

Johnson County Archers  
Constitution  
&  
Administrative Provisions

February 2002

Article 1  
Name, Mission Statement & Meetings

### Section 1: Name

The name of the club shall be **Johnson County Archers**.

### Section 2: Mission Statement

The Johnson County Archers mission is to promote the challenge and protect the values of bowhunting, by educating hunters and non-hunters alike, by promoting fair chase, ethics and bowhunting skills by the example we set. To encourage the use of the bow in hunting, and archery as a sport. To promote bowhunting and 3-D archery as a sport that the whole family can enjoy for a lifetime, where the entire family or simply the kids can enjoy the sport of archery under the guidance of experienced shooters. To promote the spirit of good fellowship among all archers.

### Section 3: Meetings

1. Annual Meeting - The annual meeting of the members shall be held at such date, time and place as may be fixed by the Board of Directors, for the purpose of electing directors and for the transaction of such other business as may come before the meeting. This is the only meeting at which the by-laws of the club can be changed. Also, election of officers will also take place at this meeting.
2. Annual Banquet - The annual banquet of the members shall be held at such date, time and place as may be fixed by the Board of Directors.
3. Regular Meetings - A monthly meeting of the membership shall be held at such time, date and place as assigned by the Board of Directors.
4. Special/Emergency Meetings - The President, the Board of Directors or not less than ten percent (10%) of the voting membership can call a special/emergency meeting. Time, date and place of this meeting shall be set by the President. If ten percent (10%) of the voting membership wish to call the meeting, they must notify the President in writing. The President shall notify all voting members, seven (7) days in advance of these meetings.

### Section 4: Voting Privileges

Each membership class shall carry one (1) vote during a meeting.

### Section 5: Quorum

Ten percent (10%) of the members entitled to vote, represented in person (no proxy), shall constitute a quorum at a meeting of members.

### Section 6: Meeting Procedures

All club meetings shall be governed by Roberts Rules of Order.

Article 2  
Membership

### Section 1: Club Membership & Dues

1. Family Membership: A family membership shall be available to any adult, eighteen (18) years of age or older and may include their spouse and/or dependents as defined by the Internal Revenue Service, who have paid the established dues. The dues for a Family membership has been established at \$40 per year.
2. Adult Membership: An Adult membership shall be available to individuals eighteen (18) years of age or older who have paid the established dues. The dues for a Adult membership has been established at \$25 per year.
3. Student/Junior Membership: A Student or Junior membership shall be available to individuals that are currently enrolled in a higher education institution, still in High School or who have not yet attained their eighteenth (18) birthday, who have paid the established dues. The dues for a Student/Junior membership has been established at \$15 per year.
4. After the first years membership has been paid, the club member may elect to renew their membership to the following April by taking advantage of a prorated payment scale. The scale to be setup by the Board of Directors and voted on by the membership.

### Section 2: Qualifications for Membership

1. Non Discrimination - Membership shall not be denied to individuals based on race, creed, sex, national origin or disability.
2. Membership Orientation - All prospective members must complete a Membership Orientation session with a club officer prior to their acceptance into membership.
3. Class Criteria - Membership shall not be granted until the established criteria and dues for the class of membership applied for have been met and paid in full.

### Section 3: Standards of Conduct

1. Responsibilities - All members of any class of membership must conduct themselves in accordance with the Constitution as adopted by the membership and the directives of the Board of Directors. These include, but are not limited to, maintenance of an assigned target area and staffing of club events.
2. Violations - Any member of any class of membership whose conduct has been determined to be detrimental to the interest or reputation of the Johnson County Archers, may be suspended or expelled from membership by the Board of Directors after due notice of the charge and an opportunity for defense has been given the accused. In the event of such an action, any unused portion of the individual's dues shall be forfeited.

### Section 4: Membership Dues

1. Establishing Dues - The membership dues shall be reviewed and assigned to each class of membership annually by the Board of Directors.
2. Membership Renewal - Application and dues for all membership renewals shall be payable no later than the individuals membership anniversary date. Any member in arrears more than thirty (30) days shall be considered to have lapsed in their membership and shall forfeit all benefits and privileges of membership. Members who have lapsed in their membership do not qualify for renewal and must reapply for membership.

Article 3  
Board of Directors

### Section 1: General Power

The activities, policies and property of the organization shall be managed by the Board of Directors.

