

SAN FRANCISCO ARCHERS, INCORPORATED  
BY-LAWS

ARTICLE 1. MEMBERSHIP

SECTION 1. Applicants for membership shall submit an application form, including sponsorship, along with an amount of money equal to the total of the initiation Fee and one (1) year's Dues, prorated on a quarterly basis.

A. All applicants must be of legal age, 18 years or older. Any applicant seeking membership under the age of 18 must join as a family membership under their parent or legal guardian.

B. A sponsor must be a member of the Club for a minimum of one (1) year and can sponsor no more than five (5) prospective new members per year.

SECTION 2. An applicant for membership shall be rejected only for Good Cause and shall be notified in writing by an appropriate officer or committee of the reason for rejection of the application and all money submitted with the application shall be returned to applicant. An applicant shall be deemed accepted to membership in the Club unless, within forty-five (45) days from the date of application, the applicant is notified in writing of the rejection and the reason thereof. An applicant otherwise eligible, but for lack of space, shall be placed on a waiting list on a first come, first serve basis.

SECTION 3. Good Cause for rejection of applicants for membership must be defined and must be based on a record of past acts or conduct demonstrating that the admission of the applicant would substantially impair the public recreational purpose of the property, the health, safety or welfare of its intended users, or the preservation of maintenance of the property.

SECTION 4. An applicant, having been rejected, shall be eligible to reapply for membership within a specified period of time, not to exceed three (3) months, after rejection for membership.

SECTION 5. No member may be expelled unless the organization provides a hearing in order to determine that Good Cause for expulsion exists. "Good Cause" shall be defined according to the requirements set out in section 3 above. The member shall be given at least thirty (30) days notice in writing of the purpose of the hearing, the charges against such member and the names of the parties making such charges. At such hearing said member shall be given an opportunity to be advised of the charges and an opportunity to meet them and to present a defense. A finding of Good Cause for expulsion shall be subject to review, at the member's election, by the Recreation and Park Department of the City and County of San Francisco.

ARTICLE 2. DUES AND FEES

SECTION 1. The only initiation fee charged new members shall be in the form of a membership application fee and such fee shall be reasonably related to the costs incurred in processing applications and performing any routine tasks necessary to make the facilities available to the new member. Annual dues shall be limited to the amount necessary to meet the current operating expenses and to maintain and preserve the property in accordance with all regulations, rules and policies of the Governing Board. Any other funds required by the Club shall be raised by special assessment, approved at a General membership meeting by a majority vote of the members present at the meeting and a notice of said meeting and its purpose shall be given to each member at least two (2) weeks prior to the date of the meeting. All fees, dues, assessments and membership application rates charged to new members and daily rates charged to non-members shall be subject to the approval of the Governing Board.

## SECTION 2. Schedule of Dues and Fees

A. An initiation fee of Fifty dollars (50.00) shall be charged.

B. Annual dues for single adult membership shall be Sixty dollars (\$60.00).

C. Annual dues for family shall be Seventy dollars (\$70.00).

1. Family includes two adults, children under the age of 18, and full time students under the age of 23.

D. Daily use rates charge to non-members shall be Five dollars (\$5.00).

E. A Six Hundred dollar (\$600.00) Single Life Membership is available to any member of The Club in good standing for a minimum of five (5) years. The spouse of a paid Life Member may purchase a Life Membership for two hundred dollars (\$200.00).

F. Senior Citizens: Dues will be one-half (1/2) that of regular membership.

G. Any Senior Citizen who has maintained good standing within the Club for 10 years or more may be granted Life Membership by a two-thirds (2/3) vote of general membership at a general membership meeting.

H. No more than three (3), life memberships may be granted by a majority vote of the Governing Board per year

SECTION 3. The Calendar year, January 1st to December 31, shall establish the dues year.

SECTION 4. A member has one (1) year to pay his overdue yearly dues, but after March 1st there will be a \$5.00 late penalty fee per month added to his dues in order to be reinstated.

A. Any member who is not currently in good standing and wishing to be reinstated may approach the Governing Board to review their membership and initiation fee.

SECTION 5. No member shall be exempt from dues except Life Members.

SECTION 6. In addition to the payment of dues, all Active Members shall be expected; to work, or maintain their assigned target site and participate in at least every other called work party.

A. Special arrangements can be made with the President in hardship cases.

### ARTICLE 3. DUTIES OF OFFICERS

SECTION 1. PRESIDENT. The President shall preside at all meetings of the Club and Governing Board and shall appoint committees as deemed necessary. The President shall submit a budget to the Governing Board at the January Governing Board Meeting, publish in the "Arrow" and voted upon at the next General Membership Meeting. The President is ex-officio member of all standing committees and shall perform such duties as are prescribed in Robert's Rules of Order.

