

# The Villages Archery Club By-Laws

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### ARTICLE I - Name

The name of this organization shall be formally known as *The Villages Archery Club, Inc.* (hereinafter the “Club”), operating within the guidelines of a Villages Lifestyle Club. The organization shall also do business as “The Villages Archery Club”.

### ARTICLE II - Purpose

**Section 1** – The purpose for which this club is organized is to:

- Provide a social atmosphere for like-minded individuals to engage in the sport of archery;
- Provide a safe structured environment for archery education and training, and mentoring of new archers;
- Provide opportunities for competition among archers through tournaments, leagues, fun-shoots, and other archery focused activities.

### ARTICLE III – Membership

**Section 1** – Membership is limited to residents of The Villages (with a valid Villages ID).

**Section 2** - Membership year shall be from January 1 to December 31.

**Section 3** – The amount of annual membership dues shall be established by the Board of Directors.

**Section 4** – Dues shall be collected in the fourth quarter (Oct 1 - Dec 31) for the following calendar year. Annual dues must be paid in full for membership to be renewed. Failure to renew will deactivate membership privileges (e.g. shop access, event participation, etc.) until full payment is received.

**Section 5** – Participation in Club organized events is open to members in good standing whose dues are paid and to their qualified guests.

**Section 6** – Disciplinary measures, such as suspension of privileges or member expulsion, may be taken for sufficient cause and reason as determined by the Board of Directors. The decision of the Board in these matters will be final. Examples of sufficient cause and reason include obscene or threatening behavior, personal behavior that disrupts or interrupts meetings or Club activities, and theft of Club property.

**ARTICLE IV - Financial and Dues**

**Section 1** - All Club collected funds, from dues, tournament entries, etc, shall be deposited by the Club Treasurer in “The Villages Archery Club” bank account.

**Section 2** - Expenses for authorized purchases shall be paid from the Club bank account by check whenever possible. An officer other than the Treasurer must authorize purchases and approve any member expense reimbursements.

**Section 3** – The Treasurer shall keep a current and accurate ledger of all Club revenue and expense transactions, regularly publish financial summaries, and make an accurate and detailed accounting record available, for viewing, upon request by any member of the club.

**Section 4** – Revenue and expenses associated with any club leagues are to remain separate for Club finances. These transactions are under the purview of league managers and do not enter into the Club’s financial records or ledger.

**ARTICLE V - Meetings**

**Section 1** - Membership meetings will be held on the second Monday of each month.

**Section 2** - The dates of membership meetings may be changed when necessary, or a special meeting may be convened when it is deemed in the interest of the club. Such action may be taken by the Board of Directors or, in the event of an emergency, by the President or Vice- President.

**ARTICLE VI –Officers and Ad Hoc Members**

**Section 1** - The members of the *Board of Directors* will be made up of elected Officers. Standing Committee Leaders and other Ad Hoc Leaders will be determined by the Board. Standing Committee Leaders and Ad Hoc Leaders will be advisory to the Board, not voting participants.

Officers	Standing Committee and Ad Hoc Leaders
President Vice President-Paradise Vice President-Dudley Secretary Treasurer Membership Director	Webmaster Tournament Coordinator League Coordinator Fun Shoot Coordinator Public Relations Coordinator Range Managers

**Section 2** -The management of the club shall be directed by a Board of Directors. The Board of Directors meetings shall be scheduled by the President as often as necessary to transact the business of the Club.

**Section 3** - The President, in addition to being the Chair of the Board of Directors and ex officio member of all committees, except the nominating committee, shall preside at all club meetings and Board of Directors meetings. In addition, the President shall appoint or remove chairpersons of Standing and Special Committees, act as club spokesperson and generally supervise and

keep in touch with all club members. The President will also act as the contact person with The Villages governing body. Past presidents may be advisors to the newly elected president.

**Section 4** - One of the *Vice-Presidents*, by agreement, shall assume the duties of the President in their absence. The Vice-Presidents will be elected, one overseeing each range – currently Paradise and Dudley. They shall act as the Club's representative with the respective Recreation Departments. The Vice-Presidents shall be the focal points to ensure each archery range follows both the policies set forth by the Recreation Departments and those of the Villages Archery club.

**Section 5** - The *Secretary* shall take and maintain accurate and current records of the minutes of all regular monthly Club meetings and make them accessible to the membership.

**Section 6** - The *Treasurer* shall maintain records and take custody of club funds and membership dues, make deposits, pay Club expenses and prepare reports of Club finances.

