

SHERWOOD ARCHERS
2720 Timberview Road
Roanoke, Virginia
Constitution & By-Laws

ARTICLE I - NAME AND AFFILIATION

Section A. Name

The name of this organization shall be: Sherwood Archers.

Section B. Affiliation and Charter

Sherwood Archers shall be chartered with the Virginia Bowhunters Association, hereinafter referred to as the VBA.

ARTICLE II - PURPOSE

The purpose of Sherwood Archers shall be:

1. To foster, expand and perpetuate the spirit of good fellowship and sportsmanship among all archers, beginners and experienced alike.
2. To promote the sport of competitive field, 3-D and indoor archery.
3. To construct and maintain field and indoor courses approved by the VBA.
4. To promote the use of the bow in the ethical and legal hunting of game.
5. To sponsor and conduct courses, clinics, and programs in archery and bow hunting.
6. To affiliate with and/or endorse other organizations which have similar purposes.

ARTICLE III - MEMBERSHIP

Section A. Types of Membership

There shall be four categories of membership:

1. Honorary Member. This membership, which is exempt from payment of regular club fees, may be conferred for exceptional merit and services upon a majority vote by the Board of Directors. Honorary members have all rights of full membership, except that they shall have no voting privileges.
2. Adult Member. Adult membership shall be granted to anyone at least 18 years old who is sponsored by a club member.
3. Youth Member. Youth membership shall be granted to anyone under the age of 18 who is sponsored by a club member.
4. Senior Member. Senior membership shall be granted to anyone 65 years of age or older who is sponsored by a club member.

Section B. Membership Policy

All memberships in Sherwood Archers shall conform to the requirements of the VBA. Membership shall be acted upon by the Board of Directors without regard to sex, age, race, color, physical condition, religion, or national origin.

Section C. Application for Membership

The application form must be properly filled in and accompanied by the fees as set forth in the Standing Rules. Upon acceptance of his/her application the applicant will become a regular member. Any member not renewing their membership within 30 days of expiration of same, will be dropped from the active membership roll.

Section D. Membership Denial

An applicant may be denied membership if the Board of Directors determines that the applicant's prior undesirable conduct has been such that the granting of membership would be viewed as an endorsement of such conduct and thus be detrimental to the purposes set forth in Article II.

Section E. Suspension and Expulsion

Any member may be suspended or expelled by a 2/3 vote by secret ballot of the members present at any regular, special or called meeting, for conduct detrimental to the welfare and/or purposes of Sherwood Archers.

The President will conduct a meeting with the member at least two weeks prior to the suspension/expulsion vote to discuss the issues and to provide the member an opportunity for explanation. The President may ask others to be present to insure a thorough and complete review.

Article IV - Government

Section A. Board of Directors

The Board of Directors, consisting of the officers, shall manage the activities, polices and property according to the Constitution, the By-Laws, and the Standing Rules as established by the membership. This section is not intended to conflict with the agreement entered into on September 14, 1981, between Sherwood Archers and the stockholders.

Section B. Board Meetings

The Board shall meet as they deem necessary at a time and place of mutual consent. Any four officers, one of whom must be the President or Vice President, shall constitute a quorum.

Article V - Officers, Appointees And Their Duties

Section A. Officers

The officers of Sherwood Archers must be elected by a majority vote of the members per Article VI, with exception of the offices of Treasurer, Membership Secretary, Parliamentarian and Building Manager, which shall be positions appointed by the Board of Directors. No officer shall hold more than one office except those officers that are appointed. Any duty performed by an officer may be transferred to his/her authorized assistant. This assistant must be a member in good standing of Sherwood Archers and the VBA. (Amended Dec. 11, 2011)

The Officers Are:

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|------------------------------|------------------------------------|
| A. President | B. First Vice President |
| C. Bowhunting Vice President | D. Asst. Bowhunting Vice President |
| E. First Range Captain | F. Second Range Captain |
| G. Secretary | H. Treasurer |
| I. Membership Secretary | J. Tournament Chairman |
| K. Food Chairman | L. Building Manager |
| M. Parliamentarian | |

All officers must be members in good standing of Sherwood Archers and the VBA. Payment of fees or remunerations, if any, will be recommended by the Board of Directors and voted on at a regular club meeting.