SECTION 2. VICE PRESIDENT. The Vice President shall perform the duties of the President if the President is unable to act and he/she will automatically chair the Tournament Committee. The Vice President may appoint as many committees as deemed necessary to carry out the assigned duties of the office, and in general, perform such duties as are prescribed in Robert's Rules of Order.

SECTION 3. SECRETARY. The Secretary shall keep all records of the Club and Governing Board Meetings, shall collect all monies of the Club and review the bank statements, have charge of correspondence, order all supplies necessary for said office 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 4. TREASURER. The Treasurer shall deposit all club monies, then in the name of the Club and to its credit in depositories approved by the Governing Board; shall dispense them under the direction 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 by the Board. This report must include all outstanding bills and commitments. The Treasurer shall be responsible for paying all filing fees including, but not limited to non-profit status, taxes, NFAA, CBH/SAA, etc. The Treasurer shall, in general perform such duties as are prescribed in Robert's Rules of Order.

A. Any disbursement of Club monies over \$1500.00 (fifteen hundred dollars) must be approved by the Governing Board and the General Membership.

B. No husband / wife, family members, domestic partners or persons living in the same household may sign the signature cards.

SECTION 5. SECOND VICE PRESIDENT OF HUNTING. 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 & Conservation laws of our state and keep the Club informed of any changes in these laws, rules or regulations. The Second Vice President of Hunting shall keep records of game animals harvested by Club members.

#### ARTICLE 4. GOVERNING BOARD

SECTION 1. The Governing Board shall be responsible for the control and management of all activities and properties of the Club; and render decisions of policy subject to the Constitution and By-Laws of the Club. The General Membership of the Club can, by two-thirds (2/3) vote of the membership, present at a general meeting, repeal any action of the Board. Eight (8) members of the Governing Board constitute a quorum for Governing Board meetings.

SECTION 2. The Publications officer shall be responsible for the editing and publishing of "THE ARROW" and for preparing press releases, notices to the members and other such notices as may be needed. The Publication office shall be responsible for the editing and content of the Club's official website [sfarchers.org](http://sfarchers.org)

SECTION 3. The Range Captain shall be responsible for the maintenance of the outdoor range; the supply of bales, target faces, all Club tools, and in general, direct and coordinate all work performed on the outdoor range in concurrence with Governing Board policy.

SECTION 4. The Scorekeeper shall keep an accurate record of all scores turned in, and in general, perform the duties incidental to the office of Scorekeeper, as outlined in the NFAA (National Field Archery Association) Handbook or the Club sanctioned shoots. This office also carries the title of Classification Officer.

#### ARTICLE 5. AWARDS

SECTION 1. To be eligible for club Trophies, Medals and Awards at club Tournaments, one must have current dues paid.

SECTION 2. Members who have taken Big Game with the bow and are in accordance with the laws of the state in which it was taken, are eligible to have their name/s engraved on the Club's "BIG GAME PLAQUE" and receive the "BIG GAME AWARD" after notifying The Second Vice President of Hunting.

#### ARTICLE 6. CLASSIFICATION

SECTION 1. All shooters must qualify and be classified in accordance with the rules established in the current edition of the NFAA (National Field Archery Association) Handbook.

SECTION 2. If the requirements of Section 1 above are not met, the shooter will be classified as Guest and will not qualify for awards.

#### ARTICLE 7, PUBLICATIONS

SECTION 1. A publication to be known as "THE ARROW" shall be published monthly for members and prospective members and shall be the sole property of "THE CLUB".

SECTION 2. "THE ARROW" shall be published by any method within the means of the Club, subject to the approval of the Governing Board.

SECTION 3. The policy of "THE ARROW" shall be determined by the Governing Board.

SECTION 4. The Editor of "THE ARROW" shall be the Publications Officer.

SECTION 5. "The Arrow" shall be archived on the official Club website sfarchers.org.

SECTION 6. The Official Club website known as sfarchers.org is the official website, no other social media is authorized by the Club.

#### ARTICLE 8. AMENDMENTS

SECTION 1. The Constitution and By-Laws may be amended by a two-thirds (2/3) vote of the members present at any General Membership Meeting, provided they constitute quorum 10% (ten percent) of the membership at the time of the meeting.

SECTION 2. An amendment must be presented in writing at least one (1) month before action can be taken.

SECTION 3. Any proposed amendment shall be published in "THE ARROW"; require two (2) readings before the General Membership before being put to a vote of the General Membership.

SECTION 4. All new amendments to the Constitution and By-Laws shall be published in "THE ARROW" as to their acceptance or rejection within ninety (90) day after they are acted upon.

SECTION 5. All amendments approved by the membership shall be dated as to the time of their approval.

AMENDMENTS.....

Revised December 2012

Approved by SFA Governing Board January 2013

Approved by SFA Membership June 2013