

CONSTITUTION AND BY-LAWS
OF THE
SANTIAGO PARK ARCHERS

Article I. Name of Organization

Section 1.01 The name of this organization shall be Santiago Park Archers.

Section 1.02 The organization shall be non-political and non-sectarian.

Section 1.03 The organization shall operate without profit.

Article II. Objectives

Section 2.01 To serve as the primary organized user of the archery range at Santiago Park in Santa Ana, California, including supervised practice, lessons, and competitive shooting events for the general public.

Section 2.02 To assist Santa Ana Parks and Recreation with programmatic guidance and maintenance of the archery range at Santiago Park.

Section 2.03 To conduct archery tournaments and adopt regulations, conditions, and methods for shooting these tournaments.

Section 2.04 To encourage a high standard of safety, responsibility, and sportsmanship in all archers.

Section 2.05 To cooperate with government and sports organizations in the support of archery.

Section 2.06 To conduct a continuous educational effort to introduce the public to archery as a competitive sport, craft, and recreation.

Section 2.07 To promote the sport of archery in its many forms and promote the safe, sane, and ethical use of the bow and arrow.

Article III. Membership

- Section 3.01 Any individual of suitable character and interests may be admitted to Santiago Park Archers, in such manner and upon such terms, conditions and procedures as may be prescribed by the Board of Directors.
- Section 3.02 Applications for membership shall be made on the form supplied by the club and be accompanied by the prescribed dues and fees.
- Section 3.03 Any member of the club may, by written request, recommend disciplinary action, even to expulsion of a member, for conduct detrimental to the club, misuse of club privileges, or action unworthy of club membership. It shall require a majority vote of the officers of the club to impose disciplinary action. The accused must be given at least ten (10) days advance notice of the hearing of his case and an opportunity to present a defense. Such disciplined member shall accept and abide by the decision of the Board of Directors. Any member expelled from the club shall forfeit all rights in any funds or property belonging to the club, and the use of the organization name shall thereafter be denied them.

Article IV. Board of Directors

- Section 4.01 The Santiago Park Archers shall be governed by a Board of Directors. The Board of Directors shall consist of five adult members in good standing.
- Section 4.02 It shall be the duty of the directors to:
- (a) Perform any and all duties imposed on them collectively or individually by this Constitution and By-Laws.
 - (c) Supervise all members and agents of the Santiago Park Archers to assure that their duties are performed properly.
 - (d) Meet at such times and places as required by these By-Laws.
 - (e) Provide meeting minutes of all board meetings.
 - (f) Invite and include agenda items for all board meetings from the general membership.
- Section 4.03 The Board officers shall be as follows, and will be elected by Santiago Park Archers members annually:
- (a) President
 - (b) Vice-President
 - (c) Secretary
 - (d) Treasurer
 - (e) Tournament Director
 - (f) Range Captain
- Section 4.04 Duties of Board Officers

(a) President:

- i) Preside at all meetings of the Board of Directors and meetings of the club as a whole, and act as executive head of the club.
- ii) Sign all written board-approved documents.
- iii) In the event that a quorum of the Board cannot be gathered to conduct urgent business of the club, the President is authorized to canvas members of the board. If this procedure does not produce a majority vote of a quorum, the presiding officer is authorized to take whatever action the Board of Directors present deems necessary, pending future review by the Board as a whole.

(b) Vice-President

- i) The Vice President shall assume the duties of the President in the absence of the President and function as an alternate signer of Board-approved documents.

(c) Secretary

- i) Keep the minutes of the Board of Directors and general membership meetings, and maintain them as a permanent record.
- ii) Maintain an up-to-date record of the bylaws.
- iii) Conduct the correspondence of the club.
- iv) Keep all official records and documents relating to the club.
- v) Maintain an accurate member roster with contact information.
- vi) Serve notice to club members of all meetings and activities.

(d) Treasurer

- i) Receive and deposit monies of the club in a Board-designated bank.
- ii) Maintain an accurate record of receipts and disbursements.
- iii) No disbursement of funds shall be made without the specific approval of the Board of Directors, except that the President and Treasurer may together approve paying a bill for current expenses. All disbursements shall be by numbered check drawn by the treasurer.
- iv) Prepare and present a statement of the financial condition of the club at each meeting of the Board of Directors.

