

**South Forty Archery Club  
Constitution & By-Laws**

**Constitution**

(Adopted January 10, 2006  
Updated December 12, 2023)

**ARTICLE I: NAME AND ADDRESS**

- A. The name of this organization shall be South Forty Archery Club.
- B. The organization's general mailing address is that of the South Forty Archery Club:

P.O. Box 166  
Lakeville, MN 55044

- C. City of Lakeville Parks and Recreation:

City of Lakeville  
20195 Holyoke Avenue  
Lakeville, MN 55044

**ARTICLE II: PURPOSE**

The purpose of this club shall be to:

- A. Foster, expand, and perpetuate the practice of archery and spirit of good fellowship among all archers.
- B. Encourage the use of bow in hunting of all legal game, birds, and animals, as well as participation in target archery.

**ARTICLE III: MEMBERSHIP**

- A. Any person who agrees to abide with the club's By-Laws is eligible for membership in the South Forty Archery Club, provided he or she; has attained the age of 18 (except Junior Memberships), has completed a membership application, has paid the annual membership dues, and has not previously been expelled.
- B. Any member conducting him/herself in such a manner as to violate the By-Laws may be expelled by two-thirds (2/3) majority vote of the Board of Directors.
- C. All members in good standing, as outlined in the By-Laws, are eligible to vote at all club proceedings, excluding Junior Members.

**ARTICLE IV: MEETINGS**

- A. The club will hold monthly meetings on the second Tuesday each month. Meetings may be delayed until the third Tuesday to not interfere with a Holiday.
- B. Meetings shall be open to all club members in good standing.

## **ARTICLE V: BOARD OF DIRECTORS**

- A. The Board of Directors shall consist of: 1) President; 2) Vice President; 3) Secretary; 4) Treasurer; 5) Range Captain; 6) Director at Large; 7) Immediate Past President.
- B. The Board of Directors shall guide and manage the activities, policies, and property used and maintained by the South Forty Archery Club. Board recommendations and decisions shall be reviewed at each club meeting.
- C. Must approve all club financial expenditures.

## **ARTICLE VI: ELECTED OFFICERS**

- A. Elected officers shall consist of: 1) President; 2) Vice President; 3) Secretary; 4) Treasurer; 5) Range Captain; 6) Director at Large.
- B. The term for all elected officers shall be for one year commencing on 1 January.

## **ARTICLE VII: AFFILIATIONS**

- A. South Forty Archery Club shall pay for the Minnesota State Archery Association (MSAA) membership for its president.

## **ARTICLE VII: AMENDMENTS**

- A. Proposed amendments to this Constitution must be submitted in writing and proposed by motion at a regular club meeting. A communication of the proposed changes will be sent to the membership one month prior to the proposed vote. The proposed amendments will be voted on at the next club meeting, whereby; two-thirds (2/3) affirmative vote of members present is required for adoption. All changes will be subject to City of Lakeville review during the duration of the lease.

## **By-Laws**

(Adopted 10 January 2006

Updated June 13, 2023)

### **ARTICLE I: MEMBERSHIP**

- A. Any applicant for membership may submit an application to any officer of the club. Upon acceptance of application and payment of dues, adult members are eligible to vote and participate in meetings, and all members are eligible to participate in activities of the club in accordance with Article III of the Constitution.
- B. Members will receive a membership card, and the combination to the entrance gate.

### **ARTICLE II: DUES AND FEES**

- A. South Forty Archery Club will offer four types of membership; 1) Single; 2) Family; 3) Lifetime; and 4) Junior membership. Membership dues are as follows:
  - 1. Single Membership is valid for one adult.
  - 2. Family Membership includes spouse and all family members under the age of 18.
    - i. Each family will receive a membership card, combination to the entrance gate, and each family membership shall constitute one (1) vote.
  - 3. Lifetime Memberships will be awarded free of charge to: 1) Any South Forty Archery Club member who accumulates 25 years of membership in good standing; or 2) Any South Forty Archery Club member who upon reaching age 60 has accumulated at least 15 years of membership in good standing; or 3) The Board of Directors may award lifetime memberships under other conditions with a two-thirds (2/3) majority vote of approval from members present at any regular club meeting.
  - 4. Junior membership: Members 17 years of age or younger may purchase an individual Junior membership but must abide with the By-Laws which require members under 16 years of age to be accompanied by an adult. Youth Archery classes are additional fees. The Junior membership is not a voting membership.
- B. All dues and fees are reviewed and set annually by the Board of Directors. Dues are accepted year-round and are valid from January 1 through December 31. Anyone joining after November 1 shall be placed on the following year's roster.
- C. Petitions for refunds will be submitted in writing to the President, South Forty Archery Club, and include a detailed reason for the refund. The President will call a special meeting under Article III.-B. of these By-Laws to vote on the petition. A two-thirds (2/3) affirmative vote is required for refund approval.

