

San Francisco Archers, Inc
Constitution

Article 1. General

Section 1. Name: San Francisco Archers. Incorporated. A non-profit organization to be know as "THE CLUB"

Section 2. Club Colors: Black and White

Section 3. Club's Emblem: Running Deer

Section 4. Club's official publication shall be known as "The Arrow"

Section 5. Affiliation: Northern California Field Archery Association (NCFAA), California Bow Hunters (CBH), State Archery Association (SAA), and National Field Archery Association (NFAA)

Section 6 Purpose: The purpose of the Club shall be to foster, expand, promote and perpetuate Archery. To promote and encourage hunting with the bow and arrows, To conduct club tournaments, operate and maintain the Park property on behalf of the Recreation and Park Commission the City and County of San Francisco, in with the polices, rules, regulations and purpose as said Commission.

Section 7. All Officers and Board Members shall be known as the Governing Board.

Section 8. The Official Club website shall be known as *sfarchers.org*

Section 9. The Club shall maintain a set of By-Laws, and Policies and Procedures.

Article 2. Membership

Section 1. There shall be Three (3), types of membership: Active, Life, and Senior Citizen.

- A. Active Membership: All members shall be active.
- B. Life Membership: Such members shall also be active; however, no annual dues will be collected.
- C. Senior Membership: This is available to anyone 62 years of age or older.

Section 2. Any member whose actions or declarations are detrimental to the welfare of the club shall, upon approval of the board have their membership revoked.

Section 3. All applicants must attend one (1) work party, fulfill the duties and initiation requirements.

Section 4. Applicants for membership to the Club shall not be discriminated against on the basis of race, color, religion, age, ancestry, national origin, sex, political affiliation, sexual orientation, disability or any other grounds prohibited by law.

Article 3. Officers and Elections

Section 1. The Governing Board of the Club shall consist of: President, Vice President, Secretary, Treasure, 2nd Vice President of Hunting, Publications Officer, Scorekeeper, Range Captain, the immediate Past President and six (6) members voted by The Club at large.

Section 2. There shall also be a Range Custodian appointed by the Governing Board. The Range Custodian shall be a non-voting member of the Board and shall report to the Board.

Section 3. Governing Board members will be nominated in August, elected in October, and installed in November. The term of office shall be one (1) year, or until their successor has been elected.

Section 4. A. Any member of the Board who is "absent" or unexcused, from two (2) Governing Board Meetings, may at the discretion of the Governing Board have their elected position on the Governing Board declared vacant. Declared vacancies must be approved by two-thirds (2/3) majority vote of the Governing Board present at the Governing Board Meeting.

B. Resignations or declarer vacancies of Governing Board Members will be announced following the occurrence and be published in The Arrow.

C. Vacancies on the Governing Board shall be filled at the General Membership Meeting following the publication of the announcement by written ballot of the members present.

D. Recalls of the Governing Board members must, be made through a petition signed by no less than 10% (ten percent) of active members at the time of the petition, posted in The Arrow, and voted on by written mail in ballot, and if a simple majority of the voting members vote for the recall, it passes.

Article 4. Oath of Office

Section 1. The Oath of Office will be given to all new Governing Board members when installed at a Governing Board meeting and shall be as follows: "I (Name in full), do solemnly pledge upon my honor that I will support the Constitution and By-Law's of the San Francisco Archer's and will promote to the best of my ability, the good and welfare of the San Francisco Archer's."

Article 5 Meetings

Section 1. The Governing Board shall hold a regular public Governing Board meetings once per month, at the Clubhouse, and at the date and time published in the "Arrow".

Section 2. The Club shall have at least four (4) regular General Membership meetings a year held either at the monthly work part, prior to the monthly club shoot, or before or after a Governing Board meeting, with the date and time published in the Arrow.

ARTICLE 6. DUTIES OF OFFICERS

Section 1. DUTIES OF THE PRESIDENT. The President shall preside at all meetings of the Club and Governing Board. The President shall appoint committees as deemed necessary. Any member may serve on any number of committees. The President is ex-officer member of all standing committees and shall perform such duties as are prescribed in Robert's Rules of Order.

ARTICLE 7 DUTIES OF THE VICE-PRESIDENT

Section 1. The Vice President shall perform the duties of the President if the President is unable to act. The Vice President is automatically Chairman of the Tournament Committee.

ARTICLE 8. DUTIES OF SECRETARY

Section 1. The Secretary shall keep all records of the Club and Governing Board Meetings, have charge of correspondence, order all supplies necessary for the office of Secretary and present a report or reports as the President may direct: in general, shall perform such duties as are prescribed in Robert's Rules of Order.

Section 2. The Secretary shall receive and record all incoming monies of the Club and transfer to the Treasurer for deposit.

ARTICLE 9. DUTIES OF THE TREASURER

Section 1. The treasurer shall deposit all monies in the name of the Club and to its credit in Depositories approved by the Governing Board, shall dispense them under the directions of the Governing Board, shall keep records of receipts and disbursements, shall make income statements monthly, shall make income statements available upon request by any member, shall make at the final meeting of the year, a written report which shall be audited as directed, by the Governing Board. This report must include all outstanding bills, and commitments.

