**FORT CAROLINE ARCHERY CLUB, Inc.**

**BY-LAWS**

**Article I - Name, Location and Purpose**

1. The Club shall be known as the Fort Caroline Archery Club, Inc. (FCAC.) FCAC is a nonprofit corporation of the state of Florida, located at 11678 Ft. Caroline Rd., Jacksonville, FL, 32225.
2. The purpose of the FCAC shall be to provide for, and to further the sport of archery within the community, archery education, and for the benefit of the members.
3. Fort Caroline Archery Club (FCAC) is located on a leased property owned by Mr. and Mrs. Rowan, who live next door to the property and occasionally visit FCAC. All FCAC members must abide by his/her rules and regulations, as well as, the club rules and bylaws.

## **Article II (Section I) - Range(s), Land Use and Retail Business located within Club­ Used Property.**

1. FCAC shall establish and maintain in safe condition all archery facilities deemed appropriate by the membership.
2. Land use shall be limited to the sport of archery (compound and traditional archery only).
3. Any modification of the land, erection of buildings and parking areas shall be with full coordination of, and approval by, the land owner.
4. No member will place, build, or erect any type of personal stand, climber, lock on, ladder stand, portable stand or any other type of stand on FCAC property, which shall include stands on sale or consignment. ·NO member shall make any improvements on club roperty without board approval.
5. All improvements become club property.
6. No one (member or guest) will take, damage or misuse any FCAC property.
7. All wildlife on the property is protected by FCAC and Land Owner. ··
8. In the interest of maintaining an on-site pro-shop facility, the independent business operator is required to comply with all terms of the lease agreement between the Club and the Property Owner except the annual rent and the property tax reimbursement. The pro-shop operator must be a club member of FCAC. Pro shop owner will have the membership paid for by the club treasury.

## **Article II (Section II) - General Liability**

1. Individual(s), member(s), guest(s) and · any other persons using FCAC facilities with or without permission (written, verbal or implied) fully understands they are engaging in archery activities that involve risk or serious injury including permanent disability and possible death which might result not only from their own actions, inactions, or negligence, but by the actions, inactions or negligence of others, as well as risks not known to the Club or not reasonably foreseen which includes acts of Gods .
2. Each person using FCAC facilities, is personally responsible for their individual actions with regard to their own personal safety and that of others, both within and without the Club property/facilities. It is understood that FCAC, Inc., collectively or individually, the land owner or agent(s), and business owner/operator, board of directors for each, are not liable for any accident caused by nature or individually-caused accident or injury incurred by an individual(s).
3. Individual(s), member(s) , guest(s) and any other persons using FCAC facilities with or without permission (written, verbal or implied) fully understands they are taking part in activities located on a tree farm where loss of life or property could take place under the title of an "act of God or Nature" Individual(s), member(s), guest(s) will not be compensated for loss of property due to this type of event which includes, but not limited to, trees or branches from trees falling. It is recommended that Individual(s), member(s), guest(s) carry their own insurance to prevent loss of property in case this type of event occurs. Club is not responsible for personal property that is stolen on club premises.
4. The Club shall maintain liability insurance in amount(s) mutually agreed upon between the land owner and Club President (representing the Club).

### Article III (Section I) - Membership, Dues and Member Responsibilities

1. Membership is open to the general public. Each membership is considered to be family or household and includes spouse/partner and immediate dependents (under age 18) family members. Likewise, membership may be terminated for just cause as determined by the FCAC Board of Directors.
2. All current members in good standing shall have the same privileges and have the same responsibilities to the club and its equipment.
3. ALL Membership fees are $160 per year. Membership fees are due on June 1st and must be paid by June 30th of each year. Failure to re-new a membership will result in loss of all privileges. Partial year fees are fully explained on each application.
4. New members will be charged full membership fees regardless of the month they join and will be prorated in June the following year.
5. Membership fees are set at the May meeting of each year.
6. Renewal memberships MUST be done during the month of June. After July 1st memberships up for renewal will not be prorated.
7. Membership fees are waived for all active Board Members. (pending the club’s current financial status)
8. Membership is not required for Active Duty Military home on temporary leave (30 days or less) with orders in hand but must have a guest card with him/her while on the property and worn visibly. Guest cards are available by contacting a board member ahead of time and must be worn at all times while on property. Guest cards will have an expiration date and the guest’s name on the card.
9. After completing the membership form and fees are paid, you will be given a membership card with the color of the current year. On the back of the card will be the combination number for all locks. The lock's combination will change July 1st of that current year.
10. FCAC Inc can donate free memberships at its discretion per year upon pending Board of Directors approval. All membership donations will be anonymous.

