

THE BUSINESS OF BEING AN ARCHERY CLUB

Business Structures and Documents

INTRODUCTION

Congratulations! If you are reading this, chances are you are either a member of an existing USA Archery Club or are contemplating starting one. It doesn't matter if you are an athlete, coach, judge, parent, or administrator (or more likely, a combination of several of the above); being a part of an archery "business" is a wonderful adventure.

"The Business of Being an Archery Club" is written to help assist you with a few of the more common questions that you may face and your club starts and expands. Club leaders often look at running the club as a business (including dealing with lawyers and accountants) as an inconvenience. Consequently, the legal and business issues at the earliest stages of the club's creation are often ignored. Yet this is the precise moment at which this kind of help and direction are most valuable. After reading this, you should have a basic understanding of a few important areas of law which are frequently addressed in our "business." In addition, USA Archery is happy to provide you with some base documents and guidance which you may find helpful.

It is important to note that "The Business of Being an Archery Club" is NOT meant to replace the advice of legal counsel.

You should work with a qualified attorney when the legal issues described herein arise or if desire to use any and/or all of the primer documents. However, the knowledge you will gain from reading this should help you identify when contacting an attorney is appropriate or necessary... and give you a head start on drafting so that your time with the attorney is well spent and cost-effective. If you like, USA Archery can put you in touch with a lawyer who has assisted many clubs, coaches, and athletes.

This handbook is divided into five major categories: Business Organizations, Intellectual Property, Contracts, Sample Documents, and an Online Resource Appendix. The first three sections will provide an overview of the area of law and will also include a glossary of terms you may encounter while building your business. The Sample Documents section is just that (and it's long). Finally, the Appendix contains links to related online resources.

Once again, congratulations on your undertaking. Please feel free to contact USA Archery with future questions or issues. Many resources are available to you. Please use them!

THE BUSINESS OF BEING AN ARCHERY CLUB

Business Structures and Documents

BUSINESS ORGANIZATIONS

OVERVIEW:

An important and early decision that confronts coaches, parents, or club administrators is whether to transform his or her casual archery venture into a formal business enterprise. Becoming a “business entity” has important personal and legal effects. Probably the most important is the ability to separate personal assets from business liabilities. Let’s face it, while insurance statistics show that archery is one of the safest sports/activities out there, accidents can happen.

Formal organization or incorporation of your club has other advantages as well (for example the 501c tax exempt option) and, often, obligations depending on the form chosen. In this section, some of the forms that may be chosen are set out and some advantages and disadvantages to each are provided.

Heads up... state laws govern business entities and, as a result, the legal protections and obligations vary significantly from state to state. The variations in state regulation may have dramatic advantages or drawbacks for your particular group, and a discussion on the merits of each is beyond the scope of this handbook. As always, we urge you to retain counsel when deciding where to organize or incorporate, but will tell you that for most, it is easiest to form your formal entity in the state in which your club operates.

Finally, although the type of business entity that one chooses is an important decision, it is not irrevocable. Clubs can change the nature of their formal organization or incorporation if the need arises. For example, an LLC can transfer all of its assets to a newly formed S-Corporation, effectively switching the form of business entity. But the costs and inconvenience are not insubstantial and, as a result, careful consideration should be given before deciding on the appropriate formal structure. As a result, it is best to choose correctly from the start and give early consideration to the issues associated with choosing one form over another.

There are four basic types of business organizations: Sole Proprietorships, Partnerships, Corporations, and Limited Liability Companies. Currently, a 501c must be a corporation.

THE BUSINESS OF BEING AN ARCHERY CLUB

Business Structures and Documents

TYPES OF BUSINESS ENTITIES:

Sole Proprietorships

The Sole Proprietorship (“SP”) is a default business type. The SP is the most basic form of business entity and applies to clubs with a single founder or owner. When you open a business and do nothing to organize the company, the law will consider your business as an SP (of course, when we say “do nothing” we mean only in terms actions to incorporate or formalize the business entity).

The major advantage for clubs operating as SPs is simplicity. An advantage (or disadvantage to club members) is that, on the death of the founder, the property of the club will pass to the heirs of the owner just like personal property. Some other perks include: less paperwork, minimal legal restrictions, owner retention of all profits, and ease in discontinuing the business.

In most cases, an SP is not required to obtain an Employer Identification Number (EIN) from the Internal Revenue Service unless it has employees. There is no need to file a separate income tax return for the club because the activity is reported on the owner’s federal and individual income tax returns (also could be listed as a disadvantage).

This form of company organization does have serious drawbacks. The major negative is that this business entity does not shield the founder’s personal assets from the club’s liabilities. Business liabilities (i.e. loans, accounts payable, judgments, etc.) are the personal liabilities of the owner and if the business cannot fulfill its responsibilities, the owner will be expected to do so. In addition, the company’s profits are taxed as personal income. Finally, when the founder dies, the assets of the company will be taxed as personal income on the family members inheriting the business (“pass through taxation”).

In most situations, this form of business entity is not desirable for a club of more than one (and even then, it’s iffy). An SP offers no tangible advantages, legally or strategically, that make it an attractive option when starting a business.

Partnerships

A Partnership is an option for clubs with multiple leaders or founders... and is probably what most clubs not associated with a local archery shop are (even if they don’t realize it).

THE BUSINESS OF BEING AN ARCHERY CLUB

Business Structures and Documents

The law recognizes very different forms of partnerships: an informal entity known as a General Partnership (“GP”); and a more sophisticated structure called a Limited Partnership (“LP”); or, as complexity increases, a Limited Liability Partnership (“LLP”).

a. General Partnerships

GPs are the equivalent of SPs except that they involve two or more “owners.” Like SPs, the law requires no formal action for an entity to be considered a GP. When two or more people start acting as a business/club, without first forming a business entity, the law views the business as a GP. That said, most GPs are formalized through a partnership agreement that sets out the ownership interests and obligations of each member. Depending on how a club’s charter or bylaws are written, and whether the state in which a club exists requires that document to be in some way recognized by the state, a club entity may fall into this category or the next, and LP.

A GP carries the same disadvantages as an SP in that it does not protect the leaderships’ (and possibly the members’) personal assets, does not adequately account for post-death contingencies, and does not allow for structuring to best take advantage of tax liabilities. Thus, in most situations, this form of business entity is practical, but also not desirable.

b. Limited Partnerships

Unlike SPs and GPs, LPs are formal legal entities that are separate from the personal identities of the founders/officers/members themselves. LPs may hold property, sue and be sued, and are considered a taxable entity (having their own EIN number). Typically, LP operations are governed, unless otherwise specified in a written agreement, by majority vote of designated people.

In a broad business sense, LPs are formed by having one general partner and one or more limited partners who invest capital into the partnership, but do not take part in the daily operation or management of the business. The limited partners limit their amount of liability to the amount of capital invested in the partnership. The general partner shoulders the personal liability for the debts and obligations of the partnership. The general partner may be a person or another entity.

One chief difference between LPs and other less formal forms of company organization is that when a partnership is formed, the death of a partner (assuming at least two remain) does not automatically dissolve the business entity. The major advantage is that LPs protect the limited partners’ personal assets, but they do not shield the general partner from such liability.

THE BUSINESS OF BEING AN ARCHERY CLUB

Business Structures and Documents

Overall, partnerships are very flexible because they are mostly governed by agreements between the parties without set obligations and restrictions imposed by law; however, they do not always offer the strongest shield from personal liability for, at least, the general partners. The pros and cons must be carefully weighed before deciding to form an LP.

c. Limited Liability Partnerships

LLPs offer similar pros and cons to the more basic LP except that, under this business form, the general partners receive more asset protection than the simple LP. Like LPs, LLPs: require creation (and possibly the filing) of a formal partnership agreement; are treated as pass-through entities; may hold property, sue, and be sued in the entity's name; and may survive the loss of one or more of the partners.

Limited Liability Companies

This is the golden child business entity for independent coaches and/or clubs not seeking 501c tax-exempt status.

A Limited Liability Company (“LLC”) is very flexible for its owners (called “members”). There are generally no limits on the number of members or the types of members (including entities such as partnerships, corporations, or other LLCs). Most importantly, an LLC creates a “corporate veil” around the company. A corporate veil is a legal concept that separates the personality of a business from the personalities of its owners, and protects the leaders from being individually liable for the company's and others obligations.¹ In other words, in most cases and under reasonable care, if that dreaded freak accident happens, only the assets of the LLC can be attacked... not the assets of the officers and members.

LLCs are very easy and inexpensive to form, but they are governed largely by contract. LLCs do have to file paperwork for creation. They do have to get an EIN number and file taxes on profits over a certain level (though most clubs do not make that much money from membership and/or tournament hosting to worry about it). Depending on state laws LLCs may have to file yearly reports (though this would be extremely rare).

¹ This protection, however, is not ironclad or impenetrable. Where a court determines that a company's business was not conducted in accordance with the provisions of state law (or that it was just a façade for illegal activities) it may hold the owners personally liable for the company's obligations under the legal concept of “piercing the corporate veil.” In general, the owners must be found (1) to be operating the corporation solely for their personal benefit and not for a corporate purpose (usually indicated by a disregard of corporate formalities) and (2) to be using the protections afforded by limited liability for fraudulent purposes, criminal activity or some other improper or unjust purpose.

THE BUSINESS OF BEING AN ARCHERY CLUB

Business Structures and Documents

Having said all that, the filings are very simple and LLCs are wonderfully appropriate structures.

Corporations

Corporations are the costliest and most time consuming of the entity structures to undertake, but a necessary evil at this point if a club is seeking 501c tax-exempt status.

There are two basic types of corporations: a regular corporation (“C Corp”) and a Subchapter “S” or closely held corporation (“S Corp”). Ownership in a corporation is represented by shares, which are freely transferable unless restricted by statute or by agreement of the shareholders. Many different types of shares can be utilized to serve many different purposes.

Like LLCs, corporations are legal persons, separate from their owners. Therefore, the corporate veil theory applies, and the corporation operates with many of the rights of a living person and can continue doing business after the death of a shareholder (even a majority shareholder).

A corporation offers strong liability protections for its owners and many ownership options; however, corporations are required to take many different actions to remain in compliance with state laws. Numerous filings, complicated founding documents, and record keeping are onerous burdens for many clubs. Failure to take all actions required by state incorporation laws may result in dissolution of the corporation or the loss of shareholder liability protection. Corporations should invest in both an accountant and attorney (especially when dealing with 501c issues) to ensure that the status is maintained without to trouble.

- *C Corporations*

C Corps offer protection from personal liability for the owners (i.e. shareholders) of the corporation. It is usually very difficult for the C Corp’s creditors to “pierce the corporate veil” and impose personal liability on the shareholders. Therefore, the corporation’s debts and obligations are its alone and the shareholders have no duties to fulfill the corporation’s responsibilities. The only risk incurred by the shareholder is the money that they have invested in the corporation (i.e. the cost of their shares).

A C Corp can have any number of owners and will pay taxes on the income it earns at a set corporate tax rate.

THE BUSINESS OF BEING AN ARCHERY CLUB

Business Structures and Documents

- *S. Corporations*

The main difference between a C Corp and an S Corp is that an S Corp has limitations on the number of possible shareholders, while offering the option for its shareholders to elect pass-through taxation. Most S Corp structures employ pass through taxation, meaning, the corporation does not pay income taxes on earnings. Rather, the shareholders pay income tax on dividends on their personal income tax return.

501(c)(3)

A 501(c) organization is a tax-exempt, nonprofit corporation or association. Section 501(c) of the United States Internal Revenue Code (26 U.S.C. § 501(c)), provides for twenty-eight types of nonprofit organizations. Sections 503 through 505 set out the requirements for attaining such exemptions. Many states refer to Section 501(c) for definitions of organizations exempt from state taxation as well.

In short, 501(c)(3) exemptions apply to groups organized and operated exclusively for religious, charitable, scientific, testing for public safety, literary, educational purposes, to foster national or international amateur sports competition, promote the arts, or for the prevention of cruelty to children or animals.^{2/3}

Benefits:

1. As a nonprofit corporation, an organization is eligible for state and federal exemptions from corporate income taxes plus certain other taxes. Federal corporate tax rates can run as high as 34% while state corporate taxes can take a bite as well. A tax-exempt nonprofit can also save on local taxes.
2. As a 501(c)(3) nonprofit corporation a club would be able to receive grants and donations. Due to the tax deductions associated with donations, many foundations and corporate matching programs do not grant funds to a charity without 501(c) status. Therefore, while the work involved in getting and maintaining 501(c) status may take serious efforts, the benefits to members may be worth it, even for smaller club programs.

² Exempt Purposes - Internal Revenue Code Section 501(c)(3).

³ IRS Publication 557 "Tax-Exempt Status For Your Organization", Page 19, (Rev. June 2008), Cat. No 46573C., Retrieved 2009-03-09.

THE BUSINESS OF BEING AN ARCHERY CLUB

Business Structures and Documents

3. Individual donors to your nonprofit corporation can claim personal federal income tax deductions for their donations, and bequests will be exempt from federal estate taxes.
4. Again, we are the realm of the corporate veil concept. Shielding members from personal liability is key among the benefits of nonprofit incorporation. Board members, officers, and employees of the organization will be protected from liability for corporate debts or liabilities such as unpaid organizational debts or lawsuits against the organization. Creditors can go after only your corporate assets, not the personal assets of the people who manage, work for, or volunteer for your organization. However, officers and members have to be EXTRA diligent when it comes to 501(c)s! There can be no hints of conflicts of interests or personal gain if this status is to be upheld.
5. Also, like regular corporations, a 501(c) is a legal entity separate from the individuals who manage it or organize it, thus, the organization becomes immortal in a way. The nonprofit corporation continues to exist beyond the lifetime or involvement of the people who began it or who have managed it. The fact that the organization continues in this way is attractive to donors who want to fund a cause over the long term.
6. Miscellaneous other benefits include exemptions from county real and personal property taxes; lower postal rates on third-class bulk mailing; cheaper advertising rates; the ability to air free radio and television public service announcements (PSAs), and more depending on the activities the organization engages in.