### Section 2: Number

The Board of Directors shall consist of not less than six (6) nor more than twelve (12) Directors, the specific number to be set by resolution of the Board of Directors. The number of directors may be changed from time to time by amendment to this Constitution, provided that no decrease in the number shall have the effect of shortening the term of any incumbent Directors.

### Section 3: Qualifications

Directors shall be paid members in good standing with the club. Directors may have such other qualifications as the Board of Directors may prescribe by amendment to this Constitution.

### Section 4: Election of Directors

1. Nominations - Nominations for the Board of Directors will be accepted at the Annual meeting. All candidates must acknowledge and accept nomination.
2. Time and Place - Elections shall be held at the Annual Meeting immediately following nominations.
3. Installation of Directors - Ceremonial installation of the newly elected Board of Directors shall be performed at the Annual Meeting.

### Section 5: Term of Office

Unless specified at time of election, the Term of Office for a Director be two (2 ) year.

### Section 6: Job Descriptions

By resolution, the Board of Directors may set specific job descriptions for each Board position, prior to the acceptance of nominations for the election of the Board members for the following year. Changes are effective upon the installation of a new Board of Directors. Written job descriptions for each Board position shall be filed with the Secretary.

### Section 7: Regular Meetings

By resolution, the Board of Directors may specify the date, time and place for the holding of regular monthly meetings without other notice than such resolution.

### Section 8: Special Meetings

Special meetings of the Board of Directors or any committee designated and appointed by the Board of Directors may be called by or at the request of the President or any two (2) Directors or in the case of a committee meeting, by the chairperson of the committee, not less than five (5) days prior. Special meetings may be held in conjunction with, but not in place of monthly general meetings.

### Section 9: Place of Meetings

All meetings shall be held at such place designated by the Board of Directors or by any persons entitled to call a meeting.

#### Section 10: Quorum

A majority of the number of the Board of Directors fixed by or in the manner provided by this constitution shall constitute a quorum for the transaction of business at any Board meeting. If a quorum is not present at a meeting, a majority of the Board of Directors present may adjourn the meeting from time to time without further notice. If a meeting convenes with a quorum, those present may conduct valid business, even if early departures leave less than quorum.

#### Section 11: Resignation

Any Director may resign at any time by delivering written notice to the President or the Secretary or by giving oral or written notice at any meeting of the Directors. Any such resignation shall take effect at the time specified therein or if the time is not specified upon delivery thereof and unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

#### Section 12: Removal

1. Removal By Board - Any Board member who fails to attend three (3) consecutive meetings of the Board may be removed from the Board of Directors by an affirmative vote of the majority of the remaining Directors.
2. Removal By Members - At a special meeting of the members called expressly for that purpose, one (1) or more Directors (including the entire Board of Directors) may be removed from office, with or without cause, by the affirmative votes cast by two-thirds (2/3) of the total membership then entitled to vote on the election of Directors.

#### Section 13: Vacancies

A vacancy in the position of Director created by the death, resignation, removal, disqualification, creation of a new position or any other cause may be filled by the affirmative vote of a majority of the remaining Directors though less than a quorum of the Board of Director. A Director who fills a vacancy shall serve for the unexpired term of his or her predecessor.

#### Section 14: Compensation

The Directors shall receive no compensation for their service as Directors but may receive reimbursement for expenditures incurred on behalf of the club.

#### Section 15: Expenditures

Only the Board of Directors or any individual designated by the Board of Directors, shall have the authority to incur expenditures of funds. Expenditures by an individual, in excess of one hundred dollars (\$100) must be submitted to the Board of Directors for approval. Single expenditures by the Board of Director in excess of one thousand dollars (\$1000) must be submitted to the membership for approval. Gifts to non-profit/charity organizations must be approved by the Board of Directors.

Article 4  
Club Officers

### Section 1: Number and Qualifications

The officers of the club shall be members of the Board of Directors and be comprised of a President, Vice President, Secretary, Treasurer, Safety Officer, Public Relation Officer and an Operations Officer...each of whom shall be elected by the membership.

### Section 2: Election and Term of Office

The officers of the club shall be elected each year by the membership at the annual meeting. Unless an officer dies, resigns or is removed, he or she shall hold office for one (1) year.

### Section 3: Resignation

Any officer may resign at any time by delivering written notice to the President or the Secretary or by giving oral or written notice at any meeting of the Board of Directors. Any such resignation shall take effect at the time specified therein or if the time is not specified, upon delivery thereof and unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

### Section 4: Removal

Any officer may be removed from office by the Board of Directors or by the members in the same manner as Directors are removed.

