

# **NEW CASTLE HUNDRED ARCHERS CLUB CONSTITUTION AND BYLAWS**

## **ARTICLE ONE**

### **PURPOSE:**

**Section 1.1:** The name of this Organization shall be "New Castle Hundred Archers Club" (hereinafter known as the "Club"). The Club is a "not-for-profit" corporation in the state of Delaware.

**Section 1.2:** The purpose of this Club shall be:

- A.** To establish, and maintain, both programs and facilities to support the sport of archery.
- B.** To actively promote the sport of archery and good sportsmanship amongst Club members, associations, and members of the community.
- C.** To hold archery shoots and tournaments for members, guests, and/or the public.
- D.** To promote hunting and fishing and the conservation of natural resources.
- E.** The Club shall not engage in any political lobbying or raise funds for any political candidate.

**Section 1.3: Non-Discrimination:**

The Club does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provisioning of services. The Club is committed to providing an inclusive and welcoming environment for all Members, staff, volunteers, subcontractors, vendors, and clients. Members exhibiting discriminatory behavior may be subject to suspension of membership privileges as outlined in Section 2.3 Club Rules and Suspension of Membership.

## **ARTICLE TWO**

### **MEMBERSHIP TYPES & DETAILS:**

**Section 2.1: Membership and Dues**

- A.** Safety Training – Candidates for new membership are required to complete safety training provided by an authorized Club member before being granted membership status and access to Club privileges. Safety Training material is available in Appendix A for members to review.
- B.** Initiation Fees - Candidates for new membership shall pay an initiation fee of one hundred fifty dollars (\$150.00) upon initial submission of the application for membership. Membership dues are payable at the same time as the initiation fee. Candidates for new membership may obtain temporary membership by submitting their dues, initiation fee and application to designated officers. At this time the candidate will be given the combination to the gate and be able to use the club's outdoor range and facilities if they have already completed their Safety Training. Their membership must be voted on at the next regularly held meeting at which time they may receive their key to the clubhouse and other Club privileges of new members.
- C.** Initiation Fee Waivers - Initiation fees for rejoining members may be waived upon review by the Board of Directors under the following conditions:

1. **Company Transfer.** If a member in good standing is transferred by their employer for a period of one year or longer, the member may rejoin upon approval by the Board of Directors and the initiation fee may be waived. Two officers should be familiar with the circumstances or a letter from the employer documenting the transfer should be required.
  2. **Personal Injury.** If a member in good standing has an illness or injury which prevents him/her from shooting a bow for a period of one year or longer, he/she may rejoin upon approval by the Board of Directors and the initiation fee may be waived. Two officers should be familiar with the circumstances or a letter documenting the injury should be obtained from the member's doctor.
  3. **Loss of Employment.** If a member in good standing becomes unemployed or is laid off for a period of six months or longer, the member may rejoin upon review by the Board of Directors and the initiation fee may be waived. Two officers should be familiar with the circumstances or a letter from the employer noting the termination or layoff is required.
- D. Regular Membership –** As of September 1<sup>st</sup> 2022 dues for Regular members shall be one hundred dollars (100.00) per year payable before the annual meeting is called to order each year. Dues for new Regular Membership shall be prorated as follows:
1. January thru June - \$100.00
  2. July thru September - \$50.00
  3. October thru November - \$25.00
  4. December – \$100.00 to include following year
- E. Late Renewals -** A twenty-five dollar (\$25.00) late-fee penalty will be assessed on members not paying by February 1<sup>st</sup>. These members must be paid in full including penalty by March 1<sup>st</sup> or their membership will be terminated.
- F. Lifetime Memberships –** A Lifetime Membership is available for 10 times the amount of the current regular annual dues. Current Members who have paid their normal annual dues for the current year will have the normal annual dues amount credited to the cost of their Lifetime Membership. Dues must be paid at the time of application or membership conversion; however, the Lifetime dues can be split over two (2) equal payments. The first payment shall be paid at the time of application or conversion with the second payment due within five (5) months. Members joining or converting to a Lifetime Membership after October 1<sup>st</sup> 2022 must complete five (5) work hours per year.
- G. Retired Members –** Twenty (20) year members having reached the age of sixty-five (65) shall pay five (5.00) dollars annual dues. Retired Members are excused from work hours and may work at their discretion.
- H. Senior Memberships -** Candidates and members sixty-five (65) years or older who do not qualify for Retired membership status shall receive a discount of fifty percent (50%) on annual dues payable in the same manner as other new and regular members. Candidates will, however, be charged the full initiation fee. Senior memberships are pro-rated so those joining July thru October pay 50% of the Senior membership dues. All members new to a Senior Membership as of January 1<sup>st</sup>, 2014 shall be responsible for a minimum of five work hours annually until they have reached the age of 70. Senior members aged 70 and over are excused from work hours and may work at their discretion. Senior members can sell calendars at their own discretion but are not required to do so.
- I. Group Memberships –** Special memberships are available to groups such as boy scouts, girl scouts, and other groups as approved by the board of directors. Group memberships shall include up to five (5) individuals and will pay one initiation fee and one annual dues amount per group. Group Memberships are responsible for a minimum of ten (10) work hours. Group members are also

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responsible for one (1) calendar per year per member of the group. Any individual who is part of or formerly part of a group membership and wants to become a Regular member must pay the initiation fee and dues to become a Regular member.

