



Greeley Archers • PO Box 337202 • Greeley, CO 80633

**GREELEY ARCHERS CLUB BY-LAWS**

Revised – February, 2019

The Greeley Archers Club was formed on June 6, 1975. The governing by-laws of this club are as follows:

## **ARTICLE I - MEMBERSHIP DUES**

1. General
  - a. The membership year runs from February 1 – January 31 of the following year.
  - b. All memberships are family memberships and include all living within the same household, up to 21 years of age.
  
2. Dues
  - a. At the December monthly meeting the fee schedule will be established for the next year(s) dues. Any change from the previous year's dues must be approved by a 2/3's majority of the members present.
  - b. At the December meeting the Club may adopt a policy of giving credit towards future year's dues for hours worked during the upcoming year for the club.
  - c. Dues may be pro-rated as follows, 100% of the annual fee till the end of September and 60% of the annual fee after October 1.
  - d. The Club shall pay the City of Greeley a usage fee for the indoor range annually based on the number of annual memberships. This fee will be established in the annual agreement signed with the city.

## **ARTICLE II - OFFICERS**

There will be four board members plus the officers consisting of the President, vice President (also publicity director), Secretary/ Treasurer, and range director.. The annual election of officers shall be held on the first Thursday of February and all new officers and board members shall take office on the first Thursday of March. All monthly meetings shall be held on the first Thursday of every month. A quorum of not less than six members must be present at any monthly meeting to conduct business, a lesser number may move for adjournment.

## **Club President's Checklist**

### **Monthly Duties**

- Conduct and preside over a regular Club meeting.
- Create and abide by an agenda for your meeting.
- Arrange and conduct a board of directors meeting if needed.
- Arrange and conduct regular officers meeting
- Work with the committee chairs on their proposed projects for the coming month.
- Make a list of the coming month's activities and post it so members are aware of the schedule.
- Keep a file of all correspondence.
- Work alongside board members to ensure that they are doing their tasks.
- Work with the Secretary, Treasurer and range director in filing your club's monthly reports.

### **Annual Duties**

- Work toward a net increase in membership over the previous year.
- Receive help and information from the past President.
- Become knowledgeable of parliamentary procedure.
- Review your membership roster and form committees.
- Verify each member has paid his/her membership dues.
- Ensure all historical records are filed
- Conduct elections for new officers, and confirm that they learn about their respective offices. Elections should be scheduled in February so that they officers can be trained.
- Assist the new President in every way possible as they learn about the duties of the highest club office and your club.

## **Duties of Club Vice-President**

### **Monthly Duties**

- Preside at meetings in the absence of the President.
- Attend all club meetings.
- Make sure that attendance is taken at every meeting.
- Assist the President in every way.
- Watch over the committee system and assist committee chairs.
- Attend the monthly meetings of the committees as an ex-officio member and advisor.
- Collect all of the monthly reports of the committees and submit them to the Secretary/Treasurer as needed.

- Attend the club's board of directors meetings.
- Make sure the club Secretary completes monthly reports.
- Oversee special events such as 3d shoots, ensure all duties are fulfilled and obtains records

### **Annual Duties**

- Become thoroughly acquainted with the President's duties so you can assist the President.
- Receive all materials and possible help from the past Vice-President.
- Talk to prospective members of the Club, and help them decide whether or not to join.
- Conduct range walk through's and stress safety for all new members
- Work with the new Vice-President and help him/her prepare to take over your job next year.
- Verify each member has paid his/her membership dues.

### **Duties of the Club Secretary/Treasurer**

#### **Monthly Duties**

- Pay all bills as approved by the club officers.
- Record all expenditures and income for the week.
- Attend club meetings.
- Collect all money from club projects.
- Prepare a financial report for the monthly meeting.
- Collect dues from members.

