

# **BY-LAWS OF THE CHEYENNE FIELD ARCHERS, INC.**

## **Article I**

### **BOARD OF DIRECTORS**

Nominations for the Board of Directors shall be made at the annual meeting or by any member in good standing by mailing such nomination to the Secretary prior to the annual meeting. A minimum of three (3) Board of Directors will be chosen and the maximum number of directors will be determined by dividing the previous years total membership by 50. Rounding for a whole number of directors will always be to the lower whole number. Two alternate board of directors will be chosen . Board members will be allowed to give power of proxy vote to an alternate board member. In the event of a vacancy or vacancies should an alternate not be available, a majority of the remaining members of the Board shall appoint an eligible successor(s) to serve until the next annual meeting at which time a new officer will be elected, except that if the office of President becomes vacant, the Vice President shall succeed to the position of President.

## **Article II**

### **OFFICER POSITIONS**

The officers of the club shall consist of the President, Vice President, Secretary, Treasurer and a minimum of three (3) Board of Directors. No two offices shall be held by the same person.

The President shall be the chief executive of the club and shall preside at all meetings. The President shall appoint the chairpersons of standing committees. The President shall direct the planning of the affairs of the club subject to the advice and/or recommendation of the clubs active members. The President shall present an annual written report of the clubs activities at the annual meeting.

The Vice President shall assume the full duties of the President in his/her absence. The Vice President shall be responsible for the Bylaws, conduct of the meetings, and Roberts Rule of Order.

The Secretary shall take minutes at the Board meetings, prepare, print and mail the monthly newsletter within one week of the Board Meetings, and prepare at the direction of the Board, any correspondence with other agencies and other persons interested in the clubs activities. and keep all records and documents related to the club's business.

The Treasurer shall be accountable for all funds received, paying expenses, the preparation of the monthly and annual financial reports, and all monetary records and documents.

If the club is fortunate enough to recruit a Membership Registrar, this position shall help new members complete their applications, collect building fund and club fees turning these monies over to the Treasurer, enter the new applicants into the computer system and giving the secretary e-mail addresses. This position is not an officer and is a non-voting position.

The Board of Directors are to assist in directing the club business and functions. \_

An officer or the Board of Directors can hold the same office for an undetermined amount of time.

### **Article III**

#### **REPORT OF OFFICERS**

The Secretary and the Treasurer shall make written reports of meetings and the financial condition of the Club on a monthly basis.

### **Article IV**

#### **RECOGNITION OF DUTIES**

For recognition of their duties, all Board members and officers shall receive a Cheyenne Field Archers shirt. The four officers and 1 Board member shall also have their NFAA paid by the Cheyenne Field Archers if needed. There must be five (5) NFAA members to maintain NFAA accreditation.

### **Article V**

#### **DISMISSAL OF BOARD OF DIRECTORS**

Any member of the Board of Directors who misses three Board meetings without substantial reason will be dismissed from the Board of Directors and be replaced by one of the two alternates selected at the annual meeting.

### **Article VI**

#### **FINANCIAL CONSIDERATIONS**

The membership shall vote on the annual budget during the annual meeting. All budget items may be paid without the approval of the members or the Board of Directors as to each individual item. All checks will be signed by either the President, Vice President, the Treasurer or Secretary. Only one signature will be required. There shall be three separate bank accounts: checking, CD funds and building fund.

### **Article VII**

#### **MAJOR EXPENSES**

Any major expense of any single item costing \$1500.00 or more that is not a budgeted item shall be voted on by the general membership.

### **Article VIII**

#### **AUDIT AND INVENTORY**

There shall be a Club audit and inventory in order to determine the financial status of the Club, if requested by any member in good standing.

### **Article IX**

#### **BUILDING FEE**

All new Club members shall pay the building fee in the sum of \$50.00 in addition to the annual dues and youth members shall pay the building fee in the sum of \$10.00 when joining the Club.

**Article X**

**LATE FEE**

The late fee shall be extended for a period of two years at a cost of \$10.00. At the end of the two year period, the member shall be assessed a regular initiation fee.

**Article XI**

**FEES AND DUES; YEARLY MEMBERSHIP;  
LIFE MEMBERSHIP**

Individual membership is \$50.00 per year and family membership is \$55.00 per year. These fees shall be determined at the annual meeting. New members starting after January will pay a prorated rate in addition to the building fee. Life membership for families and individuals shall cost \$500.00. No lifetime membership may be awarded or traded for by the clubs membership or it's officers.

**Article XII**

**ASSOCIATE MEMBERSHIP**

Any person living outside of the 25 mile radius may be granted an associate membership. Associate fees are \$25.00 per year. The fee will be determined at the annual meeting. Membership shall not include voting privileges but shall include use of the Club the same as a regular member and receipt of the monthly newsletter.

**Article XIII**

**SINGLE YOUTH MEMBERSHIP**

Any youth under the age of 18 years may be granted membership to the Club for \$20.00 per year. The fee will be determined at the annual meeting. A youth under the age of 16 years must be accompanied by an adult when using the Club.

**Article XIV**

**VOTING REQUIREMENTS**

Any member in good standing who has attained the age of 18 years shall have the right to vote at all Club elections and functions.

**Article XV**

**ALCOHOL CONSUMPTION**

Consumption of alcoholic beverages by individuals under the age of 21 on the Club premises or at any Club activity is

strictly prohibited. No consumption of alcoholic beverages by club members, the public or spectators will be permitted in the meeting room, range, utility room, kitchen, staging areas and restrooms during public shoots. Public shoots is defined as any organized shoot when the general public is invited to shoot. This includes, but not limited to tournaments, leagues and fund-raising shoots. Alcohol consumption will be allowed anywhere in the building during work parties, banquets and other non-shooting events to individuals over the age of 21. Violation of this article may result in revocation of membership if determined by the Board.

### **Article XVI**

#### **AMENDMENTS**

Any Amendment change to the By-Laws must be posted in the Newsletter November and December and shall be voted upon at the annual meeting.

### **Article XVII**

#### **PROHIBITED SMOKING AREAS**

Smoking will be prohibited on the range, meeting room, utility room, kitchen, staging area and restrooms. No smoking in the club house building. Violation of this article may result in revocation of membership if determined by the Board.

Amended 2/08/03 by vote during annual meeting. Article IX and Article XV were modified and Article XVII was added.

Amended 1/5/04 by vote during annual meeting. Article I and Article VII were modified.

Amended 1/6/07 by vote during annual meeting. Article V I and Article XVI were modified.

Amended 1/3/09 by vote during annual meeting. Article X I was modified.

Amended 1/8/2011 by vote during annual meeting. Articles I, II, IV, V, VI, VII, IX, XI, XII, XIII, and XVI were modified. (See original bylaws, 1<sup>st</sup> draft, 2<sup>nd</sup> draft and final document.