- J. Gratis Memberships - A Yearly Gratis or Lifetime Gratis Membership may be requested by members for significant work done by a nonmember. Initiation fee, annual dues, work responsibility costs, and all membership rights are included in the award. A Gratis membership will be recommended at the discretion of the board with confirmation by majority vote of membership at a monthly meeting. Gratis Members are excused from work hours and may work at their discretion. Gratis memberships shall be reviewed annually for continued eligibility by the Board of Directors.
- K. Associate Memberships – Associate members have not pledged to do the annual duties of the Club and therefore are not required to do work hours or sell fundraising calendars. However, Associate members may not vote or hold office or committee chair positions, but may use the Club at any time. This membership carries a monthly cost of \$55.00/month after the initiation fee described in Section 2.1.B. Autopay utilizing a credit card must be enabled for this membership and the full cost applies for any portion of a month in which the membership is active. Late payments carry a 25% late fee. Only 30 Associate memberships are available at any given time.
- L. Exceptions for Hardships - Members with special financial problems may be given an extension to the dues payment deadline at the discretion of the Membership Secretary. The Board of Directors may recommend waiving any existing member's dues for the year if a hardship exists.
- M. Dues may only be refunded because of extenuating circumstances after review and approval by the Board of Directors. The amount of the refund is at the discretion of the Board of Directors.
- N. The Club member is the person whose name appears on the application. Family members are included under the membership and have full use of the facilities but are not members. Family members under 18 must be supervised by an adult.

**Section 2.2: It will be the responsibility of the Membership Secretary to screen all applications for completeness and clarity.**

- A. Membership Limit: Membership shall be limited to two hundred (200) regular paying members. Life, Retired, Senior, and "Gratis" members are not included in the two hundred limit.
- B. Gratis members who wish to become regular paying members shall be granted all Club privileges until an opening in the Membership Limit is available for a maximum of two years.
- C. Retired member status shall be available to members who have been regular members for twenty (20) or more years and have reached the age of sixty-five (65).
- D. Members' spouses, children and grand-children (until age 18) shall have use of the facilities of the Club under the supervision and responsibility of the parent member of the Club.
- E. Children/grand-children of members, upon reaching the age of eighteen (18), may join the Club without an initiation fee.
- F. Invited guests may, in general, accompany a Regular, Life, or Retired member to the Club without charge one time during any calendar year. Additional guest visits pay a fee of \$10 per visit. At a member's request, the Board of Directors may change the fee for extended guest visits or extenuating circumstances.

ARTICLE THREE

**MEMBER RESPONSIBILITIES:**

**Section 3.1:** The Board of Directors shall be responsible for management and implementation of this Article in the Constitution and Bylaws, as entitled above.

**Section 3.2:** All members except persons named in Item D shall be responsible for a minimum of ten (10) work hours for the Club. A work hour is defined as any unpaid hour spent performing tangible actions which benefit and/or improve the Club for its Members.

- A.** Performing the duties of a Club Officer counts as work hours.
  - 1. Members holding officer positions will earn one (1) work hour per every required meeting they attend, regardless of the actual duration of the meeting.
- B.** Heading or working on a Committee and performing those respective duties counts as work hours.
- C.** If it is unclear if something should count as work hours, an authorized individual will review and decide.
- D.** Certain members shall be excused from work responsibilities.
  - 1. Medically incapacitated persons may be excused by the Board of Directors: the Board is responsible for identifying, excusing, and/or providing alternate work for such medical cases.
  - 2. Persons granted Gratis Membership status for services rendered are excused for the duration of that membership.
  - 3. Gratis, Associate, and/or Retired Members may work at their discretion.
  - 4. Life Members joining or converting after September 1, 2022 must complete five (5) work hours per year. Those who joined or converted prior to September 1, 2022 are not required to complete work hours.
- E.** Work parties are scheduled at the discretion of the Board of Directors as recommended by the appropriate committee chairpersons. Hours worked by each party member are confirmed by an officer and recorded by the Membership Secretary and tracked for upcoming annual dues.
- F.** Work completed during times other than work parties must be approved by an elected officer of the Club prior to the beginning of such work and confirmed by the same officer after the work is completed. Approved work order forms must be used.
- G.** Members who sign up to work shoots, tournaments, and work parties who are unable to fulfill their commitment must give 48 hours notice so that a replacement can be found. Failure to do so will result in a penalty of two (2) additional work hours.
- H.** The Membership Secretary will bill the members who have not completed their work hours in addition to their dues. Members may pre-pay their unworked hours at a rate of eighteen dollars (\$18.00) per hour before November 30th. After that date, unworked hours must be paid off at a rate of twenty dollars (\$20.00) per hour.

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- I.** Payment for work hours will be made by members in the same manner and under the same condition as the regular payment of dues. Members who owe work hours from previous years must fulfill or pay the work hour delinquency rate prior to membership renewal or re-joining.
- J.** New member work responsibility requirements are prorated during the year as shown below when joining in the following months:

January through June	Ten (10) hours
July through September	Six (6) hours
October through November	Three (3) hours
December	Zero (0) hours

- K.** New Senior members aged 65-70 years at the time of application work requirements are prorated as shown below when joining in the following months:

January thru September	Five (5) hours
October and November	Three (3) hours

**Section 3.3:** All members must contribute to Club fund raising efforts each year. A lottery calendar is the chosen method of fund raising. Every member is required to sell or buy (3) per year. The Regular, Group and Pre-Paid memberships are responsible to sell at least 3 each. Lifetime memberships purchased/awarded after March 1, 2016 are also required to participate in the fund raising effort. Calendar money not received by September 30th will be added to the following year's membership renewal fees. If a member has financial, health or other extenuating circumstances the Board of Directors may waive their calendar responsibilities at the Board of Director's discretion.