#### **Annual Duties**

- Obtain all financial records, receipts, and files from immediate past Treasurer.
- Organize all financial records to give to the Treasurer-elect.
- Constitution and bylaws
- Minutes of all club meetings-regular and board meetings. Draft minutes are to be posted to the club web site within 1 week of all regular schedule meetings and be presented in written form at the next scheduled meeting for approval.
- Committee reports
- List of committee chairs and members
- Keeping the approved Range Officer list current at the Rec Center front desk.
- Club's past monthly reports
- Copies of the club's current and past annual dues submissions
- Club roster having the following information for each officer:

- Member's full name, home address, phone, and e-mail address
- Committee assignments and offices held in the club
- Names and addresses of present club officers
- The club roster for members will contain only the names of members
- Verify each member has paid his/her membership dues.
- Collect correspondence (example: mail and email) and provide a report of the correspondence at monthly meetings. Mail shall be picked up at the post office at least weekly and distributed to the appropriate officer within a week.
- Maintain an annual club calendar of events. Listing all monthly meetings, workdays, and other special events. This calendar shall be made available to all members.
- Reserve meeting rooms for the year.
- At the end of term the Secretary will send a letter to the bank stating who has account access and check writing privileges.

The Secretary should record the following at each regular Club meeting: Number of members present, names of those present, list of guests attending, and presiding officer. In addition a summary of all reports and/or discussions, all motions, seconds and voting results.

### **Duties of a Range Director**

- Oversee and maintain indoor and outdoor ranges
- Oversee the 3D range setup for safety
- Oversee all 3D events. In his absence a club officer will oversee the event.
- Plans and arranges work parties/days
- Approving/disapproving any work performed on the ranges.
- Maintain inventory of all 3D targets and condition there of
- Recommend to club officers targets that need to be replaced.
- Oversee indoor range sign in logs
- Prepare a monthly written report to be distributed with regular meeting agendas.

### **ARTICLE III - BY-LAW CHANGES**

1. Any suggestion to change a by-law must be brought up at the monthly meeting for discussion.

2. If two thirds of members present are in favor of the change, we are required to post the proposed change for three weeks on the bulletin board in the indoor range.

3. At the next monthly meeting, a final vote will be taken by the members present. If two thirds approve the proposed change, it will be final and the by-law changed

#### **ARTICLE IV - LEAGUES**

Members and Non-Members can compete in club approved leagues. Participants shooting in league competition will be charged an appropriate fee per shoot. The method of payback if any will be left up to the discretion of the officer running the league.

#### **ARTICLE V - RANGE OFFICER**

The Greeley Archers Club officers and board of directors shall certify all range officers. Criteria for selecting range officers shall be as follows:

##### **A. Qualifications**

1. Minimum age of 18 (those under age 21 require approval by the board).
2. Knowledge of archery safety including shooting and equipment.
3. Knowledge of archery range rules and building security.
4. Signed "Affidavit" of archery range officer responsibility.
5. Approved by Greeley Archers Board of Directors.

##### **B. Authority**

1. Designated range officers may reject anyone for any reason that might jeopardize human safety or cause damage to the range or equipment.
2. Disciplinary action shall be documented and submitted to the Archery/Firearms Advisory Committee.
3. Anyone protesting disciplinary action by the range officer may bring it to the Advisory Committee for resolution.

## **C. Responsibilities**

1. Conduct range activities in a manner to ensure maximum human safety.
2. Make sure range is clean after each session.
3. Immediately report any damaged equipment to the Greeley Archers range director.

## **ARTICLE VI - GUEST POLICY**

Members are allowed to bring a guest to both the indoor and the outdoor ranges. Two visits to each facility are allowed before membership is required. Individuals attending a special Greeley Culture, Parks, and Recreation Department activity are not required to be members but must be accompanied by a range officer.

## **ARTICLE VII - EMERGENCY PROCEDURES**

1. From the phone by the water cooler (indoor range) dial 6-911 (Greeley Police Dispatch)
2. In case of an accident, the range officer present shall call for medical assistance and an ambulance and administer First Aid if possible. Wait for help. Do not attempt to transport

## **ARTICLE VIII – General Rules**

### **I. ARCHERY RANGE RULES**

- A. No archery equipment is to be allowed in the Recreation Center lobby or the main building except for demonstrations at programs and seminars,
- B. Fire exit (behind backstop) must be unlocked and unobstructed whenever the range is in use,
- C. All shooters must sign the roster prior to using the archery ranges.
- D. All use of the archery range must be under the direct supervision of a certified range officer. The designated range officer has complete authority at all times and will immediately correct any unsafe or disruptive actions.