(e) Tournament Director

- i) Plan and organize archery tournaments according to USAA or NFAA standards.
- ii) These activities are to be performed in conjunction with Santa Ana Parks and Recreation staff.

(f) Range Captain

- i) Oversee the safety of the range and ensure that the range rules are followed.
- ii) Oversee the maintenance of the archery range and targets.
- iii) These activities are to be performed in conjunction with Santa Ana Parks and Recreation staff.

- Section 4.05 Other Officers
(a) The Board of Directors shall appoint such other officers, committees, and representatives as it deems necessary and shall prescribe the duties thereof. The President, with the approval of the Board of Directors, may appoint members to fill these offices.
- Section 4.06 Remuneration of Officers
(a) No elected officer or member of the Board of Directors of the club shall receive payment from the club for services rendered by virtue of their office.
(b) This does not prohibit reimbursement for out-of-pocket expenses incurred in conducting club business, when approved by the Board. Such expenditures and reimbursements should be approved in-advance by the Board.

Article V. Board of Directors Scope and Responsibilities

- Section 5.01 It shall be the duty of the Board of Directors to see that all club activities are within the scope of the Constitution and By-Laws.
- Section 5.02 The Board of Directors shall have the power to manage all affairs of the club and make rules and regulations which are consistent with the Constitution and By-Laws.
- Section 5.03 The Board of Directors shall fill any vacancy among elected officers. Such appointment shall be for the remainder of the unexpired term.
- Section 5.04 Any member of the Board who shall be absent from three (3) successive meetings shall be deemed to have resigned as a member of the Board, and shall cease to be a member thereof, unless he offers an excuse which is satisfactory to the President.
- Section 5.05 The Board of Directors shall meet at a time and place to be decided by the Board. The meeting shall be open to all members and to others by invitation.
- Section 5.06 Three members of the Board of Directors, including the presiding officer, shall constitute a quorum and may conduct the business of the club by a majority vote of those present.
- Section 5.07 The President shall preside at meetings of the Board of Directors and shall cast the deciding vote in the case of a tie.
- Section 5.08 Meetings shall be conducted in accordance with Roberts' Rules of Order.

Article VI. Nominations and Elections

Section 6.01 Nominations

- (a) The president shall at the October meeting of each year call for nominations for the next Board of Directors.
- (b) Nominees for elective offices must verbally consent and indicate a willingness to serve.

Section 6.02 Elections

- (a) Ballots shall be made available to all members on November 1.
- (b) Election will be by a majority of votes returned from members in good standing by November 30.
- (c) The elections must be completed and announced at the December board meeting, and announced in the minutes of that meeting.
- (d) The newly elected Board of Directors will be installed at the January board meeting. They shall serve until their successors are duly elected and installed.

Article VII. Meetings and Activities

Section 7.01 The Board of Directors may schedule such meetings, shoots, classes or activities as it deems necessary to adequately serve the membership and fulfill the objectives of the club.

Section 7.03 The Board of Directors shall meet monthly to conduct club business. All members will be allowed but not required to attend. All members may submit agenda items and present to the board at these meetings.

Section 7.03 The Board of Directors shall hold an annual meeting of the general membership each June. The purpose of this meeting is to allow the club membership as a whole meeting with the Board in an open forum.

Section 7.04 At the new Board of Directors installation meeting in January, the past President shall report on their stewardship of the past year and the new President shall present goals, plans, and budget for the coming year.

Article VIII. Amendments

Section 8.01 Proposed amendments to the Constitution and By-Laws must be:

- (a) Approved by the Board of Directors
- (b) Sent directly to the membership
- (c) Approved by two-thirds majority of the ballots returned from members in good standing by the date specified on the ballot.

Article IX. By-Laws

Section 9.01 The purpose of the By-Laws is to define club rules of and regulations for membership, establishing tournaments, and regional/state/national affiliations.

Section 9.02 The recorded actions of the Board of Directors and the membership shall constitute the by-laws of the corporation.

Section 9.03 It shall be the duty of the Secretary to keep an up-to-date copy of the by-laws, and apprise the Board of Directors of possible conflicts, inconsistencies, or omissions in the by-laws.