- A.** Calendars will be pro-rated as follows. Those joining:

- |                          |                                                                   |
|--------------------------|-------------------------------------------------------------------|
| 1. January thru June     | Three (3) Calendars                                               |
| 2. July thru September   | Two (2) Calendars                                                 |
| 3. October thru November | One (1) Calendar for the following year                           |
| 4. December              | Three (3) Calendars will be applied to the following year's Sales |

**Section 3.4:** Members who exceed their required responsibilities and perform additional work hours or sell additional calendars are eligible for prizes as a reward for their efforts on behalf of the Club.

- A.** The member who completes the most work hours in a given year shall receive two hundred dollars (\$200).
- B.** The members with the next two highest amounts of completed work hours for the year shall each receive one hundred dollars (\$100).
- C.** The three (3) members with the most calendar sales in a given year shall each receive one hundred dollars (\$100).
- D.** Any member who completes at least ten (10) work hours beyond what is required of them for their membership type will earn a raffle entry. The raffle will be drawn at the Annual Meeting, and the winner will receive one hundred dollars (\$100).
1. For members who requested and were approved to do work hours instead of calendars per Section 3.3.B, those additional work hours must be completed before additional work hours can be counted towards the raffle entry. Example: a Regular member using this option would

have to complete 30 work hours to earn the raffle entry – 10 for their membership type, 10 in place of their calendars, and another 10 to earn the raffle entry.

**Section 3.5: All members must abide by the below Club Rules & Suspension of Membership terms. The following Club rules are in no way meant to be a comprehensive list of all possible violations.**

- A. Hunting and/or discharging firearms is forbidden on Club property. Broad head arrows may be shot only in the specified area.
- B. There shall be no cutting down of trees (except for downfalls and target interference), defacing of property, or building of stands or platforms without written permission from the Board of Directors. Noncompliance shall result in immediate suspension.
- C. Any member initiating an act of physical aggression and/or harassment on Club property involving another person shall be suspended for a period to be determined by the Board of Directors. Any non-member shall be barred from Club property.
- D. Recreational drug and/or alcohol possession or usage, or being under the influence of either, is prohibited on club property. Alcohol will only be permitted at events explicitly designated as such by the Board of Directors. All ranges and courses are to be closed and use of archery equipment is strictly prohibited during those specially sanctioned events.
- E. Member Conduct – The Club is committed to maintaining cooperative work, training, and sports environments in which there exists mutual respect for all archers, coaches, judges, and other officials. We are committed to creating a safe and positive environment for all archers and participants involved in this sport, free of misconduct.
- F. Suspension of Membership: Members are expected to follow the Club rules and act in a moral and respectful manner. Failure to do so shall result in a hearing conducted by the Board of Directors.
  - 1. Any member with just cause and reason may present written charges to the Board of Directors against another member within 15 days of an alleged incident.
  - 2. The Club President or a Board Member will immediately make the accused member aware of the allegations.
  - 3. The Board of Directors will hold a hearing with each party individually (the accuser, and the accused) respectively in a private closed meeting and render a decision in less than two weeks.
  - 4. The decision of the Board of Directors is final.

**Section 3.6: Voting**

- A. At all meetings, Officers and members in good standing are entitled to one vote per membership and that voting member is the member indicated on their membership application. Good Standing shall mean that they are not in arrears for any dues, work hours or calendars. If a member is not able to attend the meeting, where a vote is required, they may designate another adult member of their household to vote on behalf of the membership. Members with less than two (2) years of tenure cannot vote on Constitutional and property provisions but all other membership privileges shall remain the same.

**Section 3.7: Summary Table**

- A. A summary of member responsibilities by Membership type is shown in the table below. However, this table is not all-encompassing; review Articles 2 and 3 for additional details.

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Membership Type	Required Annual Work Hours	Required Annual Fundraising
Regular	10	Sell or buy 3 calendars
Lifetime	5 (post October 2022)	Sell or buy 3 calendars (post October 2016)
Retired	0	None
Senior	5 (until age 70, then 0)	None
Group	10	Sell or buy 1 calendar per group member
Gratis	0	None
Associate	0	None

### ARTICLE FOUR

#### OFFICERS:

**Section 4.1:** The officers of the Club are as follows: President, Vice President, Recording Secretary, Membership Secretary, Treasurer, Sergeant at-Arms, Marketing & Website Secretary, and seven Directors.

- A. All officers except Directors and the President will hold office for a period of one (1) year.
- B. The President will hold office for a period of two (2) years.
- C. The seven Directors will hold office for a period of three (3) years.
- D. The Treasurer and two current officers are the "official signers" of any documentation of or for the Club. Two official signatures (as previously defined) are required for Club documentation before such documentation is deemed official. For efficient operation, only one signature by either of the two officers who are designated signees, or Treasurer is required for checks drawn on Club accounts.

**Section 4.2:** Duties of Officers - Attached Guidelines for the duties of officers and committees may be revised at the recommendation of the Board of Directors by a simple majority vote at any regular, annual, or special meeting.

#### A. President

- 1. The President shall preside at and direct all Club meetings (excluding Board meetings), enforce rules and, in the case of a tie in voting, cast the deciding vote.
- 2. The President shall recruit a chairperson for any committee and serve as ex-officio of such committee.
- 3. The President shall secure a Club officer to hold meetings in the absence of the President and Vice President.
- 4. The President shall recruit at least four (4) archery chairpersons to manage the following events as outlined in the attached Guidelines for the Duties of the Archery Chairpersons: 3-D, Instructional Archery, Field Archery, and Target Archery.
- 5. The President may obtain permission to make emergency purchases between meetings by a majority vote of the Board of Directors.

#### B. Vice President

- 1. The Vice President shall service and perform the duties of the President in the absence of President.
- 2. The President and the Vice President positions may not be held by the same person simultaneously.

