

**CONSTITUTION AND BY-LAWS  
OF  
SANDUNE ARCHERY CLUB, INC.**

**ARTICLE I - NAME**

The name of this organization shall be **SANDUNE ARCHERY CLUB, INC.**

**ARTICLE II - PURPOSE**

The purpose of the organization shall be:

1. To foster, expand and perpetuate the safe practice of ARCHERY.
2. To encourage the spirit of good fellowship among all archers and spectators.
3. To encourage the safe/safest use of the Bow and Arrow in practice, tournament and hunting.
4. To encourage membership in State and National archery organizations.
5. To work towards providing proper facilities to support archery activities.
6. To maintain programs of Archery activities that reflect the purpose of the SANDUNE ARCHERY CLUB, INC. and the interest of the members.

**ARTICLE III - BOARD OF DIRECTORS**

1. The Board of Directors shall be an adult SANDUNE ARCHERY CLUB, INC. member in good standing and will consist of the Officers and Directors.

**Officers**

President  
Vice-President  
Secretary  
Treasurer

**Directors**

Bowhunter Director  
Social Director  
Youth Director

2. The Board of Directors shall control and manage the finances, policies, activities and property of Sandune Archery Club, Inc.

3. At any meeting of the Board, a majority of a quorum of four (4) Board of Directors is required to carry a motion. Written proxies are permissible.
4. Any vacancies or uncompleted terms on the Board of Directors or any Office shall be filled by appointment of the Board of Directors.
5. The Board of Directors shall meet at least once a month at a time and place decided upon by the Board.
6. The Board of Directors may relieve any Board member of their duties and position for conduct detrimental to the interest of Sandune Archery Club, Inc. and/or Sandune Archery Club, Inc. members or the inability to fulfill the requirements of that office. Sandune Archery Club, Inc. membership may also be revoked for said reasons. The Officer, Director or member in question will not have a vote.
7. It is the responsibility of the Board of Directors to establish the annual dues and tournament fees.

**ARTICLE IV – OFFICERS, DIRECTORS AND THEIR DUTIES**

1. The Officers and Directors of Sandune Archery Club, Inc. shall be an adult member in good standing and will consist of :

**Officers**

- President
- Vice - President
- Secretary
- Treasurer

**Directors**

- Bowhunter Director
- Youth Director
- Social Director

a. All Officers and Directors are not limited to said duties.

**DUTIES OF OFFICERS**

2. The **President** shall oversee and perform duties (if necessary) of any Board member and all aspects of the running of Sandune Archery Club, Inc.

- a. They shall preside at all membership meetings.
- b. They shall by virtue of his office be Chairman of the Board of Directors.
- c. They shall present at each annual meeting an annual report of the work of the organization.
- d. They shall appoint all committees, temporary or permanent with the approval of the Board of Directors.
- e. They shall see all books, reports and certificates required by law and Sandune Archery Club, Inc. are properly kept or filed.
- f. They shall be one of the officers who may sign the checks or drafts of the organization.

- g. They shall provide current information to the webmaster and ensure that the website is maintained.
- h. They shall maintain a current membership list.
- i. They shall provide new and renewal memberships with notification, (7-10 days), that their membership is valid and an information packet are provided.
- j. They shall ensure a newsletter is distributed to the membership at least quarterly.

3. The **Vice President** shall in the event of the absence or inability of the President to exercise his office become acting President Sandune Archery Club, Inc. with all the rights, privileges and powers as if they had been the duly elected president.

- a. They shall be the Chief of Operations for all tournaments hosted by the Sandune Archery Club, Inc.
- b. They shall organize, conduct and direct all tournaments. Ensure that they are held in accordance with the SCAA/NFAA and/or any other archery organization and approved by the Board of Directors.
- c. That registration and all associated documents are available.
- d. They shall provide the scores to the webmaster for posting on the website.
- e. They shall present information about Sandune Archery Club, Inc.

and activities to the public in such a way as to promote Sandune Archery Club, Inc. and archery in general.

4. The **Secretary** shall keep all records of Sandune Archery Club, Inc.

- a. They shall provide notice to members of all meetings.
- b. They shall handle official Sandune Archery Club, Inc. correspondence.
- c. They shall keep and present the minutes at each meeting.
- d. They shall present a written report at the annual meeting.
- e. In general perform the duties incidental to this office.

5. The **Treasurer** shall keep records of Sandune Archery Club, Inc. finances.

- a. They shall receive all monies and deposit them in a timely manner.
- b. They shall keep accurate records of receipts and disbursements.
- c. They shall make a semi-annual written report to the Board of Directors.
- d. They shall provide an annual written report to the Board of Directors and members at the annual meeting in December.
- e. They shall file annual income tax for Sandune Archery Club, Inc.
- f. In general perform the duties incidental to this office.

