

**NEW CASTLE HUNDRED ARCHERS CLUB  
CONSTITUTION AND BYLAWS**

**ARTICLE ONE**

**PURPOSE:**

**Section 1.1:** The name of this Organization shall be "New Castle Hundred Archers Club" (hereinafter known as the "Club"). The Club is a "not-for-profit" corporation in the state of Delaware.

**Section 1.2:** The purpose of this Club shall be:

- A. To establish, and maintain, both programs and facilities to support the sport of archery.
- B. To actively promote the sport of archery and good sportsmanship amongst Club members, associations, and members of the community.
- C. To hold archery shoots and tournaments for members, guests, and/or the public.
- D. To promote hunting and fishing and the conservation of natural resources.
- E. The Club shall not engage in any political lobbying or raise funds for any political candidate.

**Section 1.3: Non-Discrimination:**

The Club does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provisioning of services. The Club is committed to providing an inclusive and welcoming environment for all Members, staff, volunteers, subcontractors, vendors, and clients. Members exhibiting discriminatory behavior may be subject to suspension of membership privileges as outlined in Section 2.3 Club Rules and Suspension of Membership.

**ARTICLE TWO**

**MEMBERSHIP:**

**Section 2.1: Membership and Dues**

- A. **Initiation Fees** - Candidates for new membership shall pay an initiation fee of one hundred fifty dollars (\$150.00) upon initial submission of the application for membership. Membership dues are payable at the same time as the initiation fee. Candidates for new membership may obtain temporary membership by submitting their dues, initiation fee and application to designated officers. At this time the candidate will be given the combination to the gate and be able to use the club's outdoor range and facilities. Their membership must be voted on at the next regularly held meeting at which time they may receive their key to the clubhouse and other Club privileges of new members.
- B. **Initiation Fee Waivers** - Initiation fees for rejoining members may be waived upon review by the Board of Directors under the following conditions:
  - 1. **Company Transfer.** If a member in good standing is transferred by their employer for an expected period of one year or longer, the member may rejoin upon review by the Board of Directors and the initiation fee may be waived. Two officers should be familiar with the circumstances or a letter from the employer documenting the transfer should be required.
  - 2. **Personal Injury.** If a member in good standing has an illness or injury which prevents him/her from shooting a bow for an expected period of one year or longer, he/she may rejoin upon review by the Board of Directors and the initiation fee may be waived. Two officers should be familiar with the circumstances or a letter documenting the injury should be obtained from the member's doctor.

## New Castle Hundred Archers

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3. Loss of Employment. If a member in good standing becomes unemployed or is laid off for an expected period of six months or longer, the member may rejoin upon review by the Board of Directors and the initiation fee may be waived. Two officers should be familiar with the circumstances or a letter from the employer noting the termination or layoff is required.
- C.** Regular Membership – As of September 1<sup>st</sup> 2022 dues for Regular members shall be one hundred dollars (100.00) per year payable before the annual meeting is called to order each year. Regular Members are responsible for completing a minimum of 10 work hours each year to better the club. Dues for new Regular Membership shall be prorated as follows:
1. January thru June - \$100.00
  2. July thru September - \$50.00
  3. October thru November - \$25.00
  4. December – \$100.00 to include following year
- D.** Late Renewals - A twenty-five dollar (\$25.00) late-fee penalty will be assessed on members not paying by February 1<sup>st</sup>. These members must be paid in full including penalty by March 1<sup>st</sup> or their membership will be terminated.
- E.** All members must contribute to our fund raising efforts each year. A lottery calendar is our chosen method of fund raising. Every member is required to sell or buy (3) per year. The Regular, Group and Pre-Paid memberships are responsible to sell at least 3 each. Lifetime memberships purchased/awarded after March 1, 2016 are also required to participate in the fund raising effort. Calendar money not received by September 30th will be added to the following year's membership renewal fees. dues. If a member has financial, health or other extenuating circumstances the Board of Directors may waive their calendar responsibilities at the Board of Director's discretion.
- F.** Calendars will be pro-rated as follows. Those joining:
1. January thru June                      Three (3) Calendars
  2. June thru September                      Two (2) Calendars
  3. September thru November              One (1) Calendar
  4. December                                  Three (3) Calendars will be applied to the following year's Sales
- G.** Life Memberships – A Life Membership is available for 10 times the amount of the current regular annual dues. Current Members who have paid their normal annual dues for the current year will have the normal annual dues amount credited to the cost of their Life Membership. Dues must be paid at the time of application or membership conversion; however, the lifetime dues can be split over two (2) equal payments. The first payment shall be paid at the time of application or conversion with the second payment due within five (5) months. Members joining or converting to a life membership after October 1st, 2022 must complete five (5) work hours per year.
- H.** Retired Members – Twenty (20) year members having reached the age of sixty-five (65) shall pay five (5.00) dollars annual dues. Retired Members are excused from work hours and may work at their discretion.
- I.** Senior Memberships - Candidates and members sixty-five (65) years or older who do not qualify for Retired membership status shall receive a discount of fifty percent (50%) on annual dues payable in the same manner as other new and regular members. Candidates will, however, be charged the full initiation fee. Senior memberships are pro-rated so those joining July thru October pay 50% of the Senior membership dues. All members new to a Senior Membership as of January 1<sup>st</sup>, 2014 shall be responsible for a minimum of five work hours annually until they have reached the age of 70. Senior members can sell calendars at their own discretion but are not required to do so.
- J.** Group Memberships – Special memberships are available to groups such as boy scouts, girl scouts, and other groups as approved by the board of directors. Group memberships shall include up to five (5) individuals and will pay one initiation fee and one annual dues amount per group. Group Memberships are responsible for a minimum of ten (10) work hours. Group members are also responsible for one (1) calendar per year per member of the group. Any individual who is part of or formerly part of a group membership and wants to become a Regular member must pay the initiation fee and dues to become a Regular member.

