

**South Forty Archery Club
Constitution & By-Laws**

Constitution

(Adopted January 10, 2006)

Updated May 8, 2007

ARTICLE I: NAME AND ADDRESS

- A. The name of this organization shall be known as the South Forty Archery Club.
- B. The organization's general mailing address is that of the current president of the South Forty Archery Club.
- C. City of Lakeville Liaison:

Gerald S. Michaud
City of Lakeville
20195 Holyoke Avenue
Lakeville, MN 55044

ARTICLE II: PURPOSE

The purpose of this association shall be to:

- A. Foster, expand, and perpetuate the practice of archery and spirit of good fellowship among all archers.
- B. Encourage the use of bow in hunting of all legal game, birds, and animals.
- C. Cooperate with all conservation organizations in the propagation and conservation of game in its natural habitat, the forest and the field.

ARTICLE III: MEMBERSHIP

- A. Any person who agrees to abide with the association's Constitution and By-Laws is eligible for membership in the South Forty Archery Club, provided he or she; has not previously been expelled, has completed a membership application, has obtained the age of 18 (except Junior Memberships), and has paid the annual membership dues.
- B. Any member conducting him/herself in such a manner as to reflect unfavorable upon the South Forty Archery Club, bowhunting or archery in general, may be expelled by two-thirds (2/3) majority vote of the Board of Directors. The Board of Directors' decision may only be reversed by a two-thirds (2/3) majority vote of the entire club membership.
- C. All members in good standing, as outlined in the By-Laws, are eligible to vote at all club proceedings excluding Junior Members.

ARTICLE IV: MEETINGS

- A. The club will hold monthly meetings on the second Tuesday each month. Meetings may be delayed till the third Tuesday as to not interfere with a Holiday.
- B. Meetings shall be open to all club members in good standing.

ARTICLE V: BOARD OF DIRECTORS

- A. The Board of Directors shall consist of: 1) President; 2) Vice President; 3) Secretary; 4) Treasurer; 5) Range Captain; 6) Immediate Past President; 7) Director at Large.
- B. The Board of Directors shall guide and manage the activities, policies and property used and maintained by the South Forty Archery Club. Board recommendations and decisions shall be reviewed at each club meeting.
- C. Approve all club financial expenditures.

ARTICLE VI: ELECTED OFFICERS

- A. Elected officers shall consist of: 1) President; 2) Vice President; 3) Secretary; 4) Treasurer; 5) Range Captain; 6) Director at Large.
- B. The term for all elected officers shall be for one year commencing on 1 March.

ARTICLE VII: MINNESOTA DEPARTMENT OF NATURAL RESOURCES LIAISON

- A. The Minnesota Department of Natural Resources (MDNR) Liaison is a special office setup for the purpose of staying in contact with the MDNR on matters pending with the State Legislature. The office is set up for a volunteer and is not a voting position on the Board.

ARTICLE VIII: AFFILIATIONS

- A. South Forty Archery Club shall pay for the Minnesota State Archery Association (MSAA) membership for its president. Other club members may purchase MSAA memberships by submitting the required MSAA membership fee along with their South Forty Archery Club Membership dues.

ARTICLE IX: AMENDMENTS

- A. Proposed amendments to this Constitution must be submitted in writing, and proposed by motion at a regular club meeting. A mailing of the proposed changes will be sent to the membership one month prior to the proposed vote. The proposed amendments will be voted on at the next club meeting, whereby; two-thirds (2/3) affirmative vote of members present is required for adoption. All changes will be subject to City of Lakeville review and approval during the duration of the lease.

**B. South Forty Archery Club
Constitution & By-Laws**

By-Laws

(Adopted 10 January 2006)

ARTICLE I: MEMBERSHIP

- A. Any adult applicant for membership may make application to any officer of the club having attained his or her eighteenth birthday. Upon acceptance of application and payment of dues, member is eligible to vote and participate in meetings and activities of the club in accordance with Article III of the Constitution.
- B. All members will receive a membership card, and the combination to the entrance gate.

