

SANTA CRUZ ARCHERS CONSTITUTION

Version: May 4, 2021 Approved

ARTICLE I IDENTITY

The legal name of this organization is the Santa Cruz Archery Club, and is commonly known as Santa Cruz Archers.

The Santa Cruz Archers will herein under be referred to as “the Club”.

ARTICLE II PURPOSE

The purpose of the Santa Cruz Archers shall be to foster, expand and perpetuate the practice of field and target archery and the spirit of good fellowship among all archers; to maintain a field course and conduct field and target tournaments and games in accordance with the rules of the National Field Archery Association (NFAA) and the California Bowman Hunters State Archery Association (CBH/SAA); to support the use of the bow and arrow in hunting of 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; and to cooperate with all conservation organizations in the propagation and conservation of game.

ARTICLE III MEMBERSHIP

- (A) Membership shall be open 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.

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 or the board of directors.

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 Board of Directors.

ARTICLE VI CLUB TOURNAMENTS

- (A) The club shall conduct one or more recurring monthly tournaments, and such other tournaments as recommended by the Board of Directors and approved by the Membership.
- (B) At least one recurring tournament shall be an official NFAA round scored per NFAA rules.

**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 club meeting when the amendment is voted on.

**ARTICLE VIII
QUORUM**

- (A) A quorum for a meeting of the Board of Directors shall consist of 50% of the members of the Board of Directors.
- (B) A quorum for general membership meetings shall consist of three members of the Board of Directors plus any members present at a meeting.

BY-LAWS

ARTICLE I MEMBERSHIP

(A) TYPES

- (1) All memberships shall expire annually on December 31. New memberships will be prorated January-June = 100%, July-October = 50%, November-December = 100% which includes the following year.
- (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) Donor Memberships: Donor Members receive the club newsletter and e-mails. They are not required to help at any club function nor do work on the range. . They cannot have range keys, cannot vote at meetings and must shoot club events as guests.
- (3) Adult (Family) membership is open to anyone eighteen (18) years of age and older.
 - (a) Family memberships: Heads of households, including spouses and domestic partners, and all their dependents.
 - (b) Family memberships can be Working, Non-Working or Donor.
- (4) Life Memberships: Life Members are recommended by the President or the Board of Directors and shall be approved by a majority of the members attending a club meeting. Life Members are exempt from any range work, but they retain full membership privileges the same as Working Members.
- (5) Honorary membership. Honorary members are nominated by the President or Board of Directors, and shall be voted upon by a majority of attendees at a Club meeting. Honorary membership may be extended by the club to any person the Club feels 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.

(B) TO BECOME A MEMBER

- (1) Prospective members must complete the following steps to qualify for Club membership:
 - (a) Be sponsored by a current adult member who has been in good standing for at least the previous year. A prospective member will need a sponsor who is to explain the workings of the club and the responsibilities of the new member.
 - (b) A prospective member shall complete and submit the membership application form.
 - (c) Attend an initial Club meeting to introduce the prospective member to Club members. A single prospective member may represent a family if applying for a family membership.
 - (d) Attend an SCA New Member Introduction Class, given by a club officer.
 - (e) Participate in any Club event.

- (f) After completing all of the above, attend a second Club meeting at which time the application for membership will be voted on. Membership is accepted upon the approval of the majority of Members in attendance at the meeting.
- (2) Acceptance of membership by the prospective member constitutes acceptance of the Santa Cruz Archers Constitution and By-Laws and is an agreement to abide by the terms of each.
- (3) 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 to use the club range for themselves and their guests, providing such does not interfere with organized club activities.
- (5) 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 the required fee to shoot.
 - (b) The fees for club events will be determined by the person in charge of each event.

