

DAYTONA ARCHERS, INC.

BY-LAWS

ARTICLE I Name

The name of this organization shall be the Daytona Archers, Inc., hereby known as the Club for the remainder of this document.

ARTICLE II Objectives

To promote archery in all forms with the highest regard for safety and sportsmanship and abide by the rules of all sanctioning organizations.

ARTICLE III Membership

Section 1 Definition

Memberships are open to any adult in good standing. Memberships can be denied or revoked by the Board if the member acts in any manner not in harmony with the welfare of the Club. There shall be two classifications of membership:

- General (Family) Membership
 - Granted to any individual over the age of eighteen (18).
 - Can include a spouse and any minor dependents living in the same household.
 - Can include two adult individuals in a committed relationship wherein the partners share financial assets and obligations, not including “roommates or other cohabitants.”
- Student Membership
 - Granted to any individual 18 years or older and is a current student at a college or vocational school.

Section 2 Dues

Membership dues are based on a calendar year and due at the January General Membership meeting at which time new membership numbers will be assigned and a new gate combination will be announced.

- Annual dues for a General Family) membership will be determined by the Board at a meeting held in August for the following year. Proration of dues can begin in September
 - Proration: If membership is requested after September 1, dues can be either paid in full for the remainder of the calendar year or prorated if the membership for the following year is paid in full at the same time.
 - Prorated fee is determined by dividing the current annual fee by 12. This number is multiplied by the remaining months left in the current year and added to the next year’s dues.
- Annual dues for a student membership are one-half ($\frac{1}{2}$) the General (Family) membership per year.
 - Student memberships are can also be prorated using the same amount per remaining month as for the General Family Membership.

ARTICLE IV Executive Officers – the Board

Section 1 Duties

The executive office will consist of the following positions. All executive officers shall follow Parliamentary Procedures as established by Robert's Rules of Order. The President, Vice-President, Secretary, Treasurer, and Range Master will hold two-year terms. The optional positions of Range Officers and Public Relations will hold a one-year term. Membership fees for all officers will be paid by the Club.

All officers will review the Club By-Laws and sign a log sheet stating they understand and accept them before being accepted on the Board. The following are the positions along with their duties and responsibilities:

President:

- Shall represent the club in all matters with regional, state, and national organizations; attend all regular meetings; shall appoint committee chairmen; his/her signature will be required on all legal documents and contracts; shall be a cosigner on all Club checks; must be a current NFAA/FAA member.

Vice-President:

Shall assist the President in any way necessary; perform presidential duties in the President's absence.

Secretary:

- Shall be responsible for record security, meeting minutes, amendments, distribution of membership announcements and membership cards, and social media and website updates if needed; shall be cosigner on checks in absence of President. Must provide all log-in and passwords to social media/website to VP. Must provide copies of critical files to VP (current application, membership welcome letters, etc.); must be a current NFAA/FAA member.

Treasurer:

- Shall receive all dues and assign new membership numbers when dues received; shall be responsible for all disbursements and club accounting; shall sign all checks along with the President or Secretary and provide financial statements when requested.

Range Master:

- Shall have master control over all ranges; shall approve of all Range Officers and Leads before acceptance as an officer of the Board; shall approve maintenance purchases less than \$50 (if over \$50, must get main officer approval); must be notified or participate on all committees regarding the range(s); shall select a committee to prepare for all tournaments including sanctioned and unsanctioned events.

Range Officers: (Appointed and Optional)

- Officer must be approved by Range Master; shall respond to requests from main officers; shall attend all work parties unless Range Master notified otherwise; shall be available for all range setups and tear-downs for scheduled tournaments and events unless Range Master notified otherwise.
 - Positions may consist of Range Leads.

Public Relations: (Appointed and Optional)

- Should be readily available for on-site visits.
- Shall give tours to perspective members; shall distribute fliers for announcement of events; shall ensure membership applications are available in carrier at main gate and in file box in assembly area pavilion.

Instructor: (Appointed and Optional)

- Shall maintain a USA Archery Level 2 (or higher) Certification and a SafeSport training certification.
- May provide group classes or private lessons at the range and shall comply with Article VI, Section 2 of these By-Laws.

Section 2 Vacancies

An elected office becomes vacant when any of all of the following occur:

- A) If an officer resigns their position.
- B) If an officer fails to attend three consecutive monthly officer meetings without prior notification to the President.
- C) A $3/4$ majority vote for impeachment by all Board members.
- D) The position becomes stagnant for a period of more than 90 days.

When a vacancy occurs more than 60 days prior to the next general election, an announcement will be made to the General Membership on who can vote for a replacement. If less than 60 days prior to the next general election, the vacated position will be filled as follows:

The Vice-President will assume the duties of the President or the Secretary or the Treasurer but not all. The President shall assume the responsibilities of the Range Master or appoint a general member as temporary Range Master until the next election.

