

CONSTITUTION of the SOUTH CAROLINA ARCHERY ASSOCIATION

(As amended 1981, 1985, 1987, 1989, 1990, 1992, 1994, 1997, 1999, and 2001)

ARTICLE I - NAME

The name of this organization shall be ***SOUTH CAROLINA ARCHERY ASSOCIATION***; hereinafter will be referred to as SCAA.

ARTICLE II - PURPOSE

The purpose of the SCAA shall be:

- A. To foster, expand and perpetuate the sport of archery and the good fellowship among all archers.
- B. To protect, improve and increase the hunting rights of bowhunters.
- C. To unify all archery groups, clubs and organizations in South Carolina into one Association.
- D. To sponsor State Championship Tournaments in all phases of archery which are recognized in South Carolina and these will be governed by the rules and regulations of directors annually.
- E. To cooperate with the SCWL and Marine Resources Department to secure and improve bowhunting privileges.
- F. To promote and publicize archery activities in South Carolina including bowhunting, field and target archery.

ARTICLE III - MEMBERSHIP

There shall be the following types of memberships:

A. INDIVIDUAL MEMBERSHIPS

- 1. Life Memberships (with exemptions of annual dues) may be granted upon making a one-time payment of one hundred fifty dollars (\$150.00). This fee payment will be deposited in a closed savings account from which the SCAA may not withdraw the principle. However, the interest accrued may be withdrawn for the general operation of the SCAA. A life membership for any individual sixty-five (65) years of age or older shall be available for fifty (\$50.00) dollars.
- 2. Regular membership in the SCAA shall be limited to those persons who are members of the National Field Archer Association (NFAA) and residents of South Carolina or comply with the unilateral or reciprocal non-resident membership arrangements as stated in the NFAA CONSTITUTION and BY-LAWS.

3. Junior membership shall be granted to any individual who has not yet reached his/her eighteenth (18th) birthday and has paid the SCAA/NFAA individual membership dues. Junior members may not vote.

B. CLUB MEMBERSHIP - SCAA/NFAA shall grant a charter of affiliation to those clubs who make application and pay the annual charter fee upon approval of the Board of Directors through their NFAA representative, the SC NFAA Director.

C. INDIVIDUAL MEMBERSHIP REFUSAL OR SUSPENSION - The Board of Directors may suspend or expel any member of SCAA for conduct detrimental to the best interest of SCAA. The Board also reserves the right to refuse any club or individual membership for the same reason.

ARTICLE IV - ROSTER OF OFFICERS AND DUTIES

- A. The officers of the SCAA shall include: **President, Vice President (tournament director), Secretary/Treasurer, Editor of "The Quiver", and NFAA Director.** These offices shall be the "Executive Officers of the SCAA". The Executive Officers shall be empowered to act as a group, except in extreme circumstances, and perform routine, day by day decisions in the operation of the South Carolina Archery Association, within constraints of the SCAA Constitution and By-Laws.
- B. All the officers shall serve for a two-(2) year term. The President, and NFAA Director shall be elected on the even years. The Vice-President, Secretary/Treasurer and the Editor of "The Quiver" shall be elected on odd years.
- C. No officer shall be eligible for election to serve in the same office for more than two (2) consecutive terms unless approved by a 2/3 vote of the SCAA Board of Directors. Upon a recommendation by a Board of Directors, *(a vote by the board may be taken either by mail or at the annual Board of Directors')* meeting. Regardless of the recommendation of the Board of Directors the officer must be voted in by the SCAA membership as a whole in regular election.
- D. The information regarding nominations of officers will be given advanced notice through "The Quiver" or by a letter from the SCAA Secretary/Treasurer as per **Article V, Nominations, Election and Terms of office.**
- E. All SCAA officers who make any financial transaction will be bonded for a specific sum fixed by the Board of Directors. These fees shall be paid by the SCAA.
- F. Duties of Officers of the SCAA:
 1. **President**
 - a) To assume overall responsibility for the operation of the SCAA and for the performance of all other officers of SCAA.
 - b) To preside over all SCAA and Board of Directors meetings. If unable to attend, it is his/her responsibility to furnish a qualified substitute.
 - c) To appoint any committees to serve the association.
 - d) To perform all other duties incidental to the office which are for the betterment of the SCAA.
 2. **Vice-President (tournament director)**
 - a) In the absence of the President he shall assume all the duties of the President.