(E) DISCIPLINARY ACTION AGAINST MEMBERS

- (1) Any of the below shall be grounds for revocation of membership or other disciplinary action short of 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.
- (f) Any member who willfully violates the club constitution, by-laws and/or standing rules.
- (2) A member subject to disciplinary action shall have the right of rebuttal before either the Board of Directors or body of membership within 30 days of the time the member is informed of the proposed disciplinary action.
 - (a) The member shall be informed of the proposed discipline in the following manner:
 - (i) In person; or
 - (ii) Both via email to the last known email address and a mailed hard-copy to the last known address of the member.
 - (iii) Notice shall be deemed completed at the time of oral notification or the date the email was sent
 - (b) If the member does not respond within the 30 day period, the proposed discipline shall become effective.
 - (c) In the case of a serious violation presenting a danger to the club, club members, or members of the public using club facilities, the Board of Directors, or the President acting alone, may impose immediate discipline subject to reversal via the process outlined in this section.

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) **REQUIRED OFFICER POSITIONS:**
 - (1) President, Secretary and Treasurer.
- (C) **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.
 - (d) Appoint a custodian who shall 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 chair of the board of directors and shall vote only when necessary to break a tie.
 - (g) Co-sign all checks.
 - (h) May contact board members individually to transact immediate business.
 - (i) The President must contact a quorum of Board members and gain the consent of the majority of those contacted.
 - (ii) The President must announce the actions taken and the results of said actions at the next membership meeting
 - (i) Write and publish at least one article annually for the Club newsletter.
 - (j) Perform all other duties incident to the office.

- (k) Represent the club to and coordinate with the City of Santa Cruz Parks Department and the Mission Trails Bowhunter Association.

(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 the tournament chair.
- (c) Coordinate awards for Club members.
- (d) Be in charge of the open shoot(s).
- (e) Write and publish at least one article annually for the Club newsletter
- (f) Maintain a well-stocked first aid kit and bring it to all club tournaments.

(3) 2ND VICE PRESIDENT

The 2nd Vice President shall:

- (a) Act as the hunting chair, and be in charge of all hunting activities within the club
- (b) Perform the duties of the president if both the president and the 1st vice president are unable to act
- (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 and publish at least one article annually for 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) In general, perform all duties incident to the office.
- (e) Submit the minutes of the monthly general membership meeting to the Board of Directors within 3 days of the meeting.

(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, including but not limited to:
 - (i) Prepare and file the taxes annually
 - (ii) Renew the Club NFAA Charter and insurance
- (e) Report the expenses, revenues, and asset balance at each monthly general membership meeting
- (f) Advise the Keymaster and membership chair of the name, address and telephone number of all new and renewing members monthly.
- (g) 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) Prepare for and schedule the biannual range safety inspection (odd-years)
- (f) Write and publish at least one article annually for the Club newsletter.
- (g) Be responsible for, delegate the use of, and maintain the condition of, range maintenance equipment such as specialized hand tools, power tools 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) Be responsible for scheduling 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 board scores.
- (f) Write and publish at least one article annually for the Club newsletter.
- (g) Responsible for oversight of the portable toilet contract.

(8) NEWSLETTER EDITOR

The newsletter editor shall:

- (a) Publish club newsletter for all members in good standing at least every two months.
- (b) Send pdf version of the newsletter to the webmaster for publication on the website and provide a few paper copies at club meetings, for those not reading online.
- (c) Responsible for ensuring officers obligated to write an article for the newsletter fulfill that obligation.

(9) PUBLICITY CHAIR

The publicity chair shall:

- (a) Provide publicity for the club and club events, using paper fliers, e-mails, website, Facebook or other online forum as deemed appropriate.
- (b) Publish the open shoot dates on the CBH/SAA events calendar in a timely fashion.
- (c) Send annual Open 3D Shoot ads to the CBH/SAA editor at least 2 months before publication and in coordination with club approval and payment, subject to club approval of the expenditure

(10) NOVELTY CHAIR

The novelty chair shall:

- (a) Conduct novelty shoots at their discretion.
- (b) Write a report for the club newsletter following each novelty shoot.

(11) WEBMASTER

The webmaster shall:

- (a) Keep the website development environment up to date.
- (b) Ensure all necessary subscriptions, such as website hosting and domain registration, are renewed in a timely manner.
- (c) Keep the calendar and upcoming events up to date.
- (d) Post all meeting minutes and newsletters to the website.
- (e) Make all website changes as directed by the Board of Directors or by a vote of the membership at a club meeting.