**C. Recording Secretary**

1. The Recording Secretary(s) shall keep minutes of the club's meetings and ensure their publication.
2. The Recording Secretary(s) shall prepare and issue newsletters at the direction of the Board.
3. The Recording Secretary(s) position can / will be held by more than one person as needed.
4. At least one Recording Secretary is expected to be in attendance at all Club meetings.

**D. Membership Secretary**

1. The Membership Secretary shall screen all applications for completeness and clarity.
2. The Membership Secretary shall maintain a list of all Current members with membership and contact information.
3. The Membership Secretary shall maintain a list of all Club members regarding all monies paid.
4. The Membership Secretary shall maintain a list of all Club members work hour history.
5. The Membership Secretary shall maintain a list of all Club members' key card ownership information.
6. The Membership Secretary shall bill all members annually, collect fees and dues.
7. The Membership Secretary shall provide a membership report at each regular meeting and at other times as directed by the President.
8. The Membership Secretary shall submit monies received to the Treasurer along with receipts for same.
9. The Membership Secretary is expected to attend the Annual Meeting, and is recommended to attend the monthly membership meetings.

**E. Treasurer**

1. The Treasurer shall be the custodian of the club's monetary assets.
2. The Treasurer shall deposit all monies received at a recognized bank.
3. The Treasurer shall make a report at each regular meeting or as directed.
4. The Treasurer shall be responsible for all matters related to Credit Card Activities.
5. The Treasurer shall make payment of money as authorized and approved by the membership with the following exceptions:
  - i. Routine bills for operating expenses may be paid without prior authorization but must be approved at the next scheduled meeting.
6. The Treasurer is expected to attend the Annual Meeting, and is recommended to attend the monthly membership meetings.

**F. Sergeant-at-Arms**

1. The Sergeant-at-Arms shall preserve order at meetings of the Club and verify credentials.
2. The Sergeant-at-Arms is expected to attend the Annual Meeting, and is recommended to attend the monthly membership meetings.

**G. Directors**

1. The Board of Directors (Board) shall have the power to manage all affairs of this club, and to make all contracts necessary for the proper transaction of all business.
2. The Board shall have jurisdiction over all matters pertaining to care, conduct, control, maintenance and supervision of the property, buildings, and facilities and all appropriations shall be approved by it.
3. Any new buildings or projects and any changes to the Constitution must be approved by the membership at a regular monthly meeting, or at a special meeting if called. The Board shall present a specific proposal to the members at the appropriate meeting. This proposal will be based on the Board's research, committee reports, and information from interested members. It cannot be changed or altered on the floor except by the Board of Directors, who may or may

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not accept suggestions from the members present. If a proposal is rejected, it shall be the responsibility of the Board to develop an alternative for future consideration. If any member decides that a particular matter is not receiving due consideration by the Board, a special meeting can be called for discussion and a decision by the membership.

4. Specific duties of the Board include the following items:
  - i. Financial budget and appropriations.
  - ii. Waiver of initiation fees.
  - iii. Dues responsibilities.
  - iv. Membership.
  - v. Maintenance and disbursement of funds for maintaining and/or improving the facilities.
  - vi. Recommend changes to Guidelines for the duties of officers and committees.
  - vii. Work with the Archery Committee heads to set a shoot schedule as needed.
5. The Board of Directors meeting is a closed meeting. However, any member may request and will be granted the opportunity to appear before the Board at a scheduled meeting.
6. The board of Directors shall meet once each month or more often if deemed necessary by the president or at least two (2) Board members. Board members are expected to attend Board meetings and the Annual Meeting, and are recommended to attend the monthly membership meetings.
7. The Board of Directors shall elect their chairperson each year during the period after the newly elected directors have assumed office on February 1 and before the regular March membership meeting. The Board Chairperson shall direct all Board meetings.
8. For Board meetings, a quorum will consist of four (4) Board members. In the event of a tie vote by the Board of Directors, the President shall be called upon to cast a tie breaking vote. Due to this tie-breaking responsibility, the President may not also be a Director.
9. In matters up for Board vote, any acting Board members with a financial interest in the outcome of the Boards decision must disclose their interest before voting. In the case where the decision is subsequently voted on by the membership, the Board members' interest in the matter must also be disclosed to the membership.

**Section 4.3:** Any officer who shall be absent from three (3) consecutive meetings, unless the officer has offered an excuse for such absences which is satisfactory to the membership, shall be deemed to have resigned as an officer and shall cease to be an officer. Appointment of a new officer shall be made by the President at any meeting, subject to approval of the majority of the members present, to fill said unexpired term of office.

**Section 4.4:** All officers are expected to maintain consistent and effective communication with each other, Committees, and the general Membership. Recommended methods of doing so are available in Appendix B.

## ARTICLE FIVE

### ELECTION OF OFFICERS:

**Section 5.1:** The following officers of this Club shall be elected at the annual meeting each year: President, Vice President, Recording Secretary, Membership Secretary, Treasurer, Sergeant-at-Arms, Marketing & Web Secretary and up to seven Directors depending on term expirations.

- A. Election shall be by secret ballot and plurality vote of membership present at the annual meeting.
- B. Nomination of officers shall be made from the floor at the annual meeting.

- C.** Duly elected officers shall be installed and assume their duties of office at the annual meeting. A newly elected President shall assume the office of President under New Business and recruit his/her chairpersons and committees for the following year.
- D.** The Board of Directors shall consist of seven (7) directors. Two (2) or three (3) new directors shall be elected (or re-elected) each year to replace those ending their three year term.

