

**BY-LAWS
OF THE
OKLAHOMA SELFBOW SOCIETY**

Article 1 Name

The name of this non-profit organization is the Oklahoma Selfbow Society, hereinafter referred to as the OSS. This organization is organized in accordance with the Oklahoma Statutes, Title 18, Corporations, as amended. This organization shall not carry on any activities not permitted to be carried out by a non-profit organization exempt from federal income tax. This organization has been created exclusively for purposes subsequent to section 501(c)(3) of the Internal Revenue Code. The OSS may receive gifts, donations and legacies from any sources for the advancement or support of its purpose.

Article 2 Purpose

The OSS is formed to "Preserve the Heritage" of primitive archery by promote and teaching the construction of primitive bows, arrows and knapping stone tools.

Article 3 General Membership

- Section 1.** Member Grades – OSS offers Youth, Individual, Family, and Cooperate membership.
- Section 2.** Members shall be any person(s) with an interest in learning or teaching the primitive arts, Officers, and others approved by the Executive Board.
- Section 3.** Annually each member shall pay membership dues at the rates established by the Board of Directors.
- Section 4.** Individual, Family, and Corporate membership receive one (1) vote.
- Section 5.** Members must be in good standing with regard to dues, duties and conduct set forth in the OSS Code of Conduct policy.
- Section 6.** Memberships may be terminated by two-thirds vote of the Board at any scheduled OSS meeting.

Article 4 Board of Directors

- Section 1.** The purpose of the Board of Directors is to oversee the business of the OSS, and the Board of Directors are vested with decision-making powers.
- Section 2.** The Board of Directors, hereinafter also referred to as Board, consists of the following positions:
- A.** President
 - B.** Vice President
 - C.** Secretary
 - D.** Treasurer
 - E.** Membership Coordinator
 - F.** Event Coordinator
 - G.** Quartermaster
 - H.** Past President (non-voting)
- Section 3.** Executive Board – Recognizing that some issues are time sensitive, OSS appoints the President, Vice President, and Treasurer to serve as the

Section 4. Executive Board (EB). The has the authority can approve non-budgeted expenditures up to \$2500 without permission of the Board of Directors. Officers shall be elected by the membership at the Annual Member's Meeting by a majority vote of the members in attendance as set forth in Article 3 and Article 6. All Officers shall serve for a term of two (2) years. No person shall be elected to more than one office concurrently in OSS. Only one member of a household may serve in an elected office. In the event the President is unable or unwilling to complete his/her term the Vice-President will assume his/her role as President. If any other member of the Board is unable or unwilling to complete his / her term, the position will be filled with a person willing to serve and 75% approval by a quorum of the existing Board.

One half of the board shall be elected at this meeting as follows: During even numbered years the offices of Secretary, Membership Coordinator, and Quartermaster shall be elected. During odd numbered years the offices of Vice-President and, Event Coordinator shall be elected. The Vice-President will transition into the President role after his / her two-year term as Vice President. The President will serve a two-year term. The Treasurer is appointed by the Board and serves at the will of the Board. There is no term limit of the Treasurer. The Treasurer may be terminated by a two thirds (2/3) vote of the Board.

Section 5. The duties of the Officers shall be as follows:

- A. President – Shall presides at all meetings, act as the General Manager of OSS, and serve as the registered agent of the OSS, voting only to break a tie.
- B. Vice-President – Shall act in the absence of the President with the same authority, shall be a voting Member of the Board with all rights, duties and responsibilities of members of the Board and shall perform other duties as assigned by the Board.
- C. Treasurer – Shall be responsible for conducting the organizations financial affairs as directed by the Board. This includes banking, investments, insurance, Federal Tax filings, and payments to suppliers. He\she shall maintain financial records, present a financial report for the previous year at the annual Membership Meeting, and the Board with monthly financial reports. Annually the Treasurer development and submit a draft budget to the Board.
- D. Secretary– Shall provide notice of any and all meetings, keep minutes of all meetings, and manage registration at all OSS events.
- E. Membership Coordinator – keep an updated list of membership records, manages committee of representatives. The Committee of Representative shall assist the Membership Coordinator with issues related to the members in their area. They will contact the members (active and / or delinquent) to renew memberships and communicate upcoming events. They shall assist the Event Coordinators with OSS

level events and other event in their geographic area and perform other duties as assigned by the Board.

- F. Event Coordinator – Shall organize classes, demonstrations, and vendors at events such as OJAM, ODWC Wildlife Expo or any other similar event and perform other duties as assigned by the Board. He/she may organize a committee which he/she will chair to assist in organizing these events. They will provide articles on events for the newsletter, the website, and social media sites.
- G. Quartermaster – Shall see that all OSS equipment is maintained in good working order, keep an accurate equipment inventory records, and assist in other capacities of the Society as assigned by the Board.
- H. Past President – Will serve in an advisory capacity to the President and Board. This role is to assist in making a smooth transition to the President and Board and helping ensure the continuance of the mission set forth by the OSS. This position is a non-voting position and will be held by the President exiting office.