## Club Constitution

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- K.** Gratis Memberships - A Yearly Gratis or Lifetime Gratis Membership may be requested by members for significant work done by a nonmember. Initiation fee, annual dues, work responsibility costs, and all membership rights are included in the award. A Gratis membership will be recommended at the discretion of the board with confirmation by majority vote of membership at a monthly meeting. Gratis Members are excused from work hours and may work at their discretion. Gratis memberships shall be reviewed annually for continued eligibility by the Board of Directors.
- L.** Exceptions for Hardships - Members with special financial problems may be given an extension to the dues payment deadline at the discretion of the Membership Secretary. The Board of Directors may recommend waiving any existing member's dues for the year if a hardship exists.
- M.** Dues may only be refunded because of extenuating circumstances after review and approval by the Board of Directors. The amount of the refund is at the discretion of the Board of Directors.
- N.** The Club member is the person whose name appears on the application. Family members are included under the membership and have full use of the facilities but are not members. Family members under 18 must be supervised by an adult.

**Section 2.2: It will be the responsibility of the Membership Secretary to screen all applications for completeness and clarity. Membership shall be open to all, regardless of race, gender or creed.**

- A.** Membership Limit: Membership shall be limited to two hundred (200) regular paying members. Life, Retired, Senior, and "Gratis" members are not included in the two hundred limit.
- B.** Gratis members who wish to become regular paying members shall be granted all Club privileges until an opening in the Membership Limit is available for a maximum of two years.
- C.** Retired member status shall be available to members who have been regular members for twenty (20) or more years and have reached the age of sixty-five (65).
- D.** Members' spouses, children and grand-children (until age 18) shall have use of the facilities of the Club under the supervision and responsibility of the parent member of the Club.
- E.** Children/grand-children of members, upon reaching the age of eighteen (18), may join the Club without an initiation fee.
- F.** Invited guests may, in general, accompany a Regular, Life, or Retired member to the Club without charge one time during any calendar year. Additional guest visits pay a fee of \$10 per visit. At a member's request, the Board of Directors may change the fee for extended guest visits or extenuating circumstances.

**Section 2.3: Club Rules & Suspension of Membership. The following Club rules are in no way meant to be a comprehensive list of all possible violations.**

- A.** Hunting and/or discharging firearms is forbidden on Club property. Broad head arrows may be shot only in the specified area.
- B.** There will be no cutting down of trees except for downfalls and target interference, defacing of property, building of stands or platforms without written permission from the Board of Directors; noncompliance shall result in immediate suspension.
- C.** Any member initiating an act of physical aggression and/or harassment on Club property involving another person shall be suspended for a period to be determined by the Board of Directors. Any non-member shall be barred from Club property.
- D.** Drug and/or alcohol possession or usage is prohibited on club property. Alcohol will only be permitted at events explicitly designated as such by the Board of Directors. All ranges and courses are to be closed and use of archery equipment is strictly prohibited during those specially sanctioned events.
- E.** Code of Conduct- The Club is committed to maintaining cooperative work, training and sports environments in which there exists mutual respect for all archers, coaches, judges and other officials. We are committed to creating a safe and positive environment for all archers and participants involved in this sport, free of misconduct. The Club has adopted the US Archery Safe Sport Policy as our guideline. The US Archery Safe Sport Policies are found in the US Archery Code of Conduct document and can be

downloaded from USA Archery at the following link: <https://www.teamusa.org/USA-Archery/Archers/SafeSport>.

