

RULES AND REGULATIONS OF LINCOLN BOWMEN ARCHERY CLUB

THE FOLLOWING RULES AND REGULATIONS HAVE BEEN ADOPTED TO ENSURE THE SAFETY AND SERENITY OF ALL MEMBERS, AND THEIR GUESTS, WHILE IN THE CLUBHOUSE AND ON THE GROUNDS AT LINCOLN BOWMEN ARCHERY CLUB.

SECTION ONE

USE OF CLUB AND GROUNDS

1. The clubhouse and grounds are for use **ONLY** by Lincoln Bowmen Members and their guests. Guests **MUST** be accompanied by a member at all times when on club grounds and must pay a \$10 shooting fee for indoor and outdoor shooting. Members are considered range supervisors for all in their party, ensuring club safety rules are followed at all times and taking corrective actions when unsafe acts are observed.
2. The last **Class A** or **Key Card** holding General member leaving the building is responsible for making sure that the alarm is turned on and the front door is closed securely.
3. All members are responsible for making sure the electronic gate is securely closed when entering or exiting the premises.
4. BOD members who key the gate to remain in an open position are responsible for keying it back to pass code mode
5. Kitchen area is restricted for use by Board Members or approved individuals.
6. All members are required to display their membership card while shooting on club grounds.
7. All minors under the age of 17 must be accompanied by an adult when on club property.
8. Absolutely NO outserts are to be shot inside or outside of building.
9. All members are required to purchase targets according to posted fees
10. Members can rent the clubhouse for their own personal use for a fee of \$200, plus a \$100, refundable cleaning deposit (returned if clean). Access to the kitchen may be purchased for an additional \$50. Total cost to rent the clubhouse and kitchen is \$350, of which \$185 will be applied to the purchase of liability insurance for the event. The member requesting use of the facilities must be present at all times during the function and is

responsible for cleaning up after the event and protecting the assets of the club.

11. Requests for rental of the grounds, clubhouse and kitchen must be made in person at a regularly scheduled meeting of the Board Of Directors and be approved by the board through normal proceedings. If deemed necessary, the Board may require the member to have a BOD member present during the event.
12. The clubhouse will be available for rent from May 1st through Sept 30th only.

SECTION TWO

LEAGUES

1. League secretaries shall record all monies taken in on the back side of the Drop Envelope and include the following breakdown: Monies for the club, monies for targets and monies for prizes. Envelope should also indicate name of person making the drop, the name of league and date of the drop.
2. No more than two shooters per league, (League Secretary and Assistant Secretary), may shoot for free. League secretaries have the option of accumulating work hours for time spent running the league or shoot the league for free.
3. League secretaries are responsible for running the kitchen and are responsible to have someone run the league in their absence.
4. League secretaries are responsible for disbursing prize money and/or presenting trophies at the league banquet if attended.
5. All league rules will be established by each league secretary and approved by the Board of Directors prior to the beginning of each league.
6. League members are responsible for paying ALL league fees for the complete season including missed weeks, unless excused by the league secretary. The Membership Secretary will be notified of any delinquent funds which will be assessed at the time of the members yearly membership renewal.
7. Any person shooting on a league and pays-in-full by the third week, will receive the last week at no charge.
8. Any person shooting on a league is required to pay in full by the 7th week.
9. All league shooters are responsible to make sure building is clean and presentable before leaving.
10. No archery equipment is allowed past shooting line.

SECTION THREE

MEMBERSHIP

1. New member applicants must appear before the Board at a scheduled Board of Directors Meeting for presentation and introduction to the Board and to be voted in as a member.
2. After 12 consecutive months of membership, General members have the option of becoming a Class 'A' member with all rights as defined in the club By-Laws, including discretionary Key Card access to the clubhouse. After 90 days of membership and sponsorship of two Class 'A' members, General members may make formal request to the Board to become Key Card holders. The request must include a statement of intent for becoming a Class 'A' member or not. Upon renewal of membership if they are still members in good standing and wish to become Class 'A', the membership secretary may at his or her discretion, make them Class 'A' members. All members requesting Key Card access must pay a onetime fee of \$50.
3. Members may pay for memberships, leagues and events by check. Any checks returned for any reason must be replaced by the member for the original amount plus any returned check fees incurred by Lincoln Bowmen.
4. A member who has volunteered to perform a function at the club, who is unable to fulfill that obligation, must find a member as a replacement.
5. A member who has volunteered to be obligated to perform a long term function (i.e. league, Youth Archery, committee chairperson, etc.) and needs to resign from that obligation, must inform the Board of Directors in a timely fashion in order to find a replacement.
6. The Monthly Newsletter will be made available to all members by email and will also be posted at the clubhouse.

SECTION FOUR

WORK HOURS

1. All members are responsible for having Work Hours recorded on their work Card and signed by a member of the Board of Directors.
2. Work hours are defined as time spent to repair, improve, replace or clean the clubhouse and/or grounds at Lincoln Bowmen. Work hours do not include time spent working on your archery equipment or someone else's, cleaning up after yourself, open shooting or socializing with others.
3. Work parties will be announced in advance and posted in the club minutes/newsletters, whenever possible, detailing what needs to be done.

Members have the option to call in to volunteer or have a Board Director call them to volunteer.

4. Unless otherwise noted there will be a Work Party each Saturday morning from 9:00am to 12:00pm.
5. A complete and signed Work Card must be turned in with a Membership Renewal form and approved by the Membership Secretary to receive a discounted membership fee.
6. All active lifetime members are required to contribute 10 work hours annually. A completed, signed work card must be turned in by September 30th of each year to maintain access to the club house. Upon completion of the required 10 work hours, access will be reinstated.
7. Only licensed and approved members, age 18 and over, are allowed to operate motorized vehicles owned or leased by Lincoln Bowmen.
8. League secretaries have the option of accumulating work hours for time spent running the league or shoot the league for free – not both.