Should two or more offices become vacant, an emergency election meeting will be called to order by all remaining officers, and an election will be held by all attending members and members voting by proxy.

Section 3 Officer Nominations/Qualifications

Nominations for officers must be received by both the President and the Secretary by December 1st of the election year. Nominations may be in the form of email or hard copy. The Secretary will email all current members with nominations received.

Qualifications for President and Secretary

- Must be 18 years or older.
- Must be a member in good standing with the club for one year prior to the election.
- Must be a member in good standing with the NFAA/FAA.

Qualifications for Vice-President, Treasurer, Range Master, Range Officers, Promotions, and Instructor

- Must be 18 years or older.

Must be a member in good standing with the club for one year prior to the election.

Section 4 Elections

All regular elections will be held at the General Membership meeting in January during the election year. New officers will take effect on the General Membership meeting in January.

ARTICLE V Meetings

The regular meetings for the officers are monthly and are scheduled to be held during the second week of each month. Edits to the schedule or cancelation of a meeting is at the discretion of the President and Vice President. All officers are required to attend unless the President is previously notified.

ARTICLE VI BY-LAWS and RULES

Section 1 By-Laws

By-laws will be reviewed annually by members of the Board present at the February officers' meeting. The Secretary shall write up the changes and present them at the next board meeting for approval. The approved changes will then be added to the existing By-Laws for publishing. The new copy with approved changes will be put on file as well as posted to our website. Each member will be notified of changes in the next newsletter and/or email. A printed copy will be mailed only if requested by member.

The General Membership is encouraged to contact an officer with any ideas for change to the By-Laws and rules that he or she may have that would coincide with the Club's objectives.

The Board may pass rules by majority vote for the use and enjoyment of the Club. The board may hold hearings and administer punishment for violation thereof.

Section 2 Rules

- Range Rules:
 - Everyone must sign in and out in the log book when on the range
 - Absolutely no hunting of any kind
 - Shooting permitted only on designated ranges.
 - Do not shoot multiple arrows into the same target on the 3D range. Practice on the practice range first if you are setting your sights. This will help increase the life of our targets.
 - Do not backtrack or use shortcuts thru the range
 - Do not shoot until the target is clear of other archers
 - Absolutely no alcohol on the range
 - No broadhead use on the target or practice range
 - Do not leave trash on the range
 - Use butt cans and extinguish cigarettes properly
 - Lock the gate when you leave
 - Any personal property such as bows and 3D targets are the responsibility of the owner
 - Visitors are allowed to use the range **two times** before they must join the club. They must sign in as a guest.
 - Any problems with the range that you cannot fix should be reported to the Range Master immediately
 - As a member you are expected to conduct yourself in a manner that will bring respect to you as an archer, the club and archery as a whole.

- Conducting business on Daytona Archers Property
 - Formal Training:
 - Formal Training refers to the practice of making an appointment (immediate or future) with a perspective student to give that student organized, step by step instruction in archery and is progressive in nature. It can also be for personal gain as a side business.

- All formal training is independent of Daytona Archers. Instructors may not align with the Club solely for personal gain. The use of Club property for formal training is a privilege.
- All formal training conducted on Daytona Archers property must be conducted by a USA Archery Certified Level II instructor at the minimum. All instructors must be insured.
- Instructors must formally request approval and meet with the Board before formal training can commence.
- Instructors must keep a log book dated and signed by the instructor and the trainee or the guardian of the trainee if under 18 years of age.
- All non-members must sign an “Assumption of Risk (including Release and Waiver of Liability)” form. All equipment used in formal training must be brought in by the instructor or the student unless other arrangements have been approved by the Board
- All formal instruction must be given in the open in a Board approved area only.
- When a student demonstrates proficiency at 10 yards then training will proceed at the regular practice line.
- The Instructor should always encourage students to join as members of the Club. If a student has not joined the club after having two formal training sessions or courses, the Instructor shall pay a \$5.00 range fee for each student for each additional lesson or course.
- Informal Training:
 - Informal Training refers to the practice of bringing a friend or a family member to shoot to show him or her some pointers or help with equipment setup.
 - Informal training does not require a certification.
- **Use of name Daytona Archers**
 - No one conducting a business for personal gain (whether a fee is charged or not) can use the name Daytona Archers or refer to Daytona Archers as part of that business. Daytona Archers may not be used on any business cards, flyers or communications that are not directly part of or sanctioned by Daytona Archers.

ARTICLE VII Dissolution

If for any cause the club should cease to exist, all moneys less expenses shall be donated to an archery related organization/association determined by the board at time of dissolution.

*Note: Amended in 1993 (position was split) ** Amended 1944 *** Amended 1995***Amended 2013***Amended 2023*