## **ARTICLE SIX**

### **MEETINGS:**

- Section 6.1:** The membership shall hold its regular meetings on the second Tuesday of each month at 7pm with the exception of January where the Annual Meeting replaces the regular meeting.
- Section 6.2:** The annual meeting of this Club shall be held on the Second Saturday in January at 6pm, unless a different time is approved by the Board and all members are given at least 30 days notice of the new date and time of the meeting.
- Section 6.3:** A special meeting shall be called by a signed petition of 35 percent (35%) of the membership or by seven (7) elected officers. Notification of the membership of any special meeting and its purpose will be made 14 days prior to the meeting.
- Section 6.4:** The quorum of this Club at any regular, annual or special meeting, except as stated in Section 8.1, shall consist of seven (7) members of which at least four (4) shall be officers.
- Section 6.5:** All meetings shall be conducted according to parliamentary law, as stated in Robert's Rules of Order.
- Section 6.6:** The order of business at regular meetings shall be as follows, unless it shall be suspended or altered by a two-thirds vote of the membership:
- a. Call to order by the presiding officer.
  - b. Roll call of the officers present and quorum call.
  - c. New membership.
  - d. Reading of the Recording Secretary's minutes.
  - e. Treasurer's report.
  - f. Membership Secretary's report.
  - g. Committee reports.
  - h. Correspondence.
  - i. Unfinished business.
  - j. New business.
  - k. Announcements.
  - l. Adjournment.
- Section 6.7:** In the event any meeting falls on an unsuitable day, it may be rescheduled for another date as approved by the Board, provided that all members are given two (2) weeks notice of the alternative date.

## **ARTICLE SEVEN**

### **COMMITTEES:**

- Section 7.1:** The chairperson of each committee is appointed by the President.

### Section 7.2: Standing Committees

A. There shall be the following standing committees as needed:

1. 3D Archery – Propose the 3D schedule for the year and work with the board of directors to adjust the schedule to avoid conflicts with other events of the club or outside the club. Make sure certificate of insurance is sent to the IBO each year naming them as co-insured and that the IBO club membership dues are paid. Make sure each 3D shoot is staffed with club members to do registration, kitchen (in concert with kitchen chairperson), target setup and target take down. Make sure there is supervision for these workers. Make sure that the trophies needed are ordered by the appropriate date.
2. Instructional Archery – The chairperson's responsibilities include the coordination of all instructors for public and private lessons, private events and private parties. Maintain instructional equipment (bows and arrows) and ensure all required instructor certifications are current.
3. Junior Olympic Archery Development - The JOAD chairperson shall be responsible to design and oversee an instructional program to meet and conform to the objectives of the USA Archery JOAD program.
4. Tournaments – The Tournaments Committee Chairperson and committee are responsible for scheduling, organizing, and running Target Archery competitions. This includes ensuring indoor and outdoor tournament bales are in acceptable condition for tournament-play; procuring tournament supplies such as target faces, target stands, awards, clocks, etc.; working with the Marketing and Website Committee to advertise events; and other duties to host successful tournaments.
5. Field Archery – The Field Archery Chairperson and committee are responsible for scheduling field shoots and to coordinate with the building, grounds and property chairpersons, the maintenance or improvements to the field course.
6. Building and Grounds Maintenance - Propose maintenance projects and work parties to maintain the club buildings and grounds. Propose and work with the property committee in implementing property improvements that address maintenance needs. Specific duties include
  - a. Maintain shooting lanes at permanent target locations and trim trees and brush as needed.
  - b. Cut grass.
  - c. Clear waterways.
  - d. Maintain driveway and parking lot and ensure that ditches are kept open to allow adequate surface drainage.
  - e. Maintain signage at entrance.
  - f. Make or arrange for minor building repairs.
  - g. Recommend work parties as needed for these maintenance areas and organize the work to be done.
7. Kitchen – Arrange for the purchase, preparation and service of all food at the club sponsored events including tournaments, the annual meeting and the annual crab feast and picnic. To assure that the appropriate change is maintained in the authorized permanent kitchen fund. Work with the board of directors to develop a menu for the club picnic and other events. Arrange for adequate staffing for each event assure each volunteer understands their duties

such as cooking, taking cash, clean up after event, balancing change money and income reporting.

8. Conservation and Wildlife – The conservation and Wildlife Chairperson and committee are responsible for grounds improvements that will benefit native plants and wildlife and water and soil conservation.
9. Auditing – The auditing committee consists of three appointed disinterested members to audit the Treasurer's books and to report their findings as instructed.
10. Constitution - The Board can request the formation of a Constitution Committee when they see a need for amending the Constitution of the Club or as requested by 35% of the club members.
11. Property – Recommend and oversee all new construction and renovations of Club property including building and grounds improvements.
12. Public Relations – The Public Relation committee is responsible for fielding general questions from the community. They are also the liaison to community leaders such as elected officials, law enforcement, and others as needed.
13. Marketing and Website – The Marketing and Website Committee Chairperson and committee are responsible for running and maintaining the Club website and social media. Upcoming and current events are to be prominently displayed and promoted to the public. Content is to be updated in a timely manner as decided during Club meetings. They will also manage telephony used by the Club and handle/direct correspondence received online. They are responsible for ensuring the President and an appointed Board member has full admin login information for all accounts.

**B.** The number of persons on each committee shall be at the discretion of the committee chairperson.

**C.** There shall also be such other committees as designated from the floor at any regular, special or annual meeting.

**Section 7.3:** The duties of standing committees shall include a statement of committee objectives, a plan for achieving these objectives and directing the work effort to get the plan completed.

**Section 7.4:** Each committee chairperson shall give a report monthly or as directed and shall keep accurate records of all financial transactions.

