

# **SANTA CRUZ ARCHERS**

## **CONSTITUTION**

**Version: April 7, 2009 Approved**

### **ARTICLE I IDENTITY**

The name of this organization shall be the Santa Cruz Archers.

### **ARTICLE II PURPOSE**

The purpose of the Santa Cruz Archers shall be to foster, expand and perpetuate the practice of field and target archery; the spirit of good fellowship among all archers; to encourage the use of the bow and arrow in hunting of all legal game; and cooperate with the National Field Archery Association and the California Bowman Hunters State Archery Association in securing better hunting privileges and conditions for Bow Hunters; to cooperate with all conservation organizations in the propagation and conservation of game; to maintain a field course and conduct field and target tournaments and games in accordance with the rules of the National Field Archery Association and the California Bowman Hunters State Archery Association.

### **ARTICLE III MEMBERSHIP**

- (A) The memberships shall be limited to those persons showing an interest in archery; or associated interests; and further; to those persons whose history in archery has been beyond reproach.
- (B) Membership dues and all fees shall be set forth in the by-laws.
- (C) Any unsportsmanlike-like conduct, by any member, in any public place, shall be brought before the Board of Directors for consideration.

### **ARTICLE IV OFFICERS**

- (A) Officers suitable for, and sufficient to, the effective operation of the organization shall be elected as set forth in the by-laws. Members may hold more than one office.
- (B) There shall be a board of directors, as set forth in the by-laws.
- (C) Duties of the officers and board of directors shall be as set forth in the by-laws.
- (D) Officers and directors shall be elected on a schedule, and for terms, as set forth in the by-laws.
- (E) Committees necessary to the administration of this organization shall be appointed by the president.

### **ARTICLE V MEETINGS**

- (A) Club meetings shall be held once each month at a time and place agreeable to the membership.
- (B) Board meetings shall be held when deemed necessary at a time and place agreeable to the membership.

### **ARTICLE VI CLUB TOURNAMENTS**

- (A) There shall be a club tournament held on the second Sunday of every month.
- (B) Club tournaments shall consist of at least one 28 target classification round.

**ARTICLE VII  
AMENDMENTS**

- (A) This constitution shall be supplemented by a set of by-laws which shall modify and/or amplify the articles of this constitution.
- (B) Amendments to this constitution and by-law changes shall be presented to the Board of Directors in writing and shall be read at a club meeting and published in the newsletter prior to a vote.
  - (1) Amendments to this constitution and by-law changes shall require a two-thirds majority of the quorum on record at the time the amendment is to be voted on.

**ARTICLE VIII  
QUORUM**

- (A) Members present at a regular meeting shall constitute a quorum for the transaction of all business.

**BY-LAWS**

**ARTICLE I  
MEMBERSHIP**

- (A) TYPES
  - (1) All memberships shall expire on December 31 or each year. New memberships will be pro-rated Jan – June = 100%, Jul – Dec = 50%.
  - (2) There shall be three types of regular memberships available as follows:
    - (a) Working Memberships: Working Members are expected to help to the best of their ability in all club functions. Working Members are expected to contribute to the maintenance of the club range and other club properties as may be required. A Working Member will be given a target assignment and be responsible for the maintenance of that specific target in addition to helping at work parties.
    - (b) Non-Working Memberships: Non-Working Members are not required to help at any club functions nor are they required to have a target assignment or help at work parties. They do have all the other rights of membership, including the ability to have range keys.
    - (c) Non-Participating Memberships: Non-Participating Members are not required to help at any club function nor do work on the range. They do get the club newsletter and can vote at club meetings. They cannot have range keys and must shoot club events as guests.
  - (3) There shall be an adult (Family) membership for anyone eighteen (18) years of age and older.
    - (a) Family memberships shall include husband and wife and all their children under the age of 18 or a man and woman living together and their children under the age of 18.
    - (b) Family memberships can be Working, Non-Working or Non-Participating.
  - (4) There shall be an honorary membership. This shall be extended by the club, to any person that they feel has made an outstanding contribution in any field of archery and/or conservation. Honorary members are members in name only, are exempt from any range work and may not have range keys.
  - (5) Life Memberships: Life Members are exempt from any range work, but they retain full membership privileges the same as Working Members. Life memberships can only be granted by the Board of Directors.