Section B. President

- *The President shall serve as the chairperson of the Board. He/she shall preside at all regular, special and Board meetings and shall observe Robert's Rules of Order (Revised).
- *The President may appoint committee chairpersons and committee members as necessary.
- *The President may be the spokesperson for Sherwood Archers to all outside groups and the media or he may appoint a spokesperson if he so desires.
- *The President shall be expected to exercise initiative and leadership in pursuing the purposes of the organization.

Section C. First Vice President

- *The First Vice President shall perform all the duties of the President if, for any reason, the President is unable to officiate.
- * He/she shall perform any other official duties as may be requested by the President.
- *The First Vice President shall serve as the promotion and publicity officer for Sherwood Archers.
- *He/she shall introduce new members at a regular meeting, when possible.

Section D. First & Second Range Captains

The two Range Captains shall share or divide equally, as they see fit, the duties of Range Captain. They shall confer with each other to determine the task and how and when it will be done.

The Range Captains shall:

- *Direct the construction and maintenance of the ranges in accordance with VBA rules.
- *Schedule work parties as needed.
- *Coordinate tournament scheduling with the Tournament Chairman.

Section E. Bowhunting Vice President

The Bowhunting Vice President shall be responsible for the following:

- *Schedule 3-D Tournaments
- *Running and the safety of all 3-D shoots.
- *Maintaining all 3-D targets (repairing, ordering replacements, etc.) as needed, with approval of the Board of Directors.
- *Ordering score cards and awards.
- *Keeping accurate registration lists, including names, scores and fees.
- *Deposits of all 3-D monies in accordance with the desires of the Treasurer and submitting a report to the Officers at the meetings showing the results of 3-D Shoots.

Section F. Assistant Bowhunting Vice President

The Assistant Bowhunting Vice President shall work with the Bowhunting Vice President and, in his absence, perform the duties of the Bowhunting Vice President as necessary.

Section G. Secretary

The Secretary's duties are to:

- *Maintain non-financial records of Sherwood Archers and conduct all the organization's correspondence.
- *Make available to each member a most recent updated copy of this Constitution and By-Laws and Standing Rules.
- *Keep minutes of all meetings of the organization.
- *Be responsible for the publication of the club's monthly newsletter.
- *Maintain a petty cash fund and provide a monthly accounting of same to the Treasurer.

Section H. Treasurer

The Office of Treasurer shall be filled through appointment and by approval of the entire Board of Directors.

The Treasurer shall be responsible for:

- *Receiving all monies and depositing them in a checking/savings account in the name of Sherwood Archers. All monies withdrawn therefrom shall be by the Board of Directors' approved appropriations. Checks shall be signed by both the President and Treasurer.

Treasurer continued:

- *Keep an accurate record of financial transactions, and all related duties and provide a monthly report to the officers at each club meeting and an annual statement after each fiscal year.
- *Maintaining a \$100 petty cash fund and providing a proper accounting of same.
- *Designate who will take care of the money in his/her absence.

All monies (except those collected by the Membership Secretary) will be counted by two people, i.e., the Tournament Chairman or the Bowhunting Vice President, who can have their receipts counted by the Food Chairman and vice versa as the kitchen is open during shoots.

Section I. Membership Secretary

The Office of Membership Secretary shall be filled through appointment and by approval of the entire Board of Directors.

Membership Secretary shall be responsible for:

- *Preparing billing statements for club membership dues to be mailed in August.
- *Collecting and depositing all membership dues for: Sherwood, VBA and any other affiliation as becomes necessary and providing that information to the Treasurer.
- *Sending out membership cards and new member packets in a timely manner.
- *Maintaining membership records and making available a membership address and phone list to each Board member and other members upon request.
- *Maintain a petty cash of -----and providing an accounting of same.

Section J. Tournament Chairman

The Tournament Chairman shall:

- *Coordinate tournament scheduling with the Range Captains.
- *Be responsible for registration at all tournaments, maintaining accurate records of the shooters, including names, styles, scores and registration fees.
- *Be responsible for ordering and maintenance of awards and any other related duties.
- *Be responsible for the organization and running of Indoor Leagues with the help of the Indoor League Committee. This includes the appointment of a league secretary (who must be a member in good standing) for each league, collecting the fees and maintaining the handicaps. If that is not possible, a well known reliable person may be selected.
- *Deposit all tournament receipts in accordance with the desires of the Treasurer and submit a report at Club meetings.

