

 <p>North Florida Archers Jacksonville, FL (904) 254-0347</p>	<h2 style="text-align: center;">NFA Club Constitution & By-Laws</h2> <p style="text-align: center;">Reviewed by Committee 1Q2018</p> <p style="text-align: center;">Ratified by Membership: April 4, 2018</p> <p style="text-align: center;">NFA_bylawreview_final-2018.pdf</p>
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ARTICLE I - NAME, LOCATION, OPERATION, MEMBERSHIP AND PURPOSE

- The club shall be known as “NORTH FLORIDA ARCHERS’ and located at Yukon Florida in an area previously known as Dewey Park, now known as Westside Regional Park or Tillie Fowler Regional Park which lies directly West of Naval Air Station, Jacksonville, Florida.
- North Florida Archers shall operate as a separate and private club entity under a lease agreement with the city of Jacksonville, Florida. This lease shall be under contractual stipulations defined by contract terms of which North Florida Archers agreed to terms set forth in contract.
- Club membership shall be open to military personnel, DOD and the general public.
- The purpose of the club shall be to provide safe, educational and affordable recreation through the sport of archery for members and guest.

ARTICLE II - MAINTENANCE ASSISTANCE, LAND USE AND NON- PROFIT STATUS

- The club shall establish and maintain all archery facilities deemed appropriate by the membership. Routine property maintenance will be performed by members or person’s hired by the club.
- Club Officers and the Board of Directors shall ensure the compliance of all agreements made by the city of Jacksonville and North Florida Archers.
- Land use shall be limited to the sport of Archery, facilities, and activities as required.
- Modification of land, erection of buildings and facilities shall be coordinated with the landowner and the city of Jacksonville.
- The club shall be operated as a Not for Profit organization and reserves the right to receive donations, hold fundraising events and perform other services deemed appropriate by the membership to generate operating and expansion capital.

ARTICLE III - GENERAL LIABILITY AND INSURANCE

- Club officers, Board of Directors and members cannot be held liable for personal injury or damage to personal property of anyone using property or facilities of the “NORTH FLORIDA ARCHERS” range area, unless that person acts in manner knowingly in which another person’s life could be in danger. That Person will be held responsible for their actions.
- Individuals, members, guest and other persons on club property with or without permission (written, verbal or implied) fully understand they are engaging in archery activities that involve risk of serious injury and possible death which may result from their own actions or possibly from the inaction and/ or negligence of others. There could also be other risks not known to the club or reasonably foreseeable including but not limited to natural causes (snake bites and other wildlife/plants) or plane crash, act of God). Guest(s) shall be required to sign a

letter of release to North Florida Archers, City of Jacksonville and US Navy before using any facilities within the confines of North Florida Archers.

- Each person is responsible for individual actions with regard to their own personal safety and that of others, both on and off of the club properties. Safety requirements associated with the use of North Florida Archers facilities is posted on the web and signage around the club. **Active use of a membership card indicates agreement to comply with all Club Rules and By-laws as is printed on the back of the membership card.**
- The club shall maintain liability Insurance in the amounts defined in the Contract with the City of Jacksonville, or may decide to increase the amount if so desired by the members.

ARTICLE IV - ELECTED OFFICERS, TERMS OF OFFICE AND DUTIES.

- Officers of “NORTH FLORIDA ARCHERS” shall consist of the President, Vice President, Secretary, Treasurer and the Senior Range Officer.
- All officers, Chairman of the board and board of directors will be elected by a majority vote at the February club meeting each year with prior notice of such elections to all members via social media outlets, email and/or the Club website.
- Elected Terms in office shall be one year and shall commence in the month of February after the Annual Elections at the February Club Meeting.
- Club Officers can serve in their elected role for up to 4 consecutive terms and may run for election of any position not currently held.
- Club President can serve in that elected role for up to 4 consecutive terms; if completed, he/she must wait a minimum of 12 months before serving in any other elected position.

GENERAL DUTIES OF ELECTED POSITIONS - including but not limited to;

1. President

- a. Supervise all Club business and activities.
 - i. Social Media Director for Facebook.
 - ii. Schedule ALL Club Shoots.
 - iii. Coordinate Club Work Days with Membership.
- b. Preside at all club meetings;
 - i. Provide overall direction of the club toward achieving established goals
- c. Serve as official spokesperson and initial public point of contact.
- d. Meet with other club officers and directors as required
- e. Conduct periodic audits of club funds.
- f. Ensure all contractual reporting requirements are met and completed on time.
- g. Ensure all Club Insurance requirements are kept current and within contract.
- h. Appoint all committees and chairperson for said committees.