(B) TO BECOME A MEMBER

- (1) A prospective member will need a sponsor who is to explain the workings of the club and the responsibilities of the new member.
- (2) A prospective member shall submit a written application in person at any club meeting. Following an introductory statement by each applicant (head of household), applications for membership will be voted-on during the meeting in which the application was submitted.
- (3) When a prospective member's membership is accepted, they shall accept this constitution and by-laws and abide by them.
- (4) Members shall be considered a non-member after 60 days of being a member "not in good standing". "Not in good standing" means the payment of dues to renew the membership has not been received and the renewal date has passed.

(C) RIGHTS AND DUTIES OF THE MEMBERS

- (1) All adult members in good standing shall have the right to vote on all matters that come before the membership.
- (2) All members in good standing shall have the right to attend all meetings of the membership and speak on all subjects before the house.
- (3) All adult members in good standing shall have the right to seek, be elected, and hold an elective office within the club.
- (4) All members in good standing shall have the right of uninterrupted use of the club range for themselves and their guests, providing such does not interfere with organized club activities.
- (5) Those members having their right of membership questioned shall have the right of rebuttal before the Board of Directors or body of membership, at the member's discretion, within 30 days.
- (6) At the discretion of the event organizer, members of the club are ineligible to participate as contestants at open shoots put on by this club for other clubs. This helps ensure that event staffing is adequate.

(D) DUES AND FEES

- (1) Club dues:
  - (a) Membership dues are to be decided annually by the members present at the December club meeting. The amount will be recommended based on an analysis of the financial status of the club at that time with the understanding that "up to 35 percent of its gross receipts" can come "from sources outside of its membership" to maintain our tax status (refer to: Internal Revenue Service, Other Non-Profits, Social Clubs).
  - (b) Range Keys are an option for Working and Non-Working members for an additional \$200.00 refundable deposit.
- (2) Club Shoot Fees:
  - (a) Outdoor monthly club shoots: All club members and guests shall pay \$3 to shoot.
  - (b) All other shoots: The fees for all other club events will be determined by the person in charge of each event.

(E) REVOCATION OF MEMBERSHIP

- (1) Any of the below shall be grounds for revocation. Any member so accused shall be brought before the Board of Directors for consideration of revocation of membership.
  - (a) Any member who repeatedly uses foul or abusive language at any archery event.
  - (b) Any member who willfully destroys club property or range facilities.
  - (c) Any member who cheats at scoring.
  - (d) Any member who willfully misappropriates any of the club funds or property.
  - (e) Any member who violates the fish and game laws or any part of the National Field Archery Association's constitution and by-laws.

**ARTICLE II  
OFFICERS**

(A) THERE SHALL BE A BOARD OF DIRECTORS

- (1) The Board of Directors shall consist of all officers and 4 other persons elected from the general membership.

(B) DUTIES OF THE OFFICERS:

(1) PRESIDENT

The President shall:

- (a) Preside at all meetings
- (b) Appoint all committee chairmen
- (c) Appoint persons to fill vacated offices, including vacated Board of Directors officers.
- (d) Appoint a custodian to maintain a current list of all club property and its location.
- (e) Appoint a Parliamentarian to interpret Robert's Rules of Order when a question arises.
- (f) Act as chairman of the board of directors and vote only when necessary to break a tie.
- (g) Co-sign all checks.
- (h) May contact board members individually to transact immediate business. (Rules of quorum apply).
- (i) Write a report for each issue of the club newsletter.
- (j) Perform all other duties incident to the office.
- (k) Notify the Pistol Club of the date of our annual Open Shoot and any other major activity at least 90 days prior to the event so that they can reschedule their activities.