### **ARTICLE III: CLUB MEETINGS**

- A. Meetings will be held at the range from May through October, and at locations to be determined from November through April. Club meetings are scheduled for the second Tuesday each month and will start promptly at 7:00 PM.
- B. The President may call Special meetings by notification to all Board Members. Two-thirds (2/3) of the board membership must be present at Special meetings.

C. The order of business for all meetings shall be as follows:

1. Call to order.
2. Reading of previous meeting minutes.
3. Treasurer's report.
4. Committees' report.
5. Unfinished business.
6. New business.
7. Adjournment.

#### **ARTICLE IV: 3D SHOOTS**

- A. South Forty Archery Club will host 3D shoots between the months of May and September that are open for public admission.
- B. Each 3D shoot will have an appointed Shoot Director.
- C. Club members presenting a current Membership card are exempt from the non-member shoot fee.
- D. Any non-member working during a 3D shoot may shoot the same event at no charge.

#### **ARTICLE V: DUTIES OF OFFICERS**

##### **A. Board Members:**

###### **PRESIDENT:**

1. Shall preside at all meetings of the Board of Directors and general meetings of the South Forty Archery Club.
2. Shall appoint all special committees.
3. Shall appoint Shoot Directors for each club hosted 3D Shoot.
4. Shall provide the clubs proposed 3D Shoot Schedule to the City of Lakeville Liaison for his/her approval.
5. Shall be a member of the Minnesota State Archery Association. The membership will be paid by the South Forty Archery Club.
6. Empowered to make purchases of any necessary supplies or equipment-up to an amount of \$50.00 for any one order. Multiple purchases per month totaling more than \$100 require approval from the Board of Directors.

###### **VICE-PRESIDENT:**

1. Shall perform the duties of the President if the President is unable to act.
2. Charged with organizing all archery demonstrations and instructions.
3. Liaises with the Minnesota Department of Natural Resources on matters pending with the State Legislature when necessary.

4. Empowered to make purchases of any necessary supplies or equipment-up to an amount of \$50.00 for any one order. Multiple purchases per month totaling more than \$100 require approval from the Board of Directors.

SECRETARY:

1. Shall keep all records of the South Forty Archery Club.
2. Serve all notices of meetings.
3. Conduct all correspondence including the mailing of membership cards to new and renewing members.
4. Shall maintain records of members that have paid membership dues and are in good standing.
5. Shall transfer membership dues to the treasurer.
6. Empowered to make purchases of any necessary supplies or equipment-up to an amount of \$50.00 for any one order. Multiple purchases per month totaling more than \$100 require approval from the Board of Directors.

TREASURER:

1. Receive and deposit all monies of the South Forty Archery Club.
2. Keep accurate accounts of all monies received and disbursed.
3. Shall present a financial statement at each regularly scheduled club meeting.
4. Shall maintain tax records.
5. Maintain custody of all storage-building keys. Shall checkout a storage-building key to appointed Shoot Directors at least two weeks in advance of the scheduled shoot.
6. Empowered to make purchases of any necessary supplies or equipment-up to an amount of \$50.00 for any one order. Multiple purchases per month totaling more than \$100 require approval from the Board of Directors.

RANGE CAPTAIN:

1. Shall direct and supervise maintenance of the field range, storage building, and grounds in coordination with the City of Lakeville Parks and Recreation Department agreement.
2. Keep accurate inventory records of all field equipment, targets, and supplies, and is responsible for ensuring that all target butts and faces are in good shooting condition throughout the spring and summer season.
3. Shall recommend the ordering of replacement butts and 3D animal targets as needed to the Board of Directors.
4. Shall ensure range rules are posted and visible on the range.
5. Empowered to make purchases of any necessary supplies or equipment-up to an amount of \$50.00 for any one order. Multiple purchases per month totaling more than \$100 require approval from the Board of Directors.

6. Empowered to appoint two Assistant Range Captains to assist with the duties of this office.

#### DIRECTOR AT LARGE:

1. Provide assistance to other board members and shoot directors in the execution of their duties as needed.

#### IMMEDIATE PAST PRESIDENT:

1. Advise the Board of Directors on past matters.

### **B. Other Officers (Non-Board Members)**

#### SHOOT DIRECTORS

1. Shall conduct the 3D Shoot to which appointed.
2. Responsible for setting up and taking down all 3D targets.
3. Shall obtain a member call list from the Secretary with which he/she can enlist other members to assist with tournament set-up/take down.
4. Collect admission and concession fees.
5. Keep a financial record of all funds collected. Deliver funds and financial record to the Treasurer.
6. Responsible for range safety, and clean-up of the range and club area before and after the tournament. Coordinate with the Lakeville Parks Department for additional trash receptacles and picnic tables.
7. Mowing and the marking of walking and shooting lanes on the course.
8. Ensure individuals utilizing the four-wheeler in support of the shoot are 18 years of age or older.