- F. Suspension of Membership:** Members are expected to follow the Club rules and act in a moral and respectful manner. Failure to do so shall result in a hearing conducted by the Board of Directors.
1. Any member with just cause and reason may present written charges to the Board of Directors against another member within 15 days of an alleged incident.
  2. The accused member will immediately be made aware of the allegations by the Club President.
  3. The Board of Directors will hold a hearing with each party individually (the accuser, and the accused) respectively in a private closed meeting and render a decision in less than two weeks.
  4. The decision of the Board of Directors is final.

### **Section 2.4: Voting**

- A.** At all meetings, Officers and members in good standing are entitled to one vote per membership and that voting member is the member indicated on their membership application. Good Standing shall mean that they are not in arrears for any dues, work hours or calendars. If a member is not able to attend the meeting, where a vote is required, they may designate another adult member of their household to vote on behalf of the membership. Members with less than two (2) years of tenure cannot vote on Constitutional and property provisions but all other membership privileges shall remain the same.

## **ARTICLE THREE**

### **OFFICERS:**

**Section 3.1: The officers of the Club are as follows: President, Vice President, Recording Secretary, Membership Secretary, Treasurer, Sergeant at-Arms, Marketing & Website Secretary, and six Directors.**

- A.** All officers except Directors and the President will hold office for a period of one (1) year.
- B.** The President will hold office for a period of two (2) years.
- C.** The six Directors will hold office for a period of three (3) years.
- D.** The Treasurer and two current officers are the "official signers" of any documentation of or for the Club. Two official signatures (as previously defined) are required for Club documentation before such documentation is deemed official. For efficient operation, only one signature by either of the two officers who are designated signees, or Treasurer is required for checks drawn on Club accounts.

**Section 3.2: Duties of Officers - Attached Guidelines for the duties of officers and committees may be revised at the recommendation of the Board of Directors by a simple majority vote at any regular, annual, or special meeting.**

**A. President**

- a. The President shall preside at and direct all Club meetings, enforce rules and, in the case of a tie in voting, cast the deciding vote.
- b. The President shall recruit a chairperson for any committee and serve as ex-officio of such committee.
- c. The President shall secure a Club officer to hold meetings in the absence of the President and Vice President.
- d. The President shall recruit at least four (4) archery chairpersons to manage the following events as outlined in the attached Guidelines for the Duties of the Archery Chairpersons: 3-D, Instructional Archery, Field Archery, and Target Archery.
- e. The President may obtain permission to make emergency purchases between meetings by a majority vote of the Board of Directors.