Section K. Food Chairman

The Food Chairman shall be responsible for:

- *The selection of a Food Committee.
- *The purchasing and stocking of all supplies for the kitchen and ranges, planning menus, setting prices approved by the Board and arranging for preparation and serving of food for all shoots.
- *Keeping the kitchen clean and in good order.
- *Maintaining a petty cash fund and provide proper accounting of same to the Treasurer.
- *Depositing all food related receipts in accordance with the desires of the Treasurer and submitting a report at Club meetings.

Section L. Building Manager

This office is filled through appointment and approval of the entire Board of Directors.

The Building Manager is responsible for:

- *Maintaining cleanliness and order in the building and grounds immediately adjacent to the building.
- *Organize and maintain inventory for building and cleaning supplies. Re: Indoor targets, score cards, light bulbs and cleaning solutions, etc.
- *Report to the Board any major repairs or needed improvements. The report shall include: cost (including several estimates), when and how it is to be done. When and if funds are allocated, the job is to be completed in a timely manner.
- *Confer with the Range Captains and Tournament Chairman when arranging work parties and planning for shoots that will involve the building.
- *Maintain a petty cash fund and provide proper accounting of same to the Treasurer. (Amount to be set by the Treasurer as needed.)

Section M. Parliamentarian

This office is filled through appointment and approval of the entire Board of Directors.

The Parliamentarian will address inquiries concerning proper procedure in connection with transacting the business of the assembly during regular or special called meetings.

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Officers with Petty Cash funds must turn over to the Treasurer all money and/or receipts, etc., when leaving office. No Officer shall hold and/or be responsible for Petty Cash funds for more than one office unless circumstances require otherwise and then with approval of the Treasurer.

All Officers will share the responsibility for taking care of the duties of any vacated office until said office is filled.

ARTICLE VI -- TERM OF OFFICE AND ELECTION

Section A. Term of Office

All officers shall serve a term of 2 years plus 1 month to begin the first day of September. The term of all appointees shall end on August 31 every two years.

Section B. Nominations and Elections

Nominations for the officers shall be by both a nominating committee and by nominations from the floor. At the May meeting in election years, (odd years), the President shall appoint a Nominating Committee, consisting of a chairperson and two members. That Committee shall, if possible, present at least one name for each office to the Secretary to be included in the newsletter to all club members prior to the July meeting. At the July meeting, nominations will be accepted from the floor after which elections will be held. Any person nominated must have cont.been contacted personally and must have agreed to serve. At the close of nominations, the President shall direct the Secretary to cast one unanimous vote in the minutes for all uncontested candidates. Offices which are contested shall be decided by a secret ballot vote of the members present. Candidates shall be elected by a simple majority vote.

Section C. Installation of Officers

All officers shall be installed at the August meeting. The new officers will assume their duties, in training, on September first, with outgoing officers serving in an advisory capacity until the last day of September.

Section D. Vacated Offices

Any office vacated during the year may be filled by the Board of Directors at the next Board meeting by a majority vote of the officers present at said regular or special called meeting.

ARTICLE VII - PRESIDENT'S APPOINTEES

VBA Director - The VBA Director, appointed by the President, is the Organization's representative to the VBA. The VBA Director attends regular VBA meetings each quarter and votes at those meetings on VBA agenda items as directed by the membership of Sherwood Archers and submits a written report of highlights of the meeting. In the absence of specific voting instructions, the VBA Director is authorized to use his/her discretion when voting. The VBA Director will be reimbursed for travel, meal and room expenses.

In the event he/she is unable to attend a meeting, it is his/her responsibility to so notify the President.

ARTICLE VIII -- IMPEACHMENT

Any officer may be impeached for failure to properly carry out the duties of his/her office. An impeachment motion may be made by any member of Sherwood Archers at any regular meeting. Such a motion must be made to the President in writing, who in turn must read the motion.

The impeachment vote shall be referred to the next regular meeting at which time the proceedings shall be conducted by the President immediately after the reading of the minutes, all other business being deferred.

Impeachment continued:

If the officer under impeachment is the President, the Vice President shall assume the chair immediately and conduct the process. The presiding officer shall once again read the motion and recognize any member who wishes to comment, including the officer under Impeachment.

