

POLICIES AND PROCEDURES
OF THE WALTONIAN ARCHER OF LINN COUNTY

Approved: October 15th 2008

The following Policies and Procedures of the Waltonian Archer of Linn County have been presented to and approved by the organizations general membership. These Policies and Procedures shall be followed for the general operation of the organization.

The Policies and Procedures may be amended by using the following procedures: The proposed amendment must be endorsed by the Legal Committee and may be presented and read to the organization at a regular membership meeting. The proposed amendment shall be presented for approval at the following regular meeting. A quorum must be present and the amendment must receive a two-thirds majority vote of those present and voting for acceptance.

ARTICLE I – ANNUAL ELECTION OF OFFICERS AND DIRECTORS

A. Officers and Directors shall be elected in the following manner:

1. A ballot shall be mailed to each voting member in good standing not later than five days following the September meeting. All ballots must be returned by mail to the Secretary unless the Board of Directors instructs the Secretary to use an alternate return address and must be postmarked not later than October 5th.
2. Ballots shall be counted by the Board of Directors prior to the October meeting and a report of the election results must be announced at the October meeting.
3. Write in candidates and proxy voting shall not be permitted.
4. When nominations have been completed and there are unopposed candidates, such unopposed candidates shall be deemed elected by acclamation.

ARTICLE II – MEETING RULES AND ORDER

A. “Roberts Rules of Order” shall apply at all meetings of this organization and its committees. The monthly general membership meeting shall be held at a place and time specified by the Board of Directors and all members in good standing shall be notified in advance by the organization’s official news media.

1. Order of Business:

- a. Call to order by the President.
- b. Permanent silent roll call record (written).
- c. Reading of the minutes.
- d. Report of the Treasurer.
- e. Correspondence and non-budgeted bills.
- f. Report of Committees.
- g. Unfinished business.
- h. New business.
- i. Introduction of guests and new members.
- j. Adjournment.

ARTICLE III – BOARD OF DIRECTORS AND COMMITTEES

A. The Board of Directors shall:

1. Establish the amount of the Treasurer's bond as required and shall cause the Treasurer's books to be audited at least once each year.
2. Plan the budget for the following year, to be announced and approved by the general membership at the November general membership meeting.
3. Plan the shoot schedule for the following year, to be announced and approved by the general membership at the November general membership meeting.

ARTICLE IV – RESPONSIBILITY FOR GROUNDS AND FACILITIES UPKEEP

In order to maintain the grounds and facilities of the Waltonian Archers of Linn County, members are required to join one or more of our eleven (11) committees upon renewal or payment of club dues. It is not a requirement to volunteer time but it is highly encouraged as the success of the Waltonian Archers and its facilities relies on its members.

Annually scheduled project days are to be proposed by the Board of Directors and approved by the General Membership. Additional project days may be scheduled at the discretion of the Board of Directors if conditions warrant. Shooting during this time shall be prohibited. Any questions relating to these assignments should be brought to the attention of the committee chairman, and/or the Board of Directors.

ARTICLE V – MEMBERSHIPS & DUES

A. Membership is open upon payment of dues to any person approved for membership as follows: All applicants for membership in the Waltonian Archers of Linn County shall make their application for membership through one or more members of the Board of Directors and approved by three-fourths majority of the voting members present and voting at a regular monthly meeting. Application forms are to be furnished by the Board of Directors. Applicant is to be notified prior to the meetings by the Secretary. The applicant may retire from the meeting room while a "show of hands" or written secret ballot, if requested, is taken.

B. The age classifications for membership shall be the same as that in effect in the National Field Archery Association.

C. A family unit shall be defined as husband and/or wife and/or any children not having attained classification as adults. Family membership shall be \$75.00 per year. Those members of a family membership upon attaining adult classification shall be considered adult members in good standing upon payment of their adult dues of \$75.00.

D. Annual dues for all who have not attained adult classification shall be \$10.00 unless the individual is a member of a family membership unit.

E. All members must choose a committee(s) to belong to at the time of their renewal or upon payment of dues. Members who log 25, 10 or 5 hours of volunteer time will receive a dues reduction for the following year. The dues reduction amounts will be recommended by the board of directors to the membership for vote at the November membership meeting each year. Hours of service to the club must be a scheduled project weekend, scheduled shoot or league work, or a special project. Hours will be logged with a committee chairman, shoot chairman or designee for each planned event or special project.

F. Committee members will elect a committee chairman for their respective committee, no later than the February membership meeting and report the results to the board of directors. All committee members must be contacted and asked for nomination and vote or abstain. Any conflicts of an election of Committee chairman will be handled and decided by the board of directors and their decision will be final.

ARTICLE V – MEMBERSHIPS & DUES (continued)

- a) Committee chairman are responsible for keeping an accurate list and contact information of each committee member, hold meetings as needed to plan projects, perform their duties as outlined for their committee and work within their committee's budget.
- b) Committee chairman will report to the board of directors on a monthly basis as to the progress of their committee and will report out at monthly membership meetings.
- c) Committee members are not wholly responsible for performing work related to their perspective committee. Volunteers from the whole membership regardless of committee affiliation are to be solicited.
- d) Committees will put together a budget request for the following year and presented to the board of directors and the finance committee no later than the September membership meeting.
- e) Committee chairman or their designee will be responsible to log hours of volunteer time for each member working on their committee's project and reporting those hours to the Secretary.
- f) Committee Chairman will automatically qualify for the reduced membership rate for the next year.

F. Any adult member or family member entering the military service, college, or needs a leave of absence for a legitimate reason shall notify one or more of the Board of Directors of their absence. Upon their return, said member must notify the Board of Directors and may be reinstated immediately upon full or partial payment of the current year dues.