### Article IV (Section II) - Membership Responsibilities

1. The first responsibility of each member is their own safety as well as the safety of their guest(s), the safety of other people, the safety of club property and safety of club grounds. Each member is expected to comply with all safety rules in the document entitled "General Rules/Regulations"
2. No alcohol is allowed to be consumed on the property. Any consumption of alcohol will result in immediate dissolution of membership, and no return of membership fees and will not be allowed a future membership.
3. Assist as requested in range maintenance and upkeep.
4. Do not shoot at anything other than a designated target butt or 3D animal.
5. Do not remove any Club property or equipment without proper authority. Proper authority shall be deemed written permission from either the President or Vice President.
6. Please limit shots on 3D animals to two shafts per target/per shooter. This will help to ensure the longevity of targets and reduce the club’s expenditures on replacements.

## **Article V (Section III) - Guest(s) or Guest (s) of Members**

1. Members of out-of-town organized archery clubs may use the facilities for a fee of $10.00 per day. They must obtain prior permission from the Board of Directors and must have proof they are from out of town and belong to an organized archery club. They must be issued a Temporary or Guest Membership card and sign a waiver. Temporary or Guest membership cards must be worn in a visible fashion while using FCAC property.
2. Guest(s) who is/are not a member of another organized club may not use the facilities unless accompanied by a member of FCAC. Persons in this category are considered to be prospective members and are limited to a maximum of two (2) visits, after which are expected to solicit membership.
3. Guest(s) may be on club property more than twice for ongoing lessons from a Certified Instructor.

## **Article VI - Meetings**

1. Monthly meetings are generally scheduled on the second Tuesday of each month at 7:00 pm inside the indoor range.
2. All members are welcome at the monthly meetings and are encouraged to attend.
3. The club may, upon one (1) month prior notice, change the meeting date/time.
4. The President may suspend a meeting in event the membership is predominately engaged in other activities and expectations predict a very low or limited turn-out.

## **Article VII - Qualifications, Nominations, Election of Officers**

1. To qualify to run for an elected office, you must have. a minimum of two (2) full years as a dues paying member in good standing.
2. At the October meeting, on odd numbered years preceding the end of the two-year term, the President will post the intent to take nominations at the November meeting. In addition, this information will be posted on the club website, the Ft Caroline Archery Facebook page and the club bulletin board.
3. Nominations will be held at the November meeting on odd numbered years preceding the end of the two-year term.
4. Nominations will be taken from the floor by a member in good standing. Nominated person must accept the nomination at that time.
5. Elections will be held at the December meeting on odd numbered years preceding the end of the two-year term.
6. All paid members in good standing will be eligible to vote at the December meeting. Only one vote per paid membership will be allowed
7. The election will be decided by a majority vote conducted by secret ballot. In the event of a tie, another secret ballot will be done. In the event of a tie on the second ballot, the vote will be done by show of hands.
8. All ballots will be counted and election results announced in the presence of all members in attendance.
9. Installation of officers will be done at the January meeting/club cookout to be held in conjunction with the January work day.

### Article VIII - Elected Officers, Term of Office and Duties

1. Elected Officers of Fort Caroline Archery Club shall consist of:
   1. President
   2. Vice President
   3. Treasurer
   4. Secretary
   5. Range Officer
2. Executive Board shall consist all elected officers including the President, Vice President, Treasurer, Secretary and Range Officer. Up to three (3) appointed Assistant Range Officers will be consider Board Members at large and shall be appointed by the President from a list of approved volunteers.
3. Term of office of the elected officers shall be two (2) years and shall commence January 1 of even numbered years.
4. The President, Vice President, Treasurer, Secretary and Range Officer will be elected by a majority vote of members in good standing at a scheduled Club meeting. Prior notice of said scheduled meeting will be published, not less than, one month prior on the Clubs website (fortcarolinearcheryclub.com), Ft Caroline Archery Facebook page and the bulletin board outside the indoor range.
5. Duties of the President:
   1. Supervise all Club business/activities
   2. Preside at Club meetings
   3. Provide the overall direction of the Club toward achieving established goals and serve as official spokesperson
   4. Meet with the other Club officers as required
   5. Accomplish other duties herein described
   6. Call for periodic audit of Club funds
6. Duties of the Vice-President:
   1. Assist the president as requested,
   2. Preside in absence of the president in all Club matters,
   3. Maintain a current inventory of all Club property and equipment,
   4. Oversee all security requirements, including all Club locks, keys and/or combinations,
7. Duties of the Treasurer:
   1. Assist the President as requested,
   2. Receive and disburse all Club funds,
   3. Record membership-complete with addresses, telephone numbers and email address.
   4. Present financial accounting of club funds and monthly meetings.
8. Duties of the Secretary:
   1. Assist the President as requested.
   2. Ensure Meeting Minutes of each Club Meeting are kept
   3. Maintain Club Website and Facebook Pages
   4. Maintain Club Email Directory and regular email updates
9. Duties of the Range Officer:
   1. Assist the President as requested,
   2. Supervise all range maintenance, modification and repair through equitable use of the members of the Club.
   3. Organize and supervise all work details
   4. In coordination with Club Members, Manage the Setup and cleanup for all Club events