- E. All shooters 17 years or younger must be accompanied by an adult.
- F. Unattended or unsupervised children will not be allowed in the range.
- G. Smoking and alcoholic beverages are not allowed in the range.
- H. Persons under the influence of drugs or alcohol are prohibited from using the range.
- I. Range officers are responsible to insure that the archery range is clean, all lights are out, and all range facilities are locked and secure.

## II ARCHERY SAFETY RULES

- A. Safety and security at the archery range will be the foremost consideration by all users.
- B. All archers are responsible for the safe condition of their equipment prior to and during shooting. Inspection should include but should not be limited to bow strings, arrows, arrow nocks, bow limbs, and finger and arm protection.
- C. There will be no more than 18 shooters on the line at one time.
- D. All persons shall remain behind the shooting positions until all shooting has ceased and the range is safe.
- E. Shooters will not place an arrow on the string until the range is clear and all persons are behind the shooting positions.
- F. No person shall go behind the backstop without first lighting the red flashing light and proper notification of the range officer.
- G. Crossbows are prohibited at the archery ranges. An exception to this rule may be granted by the Board of Directors for individuals with certain physical disabilities. To apply for such exception individuals must submit an Accommodation Permit application for approval. Individuals may complete the form used by Colorado Parks and Wildlife or a similar but shorter form prepared by the Greeley Archers.
- H. Broadhead's blunts, and other non-target points may not be used in the indoor archery range and may not be used at the outdoor range on any of the club owned targets.



Sample-

**Membership Application and Waiver/Release**

<p>Name: _____</p> <p>Address: _____</p> <p>City/State/Zip: _____</p> <p>Email address: _____</p> <p>Phone #: (____) _____</p> <p><input type="checkbox"/> New Membership <input type="checkbox"/> Renewal</p> <p><input type="checkbox"/> Include Family Members</p> <p>Range usage: <input type="checkbox"/> Both <input type="checkbox"/> Indoor only <input type="checkbox"/> Outdoor only</p> <p>Annual membership \$80.00 per calendar year (2016)</p>	<p>Family members names to be included with this application:</p> <p>_____</p> <p>_____</p> <p><b>APPLICANTS ARE REQUIRED TO BE PRESENT AT THE NEXT CLUB MEETING:</b></p> <p>(1<sup>st</sup> Thursday of Every Month)</p> <p><b>RANGE OFFICER ORINATION</b></p> <p>(Required to checkout indoor range key)</p> <p>Date: _____</p> <p>By: _____</p>
--	--

**ARCHERY CLUB WAIVER AND RELEASE OF LIABILITY**

**READ BEFORE SIGNING**

In consideration of being allowed to participate in any way in the Greeley Archers events and activities, the undersigned acknowledges, appreciates, and agrees that:

1) The risk of injury from archery and other known and unknown events and activities and/or the use of the related buildings, structures, equipment, automobiles, firearms, weapons, ATV's, boats, tree stands, roads, bodies of water, land and all other real and personal property whether owned by archery club or others is significant, including the potential for permanent paralysis and death, and while particular rules, equipment, and personal discipline may reduce this risk, the risk of serious injury does exist; and,

2) I acknowledge and agree that the use of archery equipment, firearms and other weapons by myself or others on club premises or otherwise are inherently dangerous and high risk activities whether such archery equipment, firearms or weapons are discharged by myself or others; and

3) I KNOWINGLY AND **FREELY** ASSUME ALL SUCH RISKS, both known and unknown, EVEN **IF** ARISING FROM THE **NEGLIGENCE** OF THE RELEASEES or others, and assume full responsibility for my participation; and,

4) I willingly agree to comply with the stated and customary terms and conditions for participation. If, however, I observe any unusual significant hazard during my presence or participation, I will remove myself from participation and bring such to the attention of the nearest official immediately; and,