**B. Vice President**

## Club Constitution

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- a. The Vice President shall service and perform the duties of the President in the absence of President.
  - b. The President and the Vice President positions may not be held by the same person simultaneously.
- C. Recording Secretary**
- a. The Recording Secretary shall keep minutes of the club's meetings and ensure their publication.
  - b. The Recording Secretary(s) shall prepare and issue newsletters at the direction of the Board.
  - c. The Recording Secretary(s) position can / will be held by more than one person as needed.
- D. Membership Secretary**
- a. The Membership Secretary shall screen all applications for completeness and clarity.
  - b. The Membership Secretary shall maintain a list of all Current members with membership and contact information.
  - c. The Membership Secretary shall maintain a list of all Club members regarding all monies paid.
  - d. The Membership Secretary shall maintain a list of all Club members work hour history.
  - e. The Membership Secretary shall maintain a list of all Club members' key card ownership information.
  - f. The Membership Secretary shall bill all members annually, collect fees and dues.
  - g. The Membership Secretary shall provide a membership report at each regular meeting and at other times as directed by the President.
  - h. The Membership Secretary shall submit monies received to the Treasurer along with receipts for same.
- E. Treasurer**
- 1. The Treasurer shall be the custodian of the club's monetary assets.
  - 2. The Treasurer shall deposit all monies received at a recognized bank.
  - 3. The Treasurer shall make a report at each regular meeting or as directed.
  - 4. The Treasurer shall be responsible for all matters related to Credit Card Activities.
  - 5. The Treasurer shall make payment of money as authorized and approved by the membership with the following exceptions:
    - i. Routine bills for operating expenses may be paid without prior authorization but must be approved at the next scheduled meeting.
- E. Sergeant-at-Arms**
- 1. The Sergeant-at-Arms shall preserve order at meetings of the Club and verify credentials.
- F. Marketing and Web Secretary**
- 1. The Marketing and Web Secretary shall setup and run the Club website including keeping current events prominently displayed and modify material as decided via Club meetings.
  - 2. The Marketing and Web Secretary shall handle / direct correspondence received via the website.
  - 3. The Marketing and Web Secretary shall manage the telephony used by the club. The Marketing and Web Secretary shall promote the Club through marketing efforts with the public.
- G. Directors**
- 1. The Board of Directors (Board) shall have the power to manage all affairs of this club; and to make all contracts necessary for the proper transaction of all business.
  - 2. The Board shall have jurisdiction over all matters pertaining to care, conduct, control, maintenance and supervision of the property, buildings, and facilities and all appropriations shall be approved by it.
  - 3. Any new buildings or projects and any changes to the Constitution must be approved by the membership at a regular monthly meeting, or at a special meeting if called. The Board shall present a specific proposal to the members at the appropriate meeting. This proposal will be based on the Board's research, committee reports, and information from interested members. It cannot be changed or altered on the floor except by the Board of Directors, who may or may not accept suggestions from the members present. If a proposal is rejected, it shall be the

responsibility of the Board to develop an alternative for future consideration. If any member decides that a particular matter is not receiving due consideration by the Board, a special meeting can be called for discussion and a decision by the membership.

4. Specific duties of the Board include the following items:
  - i. Financial budget and appropriations.
  - ii. Waiver of initiation fees.
  - iii. Dues responsibilities.
  - iv. Membership.
  - v. Maintenance and disbursement of funds for maintaining and/or improving the facilities.
  - vi. Recommend changes to Guidelines for the duties of officers and committees.
  - vii. Work with the Archery Committee heads to set a shoot schedule as needed.
5. The Board of Directors meeting is a closed meeting. However, any member may request and will be granted the opportunity to appear before the Board at a scheduled meeting.
6. The board of Directors shall meet once each month or more often if deemed necessary by the president or at least two (2) Board members.
7. The Board of Directors shall elect their chairperson each year during the period after the newly elected directors have assumed office on February 1 and before the regular March membership meeting.
8. For Board meetings, a quorum will consist of four (4) Board members. In the event of a tie vote by the Board of Directors, the President shall be called upon to cast a tie breaking vote.

**Section 3.3:** Any officer who shall be absent from three (3) consecutive meetings, unless the officer has offered an excuse for such absences which is satisfactory to the membership, shall be deemed to have resigned as an officer and shall cease to be an officer. Appointment of a new officer shall be made by the President at any meeting, subject to approval of the majority of the members present, to fill said unexpired term of office.

#### ARTICLE FOUR

##### ELECTION OF OFFICERS:

**Section 4.1:** The following officers of this Club shall be elected at the annual meeting each year: **President, Vice President, Recording Secretary, Membership Secretary, Treasurer, Sergeant-at-Arms, Marketing & Web Secretary and up to six Directors depending on term expirations.**

- A. Election shall be by secret ballot and plurality vote of membership present at the annual meeting.
- B. Nomination of officers shall be made from the floor at the annual meeting.
- C. Duly elected officers shall be installed and assume their duties of office at the annual meeting. A newly elected President shall assume the office of President under New Business and recruit his/her chairpersons and committees for the following year.
- D. The Board of Directors shall consist of six (6) directors. Two (2) new directors shall be elected (or re-elected) each year to replace those ending their three year term.