- b) In the event of the long-term or permanent absence of the President he would assume the office of the President.
- c) To serve as presiding officer at all SCAA State Tournaments. If unable to attend, it will be his/her responsibility to furnish a qualified presiding officer.
- d) To serve as public relations officer for SCAA.
 - 1) To keep Archery Magazine informed of all pertinent activities of SCAA.
 - 2) To maintain a permanent newspaper file of SCAA events - including names and addresses of both local and state newspapers.
 - 3) To maintain a permanent newspaper file of SCAA events - including names and addresses of both local and state newspapers.
 - 4) To send news releases to local and state newspapers.
- e. To develop a positive program for the formation and development of new clubs and to assist present membership clubs of SCAA.
- f. To assist and advise the President.
- g. To perform any other duties required by his office.

3. **Secretary/Treasurer**

- a) To preside at all meetings of the SCAA and of the Board of Directors in the absence of the President and Vice-President.
- b) To record and maintain a permanent file of the minutes of all meetings of the SCAA and of the Board of Directors.
- c) To serve notice through the publication "Quiver" or by letter of all meetings of the SCAA and of the SCAA Board of Directors meeting.
- d) To receive all money due the SCAA and to deposit it in the name of SCAA.
- e) To keep accurate accounts and records of all receipts and disbursements of SCAA.
- f) To make a formalized financial statement of the SCAA account at each quarterly meeting of the Board of Directors.
- g) To provide all account books and all other financial records at any quarterly meeting of the Board of Directors, upon request.
- h) To perform all other duties incident to the office.
- i) Furnish current membership lists to SCAA officers and to Club officers upon request. A current SCAA membership list shall be sent to each club hosting a State Championship Tournament prior to a Championship Tournament. Also make membership lists available at Board of Directors meetings. A current SCAA/NFAA membership shall be sent to each club prior to re-chartering date.

4. **NFAA Representative (Board Director)**

- He shall be a member of NFAA and will be responsible to the NFAA membership and carry out his duties as outlined in the NFAA CONSTITUTION.
- a) To attend sectional and national Directors meetings or to insure attendance of a qualified substitute, who must be a NFAA member and approved by the Board of Directors.
 - b) To assist the host club in tournaments and verify that facilities and arrangements are in accordance with SCAA/NFAA standards.
 - c) To insure that tournaments are conducted in accordance to the rules of NFAA and SCAA.

- d) To advise and assist in the formation of new clubs and to help clubs in laying out field courses.
- e) To appoint any committees that are deemed necessary to carry out the duties of his office.
- f) To attend all meetings of SCAA or to insure attendance of a qualified substitute who must be a member of SCAA/NFAA. The person appointed to substitute must be familiar with the duties of the Director and of SCAA business.
- g) To perform all other duties incident to his office and for the betterment of SCAA and NFAA. Upon receipt of the Club Charter, Inspection, Insurance report from NFAA, if any club needs range inspection, contact the club President or Secretary and make arrangements to complete necessary range inspections either himself or by his representative. It is his/her responsibility to be sure that no range inspections are past due.

5. Editor of "The Quiver"

- a) To publish "The Quiver" as directed by the policy of the Board of Directors.
- b) Secure a current directory of SCAA membership from the SCAA Secretary/Treasurer prior to any mail out of "The Quiver".
- c) To maintain information files for future referrals of publication data. To request from each club, in advance of publication of "Quiver", information from and about club members, activities and visitors. Also check and publish pertinent information from other publications that is determined to be of interest to SCAA members.
- d) To work closely and assist the Vice-President with SCAA public relations.
- e) To be responsible for ad sales and solicitation of "The Quiver" as directed by the editorial policy of the Board of Directors.
- f) Flyers for individual SCAA club tournaments may be attached to "The Quiver" under the following conditions:
 - 1) Club requesting additional flyer must furnish flyer to be attached.
 - 2) Pay 5 cents per copy mailed and if the weight added by the flyer does require additional postage other than what was to be mailed as "Quiver", the club requesting the flyer be attached must pay the additional postage prior to being mailed.

G. The President, Vice-President, Secretary/Treasurer, NFAA Representative, Editor ("The Quiver") and club representatives shall comprise the Board of Directors. This Board of Directors shall have power to act on all business matters relating to the SCAA as empowered by the **CONSTITUTION** and the **BY-LAWS**. In case of a tie, the presiding officer shall have the deciding vote.