Disadvantages:

1. A lot of paperwork.
2. Costs: such as hiring a lawyer to prepare your papers (which this handbook should help with), an accountant to maintain proper books, an external auditor, and yearly filing fees.
3. Time and energy to comply with regulatory demands.

Restrictions:

1. No political campaigning or lobbying.
2. When a 501(c) organization folds, its assets must be given to another nonprofit.

THE BUSINESS OF BEING AN ARCHERY CLUB

Business Structures and Documents

Put in another way:

- 501(c)(3) Organizations Enjoy the Following Privileges:
 - Exemption from Federal Income Tax
 - Exemption from F.U.T.A. (federal unemployment tax)
 - Tax Deductibility for Donors
 - Eligible for Government & Foundation Grants
 - Eligible for Bulk Mailing Permit
 - Liability Protection

- 501(c)(3) Organizations Must Fulfill the Following Responsibilities:
 - Keep Adequate Records
 - File Required Returns
 - Provide Donor Substantiation
 - Obey Disclosure Laws
 - Generate Public Support
 - Avoid "Excess Benefits" for insiders
 - Shun Political Activity
 - Limit Legislative Activity
 - Limit Unrelated Business Activity

Generally, organizations required to apply for recognition of exemption must notify the IRS within 27 months from the date of their formation to be treated as described in section 501(c)(3) from the date formed.

A charitable organization must make available for public inspection its approved application for recognition of exemption with all supporting documents and its last three annual information returns. The organization must provide copies of these documents upon request without charge (other than a reasonable fee for reproduction and copying costs).

THE BUSINESS OF BEING AN ARCHERY CLUB

Business Structures and Documents

Key Steps to Forming Nonprofit Corporation:

- Define the mission and develop the organizational plan.
 - NOTE: The mission and planned activities must be consistent with the requirements of IRC §501(c)(3): organized and operated exclusively [interpreted as primarily] for religious, charitable, scientific, testing for public safety, literary, or educational purposes, or to foster national or international amateur sports competition (but only if no part of its activities involve the provision of athletic facilities or equipment), or for the prevention of cruelty to children or animals.
 - no private inurement (advantage);
 - no substantial lobbying (but the organization is permitted to lobby within potentially generous limits, particularly if it makes the IRC §501(h) election); and
 - no electioneering.

- Recruit and educate a qualified board.
 - NOTE: Not more than 49% of the board may be composed of “interested directors,” defined as either (a) any person compensated by the corporation for services within the past 12 months, or (b) any sibling, ancestor, descendant, brother- or sister-in-law, son- or daughter-in-law, mother- or father-in-law of such person.
 - NOTE: Directors must each be prepared to meet his or her fiduciary duties in governing the organization: “in good faith, in a manner such director believes to be in the best interests of the corporation and with such care, including reasonable inquiry, as an ordinarily prudent person in a like position would use under similar circumstances.”

- Refine the mission and the plan

- Draft and file the Articles of Incorporation.

- Apply and obtain an Employer Identification Number.

- Draft the Bylaws.
 - NOTE: These are the internal governance rules of the organization and should be drafted carefully and understood by all board members who must ensure that they and the organization comply with these rules.

- Draft the Conflict of Interest Policy.
 - * *While not formally required, adopting a conflict of interest policy is a strongly recommended best practice.*

- Hold the first meeting of the board
 - Elect the officers, adopt the bylaws and conflict of interest policy, establish the tax year, and take other appropriate board actions.

THE BUSINESS OF BEING AN ARCHERY CLUB

Business Structures and Documents

- Prepare and file IRS Form 1023.
 - NOTE: Great care should be exercised in the preparation of Form 1023, which provides the case statement for your organization receiving exempt status under IRC §501(c)(3).

An LLC and 501(c) guide with example paperwork is included in the SAMPLE DOCUMENTS section of this handbook.

THE BUSINESS OF BEING AN ARCHERY CLUB

Business Structures and Documents

GLOSSARY OF BUSINESS ORGANIZATION TERMS:

Articles of Incorporation - The base document that must be filed with the state corporation commission to form a corporation. The Articles must contain the specific information required by the state corporation act. They are public documents. Thus, every purchaser of a company's stock is on "constructive notice" of the structure of the company as set forth in the articles, such as the number of authorized shares and the classes of stock. This enables any investor to understand the potential for share dilution, the rights of shareholders upon liquidation, and the rights of preferred shareholders.

Articles of Organization - The document which identifies and forms a limited liability company. It is filed with the state corporation commission or equivalent office.

Member - Term used for a person who owns an interest in an LLC, the functional equivalent of a shareholder in a corporation or a partner in a partnership.

Operating Agreement - The contract made by members of an LLC that governs the relationship between the members and the LLC, and the relationship by and among the members. This is the central governing document for an LLC and establishes how the company will be organized and the business conducted. It serves the same general purpose as a partnership agreement or, for corporations, combines elements of the articles and a shareholders' agreement.

Pass-Through Tax Status - The entity still reports income, losses, deductions, and credits, but it does not pay federal tax on those items, which are allocated or "passed through" to the owners (i.e., shareholders or members), whether or not any cash or property is actually distributed to them by the entity.

S Election - If the eligibility requirements are met, an election can be made by filing the proper forms with the IRS. Each shareholder must manifest consent to such election and the form must be filed by the 15th day of the third month of the tax year for which the corporation seeks S corporation status. The S status can be voluntarily revoked by action of a majority of shareholders and will automatically terminate if the corporation violates one of the qualifications.

Shares - The indication of ownership in a corporation. Shares can be divided into classes with different rights and obligations. In general, a share entitles the holder to a share of the profits of the corporation (if and as distributed), a right to elect directors to the company, and a claim on the value of the assets of the company. Shares can be certificated (represented by a share certificate) or un-certificated. Shares are generally transferable unless restricted by agreement of the shareholders (and subject to compliance with federal and state securities laws).

THE BUSINESS OF BEING AN ARCHERY CLUB

Business Structures and Documents

INTELLECTUAL PROPERTY

OVERVIEW:

The term “intellectual property” (“IP”) generally refers to four types of intangible property: trademarks, copyrights, patents, and trade secrets. The term “property” is used with these terms because each involves a basic characteristic of property... the right to exclude others. For example, your bow is your property and you can exclude others from shooting it or even picking it up. Similarly, your IP is yours and you can exclude others from using, copying, importing, performing, or making money from your IP.

TYPES OF IP:

Trademarks

A trademark is a word, name, symbol, design, logo, or sound adopted and used to identify goods or services and to distinguish them from goods or services offered by others.

A common mistake that many people make about IP is assuming that they if they don't see a specific mark, like ® or © that there is no legal protection and they are free to use that logo, information, etc. Another error is to assume that you have no protection for your concepts or inventions without taking specific legal steps to “file” or “approve” them. For trademarks, there is no legal requirement that a mark be registered in order to receive legal protection. Once you use a mark in commerce (sell a product or offer a service that incorporates the mark), it will have legal protection. However, there are major advantages to registering your trademark if you plan on growth and expansion as extended legal rights attach once that happens.

Some famous examples of trademarks include words, such as: HOYT; Velcro; or USA Archery

Logos are another obvious example of a trademark, a famous example includes



Trademarks can also include combinations of letters, designs, colors, and appearance. Color can also function as a trademark. Think of the color pink and its use by breast cancer awareness groups. Of course, it was necessary for the general public to come

THE BUSINESS OF BEING AN ARCHERY CLUB

Business Structures and Documents

to associate the color pink with that cause. Sounds are also open for trademark status. The NBC chime is the most obvious example. Finally, even smells may function as trademarks!

When thinking about creating or using a trademark, it is very important to perform a trademark search to see if others may be using the same mark. Basic searches may be conducted online using Google, or the United States Patent and Trademark Office website. Permissions may need to be granted.

In the end, it should be clear that trademarks matter. Before your product or service is ready for the marketplace, you should be thinking about how to brand that product. Although legal protection is automatic, a smart club leader will first do the legwork to ensure that his or her intended mark, by name, color, design, or other manner, does not come too close to another's pre-existing trademark.

Copyrights

Copyright, like trademark, is another often misunderstood area of law. A copyright is a form of intellectual property protection granted by federal law to "original works" of authorship. Copyright protection is limited to particular expressions of ideas and does not cover the underlying ideas themselves (i.e., it covers a painting of a flower, but does not cover the idea of painting that flower). Copyrightable works include:

1. literary works – books, computer software, documentation, stories, etc.
2. audio-visual works – videotapes, movies, etc.
3. graphic or pictorial works – photographs, paintings, etc.
4. sound recordings – recordings of music, sounds, voices, etc.

Copyright protections vest at the very moment a work is "fixed" in a tangible medium of expression, such as when a poem is written down, computer software is saved on a hard drive, or a song is recorded to a CD. In other words, once the idea (whether a poem, a song, dance routine, or software code) is out of your head and onto the paper, located in the hard-drive, or captured in an audio recording, it is copyrighted.

Copyright protection offers a "bundle of rights" to the owner. Others can be excluded from making unauthorized copies, displaying, performing, distributing, or even creating a work based upon the protected work.

So, registration is not required to receive copyright protection, but like trademarks, copyright law provides substantial benefits to those that do register. For example,

THE BUSINESS OF BEING AN ARCHERY CLUB

Business Structures and Documents

registration is a requirement before a copyright infringement suit can be filed. Additionally, registration serves to create evidence of the copyright that can be used in an infringement action. Finally, attorney's fees and statutory damages are only available to registered works. In short, if you want to enforce your copyrights against someone you think has stolen your idea... you need to register.

Patents

Patents are not like trademarks or copyrights... they require legal action to gain protection and the process for obtaining a patent is very complicated. A patent is simply a document, issued by the federal government, which grants an inventor the right to exclude others from using, in almost any way, your invention. Once you receive a patent, nobody else is allowed to use, sell, offer for sale, incorporate into their own invention or export or import your invention. You have an almost total monopoly over the use of that invention.

When it comes to patents... seek legal advice. Patents are beyond the scope of this handbook (and probably not something that a normal club would ever deal with).

Trade Secrets

Trade secrets are the opposite of patents. Patents are public disclosures. Everyone can read your patent and see just what you have invented. Trade secrets are those inventions, processes, ideas, or formulas that companies choose not to show the rest of the world. Given their secrecy, the law does not provide strong protections for trade secrets. Rather, most burdens of protection are on the inventor to *keep* the invention secret and only punishing those who go too far to breach your secrecy. Again, this doesn't come up too much for archery clubs.

THE BUSINESS OF BEING AN ARCHERY CLUB

Business Structures and Documents

GLOSSARY OF INTELLECTUAL PROPERTY TERMS:

Due Diligence - The process of researching the ownership of IP.

Infringement - Occurs when a non-owner exercises the owner's rights in IP.

License - Intellectual property rights can be bought, sold, or otherwise transferred by granting a license. By negotiating a license to a piece of IP, a non-owner obtains the right to do something that he or she would otherwise not be permitted to do. Licensing agreements can be used to grant the entire "bundle of rights" associated with the IP or limited, specified rights in the IP.

Work for Hire Doctrine - Employers own works created by an employee within the scope of employment along with certain works specified in the statute. Generally the company owns those items which are the result of the kind of work the person is paid to perform, prepared substantially within work hours at the workplace, and prepared, at least in part, to serve the company.

"Start ups" tend to utilize many consultants, contractors, and part-time employees. The works created by these categories of workers may or may not fall under the Work for Hire Doctrine. Requiring these workers to execute an IP Assignment agreement that transfers ownership of any IP created as part of their work for the company is suggested. Consult an attorney to determine the specific types of non-employee work product that are covered by the Work for Hire Doctrine.

THE BUSINESS OF BEING AN ARCHERY CLUB

Business Structures and Documents

CONTRACTS

A contract is a legally enforceable agreement between parties to do something... anything really (as long as the fundamental nature of the agreement is not illegal). Contracts can be written or oral, although putting an agreement in writing has many benefits, including: reducing the risk of an expensive misunderstanding between the parties; increasing the amount of scrutiny performed by each party by requiring the signing of a written document; and providing documentation for any disputes that may arise. In short, as any good lawyer will tell you and any business person with real experience will agree... if it is important to you, make sure it is in writing.

Formal legal doctrine requires a valid contract to incorporate three basic elements: offer, acceptance, and consideration. Mere promises to do something are not contracts. Someone needs to pay (if not in money, then in exchanged services or another tangible item) for something for it to be a contract. In addition, in cases where one party has an entirely different understanding about the nature of the deal than you, there may not be a contract (even if you signed something). State law determines the validity and interpretation of contracts.

So, if we could sum up this overview in two simple rules they would be:

1. Get it in writing!
2. Know what you are agreeing to before you sign!

It is harder to imagine two more common-sense legal maxims yet, these are two of the more common and costly mistakes made by businesses.