#### KEY HOLDERS:

1. Maintain keys for the purpose of performing duties as Shoot Director, Youth Archery Coordinator, Youth Archery Instructor, or Assistant Range Captain.

### **ARTICLE VI: ELECTIONS**

- A. Nomination of club Officers shall be solicited by electronic communication and from the floor at the September meeting.
- B. Electronic ballots will be emailed to all eligible voting members by the October meeting. Mail in ballots may be requested by member.
- C. Mail in ballots must be returned by mail or in person to the club Secretary by the November meeting to be counted.

- D. The candidate receiving the highest number of votes shall be elected to the office. In case of a tie, additional ballots shall be taken from those eligible voting members present at the November meeting to make the final determination.

## **ARTICLE VII: USE OF ARCHERY RANGE**

- A. The use of the South Forty Archery Range shall be by paid members of the South Forty Archery Club.
- B. The range is open for club member shooting from May 1 to October 31 in accordance with Ritter Farm Park hours.
- C. Use of the range by individual members shall be done in accordance with the following conditions:

### **The member will:**

- A. Lock the gate at the entrance to the range when entering and leaving.
- B. Use extreme caution at all times while shooting and be aware of other people using the park.
- C. Follow all rules outlined in these By-Laws and specifically Article VIII.

## **ARTICLE VIII: ARCHERY RANGE RULES**

- A. No intoxicating substances allowed on the range, and no consumption of intoxicating substances prior to range use.
- B. Crossbow use is prohibited.
- C. No unsupervised children on the range.
- D. No moving of target butts unless authorized by a club officer.
- E. No person may release an arrow in any manner not intended to strike a range target or in such a manner as to become a flighted arrow.
- F. No person shall draw or release an arrow while any person is down range from the firing line.
- G. No person shall draw or release an arrow unless standing with one foot on the firing line and must always keep the arrow pointed down range.
- H. All persons must follow the designated trails throughout the walking course. Taking shortcuts from target to target is not permitted.
- I. Broadhead points may only be shot in the special broadhead pit that has been designated by the Range Captain. Broadhead points are not allowed on the walking course at any time, including in quivers.
- J. The use of firearms is not allowed on the range.
- K. Harassment of wildlife is not allowed.
- L. Horseplay, verbal or physical harassment, intimidation, etc. will not be allowed or tolerated on the range or club grounds.
- M. Club members are responsible for the actions of their guests; any violation by a guest could result in the revocation of membership.

- N. An adult must accompany any and all persons under 16 years of age while on the range and club property.
- O. Failure to obey all safety requirements will be just cause for any member in observance to ask the offender to leave the range. Such incidents will be brought to the attention of the Club's Board of Directors.
- P. All club members must have, in their possession, their current membership card, and will present their membership card to any member that requests verification of their membership.
- Q. When using the walking course, proceed in a clockwise direction beginning by crossing the bridge.

#### **ARTICLE IX: DUTIES OF THE GENERAL MEMBERSHIP**

- A. Report any unsafe conditions that he/she encounters on the range to any member of the Board of Directors so that the condition can be corrected.
- B. Remove all discarded targets, trash, and other debris from the range.
- C. Will not divulge the entrance's lock combination to any non-member.
- D. Shoot at designated targets, in designated range areas only.
- E. Be knowledgeable of and abide by the By-Laws of the South Forty Archery Club.

#### **ARTICLE X: ORGANIZATION RESPONSIBILITY/LIABILITY**

- A. South Forty Archery Club accepts no responsibility for personal injury or the financial responsibility of their members.
- B. All members accept their own responsibility for their own actions.
- C. Any member shooting with a guest will be liable for all damages incurred by their guest.
- D. South Forty Archery Club will maintain a general liability insurance policy against claims for personal injury, death, or property damage occurring in connection with the use and occupancy of the archery range of no less than One Million dollars (\$1,000,000) combined single limit at all times.

#### **ARTICLE XI: AMENDMENTS**

- A. Proposed amendments to these By-Laws must be submitted in writing, and proposed by motion at a regular club meeting. A communication of the proposed changes will be sent to the membership one month prior to the proposed vote. The proposed amendments will be voted on at the next club meeting, whereby; two-thirds (2/3) affirmative vote of members present is required for adoption. All changes will be subject to City of Lakeville review during the duration of the lease.