G. Individuals or families who become members during the year shall pay dues at the specified rate, depending on their classifications. Payment of adult and family memberships shall be pro-rated quarterly to cover only that portion of the year remaining after the acceptance into membership.

H. Dues shall be payable January 1st. A member may petition the Board of Directors for approval to pay their dues semiannually in the case of a members personal financial hardship. A member shall be considered in good standing until his dues are thirty days in arrears. After thirty days in arrears, a member is to be suspended from membership and key to Enders Field which has been issued is to be returned to

the Treasurer. The suspended member may be reinstated upon payment of all delinquent dues. However, any suspended member whose dues are six months or more in arrears must have the approval of the Board of Directors to qualify to be reinstated. Also, a suspended member whose dues exceed two years in arrears may apply to the Board of Directors as a new member.

I. "Lifetime" membership may be granted by the Board of Directors with the approval of the membership and such lifetime membership shall be exempt from regular dues and shall be considered members in good standing.

J. "Honorary" membership may be granted by the Board of Directors with the approval of the membership and shall be exempt from the regular dues and shall carry no voting privileges.

K. An "Associate" member shall be the parent, or legal guardian of a regular member and there will be no dues. Associate members shall have a voice but no voting privileges.

L. The sponsor of a new member should consider himself/herself obligated to help the new archer to become acquainted with the responsibilities and privileges of membership. These include the By-Laws, Articles of Incorporation, the organizations Policies and Procedures document, and with the other members of the Waltonian Archers.

M. A member may be expelled for cause. A charge shall be filed in writing by one or more members with the Secretary. The President shall, within one week of the date, notify said member by registered mail at his last known address of the charge, setting the date, hour, and place for a hearing, at which hearing said member may defend himself/herself personally, or be defended by another member in good standing. The date of the hearing shall be at least one week and not more than one month from date of notice. All members shall be notified by 1st class mail of said meeting and reason, one week in advance of said meeting. A three fourths ($\frac{3}{4}$) majority of members in good standing present at the meeting shall be required to expel a member.

ARTICLE VI – KEYS

A. A key to Enders Field may be obtained from the Treasurer for a deposit of \$5.00 for each key. Any member requesting return of key deposit shall return the issued key to the Treasurer. Copying, loaning and or distribution of club keys by anyone other than the President, Treasurer or Secretary of the Waltonian Archers will constitute immediate expulsion from the Waltonian Archers of Linn County.

ARTICLE VII – APPROVALS

A. The following items require the approval of the general membership:

1. The budget.
2. The acquisition, disposition or encumbrance of real property.
3. The solicitation or acceptance of State, Regional, or National tournaments.
4. Non-budgeted expenditures.
5. All events and usage of the facilities of more than 3 people and accompanied by a member must be presented and approved by the board of directors and or the membership.

ARTICLE VIII– SHOOT ACCOUTABILITY

A. Shoot/Tournament Chairpersons will provide to the Treasurer an accounting of their respective shoot/tournament. Required pieces of data will include, but are not limited too, number of Adult, Young Adult, Youth, Cub and Family participants; provide a list and the amount of any expenses and the respective receipts; Identify the amount of Starting Funds/Bank (provided by Treasurer) and total funds on hand at the end of the event. A Shoot accounting form may be provided to the Shoot Chairperson by the Treasurer to facilitate the shoot accounting.

ARTICLE IX – PRACTICE AD TOURAMETS

A. All members in good standing shall be guaranteed the right to shoot formally or informally at any time, except at those times and places specifically prohibited by official action of the Board of Directors or the General Membership.

B. Tournaments, shoot schedules, awards and qualification to receive awards may be proposed by the general membership, special committees, or the Board of Directors. Tournaments, shoot schedules, awards and qualifications to receive awards shall be approved by the general membership and shall be published annually in the organization's news media insofar as possible in January to cover events of the prior calendar year.

ARTICLE X – GUEST PRIVILEGES

A. Adult club members in good standing may entertain guests on club property; however, no individual shall be a guest more than three times in one calendar year.

ARTICLE XI – GROUD RULES FOR ENDERS FIELD

- A. The organization will not be held responsible for theft or accident.
- B. The use of firearms on club property is not permitted.
- C. Wild game may be taken in season with bow and arrow only.
- D. Fires may be built in fireplaces, or other designated areas. Be sure all fires are extinguished before leaving Enders Field.
- E. The cutting or harvesting of trees and firewood will be permitted after authorization to do so has been given by the Board of Directors.
- F. All individual trash and garbage shall be removed from the Enders Field by the individual except during organized events for which containers will be provided.
- G. Archery safety rules and NFAA safety rules shall be observed.
- H.
 1. The sale of alcoholic beverages shall not be permitted.
 2. The sale or use of illegal drugs shall not be permitted.
 3. There shall be no alcoholic beverages allowed on the ranges except on scheduled workdays. There shall be no alcoholic beverages allowed during club meetings.
- I. Automatic expulsion will occur for court conviction for theft of club property or theft on club property.
- J. Camping and picnicking shall be permitted only in designated areas. Any visiting group shall ask permission of the board of directors and or membership before using the club facilities or grounds and be accompanied at all times by one or more voting members in good standing who shall be responsible for the actions of the group.
- K. The gate must be locked after entering and leaving Enders Field except during organized tournaments and/or organized club events.

ARTICLE XII – LADIES AUXILIARY

- A. Women of the club are eligible for membership in the Ladies Auxiliary (when activated), a voluntary organization. The purpose of this organization is to
 - 1) Raise money for worthwhile projects they feel are needed within the club.
 - 2) The promotion of archery to women, young women and families.
 - 3) To encourage women members to take an active role in the Waltonian Archers, either through archery or other family participation.