A company should have clearly defined “mission” which is key to its success. In addition to identifying these items, you should also perform market research to understand current trends and how other players have handled similar issues. Finally, research the other party’s business situations to anticipate their key items and then brainstorm ideas for how to bridge any differences that may exist.

In every contract, clearly state what each party has agreed to do or not to do. Carefully defining the scope of performance can help to avoid expensive misunderstandings and disputes.

An important aspect of any relationship is the allocation of business and legal risks between the parties. Each party should consider the “worst case” scenario if the other

THE BUSINESS OF BEING AN ARCHERY CLUB

Business Structures and Documents

party does not live up to their end of the bargain. Actions to alleviate these potential issues can then be included in the agreement.

Release Waiver

One of the most common contracts that a club will use is a Release Waiver. A waiver is the voluntary relinquishment of some known right.

Some sports are considered by courts to be inherently dangerous, such as bungee jumping or skydiving. If your state court has determined that archery is inherently dangerous, then there may be an “assumption of risk” even without a specific waiver of liability. However, as was mentioned earlier... it’s always better to spell things and get that release in writing! On the opposite side, it is important to understand that in some cases even a signed and carefully explained Release Waiver may not protect an organization or its volunteers from a liability (for example, when coach negligence is involved). So... safety, safety, safety... and keep your documents and regular practice procedures well documented.

The key factors that some courts (depending on the state) may look at when determining the applicability of a waiver are:

1. In some states, one may not prospectively waive liability for some or all intentional activities.
2. Waivers generally must be made voluntarily and with the full knowledge (or the ability to know) of the rights being waived.
3. The waiver should be unambiguous and clear to a reasonable person.

An example of USA Archery’s Release Waiver can be found in the Sample Documents section. Please note that the specifics within will probably need to be modified to cover your specific club.

Commercial Real Estate Lease

For archery clubs, one of the biggest contracts to deal with is a Commercial Real Estate Lease. The terms of commercial real estate leases will vary based on the nature of the proposed lease transaction (e.g., rent, nature and amount of space, and the parties involved). Some of the key terms of a commercial lease include: the duration of the initial term, renewal rights, the amount of space, the rental payment (and any adjustments on renewal), the security deposit, the nature of the lease (i.e., full service or triple-net), subletting, assignment, liability, termination, improvements, and expense

THE BUSINESS OF BEING AN ARCHERY CLUB

Business Structures and Documents

allocation (e.g., improvements and repairs). For smaller companies, landlords will often demand personal guarantees from company founders.

If you are considering a sublease, remember that the original lease between the landlord and the original tenant will affect your sublease. First, the sublease will automatically end upon the termination of the original lease between the original tenant and the landlord. Second, if you pay the rent to the original tenant but the original tenant fails to pay the landlord, then you will have no claim against the landlord if the landlord terminates the original lease and evicts you. Finally, if the landlord breaches any covenants that it made in the original commercial lease, generally only the original tenant can sue the landlord for breach of those covenants.

It is HIGHLY advisable to seek legal help when dealing with leases as often times draconian clauses are hidden within.

THE BUSINESS OF BEING AN ARCHERY CLUB

Business Structures and Documents

GLOSSARY OF CONTRACT TERMS:

Alternate Dispute Resolution - Litigation is the default method of resolving disputes that the parties cannot resolve among themselves. However, the parties can include provisions in contracts that require alternate methods to be utilized when resolving disputes. Depending on the nature of the dispute, costs may be lower for an alternate method, such as arbitration. Additionally, claims can be usually be resolved in less time through the arbitration process.

Amendment - In order to avoid potential conflicts down the road, parties to a contract should specify how changes to the contract can be made after it is executed.

Assignment - The transfer of all or a part of the rights of a party to a contract to another party. In other words, one party sells or gives all of its rights in a piece or multiple pieces of IP to another party.

Choice of Law or Governing Law - The process of deciding which state's law will govern the validity, interpretation, and enforcement of a contract. The law that will govern disputes under the contract can be important because it may affect the type of legal claims that are available, the nature or amount of the recovery, and the applicable statutes of limitation. If no choice of law provision is included in a contract, a court will choose to apply the laws of the state it believes is most connected to the disputed activities.

Indemnification - Creates an obligation for one party to the contract to reimburse another party for certain types of damages or injuries. For example, if you agree to indemnify your landlord against any damages or liability arising out of personal injuries that occur on the property, then you are, in effect, agreeing to act as an "insurer" regarding that type of damage or liability. This issue can often be dealt with through USA Archery's club insurance policy by naming the landlord as a "secondary insured."

When potentially agreeing to provide indemnification, it is important to consider whether there will be a maximum cap on the amount being reimbursed. If you have negotiated an indemnification clause in which the other party agrees to reimburse you for certain types of damages and liabilities, you will want to also require that party to obtain an insurance policy so that he/it can actually pay.

Statute of Limitations - The maximum amount of time a party can initiate litigation after a disputed activity takes place.

THE BUSINESS OF BEING AN ARCHERY CLUB

Business Structures and Documents

SAMPLE DOCUMENTS

RELEASE WAIVER:

WAIVER AND RELEASE OF LIABILITY AND ASSUMPTION OF RISK (For Adults 18 & over)

In consideration of me being allowed to participate in any way in any ("Activity") with The National Archery Association of the US, I agree:

1. I understand dangers may be caused by my own actions, or inaction's, the actions or inaction's of others participating in the Activity, and the condition. I understand the nature of **The National Archery Association of the US** activities and acknowledge my experience and capabilities and believe I am qualified to participate in such Activity. I further acknowledge that I am aware that the activity will be conducted in facilities open to the public during the Activity. I further agree and warrant that if, at any time, I believe conditions to be unsafe, I will immediately discontinue further participation in the Activity.

2. I FULLY UNDERSTAND that: (a) **The National Archery Association of the US** activities involve risks and dangers of SERIOUS BODILY INJURY, INCLUDING PERMANENT DISABILITY, PARALYSIS AND DEATH ("Risks"); (b) these Risks in which the Activity takes place or THE NEGLIGENCE OF THE "RELEASEES" NAMED BELOW; (C) there may be other risks and social and economic losses either not known to me or not readily foreseeable at this time; and I FULLY ACCEPT AND ASSUME ALL SUCH RISKS AND ALL RESPONSIBILITY FOR LOSSES, COSTS, AND DAMAGES incurred as a result of my participation in the Activity.

3. I HEREBY RELEASE, DISCHARGE, COVENANT NOT TO SUE, AND AGREE TO HOLD HARMLESS **The National Archery Association of the US**, their respective administrators, directors, agents, officers, volunteers, and employees, other participants, any sponsors, advertisers, and if applicable, owners and lessors of premises on which the Activity takes place (each considered one of the "Releasees" herein) from all liability, claims, demands, losses, or damages on account caused or alleged to be caused in whole or in part by the negligence of the "Releasees" or otherwise, including negligent rescue operations and further agree that if, despite this release, I, or anyone on my behalf makes a claim against any of the Releasees named above, **I WILL INDEMNIFY, SAVE AND HOLD HARMLESS EACH OF THE RELEASEES FROM ANY LITIGATION EXPENSES, ATTORNEY FEES, LOSS LIABILITY, DAMAGE OR COST ANY MAY INCUR AS THE RESULT OF ANY SUCH CLAIM.**

I HAVE READ THIS AGREEMENT, FULLY UNDERSTAND IT'S TERMS, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT AND HAVE SIGNED IT FREELY AND WITHOUT ANY INDUCEMENT OR ASSURANCE OF ANY NATURE AND INTEND IT TO BE A COMPLETE AND UNCONDITIONAL RELEASE OF ALL LIABILITY TO THE GREATEST EXTENT ALLOWED BY THE LAW AND AGREE THAT IF ANY PORTION OF THIS AGREEMENT IS HELD TO BE INVALID THAT THE BALANCE, NOTWITHSTANDING, SHALL CONTINUE IN FULL FORCE AND EFFECT.

Printed Name of Participant

Printed Name of Witness

Date _____

Date _____

Signature of Participant

Signature of Witness

THE BUSINESS OF BEING AN ARCHERY CLUB

Business Structures and Documents

WAIVER AND RELEASE OF LIABILITY, ASSUMPTION OF RISK AND PARENTAL CONSENT AND INDEMNITY AGREEMENT (MINORS UNDER AGE 18)

In consideration of my minor child being permitted to participate in any way in **The National Archery Association of the US** in sponsored Activities (“Activity”), I agree:

1. I understand the nature of **The National Archery Association of the US** activities and the Minor’s Experience and capabilities and believe the Minor to be qualified to participate in such Activity. I further acknowledge that I and the Minor are aware the activity will be conducted in facilities open to the public during the Activity. I further agree and warrant and will instruct the Minor that if at any time the Minor believes conditions to be unsafe, he/she will immediately discontinue further participation in the Activity.

2. I FULLY UNDERSTAND that:(a) **The National Archery Association of the US** activities involve risks and dangers of **SERIOUS BODILY INJURY, INCLUDING PERMANENT DISABILITY, PARALYSIS AND DEATH** (“Risks”); (b) these Risks and dangers may be caused by the Minor’s own actions, or inaction’s, the actions or inaction’s of others participating in the Activity, the condition in which the Activity takes place, or THE NEGLIGENCE OF THE “RELEASEES” NAMED BELOW; (c) there may be other risks and social and economic losses either not known to me or not readily foreseeable at this time; and **I FULLY ACCEPT AND ASSUME ALL SUCH RISKS AND ALL RESPONSIBILITY FOR LOSSES, COSTS, AND DAMAGES** incurred as a result of the Minor’s Participation in the Activity.

3. I HEREBY RELEASE, DISCHARGE, COVENANT NOT TO SUE, AND AGREE TO INDEMNIFY AND SAVE AND HOLD HARMLESS **The National Archery Association of the US**, their respective administrators, directors, agents, officers, volunteers, and employees, other participants, any sponsors advertisers, and if applicable, owners and lessor of premises on which the Activity takes place (each considered one of the “Releasees” herein) from all liability, claims, demands, losses, or damages on the minor’s account caused or alleged to be caused in whole or in part by the negligence of the “Releasees” or otherwise, including negligent rescue operations and further agree that if, despite this release, I, the minor, or anyone on the Minor’s behalf makes a claim against any of the Releasees named above, **I WILL INDEMNIFY, SAVE AND HOLD HARMLESS EACH OF THE RELEASEES FROM ANY LITIGATION EXPENSES, ATTORNEY FEES, LOSS LIABILITY, DAMAGE, OR COST ANY MAY INCUR AS THE RESULT OF ANY SUCH CLAIM.**

I HAVE READ THIS AGREEMENT, FULLY UNDERSTAND IT’S TERMS, UNDERSTAND THAT I AND THE MINOR HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT AND HAVE SIGNED IT FREELY AND WITHOUT ANY INDUCEMENT OR ASSURANCE OF ANY NATURE AND INTEND IT TO BE A COMPLETE AND UNCONDITIONAL RELEASE OF ALL LIABILITY TO THE GREATEST EXTENT ALLOW BY THE LAW AND AGREE THAT IF ANY PORTION OF THIS AGREEMENT IS HELD TO BE INVALID THAT THE BALANCE, NOTWITHSTANDING, SHALL CONTINUE IN FULL FORCE AND EFFECT.

Name of Minor Child (Please print)

Date

Signature of Parent or Legal Guardian

Signature of Witness

Printed Name of Parent of Legal Guardian

Printed Name of Witness

Date

Date

THE BUSINESS OF BEING AN ARCHERY CLUB

Business Structures and Documents

RANGE RULES:

Archery is one of the safest sports we can do, but there are some precautions that need to be considered before, during and after shooting:

- A bow must not be loaded with an arrow unless standing on the "Shooting Line" and the signal to start shooting has been given.
- A loaded bow must only be pointed at the assigned target. It must not be pointed at another person.
- An arrow must not be shot straight up into the air.
- Archery equipment must be used in places that are especially set up for target practice - such as indoor and outdoor target ranges. Targets should be set up to insure that no one can be accidentally hit by a stray arrow.
- A cracked or bent arrow must never be shot.
- A person must never stand in the shooting lane forward of an archer about to shoot.
- While someone else is shooting, other's eyes and minds should be kept alert for possible danger.
- Where possible danger exists, one must not shoot.
- At least one member of a group should always remain standing in front of the target while others are searching for arrows.
- When each student has finished shooting their arrows, they should stand back from the shooting line so the instructor or teacher can clearly see that they have finished.
- One must always keep to the marked path from each target to the next shooting stand.
- Only when everyone has finished shooting should the signal to move forward to collect the arrows be given.
- If an arrow or part of equipment is dropped in front of the shooting line while shooting is in progress, it can only be picked up after shooting has stopped.
- Walk forward to collect the arrows, never run.
- Always walk up to the side of the target butt, so as to not to accidentally walk into the rear of the arrows lodged in the target.
- One must always use a bow stringer for recurve bows. This will reduce the possibility of damage to the bow and injury to the person.
- One must check his/her bow for cracks or twisting. If you in doubt of your equipment's safety, have it checked by a coach or instructor before continuing to shoot.
- When withdrawing arrows from the target, make sure no one is standing in front of the target or in the way of the withdrawn arrows. Withdrawing the arrows may require some force and the arrows

THE BUSINESS OF BEING AN ARCHERY CLUB

Business Structures and Documents

may come out suddenly from the target butt and the rear end of the arrow could hit someone standing in front of the target.