(2) 1ST VICE PRESIDENT

The 1st Vice President shall:

- (a) Perform the duties of the president if the president is unable to act.
- (b) Act as a tournament chairman.
- (c) Be chairman of the awards committee.
- (d) Swear in new members.
- (e) Be in charge of the open shoot(s).
- (f) Maintain accurate handicaps for all club members in good standing.
- (g) Write a report for each issue of the club newsletter.
- (h) Maintain a well stocked first aid kit and bring it to all club tournaments.

(3) 2ND VICE PRESIDENT

The 2nd Vice President shall:

- (a) Be in charge of all hunting activities within the club.
- (b) Is to act as hunting chairman.
- (c) Will be responsible for initiating activities and programs that will foster and/or expand club hunting involvement.
- (d) Will be responsible for the scalp program.
- (e) Write a report for each issue of the club newsletter.

(4) SECRETARY

The secretary shall:

- (a) Take the minutes of all club and board meetings.
- (b) Keep all records of the organization, with the exception of finance.
- (c) Serve notices of meetings and conduct correspondence as required.
- (d) Keep the constitution and by-laws current.
- (e) In general, perform all duties incident to the office.
- (f) Submit a condensed version of the minutes to be included in each issue of the club newsletter.

- (5) **TREASURER**  
The treasurer shall:
- (a) Receive all monies.
  - (b) Keep an accurate record of all receipts and disbursements.
  - (c) Co-sign all checks.
  - (d) Perform all duties incident to the office.
  - (e) Issue club membership cards to new and renewing members promptly.
  - (f) Submit a financial report to be included in each issue of the club newsletter.
  - (g) Advise the Editor of the name, address and telephone number of all new and renewing members monthly.
  - (h) Be responsible for any non-food club items for sale. An inventory of non-food club merchandise for sale shall be maintained and published in the club newsletter quarterly.
- (6) **OUTDOOR RANGE CAPTAIN**  
The outdoor range captain shall:
- (a) Supervise the maintenance of the club range.
  - (b) Maintain custody of such equipment and all materials necessary for maintenance on the club range.
  - (c) Supervise the putting up of targets at all club shoots and tournaments.
  - (d) Schedule work parties for the field range as necessary.
  - (e) Write a report for each issue of the club newsletter.
  - (f) Be responsible for, delegate the use of, and maintain the condition of, range maintenance equipment such as specialized hand tools, weed whips and banding tools.
- (7) **INDOOR RANGE CAPTAIN**  
The indoor range captain shall:
- (a) Keep the indoor range in a neat and orderly condition.
  - (b) Schedule work parties for repairs to indoor range as necessary.
  - (c) Schedule any and all activities utilizing the indoor range.
  - (d) Keep the snack concession appropriately stocked and provide a report on income to the treasurer at each monthly meeting.
  - (e) Keep the record boards up to date and maintain a history of records.
- (8) **NEWSLETTER EDITOR**  
The newsletter editor shall:
- (a) Publish club newsletter for all members in good standing at least every two months, starting in February if bi-monthly.
- (9) **PUBLICITY CHAIRMAN**  
The publicity chairman shall:
- (a) Provide publicity for the club and club events.
  - (b) Publish the open shoot dates in the CBH/SSA newsletter in a timely fashion.
- (10) **NOVELTY CHAIRMAN**  
The novelty chairman shall:
- (a) Conduct novelty shoots at his or her discretion.
  - (b) Write a report for each issue of the club newsletter when content is available.

(11) KEYMASTER

The keymaster shall:

- (a) Maintain a supply of key application forms.
- (b) Inform prospective members of key requirements.
- (c) Issue keys to all members that pay the refundable key deposit.
- (d) Recover keys from non-members as necessary.
- (e) Maintain accurate records of key holders.
- (f) Advise the treasurer to issue key deposit refunds when key is turned in.
- (g) In the event that a member loses his or her key, the Keymaster shall issue a replacement key to that member upon receipt of a new key deposit.

(12) MEMBERSHIP CHAIRMAN

The membership chairman shall:

- (a) Maintain a supply of club applications.
- (b) Inform prospective members of club requirements.
- (c) Give a copy of the club Constitution and By-Laws to each new member.
- (d) Maintain an up-to-date roster of club members and their dues expiration dates, with the assistance of the club Treasurer.

