



WOODSTOCK ARCHERY CLUB

Constitution & By-Laws

January 22nd 2015

DRAFT

Constitution

ARTICLE I – Constitution

Section 1: Revisions

This revision of the Constitution and By-Laws shall supersede any and all other such documents now or at other time having been in existence pertaining to the Woodstock Archery Club on this date of adoption.

ARTICLE II – Organization Name

Section 1: Club Name

The name of this organization shall be Woodstock Archery Club (W.A.C.).

ARTICLE III – Club Objectives

Section 1: Objectives

The object of this club shall be to bring together persons and their families interested in archery for the purpose of enjoyment, promotion of, and competition within and outside the club. W.A.C. will promote hunting and wildlife conservation.

ARTICLE IV – Membership Age Requirements

Section 1: Minimum Age

Any person 5 years of age or older may join Woodstock Archery Club and is subject to the membership requirements as specified in the By-Laws.

ARTICLE V – Meetings

Section 1: Dates

Meetings will be held as prescribed by the membership and the officers.

Section 2: Special Meetings

Special meetings may be called by the President upon notification to all officers with 2/3 response, or by the members possessing a petition with at least 50 percent of membership signatures.

ARTICLE VI – Officers

Section 1: Elected Officers

Elected officers shall consist of a President, Vice-President, Secretary, Treasurer, ANB Director and Canbow Director.

At a special meeting of members called expressly for that purpose, one (1) or more officers (including the entire board) may be removed from office by the affirmative votes cast by two-thirds of the total membership. Written and signed votes from absent members will be accepted. Voting is to be conducted by secret ballot.

Section 2: Auditors

All elected officers and 2 elected members shall act as Auditors.

Section 3: Office Terms

The term for all elected officers shall be for two (2) fiscal years. A rotating election will be held with the President, ANB Director, and the Treasurer's office being up for elections and the following year the Vice President Canbow Director, and the Secretary's office. These rotating elections will ensure smooth transitions of the officers. This will have no effect on Section 1. Any officer can serve as many terms as he or she is elected for consecutively.

ARTICLE VII – Amendments

Section 1: Constitution and By-Law Amendments

Amendment to the Constitution and By-Laws will be provided for review and require a separate written notification of change to all members at least 1 month prior to the meeting. Two-thirds majority vote of voting members in attendance is required for amendment acceptance.

ARTICLE VIII – Club Rules

Section 1: Rules

All persons using the grounds of the Woodstock Archery Club both within and without shall follow all rules as set forth in the By-Laws.

ARTICLE IX – Dues

Section 1: Dues

Members shall be liable for such dues as may be prescribed and authorized by the W.A.C. membership.

By-Laws

ARTICLE I – Membership

Section 1: In Good Standing

“In good standing” is a member who is in no violation of By-Laws and whose dues are paid in full at the time of reference.

Section 2: Cards and Club Access

All members “in good standing” shall receive membership cards and a copy of the Constitution and By-Laws.

Members of 18 years of age and over will, at their option, receive a swipe badge for the door lock for a one time fee of \$10. Should a member be under the age of 18, the parent or legal / appointed guardian shall keep safe the swipe badge. Lost, missing or stolen swipe badges must be reported immediately, and can be replaced for an additional \$10 fee. Malfunctioning badges, provided they are returned, will be replaced for free.

Section 3: Voting Privileges

New members will have voting privileges 30 days after acceptance and are "in good standing".

All parents or legal guardians must individually represent voting members under 14 years of age. One parent or guardian has the right to cast one collective vote on behalf of all their children under the age of 14, and one for themselves, providing they too are a member. The parent or guardian therefore does not have to be a member in order to vote on a child's behalf.

Section 4: Membership Classifications

Membership classifications shall consist of Adult (14 years and older), Youth (under 14), Family (spouse, children).

Canbow membership: Members under 14 with written parental permission, see General Rules under By-Laws, Article VI.

Section 5: Fiscal Year and Dues

The fiscal year shall be the calendar year, with changes in dues being voted upon at the November meeting.

Dues for the following year are to be remitted by December 31st of the current year.

Section 6: Membership Revocation

Membership will be revoked:

- A. As disciplinary action by majority vote at the next meeting.
- B. Failure to pay next years dues in full by December 31st of the current year.
- C. Any other reason to fail being "in good standing".

