

**THE FOLLOWING ARTICLES ARE THE CONSTITUTION AND BY – LAWS  
OF AN ARCHERY CLUB WITHIN THE STATE OF PENNSYLVANIA**

**CONSTITUTION**

**AND BY – LAWS**

**CHARLEROI ARCHERY CLUB, INC.**

**AS DRAWN UP 1977**

**REVISED 2011**

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## **ARTICLE 1 – NAME**

### **Section 1**

The name of this organization shall be Charleroi Archery Club, Inc.

## **ARTICLE 2 – OBJECTS**

### **Section 1**

The purposes for which the corporation is formed are to advance the art, skill, practice and handicraft of archery; to sponsor archery tournaments within the Commonwealth of Pennsylvania and to generally increase and encourage interest in archery. The corporation does not contemplate gain or profit, incidental or otherwise, to its members.

### **Section 2**

The purpose of this organization shall be to promote aid and encourage non-partisan legislation and policies for the conservation of our natural resources; especially of game, fish, forests, stream and land; and to promote good fellowship and higher ethics among sportsmen and to affiliate with other organizations as may be desired.

### **Section 3**

To maintain outdoor target and indoor ranges and to sponsor and conduct tournaments in accordance with the desires and rules of the Pennsylvania State Archery Association (PSAA), National Field Archery Association (NFAA) and Pennsylvania Field And Target Archers (PFATA).

### **Section 4**

To encourage the use of the bow in hunting of all legal game and to cooperate with affiliated and parent associations, except the PA Federation of Sportsmen, in securing improved regulations, privileges and conditions for bow hunters.

## **ARTICLE 3 – AFFILIATION**

### **Section 1**

The Charleroi Archery Club, Inc. is affiliated with and officially recognized by the PSAA, NFAA and the PFATA. The club's By – Laws shall conform, in principle, to those of these associations.

## **ARTICLE 4 – MEMBERSHIP**

### **Section 1**

Any person, male, female or youth, who is a citizen of the U.S., and of good moral code, may become a member of the Charleroi Archery Club by making proper application and paying any fees or dues which may be required. The membership of the Charleroi Archery Club, Inc. shall consist of eight (8) types: Honorary Life, Life, Active, Senior Citizen, Student/Junior, Social, 4-Month Trial and Family.

### **Section 2**

Honorary Life Membership with exemption from dues may be granted for exceptional merit and service upon two-thirds majority vote of the board.

### **Section 3**

Life/Active Membership shall be granted to anyone who is a bona fide resident of the U.S. upon application, who is endorsed by one member and voted on by the Board of Directors after payment of regular fees and dues as stipulated in the By – Laws.

### **Section 4**

Senior Citizen Membership shall be granted to anyone who is a bona fide resident of the U.S. and has attained the age of 62 years, upon application endorsed by one member and voted on by the Board of Directors. A member must have been an Active Member in good standing two years prior to application of Senior Citizen Membership.

### **Section 5**

Student/Junior Membership shall be granted to anyone between his eighth and eighteenth birthday (or who is a full time student in an institution of higher learning) who is a bona fide resident of the U.S., upon application endorsed by one member, voted on by the Board and payment of the fees and dues stipulated in the By – Laws. They will be non-voting members. Upon attaining their 18th birthday or completing their course of study as a full time student in an institution of higher learning, as applicable, the Student/Junior Member shall become an active member with payment of additional fees and dues as stipulated in the By – Laws.

## **ARTICLE 4 (Cont.)**

### **Section 6**

Social Membership shall be available only to those that held this membership type prior to the 2011 Revision of the Charleroi Archery Club Constitution and By – Laws. No new Social Memberships shall be accepted. They shall be non – voting members.

### **Section 7**

Four Month Trial Membership shall be granted to anyone who is a bona fide resident of the U.S. upon application, who is endorsed by one member and voted on by the Board of Directors after payment of regular fees and dues as stipulated in the By – Laws. Trial Members will serve a period of four months in which he/she may participate in all club activities but will not be able to vote on club issues at monthly meetings. After the completion of the 4-month trial period, the Trial Member may pay the remainder of the dues as stipulated in the By – Laws and be granted regular membership in the club with full active member privileges. If the Trial Member opts not to pay the remainder of the dues, membership with Charleroi Archery Club is terminated. Trial Membership can only be granted one time per perspective member.

### **Section 8**

Family Membership shall be granted to “head of household” and family members who are bona fide residents of the U.S. upon application, who are endorsed by one member and voted on by the Board of Directors after payment of regular fees and dues as stipulated in the By – Laws.