Section 6. Recognizing that the Officers of the Board serve a vital function in the successful operation of the OSS, it is important that Officers attend all scheduled meetings. Any Officer failing to attend three (3) consecutive meetings is failing to meet their duty of service and may be remove in such a manner that consistently results in a failure of a quorum shall have his/her continued tenure subjected to a vote of the Board in no less than ten (10) or more than thirty (30) days from the last meeting of the Officers where a quorum was not established. Any Officer may be removed from office for failure to fulfill their duties and responsibilities by a two-thirds vote of the Board.

Section 7. Any action which may be taken by the OSS may be taken by a majority vote of the Board, unless otherwise specified in another section or article of this document, provided the Board shall not have the power to take any action which will render OSS unable to act as an organization or in a manner inconsistent with the purposes of the OSS as set out in the Constitution of the OSS.

Section 8. The Board may appoint non-voting advisory members to assist with the execution of OSS business. Holding these positions will not preclude the holder from serving in another capacity on the BOD. They shall serve at the discretion of the Board and shall remain until replaced by a subsequent vote by the BOD.

Article 5 Meetings

Section 1. Annual Meeting: OSS shall hold one annual meeting of the general membership for the purposes of electing officers, approving a budget, receiving the annual financial report and other transactions deemed necessary by the Board of Directors. Members in good standing, as defined in Article 3, may vote in the election of the Board at the Annual Meeting.

The President may call additional Members Meetings as necessary, but must provide the membership the meeting date, time, and location fourteen (14) days in advance.

Section 2. Board Meetings: The President may call a meeting of the Board of Directors with seven (7) days meeting notice All Board meetings shall be open to the Membership of the OSS and any interested persons, except BOD meetings held to approve or revoke membership, approve Honors & Awards, and any other business conducted under Executive Session.

A quorum of Officers is required at all meetings to conduct business. A quorum is defined as 51% of the voting members of the Board. Each Board member will have one (1) vote, with the President voting only to break a tie

Electronic Meetings – The President may bring topics to the Board electronically. If an electronic (email) vote is called for the motion must pass by unanimous vote.

Article 6 Fiscal Year

Section 1. The fiscal year of OSS shall be from January 1 to December 31.

Article 7 Amendments

Section 1. The By-laws may be amended, altered, or repealed by a two-thirds vote of the Board, provided that the full text of the proposed changes has been distributed to all Board members in writing at the previous meeting.

Article 8 Meeting Rules

Section 1. The rules contained in the current edition of Robert's Rules of Order shall govern OSS meetings in all cases in which they are applicable and do not conflict with the By-laws or Constitution.

Article 9 COMMUNICATION

Section 1. The OSS recognizes the value of maintaining its identity as an organization in order to promote the purposes of the OSS and the further value of facilitating the distribution of information about the OSS and communication with the OSS.

Section 2. The OSS shall utilize the Treasurer's home mailing address for the purpose of receiving correspondence.

Section 3. The OSS shall coordinate the continuation and content of the OSS websites and social media. The Board shall appoint member(s) who are responsible for maintaining and updating the OSS website(s) and social media.

Article 10 Audits

The OSS may establish an Audit Committee to review the financial records with the Treasurer. The Committee will submit a report of their work to the Board and General Membership.

Article 11 Promotion

The OSS recognizes the importance and value of promoting its identity as the OSS and the purposes of the OSS. Use of OSS logos is addressed in the Logo Usage policy.

Article 12 Collaboration

The OSS recognizes the important role working with other organizations and government agencies plays in carrying out the mission. The Communication or cooperation that facilitates a close working relationship between people or organizations. The Board may appoint members to serve as liaisons to communicate and coordinate work with other entities.

Article 13 Dissolution

Section 1. Dissolution Procedure – The organization may be dissolved only with the authorization of the Board of Directors given a special meeting called for that express purpose and with the subsequent approval of a supermajority (2/3rds) vote of the members.

Section 2. Liabilities. All liabilities and obligations shall be paid, satisfied, and discharged, or adequate provisions shall be made, therefore.

Section 3. Distribution of Assets – Assets not held upon a condition requiring return, transfer, or conveyance to any other organization or individual shall be distributed, transferred, or conveyed, in trust or otherwise, to charitable and educational organization, organized under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, of a similar or like nature to this organization, as determined by the Board of Directors.

Article 14 DATE IN EFFECT AND FORMAT

These By-laws shall be in effect as of the first day of September 2009. Future amendments to the By-laws shall take effect upon passage or upon a date specified in the amendment. All changes must be noted in the revision history of this document.

Revision History

Version	Date	Description
1.0	9/1/2009	Effective date of the By-Laws
1.1	2/?/2011	Amended Officer (not sure what was amended)
1.2	Feb? 2011	Added the At-Large Representative
2.0	3/19/ 2011	Initial Board Approval of the By-Laws. Updated to established OSS as non-profit 501(c) 3 organization as defined by the United States Internal Revenue Code and added Article 14 Dissolution was added.
2.1	2/4/2017	Separated Secretary\Treasurer position, made the Treasurer position a Board appointed position, created Secretary\Membership Coordinator position, separated Northeast region into positions, made both Event Coordinators voting members of the Board.
3.0	2/2/2019	Update Officer job duties, increase spending limit for the Executive Board, and general cleanup of the By-Laws

