candidate nominations for officers must have a first and second motion before the election is held.

The election shall be conducted by using paper ballots provided at the time of the election. A simple majority of the votes of all attending members will be required to elect an officer. The following officers will be elected and voting shall be held and filled in order of President, Vice-President, Treasurer, Secretary, Sergeant of Arms, and Chaplin.

### **SECTION 4: ELIGIBILITY TO VOTE**

Each member is entitled to one vote per officer position in the chapter in which they declare home membership. Members can vote only in their chapter. Only members of the Executive Committee are authorized to vote on matters before the Executive Committee.

## **SECTION 5: TERM OF OFFICE**

The term of office for chapter officers is for one year. The officer shall begin their term during the regular June meeting and end their term after the May meeting.

## **SECTION 6: VACANCIES**

Any officer who misses three consecutive meetings without notice of cause to the President or Vice President is considered to be an inactive officer and the vacant position will be filled. In the event an office becomes vacant, nominations shall be called for and an election held within 30 days of the vacancy.

- If no nominations for an officer position occur during the May election, the President and/or the Vice President will fill the position until it is filled by a member who volunteers or who is appointed by the President. This appointment shall be approved by a membership vote.
- In the case of no nomination for the office of President, the Vice President will temporarily fill the position until the position is filled by appointment from the AWAEC.

## **SECTION 7: ELIGIBILITY TO HOLD OFFICE**

To be eligible to hold office a member must:

- A. Be a current member of the AWA.
- B. Have shown an interest in the AWA.
- C. A member may not concurrently hold an officer position in more than one chapter.

## **ARTICLE 6** **REMOVAL OF MEMBERSHIP**

### **SECTION 1: CAUSE FOR REMOVAL OF MEMBERSHIP**

- A. Failure to pay dues on time. Defined as membership due date + 30 days.
- B. Actions, which dishonor or show unsportsmanlike conduct toward the AWA, its members or invited guests.
- C. The use of profanity, illegal drugs or alcohol during an AWA function or event.
- D. Breaking rules set by the AWA.
- E. Conviction of a felony or major game law violation.
- F. The AWAEC will make final decision

## **ARTICLE 7** **MEETINGS**

### **SECTION 1: GENERAL MEETINGS**

All Chapters will hold a minimum of eight meetings per year. The regular meeting will be up to 90 minutes. A 30-minute extension may be asked for if business runs over. The extension must have a motion, a second motion and a majority vote.

### **SECTION 2: QUORUM**

At all meetings of the AWA, attendance of five members, two of which must be officers, shall constitute a quorum. In the absence of a quorum the senior officer present may adjourn the meeting.

### **SECTION 3: CALLED MEETINGS**

All called chapter or committee meetings will have a notice posted in the newsletter or the website or verbal notice at least ten days before the meeting date. All called AWAEC meetings will have a notice posted in the newsletter or the website at least 30 days before the meeting date.

### **SECTION 4: MEETING AGENDA**

The regular meeting agenda will include and be held in the order of:

- A. Open the meeting with prayer.

- B. Reading of the last meetings minutes.
- C. Financial reports.
- D. Committee reports.
- E. Old business.
- F. New business
- G. Motion with second for adjournment.

#### **SECTION 5: MEETING DECISIONS**

When deciding issues or approving reports or minutes at formal meetings, a motion must be asked for, followed by a second, followed by a vote before acceptance. All motions must be recorded in the meeting minutes and the results of the motion's vote.

#### **ARTICLE 8 LIABILITY**

Officers and members shall not be liable for any accidents that may occur in any activities associated with the AWA. A liability release must be signed at the time of joining prior to becoming a member and for certain specified programs as deemed needed. This signed release will be received and kept on file by the Charter Secretary. Chapters can at their discretion keep copies of membership applications however, the original will remain with the Charter Secretary.

Each Chapter Secretary will receive and kept on file signed releases related to events and programs of their perspective chapter.

#### **ARTICLE 9 PROPERTY RESPONSIBILITIES AND DISSOLUTION**

##### **SECTION 1: PROPERTY RESPONSIBILITY**

Damage to property owned by the AWA other than ordinary wear, shall be paid for by the member or members who caused it. Damage will be determined by the AWAEC.

##### **SECTION 2: ASSETS AND DISSOLUTION**

All AWA chapter Treasurers must establish and maintain an Assets Ledger. The Assets Ledger is an inventory of AWA owned property and the ledger shall include the following; the physical description of the asset, the original value of the asset, any serial numbers related to the asset, the present location of the asset, and the name and member #of the person who has possession of the asset. The Asset Ledger must be current at all times and made available during the annual June audit. The AWAEC will at their discretion appoint an Assets Chairman to manage the overall inventory of assets. The Assets Chairman has the full authority to manage the inventory of assets and can request copies of chapter asset ledger at any time.

If a chapter dissolves, the AWAEC will determine how their assets will be dispersed. If the AWA dissolves, all AWA property will be donated to local charity. The AWAEC that is in place at the time of dissolution will determine by majority vote to whom these assets will be donated.

#### **ARTICLE 10 EXPENDITURES**

Expenditures of greater than \$100.00 must be approved at regular meetings. At least two officers must verbally authorize any expenditure under \$100.00 at any time. Expenditures of these funds are not to be committed prior to approval

#### **ARTICLE 11 AMENDING THE CONSTITUTION OR BYLAWS**

The Constitution and/or Bylaws may be amended at a called meeting(s) provided a written notice by letter or a posting on the AWA website of the amendment has been presented to the membership at least 30 days before the meeting(s). A copy of the by-laws and the subsequent changes must be made available to AWA members for their review prior to and during the called meeting(s) where the vote will be taken. The amendment or change, must be approved by a 2/3 majority vote by the membership that is present at the called meeting(s). The AWAEC will total all votes and if the amendment(s) are approved by vote the new bylaws will then be accepted and the membership will be informed within 30 days.