ARTICLE II: DUES AND FEES

- A. South Forty Archery Club will offer five types of membership; 1) Single; 2) Family; 3) Working; 4) Life Time; and 5) Junior membership. Membership dues are as follows:
 - 1. Single Membership is \$50.00.
 - 2. Family Membership is \$55.00 (includes spouse and all family members under the age of 18). Each family member will receive a membership card, combination to the entrance gate, and each family membership shall constitute one (1) vote.
 - 3. Working Membership is \$25.00 for singles and \$30.00 for family. To qualify for a working membership, member must have provided a minimum of 20 hours volunteer time to club-organized events in the previous year. A time sheet will be provided at events to log volunteer time and will be used in determining eligibility.
 - 4. Life Memberships will be awarded free of charge to: 1) Any South Forty Archery Club member who accumulates 25 years of membership in good standing; or 2) Any South Forty Archery Club member who upon reaching age 60 has accumulated at least 15 years of membership in good standing; or 3) The Board of Directors may award lifetime memberships under other conditions with a two-thirds (2/3) majority vote of approval from members present at any regular club meeting.
 - 5. Junior membership: Members 17 years of age or younger may purchase an individual Junior membership for \$10 but must abide with the By-Laws which require members under 16 years of age to be accompanied by an adult. MSAA membership and Youth Archery classes are additional fees. The Junior membership is not a voting membership.
- B. Annual dues for club membership are paid between January 1 and November 30 of that same year and are effective from the date of payment until December 31 of that same year. Anyone joining after November 30 shall be placed on the following years roster.
- C. Petitions for refunds will be submitted in writing to the President, South Forty Archery Club, and include a detailed reason for the refund. The President will call a special meeting under Article III.b of these By-Laws to vote on the petition. A two-thirds (2/3) affirmative vote is required for refund approval.

ARTICLE III: CLUB MEETINGS

- A. Meetings will be held at the range from May through October, and at locations to be determined from November through April. Club meetings are scheduled for the second Tuesday each month and will start promptly at 7:00 PM.

- B. The President may call Special meetings by notification to all Board Members. Two-thirds (2/3) of the board membership must be present at Special meetings.
- C. The order of business for all meetings shall be as follows:
 - 1. Call to order.
 - 2. Reading of previous meeting minutes.
 - 3. Treasurer's report.
 - 4. Committees report.
 - 5. Unfinished business.
 - 6. New business.
 - 7. Adjournment.

ARTICLE IV: SHOOTS/RANGE USE

- A. South Forty Archery Club Shooting:
 - 1. Beginning in April, every Tuesday night is designated as Club Shooting night. The gate will be opened at 5:00 PM and remain open until dusk, but no later than 10:00 PM. Guests and non-members are welcome on these nights on a limited basis.
- B. Hosted 3D Shoots:
 - 1. South Forty Archery Club will host 3D shoots between the months of April and September that are open for public admission.
 - 2. All club hosted 3D shoots must be approved by the City of Lakeville Liaison.
 - 3. The Club 3D Shoot Schedule will include, at a minimum; 1) One 3D Shoot for all styles of archery in the month of July to coincide with the City of Lakeville's PANAPROG celebration; 2) One 3D Traditional Only shoot in June.
 - 4. Each 3D shoot will have an appointed Shoot Director.
 - 5. Admission for the club hosted 3D shoots shall be set by the Board of Directors. Club members age 16 and older shall be given a 2 dollar discount from the non-member shoot fee.
 - 6. Members working during a 3D shoot are able to shoot the same event at no charge.

ARTICLE V: DUTIES OF OFFICERS

A. PRESIDENT:

- 1. Shall preside at all meetings of the Board of Directors and general meetings of the South Forty Archery Club.
- 2. Shall appoint all special committees.
- 3. Shall appoint Shoot Directors for each club hosted 3D Shoot.