### **Section 9**

Membership applications are to be filled out completely and presented to a Board Member by the applicant in person. At least one member in good standing must sign the application form for the prospective member. The Board of Directors will meet on each prospective member and take a vote as to whether or not to accept the prospective member into Charleroi Archery Club. The vote will be non-secret and requires a two-thirds vote for acceptance. The Board will notify the prospective members whether or not their application was accepted or rejected. Prospective applicants are not permitted to make use of the club grounds or facilities until they are notified by the Board of Directors that they have been accepted into the Club.

## **ARTICLE 4 (Cont.)**

### **Section 10**

Any member having received a permanent disability while performing a duty required by the will be afforded all the privileges of active members and will be exempt from all duties and fines other than violation of intoxication and By – Laws.

### **Section 11**

The annual dues and fees shall be set by the Board of Directors as conditions may require. The dues structure may be found in the By – Laws, Article 17, Section 1.

### **Section 12**

Any member being delinquent in the payment of dues after the last day of September shall be penalized. The applicable penalty fee shall be set by the Board of Directors. Delinquent members will be carried on the club's books until January of the upcoming year after payment of dues are required, but they will not be eligible for any club activities or use of the clubs facilities. If dues are not paid by December 31, the delinquent member will be removed from the club roles. If that member wishes to reunite with the club, then he/she must go through the new member process as described in Article 4, Section 9.

### **Section 13**

Club dues for any member who is inducted into Active Duty in the Armed Forces of the United States are automatically paid until their enlistment is complete.

## **ARTICLE 5 – BOARD OF GOVERNORS**

### **Section 1**

The Board of Directors shall consist of 10 members. The members of the Board shall be: President, Vice President, Secretary, Treasurer plus six elected members. The six elected members, two of which shall be elected at each annual meeting of the organization, will serve three-year terms. The members of the Board shall elect a member to serve as Chairman of the Board. This member shall be one of the elected Board Members and not an officer of the Club.

## **ARTICLE 5 – (Cont.)**

### **Section 2**

In order for a member to qualify as a member of the Board of Directors, they must be a voting members and over 21 years of age.

### **Section 3**

The Board of Directors shall see that policies, decisions and directives of the voting members with respect to the organization and administration of the business affairs of the organization are properly and correctly carried out and fulfilled. They shall have charge of the funds and property of the organization and hold same subject in the order and direction of the voting members. In no case shall the Board of Governors authorize or permit the expenditure of the Officers of the Organization of more than \$1,000.00 per month unless consent is therefore granted by the voting members.

### **Section 4**

The Board shall meet once a month as such time and at such place as the members of the Board shall designate.

## **ARTICLE 6 – OFFICERS**

### **Section 1**

The officers of this organization shall be: President, Vice President, Secretary and Treasurer. The office of the Secretary and Treasurer may be combined for convenience. No member shall hold more than one office at one time, except for the office of Sec/Treas. These officers shall have the power and duties which are usual and customarily invested in the holders of such office, and such additional duties and powers, and such limitations not inconsistent with law as the voting members may from time to time authorize or impose.

### **Section 2**

The new officers shall assume the duties of their office following the election meeting in June.

### **Section 3**

It shall be the duty of the president to preside at all meetings of the club and board, and in direct accordance with recognized parliamentary procedure. In his absence, the Vice President shall preside. It will be the duty of the



## **ARTICLE 6 – (Cont.)**

### **Section 3 (Cont.)**

President to call special meetings of the club members and the Board of Directors when, in his judgment, it is necessary, or upon written request of five members of the club. The President shall appoint all standing committees and enforce the observance of the Constitution and the By – Laws. He shall submit a written report at the regular club meeting, and he shall include all recommendations as he deems necessary for the welfare of the club.

### **Section 4**

The Vice President shall perform all the duties assigned to him by the President or the Board of Directors. He shall also perform the duties of the President during his absence or inability to act.

### **Section 5**

The Secretary shall keep all of the minutes of the club meetings, and shall keep all records and take care of necessary correspondence.

### **Section 6**

The Treasurer shall have custody of all funds of the club. Such funds shall be deposited in the name of Charleroi Archery Club, Inc., in such bank or banks as the Board of Directors shall authorize. The Treasurer shall pay all obligations of the club under the sum of \$200.00 on order of the President. Any amount in excess of \$200.00 must be authorized by the Board of Directors. The club Treasurer shall be bonded in such amount as the Board of Directors may determine, and the cost of such bond shall be paid by the club. The Treasurer shall make a report of the finances of the club at any membership or directors meeting as shall be required.