ARTICLE V - NOMINATION, ELECTION AND TERMS OF OFFICE OF OFFICERS

A. *Nomination of Officers:* The information regarding nominations of officers will be given advance notice either through "Quiver" or by letter from the

Secretary/Treasurer no later than June 15 of the election year. All nominations must be in writing and must be mailed to the SCAA Secretary/Treasurer, postmarked no later than July 20th of the election year. Any person nominated to an office must have agreed that they are fully aware of the duties of the office to which they have been nominated and if elected that they will carry out the duties as outlined in the SCAA Constitution and By-laws to the best of their ability.

B. Election of Officers

1. The Secretary/Treasurer shall forward SCAA election ballots to all adult SCAA members (by mail) no later than August 1st of each election year. Ballots will be numbered for identification purposes. A self addressed envelope marked, "SCAA Ballot, will be mailed for the ballot to be returned and no ballots will be opened except at the time the ballots are to counted by the Executive officers or the Committee appointed by the Executive Officers to count the ballots.
2. Ballots must be returned to the Secretary/Treasurer postmarked by August 20th of each election year (to be a valid ballot).
3. Only current adult members (18 years of age or over) of SCAA/NFAA shall have voting privileges in the election of officers.
4. The candidate receiving the greatest number of votes (plurality or majority) for each particular office shall be elected.
5. Election results shall be verified by the officers of the SCAA.
6. Runoff elections will be held for any office which has a tie election. This will be completed within fifteen (15) days of the regular election.
7. The Board of Directors will fill unexpired terms by appointment. Persons filling unexpired terms will still be eligible to run for two full terms.

C. Terms of Office

1. All officers shall preside from 10/01 to 09/30 for two (2) years.
2. Any officer's term of duty may be terminated by a vote of impeachment of the Board of Directors. An impeachment hearing will be directed by the President (by vote of the Board of Directors) after all parties involved have been given fifteen (15) days notice.

D. Indoctrination of the Officers-Elect

In order to insure the continuity of the business affairs of SCAA, the officers-elect shall be advised by the outgoing officers immediately after each election.

ARTICLE VI - SCAA BOARD OF DIRECTORS MEETINGS

- A. At least one Board of Directors Meeting shall be held each year. The President shall be empowered to call emergency meetings of the SCAA when approved by the majority of the Executive Officers of SCAA (President, Vice-President, Secretary/Treasurer, SCAA Director and Quiver Editor) "
- B. A Quorum must be established to conduct business of the SCAA. A Quorum will be defined as 1 more than half of the current Board of Directors. (The Executive Officers and one representative from each club within the SCAA.) (September, 2001)

ARTICLE VII - TOURNAMENTS AND SCHEDULES

See Article XI Section G The rules and guidelines for tournaments and schedules
(September, 2001)

ARTICLE VIII - SOUTH CAROLINA ARCHERY ASSOCIATION CODE OF ETHICS

- A. Each member of the SCAA shall be responsible for any and all of his/her acts at any archery tournament or activity sponsored in whole or in part by the SCAA. This responsibility shall apply especially to the results of any accidents, which could or may be caused by his/her bow and/or arrows. Each member of the SCAA must agree to abide by this *code of ethics* and the safety rules set forth by the NFAA and the hunting rules and regulations of the state of South Carolina Wildlife and Marine and Resources Department upon joining the SCAA.
1. When a member pays the registration fee to a tournament, he/she automatically agrees to become informed of, and to abide by, the rules of that tournament and shall not argue publicly with or verbally abuse any tournament or state official.
 2. During or after a tournament a member may question a field captain, tournament official, or any official civilly, but he/she must accept the reply with no argument or retaliatory remarks. If he/she is dissatisfied with the reply or decision, he/she may file a formal letter of protest, with proper fees, to the tournament director. The subsequent decision rendered by an appointed protest board shall be final with regards to the tournament results. Other issues may be brought before the SCAA Board of Directors for redress by way of a formal, written request for a hearing to the SCAA President.
 3. The use of profane language or obscene gestures at any archery activity, be it within or out of this state, shall be a violation of the *Code of Ethics*.
 4. The drinking of any alcoholic beverage to the extent that the person becomes obnoxious or dangerous to others shall cause said person to be asked to leave the range or archery activity. Failure to do so will constitute a violation of the *Code of Ethics*.
 5. An SCAA member shall conduct himself or herself at all times in a manner that will bring respect and honor upon himself/herself, archery, SCAA and the NFAA.
 6. All SCAA members are required to report any and all violations of the *Code of Ethics* to the proper authorities: SCAA President, Vice-President or Director.
 7. In the event of accusations of wrongdoing made against a SCAA/NFAA member verbally, with basis or not, with witnessed account by an unbiased observer, the member being accused may request a hearing of the Board of Directors whereby to confront his accuser and seek redress from the Board, following proper procedure of the SCAA/NFAA. If the accusations are found to