### **DUTIES OF DIRECTORS**

1. The **Bowhunter Director** shall be the Chief of Operations for all field work, target set-ups, maintenance of the grounds and set-up workdays. Ensure the range is safe and meets any criteria set forth by the SCAA and/or Board of Directors.

2. The **Youth Director** shall conduct activities directed towards the youth of the Sandune Archery Club, Inc. and Community. Activities shall be approved by the Board of Directors.
  - a. They shall plan and coordinate all youth events of Sandune Archery Club, Inc.
3. The **Social Director** shall plan and direct the social activities of Sandune Archery Club, Inc.
  - a. They shall plan and coordinate that refreshments and food is available at all shoots and refreshments are on the range and registration area.
  - b. They are not responsible for refreshments and food at youth events.
  - c. They shall plan and coordinate the Christmas Party and any other special events approved by the Board of Directors.

#### **ARTICLE V - ELECTIONS AND TERMS OF OFFICE**

1. The President, Secretary, Youth Director will be elected during even years.
2. The Vice-President, Treasurer, Bowhunter Director, Social Director will be elected during odd years.
3. A term will be two (2) calendar years.
4. Officers and Directors will assume their elected position at the beginning of the calendar year. January 1<sup>st</sup> to December 31<sup>st</sup>.
5. Voting at Sandune Archery Club, Inc. meetings will be restricted to adult members in good standing.
  - a. A family membership may have 2 (husband/wife must be present) adult votes.
  - b. All voting results of the membership will be the majority of casted ballots.
  - c. The President may call via phone, e-mail or special meeting for voting of the Board of Directors on immediate action items and financial matters pertaining to Sandune Archery Club, Inc. with a majority of votes carrying, provided that the quorum is met. This action will be documented and filed.
6. Nominations for Officers/Directors will be submitted to the Sandune Archery Club, Inc. Secretary during October of the election year. The Ballots will be proofed at the November's meeting and mailed out to Sandune Archery Club, Inc. membership by the end of said week. Ballots must be returned to Sandune Archery Club, Inc.'s Secretary before November 30<sup>th</sup> of that year or at the December annual meeting. Election results will be announced at the December's annual meeting of that year.

7. Board of Directors: A member can hold only one elected office at a time.

#### **ARTICLE VI - COMMITTEES**

1. The President, with assistance from the Board of Directors, may appoint committees to assist in the following areas; constitution, membership, tournaments, publicity, facilities, social, youth and other special needs that may be necessary.
2. Committees will be three (3) or more members/persons, with at least two 2 being Sandune Archery Club, Inc. members. When the committee achieves their goal or purpose the President may request to the Board of Director to dissolve that committee.

#### **ARTICLE VII - MEMBERSHIP**

1. Sandune Archery Club, Inc. memberships will be available to Adults, Juniors, Families and Associates. Memberships will depend upon payment of appropriate dues and/or fees and the approval of the Board of Directors as to the good moral character and sportsmanship of the applicants.
2. Memberships to the SCAA, State and National organizations will be encouraged.
3. Adult will be defined as 18 years of age and older.
4. Junior will be defined as 12-17 years of age. Junior members shall not hold elected offices or vote in club business unless requested to the Board of Directors and there is majority vote, provided that the quorum is met, of the Board of Directors.
5. Family will be defined as an adult husband and/or wife and their children under the age of 18 years old.
6. Associate membership shall be available to anyone or business that is not an active archer, but would like to support the Sandune Archery Club, Inc. and maintain social contact. Associate members shall not hold elected offices or have a vote on Sandune Archery Club, Inc. business. However, advice, help and attending club meetings and functions will be welcomed and encouraged.
7. The Board of Directors reserves the right to penalize, suspend or expel any member, family member or associate for conduct detrimental to the interests of the Sandune Archery Club, Inc. and /or its membership.
8. All annual memberships will expire on December 31st.

9. Members joining after September 30<sup>th</sup> may be prorated per month for the rest of that year. The Board of Directors may set the amount per month.

### **ARTICLE VIII- FEES AND DUES**

1. The dues for all memberships shall be set by the Board of Directors.
2. Tournament fees shall be set by the Board of Directors.
3. Prices for Sandune Archery Club, Inc. items to be sold shall be set by the Board of Directors.
4. All money matters must be approved by the Board of Directors.
5. All items in Article VIII are approved by a majority vote provided that the quorum is met.
6. Renewal dues turned in on or before January 31<sup>st</sup> of said year may receive a discount set by the Board of Directors.
7. New memberships shall pay dues in full thru September 30<sup>th</sup>. After September 30<sup>th</sup> membership dues may be prorated as set by the Board of Directors.