5) I, for myself and on behalf of my heirs, assigns, personal representatives and next of kin, **HEREBY RELEASE AND HOLD HARMLESS** the Greeley Archers, its officers, directors, officials, agents, employees, volunteers, members, guests, other participants, sponsoring agencies, sponsors, advertisers, and if applicable, owners and lessors of real property and personal property used to conduct the events and activities ("RELEASEES"), **WITH RESPECT TO ANY AND ALL INJURY, DISABILITY, DEATH, or loss or damage to person or property, WHETHER ARISING FROM THE NEGLIGENCE OF THE RELEASEES OR OTHERWISE, TO THE FULLEST EXTENT PERMITTED BY LAW.**

6) I, give permission for my photos to be taken and used on the Greeley Archers website and Facebook page.

7) I have read and agree to abide by the Greeley Archers Code of Conduct printed on the reverse of this document.

**I HAVE READ THIS RELEASE OF LIABILITY AND ASSUMPTION OF RISK AGREEMENT, FULLY UNDERSTAND ITS TERMS, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT, AND SIGN IT FREELY AND VOLUNTARILY WITHOUT ANY INDUCEMENT.**

---

Participant' Name (please print) Participant's Signature and Date

**FOR PARTICIPANTS OF MINORITY AGE UNDER AGE 18**

**(AT THE TIME OF PARTICIPATION)**

This is to certify that I, as parent/guardian with legal responsibility for this participant, do consent and agree to his/her release as provided above of all the Releasees, and for myself, my heirs, assigns, and next of kin, I release and agree to indemnify and hold harmless the Releasees from any and all liabilities incident to my minor child's involvement or participation in these events and activities and/or the use of related real and personal property as provided above, EVEN IF ARISING FROM THEIR NEGLIGENCE.

---

Name of Parent/Guardian Parent/Guardian Signature and Date

Emergency Phone Number: (\_\_\_\_) \_\_\_\_\_

© 1998-2004 Sadler & Company, Inc.

# Greeley Archers Code of Conduct

It is the responsibility of each member to protect the fiscal, organizational and social integrity of the Greeley Archers. We are fortunate to have an organization having established rules and standards that, if followed, will ensure the integrity of the Greeley Archers. The standards of the organization and our adherence to them, in large part determine our character as perceived by our peers and the community. The quality of an organization like the Greeley Archers is the sum total of its membership. All of us must recognize that conduct that is detrimental to the Club may result in disciplinary action, up to and including expulsion from membership. All members are expected to meet the following standards of conduct. Each member has the obligation to contribute to the club in a positive manner. This list is not intended to be all inclusive, but outlines many of the expectations for the conduct of our members. As a member you have the obligation to:

1. Be responsible for and not misuse Greeley Archers property, facilities, records, or any other materials to which you have been granted access or which may be in your care, custody or control.
2. Be familiar with, follow and enforce all safety regulations and club rules, and report any violations or unauthorized use of the range or Club property to the Board of Directors.
3. Be familiar with and abide by all Articles of Incorporation, Bylaws, and Standing Rules.
4. Keep your commitments to participate in work parties and any other club activities for which you are obligated or have volunteered.
5. Interact with other members, the Board of Directors and the community in a courteous, honest, and an ethical manner.
6. Conduct yourself in a professional manner while in club meetings and club events.
7. Never engage in or tolerate public criticism of fellow archers
8. Respect the rights, dignity and worth of my fellow archers:
9. Protect others involved in archery from verbal or physical abuse and threatening or intimidating behavior:
10. Never engage in or tolerate offensive, insulting or abusive language or behavior
11. Never engage in or tolerate bullying, intimidation or harassment
12. Never use the facilities when under the influence of alcohol or drugs
13. Notify the Secretary if there is a change in personal data, such as address, telephone number, or name.
14. Refrain from restricting, interrupting, or-interfering with the authorized use of the range and facilities by other members or patrons.
15. In general, refrain from conduct which may be detrimental to the good of the organization.