be unfounded or unsubstantiated by the Board such accusations will be ruled a violation of this *Code of Ethics*.

8. Tournament Protests: All protests must be turned in, in writing to the tournament director within one (1) hour of the end of the day's shooting. A \$25.00 fee must accompany each protest. If protest is upheld by the appointment tournament protest board, the fee will be returned to the protestor. If the protest is not upheld, the fee will be retained by the SCAA treasury.
- B. A violation of any section of this *Code of Ethics* by a SCAA member will result in a hearing within fifteen (15) days by the SCAA Board of Directors and appropriate punishment will be determined by the Board on a case by case basis if found to be unsportsman like or deliberate malicious misconduct.

ARTICLE IX - CONTRIBUTIONS

On receipt of a club's contribution of twenty-five dollars (\$25) or more the association shall issue a certificate of recognition and appreciation to the club for such contribution for the promotion of Archery in South Carolina.

ARTICLE X - ADOPTION OF THE CONSTITUTION

- A. This constitution shall be adopted and become effective when approved by two-thirds (2/3) of the votes of the Board of Directors present providing a quorum is present.
- B. The constitution may be altered or amended by two-thirds (2/3) of the returned ballots of the SCAA memberships.
- C. Any alterations or deletions will become effective when approved and accepted by the NFAA.

ARTICLE XI - BY-LAWS

- A. These are regulations, which govern the administrative operation of SCAA. They must not conflict with the constitution.
- B. The By-Laws may be amended by a two-thirds (2/3)-majority vote of the Board of Directors and shall become effective upon notification of the entire membership of the SCAA.
- C. Membership fees.
 1. Fees (Effective July 2001)

	NFAA	SCAA	TOTAL
Adult	\$25.00	\$10.00	\$ 35.00
Spouse	\$ 2.00	\$3.00	\$ 5.00
Youth 12-17 (2nd/3rd members)	\$ 2.00	\$2.00	\$ 4.00
Youth Under 12 (2nd/3rd members)	\$ 2.00	\$0.00	\$ 2.00
Youth 12-17 (4th or more	\$ 0.00	\$0.00	\$ 0.00

<i>members</i>)			
Youth (No parent/guardian)	\$15.00	\$7.00	\$ 22.00
Subscription		\$5.00	\$ 5.00

The club charter fee shall be twenty-five (\$25) dollars annually.

2. Dues are to be paid annually on their anniversary date. Billing for NFAA/SCAA members to be from NFAA Headquarters.
 3. All major officers of SCAA/NFAA chartered clubs must be members of SCAA/NFAA. Major officers are: President, Vice-President, and Secretary/Treasurer. *(October 1979)*
- D. Salaried Positions of the SCAA.
1. The offices of Secretary/Treasurer and Editor of the “Quiver” shall be salaried annually. The amount of the salary shall be fixed by the Board of Directors at the annual meeting of the preceding year and shall be approved for payment at the annual meeting at the end of the year that the officers have served. If an officer leaves the position prior to the end of that year, that officer may forfeit their salary *(October, 1999)*
 2. The amount of the salary for the Secretary / Treasurer position is fixed at two hundred dollars (\$200.00) per year until altered by a vote of the Board of Directors *(October, 1999)*
 3. The amount of the salary for the Editor position is fixed at twenty-five dollars (\$25.00) per issue with a maximum of one hundred dollars (\$100.00) per year. *(October 1999)*
- E. Publication of the “Quiver”, the official newsletter of the SCAA. The publishing of the “Quiver” shall be set at a minimum of four (4) issues per year or as specified by the Board of Directors at the annual meeting. *(November, 1990)*
- F. The following criteria define a legitimate SCAA club:
1. Charter on file with State Secretary/director, a section listing club officers: President, Vice-President, Secretary, Treasurer, and SCAA Club representative.
 2. Current phone numbers of all listed above and addresses on file with SCAA Secretary/Treasurer and the SCAA Board of Directors.
 3. All SCAA affiliated clubs shall be required to have insurance on their ranges and if not listed with NFAA insurance program, are required to provide proof of insurance to SCAA Secretary each calendar year.
 4. Failure to renew Charter or collapse of club:
If a club fails to comply with above for any reason or notifies the SCAA President of their withdrawal from SCAA participation, all scheduled shoots on their calendar become property of the SCAA Board of Directors, and shall be open dates to be awarded to new clubs first that have affiliated with SCAA/NFAA after the tournament year has begun; or to be awarded to other clubs to fill dates on a draw basis. The Board will have the final decision on the club and location to which these dates will be awarded.

