



**NFA Club Constitution & By-Laws**  
Reviewed for Updates by Membership December 2021

Ratified by Membership: December 2021

**ARTICLE I - NAME, LOCATION, OPERATION, MEMBERSHIP AND PURPOSE**

- The club shall be known as “NORTH FLORIDA ARCHERS” and located at Yukon Florida in an area previously known as Dewey Park, now known as Westside Regional Park or Tillie Fowler Regional Park which lies directly West of Naval Air Station, Jacksonville, Florida.
- North Florida Archers shall operate as a separate and private club entity under a lease agreement with the city of Jacksonville, Florida. This lease shall be under contractual stipulations defined by contract terms of which North Florida Archers agreed to terms set forth in contract.
- Club membership shall be open to military personnel, DOD and the general public.
- The purpose of the club shall be to provide safe, educational and affordable recreation through the sport of archery for members and guests.

**ARTICLE II - MAINTENANCE ASSISTANCE, LAND USE AND NON- PROFIT STATUS**

- The club shall establish and maintain all archery facilities deemed appropriate by the membership. Routine property maintenance will be performed by members or persons hired by the club.
- Club Officers and the Board of Directors shall ensure the compliance of all agreements made by the city of Jacksonville and North Florida Archers.
- Land use shall be limited to the sport of Archery, facilities, and activities as required.
- Modification of land, erection of buildings and facilities shall be coordinated with the landowner and the city of Jacksonville.
- The club shall be operated as a Not for Profit organization and reserves the right to receive donations, hold fundraising events and perform other services deemed appropriate by the membership to generate operating and expansion capital.

**ARTICLE III - GENERAL LIABILITY AND INSURANCE**

- Club officers, Board of Directors and members cannot be held liable for personal injury or damage to personal property of anyone using property or facilities of the “NORTH FLORIDA ARCHERS” range area, unless that person acts in manner knowingly in which another person’s life could be in danger. That Person will be held responsible for their actions.
- Individuals, members, guests and other persons on club property with or without permission (written, verbal or implied) fully understand they are engaging in archery activities that involve risk of serious injury and possible death which may result from their

own actions or possibly from the inaction and/ or negligence of others. There could also be other risks not known to the club or reasonably foreseeable including but not limited to natural causes (snake bites and other wildlife/plants) or plane crash, act of God). Guest(s) shall be required to sign a letter of release to North Florida Archers , City of Jacksonville and US Navy before using any facilities within the confines of North Florida Archers.

- Each person is responsible for individual actions with regard to their own personal safety and that of others, both on and off of the club properties. Safety requirements associated with the use of North Florida Archers facilities is posted on the web and signage around the club. **Active use of a membership card indicates agreement to comply with all Club Rules and By-laws as is printed on the back of the membership card.**
- The club shall maintain liability Insurance in the amounts defined in the Contract with the City of Jacksonville, or may decide to increase the amount if so desired by the members.

#### **ARTICLE IV - ELECTED OFFICERS/APPOINTED POSITIONS, TERMS OF OFFICE AND DUTIES**

- Officers of "NORTH FLORIDA ARCHERS" shall consist of the President, Vice President, Secretary, Treasurer and the Senior Range Officer.
- All officers and board of directors will be elected by a majority vote at the December club meeting biannually with prior notice of such elections to all members via social media outlets, email and/or the Club website.
- Elected Terms in office shall be two years and shall commence in the month of January after the elections at the December Club Meeting.
- Club Officers can serve in their elected role for up to 2 consecutive terms and may run for election of any position not currently held.
- Club President can serve in that elected role for up to 2 consecutive terms; when completed, he/she may run for election of any position not currently held.
- Appointed positions shall consist of Webmaster, Tournament Director and Social Media Director.
- Appointed positions will be appointed by the Club President and confirmed by a majority vote of the elected officers.
- Appointed positions will have no term requirements or limits.

GENERAL DUTIES OF ELECTED POSITIONS - including but not limited to;

##### **1. President**

- a. Supervise all Club business and activities
  - i. Social Media Director for Facebook
  - ii. Schedule ALL Club Shoots
  - iii. Coordinate Club Work Days with Membership
- b. Preside at all club meetings
  - i. Provide overall direction of the club toward achieving established goals
- c. Serve as official spokesperson and initial public point of contact.
- d. Meet with other club officers and directors as required
- e. Conduct periodic audits of club funds.
- f. Ensure all contractual reporting requirements are met and completed on time
- g. Ensure all Club Insurance requirements are kept current and within contract
- h. Appoint all committees and chairperson for said committees

## **2. Vice President**

- a. Assist the president as requested.
- b. In the absence of the president preside over all Club meetings.
- c. Maintain a current inventory of all Club property and equipment.
- d. Oversee all security requirements including locks, gates fences, and buildings.
- e. Manage and provide oversight for all tournaments.
- f. Serve as Safety Director for the Club.