A secret vote shall be called and it shall require a two-thirds majority vote of members present to carry.

ARTICLE IX -- FEES AND DUES

Fees and dues shall be established at the July meeting, as in the Standing Rules.

All fees and dues, including, but not limited to, initiation, membership and work fees, shall be reviewed and changed as needed every two years.

ARTICLE X—FISCAL YEAR

The fiscal year of this organization shall be September 1 through August 31.

ARTICLE XI-- AMENDMENTS TO THE CONSTITUTION

Amendments to this Constitution shall be by a two-thirds majority vote of all members of Sherwood Archers present at any regular meeting or special meeting called for this purpose. Such amendments must have been proposed at a previous meeting. The Secretary shall mail a copy of the proposed amendment to all members so as to be postmarked at least two weeks prior to the meeting of the vote.

BY-LAWS OF SHERWOOD ARCHERS

ARTICLE I -- ORDER OF BUSINESS

Section A. Order of Business

The regular order of business shall be:

1. Call to order
2. Officers reports
3. Committee Reports
4. Unfinished business
5. New business
6. Announcements
7. Adjournment

Section B. Conduct of Business

The conduct of business at all meetings shall be in accordance with Robert's Rules of Order (revised).

ARTICLE II -- SPECIAL COMMITTEES

Section A. Audit

A committee will be appointed annually by the President to audit the Treasurer's records and books. The committee shall report the results of their findings upon completion of their audit.

ARTICLE III -- SANCTIONED TOURNAMENTS

Sanctioned tournaments will be held in accordance with the rules of the VBA. The Range Captain(s) shall set the type of rounds to be shot.

ARTICLE IV -- CLUB SHOOTS

Club shoots may be scheduled at any time that does not conflict with VBA sanctioned shoots being held in the same zone as Sherwood Archers. Club shoots may not be held on the same dates as any state-wide tournament conducted by the VBA. The type of rounds shall be set by the Range Captain(s).

ARTICLE V -- BOWHUNTING - SHERWOOD PROPERTY

Bowhunting will be allowed on Sherwood property under the following conditions:

1. Hunting is allowed for members only. This privilege is not extended to guests.
2. Legal archery equipment, including crossbows, is the only weapon allowed for hunting. Members only will be allowed to carry a firearm if they have a "Right to Carry a Concealed Weapon Permit". This is a safety issue only for the protection from animals on the range working or hunting. Anyone found carrying a weapon illegally or abusing this rule may lose their club membership.
3. Hunting is allowed ONLY above the power line and on Sherwood property. The members themselves are responsible for ensuring they are aware of the Club's property lines.
4. Anyone hunting on Sherwood property must adhere to all state and local laws, regulations and ordinances and do so only during officially established seasons.
5. Hunting is allowed on Sunday, but ONLY if there are NO club meetings or events.
6. Four wheelers and other A.T.V recreational vehicles are prohibited for use by individuals on Sherwood property. An exception will be made for usage during events or work parties and for the recovery of downed game ONLY.

ARTICLE VI - VOTING PRIVILEGES

All members in good standing, except Honorary Members, are accorded the right to vote.

ARTICLE VII -- AWARDS

THE ORDER OF THE LONGBOW

Preamble: The purpose of this Order will be to honor those individuals who have given unselfishly of their time and talents toward the betterment of archery and to Sherwood Archers, bestowing the highest honor of the club on its most respected individuals.

This Order will be bestowed in Honorary recognition with no specific duties or authority except governing the acceptance of additional members to this Order.

Recipients of this Order will be persons who possess the virtues of sportsmanship, character, morals, integrity and friendship. They must have rendered outstanding services to archery and/or to Sherwood Archers.

Rules: At the regular June meeting each year, any members in good standing may submit a letter of recommendation to the Order, giving the name and the qualifications of his/her candidate.

The Order, at a closed meeting, will review the letters and select not more than one candidate per year for membership in the Order. The Order will report in writing to the club secretary the results of the selection fifteen days prior to the Annual Awards meeting and he/she will request the recipient's presence at the meeting.

Rules - Cont'd

The Award of the Order will be a suitable certificate and emblem. (Patch).

Qualifications:

1. A candidate must be a member in good standing upon recommendation.
2. He/she must have been a member in good standing for a minimum of five consecutive years prior to recommendation.
3. He/she must be recommended by a member in good standing.

