

Arkansas Trappers Association Bylaws

Adopted September 13, 2014

Article 1 - Election of Officers, Eligibility, Election Procedure and Terms of Office

Section 1 - Eligibility

- All Arkansas Trappers Association (ATA) members in good standing and sixteen (16) years of age are eligible to serve as officers

Section 2 - Election Procedure

- The officers of the ATA shall be elected at the ATA Fall Convention general membership meeting on even number years by a simple majority of members present
- *Alternate Election Procedure*
 1. *Officers of the ATA shall be elected on even number years by a simple majority vote of ballots received by a designated ATA officer no later the three (3) business days prior to the convening of the ATA Fall Convention*
 2. *Ballots will be available online at the ATA web site and message board as well as mailed to those whose membership is active through at least the receiving date previously established*
 3. *A nominating committee consisting of a chair and three (3) members will makes it's officer nominations report to the ATA one month prior to the election*

Section 3 - Terms of Office

- Officers listed below shall be elected on even number years and shall hold office for two (2) years
 1. President
 2. Vice President
 3. Secretary/Treasurer
 4. Editor
- Officers who fail to attend three (3) consecutive board meeting, resigns or cannot continue their term of office for any reason, shall be replaced by presidential appointment to serve the remainder of the term, subject to approval by the Governing Board

Article 2 - Officers and Assigned Duties

Section 1 - Officers

The ATA Governing Board shall consist of the following officers:

- President
- Vice-President
- Secretary/Treasurer
- Editor
- National Trappers Association (NTA) State Director
- Fur Takers of America (FTA) State Director
- District Representatives (9 each)

Section 2 - Assigned Duties

- President
 1. Executive Committee Member
 2. Governing Board Member

3. Elected by General Membership on even numbered years
 4. Serves two (2) year term
 5. Presides over the ATA Governing Board
 6. Serves as the primary contact for the ATA
 7. Sets the tone, direction, leads and manages the ATA
 8. Cast the tie-breaking vote, if needed, in all board meetings or general membership meetings
- Vice President
 1. Executive Committee Member
 2. Governing Board Member
 3. Elected by General Membership on even numbered years
 4. Serves two (2) year term
 5. Supports the President and serves as President in his/her absence
 6. Presides over the Ways and Means Committee
 7. Cast the tie-breaking vote, if needed, in matters of the Ways and Means Committee
 - Secretary
 1. Executive Committee Member
 2. Governing Board Member
 3. Elected by General Membership on even numbered years
 4. Serves two (2) year term
 5. Keeps written minutes of all meetings and activities and makes these available in a timely manner to all members and upon request by an ATA Officer
 6. Responsible for sending all received NTA/FTA memberships and magazine subscriptions to the appropriate organization in a timely manner
 7. Responsible for providing an annual written report to be presented at the ATA Spring Board meeting
 - Editor
 1. Executive Committee Member
 2. Governing Board Member
 3. Elected by General Membership on even numbered years
 4. Serves two (2) year term
 5. Responsible for providing semi-annual reports, at a minimum, to the Trapper and Predator Caller magazine and other periodical publications
 - National Trappers Association (NTA) State Director
 1. Executive Committee Member
 2. Governing Board Member
 3. Appointed by the President
 - Fur Takers of America (FTA) State Director
 1. Executive Committee Member
 2. Governing Board Member
 3. Appointed by the President
 - District Director (9 each)
 1. Each District shall have one (1) Director and one (1) Alternate Director
 2. The Alternate Director shall vote in the absence of the Director
 3. Governing Board Member

4. Elected by the general membership of the respective district on even numbered years and shall serve a term of two (2) years
5. The Alternate Director shall be elected by the general membership of the respective district on odd numbered years and shall serve a term of two (2) years
6. Serves as a point of contact for District and ATA matters
7. Serves the ATA interest within the district by organizing logistical support from district chapters for ATA sponsored events and activities
8. Assist the organization of chapters within respective district

Article 3 - Membership Dues and Responsibilities

Section 1 - Membership Dues

- Membership annual dues shall be twelve dollars (\$12.00)
- Dues for regular annual membership with "The Trapper and Predator Caller" magazine shall be twenty-two dollars (\$22.00)
- Dues for annual family membership shall be seventeen dollars (\$17.00)
- Dues for annual family membership with the "Trapper and Predator Caller" magazine shall be twenty-seven dollars (\$27.00)
- Regular Lifetime membership (does not include the "Trapper and Predator Caller" magazine) shall be one hundred fifty dollars (\$150.00)
- Lifetime members may send the current affiliate subscription amount (currently \$12.00) to the Secretary/Treasurer for submission to "Trapper and Predator Caller"
- Lifetime members prior to September 8, 1984 shall continue to receive "Trapper and Predator Caller" magazine