(13) BOARD OF DIRECTORS

The board of directors shall:

- (a) Have the power to vacate any office, elective or appointed within the club.
- (b) Have minutes taken at all board meetings and be read at the next club meeting.
- (c) A quorum of the Board of Directors shall consist of 7 board members.
- (d) Meet when deemed necessary.
- (e) Meet and confer on matters so urgent and important that it cannot wait until the next regularly scheduled club meeting. They shall submit their recommendation to the club at the very next club meeting.
- (f) The Board of Directors shall operate within the guidelines established by the general membership, as set forth in the Constitution and By-Laws, in all matters, actions, and decisions.

(C) ELECTIONS

- (1) Elections to office shall be for a term of 1 year, starting as of January 1st, and running through December 31st.
- (2) The election of club officers shall follow a nomination procedure that permits the candidacy of any adult member in good standing.
- (3) At the September meeting, the president shall appoint a nomination committee consisting of 3 members. This committee shall present a slate of candidates at the October meeting. Nominations from the floor shall be taken at the October meeting. The slate of candidates shall be published in the November newsletter and voted upon at the November club meeting. The December club meeting will be the training meeting for the new incoming officers.
- (4) It is desirable that there be at least 2 members running for each office. Fewer nominees are acceptable at the discretion of the membership present at the nomination meeting.
- (5) All voting for club officers shall be by secret ballot by those in attendance at the November Club meeting.
- (6) No proxy votes shall be accepted.
- (7) A simple majority of the votes cast at the November club meeting shall be sufficient to elect.

**ARTICLE III  
MEETINGS**

- (A) Robert's Rules of Order shall be followed at all meetings.
- (B) Voting on all issues to come before the membership shall take place during a regular or special meeting of the club and shall require a simple majority.
- (C) Club meetings shall be at 7:30 P.M. on the 1st Tuesday of each month unless the meeting date falls on a national holiday, in that case, the meeting will move to the following Tuesday.
- (D) There shall be no alcoholic beverages allowed at general club meetings.
- (E) Club meetings will be streamlined with a view toward minimizing administrative details and expanding the social aspects.

**ARTICLE IV  
CLUB TOURNAMENTS**

- (A) The club shall follow a handicap system established by the California Bowman Hunters State Archery Association and the National Field Archery Association.
- (B) The tournament chairman shall:
  - (1) Arbitrate all differences involving tournament procedures and regulations during tournaments.
  - (2) Assign targets and establish the size of shooting groups, when necessary.
  - (3) Make the decisions on late registrations.
- (C) Shooting groups shall be limited to 6 shooters maximum.
- (D) Members of a shooting group shall progress from target to target as a unit.
- (E) Arrows shall not be nocked until a shooter is at a shooting station.
- (F) Club shoots shall commence at 9:00 A.M. promptly.
- (G) A legal shooting group shall consist of 3 or more shooters.
- (H) All scoring shall be done as specified by the National Field Archery Association.
- (I) All California Bowman Hunters members must present their classification cards when they register.
- (J) Scores shot by members not in good standing shall not qualify for awards.
- (K) Guests shall not qualify for awards.
- (L) Shooters must beat his or her average to win if only one in class. (Average of 3 highest scores shot on our range.)

**ARTICLE V  
OPEN SHOOT**

- (A) The 1st Vice President is in charge of co-coordinating the open shoot. If the 1st Vice President cannot conduct this shoot, the President shall appoint another tournament director at his or her earliest convenience.

**ARTICLE VI  
RANGE**

- (A) Barring nature, the city, or majority of membership permission, the range shall not be changed as far as putting in new target locations, or changing shooting positions.

**ARTICLE VII  
CLUB COLORS**

- (A) The official club colors are Red Lettering on a White Background.

# STANDING RULES

## ARTICLE I ANIMAL SHED

- (A) Report any problems or suggestions to the range captain.
- (B) Securing the Animal Shed:
  - (1) Lights shall be turned off.
  - (2) No smoking is allowed in the Animal Shed.
  - (3) Leave the Animal Shed clean and tidy.
  - (4) Make sure windows are shut and the lock is secured.

