

Trospen Archery Club

Bylaws

The following bylaws are written for your protection as well as the protection of the Trospen Archery Club. The Officers and members of Trospen want all archers and their guests to safely enjoy our ranges.

Trospen Archery Club pays monthly rent to furnish the Indoor Range to its members and a yearly fee to the City of Oklahoma City to lease the Outdoor Range. We also bear the expenses of maintenance on both ranges.

Many of the regulations pertaining to the Outdoor Range are also required by the City of Oklahoma City Parks and Recreation Department. All of the regulations of the Outdoor Range have been approved by the appropriate City offices.

These rules have been adopted to preserve our equipment, supplies and investment. We are a non-profit organization. Members, guests or visitors who violate the Trospen Archery Club safety regulations will be prohibited from shooting on our ranges and their club membership will be revoked.

If you have questions, problems or concerns, contact your current officers.

ARTICLE I

Name

The name of this organization shall be

TROSPER ARCHERY CLUB

ARTICLE II

Object

The object of this organization is to promote the sport of Archery, in all of its forms and to conduct tournaments, leagues and events in accordance with Club rules and in compliance with the rules of the organizations with which we are affiliated.

ARTICLE III

Meetings

The membership meetings of this Club shall be held quarterly. The location of the meetings shall be determined by the President of the TROSPER ARCHERY CLUB and published in the club's newsletter.

Any regularly scheduled meeting may be changed by the President, or his designated representative, upon 5 days' notice to the membership. The membership shall be notified of a regular meeting change either by telephone, e-mail or by publication in the Club newsletter. Notices of meeting changes shall also be posted on the bulletin boards at the Indoor and Outdoor Ranges.

The President may call special meetings of this Club when he deems it in the best interest of the Club. A notice of such special meeting shall be mailed to all members on the current roster at least five (5) days before the date set for such meeting. Such notice shall state the reasons such special meeting has been called, the business to be transacted and by whom called.

Special meetings shall also be held at the request of at least 3 members of the Board of Directors or by a written request signed by at least 1/3 of the current membership roster. Such request for special meeting must be submitted to the Club secretary at least seven (7) days before the requested scheduled date. Such request must state the reasons such special meeting has been called, the business to be transacted and by whom called.

No other business but that specified in the notices may be transacted at such special meetings without the unanimous consent of all present at such meeting.

The presence of all elected officers or not less than five (5) elected officers and four (4) members shall constitute a quorum and shall be necessary to conduct the business of the Club.

ARTICLE IV

Memberships

Criteria for Membership: The Membership of this Club shall be open to any person, regardless of race, creed, color, religion, sex, national origin, age or disability; provided, however, that each member must:

Pay the yearly membership dues set forth in Club documents;

Abide by the by-laws, safety codes, practices and procedures of TROSPER ARCHERY CLUB;

Be willing, at all times, to conduct himself in a manner becoming a sportsman and an archer; and

Be willing to support, to the best of his ability, the objectives, functions and activities of TROSPER ARCHERY CLUB.

Classes, Privileges, Dues and Responsibilities of Membership:

Single: Participating or Non-Participating memberships.

Family: Participating or Non-Participating Family Memberships, as described in current Club documents. Family membership shall be applicable to a head-of-household, spouse and/or child(ren) under the age of 18 years. A child on a family membership reaching the age of 18 years, will be entitled to complete that calendar year on his family membership; however, his or her renewal must then be a separate Single membership.

Lifetime: Lifetime membership status shall be achieved when a member has accrued 20 years of continuous paid membership. Yearly membership dues are then waived for any person awarded a Lifetime Membership status.

Associate: Associate memberships may be approved by a majority vote of a meeting quorum to further the organization's participation in other archery associations. In some cases, dues are not required for an Associate Member status.

Privileges of Membership: Privileges of Single, Family and Lifetime memberships include, but are not necessarily limited to: Voting privileges (ages 16 and above); reduced fees for club tournaments, daily shooting fees and league fees; newsletter; a quiver tag; individual keys to Indoor and Outdoor Ranges; access to bow press, bow scales and paper tuner.

Privileges of Associate Membership include participation in Club tournaments at member shooting rates, an Associate member quiver tag and newsletter.