#### ARTICLE FIVE

##### MEETINGS:

## Club Constitution

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- Section 5.1:** The membership shall hold its regular meetings on the second Tuesday of each month at 7pm with the exception of January where the Annual Meeting replaces the regular meeting.
- Section 5.2:** The annual meeting of this Club shall be held on the Second Saturday in January at 6pm, unless a different time is approved by the Board and all members are given at least 30 days notice of the new date and time of the meeting.
- Section 5.3:** A special meeting shall be called by a signed petition of 35 percent (35%) of the membership or by seven (7) elected officers. Notification of the membership of any special meeting and its purpose will be made 14 days prior to the meeting.
- Section 5.4:** The quorum of this Club at any regular, annual or special meeting, except as stated in Section 8.1, shall consist of seven (7) members of which at least four (4) shall be officers.
- Section 5.5:** All meetings shall be conducted according to parliamentary law, as stated in Robert's Rules of Order.
- Section 5.6:** The order of business at regular meetings shall be as follows, unless it shall be suspended or altered by a two-thirds vote of the membership:
- a. Call to order by the presiding officer.
  - b. Roll call of the officers present and quorum call.
  - c. New membership.
  - d. Reading of the Recording Secretary's minutes.
  - e. Treasurer's report.
  - f. Membership Secretary's report.
  - g. Committee reports.
  - h. Correspondence.
  - i. Unfinished business.
  - j. New business.
  - k. Announcements.
  - l. Adjournment.
- Section 5.7:** In the event any meeting other than an annual meeting falls on an unsuitable day, it is considered rescheduled for the following Tuesday at 7pm, or another date as approved by the Board, provided that all members are given two (2) weeks notice of the alternative date. In the event any meeting falls on an unsuitable day, it may be rescheduled for another date as approved by the board, provided that all members are given two (2) weeks notice of the alternative date.

## ARTICLE SIX

### COMMITTEES:

- Section 6.1:** The chairperson of each committee is appointed by the President.
- Section 6.2:** Standing Committees
- A.** There shall be the following standing committees as needed:

1. 3D Archery – Propose the 3D schedule for the year and work with the board of directors to adjust the schedule to avoid conflicts with other events of the club or outside the club. Make sure certificate of insurance is sent to the IBO each year naming them as co-insured and that

## New Castle Hundred Archers

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- the IBO club membership dues are paid. Make sure each 3D shoot is staffed with club members to do registration, kitchen (in concert with kitchen chairperson), target setup and target take down. Make sure there is supervision for these workers. Make sure that the trophies needed are ordered by the appropriate date.
2. Instructional Archery – The chairperson’s responsibilities include the coordination of all instructors for public and private lessons, private events and private parties. Maintain instructional equipment (bows and arrows) and ensure all required instructor certifications are current.
  3. Junior Olympic Archery Development - The JOAD chairperson shall be responsible to design and oversee an instructional program to meet and conform to the objectives of the USA Archery JOAD program.
  4. Target Archery - The Target Archery Chairperson and committee are responsible for coordinating the indoor range schedule and use. They should insure that its maintenance, cleaning and improvements are kept current. Feedback and cooperation with the JOAD, Instruction and 3D chairpersons will be sought out to address the use and equipment needs for their indoor range events.
  5. Field Archery – The Field Archery Chairperson and committee are responsible for scheduling field shoots and to coordinate with the building, grounds and property chairpersons, the maintenance or improvements to the field course.
  6. Building and Grounds Maintenance - Propose maintenance projects and work parties to maintain the club buildings and grounds. Propose and work with the property committee in implementing property improvements that address maintenance needs. Specific duties include:
    - a. Maintain shooting lanes at permanent target locations and trim trees and brush as needed.
    - b. Cut grass.
    - c. Clear waterways.
    - d. Maintain driveway and parking lot and ensure that ditches are kept open to allow adequate surface drainage.
    - e. Maintain signage at entrance.
    - f. Make or arrange for minor building repairs.
    - g. Recommend work parties as needed for these maintenance areas and organize the work to be done.
  7. Kitchen – Arrange for the purchase, preparation and service of all food at the club sponsored events including tournaments, the annual meeting and the annual crab feast and picnic. To assure that the appropriate change is maintained in the authorized permanent kitchen fund. Work with the board of directors to develop a menu for the club picnic and other events. Arrange for adequate staffing for each event assure each volunteer understands their duties such as cooking, taking cash, clean up after event, balancing change money and income reporting.
  8. Conservation and Wildlife – The conservation and Wildlife Chairperson and committee are responsible for grounds improvements that will benefit native plants and wildlife and water and soil conservation.
  9. Auditing – The auditing committee consists of three appointed disinterested members to audit the Treasurer’s books and to report their findings as instructed.
  10. Constitution – The Board can request the formation of a Constitution Committee when they see a need for amending the Constitution of the Club or as requested by 35% of the club members.
  11. Property – Recommend and oversee all new construction and renovations of Club property including building and grounds improvements.
  12. Public Relations – The Public Relation committee is responsible for fielding general questions from the community. They are also the liaison to community leaders such as elected officials, law enforcement, and others as needed.
- B.** The number of persons on each committee shall be at the discretion of the committee chairperson.
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## Club Constitution

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- C. There shall also be such other committees as designated from the floor at any regular, special or annual meeting.