**Section 7.5:** The tenure of office for all open committees shall be the same as for the officers of this club.

## ARTICLE EIGHT

### COMPENSATION:

**Section 8.1:** The officers and members of this Club shall receive no salary or other compensation for duties connected with their offices other than reimbursement of expenditures. If found to be necessary by the Board of Directors, however, payments can be made to members or non-members for work at tournaments and other Club functions and activities. For extraordinary services to the Club as determined by the Board of Directors, members may be awarded Club hats, shirts, jackets, or other rewards as considered appropriate by the Board.

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### Section 8.2: Contractors

- A. Club Members providing instructional services for compensation are contractors and are not Club employees.
- B. To offer compensated instructional services, one must be a club member in good standing, currently certified at minimum a "Level I Instructor Certification" issued by USA Archery or the National Field Archery Association and hold a current USA Archery membership.
- C. Contractors shall maintain true and correct records in connection with each service and transaction including documenting events, participants, monies collected, retained, and paid to the club.
- D. All contractors must enter into an independent contractor agreement and provide a W-9 form with the Club prior to making arrangements to provide service or accepting compensation.
- E. The club shall issue a 1099 tax form to all Contractors at year's end.

## ARTICLE NINE

### ASSETS AND LIABILITIES OF THE CLUB:

**Section 9.1: Selling, assigning, transferring, or otherwise disposing of any or all of the permanent buildings and lands of the Club or acquiring additional permanent buildings and lands shall be pursuant to the affirmative vote of three-fourths of the membership of the Club present at a meeting called for that purpose, a quorum for such a meeting being 30 percent of the total membership being full members, non-tenured members will not be counted towards this total. Also under these same conditions, the membership can authorize or cause to be executed mortgages and other liens against the Club.**

- A. All funds deemed in excess of operating expenses and a reasonable safety fund may be used for the purchase of equipment and improvements as recommended by the Board of Directors and voted on by the membership.
- B. Any sales of other Club property approved by the Board of Directors and the members shall be at a fair price relative to the value of the articles sold. All sales will be for cash only payable in full on completion of the transaction.

## ARTICLE TEN

### AUDITING:

**Section 10.1: During the annual meeting a committee of three disinterested members, not connected with the club's finances shall be appointed from the floor to act as the Auditing Committee. This committee will audit all books and will report at the March meeting. Officers of the Club involved in all audits shall be present at the Auditing Committee's meeting to answer any questions.**

**Section 10.2: Audits shall be made of the Treasurer's books and any other books deemed necessary by said committee to complete their report.**

## ARTICLE ELEVEN

### AMENDMENTS:

**Section 11.1: This Constitution and Bylaws may be amended by the following procedure:**

- A.** The need for amending the constitution is presented to the Board by any member in good standing. The Board reviews the request and can approve the formation of a constitution committee. The committee shall be chosen and approved at the next regular member meeting.
- B.** The constitution committee will review any changes that have been recommended by any member and any other changes that they see as necessary.
- C.** Proposed changes to the constitution shall be presented to the Board for approval prior to presentation at a monthly members meeting or any other special meeting called for that purpose. A minimum of 30 days notice is required to members prior to holding a meeting for the purpose of voting on changes to the constitution.
- D.** Notice of any presentation to amend this Constitution and Bylaws shall be emailed to all members having an email address and those without an email address will be sent a written notice via regular mail at least 30 days prior to such meeting.
- E.** A two-thirds vote shall ratify amendments.

**ARTICLE TWELVE**

**OWNERSHIP OF THE CLUB:**

- Section 12.1: The Club, its property, and all assets are owned by the corporation; New Castle Hundred Archers Club.**
- Section 12.2: The Club may elect to sell or purchase property according to the provisions of Article Eight, entitled "Assets and Liabilities of the Club."**
- Section 12.3: In the event that the Club elects to sell the existing property, a minimum of 15 acres must be purchased as an archery site. If it is not feasible to purchase a replacement site and the liquidation or dissolution of the Club is eminent, the net assets of the Club shall be donated to a "non-profit conservation minded" organization and/or an archery minded organization that shall be decided by membership vote.**
- Section 12.4: A new field archery range, indoor range, and clubhouse, which meet existing USA Archery and National Field Archery standards that are equivalent or better than the original facilities, must be constructed in compliance with existing building codes on the new site with the funds received from the sale of the existing property.**

**ARTICLE THIRTEEN**

**COMMERCIAL ACTIVITIES:**

- Section 13.1: No one, whether member or non-member, is allowed to conduct any financial activities on Club property, such as, but not limited to, sales of equipment or food, judged to be commercial in nature by the Board of Directors without the permission of the Board. Occasional sales and exchanges between individuals would not normally constitute commercial transactions and would not be regulated by the Board except in unusual cases.**

Respectfully submitted,  
Bill Sterling, Chairperson  
Constitution and Bylaws Committee

### CONSTITUTION COMMITTEE

August 2025

Read and Accepted December 9th, 2025

CHAIRMAN: Bill Sterling

#### COMMITTEE:

Bill Sterling  
Tracy Bowers  
Todd Porter  
Steve Charles  
Kyle Cardno  
Mark Wolff  
Dan Anker

Adopted	08 December 1967
Revised	11 November 1969
	13 November 1973
	13 April 1982
	January 1986
	February 1986
	13 September 1988
	28 January 1989
	11 October 1990
	13 November 1990
	9 January 1993
	28 January 1995
	12 December 1995
	May 2000
	January 2005
	January 2007
	January 2011
	January 2014
	December 2015
	October 2018
	October 2022
	January 2026

APPENDIX A

**SAFETY TRAINING:**

**Section A.1:** The sections below outline the recommended content for Safety Training for new members. These rules apply to the indoor range, the outdoor range, and each shooting station along the field course and/or 3D course. The following is a baseline and is not all-encompassing as there may be additional topics not listed here. Safety is the most important thing at our Club. Please ask an experienced member for more information if needed.