(12) KEYMASTER

The keymaster shall:

- (a) Maintain a supply of key application forms.
- (b) Inform prospective members of key requirements.
- (c) Issue indoor range keys to all members.
- (d) Issue gate keys to all members that pay the refundable key deposit.
- (e) Disable key-card access for former members and members not in good standing.
- (f) Recover keys from former members as necessary.
- (g) Maintain accurate records of key holders.
- (h) Advise the treasurer to issue key deposit refunds when key is turned in.
- (i) 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.

(13) MEMBERSHIP CHAIR

The membership chair shall:

- (a) Maintain a supply of club applications and renewal forms in the clubhouse.
- (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.
 - (i) The roster of members shall include:
 - (a) Name and contact information
 - (b) Family or individual
 - (c) NFAA Memberships
 - (d) Working, Non-working or Donor

(14) BOARD OF DIRECTORS

The board of directors shall:

- (a) Have the power to vacate any office, elective or appointed within the club.
- (b) Review and submit corrections within 10 days of the meeting if no comments are received, the minutes will be considered approved. If corrections are received, a corrected version will be recirculated for review.
- (c) Meet when deemed necessary.
 - (i) A quorum is required to conduct a board meeting.
- (d) Meet and confer on matters so urgent and important that they cannot wait until the next regularly scheduled club meeting. They shall submit their recommendation to the club at the very next club meeting.

- (e) Review the bylaws and standing rules annually.
- (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.

(D) **ELECTIONS**

- (1) Elections to office shall be for a term of 1 year, starting as of January 1st, and running through December 31st.
- (2) Any member in good standing is eligible to run for an office of the Club.
- (3) At the October meeting, the president shall accept nominations for all offices.
 - (a) Members may nominate themselves.
 - (b) Nominations may be made by any member to the President before the October meeting by any suitable method; such nominations shall be announced by the President at the October meeting.
- (4) The slate of candidates shall be voted upon at the November meeting. The nominee for each office receiving a plurality of votes of members present at the November meeting shall be declared the winner.
- (5) It is desirable that there be at least 2 members running for each office; however fewer nominees are acceptable.
- (6) In cases where there is more than one candidate for an office, voting shall be by secret ballot by those in attendance at the November Club meeting. Offices where there is a single candidate may be verified by the membership by voice vote.
- (7) All members at the November meeting are eligible to vote; members must be present; voting by proxy is not allowed. Family memberships shall have up to two votes or the number of board members in the family, whichever is greater.
- (8) The December club meeting will be the training meeting for the new incoming officers.

ARTICLE III

MEETINGS

- (A) Robert's Rules of Order shall be followed at all meetings.
- (B) All officers shall present a written or oral report at each club membership meeting, or state they have no report to make.
- (C) 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.
- (D) 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.
- (E) There shall be no alcoholic beverages allowed at general club meetings.
- (F) Club meetings will be streamlined with a view toward minimizing administrative details and expanding the social aspects.

ARTICLE IV

CLUB TOURNAMENTS

- (A) The Club will host a NFAA Outdoor Shoot (Field and Hunter rounds) on the 2nd Sunday of the month, and additional shoots such as:
 - (1) A NFAA 300 shoot on the first and third Fridays of the month

- (2) A “Vegas” style 450 shoot on the second and fourth Fridays of the month
- (B) Classes and scoring shall be per the NFAA Rules.
- (C) The tournament chair 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.
- (D) Members of the public and other clubs may participate as guests.
- (E) High scores on club tournaments shall be posted on the club record boards.
 - (1) Only scores from official club sanctioned tournaments are eligible for posting.
 - (2) Guests’ scores are not eligible for posting on the record boards.
- (F) Annual awards may be made, at the discretion of the tournament chair.
 - (1) Scores shot by members not in good standing shall not qualify for awards.
 - (2) Guests shall not qualify for awards.
- (G) A legal shooting group shall consist of 3 or more shooters.
- (H) Arrows shall not be nocked until a shooter is at a shooting station.
- (I) NFAA Outdoor Shoot
 - (1) Shoots shall commence at 9:00 A.M. promptly.
 - (2) Shooting groups shall be limited to 6 shooters maximum.
 - (3) Members of a shooting group shall progress from target to target as a unit.
- (J) NFAA 300 and Vegas 450 shoots
 - (1) Shoots shall commence at 7.45 P.M. promptly.
 - (2) Shooting orders shall be limited to 12 archers on the line.
 - (3) A judge/timekeeper shall be designated to control the shooting line.
- (K) 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 SHOOTS**