- When carrying arrows, always hold them to the side.
- After each end, everyone must return to the shooting line and the range must be checked to make sure no one is behind the target butts or in the safety zone before the signal to commence shooting is given.
- If any person or animal (i.e. dog) enters the safety zone while shooting is in progress, the emergency signal must be given, and all shooting must stop immediately! Even if the bow is held at full draw and the signal is given, the arrow must not be released. The bow should be pointed at the ground and the bowstring let slowly forward. The arrow should be removed from the bow until the range is clear.
- The coach or instructor will keep a close watch not only on the students, but also on the archery range to ensure it remains clear of people.
- NO BROADHEADS.

THE BUSINESS OF BEING AN ARCHERY CLUB

Business Structures and Documents

LLC:

The samples included are for the State of Arizona... and should provide a good starting point but may not be precisely what your state requires. Check your individual state's guidelines (and samples) as there is often specific language or formats required.

General steps:

1. Name search. Most states will have a database to search for company names currently being used within that state (only). An example would be <http://starpas.azcc.gov/scripts/cgiip.exe/WService=wsbroker1/connect.p?app=names-report.p>

If your proposed company is too close to something already in existence, your application will be denied, so be creative. Some states will let you apply for a name in advance for a nominal fee, which will give you that advantage of knowing ahead of time if you are likely to succeed.

You will also want to perform a general Google search and check with internet registration companies (like GoDaddy or Yahoo) to get a feel for things on the national and international market. Plus, in this day and age, you'll want that domain name for promotion and publication... so better to make sure you're in the clear at the very start.

One final place to search is the USPTO website.

2. If your chosen name looks clear, then it's time to fill out the Articles of Organization.

Notes:

- A registered agent, also known as a resident agent or statutory agent, is a business or individual designated to receive service of process when a business entity is a party in a legal action such as a lawsuit or summons. The address associated with the agent cannot be a PO Box, but must be a physical address.
- There can be any number of forming "members." Most clubs will want to use all of the initial officers of the club as the list of members.

THE BUSINESS OF BEING AN ARCHERY CLUB

Business Structures and Documents

**ARTICLES OF ORGANIZATION
OF
Super X Archery Club, LLC
An Arizona Limited Liability Company**

I. The name of this limited liability company is:

Super X Archery Club, LLC

II. This limited liability company is organized to transact any and all lawful business for which a limited liability company may be organized under Arizona law.

III. The known place of business in Maricopa County, Arizona is:

**101 Big Range Road
Phoenix, AZ 85123**

IV. The statutory agent's name and address is:

**Archery Volunteer
202 S Arrow Lane
Phoenix, AZ 85123**

V. This limited liability company shall be perpetual until dissolved in accordance with provisions of the controlling operating agreement.

VI. Management of the limited liability company is vested in the members.

VII. The name and mailing address of each member that owns a twenty percent (20%) or greater interest in capital and profits of the limited liability company are as follows:

**Fabulous Coach
303 E Cool Street
Phoenix, AZ 85123**

DATED this 21st day of July, 2010

Fabulous Coach, *Member*

I, Archery Volunteer, having been designated to act as Statutory Agent, hereby consent to act in that capacity until removed or resignation is submitted in accordance with the Arizona Revised Statutes.

DATED this 21st day of July, 2010

Archery Volunteer

THE BUSINESS OF BEING AN ARCHERY CLUB

Business Structures and Documents

3. Often times a submission cover sheet will be required.

**ARIZONA CORPORATION COMMISSION
CORPORATIONS DIVISION
SUBMISSION COVER SHEET**

THIS DOCUMENT SUBJECT TO PUBLIC RECORD – Important: use a separate cover sheet for each document

Regarding Super X Archery Club, LLC

Please Check or Complete the Appropriate Sections:

- A. 1. NEW Entity Filing CHANGE of Existing Entity Resubmission/Corrected
2. Domestic (from Arizona) Foreign
3. Profit/Business Corporation (B) Nonprofit Corporation (NP) LLC Trust
 Other
4. Payment Check # 1001 Cash MOD account #
 Amount: \$??.00 No Fee Required
5. Processing *Expedited* (Priority Services, \$35 Additional Fee Per Document)
 Regular (usually 2-4 months)
- B. **Filing Type:** (Check one only) Publication of _____
 Articles of Domestication Articles of Correction
 Articles of Incorporation Merger of NAME: _____
 Articles of Organization _____
 Application to Transact Business (B) Into: _____
 Application to Conduct Affairs (NP) _____
 Application for New Authority Other: _____
 Application for Registration _____
 Articles of Amendment _____
 Articles of Amendment & Restatement _____
- C. **Special Instructions:**
- D. **Extras:**
 Certified Copies– @ \$5 ea for corps or \$10 ea for LLCs Expedite Certified Copies (\$35 extra)
 Good Standing Certificate– @ \$10 ea Expedite Good Standing (\$35 extra)
- E. **RETURN DELIVERY VIA:** Mail or Pick Up or Fax # _____
The following individual should be called to pick up completed documents:

Please respond promptly to phone messages. Documents will be mailed if they are not picked up in a timely manner – approximately two weeks. In that event, the documents should be mailed to the following address:

Name: _____ **Firm:** _____
Address: _____
City, State, Zip: _____
Phone: _____

THE BUSINESS OF BEING AN ARCHERY CLUB

Business Structures and Documents

4. Once your LLC Articles are filed, you may begin drafting the internal governing documents. These don't usually have to be filed with the state, but banks, lawyers, and landlords will want to see them.

Super X Archery Club, LLC Waiver of Notice

Organizational Meeting of Board of Directors

The undersigned, being all of the Members of Super X Archery Club, LLC waive call for and notice of the time, place and purpose of a meeting of the Members of said company and consent that the same may be held on August 1, 2010, and we do further consent to the transaction of any and all business that may come before said meeting.

Fabulous Coach, *Member*

THE BUSINESS OF BEING AN ARCHERY CLUB

Business Structures and Documents

Super X Archery Club, LLC Meeting of Members

The organizational meeting of the Members of Super X Archery Club, LLC was held at 101 Big Range Road, Phoenix, AZ 85123 on August 1, 2010.

Present Were:

Fabulous Coach

Member

Fabulous Coach acted as temporary Chairman of the meeting and as temporary Secretary.

The Chairman announced that the meeting had been duly called by the Members of the company.

The Chairman reported that the Articles of Organization of the company had been duly filed with the State of Arizona on July 24 , 2010. The Certificate of Good Standing for the company and a copy of said Articles of Organization has been inserted in to the Business Documents book and is referenced herein the Minutes as a part of the records of the meeting.

A proposed Operating Agreement for the regulation and the management of the affairs of the company was then presented at the meeting. The Operating Agreement was read and considered and, upon motion duly made and seconded, it was:

RESOLVED, that the Operating Agreement of the company, as presented to this meeting, a copy of which is directed to be inserted in the Minute Book of the company be, and the same are hereby approved and adopted as, the Operating Agreement of the company.

The Chairman then stated that there were a number of organizational matters to be considered at the meeting and a number of resolutions to be adopted by the Members.

RESOLVED, that the Company is hereby authorized to pay or reimburse the payment of all fees and expenses incident to and necessary for the organization of this company.

The Members then considered the opening of a company bank account to serve as a depository for the funds of the company. Following discussion, on motion duly made and seconded, it was:

RESOLVED, that the Company be authorized, empowered and directed to open an account with and to deposit all funds of the company, all drafts, checks and notes of the company, payable on said account to be made in the company name signed by Fabulous Coach.

FURTHER RESOLVED, that Fabulous Coach is hereby authorized to execute such resolutions (including formal Bank Resolutions), documents and other

THE BUSINESS OF BEING AN ARCHERY CLUB

Business Structures and Documents

instruments as may be necessary or advisable in opening or continuing said bank account.

In order to provide for the payment of expenses of company and organization of the company, on motion duly made, seconded and unanimously carried, the following resolution was adopted:

RESOLVED, that Fabulous Coach be and is hereby authorized and directed to pay the expenses of this company, including attorney's fees for company, and to reimburse the persons who have made disbursements thereof.

After consideration of the pertinent issues with regard to the tax year and accounting basis, on motion duly made, and seconded and unanimously carried, the following resolution was adopted:

RESOLVED, that the first fiscal year of the company shall commence on January 1st and end on December 31st.

The Chairman then suggested the Board consider filing the necessary application to elect to treat the Company, for tax purposes only, as a corporation. Upon motion duly made, seconded and unanimously carried, the following resolution was adopted:

RESOLVED, that the Company elects to be treated as an S corporation according to the applicable provisions of the Arizona Revised Statutes, and for this purpose, the Company is hereby authorized and directed to execute and file such elections and other instruments and take such other actions as they, or any of them, may deem necessary or appropriate to making such an election.

A general discussion was then held concerning the immediate commencement of business operations as a company and it was determined that business operations of the company would commence as of August 15, 2010. It was agreed that no fixed date would be set for holding meetings of the Members except for regular meetings as required by the Operating Agreement of the company.

Upon motion duly made, seconded and unanimously carried, it was:

RESOLVED, that Fabulous Coach is hereby authorized to do any and all things necessary to conduct the business of the company as set forth in the Articles of Organization and Operating Agreement of the company.

FURTHER RESOLVED, that the company be and is hereby authorized to enter into any and all necessary contractual relationships to carry out business.

FURTHER RESOLVED, that it shall be the policy of the company to reimburse each Member or to pay directly on his behalf all expenses incidental to his attendance at conventions and seminars as may be approved by the Members. Reimbursement shall include full reimbursement for commercial and private transportation expenses, plus other necessary and ordinary out-of-pocket expenses incidental to the said travel, including meals and lodging.

Upon motion duly made, seconded, and unanimously carried the following resolution was adopted:

RESOLVED, that, Archery Volunteer, 202 S Arrow Lane, Phoenix, AZ 85123

THE BUSINESS OF BEING AN ARCHERY CLUB

Business Structures and Documents

hereby is, appointed Resident Agent in the State of Arizona.

The Chairman then presented to the meeting other question and options. After a discussion, the following resolutions were unanimously passed:

WHEREAS, the company requires the services of an accountant for general accounting purposes, including the preparation of tax returns; be it

RESOLVED, that the company for its general accounting and tax needs may retain an accounting firm upon such terms as may be generally prevailing rates and/or are customarily charged.

There being no further business requiring Member action or consideration, on motion duly made, seconded and carried, the meeting was adjourned.

Dated:

Fabulous Coach, Member

THE BUSINESS OF BEING AN ARCHERY CLUB

Business Structures and Documents

IMPORTANT... CLUB vs COACH BUSINESS vs BUSINESS Operating Agreements will vary widely. Below is an example for a club MIGHT want to do.

SUPER X ARCHERY CLUB, LLC

OPERATING AGREEMENT

ARTICLE I

Name

The name of this organization shall be Super X Archery Club, hereinafter referred to as “the club,” and it is formed as a Limited Liability Company according to the laws of the State of Arizona.

ARTICLE II

Purposes

The purposes of the club shall be to foster the essentials of good sportsmanship, (for example: honesty, safety, self discipline, good fellowship, self reliance and fair play;) to develop better sportsmen by providing programs in archery. and to aid the individual in becoming a more skilled archer through the provision of indoor and outdoor shooting ranges of various kinds; to educate the general public about the benefits of archery and other similar activities; and to support and promote the wise use of outdoor wilderness sporting areas.

The club recognizes the importance of fostering good shooting habits and discipline in our youth, and encourages participation by member’s families, but only in accordance with the club’s safety rules, range regulations, and all applicable statutory provisions.

ARTICLE III

Administrative and Membership Year

The club’s Administrative Year shall be from January 1st through December 31st, both dates inclusive. The Membership and Fiscal Years shall coincide with the Administrative Year. The term “year” in these by laws shall be taken to indicate “Administrative Year,” unless specified otherwise.

ARTICLE IV

Membership

A. Any person in accord with the club’s purposes may apply for membership. Race, sex, religion, or creed shall not be held as bars to membership.

B. General Membership Requirements. All prospective members must satisfy all of the following requirements.

1. Has completed all documentation as may be required including but not necessarily limited to:

THE BUSINESS OF BEING AN ARCHERY CLUB

Business Structures and Documents

- a. A written application for membership, to include a signed agreement to comply with all the requirements specified therein;
- b. A disclaimer/waiver of liability form; and
- c. statement that these by-laws and the club's general safety rules have been received, are understood, and will be adhered to;

2. Has paid all applicable dues and fees;

C. Bars to Membership. Any of the following shall be grounds for denial of club membership, and shall also constitute grounds for membership removal. The individual must be proven to:

1. Have submitted a fraudulent or willfully falsified membership application; or
2. Have been convicted of a felony, absent a pardon for that offense; or
3. Have an active, court-ordered restraining order placed upon him or her; or
4. Have violated the laws regulating hunting, fishing, or the taking of wild game. or
5. Have engaged in wanton destruction of club property; or
6. Have participated in verbal or non-verbal actions deleterious to the good name and repute of the club as a whole or of its individual members.

D. Categories of Membership.

1. Regular. Regular Members shall have completed all the requirements set forth in Article IV §B1 through §B3. Regular Members shall enjoy all the benefits of membership, may vote in club affairs, and are eligible to hold club office after having been a member in good standing for one (1) year or more.

2. Family. Relatives of Regular Members who are residents in a Regular Member's household may apply for Family Membership. Family Membership applicants must have completed all the requirements set forth in Article IV §B1 through §B3. Family Membership terminates simultaneously with that of the sponsoring Regular Member or immediately when the co-residency requirement ceases to be met. During any given Administrative Year, an individual already a Family Member may become a Regular Member upon payment of the difference between Regular and Family Membership dues.