Section 2. The Treasurer, and three (3) other Governing Board Members shall be the only Club members able to sign checks for the Club on the Club checking account. Two (2) signatures are required for each check written by the Club, one of which will be the Treasurer, payee cannot sign a reimbursement check written to themselves, with the exception of reimbursement check to the treasurer.

ARTICLE 10. DUTIES OF THE SECOND VICE-PRESIDENT of HUNTING

Section 1. The Second Vice President of Hunting shall take charge of any special shoots designed for the hunting members of the Club. The Second Vice President of Hunting will research the Hunting and Conservation laws of our state and keep the Club informed of any changes in the laws, rules, or regulations. The Second Vice President of Hunting shall keep records of game animals harvested by club members. The Second Vice President of Hunting shall promote bowhunter education and safety programs within the Club.

ARTICLE 11 DUTIES OF THE SCOREKEEPER

Section 1. The Scorekeeper shall keep accurate records of all scores turned in for the purpose of deciding winners of various events in general perform all duties incident to the office of Scorekeeper.

ARTICLE 12. DUTIES OF PUBLICATION'S OFFICER

Section 1. Publication's Officer shall be responsible for editing "THE ARROW" and for preparing press releases, notices to members and other notices as may be needed, including archives of official club publications.

Section 2. Shall be responsible for *sfarchers.org*, the Club official website, and its content.

ARTICLE 13 DUTIES OF THE RANGE CAPTAIN

Section 1. The Range Captain shall be responsible for coordinating all maintenance of the outdoor range the supply of bates and target faces and all Club tools. The Range Captain shall appoint as many assistants as deemed necessary.

ARTICLE 14 DUTIES OF THE RANGE CUSTODIAN

Section 1. The Range Custodian may or may not reside on the Range property.

Section 2. The Range Custodian will provide a fully self-contained place of residence for his or her person and all family members.

A. The placement of the Range Custodian's residence will be decided by the Governing Board.

B. The Range Custodian will be allowed to use any and all utilities available at the range - including sewage removal at no cost.

Section 3 The Range Custodian will be responsible for security on all property managed by the Club.

Section 4. The Range Custodian will arrange for replacements when the need arises- such as a vacation, etc.

Section 5. The Range Custodian will open the main gate daily at 8am and close the main gate at sundown.

Section 6. The Range Custodian will notify the police department of any situation deemed necessary.

Section 7. The range Custodian will keep the Governing Board informed of any security problems. The San Francisco Park and Recreation Department will be notified by the Board if deemed necessary.

Section 8. The Range Custodian will keep a written log describing infractions by members and non-members who use the facilities.

ARTICLE 15. ELECTION PROCEDURES

Section 1. The Governing Board is to be elected by a written ballot of all adult Club Members. Nominees must be adult members.

Section 2. The election procedure shall consist of a mail in ballot, which will be delivered with the previous month's newsletter or mailed separately. Reminders to the election will be consecutively sent beginning 3 (three) months and continuing up to the election. All reminders to the election published in the newsletter shall remain objective and completely free of bias toward any candidate.

To ensure accuracy, ballots shall be numbered in accordance with club roster sheets; anyone requesting an extra ballot shall be noted with a letter or any other variable to show that only one vote has been voted per exact person.

Section 3. The President will choose three (3) members present not running for office to count the ballots. No husband/wife, family members, domestic partners or persons living in the same household may count the ballots of family member running for the Governing Board.

Section 4. Single membership is allowed one (1) vote. Family membership is allowed two (2) votes.

ARTICLE 16. CONTINGENCIES

Section 1. As a contingency plan, the following shall be applied in the event the President cannot perform the duties of the Office. The sequence of succession shall be as follows:

- A. Vice President.
- B. Secretary.
- C. Treasurer.
- D VP of Hunting
- E. Board Members by their seat on the Board (2-6)
- F. Range Captain.
- G. Scorekeeper.
- H. Publications Officer.

ARTICLE 17. MEETINGS

Section 1 In addition to Article 5 of the Constitution, under the section titled Meetings, the following is to be used as a guide to presiding officers.

Section 2 No business may be transacted at a General Membership Meeting without a quorum being present, which shall consist of 10% (ten percent) of the members membership at the time of the meeting.

Section 3. Robert's Rules of Order shall govern the business of the meetings of the Club in all cases to which they are applicable and in which they are not inconsistent with the Constitution and By-Laws of the Club.

ARTICLE 18. AMENDMENTS

Section 1. Robert's Rules of Order can also be applied where applicable, providing they are not in conflict with or inconsistent with the CONSTITUTION and BY-LAWS OF THE SAN FRANCISCO ARCHERS, INCORPORATED.

Revised Dec 2013

Approved by Governing Board January 2013

Approved by Membership June 2013