Members with revoked membership will loose their club and access rights immediately.

Section 7: Canbow Teachers and Helpers

All teachers and helpers involved in the Canbow program must have permission to do so by the Canbow director **and / or coach,** complete with a criminal background check performed and documentation certified by the local authorities prior to involvement.

Section 8: Canbow Floor Rules

During Canbow hours or events no one is allowed on the shooting floor unless they are involved in the Canbow program (helpers and teachers) or parents who have children in attendance.

Section 9: New Membership Refund Policy

A new member can request a refund within 30 days of receipt. The amount refunded will be 50% of the total paid minus ANB dues and has to be passed by a vote at the next regular meeting. A decision will be returned within 30 days of the meeting and the funds returned within 60 days, should the decision be affirmative.

ARTICLE II - Meetings

Section 1: Meeting Types

There shall be two types of meetings, regular and board of directors/officers.

Section 2: Quorum

A quorum will consist of at least three officers and membership in attendance.

Section 3: Regular Meetings

Regular meetings will be held on the first Thursday of each month at the W.A.C. clubhouse.

Section 4: Meeting Cancellation

If a regular meeting is canceled the membership shall be notified prior to the scheduled meetings.

Section 5: Order of Business

The order of business for all meetings shall be as follows:

1. Call to order
2. Reading of minutes of previous meeting
3. Business arising from the minutes
4. Receipts and Expenditures
5. Report of Officers
6. Reading of Officers
7. Proposition and Election of new members
8. Report of Committees
9. New Business
10. Any work for the benefit of club, schedule next meeting
11. Adjournment

Section 6: Meeting Voting Eligibility

Only members meeting voting requirements may vote on any issue at that meeting.

Section 7: Voting Decisions

All decisions to be voted upon are to be done at regular meetings as to give all members a chance to vote, unless a special meeting has been called and done so as the By-Laws describe.

Section 8: Voting Motion Guidelines

Any member meeting the voting requirement can present a motion at a regular meeting for the purpose of voting. Should any one person at the meeting deem the topic of motion to be impacting or disruptive in any way to the greater membership, the motion must be tabled and a notice sent out to the entire membership so that fair representation can assured. Voting of the motion to then be concluded at the next regular meeting.

Section 9: Fund Raising

All fund raising campaigns must be approved via a meeting prior to taking place. Majority rules.

Section 10: Committees

Committees may be permanent or temporary and can only be formed during a meeting. A committee chairperson must be appointed immediately once the committee has been formed. This person is responsible for reporting back any details and managing the committee to which they chair.

ARTICLE III - Election Of Officers

Section 1: Nominating Committee

At the regular meeting in March the President may appoint a nominating committee to select potential candidates for all elective offices or call an open floor election.

Section 2: Committee Recommendations

At the April meeting when the election of officers is to take place. The President will call a special meeting for an open floor election.

Section 3: Candidates

Any member may present a candidate for any office at the meeting when the election of officers is to take place.

Section 4: Multiple Candidates (Secret Ballot)

When more than one candidate is presented by the members a secret ballot will be taken to determine the person who is to take up that office. Auditors will count and destroy ballots. Simple majority will prevail.

When there are more than two candidates for the same position simple plurality will prevail. In the case of a tie between two candidates members will vote again excluding the loser.

Section 5: No Candidate

In the case of no candidate the position will remain vacant until an appointment is made by the president and voted upon by the officers.

Section 6: Voting Members

Only members meeting voting requirements may vote at an election of officers. The president may vote only in case of a tie.

Section 7: Officer Installation

Installation of incoming officers will take place at the next scheduled meeting.

Section 8: Outgoing Officers

Outgoing officers will furnish incoming officers with all records pertaining to that office and assist in every possible way to assure a smooth transition.

Section 9: Office Eligibility

To be eligible for an elected office, a person must be a member in good standing of the W.A.C. organization for at least one year and be over 18 years of age.

ARTICLE IV - Officers And Duties

Section 1: The President

- A. The President should preside at all regular meetings of W.A.C. to maintain order and continually enforce the Constitution and By-Laws.

- B. He/She shall whenever in their judgment deem it advisable to order a special meeting, by directing the Secretary to give notice thereof by phone, by e-mail and by the clubs social media forum.