3. Honorary. Person's not otherwise members of the club may be extended Honorary Membership for outstanding service to the club, community, area, state, or nation. Honorary Membership shall in no case be in effect for a period extending past the next-occurring Annual Meeting, but may be renewed at that meeting. Selection shall require a $\frac{2}{3}$ majority vote of the Executive Board present at any regular business meeting or special meeting called for the purpose of such voting. Honorary Members shall be eligible to participate in all club activities absent any statutory bar to their participation, but shall neither be empowered to vote in club affairs nor be eligible to hold club office.

THE BUSINESS OF BEING AN ARCHERY CLUB

Business Structures and Documents

4. Life. Regular Members who have accumulated ten or more year's continuous membership and who have rendered outstanding long-term service to the club may, with the approval of the Executive Board, be granted Life Membership in the club. Life Members shall enjoy all the privileges of Regular Membership, but shall not be assessed annual dues.

E. A copy of these by-laws and all Range Regulations shall be given to each person of every membership category.

F. Membership Dues and Fees.

1. Regular Membership dues shall be determined by the membership at the Annual Election Meeting for the ensuing year, and shall remain in force until the subsequent election meeting. Annual dues may be prorated during the year as decided by the Executive Board. New members may be required to pay an initiation fee, which shall be determined by the membership at the Annual Election Meeting.

2. Annual dues are payable at any time after they have been set by the membership. Any person who held club membership during the immediately-preceding Administrative Year and who has not paid his or her dues as of the first day of the fourth month of the current Administrative Year shall be considered a nonmember, but may reinstate their membership at any time during the current Administrative Year by payment of the appropriate dues. In the event that dues are not paid on or before the last day of the current Administrative Year, the individual must reapply for membership in the club. Club membership granted by such reapplication shall be considered non-continuous.

3. Annual dues may be changed at the Annual Election Meeting. All or a portion of the annual dues may be reduced in whole or in part for good cause and on a case-by-case basis by the Executive Board.

4. Special Dues Schedule.

a. Senior Members: As assessed at the Annual Election Meeting. Persons sixty-five years of age or more and who have five or more years of continuous membership may be granted a dues reduction of not more than 25% of the annual dues as may be decided by the membership at the Annual Election Meeting.

b. Family Members: Not more than 50% of the annual dues assessed Regular Members and as may be decided by the membership at the Annual Election Meeting.

c. Honorary Members: No dues assessed.

d. Life Members: No dues assessed.

e. Dues Discounts for Service: The Executive Board may consider reduction of any member's dues for a period of one year based upon that member's service to the club. Any such consideration will be on an individual, case-by-case basis.

THE BUSINESS OF BEING AN ARCHERY CLUB

Business Structures and Documents

ARTICLE V

Meetings

A. The club shall conduct not fewer than five (5) regular business meetings during each Administrative Year, two of which shall be scheduled as follows and for the indicated purposes.

1. A regular business meeting of the club for the purpose of nominating officers for the ensuing year and any other necessary business shall be held during the eleventh month of the Administrative Year. The date, time, and place shall be as decided at the previous annual meeting, or, if no such date, time, and place were decided, as fixed by the Executive Board.

2. An annual meeting of the club for the purposes of electing the ensuing year's officers, setting the ensuing year's dues, scheduling the ensuing year's regular business meetings, and the conduct of any other necessary business shall be held during the last month of the Administrative Year. The date, time, and place shall be as decided at the previous annual meeting, or, if no such date, time, and place were decided, as fixed by the Executive Board.

B. The date, time, and place for all other meetings shall be as fixed by the Executive Board.

C. Special Meetings may be held at any time upon the call of the President or the Executive Board, and must be called upon written petition of not less than 25% of the voting membership, clearly setting forth the reason for the special meeting. The Executive Board shall fix the date, time, and place of all special meetings. Notice of the date, time, place, and purpose of any special meeting must be given to the membership not less than 72 hours prior to the date and time fixed for that meeting. Only that business for which a special meeting has been called may be transacted at that special meeting.

D. Seven (7) voting members in good standing, at least one (1) of whom shall be a duly elected club officer, shall constitute a quorum for the transaction of business at any regular, annual, or special business meeting.

E. Regular business meetings and the annual meeting shall be conducted in accordance with the generally-accepted rules of parliamentary procedure. The order of business shall include, but is not necessarily limited to:

1. Call to order.
2. Roll call of officers, and introduction of special guest(s) if applicable.
3. Reading of minutes of previous meeting.
4. Correspondence sent and received, if any.
5. Treasurer's Report.
6. Standing Committee Reports, if any.
7. Special Committee Reports, if any.

THE BUSINESS OF BEING AN ARCHERY CLUB

Business Structures and Documents

8. Unfinished business.
9. New Business.
10. For the Good of the Club.
11. Adjourn

F. Special Meetings shall be conducted in accordance with the generally-accepted rules of parliamentary procedure. The order of business shall be:

1. Call to order.
2. Roll call of officers and introduction of special guest(s) if applicable
3. Special order of business for which the meeting was called.
4. Adjourn.

G Voting shall be by voice vote unless a written ballot be directed by the presiding officer or has been called for from the floor. Unless a greater fraction is otherwise specified herein, a simple majority vote shall be sufficient to decide any question before the house.

ARTICLE VI

Officers and Executive Board

- A. The elected officers of the club shall be: President, Vice President, Secretary, and Treasurer.
- B. All Regular Members in good standing who have maintained their membership for one (1) year or more and all Life Members shall be eligible for any elected office.
- C. Elected officers shall serve a term of one (1) year, and will assume office as of the first day of the month next following their election.
- D. How nominated and elected.
 1. Nomination.
 - a. Nominees for the ensuing year shall be presented by a nominating committee to the membership at the business meeting specified in Article V, §A.1. Nominees' names shall also be published in the club newsletter.
 - b. Nominations for the ensuing year may be made from the floor by any voting member in good standing.
 2. Election.

THE BUSINESS OF BEING AN ARCHERY CLUB

Business Structures and Documents

a. Officers for the ensuing year shall be chosen by majority ballot of the voting membership present at the Annual Election Meeting.

b. Prior to balloting, further nominations from the floor must be solicited.

c. Voting shall be conducted by voice vote, unless a written ballot be directed or called for.

E. Officers' Duties and Responsibilities

1. The President shall be the chief executive officer; shall be a voting member of the Executive Board; shall preside at all club business meetings and all meetings of the Executive Board; shall be the club's spokesman in all matters of public discourse; and shall perform such other actions as the office may require.

2. The Vice President shall assist the President in the performance of his duties; shall be a voting member of the Executive Board; shall perform the duties of President in the President's absence or incapacity; and shall perform such other actions as the office may require.

3. The Secretary shall conduct all club correspondence; shall keep the minutes of all meetings and submit the minutes of previous meetings to the appropriate body for approval; shall process and submit membership applications for approval; shall maintain a current up-to-date membership list; shall maintain the club's archives; shall be a voting member of the Executive Board; and shall perform such other actions as the office may require.

4. The Treasurer shall be the custodian of all club checking, savings, and cash accounts and other financial instruments; shall be empowered to sign all checks or other financial instruments on behalf of the club; shall maintain accurate, up-to-date records of all income and disbursements; shall report the club's financial condition to the membership at regularly scheduled business meetings; shall submit the club's books to the president for inspection not less often than quarterly; shall transfer the previous year's financial records to the Secretary for deposit in the club's archives as soon as practicable after the end of each Administrative Year; shall be a voting member of the Executive Board; and shall perform such other actions as the office may require.

E. Executive Board

1 Membership. The following persons shall be voting members of the Executive Board:

a. President;

b. Vice President;

c. Secretary;

d. Treasurer; and

e. Not fewer than three (3) nor more than five (5) members appointed at large from the voting membership in good standing. At-large members shall be appointed by the elected members of the

THE BUSINESS OF BEING AN ARCHERY CLUB

Business Structures and Documents

Executive Board, and shall serve a one (1) year term, renewable with the individual's consent and subsequent Executive Board concurrence.

2. Powers and Duties.

a. The Executive Board shall:

- 1) cause the provisions of these bylaws and all club rules and regulations to be faithfully executed;
- 2) have the duty of keeping the club financially sound;
- 3) approve all club functions and activities;
- 4) appoint all committees;
- 5) review and take appropriate action upon all new member applications;
- 6) review and take appropriate action upon all dues discounts;
- 7) review and take appropriate action upon all reductions or waiver of dues and fees for cause;
- 8) review and take appropriate action upon questions of member suspension or expulsion and all questions of removing an elected officer from office;
- 9) approve all instructors of, and fees to be paid for, courses of instruction;
- 10) discharge such other duties as shall have been directed by the membership or as the proper operation of the club may require.

b. The Executive Board shall be empowered to appoint a voting member in any elected office which becomes vacant. Interim appointments of this nature shall become effective immediately and shall terminate on the last day of the month in which the next occurring annual meeting is held.

3. Executive Board Meetings.

a. The Executive Board shall meet not less than eight (8) times during the Administrative Year at times and places which shall be convenient.

b. Special meetings may be called by the President if necessary, and shall be called upon petition of five (5) or more voting members of the Executive Board.

c. Five (5) voting members of the Executive Board, of whom one (1) must be a duly-elected club officer, shall constitute a quorum for the transaction of business at any regularly scheduled or special Executive Board meeting. Should a quorum not be present, those members in attendance shall be empowered to adjourn and to fix the date, time, and place for a subsequent meeting.

THE BUSINESS OF BEING AN ARCHERY CLUB

Business Structures and Documents

d. The Executive Board shall be empowered to adopt such parliamentary procedures as may be most convenient for its deliberations.

e. Any club member in good standing may attend Executive Board meetings, unless the Board has determined that the interests of the club or of any individual are best served by going into executive (closed) session. Club members in good standing may participate in open discussions, but shall not be empowered to vote on any question before the Board.

ARTICLE VII

Suspension and Expulsion

Removal from Office

A. Club members may be suspended from membership or expelled from the club as may be determined by the Executive Board for willful disobedience to these By-laws, the club's safety and other regulations, local ordinances, or any other statutory requirements.

1. Suspension shall mean the temporary withholding of membership benefits and privileges, to include use of club facilities and ranges, and the right to hold office or to vote in club affairs. Members under suspension must surrender their access road gate and club house keys. Generally, suspension shall be for a limited time, e.g., thirty days, sixty days, six months, and so on; the duration of a period of suspension will be consonant with the seriousness of the offense. At the conclusion of the suspension imposed, the individual shall again be considered in good standing, may hold the appropriate keys, may use club ranges and other facilities, and may vote in club affairs. The individual shall not be eligible to hold club office until six months have elapsed from the termination of the period of suspension, and may be considered on probation for the remainder of the year.

2. Expulsion shall mean the permanent severance of the individual from the club in all particulars, and shall require the surrender of the individual's membership card, and access road gate and club house keys. All dues or other fees paid to the club by an individual who is expelled shall be forfeit.

B. The following offenses shall be grounds for suspension:

1. Indictment for a crime of violence; if the indictment is withdrawn, or if the individual is found not guilty, reinstatement to membership in good standing shall be automatic, to be effective as of the date of imposition of the suspension;

2. First willful violation of these by-laws or other club safety and range rules;

3. Failure to immediately inform the club, by written communication to the secretary, of changes in the individual's qualifications for membership.

C. The following offenses shall be grounds for expulsion from the club:

1. Conviction of violating the Fish and Game Laws;

2. Conviction of a crime of violence;

THE BUSINESS OF BEING AN ARCHERY CLUB

Business Structures and Documents

3. Theft of club property;
 4. Vandalism to club property.
 5. Repeated willful violation of these by-laws or other club safety and range rules.
 6. Failure to immediately inform the club, by written communication to the secretary, of changes in the individual's qualifications for membership.
- D. Procedure.
1. All persons facing suspension or expulsion shall be informed, in writing, of the charges, by who preferred, and the date, time, and place of the Executive Board meeting at which the matter will be considered. The person preferring charges and any witnesses shall also be informed of the date, time, and place of such meeting.
 2. Consideration of suspensions or expulsions shall take place in executive (closed) session.
 3. A $\frac{2}{3}$ majority vote of the Executive Board members present and voting shall be required to sustain the charges and exact either suspension or expulsion from the club.
- F. Right of Appeal and Reinstatement.
1. No appeal will be entertained if the suspension or expulsion is exacted for the violation of any statutory requirement.
 2. Any person expelled from the club or who is under suspension for other reasons may appeal the Executive Board's decision by writing to the Secretary, requesting that the Executive Board's decision be overturned by vote of the membership at a regularly-scheduled business meeting.
 3. Providing a quorum is present, $\frac{2}{3}$ of the members present and voting upon any appeal must approve overturning the Executive Board's decision in order to rescind the expulsion or suspension.
 4. The vote of the membership shall be final and binding.
 5. Providing an appeal has been filed, an expelled member may apply to rejoin the club after one calendar year has elapsed from the date of expulsion. A majority vote of the club shall be sufficient to reinstate an expelled member, and all other membership requirements must be met.
- G. Removal from Office
- Any officer, committeeman, or Executive Board member may be removed from office upon petition of one or more members in good standing by:
1. Submitting to the Executive Board, in writing and not less than 15 days prior to the next Executive Board meeting, the cause or causes why the individual should be removed from office.
 2. Presenting, in person or by mail, a written copy of the charges to the person whose removal is desired.