Original Order: (Consisted of 5 members, awarded in 1967)

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| 1. Claude D. Bartley (ph) | 2. Robert H. Terry, Jr. |
| 3. James E. Humphries (Dec) | 4. Nancy Lee Western |
| 5. Clinton Western | 1970 Clay Dillon (Dec) |
| 1971 Harold Maxey | 1972 Tommy Broyles (Dec) |
| 1973 W. S. Winfrey (Dec) | 1974---- |
| 1975 Ralph Long (Dec) | 1976 Esther Long (Dec) |
| 1977 Reatha Atkinson | 1978 Max Wickline |
| 1979 Nelson Wine (Dec) | 1980 Oliver Stein |
| 1981 ---- | 1982 Kenny Atkinson |
| 1983 Sylvia Lemon | 1984 ---- |
| 1985 ---- | 1986 ---- |
| 1987 ---- | 1988 Phil Cantrell |
| 1989 Charles Waybright | 1990 Dennis Mitchell |
| 1991 Charles Graybill | 1992 Steve Smith |
| 1993 Giles Gilley | 1994 John Van Lew |
| 1995 James Mauk (Dec) | 1996 Auvray Shumate |
| 1997 Marie Bell | 1998 Gary "Coach" Maynard |
| 1999 Danny Trent | 2000 Robert B. "Ike" Craft |
| 2001 William Shumate | 2002 ---- |
| 2003 James Brugh | 2004 Howard Chambers, Jr. |
| 2005 Joseph W. Monaghan | 2006 Bertha Brugh |
| 2010 Roy Forehand | 2011 Randy Brookshier |
| 2012 Robert L. Colby | 2012 Wesley Goff |
| 2013 John Scyphers | 2014 Jim Clippard |

LIFETIME ACHIEVEMENT AWARD

Preamble: The objective of this award is to bestow honor upon a member who has dedicated a lifetime of service and honor to Sherwood Archers.

Rules: Recipients will be nominated by a current club member and voted in by two previous recipients (one of which is chairman) and the current club President.. The President shall choose the two previous recipients that will serve with him. The candidate may be nominated posthumously (age and years of membership do not apply)

The honored individual shall receive an engraved plaque and a framed, limited edition, tribute. There will be only one recipient per year. The award will be presented at the Annual Awards Meeting. Nominations must be received, in the form of a letter, no later than the August club meeting.

Qualifications: Grandfather Clause: All current members who are 55 years of age or more, with 15 years of consecutive service as of July 1991 will be eligible now and hereafter without holding an office.

The candidate must:

- *be 55 years or older
- *have been a club member for at least 15 consecutive years
- *have held an office, of any position, for Sherwood Archers
- *be nominated by a club member, listing name, years of service, office held,
- *and any special honors received, etc.
- *have shown dedicated service to archery, Sherwood and fellow archers.

Recipients:

1991 Clinton Western	1992 Nancy Lee Western
1993 Oliver Stein	1994 Charlie Davis (Dec)
James Humphries (PH) S. Clay Dillon (PH)	1995 ----
1996 Ralph Long (Dec)	1997 Kenneth Atkinson
1998 ----	1999 Max Wickline
2000 ----	2001 ----
2002 ----	2003 Marie Bell
2004 Reatha Atkinson	2005 Charles Waybright
2006 Gary "Coach" Maynard	2010 James Brugh
2011 Robert Colby	2012 Auvray Shumate
2013 Bill Shumate	2014 Roy Forehand

ARTICLE VII - CHANGES, ADDITIONS, DELETIONS TO THE BY-LAWS

Changes, additions and deletions may be made by a majority vote of the members present at any regular or special club meeting called for that purpose, provided that the entire membership has been notified of such pending action at least two weeks prior to the meeting at which the vote is to be taken.

STANDING RULES:

PROCEDURES:

Standing Rules may be created, amended, changed or deleted by a majority vote of members present at any regular meeting of Sherwood Archers.

NEW MEMBERSHIP:

Prospective new members are required to fill out a membership application form and submit it to the Membership Secretary.

New member initiation program: Each new member shall receive a packet which will include a copy of this Constitution, the club history, safety and ground rules, a range map and a Sherwood decal. The new member is required, insofar as possible, to attend the first meeting after joining the Club.