## ARTICLE II INDOOR RANGE

- (A) Report any problems or suggestions to the Indoor Range Captain.
- (B) Each adult member shall receive a key to the indoor range upon payment of the key deposit.
- (C) Securing the indoor range:
  - (1) Lights shall be turned off.
  - (2) Stove shall be turned off.
  - (3) No smoking is allowed in the indoor range.
  - (4) Leave the indoor range clean and tidy.
  - (5) Make sure doors are locked and building is secured.
  - (6) Anyone not adhering to the above rules shall be brought up before the Board of Directors.

## ARTICLE III RANGE RULES

- (A) At all tournaments or other club activities, an adequate first aid kit shall be available.
- (B) No alcohol shall be consumed at the range at any time.
- (C) Broadheads shall not be shot on the range at any time.
- (D) Firearms shall not be allowed on the range at any time.
- (E) There shall be no shooting on the range while official work parties are in progress. A sign stating that the range is closed for range work shall be posted, in an obvious manner, partially obstructing access to the range beyond the Animal Shed.
- (F) Persons looking for lost arrows shall place a bow in front of the target.
- (G) Persons shooting the range shall follow the targets in the proper order without backtracking.
- (H) All litter shall be placed in the containers provided for this purpose.
- (I) Vehicles entering the range (with the exception of the Range Captain) shall be confined to the parking lot unless otherwise authorized.
- (J) A child's behavior is the responsibility of the parent or the adult that provided transportation to the club's facilities. If a child accesses the facilities on their own, they remain the responsibility of their parent or legal guardian.
- (K) All children under the age of 13 shall be accompanied by an adult at all times while on the range.
- (L) All children under the age of 13 that are left in the parking and picnic areas shall be restricted to those areas and adequately supervised.
- (M) Benches, bow racks and A-frames or other solid coverings over bales are desired on all targets.
- (N) Barring nature, the city, or a majority of the membership's permission, the range shall not be changed as far as putting in new target locations. General upkeep is required, however, of target locations presently set up.
- (O) Practice arrows shall be shot at the practice bales only.
- (P) Report any problems or suggestions to the Range Captain.
- (Q) Members must abide by all City Park Ordinances.

**ARTICLE IV  
FINANCES**

- (A) No I.O.U. shall be permitted.
- (B) Reimbursements for club expenses shall be accompanied by a receipt.
- (C) Any authorized purchases charged to the club must be signed for.
- (D) The secretary shall be authorized to maintain a 10 dollar petty cash fund for necessary supplies.
- (E) The range captain shall be authorized necessary expenses to buy targets and maintain the range.
- (F) All authorizations for expenses, individual or committee, shall be void after 90 days.
- (G) Any member desiring to hold a novelty shoot should coordinate it with the Novelty Chairman and shall be authorized to spend an amount to be approved at a club meeting prior to the shoot.

**ARTICLE V  
Maintenance Tools**

- (A) Specialized hand tools, Weed Whips and Banding Tools shall, herein under, be referred to as “maintenance tools.”
- (B) Shall be under the auspices of the Board of Directors and the direct supervision of the Range Captain.
- (C) Use is limited to Santa Cruz Archery Club members who have received approval of the Range Captain, and then only after having been properly instructed as to correct usage by the Range Captain or his or her authorized delegate(s).
- (D) Shall be restricted to range work.
- (E) Shall not be loaned, rented, or leased to any individual or organization except S.C.A. members who have fulfilled the following requirements:
  - (1) A liability release must be signed absolving the S.C.A. and its members of any and all liabilities.
  - (2) A definite rental rate, a period and deposit has been agreed upon by the Board of Directors and the leasing member.
  - (3) The leasing member agrees, in writing, to return the leased maintenance tool in the same condition it was in when they assumed responsibility, agreeing to affect any necessary repairs at their own expense.

**ARTICLE VI  
MISCELLANEOUS**

- (A) All committees are terminated 90 days after their inception unless otherwise stated.
- (B) A Record Retention Policy shall be maintained and followed.
- (C) A Key & Key Deposit Policy shall be maintained and followed.