**Section A.2: General Bow Safety**

- A.** Always use proper safety equipment, such as an arm guard, finger tab, or glove. A leader will ask students to reposition their safety equipment to prevent injury if the equipment is incorrectly positioned. If still incorrect the leader will ask the students if they can reposition the equipment.
- B.** Always use arrows of the proper length for you. Arrows that are too short can cause injuries.
- C.** Always inspect your equipment before shooting. Damaged equipment should be repaired or replaced to prevent injuries. Replace your bowstring/cables whenever they become worn.
- D.** Wear form fitting clothes, tie back long hair, remove loose jewelry and anything in chest pockets to prevent interference with the bowstring.
- E.** Always keep a loaded bow pointed down range and know what is beyond your target.
- F.** Always aim and shoot at defined targets. Always know what your target is and that it is safe to shoot. If you're not sure, take a closer look, and do not shoot if still unsure.
- G.** DO NOT draw a bow without an arrow.
- H.** DO NOT release a drawn bow without an arrow (called a dry fire).
- I.** DO NOT sky draw. Keep arm parallel to ground when drawing.
- J.** DO NOT walk around with a cocked crossbow, whether there is an arrow in it or not.

**Section A.3: Use of Club Bows**

- A.** All members are entitled to use the Club bows; however, they must bring their own arrows, arm guards, finger tabs/gloves, or other shooting equipment. The Club also has floor quivers for temporary use while at the range. Equipment may not be removed from Club property, and should be returned to where it was found when finished.
- B.** Club bows are also available for lessons at the Club.
- C.** Recurve bows have their draw weight listed on them at certain draw lengths. These bows are not adjustable.
- D.** To adjust a Genesis bow's draw weight, use a 3/16" hex wrench to turn the limb bolts at the top and bottom of the riser. To decrease the draw weight, turn the bolts counter-clockwise; to increase the draw weight, turn the bolts clockwise.
  - 1. It is critical to turn the top and bottom limb bolts the same amount to maintain an even adjustment.

2. Genesis Original is adjustable from 10-20 lbs. and one full turn is equal to approximately 1.5 lbs. of draw weight. Do not turn them down more the recommended lower draw weight of 10 lbs. which is no more than 6 revolutions from full tight.
3. Genesis Mini is adjustable from 6-12 lbs. and one full turn is equal to approximately 1.5 lbs. of draw weight. Do not turn them down more the recommended lower draw weight of 6 lbs. which is no more than 4 revolutions from full tight.

### **Section A.4: Archery Range Safety**

- A.** No running on any of the ranges – indoor, outdoor, field course, or 3D course.
- B.** Closed toe shoes must be worn at all times while shooting. Avoid loose clothing while shooting.
- C.** Spectators must stay behind the safety line at all times.
- D.** Archers under the age of 18 cannot shoot unsupervised. They must be accompanied by a Coach, Instructor, Parent/Legal Guardian, or other adult Club Member, who is willing to take responsibility for the underaged individual.
- E.** Nobody under the age of 18 is allowed to be alone at the club. They must be supervised by a Coach, Instructor, Parent, or other Adult Club Member, who is willing to take responsibility for the underaged individual.
- F.** No smoking in any of the buildings, under the roof of the outdoor practice range, or along the field course or 3D course.
- G.** Discharging firearms is forbidden on Club property.
- H.** It is illegal to kill, injure, or fire upon wildlife on Club property (all laws enforced).
- I.** If an arrow is dropped beyond the shooting line, leave it until the line is called clear.
- J.** Never go in front of the shooting line if someone is still on the shooting line. Verbally verify “all clear” before proceeding forward of the shooting line.
- K.** Never approach the shooting line with a bow or nock an arrow with anyone in front of the shooting line.
- L.** Know the verbal/ whistle commands used to control the range:
  1. “Grab your bows” or “Archers to the shooting line” (2 whistle blasts) – pick up your bow and move into position on the shooting line but do not pick up arrows.
  2. “Line is hot” (1 whistle blast) – Archers may pick up arrows and begin shooting.
  3. “Clear to retrieve (3 whistle blasts) – Archers have completed shooting, have put down bows, and are behind the waiting line. They may now advance to the targets and pull their arrows.
  4. “Hold the line” or “Cease fire” (4 or more whistle blasts) – Immediately let down, put arrows back in the quiver, and step back behind the waiting line. There is an emergency on the range. Anyone can call an emergency cease fire.
- M.** No one is allowed forward of the shooting line when the line is “hot.”
- N.** Once you finish shooting, move behind the waiting line and wait for all archers to finish shooting.

- O.** Once everyone is finished shooting and the line is called “clear,” everyone can pull their arrows. The range must be declared safe and all bows put down before anyone goes downrange.
- P.** If there is an instructor giving a lesson while members are practicing, members are expected to follow the commands of the instructor. The instructor will call the line and all members will follow those commands.
- Q.** Stand to the side of the target when pulling arrows and ensure nobody is behind you.
- R.** Target and field points ONLY (no broadheads), except for the small broadhead area near the tree stand to the right of the parking area as you are driving toward the building.
- S.** No crossbows on the indoor range unless extra bag targets are placed on the shelf to provide additional protection for the target bales.
- T.** Additional Safety Rules for the Field Course:
  - 1. Know where you are at all times on the field course or the practice range.
  - 2. Do not cut across shooting lanes, or across the practice field.
  - 3. The field course targets are numbered and movement is counter-clockwise around the course. DO NOT move clockwise around the course as you could accidentally cross a shooting lane without knowing it and get hurt.
  - 4. If something is blocking your view of the target, do not shoot until the obstruction is cleared.
  - 5. Always be aware of what the group in front of you is doing and where they are so that you can verify that the shooting lane is clear before shooting.
  - 6. In the event of inclement weather that involves electrical storm activity or lightning, discontinue shooting and find shelter immediately.