THE BUSINESS OF BEING AN ARCHERY CLUB

Business Structures and Documents

3. The Executive Board shall notify the person whose removal is desired of the date, time, and place of the Executive Board meeting at which the matter will be considered. Such notification shall take place not less than 7 days prior to that meeting, and shall be accomplished using "Registered / Return Receipt" mail.

4. Procedures and right of appeal shall in general follow those outlined above as regards suspension or expulsion.

ARTICLE VIII

Access to and Use of Club Facilities

A. Access. All Regular Members in good standing may hold a key to the lock on the access road gate and the clubhouse. Other organizations, such as, Fire and Police Departments, or persons providing services, such as, rubbish removal or snow plowing may be provided with such keys with the approval of the Executive Board.

B. Use of club facilities by other organizations shall require the prior review of and approval by the Executive Board.

ARTICLE IX

Termination and Dissolution of the club

Should circumstances require the dissolution of the club; the following actions will be taken:

A. Two-thirds of the Full Executive Board must vote to dissolve the club, and will set a date, time, and place for, a special club meeting to vote upon the question. The date shall be not less than thirty, or more than sixty days following the date of the Executive Board's vote.

B. The membership roll as of the date the Executive Board so votes shall be frozen; no additional new or reinstated members will be accepted.

C. Each voting member on the membership rolls will be informed of the meeting by letter sent to their last known address as shown in the membership rolls; letters will be sent "Registered / Return Receipt / Deliver to Addressee Only," and will contain the following:

1. A clear statement of the circumstances which require the club's dissolution;
2. A postage-paid envelope addressed to the Secretary, or, if the office of Secretary is vacant, to another member designated by the Executive Board;
3. A ballot for the individual voting member to mark and return. The ballot shall specify only two options: "Yes, dissolve the club" or "No, do not dissolve the club." The individual's name will appear on the ballot, and the member will be required to sign and date the ballot for authentication purposes. The secretary or another individual designated by the Executive Board will collect the ballots or cause them to be collected not earlier than three days prior to, nor later than the day of, the special meeting. Ballots shall not be opened until the special business meeting has been called to order.

THE BUSINESS OF BEING AN ARCHERY CLUB

Business Structures and Documents

D. The conduct of the meeting as called for in 'A' (above) shall include:

1. A Treasurer's report, setting forth the club's up-to-date financial condition.
2. The returned paper ballots shall be opened and tallied by the Secretary or another designated voting member, who may be assisted by one of more other members appointed for that purpose by the presiding officer.
3. A roll-call vote will be conducted by the Secretary or designee. Voting shall be conducted by voice vote, and the Secretary or designee shall read the names and record the votes of all those who returned a mail ballot.

E. A two thirds majority affirmative vote of the total number of members present and voting plus the number of mail-in ballots received shall be necessary to dissolve the club.

F. In the event that the action to dissolve the club is sustained, all outstanding bills will be paid and all outstanding indebtedness satisfied. All statutory requirements in force at the time the vote is taken will be complied with.

ARTICLE X

Adoption and Amendments

A. Adoption. This Operating Agreement shall be first approved by the Executive Board and submitted to the voting membership at a regular business meeting or special business meeting called for that purpose. A $\frac{2}{3}$ majority of the voting members present and voting at such a meeting shall be sufficient to adopt these By-laws, which shall take effect immediately upon receipt of the required vote.

B. Amendments or Revisions.

1. Amendments of or revisions to this Operating Agreement may be proposed by any voting member in good standing.

2. All such proposals must be first submitted in writing to the Executive Board for approval; if approved, the proposed amendment shall be disseminated to the membership at large not less than thirty (30) days preceding a club meeting at which the proposal shall be voted upon.

3. The text of any amendment or revision as approved by the Executive Board may not be further amended when brought before the membership; it must be adopted or rejected as it stands.

4. Provided a quorum is present, $\frac{2}{3}$ of the voting members present and voting at a club meeting must vote to adopt any amendment of or revision to this Operating Agreement as may have been previously approved by the Executive Board.

5. Should a proposed amendment or revision be rejected, but might be acceptable if itself amended, the modified amendment or revision will be returned to the Executive Board for further deliberation, and resubmission to the membership at a later time if the modified amendment or revision receives Executive Board approval.

THE BUSINESS OF BEING AN ARCHERY CLUB

Business Structures and Documents

6. Amendments to or revisions of this Operating Agreement shall be effective immediately upon adoption by the required $\frac{2}{3}$ vote or as may be specified in the amendment or revision.

ARTICLE XI

Miscellaneous

A. The invalidity of any part or parts of this Operating Agreement shall extend only to that part or those parts in question, and shall not invalidate this Operating Agreement as a whole.

B. The club has, by the required vote of the membership, adopted By-laws on the following dates:

August 1, 2010 (current)

THE BUSINESS OF BEING AN ARCHERY CLUB

Business Structures and Documents

5. Federal Tax ID #s, also known as EIN #s can be easily obtained online at <http://www.irs.gov/businesses/small/article/0,,id=102767,00.html> Just follow along with the instructions they give and the pop-up boxes they offer. It will take all of about 5 minutes. FYI – the forms don't like commas and abbreviations.

Here is an example of a finished EIN form:

Form SS-4 (Rev. December 2001) Department of the Treasury Internal Revenue Service	Application for Employer Identification Number (For use by employers, corporations, partnerships, trusts, estates, churches, government agencies, Indian tribal entities, certain individuals, and others.) ▶ See separate instructions for each line. ▶ Keep a copy for your records.		EIN 20-XXXXXXX OMB No. 1545-0003	
1* Legal name of entity (or individual) for whom the EIN is being requested Super X Archery Club LLC				
2 Trade name of business (if different from name on line 1)		3 Executor, trustee, "care of" name		
4a* Mailing address (room, apt., suite no. and street, or P.O. box) 101 Big Range Road		5a Street address (if different) (Do not enter a P.O. box)		
4b* City, state, and ZIP code Phoenix AZ 85123		5b City, state, and ZIP code -		
6* County and state where principal business is located County Maricopa State AZ				
7a* Name of principal officer, general partner, grantor, owner, or trustee Fabulous Coach		7b* SSN, ITIN, EIN 123-45-6789		
8a* Type of entity (check only one)				
<input type="checkbox"/> Sole Proprietor (SSN) <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation (enter form number to be filed) ▶ <input type="checkbox"/> Personal Service <input type="checkbox"/> Church or church-controlled organization <input type="checkbox"/> Other nonprofit organization (specify) ▶ <input checked="" type="checkbox"/> Other (specify) ▶ LLC Single member (or could be multi-member)		<input type="checkbox"/> Estate (SSN of decedent) <input type="checkbox"/> Plan administrator (SSN) <input type="checkbox"/> Trust (SSN of grantor) <input type="checkbox"/> National Guard <input type="checkbox"/> Farmers' cooperative <input type="checkbox"/> REMIC <input type="checkbox"/> Group Exemption NO. (GEN) ▶		
8b If a corporation, name the state or foreign country (if applicable) where incorporated		State	Foreign country	
9* Reason for applying (check only one)				
<input checked="" type="checkbox"/> Started new business (specify type) ▶ LLC <input type="checkbox"/> Hired employees (Check the box and see line 12) <input type="checkbox"/> Compliance with IRS withholding regulations <input type="checkbox"/> Other (specify) ▶		<input type="checkbox"/> Banking purpose (specify purpose) ▶ <input type="checkbox"/> Changed type of organization (specify new type) ▶ <input type="checkbox"/> Purchased going business <input type="checkbox"/> Created a trust (specify type) ▶ <input type="checkbox"/> Created a pension plan (specify type) ▶		
10* Date business started or acquired (month, day, year) JUL 10 2010		11* Closing month of accounting year DEC		
12 First date wages or annuities were paid or will be paid (month, day, year) Note: If applicant is a withholding agent, enter date income will first be paid to nonresident alien. (month, day, year) ▶ AUG 1 2010				
13 Highest number of employees expected in the next twelve months Note: If the applicant does not expect to have any employees during the period, enter "-0-" ▶			Agriculture	Household
			Other 03	
14* Check box that best describes the principal activity of your business				
<input type="checkbox"/> Construction <input type="checkbox"/> Real estate		<input type="checkbox"/> Rental & leasing <input type="checkbox"/> Manufacturing		<input type="checkbox"/> Transportation & warehousing <input type="checkbox"/> Finance & insurance
		<input type="checkbox"/> Health care & social assistance <input type="checkbox"/> Accommodation & food service <input type="checkbox"/> Retail		<input type="checkbox"/> Wholesale-agent/broker <input type="checkbox"/> Wholesale-other
<input checked="" type="checkbox"/> Other (specify) archery promotion				
15* Indicate principal line of merchandise sold; specific construction work done; products produced; or services provided.				

THE BUSINESS OF BEING AN ARCHERY CLUB

Business Structures and Documents

16a* Has the applicant ever applied for an employer identification number for this or any other business? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Note If "Yes" please complete lines 16b and 16c		
16b If you checked "Yes" on line 16a, give applicant's legal name and trade name shown on prior application if different from line 1 or 2 above.		
Legal name		
Trade name		
16c Approximate date when, and city and state where, the application was filed. Enter previous employer identification number if known.		
Approximate date when filed (month, day, year)	City and state where filed	Previous EIN
		-
Complete section only if you want to authorize the named individual to receive the entity's EIN and answer questions about the completion of this form		
Third Party Designee	Designee's name	Designee's telephone number (include area code)
	Address and ZIP code	Designee's fax number (include area code)
	303 E Cool Street Phoenix AZ 85123 -	(480) 123 - 4567 (480) 123 - 4568
Under penalties of perjury, I declare that I have examined this application, and to the best of my knowledge and belief, it is true, correct, and complete.		Applicant's telephone number (include area code)
Name and title (type or print clearly)		(480) 123-4567
Signature ▶ Fabulous Coach Member		Applicant's fax number (include area code)
Date ▶ August 17, 2010 GMT		(480) 123-4568

- Once your state has notified you that your Articles of Organization have been approved, they will likely require you to publish that announcement (and that document). Pick a paper (often the commission will send a list of recommendations). Just call the paper and tell them what you are trying to do and they will know the necessary time and cost of publication.
- THE BOOK – Once you have your approved Articles, your Meeting Minutes, your Operation Agreement, and your EIN... put them all in a book for future reference and records. The bank will want to see the book and the documents in order to open an account in the club's name. Plus, it's just good practice to keep everything (including future meeting minutes and tax returns, etc) in one place so that they can be passed from generation to generation of leadership... and in case there are ever any future legal issues.

THAT'S AN LLC.

THE BUSINESS OF BEING AN ARCHERY CLUB

Business Structures and Documents

501(C)(3):

A 501c is a bit more complicated (and more expensive to start), but the principles are the same as an LLC. You just have to be sure some key “magic language” when dealing with the Federal government. “Olympic” and “International Competition” and “athletes” are the buzz words.

Unlike with an LLC, which really only hits upon the state filing requirements, a 501c starts with the state (which is usually easy to get through) and finished with the feds (which is not so easy). Don’t worry, if you make a mistake at either stage, the governing body will let you know and advise you as to how to fix the problem, but this can be very time consuming and may require additional filing fees, so you want to try to get it right the first time.

1. Once again, start with your name search. Most states will have a database to search for company names currently being used within that state (only). An example would be <http://starpas.azcc.gov/scripts/cgiip.exe/WService=wsbroker1/connect.p?app=names-report.p>

If your proposed company is too close to something already in existence, your application will be denied, so be creative. Some states will let you apply for a name in advance for a nominal fee, which will give you that advantage of knowing ahead of time if you are likely to succeed.

You will also want to perform a general Google search and check with internet registration companies (like GoDaddy or Yahoo) to get a feel for things on the national and international market. Plus, in this day and age, you’ll want that domain name for promotion and publication... so better to make sure you’re in the clear at the very start.

One final place to search is the USPTO website.

2. If your chosen name looks clear, then it’s time to fill out the Articles of Incorporation with the state.

Notes:

- A registered agent, also known as a resident agent or statutory agent, is a business or individual designated to receive service of process when a business entity is a party in a legal action such as a lawsuit or summons.

THE BUSINESS OF BEING AN ARCHERY CLUB

Business Structures and Documents

The address associated with the agent cannot be a PO Box, but must be a physical mailing address.

ARTICLES OF INCORPORATION OF SUPER C ARCHERY CLUB, INC.

Pursuant to A.R.S. §10-3202
(Arizona Non-Profit Corporation)

I

The Name of the Corporation is **Super X Archery Club, Inc.**

II

The specific purpose of this corporation is to create a “qualified amateur sports organization” to foster participation, development and competition in Olympic Archery, Junior Olympic Archery and Special Olympic Archery within the meaning of section 501(c)(3), 501(c)(4) and 501(j) of the Internal Revenue Code.

III

- A. This corporation is organized and operated exclusively for **public and charitable** purposes within the meaning of Internal Revenue Code section 510(c)(3).
- B. No substantial part of the activities of this corporation shall consist of carrying on propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of any candidate for public office.

IV

The property of this corporation is irrevocably dedicated to public and charitable purposes and no part of the net income or assets of this corporation shall ever inure to the benefit of any director, officer or member thereof or to the benefit of any private person. Upon the dissolution or winding up of the corporation, its assets remaining after payment, or provision for payment, of all debts and liabilities of this corporation shall be distributed to USA Archery (“USAA”), or shall be distributed to the Arizona State Archery Association (“ASAA”) or to the federal government, or the state or local government for a public purpose, which is organized and operated exclusively for public and charitable purposes and which has established its tax exempt status under Internal Revenue Code section 501(c)(3).