Dues: Annual membership dues described in club documents are based on the calendar year January 1 through December 31. Membership dues for those joining after July 1 shall be 1/2 of the applicable dues for single and family memberships.

Responsibilities of Membership: Work Party Hours for Participating Single and Family Memberships: All members, age 16 years and above, must complete a minimum of sixteen (16) hours of work parties per calendar year. Work party hours must be verified and then recorded by the Club Secretary.

Each member shall be responsible for filling out and having verified a "work party verification" form to ensure proper credit for work hours performed. Work party hours will be credited hour for hour.

ARTICLE V

Membership Voting

Each member, age 16 and above, with the exception of Associate members, shall have one vote. At any regular or special meeting, any question may be voted upon and all votes shall be taken by a show of raised hands. Hands shall be counted, both for and against, and recorded in the minutes of the meeting.

At all meetings any issue brought before the meeting that requires a vote, shall be deemed as passed by the entire membership if passed by a majority of those present at such meeting. In some instances the Club may present an issue for vote and ask that the vote be taken by mail-in ballots. In such case, the Secretary shall see to it that ballots and return envelopes are sent to the membership roster. An issue will be deemed as passed by a majority of the votes returned.

Any member may make a motion to table any issue, if he feels proper discussion of the proposed issue has not been given or more information is required. If motion to table is seconded and passed, then said issue shall be brought before the next regularly scheduled meeting.

Any member may request a specific issue be voted upon by written or secret ballot, if the majority of those present at said meeting approves.

Election of Officers and Directors shall be in November of each year.

ARTICLE VI

Order of Business

Meetings of this Club shall be conducted in accordance with the Order of Business hereinafter set forth:

1. Membership Sign In.
2. Call to Order, Introduction of Guests and New Members.
3. Reading of Minutes of last meeting and Financial Report and Reading of Agenda.
4. Reports of Officers.
5. Reports of Appointed Offices and Committees.
6. Old and Unfinished Business.
7. New Business.
8. Requests for Publication.
9. Next Tournament / Work Party Called.
10. Announcements.
11. Adjournment.

Reports of Officers and Committees. Questions and/or discussions are generally necessary on these matters. If the topic is to be voted upon, the person giving the report will call for a motion to bring it to a vote. Motion is then seconded, followed by discussion. Questions or point of discussion should be addressed to the President who will then either answer directly, or yield to the person giving the report. After all questions are answered and discussions are completed, the President will call for a vote, if necessary. Votes will be counted, both for and against, and will be recorded in the Minutes of the meeting.

Old Business. Old Business is announced by the President by subject. He may not make a motion, but may call for a motion to be made on the stated subject. Motion is then seconded; the floor is then open for questions and/or discussion in the same format as described above.

New Business. The President will announce to the membership that the floor is open for new business. Any member may bring up New Business when acknowledged by the President. The member should stand and state the nature of the new business and call for a motion, if necessary. After the motion is seconded, the floor is then open for questions and/or discussion in the same format as described above.

All members may attend any scheduled meeting, but may not, in any way distract from the business at hand, neither by separate discussions nor conversations with other members, until acknowledged and recognized by the President.

Certain topics brought before a meeting will sometimes generate strong convictions on each side. Should the President feel such a topic is at hand, he may call on any member to take the “for” position and another member to take the “against” position. The discussion will then be conducted as a debate. Any member, once recognized by the President, may ask a question, and each position will be allowed to answer before the next question is posed.

If, at any time, the meeting becomes argumentative or unproductive, the President may call for an immediate recess. Such recess will be called to allow time to talk with other members informally. After three minutes the President will call the meeting back to order to finish the business at hand.

ARTICLE VII

Board of Directors and Elected Officers

Board of Directors. The Board of Directors of this Club shall be the elected offices of President; Vice President; Secretary; Treasurer; Range Master; Membership Director; and Immediate Past President.

The President of this Club, by virtue of the office, shall be Chairman of the Board of Directors.

The Board of Directors shall have the control and management of the affairs and business of the Club. Five (5) members of the Board of Directors shall constitute a quorum and the meetings of the Board of Directors shall be held monthly on the second Monday of each month.