## **3. Secretary**

- a. Assist the President and other Officers as requested.
- b. Maintain a complete master roster with addresses and telephone numbers.
- c. Ensure minutes are recorded at all meetings.
- d. Prepare and submit to the NFA Webmaster information relating to Club business.
- e. Assist in the update of Club By-Laws each election cycle.
- f. Help indoctrinate new members on Club Safety policies and practices.
  - i. Send out a new membership package including guest policy information and reporting requirements

## **4. Treasurer**

- a. Assist other Club Officers as needed
- b. Issue membership cards as required
- c. Impose and maintain spending limitation CAP “without membership approval” at \$500 for regular club expenses (not including Insurance or other large ticket operation expenses). Expenses which exceeds \$500 should be brought to membership at the Monthly Club Meeting for a discussion and authorization by vote if necessary.
- d. All target expenditures must be brought to a Club Meeting for a vote
- e. Receive and disburse all Club funds as directed by the Club President, after having been approved by members
- f. Maintain proper financial records
- g. Assist in the annual audit of all financial transactions
- h. Assist the Club Secretary with other administrative task as required
- i. Scan and archive event documentation in coordination with Webmaster/Secretary

## **5. Range Officer**

- a. Assist other Club Officers as requested
- b. Implement and oversee all Club Safety regulations and requirements with oversight from VP
- c. Supervise range maintenance, modifications and repair through equitable use of Club members
- d. Select from the membership body two members to assist you. Report names of persons to club officers. You and your team will be the only persons caring for the placement of targets, repairing or any other thing regarding range safety.
- e. Ensure all target lanes are free from cross shooting
- f. Supervise work details as necessary
- g. Indoctrinate new members on Club safety policies and practices, as well as general performance expected of members

## **6. Board of Directors**

- a. Board of Directors shall consist of a representative body of active members with a maximum count of 9 board members. Active members are members who are present at the club for various club events and have ongoing participation in club activities including but not limited to special work days, Tuesday Working Man Shoots, Monthly Shoots, special events, monthly club meetings.
- b. The Board's goal is to Assist Club officers in planning, guidance, and implementation of matters involving the operation of the Club and to represent the *interest of the membership* at Club meetings.
- c. Vacant seats of the board may be filled at any time during the year with a nomination and majority vote gained at a monthly Club Meeting.
- d. Conduct investigation of members abusing his/ her membership, or member using unsafe practices.

GENERAL DUTIES OF APPOINTED POSITIONS - including but not limited to;

### **1. NFA Webmaster**

- a. Webmaster is responsible for the North Florida Archers website which provides all information and documentation related to North Florida Archers, as well as schedules of Club Events for both NFA Members and the general public.
- b. Maintain a document archive of past events in coordination with the Treasurer and Secretary.

### **2. Tournament Director**

- a. Qualifications:
  - i. Must be an active participant in club tournaments and events
  - ii. Must be a member in good standing of North Florida Archers and remain so during length of appointment
  - iii. Must have an in-depth knowledge of ASA, IBO, TAS and Field Archery rules and regulations
- b. Duties:
  - i. Will have overall responsibility for the setup and running of all club tournaments
  - ii. Will be responsible for the ensuring that sanctioned tournaments are run in accordance with the sanctioning body's rules and regulations
  - iii. Will be the final authority in settling any disputes or violations during the course of the event
    - I. In the event the tournament director is absent, this responsibility will be passed to the club president.
  - iv. Will inform the club officers of any issues involving scheduled events or tournaments in a timely manner

### **3. Social Media Director**

- a. Qualifications:
  - i. Must be active and have an understanding of the various social media platforms in use today

- ii. Must be a member in good standing of North Florida Archers and remain so during the length of appointment.
- b. Duties:
  - i. Ensure North Florida Archers maintains an active presence on the various social media platforms
  - ii. Promote North Florida Archers and upcoming events regularly
  - iii. Keep members informed of club news and information
  - iv. Create and maintain fliers promoting the various tournaments and activities throughout the year
  - v. Assist club leadership with any community outreach efforts for the promotion of North Florida Archers

## **ARTICLE V - MEMBERSHIP, DUES, AND MEMBER RESPONSIBILITIES**

Membership is open to the general public pending individual applicant approval by Club Officials.