**Section 6.3:** The duties of standing committees shall include a statement of committee objectives, a plan for achieving these objectives and directing the work effort to get the plan completed.

**Section 6.4:** Each committee chairperson shall give a report monthly or as directed and shall keep accurate records of all financial transactions.

**Section 6.5:** The tenure of office for all open committees shall be the same as for the officers of this club.

### ARTICLE SEVEN

#### COMPENSATION:

**Section 7.1:** The officers and members of this Club shall receive no salary or other compensation for duties connected with their offices other than reimbursement of expenditures. If found to be necessary by the Board of Directors, however, payments can be made to members or non-members for work at tournaments and other Club functions and activities. For extraordinary services to the Club as determined by the Board of Directors, members may be awarded Club hats, shirts, jackets, or other rewards as considered appropriate by the Board.

#### Section 7.2: Contractors

- A. Club Members providing instructional services for compensation are contractors and are not Club employees.
- B. To offer compensated instructional services, one must be a club member in good standing, currently certified at minimum a "Level I Instructor Certification" issued by USA Archery or the National Field Archery Association and hold a current USA Archery membership.
- C. Contractors shall maintain true and correct records in connection with each service and transaction including documenting events, participants, monies collected, retained, and paid to the club.
- D. All contractors must enter into an independent contractor agreement and provide a W-9 form with the Club prior to making arrangements to provide service or accepting compensation.
- E. The club shall issue a 1099 tax form to all Contractors at year's end.

### ARTICLE EIGHT

#### ASSETS AND LIABILITIES OF THE CLUB:

**Section 8.1:** Selling, assigning, transferring, or otherwise disposing of any or all of the permanent buildings and lands of the Club or acquiring additional permanent buildings and lands shall be pursuant to the affirmative vote of three-fourths of the membership of the Club present at a meeting called for that purpose, a quorum for such a meeting being 30 percent of the total membership being full members, non-tenured members will not be counted towards this total. Also under these same conditions, the membership can authorize or cause to be executed mortgages and other liens against the Club.

- A. All funds deemed in excess of operating expenses and a reasonable safety fund may be used for the purchase of equipment and improvements as recommended by the Board of Directors and voted on by the membership.

- B.** Any sales of other Club property approved by the Board of Directors and the members shall be at a fair price relative to the value of the articles sold. All sales will be for cash only payable in full on completion of the transaction.

**ARTICLE NINE**

**AUDITING:**

**Section 9.1:** During the annual meeting a committee of three disinterested members, not connected with the club's finances shall be appointed from the floor to act as the Auditing Committee. This committee will audit all books and will report at the March meeting. Officers of the Club involved in all audits shall be present at the Auditing Committee's meeting to answer any questions.

**Section 9.2:** Audits shall be made of the Treasurer's books and any other books deemed necessary by said committee to complete their report.

**ARTICLE TEN**

**AMENDMENTS:**

**Section 10.1:** This Constitution and Bylaws may be amended by the following procedure:

- A.** The need for amending the constitution is presented to the Board by any member in good standing. The Board reviews the request and can approve the formation of a constitution committee. The committee shall be chosen and approved at the next regular member meeting.
- B.** The constitution committee will review any changes that have been recommended by any member and any other changes that they see as necessary.
- C.** Proposed changes to the constitution shall be presented to the Board for approval prior to presentation at a monthly members meeting or any other special meeting called for that purpose. A minimum of 30 days notice is required to members prior to holding a meeting for the purpose of voting on changes to the constitution.
- D.** Notice of any presentation to amend this Constitution and Bylaws shall be emailed to all members having an email address and those without an email address will be sent a written notice via regular mail at least 30 days prior to such meeting.
- E.** A two-thirds vote of the club membership present shall ratify amendments.