## **ARTICLE 7 – MEETINGS**

### **Section 1**

There shall be an annual meeting of this organization within the first two weeks of June of each year at 7:30 p.m. for the purpose of electing officers and directors, and for determining meeting times for the forthcoming year. The only persons entitled to vote at such meetings shall be those members who are classified as “Voting Members”.

## **ARTICLE 7 – (Cont.)**

### **Section 2**

At such annual meetings the voting members shall determine the time and place during the forthcoming year which the regular monthly meetings of the membership shall be held. The Secretary shall immediately notify all voting members of such determination. The Secretary may, but shall not be required to give monthly notice of such meetings if directed to by the Board of Directors.

### **Section 3**

Special meetings of the members shall be held upon written request of five voting members or of the President or of the Board of Directors of the organization. The request for such special meetings as well as the notice for all special meetings shall state the object for which the meeting is called. At a special meeting the subject not so stated shall not be considered. Notice of such special meetings as well as the annual meetings shall be sent at least 10 days in advance of the dates of the meetings by email to each voting member that has an email address in the club records. For members who do not have an email address on file, notification will be attempted either by telephone or regular mailings, provided the member has a current phone number or mailing address on file. Notification of such meetings will also be posted on the Club Bulletin Board.

### **Section 4**

Any member failing to appear at three consecutive meetings, when written notice has been sent without having given cause, shall automatically forfeit membership. Cause for consecutive absence shall be given to the Secretary orally or written no later than before the third consecutive meeting for which he shall be absent.

## **ARTICLE 8 – NOMINATION & ELECTION OF OFFICERS AND BOARD MEMBERS**

### **Section 1**

The President shall appoint a Nominating Committee, consisting of five (5) members, at least two months prior to the election meeting. At least two members of the Nominating Committee shall not be one of the Executive Directors of the club, as designated in Article 6, Section 1. The Nominating Committee shall prepare a slate of candidates nominated from the floor by the body at the monthly meeting prior to the election meeting in June. The nominations will be for the four Officer positions of the Club and for two Director positions. To be considered a valid

## **ARTICLE 8 – (Cont.)**

### **Section 1 – (Cont.)**

nomination, all nominees must be present to accept or decline the nomination, except where a written acceptance is in the hands of the Nominating Committee.

### **Section 2**

Only members who have attended six (6) membership meetings in the previous year, and are in good standing for two (2) years, shall be eligible to run for the offices of President, Vice President, Secretary, Treasurer and Director.

### **Section 3**

Election will take place at the day of the June meeting. The nominating Committee shall conduct the election. The election of officers shall be by written ballot, and the candidate receiving the majority of ballot votes cast shall be elected. In the case of no candidate receiving a majority of the valid votes cast for a particular office, there will be a second ballot cast, and it will be confined to the two candidates receiving the highest number of ballot votes. The second ballot shall be cast at the same meeting.

### **Section 4**

Installation of Officers and Directors shall take place at the meeting after the election in June. Officers and Board Members shall hold office during the term for which they are directed and until their successors are elected.

## **ARTICLE 9 – REVOCATION OF OFFICE**

### **Section 1**

An officer or member of the Board of Directors, alleged to be performing his duties in an improper or unsatisfactory manner, shall be cited. The citation must clearly state the charges, be signed by five members in good standing and be presented to the Secretary. A special meeting shall be set by the President for the date of the trial. This meeting shall be called within two weeks of the presentation of the citation to the secretary.

### **Section 2**

After the accused and his accusers have been heard, a vote shall be taken by ballot; a two-thirds vote of the members present being necessary for revocation of office. Should the accused be absent at the time of citation, he shall be

## **ARTICLE 9 – (Cont.)**

### **Section 2 – (Cont.)**

notified at once by the Secretary as to the citation and the time of trial. Should the accused fail to appear for trial as notified and the voting members not having been previously notified as to acceptable reason for absence, the trial shall proceed in the absence of the accused and he shall immediately be notified of the decision by the voting members.

### **Section 3**

If the office of President shall be cited as above, the Vice President shall assume the chair from the time of citation to conclusion of trial. Should the officer cited be other than the President, the President shall make a temporary appointment to such office as duration of the aforementioned period.

### **Section 4**

The rights and privileges as set forth in Robert's Rules of Order, Article 13, Section 75, entitled "Trial of Members by Socialites" shall be observed as procedural in addition to the foregoing sections in these articles.

## **ARTICLE 10 – REVOCATION OF MEMBERSHIP**

### **Section 1**

Revocation of membership shall be taken into consideration when charges in writing shall be presented to the Secretary and signed by five members.