G Tournaments and Schedules

1. Bids for SCAA Championship tournaments and for all SCAA sanctioned tournaments that will be placed on the SCAA schedule of tournaments will be made at a called scheduled meeting or the annual meeting of the Board of Directors after at least a 15 day advance notice to all SCAA/NFAA affiliated clubs and SCAA officers. The notice of the tournament scheduling and Board of Directors meetings shall be by letter from the SCAA Secretary/Treasurer at the request of the President of SCAA.
2. At the Annual Scheduling meeting, the Board of Directors will leave some open dates in the schedule to accommodate any new club (clubs) which might come into the SCAA during the coming year. Since the Vice-President is Tournament Director for the state, when a new club is chartered, the Vice-President will submit a list of open dates to the club that the new club may host. The Club will choose the dates (within 15 days) they wish to host tournaments and notify the SCAA Vice-President of these dates.
3. No club may host an additional trophy or money tournament other than a tournament granted to them at the scheduling meeting. This does not limit a club from having a "club" shoot of it's own members. "New" clubs may not add any trophy or money tournament to their schedule except those granted to them by the Vice-President.
4. Club shoot requests will be forwarded to the Secretary/Treasurer at least twenty (20) days prior to the annual Board of Directors meeting. The Secretary/Treasurer will consolidate the State Championship requests, the #1 and #2 shoot requests on a consolidated yearly calendar. Additional shoot request will not be placed on the calendar but will be drawn for as explained in paragraphs 10 and 11 below.
5. The following method of awarding shoots will be used: If more than one club bids on any State Championship Tournament, the Board of Directors will vote by secret ballot to determine which club is awarded the shoot.
6. By a vote of the Board of Directors the state (South Carolina) is divided into geographical areas. After State Championship tournaments have been awarded, each clubs #1 shoot will be awarded, starting with January requests and working through December. Any shoots, #1's, #2's, #3's, #4's etc. outside of the geographical area of the state may be scheduled on the same date.
7. An Area will be defined, as a distance between two affiliated SCAA clubs where as the scheduling of a tournament will have little or no effect impact on attendance of another affiliated club.
8. Within the same geographical area of the state - if two (2) clubs requests #1 shoots on the same date, a flip of a coin will determine which club has to move their shoot to any open date on the calendar or to any date with any shoot in the other geographical area of the state but may not bump a shoot outside of their own geographical area of the state.
9. Within the same geographical area of the state - #1 shoots have precedents over #2 and may bump a #2 shoot. If a #2 shoot gets bumped, the club may choose any open date on the calendar or schedule the shoot on the same date as any out of geographical area #1 or #2 shoot, but no #2 shoot may bump another #2 shoot.
10. Within the same geographical area of the state - if two (2) clubs request #2 shoots on the same date, straws or a flip of a coin will determine which shoot has to be moved to any open date on the calendar or to any date with any shoot in the other

geographical area of the state but may not bump a shoot outside of their geographical area.

11. After all #2 shoots have been awarded, #3 shoots will be awarded by drawing - all clubs names will be placed in a box, the first name drawn will have the choice of any open date on the calendar or may schedule their #3 shoot on the same date of any shoot, #1 or #2 in the other geographical area of the state. No name will be placed back in the box until all clubs have been drawn and had a chance of scheduling their #3 shoot.

12. The same procedure as described in paragraph (10) above will be followed for the remainder of the shoots requested by all clubs.