Section 9.04 An annual review shall be made of the constitution and the by-laws each February to ensure all amendments and revisions have been incorporated.

Section 9.05 Types of Membership

- (a) Regular membership: Membership is open to all interested persons who wish to join. Continuing membership is subject to the limitations stated in the constitution and by-laws.
- (b) Family membership: Membership is open to all interested persons and immediate family who reside in the same household who wish to join. Family membership will be available for a discounted rate. Continuing membership is subject to the limitations stated in the constitution and by-laws.
- (c) In recognition of the increased time and personal commitment, Board Members are not required to pay dues as long as they are actively functioning in their role.

Section 9.06 Benefits of Membership

- (a) Members in good standing may attend all public tournaments hosted by the club free of charge.
- (b) Members may attend all club Tuesday evening shoots free of donation. Non-members are asked to donate \$2.00 at the beginning of the event to cover the cost of range maintenance and targets.
- (c) Members in good standing may attend all scheduled monthly club meetings.
- (d) Members may submit agenda items and present to the board at meetings.

- (e) Members in good standing may nominate members for the Board of Directors at the October meeting.
- (f) Members in good standing may vote during the November elections for the next Board of Directors.

Section 9.07 Associate Dues and Delinquency

- (a) The club year begins January 1. Membership dues are due and payable as of January 1 and are considered delinquent on February 1. Regular membership includes one club tee shirt. Family membership includes one tee shirt, however additional shirts may be purchased for listed family members. Members who have not paid by February 1, shall not be entitled to club privileges and must pay guest shoot fees during the period of delinquency. The delinquent member may be restored to full membership status by paying the full amount of dues.
- (b) Annual dues shall be assessed as follows:
 - (i) Adults = \$40
 - (ii) Family = \$50

Section 9.08 Work Party Commitment:

- (d) All members are asked to attend two work parties each year as a condition of their club membership.
- (e) Work parties may be called at the discretion of the Board, President, or Range Captain.
- (f) Work party activities may include range maintenance, promotional events, range operation duties, or performing tournament operations. Work party credits may be granted for work performed at the discretion of the Board.
- (g) Work party credits will be tracked for each member by the Secretary and maintained as part of the membership roster.

Section 9.09 Range Rules:

- (a) The club will assist Santa Ana Parks and Recreation staff with enforcement of the range rules and consult with them about any recommended changes or updates.
- (b) The club will demonstrate and promote archery safety to the general public by observing the range rules at all times.

Section 9.10 Facilities:

- (a) Although the club does not own or operate the facilities, it will assist with keeping them in good condition and work with Santa Ana Parks and Recreation to help identify any needs.
- (b) The club will assist with the maintenance, placement, and replacement of the range targets.
- (c) All range maintenance shall be directed or supervised by the Range Captain to ensure safety and functionality.

- (d) Club members may not alter any features of the facility without express permission from the Board of Directors and Santa Ana Parks and Recreation. Any approved improvements shall be undertaken only in full conformance with approved plans and under direction by Santa Ana Parks and Recreation.

Section 9.11 Dissemination of Information and Authorized Activities:

- (a) No member may commit the club to a contract or endorsement of any kind without first submitting a written copy to the Board of Directors and receiving its approval.
- (b) Interviews or histories of the club may not be given for publication without prior approval of the Board.
- (c) No member shall conduct or promote any activity (i.e. meetings, special events, instructional programs, etc.) in which it is implied directly or indirectly that such activity is sanctioned by the club without having first submitted a written description and receiving approval of the Board.
- (e) No member shall represent themselves as an official representative of the club unless said member is an elected officer or officially designated as a representative by the Board or by the President.

Section 9.12 Reimbursement of Expenses:

- (a) Members may be reimbursed for expenditures for purchases of materials for maintenance of the premises or operation of the club, provided:
 - i. Such reimbursement are authorized in advance by the Board, President, or Treasurer. The club is not obligated to reimburse for expenses that were not authorized prior.
 - ii. All authorizations for expenditure will be recorded in the Board meeting minutes to avoid any ambiguity over what was agreed to.
 - iii. Reimbursements will be made only upon presentation of receipts or invoices at the regular Board meeting unless prior arrangements have been made for payment.