- (A) The Club shall host competition and novelty shoots open to the public and members of other clubs. Shoots may be sponsored by the Club, NFAA, California Bowman Hunters (CBH), or Mission Trails Bowhunters Association (MTBA).
 - (1) Competitions shall include awards (medals or ribbons) for performance during the day’s shoot.
 - (2) Novelty shoot awards are at the discretion of the shoot organizer
 - (3) Competitions hosted for NFAA, CBH or MTBA shall be conducted per the sponsoring organization’s rule.
- (B) The 1st Vice President is in charge of co-coordinating the open shoots. If the 1st Vice President cannot conduct this shoot, the President shall appoint another tournament director at his or her earliest convenience.
- (C) All NFAA, CBH or MTBA members must present their classification cards when they register (if applicable to the shoot).
- (D) Club Open Competition Shoots
 - (1) Full day shoots, such as:
 - (a) 3D in the Redwoods, held the first Sunday in June
 - (b) Bad Boys of Branciforte, held the first Sunday in October
- (E) Club Novelty Shoots
 - (1) Partial day shoots, such as:

- (a) The Aloha 3D, held on a Sunday in July
- (b) The Boo Shoot, held on the last Sunday in October
- (c) The Look What I Got for Xmas Shoot, held on the weekend between Christmas and New Years
- (d) Critter Gitter (formerly Stump Shoot), held the last Saturday of the month

**ARTICLE VI
LEAGUES**

- (A) At the discretion of the Board of Directors and with the approval of the Membership, the Club may host indoor and outdoor leagues.
 - (1) The President shall appoint a committee with a minimum of 2 persons to run the leagues. Different committees may be appointed to run different leagues.
 - (2) The Committee shall set the dates and the rules for each League. Decisions of the Committee will be reviewed by the Board of Directors upon request.
 - (3) Leagues shall be self-funded through registration fees. Excess funds shall be donated to the Club.
 - (4) The Committee is responsible for interpretation and enforcement of league rules. Decisions by the Committee are final.

**ARTICLE VII
CLUB COLORS**

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

**ARTICLE VIII
RANGE**

- (A) The configuration of the range, including but not limited to target locations and shooting positions, shall not be changed except under the following circumstances:
 - (1) If required by changes to NFAA rules
 - (2) Required by the City of Santa Cruz
 - (3) Required to correct a safety item or to renew insurance
 - (4) Act of Nature
- (B) Changes to the range configuration shall be discussed and approved by a majority of the Board of Directors.

**ARTICLE IX
ARCHERY INSTRUCTION**

- (A) The Club shall conduct archery classes, and shall encourage members to become certified archery instructors.
- (B) Persons conducting formal archery classes for the Club, within the Club range or using the club equipment shall have at least one instructor with a current Level 2 Instructor certification under the USA Archery curriculum. Certification of assistant instructors is encouraged but not required.
- (C) For the purposes of this Article, “formal archery classes” are defined as those open to the general public and/or made with payment to the instructor. The preceding rule shall not prohibit archers from providing informal teaching of guests they bring to the range.
- (D) Certified archery instructors may schedule recurring classes in the Indoor Range, subject to range availability.