**ARTICLE ELEVEN**

**WORK RESPONSIBILITY:**

**Section 11.1:** All members except persons named in Section 11.3 shall be responsible for a minimum of ten (10) hours of productive work in the best interests of the Club.

**Section 11.2:** The Board of Directors shall be responsible for management and implementation of this Article in the Constitution and Bylaws, as entitled above.

**Section 11.3:** Certain members shall be excused from work responsibilities.

## Club Constitution

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- A. Medically incapacitated persons may be excused by the Board of Directors: the Board is responsible for identifying, excusing, and/or providing alternate work for such medical cases.
- B. Persons granted Gratis Membership status for services rendered are excused for the duration of that membership.
- C. Gratis and/or Retired Members may work at their discretion.
- D. Life Members joining or converting after September 1, 2022 must complete five (5) work hours per year. Those who joined or converted prior to September 1, 2022 are not required to complete work hours.

**Section 11.4:** Work parties are scheduled at the discretion of the Board of Directors as recommended by the appropriate committee chairpersons. Hours worked by each party member are confirmed by an officer and recorded by the Membership Secretary and tracked for upcoming annual dues.

**Section 11.5:** Work completed during times other than work parties must be approved by an elected officer of the Club prior to the beginning of such work and confirmed by the same officer after the work is completed. Approved work order forms must be used.

**Section 11.6:** Members who sign up to work shoots, tournaments, and work parties who are unable to fulfill their commitment must give 48 hours notice so that a replacement can be found. Failure to do so will result in a penalty of two (2) additional work hours.

**Section 11.7:** The Membership Secretary will bill the members who have not completed their work responsibilities at a rate of twenty dollars (\$20.00) per hour for each work hour not completed in addition to their dues. Members may pre-pay their work hours before the start of the January meeting at a cost of one hundred eighty dollars (\$180.00).

**Section 11.8:** Payment for work hours will be made by members in the same manner and under the same condition as the regular payment of dues. Members who owe work hours from previous years must fulfill or pay the work hour delinquency rate prior to membership renewal or re-joining.

**Section 11.9:** New member work responsibility requirements are prorated during the year as follows:

January through June	Ten (10) hours
July through September	Six (6) hours
October through November	Three (3) hours
December	Zero (0) hours

Senior members 65-70 years of age work requirements are prorated as follows.

January thru September	Five (5) hours
October and November	Three (3) hours

### ARTICLE TWELVE

#### OWNERSHIP OF THE CLUB:

**Section 12.1:** The Club, its property, and all assets are owned by the corporation; New Castle Hundred Archers Club.

**Section 12.2:** The Club may elect to sell or purchase property according to the provisions of Article Eight, entitled "Assets and Liabilities of the Club."

**Section 12.3:** In the event that the Club elects to sell the existing property, a minimum of 15 acres must be purchased as an archery site. If it is not feasible to purchase a replacement site and the liquidation or dissolution of the Club is eminent, the net assets of the Club shall be donated to a "non-profit conservation minded" organization that shall be decided by membership vote.

**Section 12.4:** A new field archery range, indoor range, and clubhouse, which meet existing US Archery and National Field Archery standards that are equivalent or better than the original facilities, must be constructed in compliance with existing building codes on the new site with the funds received from the sale of the existing property.

### ARTICLE THIRTEEN

#### COMMERCIAL ACTIVITIES:

**Section 13.1:** No one, whether member or non-member, is allowed to conduct any financial activities on Club property, such as, but not limited to, sales of equipment or food, judged to be commercial in nature by the Board of Directors without the permission of the Board. Occasional sales and exchanges between individuals would not normally constitute commercial transactions and would not be regulated by the Board except in unusual cases.

Respectfully submitted,  
Bill Sterling, Chairperson  
Constitution and Bylaws Committee

#### CONSTITUTION COMMITTEE

May 2022

Read and Accepted \_\_\_\_\_, 2022

CHAIRMAN: Bill Sterling

#### COMMITTEE:

Bill Sterling  
Tracy Bowers  
Todd Porter  
Steve Charles

Adopted 08 December 1967  
Revised 11 November 1969  
13 November 1973  
13 April 1982  
January 1986  
February 1986  
13 September 1988  
28 January 1989  
11 October 1990  
13 November 1990  
9 January 1993  
28 January 1995

## Club Constitution

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12 December 1995

May 2000

January 2005

January 2007

January 2011

January 2014

December 2015

October 2018

October 2022