### **Section 2**

Procedure should be based on Robert's Rules of Order, Article 13, Section 75, entitled "Trial of Members by Socialites" except that the investigating team shall be appointed by the President.

### **Section 3**

Two-thirds vote of the voting members present shall be necessary to revoke a membership. This action, when taken, shall be effective immediately.

## **ARTICLE 10 – (Cont.)**

### **Section 4**

If membership should be lost by act of the vote of voting members, the person may again be considered for membership only through the new member process as set forth in Article 4, Section 9.

## **ARTICLE 11 – CAUSES FOR REVOCATION**

### **Section 1**

1. Damaging or defacing property and equipment.
2. Taking articles from the club without permission from the proper officer.
3. Lending club equipment to non-members.
4. Disorderly conduct.
5. Intoxication at club meetings or on club grounds.
6. Interfering with persons or officers in charge.
7. Violating the oath of obligations.
8. Forcibly entering a club building, except in case of emergency.
9. Tampering with club equipment.
10. Disclosing the business of the club to non-members.
11. Non-performance of duties by an Officer, either elected or appointed.
12. Selling of any club property or articles.

#### **NOTE:**

**These above rules are not the only causes of revocation. There are other causes that may not be named in the twelve aforementioned articles.**

**ARTICLE 12 – RULES OF A BUSINESS MEETING FOR VIOLATION OF WHICH WILL BE  
DEALT WITH FROM CHAIR**

**Section 1**

1. Leaving a meeting without permission from the chair.
2. Not coming to order when called from the chair.
3. Using profane language.
4. Willfully littering the club floor with cigarettes, cigars, ashes or other refuse.
5. No electrical equipment shall be used unless authorized by the president.

**ARTICLE 13 – ORDER OF BUSINESS**

**Section 1**

The order of business of conduct of any annual or regular meeting shall be as follows:

1. Call to order.
2. Pledge of Allegiance.
3. Roll Call.
4. Reading of the minutes of the last meeting.
5. Correspondence.
6. Treasurer's report.
7. Report of Committees.
8. Unfinished Old Business.
9. New Business.
10. Any business pertaining to the club.
11. Resolutions.
12. Adjournment

**Section 2**

Except of the provisions of this Constitution, Robert's Rules of Order shall apply to the conduct of all meetings.

## **ARTICLE 13 – (Cont.)**

### **Section 3**

Based on the authority of his office, the President may change the order of business for urgent reasons. All business must be heard however, unless the majority of the voting members shall decree otherwise. When special meetings are held, the purpose of the meeting shall be the only order of business and shall be so stated by the chair at the beginning of the meeting.

## **ARTICLE 14 – AMENDMENTS & REVISIONS TO THE CONSTITUTION**

### **Section 1**

This Constitution may be amended at any club meeting by a two-thirds vote of the members present, if notice of the change has been provided to every voting member at least 60 days prior to the meeting.

## BY - LAWS OF THE CHARLEROI ARCHERY CLUB

### ARTICLE 15 – BY – LAWS

#### Section 1

The President shall appoint standing committees and special committees as necessary.

#### Section 2

Standing committees shall be:

1. **RANGE** - - To ensure that shooting ranges are properly maintained to support official and non-official rounds through the scheduling of work days. Will obtain, prepare and assure the constant availability of targets for all official rounds and non-official rounds. Authorized to expend funds for targets as specified by the assembly. Will make known the needs and estimates of needed funds and report routinely at each regular meeting.
2. **MATERIAL PROCUREMENT** - - To obtain and provide for all material needs of the club except for targets. Shall maintain a perpetual inventory of all properties. Will make known needs and estimates of needed funds and report routinely at each regular meeting, and shall expend such funds for the described purpose only. The committee will also review and verify the correctness of the financial status of the club.
3. **REGISTRATION** - - Shall register all persons, both members and non-members, for any event. Shall collect fees as specified for the event and shall transmit all money to the Treasurer at the conclusion of each fee event. Further, shall maintain a record of all scores for all club hosted events. Shall report in regular meetings as to past events stated in particular number of entrants, money received and problems, if any. In addition, shall obtain all awards for the year based on established schedule for club events. This committee shall also obtain all merchandise, prizes and other special trophies of any nature pertaining to any event of the club. The committee shall report at each regular meeting and shall provide estimates for needed funds to the assembly, and shall expend such funds for the described purpose only.
4. **FOOD AND REFRESHMENTS** - - To obtain and prepare food and refreshments at all events at the discretion of the committee. To charge for food and refreshments on an equitable and profitable level. Shall make estimates for needs and request authorization for funds from the assembly. All items necessary to



## **ARTICLE 15 – (Cont.)**

### **Item 4 – (Cont.)**

function, except expendable items, shall be obtained through the Committee on Material Procurement. Shall make regular reports at all regular meetings.