# Article IX - Removal/Replacement of Club Officers

1. Elected officers can be removed from office for failure to responsibly carry out the duties as set forth in Article VIII. Special conditions and/or circumstances not identified in Article III may be addressed by the Club membership at a scheduled meeting for the removal of an officer.
2. A majority vote of all Club members in good standing is required for removal of an officer.
3. The membership at-large will be notified by website and Facebook page if a Club meeting is scheduled for such a vote. All members in good standing will be given the opportunity to attend said meeting for the removal of an officer. Members in good standing who cannot attend said scheduled meeting may submit a write-in vote with signature or write-in vote via email. The write-in votes must be received 48 hours prior to the scheduled meeting. A 51% vote of total club membership must be obtained to remove an officer from office.
4. Elected officers (President, Vice President, Treasurer, Secretary, and Range Officer) are expected to attend all meetings. Officers not attending two consecutive meetings, or three meetings in one year without excused absence, may result in removal of office. Excused absence may be obtained from another officer and noted at the general meeting.
5. Officers that voluntarily resign their position will be replaced by appointment of the executive board and new officer will be introduced at the next general meeting.

**Article X – Revocation of Club Membership**

1. Membership in FCAC is a privilege and can be revoked if necessary
2. Any member acting in an “Unsportsmanlike” Manner as determined by any other member of the club may be expelled from FCAC for life with no refund given
3. Sexual Harassment will not be tolerated and may be cause for immediate revocation of club membership with no refund.
4. Harassment of any type towards minors, including but not limited to; photography without parental permission, rude lewd or off-color jokes, physical contact for any purpose other than emergency or other inappropriate behavior on club property will not be tolerated.
5. Any of the above infractions must be brought by the accuser to the Executive Board to hear the nature of the infraction. Complaints must be submitted in writing in addition to any verbal notification.
6. The Executive Board will conduct an investigation and determine if the complaint is cause for membership revocation. A majority vote of the Executive Board is required to revoke any membership.
7. If membership is revoked, no refund will be provided and member will be notified in writing by the President of this decision.

**Article XI – Club Affiliation with National Archery Organizations**

1. The Fort Caroline Archery Club (FCAC) may, upon approval of the membership, affiliate with any national association (ex: National Field Archery Association-NFAA, National Archery Association-NAA, Archery Shooters Association-ASA, International Bowhunters Organization-IBO, Scholastic 3D Archery-S3DA) and any other national, state or local organization now in existence or may become available in the future which may serve to benefit the membership.

**Article XII – Dissolvement of Club**

1. In the event the club must close due to loss of lease, insufficient membership to maintain club expense, natural disaster or other reason, the Board of Directors in office at time of closing will donate all club property, or proceeds from the sell of said property to a Non Profit Organization (preferably involved in archery but not required) of their choosing based on a majority vote from the board in place at that time.

**Article XIII - By-Laws**

1. These By-Laws, upon approval of the membership at a regular meeting, supersede and replace any here-to-fore printed, written, verbal, or implied by-laws that may be in existence or currently in force governing FCAC.

**Fort Caroline Archery Club, Inc.**

**11678 Fort Caroline Road**

**Jacksonville, FL 32225**

**904-996-0011**

These bylaws have been approved by vote and are effective June 1, 2019.

Updated May 2021

- President

Rob Moss Date

- Vice President

Trish Wyatt Date

- Treasurer

Florence Gleason Date

- Secretary

Diane Shannon Date

- Range Officer

Randy Mazerolle Date