SECTION FIVE

BOARD OF DIRECTORS

1. Becoming a member of the Board of Directors for Lincoln Bowmen comes with obligations and certain responsibilities as outlined in the club By-Laws and Building Operations Manual. If nominees or directors are unable to fulfill this obligations and responsibility, they should decline nomination or resign promptly.
2. Directors are responsible to attend all Board of Directors meetings and membership meetings.
3. Directors required to fulfill all duties outlined in the Building Operations Manual located in the kitchen.
4. Directors may request the assistance of a non-board member to assist with the cleaning duties. Members should be awarded the appropriate amount of Work Hours tracked on the Work Card, and signed by the director in charge, for tasks complete.
5. Nothing is to be disposed of in the building without Board approval.

BOARD OF DIRECTORS SPENDING LIMITS AND DEBIT CARD USAGE

1. Each Board Member has \$100 spending limit per month for club expenses.
2. Club Debit Card expenses are authorized by a majority vote of the Board of Directors.

3. Any safety or security condition which cannot wait until the next soonest Board of Directors Meeting requires approval of the club President only.

4. Board of Directors majority approval is required for the following expenses by category and limit:

Dinner & Events	<ul style="list-style-type: none"> • All dinner expenses over \$250 or pre-approved spending list • Any special event expense (Coon Shoot, Deer Contest, Haunted Forest) • Any event expense over \$250 or pre-approved spending list
Poker Room	<ul style="list-style-type: none"> • All Poker Room expenses over \$250 or a pre-approved spending list
Archery Supplies & Equipment	<ul style="list-style-type: none"> • All Morrell Targets • All cardboard purchases • All 3D targets & inserts • All Spider Web targets & screens • All range/course target repairs over \$250
League Expenses	<ul style="list-style-type: none"> • Any shirt costs exceeding spending plan • All prizes/banquet expenses over \$300 or a pre-approved spending list
Youth Archery Program	<ul style="list-style-type: none"> • All equipment purchases over \$500 • Any shirt costs exceeding spending plan • Any entry fees & travel expenses exceeding spending plan • All BWS expenses exceeding \$250 or a pre-approved spending list
Building Maintenance	<ul style="list-style-type: none"> • All equipment purchases and repair expenses over \$500
Phone/Internet	<ul style="list-style-type: none"> • Per contract approved in spending plan
Electricity & Lighting, Gas, Water	<ul style="list-style-type: none"> • Per utility approved in spending plan
Grounds Maintenance	<ul style="list-style-type: none"> • All equipment purchases and repair expenses over \$500
Dumpster	<ul style="list-style-type: none"> • Per contract approved in spending plan
Port-a-Potty	<ul style="list-style-type: none"> • Per contract approved in spending plan
Tractor, Mower & Golf Carts	<ul style="list-style-type: none"> • Any repairs exceeding \$500
Taxes	<ul style="list-style-type: none"> • Per amounts approved in spending plan
Insurance	<ul style="list-style-type: none"> • Per contract approved in spending plan
Kitchen	<ul style="list-style-type: none"> • Any equipment purchases • Any supply purchases exceeding \$250
Affiliations & Memberships	<ul style="list-style-type: none"> • Per affiliations & memberships approved in spending plan
Office Supplies, Postage, Printing & Misc.	<ul style="list-style-type: none"> • Any equipment purchases • Any supply purchase exceeding \$250

5. All projects require Board of Directors majority approval.
6. Receipts
 - a. Each expenditure must have a receipt. All receipts must be turned in to the Treasurer by month end for recording.
 - b. Each receipt must have the purchasers name and the purpose of the expenditure included.

SECTION SIX

ALCOHOL

1. Alcohol consumption shall be permitted in the clubhouse and grounds only when the person(s) is (are) no longer shooting for the duration of their stay at the club. Archery equipment must be put away into bow case.
2. All alcohol consumption must be done responsibly. Any person(s) abusing this privilege will be reprimanded accordingly.
3. The age of alcohol consumption shall be governed by state law, which is currently 21 years of age.

SECTION SEVEN

MISCELLANEOUS

1. BROADHEAD ARROWS – Broadhead arrows (or anything similar) are prohibited to be shot at any bales or 3D Targets inside or outside. Broadhead arrows can only be shot on the broadhead range and on approved broadhead targets.
2. FIREARMS – The presence and/or use of firearms on club property will be governed by Federal and State law.
3. CROSSBOWS – Crossbows are permitted on the property and can be shot at specified targets. All bolts MUST be a minimum of 18 inches in length. DO NOT shoot any 3D targets.
 - a. Indoors – shoot the Yellow Jacket bag target only , 3D and range targets are excluded
 - b. Outdoors – shoot any outdoor target except 3D targets
4. HUNTING – No hunting of any kind is allowed on club property. Anyone caught harming, wounding, injuring, mauling or causing injury or death in any way to any wildlife on club property may be forever banned from the club and its property. The exception to this rule is in the case of destructive wildlife which is destroying club property or causing death or injury to other wildlife. The BOD may from time to time determine there is a need to control or remove such destructive wildlife, and define the method of removal.

5. SMOKING – There is No Smoking allowed in the clubhouse.

THE BOARD OF DIRECTORS RESERVES THE RIGHT TO ALTER, AMEND OR ADOPT ADDITIONAL RULES AND REGULATIONS AT ANY BOARD OF DIRECTORS MEETINGS, PROVIDED THAT NO INCONSISTENCIES OCCUR WITH THESE RULES AND REGULATIONS AND THE BYLAWS OF LINCOLN BOWMEN ARCHERY CLUB.