Each Director shall have one vote and such voting may not be done by proxy. Vacancies in the Board of Directors shall be filled by a vote of the majority of the remaining members of the Board for the balance of the year.

Officers. The Officers of this Club shall be President; Vice President; Secretary; Treasurer; Range Master; Membership Director; and Immediate Past President.

Term. All officers shall be elected in January of each year and shall serve for the next calendar year or until replaced.

Privilege of Office. All elected Officers shall have their N.F.A.A. and O.S.A.A. dues paid by the Club for the year they serve in office. Club membership dues of Officers and their families shall be waived for the same year; however, no officer or director shall, for any reason, be entitled to receive any salary or compensation from the Club.

Duties of President. The president shall preside at all membership meetings. He or she shall appoint all committees, temporary or permanent, see that all books, reports and certificates as required by law are properly kept or filed, be one of the officers who may sign checks of the Club. He or she may also direct expenditures up to \$200 without membership approval, and have such powers as may be reasonably construed as belonging to the chief executive officer of any Club. The President shall select and appoint any member for the appointed offices. He or she may also select any committee chairman. He or she shall, with the attestation of the Secretary, execute any lease agreements, contracts, mortgages, loans or any and all documents binding TROSPER ARCHERY CLUB.

Duties of Vice President. The vice president shall, in the event of the absence or inability of the president to exercise his or her office, become the acting president with all the rights, privileges and powers as if he or she had been the duly elected president.

The Vice President shall also be the Tournament Director of TROSPER ARCHERY CLUB. He or she shall be responsible for scheduling and appointing work parties to prepare the Indoor Range or the Outdoor Range for tournaments and events.

In August of each year, the Tournament Director shall select a committee of 5, which includes himself, to plan, schedule and secure tournaments and events for the following year. As soon as possible, the Tournament Director and his or her committee shall present to the membership, at the next regularly scheduled meeting, their proposed tournaments and events, for approval. Upon a majority vote of the membership present at such meeting, the Tournament Director shall confirm the events contained in the proposal. The Tournament Director shall then report, at each meeting September through December, of all confirmations, changes, additions or deletions.

The Vice President shall also be responsible for an inventory of all club targets and club property. Such inventories shall be taken within the first month of his or her term. At the end of his or her term, he or she shall submit to the incoming Vice President, an inventory as of November 30 of that year.

The Vice President shall have the power to purchase and submit for reimbursement necessary supplies in an amount up to \$75 without prior membership approval.

Duties of Secretary. It shall be the duty of the Secretary to keep, record and read the minutes of all meetings of the Club, whether regular, special or board, along with preparation of agendas for same. He or she shall keep an accurate record of all business transactions; file certificates or documents required by any statute, federal or state; give and serve all notices to members; attend to insurance matters; association fees and dues; memberships; and work party participation by the members. The Secretary shall be the official custodian of the books and records of the Club and one of the officers required to sign the checks of the Club. The Secretary shall present to the membership at any meeting, any communication addressed to the Secretary and attend to any and all correspondence of the Club.

The Secretary shall also have the power to purchase necessary office supplies in an amount up to \$75 without membership approval. He shall report any inconsistencies in recordkeeping to the President for reconciliation or discussion at a regular meeting.

Duties of Treasurer. The Treasurer shall have power to manage the financial affairs of the Club, along with the care and custody of all monies belonging to the Club, solely responsible for such monies and be one of the officers who shall sign checks on behalf of the Club. No special fund may be set aside that shall make it unnecessary for the Treasurer to sign the checks issued upon it. The Treasurer shall cause, on a monthly basis, a written report of the financial condition of the Club to be published in the Club's newsletter. Such report shall be read at each regular meeting and be physically affixed to the minutes of said meeting. The Treasurer shall exercise all duties incident to the office of Treasurer.

The Treasurer shall make available to any member, the books and records of the Club. He or she shall also report to the President any inconsistencies for reconciliation or discussion with the membership.

