

# SHERWOOD ROBIN HOOD FESTIVAL ASSOCIATION

## BY-LAWS

### •ARTICLE 1. PURPOSE

- SECTION 1. The object, business and purpose of the Sherwood Robin Hood Festival Association (here after referred to as SRHFA or Association) shall be to organize, promote, manage, conduct and do any and all acts required in connection with holding an annual celebration and festival in the Sherwood community, in the County of Washington and the State of Oregon.
- SECTION 2. The Festival shall be held on the third (3rd) weekend of July.
- SECTION 3. The Festival shall sponsor the International Archery Shoot between the Nottingham Archery Society in Nottingham, England and those representing the SRHFA.
- SECTION 4. The Holiday festival shall be held the first Saturday in December.
- SECTION 5. We dedicate ourselves to community service.

### •ARTICLE 2. OFFICERS & BOARD

- SECTION 1. The officers of the Association shall consist of the President, Vice-President, Secretary and Treasurer.
- SECTION 2. The Board shall consist of the officers and three members at large, of which at least one member at large shall be elected annually.
- SECTION 3. The Board shall exercise the powers of the Association and direct its business program and pursuits.
- SECTION 4. Board members cannot have two (2) unexcused absences during a six (6) month period or they may be asked to step down by a vote of the Board.

### •ARTICLE 3. ASSOCIATION MEMBERSHIP

- SECTION 1. Membership in the Association will be open to any person desiring membership. All members are subject to random background checks.
- SECTION 2. Beginning with the third meeting attended, within a six month period, a member will be eligible to vote on any issue before the membership and take part in any Association business.
- SECTION 3. In order to remain a voting member, a person must attend at least three (3) meetings during each 6 months of any year.
- SECTION 4. An attendance record will be maintained by the secretary or by an appointed member of the Board.

### •ARTICLE 4. ASSOCIATION CHAIRPERSONS

- SECTION 1. The President shall, as deemed necessary, appoint association chairpersons to conduct the affairs of the Association.
- SECTION 2. A chairperson is in charge of their area of responsibility, but they need to be present at monthly Association meetings, or assign another person from the association to report at the meeting, or submit a written report to the President or Vice-President before the meeting. If they cannot meet this requirement, they may be asked to step down by a vote of the Board.
- SECTION 3. Association chairpersons cannot have two (2) unexcused absences during a six (6) month period or they may be asked to step down by a vote of the Board.

### •ARTICLE 5. ELECTIONS

- SECTION 1. The annual election of officers and directors shall occur by call at an annual meeting to be held on the third (3rd) Thursday of October of each year.
- SECTION 2. All officers elected at such meeting shall assume their duties immediately after their elections.

SECTION 3. The term of office for the President, Vice-President, Secretary and Treasurer shall be for one (1) year. The terms of the office for the members at large shall be for two years. One of the new members should be the immediate past President (when applicable). All offices should be held by members of the association who have been consistent in their involvement for most of the previous year.

SECTION 4. In the event of a late election, the officers shall continue their duties until new ones are elected.

•ARTICLE 6. VACANCIES IN ELECTED OFFICES

SECTION 1. In the event of a vacancy in any office, for whatsoever reason, such vacancy shall be filled by a special election at the next regular membership meeting, except that the Vice-President will succeed to the vacancy of the Presidency. If, in the event, the Vice-President does not choose to succeed the Presidency, they shall remain as Vice-President and a new President shall be elected at the next regular membership meeting and shall serve the remainder of that term of office.

•ARTICLE 7. MEETINGS (ASSOCIATION & BOARD)

SECTION 1. The regular membership meetings of the Association shall be held at 7:00 PM on the third (3rd) Thursday of each month, unless otherwise deemed necessary by the Board.

SECTION 2. A quorum to conduct business for the Association shall consist of 51% of voting members.

SECTION 3. Any Board member may call for a special meeting, as dictated by need.

SECTION 4. A quorum to conduct business for the Board shall consist of four **Board** members.

•ARTICLE 8. RULES OF PARTICIPATION AT THE FESTIVALS

SECTION 1. Any potentially controversial applications will be directed to the Board for their approval before Festival participation.

SECTION 2. Any group, organization or individual wanting to sell products, food, service or entertainment at the Festival must pay a fee in advance. Exemptions or adjustments of the fees can be approved by the Board.

SECTION 3. Year round businesses in their normal place of business are exempt from the rules of the Festival.

SECTION 4. Festival participants shall abide by the festival rules, the festival schedule and the layout.

SECTION 5. Parties shall set up their booths no later than the time determined by the Board of the Festival and shall remove same and clean up their premises no later than two hours after the close of the Festival.

•ARTICLE 9. FINANCES

SECTION 1. All monies derived from the Festival shall remain the property of the SRHFA and may be donated to Sherwood civic projects as designated by the Association as recommended by the Board.

SECTION 2. The amount and recipient of the scholarship fund shall be decided by the Board at their first meeting after all accounts have been settled for any festival year. The scholarship fund will be determined by the Board and not less than \$500.00.

•ARTICLE 10. BUSINESS TRANSACTIONS

SECTION 1. All agreements, contracts or checks shall be signed by any two of the following officers: President, Vice-President, Secretary, or Treasurer, or persons approved by the Board. No check recipient can be a check signer. No person can be one of the two authorized signers if their name is written on the line "Pay to the order of" on a SRHFA check. Four people will be designated as check signers and reviewed each year.

SECTION 2. All purchases or donations of all goods become the sole property of the SRHFA.

SECTION 3. No bills or invoices for any purchase materials or goods more than \$100.00 for the Association; can be paid without prior approval of the Board. This does not apply to monies with a budget line item.

•ARTICLE 11. ASSOCIATION PROPERTY

SECTION 1. No SRHFA property will be loaned or rented to anyone without Board approval. If property use is approved, a record must be kept.

SECTION 2. A complete inventory of properties needs to be recorded yearly.

•ARTICLE 12. AMENDMENTS

SECTION 1. These By-laws may be amended at any meeting of the Board, at which a quorum is present by a vote of the majority of the Board present, provided that notices of such proposed changes shall be given to each Board member not less than five (5) days prior to such meeting.

SECTION 2. Any changes in the By-laws made by the Board must be approved by the Association.

BY-LAWS ADOPTED ON September 1, 1976

REV. February 21, 1991

REV. November 19, 1997

REV. October 13, 1998

REV. October 30, 2003

REV. September 8, 2005

REV. September 26, 2006

REV. September 13, 2007

REV. November 13, 2008

REV. March 18, 2010

REV. March 15, 2012