### **Section A.5: Archery Etiquette**

- A.** When at the archery range there are a few rules of etiquette that should always be followed. The rules of archery etiquette are based on safety, courtesy, and good sportsmanship. Below is a list of the most important points:
  - 1. Never nock, draw, or release an arrow when someone is downrange.
  - 2. When you are finished shooting, step back from the line so others can see that you are finished.
  - 3. Do not step on or off the shooting line next to somebody at full draw (wait for them to shoot or let down).
  - 4. If you cannot consistently hit the target, move to a shorter distance or use a portable target to shoot at a distance that is more appropriate for your skill level.
  - 5. If you cannot find your arrows within a reasonable time, return to the waiting line so as not to hold up other archers.
  - 6. Be mindful of your surroundings when pulling arrows. There may be other archers behind you!
  - 7. Always watch where you walk, be careful when removing your bow from the rack and of others' equipment, and never touch another archers' equipment without permission.
  - 8. Keep talking and noise to a minimum on the shooting line since it could distract other archers and create a safety issue. When finished shooting, remain quiet to allow others to concentrate on their shooting. Do not swear.
  - 9. Follow the lead of more experienced archers. Don't be intimidated and feel free to ask some questions.

## **Club Constitution**

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### **Section A.6: Guests**

- A.** Each member may bring a specific guest once per year without having to pay the guest fee as outlined in the Club Constitution, Section 2.2.F.
- B.** Members are personally responsible for ensuring that their guest(s) follow all Club rules. Failure to do so may result in membership privileges being suspended.
- C.** Guest fees will be placed in an envelope with the guest's name, member's name, and date written on the envelope. The envelope will then be put in the box attached to the shelf outside of the office.

### **Section A.7: Security**

- A.** Security is everyone's responsibility. For this reason, please be aware that New Castle Hundred Archers utilizes indoor and outdoor 24/7 video monitoring.
- B.** Please ensure the clubhouse door is locked and the lights in the clubhouse area are off if you are the last one to leave. Lights in the indoor range and restrooms are on sensors.
- C.** All members are given the gate code and a swipe card for the clubhouse door. The door to the clubhouse is to remain closed at all times unless there are lessons or a special event going on. Do not prop the door open for other people.
- D.** If you are the last vehicle to leave the parking lot, you are responsible for locking the gate on your way out.

## APPENDIX B

### COMMUNICATIONS:

**Section B.1:** The sections below provide recommendations for methods of effective Club communications. These are intended as a guideline for reference as they have been found to be successful, however they are not requirements and may be adjusted as needed.

#### **Section B.2: Meeting Minutes**

- A. Meeting minutes should be recorded at both the monthly Membership meetings and the monthly Board meetings by the acting Recording Secretary.
  - a. The acting Recording Secretary does not have to be the same person for both meetings.
  - b. If a designated Recording Secretary is not present at a meeting, another member at the meeting should record the meeting minutes. Those notes should then be provided to the designated Recording Secretary.
    - i. Notes may be hand written if no method of digital transcription is available at the meeting.
- B. The meeting minutes are recommended to be bulleted lists documenting the key points of discussion for quick and easy reading. They are not intended to be word-for-word records of everything that was said.
- C. The meeting minutes should be recorded on a template following the order of business for each meeting.
  - a. If a designated Recording Secretary is unable to attend a meeting, they should provide the template to a backup for the missed meeting if possible.
    - i. If the template is unable to be used, the meeting minutes may be sent out in any digital format (e.g. scan) so long as they are easily legible.
- D. The meeting minutes should include lists of all Officers, Board Members, and Committee Chairpersons so all Members are informed of who is running the Club.
  - a. These lists should include contact email addresses on the Board Meeting Minutes so the Board can expediently communicate with these people. Contact email addresses should not be included in the Membership Meeting Minutes.
  - b. These lists should be updated whenever a role changes owners.
- E. Action items discussed at the meeting should be noted in the minutes, and should have a designated owner responsible for completing them.
- F. It is recommended that the meeting minutes are saved as PDFs before being sent out.
- G. The Board Meeting minutes should be emailed to the Board Members within 24 hours of the Board Meeting they were recorded at.
  - a. If any topics pertaining to a Committee are discussed, the person driving the conversation on that topic should communicate the discussion to the relevant Committee Chairperson(s).
- H. The Membership Meeting minutes should be sent to the Membership in a Monthly Update email.

#### **Section B.3: Monthly Update Emails**

- A. It is recommended that Monthly Update emails are written and sent to the Membership Secretary for mass distribution at each Board Meeting.

- B.** It is recommended that Monthly Update emails are sent to the Membership the Thursday before each monthly Membership meeting.
- C.** Each Monthly Update email should include the following sections:
  - Upcoming Events, which will list any special events happening at the Club in the next month or two, such as shoots, work parties, picnics, etc.
  - Announcements, which will list any news Members should be aware of, such as changes to Club procedures, work hour opportunities, range closures, etc.
  - Agenda for Upcoming Membership Meeting, which will list any topics coming out of the Board Meeting that need to be discussed with the Membership. Only specific topics will be listed to help inform Members' decisions to attend the meeting.
  - Prior Month's Membership Meeting Minutes, which will be attached to the email.
- D.** If there are no entries for a specific section, a note saying as such should be entered instead so the email appears complete.
- E.** The Monthly Update emails do not supersede standalone emails for specific topics (e.g. advertising for an upcoming event) which can still be sent at any time through the Membership Secretary.