DUES AND FEES:

All new members/head of household are required to pay a one-time initiation fee of \$30.

The club dues shall be paid as follows:

- A. Single adult/head of household pays \$100.
- B. The spousal fee shall be \$15 and each child under 18 shall pay \$5 each with a family maximum of \$120.
- C. A family member, over 18, still living at home and attending school full time may remain under family membership until the age of 22.
- D. Independent Youth (child under 18 joining on his/her own) pays \$20.
- E. Seniors (age 65 and older) shall pay one-half the required dues.
- F. Seniors (age 80 and older) pay no dues.

Membership dues shall be prorated, for new members only, from June 1 through August 31. The prorated dues for new members shall be one-half the required fee.

Club officers shall be exempt from paying club dues.

All club members are required to be current members of the Virginia Bowhunters Association. The dues for VBA are billed along with our usual club dues in August and are payable at that time.

MEETINGS:

During Daylight Savings Time, club meetings will be held on the second Monday of each month as designated by the President. During Standard Time, the meetings will be held the second Sunday of each month at 3:00 p.m. There is no meeting held in of October due to hunting season.

MISCELLANEOUS

All guests must be accompanied by a member. Shooting guests shall be limited to one visit only, after which they must join the club. Out-of-state and non-shooting guests may have unlimited visits with a member.

Everyone shall be charged full price for any food or drinks at all times.

Sherwood is to send flowers in case of death of a member, a member's spouse or dependent children.

ANNUAL WORK REQUIREMENT

Different Crews and Committees were formed and the head of household is required to work for at least 8 hours per club year (Sept. 1 - August 31) on one of these crews or the Indoor League Committee. Members who fail to sign up for a Crew may be required to work on a Crew or a Committee on an as-needed basis. Members who do not work 8 hours per year will/may be required to pay a \$50 non-work fee. Seniors 65 and older, children 16 and under and the handicapped are voluntarily exempt from this requirement.

A or C Range Crew: Report to Range Captains

- *Maintain target butts.
- *Clear lanes of debris.
- *Keep trash picked up.
- *Replace practice targets.
- *Aid in gluing paper targets.
- *Report major repairs such as dead or fallen trees, overhanging limbs, unsafe bridges, etc. to the range captains.

Kitchen Crew: Reports to the Kitchen Chairman

- *Help in the preparation and selling of food during tournaments.
- *Help maintain cleanliness and order in the kitchen.
- *Help in the maintenance of inventory of needed supplies.

3-D Crew: Report to BHVP

- *Help with the building and maintenance of 3-D ranges.
- *Keeping the shooting areas free of trash and debris to maintain a safe environment.
- *Help with the preparations and running of the shoots. Including; setting up, taking down, registration and marshalling.
- *Aid with scheduling, advertising, etc.

Tournament Crew: Reports to the Tournament Chairman

- *Shoot preparation: Scheduling, advertising, printing rules, gluing targets. Some computer help may be needed.
- *Help with registration during tournaments: collect fees, record shooters scores, preparation and distribution of score cards, etc.
- *Range marshalling and escorting cubs during tournaments when required.

Grounds and Building Crew: Report to Building Manager

- *Help with keeping the camping, picnic and practice areas free of trash and debris.
- *Keep the yard and areas around the building free of weeds and tall grass
- *Keep the buildings clean and orderly.
- *Helping to rebuild the indoor target butts and replacing practice targets.
- *Report and help with any needed repairs.

Indoor League Committee: Report to the Tournament Chairman

- *Help with compilation of league rules, advertising, etc.
- *Serve as or help recruit league secretaries.
- *Know the League Rules in order to help solve any disputes and answer questions.
- *Help Tournament Chairman in any way needed to see that the leagues run smoothly.

It is the responsibility of each member to report his/her work own hours. A chart is posted in the club house for that purpose. For each 8 hours that each member worked, their name will be put in for a drawing in August to receive \$50. The usual deadline for reporting your hours is August 1st.

CLUB FACILITIES - PRIVATE USE OF:

Use of Club facilities by club members for any private function is prohibited.

Non-members are not allowed to use Sherwood Archers or the facilities for the teaching of archery for a fee or to in any way operate their own business. This does not include vendors invited to the club during special events or tournaments.