- C. He/She shall ex-officiate all committees.

- D. He/She shall be the only person to represent the club concerning things such as discussions with the landlord, KNIGHTS OF COLUMBUS (K of C). Discussions are to be with executive persons representing the K of C hall and not with the general membership of K of C. This will ensure a professional relationship between W.A.C. and the landlord (K of C).

Section 2: The Vice-President

- A. The Vice-President should be present at all meetings.
- B. During the absence of the President He/She shall perform his/her duties.
- C. He/She is in charge of publicity.
- D. He/She shall actively promote and solicit membership by working closely with the Secretary. He/She shall continually promote the club with intentions of attracting new membership.

Section 3: The Secretary

- A. The Secretary shall record all minutes of all regular and special meetings.
- B. He/She shall be responsible for all correspondence in connection with regular activities of the club, excluding publicity.
- C. He/She shall notify members of upcoming meetings and events.
- D. He/She shall be responsible for all scheduling of special events at the club excluding events scheduled by the Tournament Director.
- E. He/She shall make copies of said minutes and distribute them to the officers.
- F. He/She will keep all membership records and supply a list of members and phone numbers to the club, and shall notify members when membership renewal is due.

Section 4: The Treasurer

- A. The Treasurer shall receive all monies **from the secretary** belonging to W.A.C., including all fund raising, etc, and will disburse the same.

- B. He/She shall keep an accurate and regular account of all receipts and payments of all monies in a book to be provided for that purpose, such accounts to be kept in separate and distinct funds. All books and accounts are to be submitted to the inspection of the club whenever requested or at a regular meeting.

- C. He/She shall report to the club the balance on hand as of the last day of the previous month. The report is to be made at each meeting and have a copy for the Secretary's minutes.

- D. There will be two signing authorities (President and Treasurer), requiring both to sign a cheque. However, should two authorities be related or live in the same household, an alternative officer will be appointed as a signing authority.

Section 5: ANB Director

- A. The ANB Director shall oversee all tournament activities and correspondence of said activities.
- B. He/she is to schedule indoor/outdoor shoots. At a regular meeting a shoot committee can be set with each scheduled shoot having designated people to set it up, which can include league night.
- C. He/She shall support ANB, attend meetings and report back to club with minutes of that meeting.
- D. He/She shall report to the club with any shoots and financial reports of said shoots and have a copy of that report for the Secretary's minutes.

Section 6: The Canbow Director

- A. The Canbow Director shall have control of the range with co-operation of the selected coaches and volunteers whom are under his/her control. All members must follow his direction when dealing with the Canbow Program.

- B. He/She shall be responsible for ordering of the Canbow kits, tracking student's progress, awarding badges, organizing test, organizing special shoots and tournaments.

- C. He/She shall have control of any sub committees that is formed in the Canbow Program interest.

- D. He/She shall have the right to remove any guest, parent, or W.A.C. member from the range and or the W.A.C. grounds. Any ongoing problems with any said persons shall be held accountable for their actions and they will be reported to the club for disciplinary action.

- E. He/She shall insure that the Canbow Members have a safe and educational environment to enjoy the sport of archery.

- F. He/She shall make sure that the club's rules and bylaws are upheld and will protect the youth's interest and will have a voice for the program at the monthly meetings.

- G. A report shall be given at the monthly meetings on progress and any other concerns with a copy for the club secretary.

ARTICLE V - Auditors

Section 1: Election

Auditors shall be all elected officers and two members elected by the membership.

Section 2: Rights

Auditors hold the right to audit the books at the end of the calendar year or as voted upon as club sees fit.

ARTICLE VI - General Rules

Section 1: Responsibility

Each member (or parent / legal guardian in the case of minors) will be held responsible for his or her general conduct both while within the ground of the W.A.C. or without. Any member who willfully, or mischievously breaks or destroys, or causes to be broken or destroyed, including theft and loss of any property belonging to the W.A.C., will be fined the full amount of damage done. Any one officer may suspend them immediately, until the next meeting where their membership will be voted on for revoked status. If they refuse to pay such fines within a period of 60 days after being notified, their name will be dropped from the membership and they shall not be eligible for reinstatement in the club at any future time. W.A.C. reserves the right to action legal procedures to regain damages from the member causing said damage.