4. Shall provide the clubs proposed 3D Shoot Schedule to the City of Lakeville Liaison for his/her approval.
5. Shall exercise the rights and perform the duties incident to the office.
6. Shall be a member of the Minnesota State Archery Association. The membership will be paid by the South Forty Archery Club.

B. VICE-PRESIDENT:

1. Shall perform the duties of the President if the President is unable to act.
2. Charged with organizing all archery demonstrations and instructions.

C. SECRETARY:

1. Shall keep all records of the South Forty Archery Club.
2. Serve all notices of meetings.
3. Conduct all correspondence including the mailing of membership cards to new and renewing members.
4. Present a written report of monthly meetings and provide a copy to the City of Lakeville Liaison.
5. Maintain timesheets to account for club members volunteer time.
6. Shall maintain records of members that have paid membership dues and are in good standing
7. Shall transfer membership dues to the treasurer.

D. TREASURER

1. Receive and deposit all monies of the South Forty Archery Club.
2. Keep accurate accounts of all monies received and disbursed.
3. Shall present a financial statement at each regularly scheduled club meeting.
4. Shall maintain tax records.
5. Shall pay the State of Minnesota sales tax as required on membership dues and food and beverage sales.

E. RANGE CAPTAIN:

1. Shall direct and supervise maintenance of the field range, storage building, and grounds in coordination with the City of Lakeville Parks and Recreation Department agreement.
2. Keep accurate inventory records of all field equipment, targets and supplies, and is responsible for ensuring that all target butts and faces are in good shootable condition throughout the spring and summer season.

3. Shall recommend the ordering of replacement butts and 3D animal targets as needed to the Board of Directors.
4. Shall ensure range rules are posted and visible on the range.
5. Empowered to make purchases of any necessary supplies or equipment, with the approval of the Secretary Treasurer, up to an amount of \$50.00 for any one order.
6. Shall chair a Tournament Committee in February for planning club shoots and tournaments to be held that year in accordance with Article IV of these By-Laws.
7. Empowered to appoint two Assistant Range Captains to assist with the duties of this office.
8. Maintain custody of all storage-building keys. Shall checkout a storage-building key to appointed Shoot Directors at least two weeks in advance of the scheduled shoot.
9. Obtain a Time Sheet from the Secretary Treasure and record volunteer hours. Provide completed Time Sheets to the Secretary-Treasure.

F. SHOOT DIRECTORS

1. Shall conduct the 3D Shoot to which appointed.
2. Responsible for setting up and taking down all 3D targets.
3. Shall obtain a member call list from the Secretary Treasure with which he/she can enlist other members to assist with tournament set-up/take down.
4. Collect admission and concession fees.
5. Keep a financial record of all funds collected. Deliver funds and financial record to the Secretary Treasure.
6. Responsible for range safety, and clean up of the range and club area before and after the tournament. Coordinate with the Lakeville Parks Department for additional trash receptacles and picnic tables.
7. Mowing and the marking of walking and shooting lanes on the course.
8. Obtain a Time Sheet from the Secretary Treasure and record volunteer hours. Provide completed Time Sheets to the Secretary-Treasure.

G. DIRECTOR AT LARGE

1. Provide assistance to other board members and shoot directors in the execution of their duties as needed.
2. Be a voting member on the Board of Directors.

ARTICLE VI: ELECTIONS

- A. Nomination of club Officers shall be solicited by both newsletter and from the floor at the November meeting.
- B. Mail in ballots will be sent to all eligible voting members by December 3.

- C. Mail in ballots must be returned by mail or in person to the club Secretary Treasure by the January meeting to be counted.
- D. The candidate receiving the highest number of votes shall be elected to the office. In case of a tie, additional ballots shall be taken from those eligible voting members present at the January meeting to make the final determination.
- E. Terms will commence on 1 March and are for one year.