Section 2 - Membership Responsibilities

- Members must complete ATA Enrollment to include:
 1. Full disclosure of contact information
 2. Full Name
 3. Address
 4. Phone number (home/cell)
 5. Email address, if available
 6. Date of birth
- Maintain up-to-date contact information
- Abide by the ATA Code of Conduct
 1. Members may be removed from ATA programs and events for violation of the ATA Code of Conduct
- Agree to abide by the ATA Constitution and Bylaws
- Maintain an ATA membership on good standing status
 1. Membership is good standing is defined as payment of the current ATA dues as specified in Article 3, Section 1 of the ATA bylaws

Article 4 - Meetings

Section 1 – Governing Board

- Shall meet at least two (2) times each calendar year to coincide with the following events
 1. Annual ATA Fall Convention
 2. At an agreed upon time and place for the Spring Board of Directors meeting

Section 2 – Ways and Means Committee

- Shall convene as needed

Section 3 – Districts

- Shall convene at a minimum if twice each year at least thirty (30) days prior to the ATA Fall Convention and again at least thirty (30) days prior to the Spring Board of Directors Meeting and on a regular basis as deemed necessary to attend to State Association supported events as well as District events
- Shall convene in various locations within the district so as to minimize the financial expenditures on district members and to maximize participation

Section 4 – ATA General Membership

- Shall convene at least once per year to coincide with the ATA annual Fall Convention

Section 5 – Unscheduled Meetings

- Unscheduled general membership meetings may be convened by the President/Governing Board with at least thirty (30) days notice

Section 6 – Meeting Preparation for Governing Board and General Membership

- Previous Meeting Minutes and Treasurer’s Report along with the upcoming Meeting Agenda for Governing Board and General Membership meetings shall be made available prior to the convening of the meeting

Article 5 – Quorum and Voting

Section 1 – Quorum

- Governing Board
 1. For the purpose of conducting ATA business, the definition of a quorum shall be the attendance of at least fifty percent (50%) of the Governing Board membership
- Ways and Means Committee
 1. For the purpose of conducting ATA business, the definition of a quorum shall be the attendance of at least fifty percent (50%) of the Ways and Means Committee membership
- District
 1. None required

Section 2 – Voting in Attendance

- Passing votes for the following shall be by simple majority of those participating in the vote
 1. General Membership
 2. Governing Board
 3. Ways and Means Committee
 4. Districts

Article 6 – Order of Business

- All ATA meeting shall be conducted under “Roberts Rules of Order”
- The following order of business shall be followed at regular meeting
 1. Call to Order
 2. Prayer for Guidance and Blessing

3. Roll Call
4. Minutes of the prior meeting
5. Treasurer's Report
6. Other Reports (other officers, committees, ATA leaders)
7. Unfinished Business
8. New Business
9. Announcements
10. Adjournment
11. Education Program/Project Work

Article 7 – Fiscal Operations

Section 1 – Collections

- The Treasurer is responsible for collection and accounting of all dues, collections and payments

Section 2 – Financial Account

- The ATA finances shall be kept in an account in a bank based in the State of Arkansas
- The ATA finances shall be maintained in two (2) separate accounts
 1. Ninety percent (90%) of all funds shall be maintained in an interest bearing money market or savings account
 2. Ten percent (10%) of all funds, not to exceed two thousand five hundred dollars (\$2,500.00) shall be maintained in some form of a small business checking account

Section 3 – Financial Account Requirements

- Three (3) names shall be required on the account as authorized to sign checks or as contact points
 1. Secretary/Treasurer
 2. President
 3. Vice President
- **All checks must be signed by the President or Vice President and the Secretary/Treasurer**
- **All ATA expenses over two hundred fifty dollars (\$250.00) must be approved by an Executive Committee which consist of ATA President and four (4) other Governing Board officers**

Section 4 – Accounting Practices

- The ATA may retain the services of a Certified Public Accountant for the purpose of consultation and aiding with the filing financial reports required the ATA, State and Federal agencies, if needed
- The ATA finances shall be maintained in two (2) separate accounts
 1. Ninety percent (90%) of all funds shall be maintained in an interest bearing money market or savings account
 2. Ten percent (10%) of all funds, not to exceed two thousand five hundred dollars (\$2,500.00) shall be maintained in some form of a small business checking account

Article 8 – Amendments to the ATA Bylaws

- Amendments to these bylaws shall be considered by the general membership at the annual ATA Fall Convention

- Amendments shall pass by a simple majority vote of the members participating in the vote

Article 9 – Annual Fur Sale

- The responsibility for making arrangements for the annual fur sale, annual fall convention and numerous other duties previously delegated to the general organization have become an overwhelming task for one person
- Hereafter, these duties shall be performed by “AD HOC” committees
- The committees will be appointed by the ATA Ways and Means Committee officers and board of directors as needed

Article 10 – Districts

- Shall convene at a minimum if twice each year at least thirty (30) days prior to the ATA Fall Convention and again at least thirty (30) days prior to the Spring Board of Directors Meeting and on a regular basis as deemed necessary to attend to State Association supported events as well as District events
- Shall convene in various locations within the district so as to minimize the financial expenditures on district members and to maximize participation