V

The power of indemnification under the Arizona Revised Statutes shall not be denied or limited by the bylaws.

VI

The initial board of directors shall consist of four (4) directors. The names and addresses of the persons who are to serve as the directors until the first annual meeting of the members, if a member corporation, or Board of Directors, if the corporation has no members, or until their successors are elected and qualifies are:

Archery Volunteer
202 S Arrow Lane

Fabulous Coach
303 E Cool Street

THE BUSINESS OF BEING AN ARCHERY CLUB

Business Structures and Documents

Phoenix, AZ 85123

Phoenix, AZ 85123

Dedicated Parent
404 Money Drive
Phoenix, AZ 85123

Big Time Judge
505 Red Shirt Circle
Phoenix, AZ 85123

The number of persons to serve on the board of directors thereafter shall be fixed by the bylaws

VII

The street address of the known place of business of the Corporation is:

101 Big Range Road
Phoenix, AZ 85123

VIII

The name and address of the statutory agent of the corporation is:

Archery Volunteer
202 S Arrow Lane
Phoenix, AZ 85123

IX

The Name and address of the incorporator is:

Fabulous Coach
303 E Cool Street
Phoenix, AZ 85123

All powers, duties and responsibilities of the incorporator shall cease at the time of delivery of these Articles if Incorporation to the Arizona Corporation Commission

X

The Corporation will not practice or permit discrimination on the basis of sex, race, national origin, religion, physical handicap or disability.

XI

The Corporation will have members.

DATED this 21st day of July, 2010

Fabulous Coach, *Incorporator*

I, Archery Volunteer, having been designated to act as Statutory Agent, hereby consent to act in that capacity until removed or resignation is submitted in accordance with the Arizona Revised Statutes.

DATED this 21st day of July, 2010

Archery Volunteer

THE BUSINESS OF BEING AN ARCHERY CLUB

Business Structures and Documents

3. Unlike with an LLC, many states also require a Certificate of Disclosure for the formation of any corporation.

**NONPROFIT
CERTIFICATE OF DISCLOSURE**
Pursuant to A.R.S. § 10-3202 (D)

Super X Archery Club, Inc.
EXACT CORPORATE NAME

A. Has any person serving either by election or appointment as officer, director, trustee, or incorporator in the corporation:

1. Been convicted of a felony involving a transaction in securities, consumer fraud or antitrust in any state or federal jurisdiction within the seven-year period immediately preceding the execution of this Certificate?
2. Been convicted of a felony, the essential elements of which consisted of fraud, misrepresentation, theft by false pretenses, or restraint of trade or monopoly in any state or federal jurisdiction within the seven-year period immediately preceding the execution of this Certificate?
3. Been or are subject to an injunction, judgment, decree or permanent order of any state or federal court entered within the seven-year period immediately preceding the execution of this Certificate wherein such injunction, judgment, decree or permanent order:
 - (a) Involved the violation of fraud or registration provisions of the securities laws of that jurisdiction; or
 - (b) Involved the violation of the consumer fraud laws of that jurisdiction; or
 - (c) Involved the violation of the antitrust or restraint of trade laws of that jurisdiction?

Yes _____ No X

B. IF YES, the following information MUST be attached:

1. Full name and prior name(s) used.
2. Full birth name.
3. Present home address.
4. Prior addresses (for immediate preceding 7-year period).
5. Date and location of birth.
6. The nature and description of each conviction or judicial action, date and location, the court and public agency involved and file or case number.

C. Has any person serving as an officer, director, trustee or incorporator of the corporation, served in any such capacity in any other corporation in any jurisdiction on the bankruptcy or receivership of the other corporation?

Yes _____ No X

IF YOUR ANSWER TO THE ABOVE QUESTION IS "YES", YOU MUST ATTACH THE FOLLOWING INFORMATION FOR EACH CORPORATION:

1. Name and address of the corporation.
2. Full name, including alias and address of each person involved.
3. State(s) in which the corporation: (a) Was incorporated. (b) Has transacted business.
4. Dates of corporate operation.
5. A description of the bankruptcy or receivership, including the date, court or agency and the file or case number.

Under penalties of law, the undersigned incorporators/officers declare that we have examined this Certificate, including any attachments, and to the best of our knowledge and belief it is true, correct and

THE BUSINESS OF BEING AN ARCHERY CLUB

Business Structures and Documents

complete, and hereby declare as indicated above. THE SIGNATURE(S) MUST BE DATED WITHIN THIRTY (30) DAYS OF THE DELIVERY DATE.

BY _____ DATE _____
TITLE Fabulous Coach - Incorporator

BY _____ DATE _____
TITLE Archery Volunteer - Director

BY _____ DATE _____
TITLE Dedicated Parent - Director

BY _____ DATE _____
TITLE Big Time Judge - Director

DOMESTIC CORPORATIONS: ALL INCORPORATORS MUST SIGN THE INITIAL CERTIFICATE OF DISCLOSURE.

(If more than four Incorporators, please attach remaining signatures on a separate sheet of paper.)

If within sixty (60) days, any person becomes an officer, director, or trustee and the person was not included in this disclosure, the corporation must file an AMENDED certificate signed by all incorporators, or if officers have been elected, by a duly authorized officer.

FOREIGN CORPORATIONS: MUST BE SIGNED BY AT LEAST ONE DULY AUTHORIZED OFFICER OF THE CORPORATION.

CF: 0001 - Non-Profit Arizona Corporation Commission
Rev: 09/2008 Corporations Division

THE BUSINESS OF BEING AN ARCHERY CLUB

Business Structures and Documents

4. Once you have filed your state papers, it's time to start your internal documents.

SUPER X ARCHERY CLUB, INC

Waiver of Notice

Organizational Meeting of Board of Directors

The undersigned, being all of the Directors/Members of Super X Archery Club, Inc. waive call for and notice of the time, place and purpose of a meeting of the Members of said company and consent that the same may be held on August 15th, 2010, and we do further consent to the transaction of any and all business that may come before said meeting.

Archery Volunteer, Member

Fabulous Coach, Member

Dedicated Parent, Member

Big Time Coach, Member

Tobe Determined, Member

THE BUSINESS OF BEING AN ARCHERY CLUB

Business Structures and Documents

SUPER X ARCHERY CLUB, INC

Minutes

Organizational Meeting of Board of Directors

The Organizational Meeting of the Board of Directors of Super X Archery Club, Inc., an Arizona corporation, was held at 101 Big Range Road, Phoenix, AZ 85123 on August 15th, 2010.

Present were Archery Volunteer, Fabulous Coach, Dedicated Parent, Big Time Coach, and Tobe Determined which constituted all the directors and a quorum. Fabulous Coach served as Chairman and Archery Volunteer served as Secretary of the meeting.

The meeting then proceeded to the election of the officers as specified in the Bylaws. The following persons were elected to the offices set forth opposite his name to serve until his successors have been elected and shall qualify:

President:	<u>Fabulous Coach</u>
Vice President:	<u>Big Time Judge</u>
Secretary:	<u>Archery Volunteer</u>
Treasurer:	<u>Dedicated Parent</u>
Tournament Director:	<u>Tobe Determined</u>

The Secretary of the meeting presented to the directors a Waiver of Notice of Meeting signed by the Directors of the Corporation. The Chairman directed that the original of such waiver be annexed to the minutes of the meeting.

The Chairman submitted to the meeting a copy of the Articles of Incorporation of the Corporation. He reported that the original of the Articles had been filed in the office of the Corporation Commission of the State of Arizona on August 1, 2010 and approved on August 15, 2010. Thereafter, it was unanimously:

RESOLVED, the Certificate of Good Standing for the company and a copy of said Articles of Incorporation has been inserted in to the Business Documents book and is referenced here in the Minutes as a part of the records of the meeting.

A proposed set of Bylaws for the regulation and the management of the affairs of the company was then presented at the meeting. The Bylaws were read and considered and, upon motion duly made and seconded, it was:

RESOLVED, that the Bylaws of the company, as presented to this meeting, a copy of which is directed to be inserted in the Minute Book of the company be, and the same are hereby approved and adopted as, the Bylaws of the company.

THE BUSINESS OF BEING AN ARCHERY CLUB

Business Structures and Documents

The Chairman then stated that there were a number of organizational matters to be considered at the meeting and a number of resolutions to be adopted by the Members.

RESOLVED, that the Company is hereby authorized to pay or reimburse the payment of all fees and expenses incident to and necessary for the organization of this company.

The Members then considered the opening of a company bank account to serve as a depository for the funds of the company. Following discussion, on motion duly made and seconded, it was:

RESOLVED, that the Company be authorized, empowered and directed to open an account with and to deposit all funds of the company, all drafts, checks and notes of the company, payable on said account to be made in the company name signed by the President and/or Treasurer.

FURTHER RESOLVED, that President and/or Treasurer is hereby authorized to execute such resolutions (including formal Bank Resolutions), documents and other instruments as may be necessary or advisable in opening or continuing said bank account.

In order to provide for the payment of expenses of company and organization of the company, on motion duly made, seconded and unanimously carried, the following resolution was adopted:

RESOLVED, that President and/or Treasurer be and is hereby authorized and directed to pay the expenses of this company, including attorney's fees for company, and to reimburse the persons who have made disbursements thereof.

After consideration of the pertinent issues with regard to the tax year and accounting basis, on motion duly made, and seconded and unanimously carried, the following resolution was adopted:

RESOLVED, that the first fiscal year of the company shall commence on January 1st and end on December 31st.

A general discussion was then held concerning the immediate commencement of business operations as a company and it was determined that business operations of the company would commence immediately. It was agreed that no fixed date would be set for holding meetings of the Members except for regular meetings as required by the Bylaws of the company.

Upon motion duly made, seconded and unanimously carried, it was:

RESOLVED, that the President is hereby authorized to do any and all things necessary to conduct the business of the company as set forth in the Articles of Incorporation and Bylaws of the company.

FURTHER RESOLVED, that the company be and is hereby authorized to enter into any and all necessary contractual relationships to carry out business.

Upon motion duly made, seconded, and unanimously carried the following resolution was adopted:

RESOLVED, that, Archery Volunteer, 202 S Arrow Lane, Phoenix, AZ 85123 hereby is, appointed Statutory Agent in the State of Arizona.

THE BUSINESS OF BEING AN ARCHERY CLUB

Business Structures and Documents

The Chairman then presented to the meeting other question and options. After a discussion, the following resolutions were unanimously passed:

WHEREAS, the company requires the services of an accountant for general accounting purposes, including the preparation of tax returns; be it

RESOLVED, that the Corporation for its general accounting and tax needs may retain an accounting firm upon such terms as may be generally prevailing rates and/or are customarily charged.

Fabulous Coach, President

Archery Volunteer, Secretary

THE BUSINESS OF BEING AN ARCHERY CLUB

Business Structures and Documents

BYLAWS OF SUPER X ARCHERY CLUB

ARTICLE I.

NAME AND PURPOSE

Section 1.1. PRINCIPAL OFFICE AND NAME

The name of the Corporation is Super X Archery Club ("SXAC"). SXAC may establish such acronyms or abbreviations as may be appropriate for business use, and may establish logos, service marks, or trademarks as may be appropriate to further its purpose, mission recognition and goals.

Section 1.2. NON-PROFIT PURPOSE

SXAC shall be operated for public benefit, charitable and educational purposes, and shall also have as its purpose, to foster local, national and international amateur sport Olympic competition in the sport of Archery. SXAC shall operate consistent with and shall maintain a tax-exempt status in accordance with section 501(c)(3) of the Internal Revenue Code of 1986, as amended ("IRC".)

ARTICLE II.

OFFICES

Section 2.1. PRINCIPAL OFFICE

The principal office for SXAC for the transaction of business is located at:

101 Big Range Road
Phoenix, AZ 85123
in Maricopa County, Arizona.

Section 2.2. SUBORDINATE OFFICES

Branch or subordinate offices may be established at any time by the board at any place or places. SXAC shall be a non-profit corporation incorporated and licensed pursuant to the laws of the State of Arizona.

ARTICLE III.

MISSION

Section 3.1 PURPOSE

The purpose of SXAC is to foster the sport of Olympic Archery development, education and training in support of an overall program of amateur Archery Development, training and local and national and international competitions. SXAC intends to achieve its' non-profit purpose by increasing the breadth and depth of the Archery talent pool in the State of Arizona and the United States, develop a membership open to all members of the public, create a vehicle to raise money for local, national and international competitions, and improve the Archery facilities at the Super X Recreation Area in Phoenix, Arizona.

THE BUSINESS OF BEING AN ARCHERY CLUB

Business Structures and Documents

Section 3.2. MISSION

The mission of SXAC shall be to enable Arizona amateur athletes to achieve sustained competitive excellence in Local, Olympic, Pan American, Junior Olympic Archery Development, Paralympic and World Championship competition and to promote and grow the sport of Archery in the State of Arizona and the United States. The mission of SXAC shall also provide SXAC members with the privilege to demonstrate their passion for the sport of Archery by providing community outreach through teaching Archery to the public.

ARTICLE IV

MEMBERSHIP

Section 4.1. MEMBERS.

SXAC shall have three categories of membership: Individual, JOAD, and Family. Membership is open to all that are interested in FITA/Olympic style archery.