All members must perform their best to keep the building and grounds in a sanitary and safe condition at all times.

Section 2: Shooting Age Requirements

All persons under 18 years of age must be accompanied by a parent or legal / appointed guardian while on W.A.C. property, both within and without (i.e. this includes a W.A.C outdoors event that is outside the club).

Section 3: Personal Club Use

No person shall use the club for any personal or non-club function unless permission is granted and signed by a minimum of two officers or the club president. Persons wishing to use the club for non-sanctioned events must submit a list of names of those who will be attending the event. This list will be submitted to the Secretary for scheduling and will be on a first come first served basis.

Section 4: Club Closure

If the club decides to close due to financial problems a **Notice of Intent through e-mail** must be sent to every member, and a meeting held to decide this.

Section 5: Club Dissolution

Upon dissolving of this club all club equipment (such as targets, bows, etc.) will be auctioned off to the highest bidder after 60 days and monies used to pay any unpaid debt. Any profit there after given to a non-profit charity determined by a vote at the meeting held under section 4.

Section 6: Language

Foul and inappropriate language is prohibited anywhere a club function is held.

Section 7: Posted Rules

Obey all posted range rules approved by the club. Safety is a must.

Section 8: Group Priority

Canbow for youth shall have priority over adult events if a scheduling problem arises for use of the club.

Section 9: Guests

A member can bring a guest to shoot only once per guest, after this a membership is required. The guest and their actions are the responsibility of the host member.

Section 10: Signing In for Non Sanctioned Events

All members using the club at non-sanction events must swipe in and out for security reasons this includes guest who must always sign in.

Comment: (to be updated once approved)

THESE BY LAWS WERE VOTED ON IN A SPECIAL MEETING ON FEBURARY 8TH 2006 AND WERE CARRIED BY A VOTE CONSISTING OF (6) VOTES FOR AND (0) AGAINST.

Amendment History:

May 29th, 2009:

- Constitution, Article VI, Section 3: Addition: "AANB Director" and "Canbow Director"
- Constitution, Article VII: Addition: "Or be displayed at the club and on the website"
- By-Laws, Article II, Section 3: Addition: "First week" and "this will be decided which will be more benefit to the club"
- By-Laws: Article III, Section 5: Addition: "In the case no candidate position will remain vacant until an appointment is made by the president"
- By-Laws, Article IV, Section 2: Subsection E: Addition: "He/She shall seek out any non members using the Club to act a pond to reach satisfying result"
- By-Laws, Article IV, Section 3: Subsection E: Addition: "He/She shall make copies of said minutes and distribute them to the executive"

Jan. 2015:

- Format change to whole document to make more consistent
- Numerous spelling and grammar corrections
- Constitution, Article VI, Section 4: New addition
- Constitution, Article VII, Section 1: Rewording of section, removed previous ammendment as it doesn't belong in this section
- Constitution, Article VIII, Section 1: Addition: "both within and without" to cover both internal and external club events
- By-Laws, Article I, Section 1: Modified to adapt to the new key swipe system
- By-Laws, Article I, Section 2: Modified "at meeting" to "immediately"
- By-Laws, Article I, Section 3: Modified to accommodate guardians and clarify voting privileges
- By-Laws, Article I, Section 5: Modified "Canbow" to "Youth" for anyone under 14, changed dates for fiscal year to Sep 1 – Aug 31 to align with AANB, updated sub section b to reflect new key swipe system
- By-Laws, Article I, Section 6: Modified: Ground rules changed to General Rules
- By-Laws, Article IV, Section 1: Sub sec. D & E combined
- By-Laws, Article IV, Section 2: Sub sec. D & E changed. Roles of President moved to Secretary regarding membership records (By-Laws, Article IV, Section 3: Sub sec. F was created)
- By-Laws, Article IV, Section 4: Sub sec. A amended to include "from the secretary"
- By-Laws, Article I, Section 7: Criminal background check requirement added.
- By-Laws, Article I, Section 3: Voting privileges better defined
- By-Laws, Article II, Section 8: NEW: Voting Motion Guidelines

Date (fixed)

30/31

- By-Laws, Article I, Section 9: Added New Membership Refund Policy