- a. Membership is considered individual with the following exception:
  - i. Spouse and/or dependent children under 18 can be covered under a family membership.
- b. Appropriate dues will be established by the club for a Lifetime Membership paid in one lump sum. The lump sum payment is calculated at 10x the annual cost of a membership - either individual or family in effect at the time of purchase.
- c. Membership dues amount will be established by majority vote at a monthly meeting with subsequent implementation as decided by membership. Memberships will cover a twelve month period and automatically expire on the last day of the month of the period. All collected dues are non refundable.
- d. North Florida Archers may honor certain persons with an "Honorary Member" status free of annual dues. This status is to be granted on a very limited basis, and requires majority approval of officers and Board of Directors. Each Honorary Member is expected to comply with all posted safety rules on the website and in signage at the club and with the General Club Rules Document as attached herein.
- e. Any membership may be terminated for just cause as determined by Board of Directors Investigation.
- f. Findings from those investigations are to be delivered to the Club President for action.
- g. All animals brought to the Club, must be retained on a leash during the period member or guest is on club properties. No exceptions are allowed.
- h. No alcohol is to be consumed within any portion of club facilities, or within the park area. Violation of this rule will result in dismissal from North Florida Archers.
- i. All members are expected to assist as requested on committees, work days for general and range maintenance
- j. Range will be closed during scheduled workdays until work is completed.
- k. Archers shall not shoot at anything other than approved and designated targets.
- l. Broadhead arrow points may be used **ONLY** in designated areas clearly marked as broadhead area. In areas designated for Broadheads, a member may use his/her personal target butts.

## **ARTICLE VI - GUEST POLICY**

- a. Each guest shall be given a safety brief, and at the conclusion of brief, guest must sign a Hold Harmless Agreement, witnessed by the attending member which is to be retained as a part of Club records.

- b. Member Guest Visits should be limited to 2 occurrences.
- c. All guests are obligated to obey club rules or be escorted off the club property
- d. All guests or members that have children with them are directly responsible for the conduct and safety of the same. Unruly children with parents are to be escorted from Club facilities.
- e. Members who abuse the Guest Policy are subject to Board Review and may lose Club Privileges.

#### **ARTICLE VII - MEETINGS AND NEWSLETTERS**

- a. Monthly meetings are scheduled for the first Tuesday of each month.
- b. The president may suspend or reschedule a meeting if it conflicts with other major events which might result in a low turnout.
- c. 3 of 5 elected officers will constitute a quorum with full authority to carry on business matters of the club.
- d. Election results will be recorded in the meeting minutes and announced on the club web page and through social media channels.
- e. All minutes are to be posted on the club web page as soon as possible after the meeting.

#### **ARTICLE VIII - REMOVAL OR REPLACEMENT OF CLUB OFFICERS**

- a. Elected officers can be removed from office for failure to carry out their duties in a responsible manner as set forth in ARTICLE IV after a Board of Directors review. Other special conditions and / or circumstances may be addressed by the membership at a scheduled meeting for the removal of an officer.
- b. Officers that voluntarily resign their position will be replaced in accordance with ARTICLE IV.

#### **ARTICLE IX - CLUB AFFILIATION WITH OTHER ORGANIZATIONS**

- a. NORTH FLORIDA ARCHERS may upon approval of the membership and officers affiliate with any national, state or local organization to further the sport of Archery and to benefit the club and its membership.
- b. North Florida Archers shall not use the NFA/Government properties for the purpose of monetary gains for itself or others. Money gained from any event(s) must be used for the support of NFA Properties. No personal or business gains shall be allowed.

#### **ARTICLE X - CONSTITUTION AND BY-LAWS**

- a. Upon approval of the membership at a regular meeting, the Constitution and BY-LAWS do hereby supersede and replace any previous printed, written' verbal or implied BY-LAWS that may be in existence governing the NORTH FLORIDA ARCHERS.
- b. These BY-LAWS may be amended, altered or modified at any club meeting provided potential changes have been published prior to the changes being incorporated.

#### **ARTICLE XI - DISSOLUTION OF CLUB ASSETS**

- a. Upon dissolution of the NORTH FLORIDA ARCHERS as a registered Archery Club, all Club assets itemized and valued and then sold at market value. Once items are sold,

Club Officers will select a Community or National Charity and donate all gained funds to the same. Unsold items after 12 months shall be donated to a youth program.

**Article XII - NOT PERMISSIBLE ON RANGE OR CLUB GROUNDS**

- a. Crossbows will ONLY be allowed on property during a sanctioned event at which they are required to be permitted. Crossbows will NOT be permitted at any other time.
- b. Broadheads should only be shot in specified areas at specified broadhead friendly targets.
- c. No firearms are allowed.
- d. No Spears or Lances.
- e. No alcohol of any type.
- f. No controlled substances of any type unless authorized by a medical doctor.
- g. The above information is only a partial list, the most current rules can be found online at [www.northflarchers.org](http://www.northflarchers.org) and within signage located on Club premises.