

BYLAWS – LAGUNA WOODS ARCHERY CLUB LAGUNA WOODS VILLAGE, CALIFORNIA

ARTICLE 1 CLUB NAME

Section 1. This club shall be known as the Laguna Woods Archery Club of Laguna Woods Village, California and hereafter referred to as the Club.

ARTICLE 2 PURPOSE AND POWERS

Section 1. The purpose of this Club shall be to introduce the benefits of archery to residents of Laguna Woods Village with the goal of helping each member gain knowledge and experience while stressing safety and sportsmanship. The Club will work in direct association with the Laguna Woods Village Recreation Department.

Section 2. The Club will operate as a sport and social club with the authority to collect dues and accept donations. The Club will conduct meetings, classes, tournaments, and other archery-related activities for the betterment of the Club.

ARTICLE 3 MEMBERSHIP AND DUES

Section 1. The Club's membership criteria will be Laguna Woods Village residents and non-resident guest memberships as allowed by GRF rules.

Section 2. The Club membership dues shall be set by the Club's elected Board to meet the financial needs of the Club.

Section 3. The Club's membership shall be from May 1st to April 30th and membership dues shall not be prorated for a partial year.

Section 4. Club members must follow all club rules, adhere to all safety rules and meet the Club's code of conduct requirements. In the event any Club member commits an act which reflects discredit to the Club or shall refuse or neglects to comply with Club rules, such member shall be subject to temporary suspension or permanent club expulsion by a vote of majority of the Board of Directors.

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ARTICLE 4 CLUB OFFICERS

Section 1. The affairs of the Club shall be managed by a three member Board of Directors and hereafter referred to as the Board. No individual Board member will be allowed to implement any rule / policy change or commit Club resources.

Section 2. The Board will be elected by the membership at the Club's annual meeting. Only members with current membership and in good standing are allowed to vote. Proxy voting by writing and/or electronic mail may be permitted when conducted in a controlled environment as pre-determined by the Board.

Section 3. The Club will allow open nominations for Board members from the Club's membership.

Section 4. The term of the Board shall be one year, unless otherwise decided by the membership.

Section 5. The new Board shall elect the following Officers from the Board membership at their first Board meeting: President, Range Director, Secretary / Treasurer. It is recommended the Range Director to be trained and qualified as one of the Club's Range Managers.

Section 6. The Board may appoint committee chairpersons and committee members as needed to support Club activities & operations. The Board shall maintain committee oversight to ensure all Club rules and policy changes are only approved by the Board. All committee assignments shall expire with the election of the new Board each year.

Section 7. The Board is authorized to fill the remaining term of any Board vacancy by appointment and a simple majority vote.

ARTICLE 5 DUTIES OF OFFICERS AND COMMITTEES

Section 1) The Board shall be the governing body of this club and responsible for adherence of these Bylaws and fulfilling the purpose of the Club.

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Section 2) The President shall preside over both Board meetings & annual membership meetings. The President will develop meeting agendas and distribute them to the other Board members three days before the scheduled meeting. The President shall also be the primary contact person and fulfill the ongoing requirements for GRF and the Village Recreation Department. The President has the duty to make certain the general direction of the Club meets the purpose of the Club and be responsible for membership communications via membership newsletters, Globe press releases and the Club webpage management. The entire Board will review and approve the newsletters and web updates prior to release.

Section 3) The Range Director will be responsible for managing range operations including safety enforcement, open shooting schedule arrangement, asset preservation and usage, equipment & training fee receipts, and coordinate training of Range Managers. All range rule changes and range maintenance must be approved by the Board. If any Range Manager displays deliberate disregard for safety procedures, club rules or code of conduct; the Range Director must request the Board remove this Range Manager from the approved Range Manager list.

Section 4) The Secretary / Treasurer is responsible for keeping all financial records, depositing all money received, and preparing all disbursements of club obligations as approved by the Board and is responsible for all meeting minutes, maintaining the Club membership roster, and preserving Club legal records as required.

ARTICLE 6 FISCAL POLICY

Section 1) The Secretary / Treasurer shall deliver monthly financial statement after bank reconciliation to each Board member by email. The Treasurer shall also present a financial standing report of the Club to all members at annual club membership meeting.

Section 2) All Club expenses must be authorized by the Board prior to any purchase. However, the Board may pre-approve items for routine range maintenance and recurring office supply.

Section 3) The Board may appoint a three member audit committee assigned for annual audit of club's financial statement. This committee should be formed one

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