B. 1. Only current members of SCAA/NFAA and unilateral or reciprocal Non-resident SCAA/NFAA members shall be eligible for awards in State Championship tournaments. Non-resident (without unilateral or reciprocal agreements) or visitors may not compete for established awards in any class, but shall be presented separate awards at the discretion of the host club.

2. Non-resident unilateral or reciprocal SCAA/NFAA members shall have agreements signed and filed as per NFAA Constitution and By-Laws and cannot transfer their membership back to their state of residence within a period of one (1) year from the date of the signed agreement.

C. Any perpetual trophy awarded by SCAA shall remain the property of the Association. Any holder of such trophy upon leaving the SCAA shall return the trophy to the President or one of the SCAA officers.

D. At least three (3) archers will be assigned to each target and at least one archer shall be from another club, family or group. Scoring will be done by two (2)-opposing members of a team or group.

E. Husband and wife trophies may be given at the State Indoor, Target and Field Tournaments. The trophy may be a roving with keeper trophies.

F. To be eligible to register and shoot in any State Championship Tournament a member must show his SCAA/NFAA classification card or be verified by a state director.

G. No club or league shall hold any trophy or money shoot on the same date of any State Championship Tournament or on the date of a club EXCLUSIVE WEEKEND tournament of any club in the state of South Carolina. Also, no club within the same geographical area of the state shall hold any trophy or money shoot on the same scheduled date of another club with the same geographical area of the state. It shall be determined at the annual scheduling meeting which geographical area of the state to place a new club in.

H. Pro division must have more than one entry in a style to establish a separate style.

I. A Range Captain will be stipulated before a state shoot.

J. All SCAA scheduled tournaments (Indoor, Field, 3-D, American or any other round) and shall be shot under NFAA shooting rules and all NFAA Divisions and Classes shall be recognized as per NFAA Constitution and By-Laws except those approved by the Board of rectors at the annual Scheduling Meeting. Also, to insure that everyone will know and understand the rules and classes, NFAA descriptions of Divisions and Classes shall be used on any flyers or advertisement.

K. State Indoor SCAA Championship Scoring:

The State Indoor Championship shall be run the same as stated in the NFAA By-laws - Tournament Rules and Regulations. As currently stated - X's count in all indoor tournaments. Ties will be broken by one end using the regular scoring system, counting X's. If a tie still exists at the end of the first end - each individual arrow will be scored until the winner is established.

H SCAA Hall of Fame (September, 2001)

1. Yearly, during the board of directors meeting an SCAA past or present member may be voted into the SCAA Hall of Fame.
2. Hall of Fame Committee will consist of the SCAA Executive Board and a voting member of a chartered SCAA club.
3. The SCAA Secretary shall keep a listing of all persons nominated and accepted into the " South Carolina Archery Association Hall of Fame."
4. NOMINATIONS may come from any active SCAA member and must be received by the president or any member of the Executive Board Committee no later than September 15th of voting year for consideration and acceptance into the "Hall" for that calendar year. The final decision will be made by a vote of the Board of Directors during the September / October Board of Directors meeting. A 2/3-majority secret ballot vote shall be required for the nominee to be voted into the Hall of Fame.
 - a. An essay must accompany nominations; resume and any other documentation available, which would help, justify consideration and acceptance of the nominee. The nomination must also be signed by at least three other SCAA members upon being submitted to the Executive Board for consideration.
5. MEMBERSHIP IN THE "HALL OF FAME" There shall be three "classes" or categorical requirements for membership
 - a. "Pioneer" An archer who has been deeply involved in tournament archery since the early years of the SCAA or an archer who has implemented improvements and changes that have resulted in a positive improvement to the SCAA.
 - b. "Service" The number of years as a member of the SCAA/NFAA and has been a role model for others. An archer must be a member of the SCAA and NFAA for a minimum of 10 years to be eligible for service.
 - c. "Tournament Accomplishments." An archer who has excelled in the class that he or she competes
6. LISTINGS will be maintained by the SCAA Secretary and will be published periodically in the "Quiver" and the SCAA Web Sites.
7. Awards will be presented to new inductees into the "Hall" during an Awards Banquet or other official function of the SCAA as dictated by the Executive Board. These awards may take the form of a certificate or plaque, as deemed appropriate by the Executive Board. The design and wording shall be standardized and approved by the Executive Board of the SCAA.