Duties of Range Master. The Range Master will prepare a checklist prior to each tournament and form committees to set up, operate concessions, registrations, and breakdown for all tournament events held by the Club. He or she shall prepare and submit to the Secretary a "Tournament Report" as soon as possible after each tournament. Such report shall contain such information as the number of participants, entry fees collected, number and cost or amount of awards, concession expense and earnings, and any other pertinent information.

Duties of Membership Director. The Membership Director shall maintain membership records and notify members when membership renewal is due, and in cooperation with the Secretary be responsible for the distribution of a bimonthly newsletter to members and serve all notices to members.

Duties of Immediate Past President. The Immediate Past President SHALL SERVE as an advisor providing continuity to the club and assisting in the club's long term growth.

Removal from Office. Any elected officer of this Club may be removed at any time during his or her term upon written notice served to the Secretary of the Club. Such notice shall contain the reasons for removal, proposed effective date of removal and bear the signatures of a 2/3 majority of members shown on the current membership roster. Removal of the officer will be effected at the next regularly scheduled meeting, if no special meeting has been duly called, and the election of the new officer will be held at such meeting.

ARTICLE VIII

Appointed Offices

The President, in his or her sole discretion, shall appoint the following offices at anytime during his or her term: Publicity Chairman; Concessions Manager; Web Master; JOAD/Youth Representative, O.S.A.A./ N.F.A.A. Representative; Bowhunting Council of Oklahoma Representative; I.B.E.P. Representative; A.S.A. Representative; I.B.O. Representative; and Range Officials.

Publicity Chairmen. The Publicity Chairman shall solicit and secure paid advertising for publications. He or she shall also be responsible for the publishing and distribution of all flyers, posters, news releases and any other form of advertising the Club may approve. The Publicity Chairman shall also provide an accurate accounting of the expenses of publicity and publications to the membership

Concessions Manager. The Concessions Manager shall stock indoor and outdoor range with refreshments, post a inventory of all items immediately prior to each tournament, keep records of expenses and earnings and submit a summary of such to the range master and the treasurer. the concessions manager shall have the power to purchase and submit for reimbursement necessary supplies in an amount up to \$50 without prior membership approval.

Web Master. The Web Master shall keep and maintain the club website.

J.O.A.D./Youth Representative. Championship tournaments of J.O.A.D. to be hosted by the Club. The Representative shall also collect, distribute and account for all monies from such tournaments with the assistance of the Tournament Director and the Secretary.

O.S.A.A./ N.F.A.A. Representative. Championship tournaments of O.S.A.A./ N.F.A.A. to be hosted by the Club. The Representative shall also collect, distribute and account for all monies from such tournaments with the assistance of the Tournament Director and the Secretary.

Bowhunting Council of Oklahoma Representative. Championship tournaments of Bowhunting Council of Oklahoma. to be hosted by the Club. The Representative shall also collect, distribute and account for all monies from such tournaments with the assistance of the Tournament Director and the Secretary.

I.B.E.P. Representative. Championship tournaments of I.B.E.P. to be hosted by the Club. The Representative shall also collect, distribute and account for all monies from such tournaments with the assistance of the Tournament Director and the Secretary.

A.S.A. Representative. Championship tournaments of A.S.A. to be hosted by the Club. The Representative shall also collect, distribute and account for all monies from such tournaments with the assistance of the Tournament Director and the Secretary.

I.B.O. Representative. Championship tournaments of I.B.O. to be hosted by the Club. The Representative shall also collect, distribute and account for all monies from such tournaments with the assistance of the Tournament Director and the Secretary.

Range Officials. Range officials for both indoor and outdoor ranges shall be appointed on a monthly basis, for each day of the week, by the President. Duties of the Range Officials shall include ascertaining proper check-in of shooters, payment of shooting fees, clean up and lock-up of the range(s) on their appointed day. In a tournament situation, Range Official duties include acting as line judge, keeper of official shooting rules and interpretation, equipment failure verification, or any other functions incident to the tournament. Service as a Range Official for one month is credited as work party hours.

ARTICLE IX

Tournaments and Events

The Club will host archery tournaments and events throughout the year for the enjoyment and benefit of the membership and any other archer in furtherance of the Club's objectives. It is the intention of the Club to include Indoor Spot, Field, Target, 3-D, and Broadhead tournaments each year. The Club, by and through the Representatives appointed in Article VIII, shall bid, solicit and book any tournament or event, which the membership approves.