**Section 7** - The *Membership Director* shall collect dues and maintain membership records.

**Section 8** - The *Webmaster* shall maintain the Club website.

**Section 9** - The *Tournament Coordinator* or their designee will coordinate tournaments.

**Section 10** - The *League Coordinator* or their designee will coordinate club leagues.

**Section 11** - The *Fun Shoot Coordinator* or their designee will coordinate club fun shoots.

**Section 12** - The *Public Relations Coordinator* or their designee will coordinate articles, advertising and other tasks required to create a positive public image of club.

**Section 13** - The *Range Managers* will oversee the club physical assets and inventory at each archery range and notify the Treasurer when replacements are required. They will also work with the range Vice-Presidents to coordinate range and target maintenance with the Recreation Departments.

**Section 14** - All Club leadership positions are voluntary. No officer or committee chair shall receive compensation for any services rendered to the Club in their official capacity.

## **ARTICLE VII - Election of Officers and Term of Service**

**Section 1** - Officers shall be elected and hold two-year terms.

**Section 2** – Either the President or a Vice President must be a full-time resident of The Villages.

**Section 3** - At the October meeting, as necessary, the President shall appoint a Nominating Committee consisting of three impartial club members. If a nominating committee cannot be appointed, the Board of Directors shall serve that purpose.

**Section 4** - It shall be the duty of the Nominating Committee, at the November meeting, to present a slate of members in good standing who are willing to serve. At this meeting additional candidates may be nominated from the floor by any member in good standing. Such nominations, when seconded, will be included in the list of candidates.

**Section 5** - The candidates receiving the highest number of votes shall be declared elected and shall serve until their successor is installed. Each member in good standing will be entitled to one vote.

**Section 6** – Elections will be held electronically. The nominating committee shall follow the steps outlined in the document “Election of Officers - Electronic Voting Procedures”, which can be found on the Club's website. In the event that only one candidate is nominated for an officer position, at the Board's discretion, Electronic Voting may be waived and a floor vote conducted to declare the candidate slate elected.

## ARTICLE VIII – Vacancies

**Section 1** - If the office of the President is vacated for any reason it shall be filled for the remainder of the term by one of the Vice-Presidents. If one of the Vice-Presidents is vacated for any reason, a special election will be held to fill the vacancy.

**Section 2** - If any Office, other than those of the President or Vice Presidents becomes vacant for any reason, it shall be filled for the remainder of the term through appointment by the Board of Directors.

## ARTICLE IX – Hall of Fame

**Section 1** - Induction into the Hall of Fame will only be considered for members who have distinguished long term tournament performance and/or outstanding service to the club.

**Section 2** - Candidates for inclusion into The Villages Archery Club Hall of Fame will be nominated in January, via a VAC website solicitation and at-the January meeting.

**Section 3** – Candidates will be reviewed by the Board to verify compliance to Section 1.

**Section 4** – Voting, if there is more than one nominee, will be conducted electronically and the winner announced in the February meeting.

**Section 5** - Hall of Fame members will be exempt from annual dues.

## ARTICLE X – Amendments to By-laws

**Section 1** – Amendments to the Bylaws shall be determined by the Board of Directors.

## ARTICLE XI – Logo

**Section 1** - The logo of The Villages Archery Club is the property of, and is copyrighted by The Villages Archery Club and may not be reproduced, published electronically or in print for advertising, by periodicals, magazines, websites, groups, forums, or individuals, without the express written consent of The Villages Archery Club Board of Directors.

## ARTICLE XII – Club Assets

**Section 1** - The club owns a number of assets (archery equipment, tools, supplies, targets, etc...).

**Section 2** - The replenishment of perishable assets (supplies and targets) will be the responsibility of the Club Officers and appropriate Ad Hoc Board members.

**Section 3** - Requests for the addition of significant fixed assets will be vetted by the Board of Directors, before being brought to the Club body for vote.

**Section 4** - Except as defined in “Dissolution of the Club”, (Article XIII), the Board of Directors may determine that limited asset disposal is required. The Board will determine the extent of the asset disposal and gain approval from the Club body prior to significant asset changes.

## ARTICLE XIII – Dissolution of Club

**Section 1** - Upon the dissolution of the club, any assets and equipment remaining after payment, or provision of payment, of all debts and liabilities, shall be distributed for one or more exempt purposes as identified by the Board of Directors, within the meaning of Section 501C of the Internal Revenue Service Code.