### Section 5: Vacancies

A vacancy in any office created by the death, resignation, removal, disqualification, creation of a new position or any other cause may be filled by the affirmative vote of a majority of the remaining Board of Directors though less than a quorum of the Board of Directors. An officer who fills a vacancy shall serve for the unexpired term of his or her predecessor.

### Section 6: President

The President shall be the chief executive officer of the club and subject to the Board of Director's control, shall supervise and control all of the assets, business and affairs of the club. The President shall preside over meetings of the members and the Board of Directors. In general, the President shall perform the duties incident to the office of President and such other duties as are assigned to her/him by the Board of Directors from time to time.

### Section 7: Vice President

In the event of the death of the President or her/his inability to act, the Vice President shall perform the duties of the President, except as may be limited by resolution of the Board of Directors, with all the powers of and subject to the restrictions upon the President. The Vice President shall maintain membership records and notify members when membership renewal is due. The Vice President shall perform such other duties as from time to time may be assigned by the President or the Board of Directors.

### Section 8: Secretary

The Secretary shall: (a) keep the minutes of the members and the Board of Directors and minutes which may be maintained by committees of the Board; (b) see that all notices are duly given in accordance with the provisions of the By-laws or as required by law; (c) be custodian of the club's records; (d) keep records of the mailing address and class, if applicable, of each member and Director and of the name and mailing address of each officer; (e) in general, shall perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned to her/him by the President or the Board of Directors.

#### Section 9: Treasurer

The Treasurer shall have charge and custody of and be responsible for all funds, securities and disbursements of the club; receive and give receipts for moneys due and payable to the club from any source whatsoever and deposit such moneys in the name of the club in banks, trust companies or other depositories selected in accordance with the provisions of the By-laws; prepare, present to the Board of Directors and make available to the membership monthly and annual financial reports. The Treasurer shall preside over meetings of the members and Board of Directors in the absence of the President and Vice President. In general, the Treasurer shall perform all duties incident to the office of Treasurer and such other duties as from time to time may be assigned to her/him by the President or the Board of Directors.

#### Section 10: Operations Officer

The Operations Officer is responsible to oversee all activities at Club events. The Operations Officer will organize all operations of the Clubs range, including maintenance of the range, the Clubs targets, the ranges target areas and parking during club events. The Operations Officer will coordinate, schedule and keep records of the member's maintenance duties. The Operations Officer shall perform such other duties as from time to time may be assigned by the President or the Board of Directors.

#### Section 11: Safety Officer

The Safety Officer is responsible for the general safety of the clubs members and public. The Safety Officer duties will include supervising safety at all club events, which include overseeing the course, any services provided at the events, parking, food preparation and any equipment being used. The Safety Officer will work with the Clubs insurance provider to insure that the club is in compliance with all safety issues and to renew the clubs insurance policy. The Safety Officer will communicate with the Universities personnel on the Clubs safety issues. The Safety Officer shall perform such other duties as from time to time may be assigned by the President or the Board of Directors.

#### Section 12: Public Relations Officer

The Public Relations Officer will be in charge of all publicity involving the Club. The Public Relations Officer is involved with the positive promotion of the Club and our sport. The Public Relations Officer shall actively promote and solicit membership by mailings, telemarketing, and other means approved by the Boards of Directors. The Public Relations Officer will build relationships with area businesses and Club supporters to solicit donations for the Club. The Public Relations Officer is responsible for organizing efforts to inform the members and public at Club events, including maps and directional signs to the events, along with information at the Club events for parking, restrooms and other services that might be available. The Public Relations Officer shall perform such other duties as from time to time may be assigned by the President or the Board of Directors.

#### Section 13: Trustee

The Trustee will serve as a member of the Board. The Trustee shall perform such other duties as from time to time may be assigned by the President or the Board of Directors.

Article 5  
Amendments

### Section 1: Procedure

Amendments to these By-laws shall be made by the process of the Board of Directors adopting a resolution setting forth the proposed amendment and directing that it be submitted to a vote at a meeting of members having voting rights. Written notice setting forth the proposed amendment or a summary of the changes to be effected by it shall be given to each member entitled to vote at the meeting in accordance with the by-laws and applicable law. The proposed amendment shall be adopted upon the vote of at least two-thirds of the membership.

### Section 2: Effective Time

Any amendment to this constitution shall become effective upon approval or on a later date specified within the amendment.