5. **INTERNET/MARKETING** - - To promote Charleroi Archery Club in a favorable image to the public and archery communities. To maintain the club website and update on a regular basis with club news, membership information, upcoming meetings, club events, club and regional shoots, club shoot results, league scores and event pictures as required. Further shall publicize Club Shoots and Leagues; and PSAA, NFAA and PFATA Tournaments hosted by Charleroi Archery Club by posting on the Website, Facebook, Archery Talk, emails and other public media that may be available. This committee shall also design and distribute Shoot Flyers to aid in publicizing aforementioned shoots.

## **ARTICLE 16 – WORK DETAILS**

### **Section 1**

Work days as necessary to the maintenance, repair and operation of the club shall be fixed and decreed by the assembly in regular meetings.

### **Section 2**

The Vice President shall be in charge of all work programs. He shall keep a permanent roster of all regular members, excepting juniors, and shall record participation and non-participation accordingly.

### **Section 3**

Any member failing to report for an assigned work day shall immediately be given a special assignment by the Vice President, orally or in writing. Such special assignment shall be completed within 30 days of such notice. Excepting for extended illness or other dire exceptional cause, membership rights shall be forfeited should the special assignment not be completed within a 30 day period. Should a member in question claim “dire or exceptional cause” for failure to complete his assignment, such will be heard at the next regular meeting, with a determination to made by the assembly. If cause is not found to be “dire or exceptional”, loss of membership rights shall automatically result.

**ARTICLE 17 – FEES AND DUES**

**Section 1**

The annual membership dues for all member types shall be as follows for each year or part thereof as set by the Board:

Initiation Fee for all New Members	-	\$10.00 <sup>1</sup>
Officer:	-	None
Honorary Life	-	None
Life	-	\$250.00
Active	-	\$ 40.00
Senior Citizen	-	\$ 10.00 <sup>2</sup>
Student/Junior	-	\$ 6.00
Social	-	\$ 10.00 <sup>3</sup>
4-Month Trial	-	\$ 25.00
Family	-	\$ 40.00 Primary Member
		\$ 20.00 Spouse
		\$ 6.00 for each Dependent Child

<sup>1</sup>Only one new member initiation fee paid for multiple family members as long as they are in the same household.

<sup>2</sup>Annual Dues for Members who held Senior Citizen status prior to the 2011 Revision to the Constitution & By-Laws will remain at \$1.00. Any Member granted Senior Citizen Status after the 2011 Revision will pay \$10.00 annually.

<sup>3</sup>Available for current Social Members only. No new Social Memberships will be granted.

**ARTICLE 18 – GENERAL RULES**

**Section 1**

All rules pertaining to the club as pertaining keys, hours of opening and closing or anything else of a changeable matter, should be put into the By-Laws under this section.

1. Club keys shall be held by Officers, Board Members, and may also be issued to other members at the discretion of the President and the Board. Club keys shall be issued to members who contribute to the maintenance, welfare and well being of the club under consideration of the Board of Governors.
2. No shooter participating in a Charleroi sanctioned tournament or league will be allowed to consume alcoholic prior to the conclusion of the shoot. Spectators and other non-shooting members may consume alcoholic beverages in designated areas only. During PSAA, NFAA and PFATA tournaments held Charleroi Archery Club, no alcoholic beverages may be served until the conclusion of the shoot.

**ARTICLE 18 – (Cont.)**

**Section 1 – (Cont.)**

3. Neither food nor beverages will be permitted on the indoor range at any time the range is open for shooting. Food and beverages are restricted to designated areas. Designated areas are the bar/kitchen area and the bow storage room. This does not apply to private parties for a member who has reserved use of the club.
4. All shooters, using the indoor range for practice, must sign in and pay the applicable range and target fees prior to shooting. This does not apply if shooting in an organized tournament or league event.

**ARTICLE 19 – GENERAL**

**Section 1**

Annual tournaments, championships, titles, awards, rounds, shooting rules, equipment and other regulations and/or items, or questions not relating to or covered by this Constitution and By – Laws, shall be governed in accordance with the analogous practice of the PSAA, NFAA and/or PFATA.

**ARTICLE 20 – AMMENDMENTS & REVISIONS TO THE BY-LAWS**

**Section 1**

These By-Laws may be amended at any club meeting by a two-thirds vote of the members present, if notice of the change has been made available to every voting member at least 60 days prior to the meeting.