Tournaments and archery events held or sponsored by the Club will be sanctioned by and conducted in accordance with the following organizations or associations:

Indoor Tournaments. The Club shall hold Indoor Tournaments each year as voted by the membership. Current N.F.A.A. equipment, shooting styles and classes and scoring will be followed for Indoor Tournaments.

Field Tournaments. The Club shall hold Field Tournament(s) each year as voted by the membership. The Club shall follow current N.F.A.A. equipment, shooting styles, classes and scoring for Field Tournaments. The Club may open the Field Range during 3-D tournaments for a "3-D Shooter's Field Challenge" Round in an effort to introduce and promote Field Archery to all archers.

Target Tournaments. The Club shall hold Target Tournament(s) each year as voted by the membership. The Club shall follow current N.F.A.A. equipment, shooting styles, classes and scoring for Target Tournaments.

3-D Tournaments. The Club shall hold 3-D Tournament(s) each year as voted by the membership. Through the Club's affiliations, 3-D tournaments may either be held under ASA, IBO or OSAA equipment, shooting styles, classes and scoring rules. Tournaments not sanctioned by any of the above-mentioned organizations will be held in accordance with ASA rules. The Club may use 3-D targets of any make or manufacturer for any tournament not sanctioned by ASA.

Broadhead Tournaments. The Club shall hold Broadhead Tournament(s) each year as voted by the membership. Targets, scoring and equipment rules will be determined by a committee appointed by the President should such tournament be approved.

Special Events. The Club shall endeavor to promote and secure such events as Sooner State Games and other special events as they arise. Participation and/or sponsorship of special events may be requested by any member, at any time. Such participation shall be voted upon by the membership. The President may appoint a committee to either solicit special events or to plan approved special events.

State and Sectional Tournaments. The Club may bid on any State or Sectional Tournament, by whomever sanctioned, when it is in the best interest of the Club. If awarded such Tournaments, the Tournament Director shall be responsible for the Club's compliance with rules or requirements of the sanctioning body.

ARTICLE X

Awards

Each year on the first Saturday following the N.F.A.A. Indoor Championship the Club shall hold an Awards Dinner to present awards to deserving members of the Club. Nominations must be turned in to the President by March 1st for the previous year's awards. Voting for the awards will be by secret ballot at the next quarterly meeting. The President shall appoint two members (who are not officers) to count votes and secure awards. The results of the voting will be kept secret until announced by the President at the Awards Dinner. An award need not be made in every category each year.

Sharp Shooter: Awarded to a member who has gone to tournaments at State level and above and has achieved high standards of shooting ability as well as shown good sportsmanship.

Most Improved: Awarded to a member who has shown the most improvement in his or her scoring and knowledge of equipment in the past year. Sportsmanship is also considered for this award.

Rising Star: Awarded to a Young Adult, Youth or Cub who, as a dedicated member, has participated in all aspects of the Club's functions and conducted himself as a sportsman.

Go-Getter: Awarded to a "first year member" who has actively participated in the Club's activities and has proven to be a dedicated member.

M.V.A. - Most Valuable Archer: Awarded to a member of good standing who exemplifies dedication, sportsmanship, leadership and has proven to be an outstanding asset to the Club.

Big Buck: Awarded to the member who harvested the Big Buck, by Pope and Young standards, in Oklahoma. Member must present Pope and Young scoring records.

Big Doe: Awarded to the member who harvested the Big Doe, by weight, in Oklahoma. Member must present carcass tag with weight of doe eligible for award.

ARTICLE XI

Amendments

These by-laws may be altered, amended, repealed or added to by a majority vote of the membership present at any regular or special meeting of Trooper Archery Club, provided that no less than 30-days' written notice of the impending changes and vote has been given to the membership. These by-laws shall remain in full force and effect until and unless altered, amended or repealed in the manner set forth in this paragraph.

ORIGINALLY ADOPTED and APPROVED the 12th day of December, 1994 with duly authorized amendments made from 1995 through December 2004, included in this printing.

Dennis Lynch

2004-2007 Secretary