### **ARTICLE IX - MEETINGS**

1. There shall be at least one (1) regular meeting held each month as set by the Board of Directors. At present time the regular monthly meeting is held on the 2<sup>nd</sup> Tuesday of the month, (January – November).
2. There shall be one (1) annual meeting. This meeting may be held in December. At this meeting awards will be presented, the year's activities will be reviewed, election results and plans for the upcoming year. The annual financial report for that year will be given by the Treasurer to the Board of Directors and/or Sandune Archery Club, Inc. members.
3. The date, time and location of all meetings will be established by the Board of Directors and communicated to Sandune Archery Club, Inc. members by newsletter, e-mail, website or at the end of the proceeding meeting. In regard to special meetings that involve a decision by the Board of Directors sufficient time will be given to notify all Board of Directors of such a meeting. 10 to 14 days may be the time frame for such meetings; however time sensitive matters may shorten this time frame.

## **ARTICLE X - TOURNAMENTS**

1. Tournaments shall be organized and held as determined by the Board of Directors and/or Sandune Archery Club, Inc. members present at meetings.

## **ARTICLE XI - DISSOLUTION OF Sandune Archery Club, Inc.**

1. When it is determined by the Board of Directors that Sandune Archery Club, Inc. shall be dissolved a three fourths (3/4) majority vote of the adult members present at a time and location established by the Board of Directors. Should such dissolution occur all assets owned by Sandune Archery Club, Inc. will be offered for sale to current Sandune Archery Club Inc members by sealed bids or auction as approved by the Board of Directors. Any assets held after thirty (30) days from the dissolution vote and/or sale of assets shall be disposed of at the discretion of the Board of Directors. All Sandune Archery Club, Inc. monies remaining after Sandune Archery Club, Inc. obligation have been met shall be donated to archery themed program(s) at the discretion of the Board of Directors within ninety (90) days of dissolution vote.

## **ARTICLE XII - BY-LAWS**

1. Amendments and/or changes to the Constitution and/or By-Laws must be approved with a majority, provided the quorum is met, of the Board of Directors on the first reading of the proposed amendment or change. The amendment or change will then have a membership vote at a Sandune Archery Club, Inc. meeting to authorize such amendment and/or changes to the Constitution and/or By-Laws.

### **2. MEETINGS;**

a. A meeting will be defined as; a physical gathering of Sandune Archery Club, Inc. members, Officers and/ or Board members.

b. The Board of Directors monthly meeting may be held along with the monthly Sandune Archery Club, Inc. meeting.

c. The Sandune Archery Club, Inc.'s annual meeting shall be in December on a date set by the Board of Directors. A Christmas Party for the membership may also be held at the conclusion of the meeting.

d. A majority vote of Sandune Archery Club, Inc. members present at Sandune Archery Club, Inc. meetings is required to carry motions.

### **3. VOTING;**

a. A Junior's request to hold office or participate in a vote shall be exclusive to that request. Approvals will be a majority vote, provided that the quorum is met, of the Board of Directors.

b. All voting by the Board of Directors shall be done by a meeting of the Board members or on time sensitive issues see Article V - 5.c.

c. For all voting of the Board of Directors a majority of cast vote will carry, provided that the quorum of four (4) is met.

### **4. FINANCAL;**

1. Financial matters will be the responsibility of the Board of Director. Approvals will be by majority of votes, provided the quorum is met.
2. Sandune Archery Club, Inc. bank accounts shall have at least (2) two Board of Directors that can access the accounts. (1) One must be the Treasurer. Family members cannot have joint access.

### **5. MEMBERSHIP;**

a. New memberships shall pay dues in full thru September 30<sup>th</sup>. After September 30<sup>th</sup> membership dues may be prorated and set by the Board of Directors.

b. Members are encouraged to attend meetings and functions of Sandune Archery Club, Inc.

c. Adult members are allowed to vote on matters presented at meetings.

d. Junior members are encouraged to participate in meetings.

### **6. MISCELLANEOUS;**

a. Loaning of Sandune Archery Club, Inc. properties must have the approval of the Board of Directors.

b. Sandune Archery Club, Inc. property and/or range shall be used for Sandune Archery Club, Inc. approved events. For all other events approval by the Board of Directors must be obtain at a monthly meeting, if time allows. A fee may be required.