STANDING RULES

ARTICLE I RANGE RULES

- (A) At all tournaments or other club activities, an adequate first aid kit shall be available.
- (B) Consumption of alcohol and other intoxicants is prohibited at the range at all times.
- (C) Broadheads shall not be shot on the range at any time.
- (D) Crossbows are not allowed on the range at any time.
- (E) Firearms, including BB guns, paintball and air-guns, shall not be displayed or shot on the range at any time.
- (F) During work parties a portion of the range may be closed. A sign stating which portion of the range is closed for range work shall be posted, in an obvious manner, partially obstructing access to the range beyond the Animal Shed.
- (G) All litter shall be placed in the containers provided for this purpose.
- (H) Vehicles entering the range (with the exception of the Range Captain) shall be confined to the parking lot unless otherwise authorized.
- (I) 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.
- (J) All children under the age of 13 shall be accompanied by a responsible, supervising adult at all times while at the range, including the picnic and parking areas.
- (K) Report any problems or suggestions to the Range Captain.
- (L) Members must abide by all City Park Ordinances, including the no smoking ordinance.

ARTICLE II OUTDOOR RANGE

- (A) Report any problems or suggestions to the Outdoor Range Captain (or e-mail the Club).
- (B) Persons shooting the range shall follow the targets in the proper order without backtracking.
- (C) Persons looking for lost arrows shall place a bow in front of the target.
- (D) Each shooting lane shall consist of a target hut, marked shooting positions and at least one bow rack (which may be attached to the target hut). Benches are provided where space allows.
- (E) 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 or shooting positions.
- (F) If shooting more than 4 arrows on a field range target, allow other archers to shoot through.

ARTICLE III INDOOR RANGE

- (A) Report any problems or suggestions to the Indoor Range Captain (or e-mail the Club).
- (B) Each membership in good standing is entitled to an indoor range card key.
- (C) A scheduling calendar shall be maintained to coordinate indoor range use for classes, tournaments, leagues and member use.
- (D) No smoking in the indoor range.

- (E) Pets are not allowed in the indoor range.
- (F) Bow closet:
 - (1) Bows are for the use of club members. Members must escort guests using club equipment on the field range.
 - (2) Bows shall be stored unstrung and in the correct orientation.
 - (3) Bows needing repair shall be tagged and the Range Captain notified
 - (4) Bows shall not be taken off the range.
 - (5) Lock the bow closet when not in use.
- (G) Securing the indoor range:
 - (1) Turn the lights off.
 - (2) Close the stove vents.
 - (3) Unplug all heaters and appliances except the refrigerator.
 - (4) Leave the indoor range clean and tidy.
 - (5) Make sure doors are locked and building is secured.

ARTICLE IV FINANCES

- (A) Reimbursements for club expenses shall be accompanied by a receipt.
- (B) Any authorized purchases charged to the club must be signed for.
- (C) The secretary shall be authorized to maintain a \$50 petty cash fund for necessary supplies.
- (D) The President may make purchases up to \$100 at his/her discretion.
- (E) The indoor and outdoor range captain shall be authorized to purchase paper targets and range maintenance materials and tools up to \$100 per month. All other expenses must be approved by the Board of Directors.
- (F) All authorizations for expenses, individual or committee, shall be void after 120 days. Authorizations for expenses may be renewed by the Board of Directors or the membership.
- (G) Any member desiring to hold a novelty shoot should coordinate it with the Novelty Chair 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, power tools 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 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.
- (F) Club 4-Wheeler (ATV)
 - (1) The 4-wheeler and trailer shall only be used for range maintenance and shoot set-up.
 - (2) Drivers must be age 18 or older, hold a valid driver’s license and be covered under a personal auto insurance policy.

- (3) Speed shall be limited to 5 mph.

**ARTICLE VI
ANIMAL SHED**

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

**ARTICLE VI
MISCELLANEOUS**

- (A) A Record Retention Policy shall be maintained and followed.
- (B) Use of the former gun range (field between the parking lot and indoor range):
 - (1) By agreement with the City Parks Department, the club may use the field for parking during large shoots subject to the following conditions:
 - (a) The club must mow the field in advance
 - (b) The ground must be firm and dry enough not to get tire ruts
 - (2) Other uses of the field must be approved by the City Parks Department