ARTICLE VII: USE OF ARCHERY RANGE

- A. The use of the South Forty Archery Range, located at Ritter Farm Park, 19300 Ritter Trail, Lakeville, MN, shall be by paid members of the South Forty Archery Club and their guests.
- B. The range is open for club member shooting from May 1 to October 31 from sunrise till sunset, but no later than 10:00 PM.
- C. Use of the range by individual members at times other than club shoot nights, as outlined in Article IV of these By-Laws, shall be done in accordance with the following conditions:

The member will:

- A. Lock the gate at the entrance to the range when entering and leaving.
- B. Use extreme caution at all times while shooting and be aware of other people using the park.
- C. Follow all rules outlined in these By-Laws and specifically Article VIII.

ARTICLE VIII: ARCHERY RANGE RULES

- A. No alcohol allowed on the range.
- B. No consumption of alcohol while or before using the range.
- C. No smoking on the range.
- D. No Crossbows allowed. Members in possession of a State Permit, which authorizes the legal use of a crossbow for hunting, may receive approval from the Board of Directors to use a crossbow on the range.
- E. No unsupervised children on the range.
- F. No moving of target butts unless authorized by a club officer.
- G. No person may release an arrow in any manner not intended to strike a range target or in such a manner as to become a flighted arrow.
- H. No person shall draw or release an arrow while any person is down range from the firing line.
- I. No person shall draw or release an arrow unless standing with one foot on the firing line, and must always keep the arrow pointed down range.
- J. All persons must follow the designated trails throughout the walking course. Taking shortcuts from target to target is not permitted.

- K. Broadhead points may only be shot in the special broadhead pit that has been designated by the Range Captain.
- L. Broadhead points are not allowed on the walking course at any time, including in quivers.
- M. Pets and firearms are not allowed on the range.
- N. Harassment of wildlife is not allowed.
- O. Horseplay, verbal or physical harassment, intimidation, etc. will not be allowed or tolerated on the range or club grounds.
- P. Club members are responsible for the actions of their guests. Any violation by a guest could result in the revocation of membership.
- Q. An adult must accompany any and all persons under 16 years of age while on the range and club property.
- R. Failure to obey all safety requirements will be just cause for any member in observance to ask the offender to leave the range. Such incidents will be brought to the attention of the Club's Board of Directors.
- S. All club members must have, in their possession, their current membership card, and will present their membership card to any member that requests verification of their membership.

ARTICLE IX: DUTIES OF THE GENERAL MEMBERSHIP

- A. Report any unsafe conditions that he/she encounters on the range to any member of the Board of Directors so that the condition can be corrected.
- B. Remove all discarded targets, trash, and other debris from the range.
- C. Will not divulge the entrance's lock combination to any non-member.
- D. Shoot at designated targets, in designated range areas only.
- E. Be knowledgeable of and follow the Constitution and By-Laws of the South Forty Archery Club.

ARTICLE X: ORGANIZATION RESPONSIBILITY/LIABILITY

- A. South Forty Archery Club accepts no responsibility for personal injury or the financial responsibility of their members.
- B. All members accept their own responsibility for their own actions.
- C. Any member shooting with a guest will be liable for all damages incurred by their guest.
- D. South Forty Archery Club will maintain a general liability insurance policy against claims for personal injury, death, or property damage occurring in connection with the use and occupancy of the archery range of no less than One Million and 00/100 (\$1,000,000) combined single limit at all times.

ARTICLE XI: AMENDMENTS

- A. Proposed amendments to these By-Laws must be submitted in writing, and proposed by motion at a regular club meeting. A mailing of the proposed changes will be sent to the membership one month

prior to the proposed vote. The proposed amendments will be voted on at the next club meeting, whereby; two-thirds (2/3) affirmative vote of members present is required for adoption. All changes will be subject to City of Lakeville review and approval during the duration of the lease.