2. Vice President

- a. Assist the president as requested.
- b. In the absence of the president preside over all Club meetings.
- c. Maintain a current inventory of all Club property and equipment.
- d. Oversee all security requirements including locks, gates fences, and buildings.
- e. Manage and provide oversight for all tournaments.
- f. Serve as Safety Director for the Club.

3. Secretary

- a. Assist the President and other Officers as requested.
- b. Maintain a complete master roster with addresses and telephone numbers.
- c. Ensure minutes are recorded at all meetings.
- d. Prepare and submit to the NFA Webmaster information relating to Club business.
- e. Assist in the update of Club By-Laws each election cycle.
- f. Help indoctrinate new members on Club Safety policies and practices.
 - i. Send out new member package including guest policy information and reporting requirements.

4. Treasurer

- a. Assist other Club Officers as needed
- b. Issue membership cards as required.
- c. Impose and maintain spending limitation CAP “without membership approval” at \$500 for regular club expenses (not including Insurance or other large ticket operation expenses). Expense which exceeds \$500 should be brought to membership at the Monthly Club Meeting for a discussion and authorization by vote if necessary.
- d. All target expenditures must be brought to a Club Meeting for a vote.
- e. Receive and disburse all Club funds as directed by the Club President, after having been approved by members.
- f. Maintain proper financial records.
- g. Assist in the annual audit of all financial transactions.
- h. Assist the Club Secretary with other administrative task as required.
- i. Scan and archive event documentation in coordination with Webmaster/Secretary.

5. Range Officer

- a. Assist other Club Officers as requested.
- b. Implement and oversee all Club Safety regulations and requirements with oversight from VP.
- c. Supervise range maintenance, modifications and repair through equitable use of Club members
- d. Select from the membership body two members to assist you. Report names of persons to club officers. You and your team will be the only persons caring for the placement of targets, repairing or any other thing regarding range safety.
- e. Ensure all target lanes are free from cross shooting.
- f. Supervise work details as necessary.
- g. Indoctrinate new members on Club safety policies and practices, as well as general performance expected of members.

6. Chairman of the Board

- a. Chairman of the Board is an elected position and shall be a member who has served in multiple elected Club positions . Person shall have knowledge of all applications regarding contractual/Government rules and regulations concerning the use of Government properties.
- b. Chairman shall possess knowledge of current contractual stipulations requiring Club reports and expected performance while under contract to the city of Jacksonville.
- c. Chairman is an elected position. The Chairman will be elected by Membership at the February Club Meeting from those nominated who have the above mentioned background.
- d. Chairman of the board is term limited to 4 consecutive terms.

- e. Chairman of the board will oversee any and all charges brought against any member of Club. Charges will be investigated. Findings will be documented, and presented to club officers for action.
- f. Chairman will work with Club officers and members in resolving issues regarding Government stipulations for use of Federal Properties.
- g. Chairman will work with other board members, and Club officers to promote North Florida Archers to existing populations of surrounding areas thru various methods of social outreach.
- h. Chairman will coordinate with outside users for the use of Club facilities. Chairman will submit user requirements to officers/members for approval.

7. Board of Directors

- a. Board of Directors shall be made up of approximately 5% of Club membership.
- b. The Board's goal is to Assist Club officers in planning, guidance, and implementation of matters involving the operation of the Club and to represent the *interest of the membership* at Club meetings.
- c. Vacant seats of the board may be filled at any time during the year with a nomination and majority vote gained at a monthly Club Meeting.
- d. Assist the Chairman in any investigation of members abusing his/ her membership, or member using unsafe practices.
- e. Chairman may at his/her discretion, implement minimum attendance requirements for Board Members regarding Club Meetings to ensure proper member representation.

8. NFA Webmaster

- a. Webmaster is responsible for North Florida Archers website which provides all information and documentation related to North Florida Archers, as well as, schedules of Club Events for both NFA Members and the general public.
- b. Maintain document archive of past events in coordination with Treasurer and Secretary.

ARTICLE V - MEMBERSHIP ,DUES, AND MEMBER RESPONSIBILITIES.

- A. Membership is open to the general public pending individual applicant approval by Club Officials.
 - 1. Membership is considered individual with the following exception:
 - a. Spouse and/or dependent children under 18 can be covered under a family membership.
 - 2. Appropriate dues amount will be established by the club for a Lifetime Membership paid in one lump sum. The lump sum payment is calculated at 10x the annual cost of a membership - either individual or family in effect at the time of purchase.
 - 3. Membership dues amount will be established by majority vote at a monthly meeting with subsequent implementation as decided by membership. Memberships will cover a twelve month period and automatically expire on the last day of the month of the period. All collected dues are non refundable.
 - 4. North Florida Archers may honor certain persons with an "Honorary Member" status free of annual dues. This status is to be granted on a very limited basis and, requires majority approval of officers and Board of Directors. Each Honorary Member is expected to comply with all posted safety rules on the website and in signage at the club and with the General Club Rules Document as attached herein.

5. Any membership may be terminated for just cause as determined by Board of Directors Investigation. Findings from those investigations are to delivered to Club President for action.
6. All animals brought to the Club, must be retained on a leash during the period member or guest is on club properties. No exceptions are allowed.
7. No alcohol is to be consumed within any portion of club facilities, or within the park area. Violation of this rule will result in dismissal from North Florida Archers.
8. All members are expected to assist as requested on committees, work days for general and range maintenance
9. Range will be closed during scheduled workdays until work is completed.
10. Archers shall not shoot at anything other than approved and designated targets.
11. Broadhead arrow points may be used **ONLY** in designated areas clearly marked as broadhead area. In areas designated for Broadheads, a member may use his/her personal target butts.

ARTICLE VI - GUEST POLICY

- A. Each guest shall be given a safety brief, and at the conclusion of brief, guest must sign a Hold Harmless Agreement, witnessed by the attending member which is to be retained as a part of Club records.
- B. Member Guest Visits should be limited to 2 occurrences.
- C. All guests are obligated to obey club rules or be escorted off the club property
- D. All guests or members that have children with them are directly responsible for the conduct and safety of same. Unruly children with parents are to be escorted from Club facilities.
- E. Members who abuse the Guest Policy are subject to Board Review and may lose Club Privileges.

ARTICLE VII - MEETINGS AND NEWSLETTERS

- A. Monthly meetings are scheduled for the first Wednesday of each month.
- B. The president may suspend or reschedule a meeting if it conflicts with other major events which might result in a low turnout. Board of Directors meetings shall be conducted in conjunction with the monthly club meeting unless otherwise scheduled by the Chairman.
- C. A majority of officers, Board of Directors and members at any regular club meeting shall constitute a quorum with full authority to carry on business matters of the club.
- D. Election of officers and Board of Directors will be announced by the President through the Minutes of past meetings, and the use of the WEB or other social media channels.
- E. All minutes are to be posted on Club WEB page **as soon as possible after the meeting.**

ARTICLE VIII - REMOVAL OR REPLACEMENT OF CLUB OFFICERS

- A. Elected officers can be removed from office for failure to carry out their duties in a responsible manner as set forth in ARTICLE IV after a Board of Directors review. Other special conditions and / or circumstances may be addressed by the membership at a scheduled meeting for the removal of an officer.
- B. Officers that voluntarily resign their position will be replaced in accordance with ARTICLE IV

ARTICLE IX - CLUB AFFILIATION WITH OTHER ORGANIZATIONS.

- A. NORTH FLORIDA ARCHERS may upon approval of the membership and officers affiliate with any national, state or local organization to further the sport of Archery and to benefit the club and its membership.

- B. North Florida Archers shall not use the NFA/Government properties for the purpose of monetary gains for itself or others. Money gained from any event(s) must be used for the support of NFA Properties. No personal or business gains shall be allowed.

ARTICLE X - CONSTITUTION AND BY-LAWS

- A. Upon approval of the membership at a regular meeting, the Constitution and BY-LAWS do hereby supersede and replace any previous printed, written' verbal or implied BY-LAWS that may be in existence governing the NORTH FLORIDA ARCHERS.
- B. These BY-LAWS may be amended, altered or modified at any club meeting provided potential changes have been published prior to the changes being incorporated.

ARTICLE XI - DISSOLUTION OF CLUB ASSETS

- A. Upon dissolution of the NORTH FLORIDA ARCHERS as a registered Archery Club, all Club assets itemized and value and then sold at market valued. Once items are sold, Club Officers will select a Community or National Charity and donate all gained funds to the same. Unsold items after 12 months shall be donated to a youth program.

Article XII - NOT PERMISSIBLE ON RANGE OR CLUB GROUNDS

- Crossbows are NOT allowed on property.
- Broadheads should only be shot in specified areas at specified broadhead friendly targets.
- No firearms are allowed.
- No Spears or Lances.
- No alcohol of any type.
- No controlled substances of any type unless authorized by Medical Doctor.
- The above information is only a partial list, the most current rules documents can be found online at www.northflarchers.org and within signage located on Club premises.