- a. A member only has rights granted to a member pursuant to SXAC's Articles of Incorporation and these Bylaws.
- b. Each member over the age of 18 shall have the right to vote.
- c. All current members of SXAC are eligible to participate in the appropriate divisions of tournaments at SXAC sanctioned and sponsored events.
- d. Member access to use the Super X Archery Range is subject to the absolute governing authority of the City of Phoenix Parks and Recreation Department to grant, or deny, access to the Super X Recreation Area properties and facilities.

SXAC will provide a written schedule on SXAC's website www.superxarchery.org of the dates and times the Super X Archery Range and equipment are available for use by SXAC members.

Section 4.2. MEMBERSHIP REQUIREMENTS AND DUES.

- a. Membership in SXAC is a privilege and creates with it certain obligations and duties. The Board of Directors may establish such membership initiation fees, periodic dues and other assessments, and such rule and procedures for the manner and method of payment, the collection of delinquent dues and assessments and proration or refund of dues and assessments in appropriate cases as the Board of Directors shall deem necessary or appropriate. A dues schedule and information regarding SXAC dues policy with respect to the various categories of membership shall be prepared in writing and made available to members from time to time as prescribed by the Board of Directors.
- b. Upon payment of annual dues, membership shall be granted for one or more years from the first day of the month in which dues were paid. Any member who is more than one month in arrears in the payment of dues shall be dropped from the rolls and may be reinstated again only as a new member. All dues payments are non-refundable.

THE BUSINESS OF BEING AN ARCHERY CLUB

Business Structures and Documents

- c. Any person may be a member and/or a voting member of the Board of Directors, regardless of sex, race, creed, national origin, or religion so long as that person meets the qualifications to be a member and/or a voting member of the Board of Directors as set forth in these Bylaws.
- d. There shall be no limit on the number of dues paying members in SXAC.
- e. SXAC shall keep a membership log containing the name and address of each member. The log shall also contain the fact of termination and the date on which such membership ceased. Such log shall be kept at the principal office of the corporation and shall be subject to the rights of inspection required by law.

Section 4.3. SUSPENSION AND TERMINATION OF MEMBERSHIP.

The membership of any member may be terminated at any time, with or without cause, by a majority vote of the Board of Directors. A member shall have the right to a hearing prior to termination. A member may only resign if the member has paid all dues then payable. A member may be reinstated only if reinstatement is approved by a majority vote of the Board of Directors at an annual or special meeting and the member has paid all dues then payable.

Section 4.4. TRANSFER OF MEMBERSHIP

Members may not transfer their membership in SXAC. Members shall have no ownership rights or beneficial interests of any kind in the property of SXAC.

Section 4.5. FREE OR REDUCED COST MEMBERSHIP FOR FINANCIALLY OR PHYSICALLY DISABLED PERSONS.

The Board of Directors shall, at the sole discretion of the Board of Directors, have the right to waive and/or reduce the amount of payment for membership dues for any person who is financially or physically disabled. Membership shall be granted for one or more years from the first day of the month in which the Board of Directors grants membership to any member without requiring payment, or by reducing the amount of payment, for membership dues for any person, or such person's family member, who is financially or physically disabled. Financially, or physically disabled members, or such person's family, are subject to all of the rules applicable to dues paying members.

Section 4.6. HONORARY MEMBERS

Honorary membership, with exemption from regular dues, may be granted for exceptional merit or service, by the Board of Directors. Honorary members shall not have the right to vote. Honorary members are subject to all of the rules applicable to dues paying members.

SECTION 4.7. MEETINGS

a. ANNUAL MEETING

The annual meeting of the members for the election of Directors and the transaction of such other business as may properly come before them shall be held at the Principal Office, or at such place as shall be set forth in the notice of meeting. The meeting shall be held in December of each year, or at such other time, as the Board of Directors shall agree.

THE BUSINESS OF BEING AN ARCHERY CLUB

Business Structures and Documents

If the election of Directors is not completed at the annual meeting of the members, the Board of Directors shall cause the election to be held at a special meeting of the members as soon thereafter as conveniently may be.

b. SPECIAL MEETINGS

Special meetings of the members, for any purpose or purposes, unless otherwise prescribed by statute, may be called by the President or by the Board of Directors, and shall be called by the President at the written request of not less than fifty percent (50%) members entitled to vote at the meeting.

No business other than that specified in the notice of meeting shall be transacted at any such special meeting.

c. NOTICE OF MEETINGS

Written notice stating the place, day and hour of the meeting and, in case of a special meeting, the purpose or purposes for which the meeting is called, shall unless otherwise prescribed by statute, be provided to the members entitled to vote at such meeting not less than ten (10) nor more than fifty (50) days before the date of such meeting.

Any notice of meetings may be waived by a member by submitting a signed waiver either before or after the meeting or by attendance at the meeting.

Attendance of a member at a meeting shall constitute waiver of notice of such meeting, except when such attendance at the meeting is for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened.

d. PROXIES

At all meetings of members, each member entitled to vote may vote in person or by proxy executed in writing by the member. Any member's proxy shall have all the powers and privileges that the member would have had if present in person.

VOTING

At every meeting of members, each member over the age of 18 shall be entitled to one (1) vote in person or by proxy.

All actions/elections shall be determined by a simple highest count of those votes cast, except as otherwise provided herein or in the Articles of Incorporation or by Arizona law, in which case such express provision shall govern and control the decision of such question.

ARTICLE V

BOARD OF DIRECTORS

Section 5.1. GENERAL POWERS

- a. Except as otherwise provided in these Bylaws, all corporate powers shall be exercised by, or under the authority of, and the business and affairs of SXAC shall be governed by the Board of Directors.

THE BUSINESS OF BEING AN ARCHERY CLUB

Business Structures and Documents

- b. Each member of the Board of Directors shall have one vote in matters affecting the actions of SXAC.
- c. Any action shall require approval by a majority of the Board of Directors.

Section 5.2. INITIAL BOARD OF DIRECTORS.

The initial Board of Directors, who shall also serve as the officers, of the SXAC are:

President - Fabulous Coach

Vice-President – Big Time Judge

Secretary – Archery Volunteer

Treasurer – Dedicated Parent

Tournament Coordinator – Tobe Determined

Section 5.3. FUNCTION OF THE BOARD

The SXAC Board of Directors shall represent the interests of the Archery community for SXAC in the State of Arizona, the United States and its athletes and members by providing SXAC with policy, guidance and strategic direction.

- a. The Board shall oversee the management of SXAC and its affairs.
- b. The Board shall select a well-qualified and ethical President and oversee the President in the operation of SXAC.
- c. The Board shall focus on long-term objectives and impacts rather than on day-to-day management, empowering the President to manage a staff-driven organization with effective Board oversight.
- d. In addition, the Board performs the following specific functions, among others:
 - 1. Implements procedures to orient new Board Directors, to educate all Directors on the business and governance affairs of SXAC, and to evaluate Board performance.
 - 2. Select, compensates, and evaluates the Members of the Board of Directors and officers and plans for management succession;
 - 3. Reviews and approves significant corporate actions;
 - 4. Sets policy and provides guidance and strategic direction to management on significant issues facing SXAC;
 - 5. Reviews and approves SXAC's strategic plan and the annual operating plans, budget, business plans, and corporate performance;
 - 6. Oversees the financial reporting process, communications with Board Members;

THE BUSINESS OF BEING AN ARCHERY CLUB

Business Structures and Documents

7. Oversees effective corporate governance;
8. Approves capital structure, financial strategies, borrowing commitments, and long-range financial planning;
9. Reviews and approves financial statements, annual reports, audit and control policies, and selects independent auditors;
10. Monitors to determine whether SXAC's assets are being properly protected;
11. Monitors SXAC compliance with laws and regulations and the performance of its broader responsibilities; and
12. Ensures that the Board, officers and employees are properly structured and prepared to act in case of an unforeseen corporate crisis.

Section 5.4. QUALIFICATIONS.

Each director of the Board of Directors must be:

- a. twenty-one (21) years of age or older;
- b. a USAA/NAA member in good standing;
- c. a certified Basic Instructor or higher; or an USAA/NAA Judge.;
- d. a member of SXAC.

Directors of the Board of Directors may be related by blood, marriage or Domestic partnership.

A director shall:

- a. have the highest personal and professional integrity;
- b. have demonstrated exceptional ability and judgment;
- c. possess an understanding of athletic competition;
- d. have a diverse experience in key business, financial, and other challenges that face SXAC;
- e. have experience and capability in Board oversight responsibilities, including in the areas of finance, marketing, fundraising, audit, management, communications, and sport; and
- f. be effective, in conjunction with the other members of the Board, in collectively serving the long-term interests of SXAC.

Section 5.5. NUMBER OF DIRECTORS AND COMPOSITION OF THE BOARD

The Board of Directors shall consist of five (5) total directors, comprised as follows:

- a. The President shall:
 1. be the SXAC representative for communications and negotiations with all outside groups.

THE BUSINESS OF BEING AN ARCHERY CLUB

Business Structures and Documents

2. convene and preside over all regular and special meetings of the Board of Directors of SXAC.
 3. establish such procedures and make such decisions as the President deems necessary for the development and progress of the corporation, its charitable aims and sport of archery in general, provided that such procedures and decisions shall not abridge the privileges of any member, nor conflict with these Bylaws or any other decision and policy and procedure established by majority vote of the Board of Directors.
 4. be a signatory on all bank accounts, and be authorized to expend up to the sum of five hundred dollars (\$500.00) on his own authority on any single event and transaction, without vote of the other directors/officers.
 5. appoint such committees as are necessary to carry out the decisions of the Board of Directors.
 6. study and make recommendations to the corporation on events, matters of policy and procedures, and all other matters.
- b. The Vice-President of SXAC shall act in the place of the President in case the President is absence, incapacity, or during meetings while a motion affecting the President is being discussed. When acting in the place of the President, the Vice-President shall have all the powers, privileges, duties and responsibilities of the President.
- c. The Secretary of SXAC shall
1. carry on the official correspondence of the organization;
 2. distribute copies of all correspondence to the President, the Board of Directors, members and all other pertinent parties;
 3. notify all Board of Directors members of meetings within a reasonable time prior thereto;
 4. notify all affected persons, members, and parties of decisions of the corporation;
 5. be responsible for the preparation and circulation of a corporation mailing list;
 6. keep a careful and authentic record of the proceedings of the corporation;
 7. make copies of minutes and proceedings available to members at the meetings,
 8. make a copy of the corporate Bylaws available within forty-eight (48) hours of a request by any member and/or member of the Board of Directors; and
 9. preserve all records, reports, correspondence and documents.

The SXAC secretary may assist the Tournament Coordinator as may be convenient, or necessary, in placing tournaments at SXAC on the SXAC, ASAA and USAA calendars.

The Secretary shall also bring to every meeting of the SXAC Board a copy of these Bylaws.

- d. The Treasurer of SXAC shall:

THE BUSINESS OF BEING AN ARCHERY CLUB

Business Structures and Documents

1. be a signatory on all bank accounts;
2. keep a careful and authentic record of the financial status and business transactions of the corporation;
3. submit a brief Financial Report at each meeting of the Board of Directors of the SXAC and a formal Financial Report at each annual meeting of the members;
4. make disbursements with the consent and authorization of the President; and
5. be responsible for the collection of dues and assessments.

The Treasurer shall be responsible for the accounting and inventory functions of SXAC. All transfers, purchases, gifts or sales, whether paid or unpaid, of money, goods, services, memberships, credit applications, loans and any other business of a financial nature must first be reported to the President and Treasurer.

- e. The Tournament Coordinator of SXAC shall conduct all actions necessary:
 1. to facilitate the distribution of information about all archery events;
 2. organize the participation of member attendance at non-SXAC events which aid in the mission(s) of SXAC;
 3. organize and conduct SXAC events.

Section 5.6. TERM

- a. The term of office for a director of the Board of Directors shall be three (3) years.
- b. A director shall hold office until the director's successor is elected and qualified, or until the director's earlier resignation, removal, incapacity, disability or death.
- c. The initial Board of Directors shall be set by these Bylaws. Beginning in the year 2010, elections shall take place in December to select replacement Board members to be seated in January of the following year. The Board of Directors replacements shall occur on a rotating basis. The initial schedule is as follows:

2010 – Tournament Director

2011 – Secretary and Vice-President

2012 – President and Treasurer

After the initial Board of Directors replacement election is conducted, elections shall continue on a rotating basis as each term period necessitates.

Section 5.7. DIRECTOR ATTENDANCE

Directors of the Board of Directors shall be expected to attend in person all regularly scheduled Board meetings, through for exigent circumstances a director may participate in a meeting by telephone or via internet.

THE BUSINESS OF BEING AN ARCHERY CLUB

Business Structures and Documents

Section 5.8. RESIGNATION, REMOVAL AND VACANCIES

- a. A director's position of the Board of Directors shall be declared vacant upon the director's resignation, removal, incapacity, disability or death.
- b. Any director shall resign at any time by giving written notice to the President of SXAC, except the President's resignation shall be given to the Secretary. Such resignation shall take effect at the time specified therein, and unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.
- c. Directors shall also be removed for cause at any duly noticed meeting of the board, and after being provided an opportunity for the directors to be heard by the Board, upon the affirmative vote of at least two-thirds ($\frac{2}{3}$) of the total voting power of the Board (excluding the voting power of the Director in question).
- d. Any vacancy occurring in the Board shall be filled by appointment of a new person by the President, upon the affirmative vote of at least two-thirds ($\frac{2}{3}$) of the total voting power of the Board (excluding the voting power of the director in question). A director elected to fill a vacancy shall be elected for the unexpired term of such director's predecessor in office.
- e. No director shall be subject to removal or not being re-nominated based on how they vote as a director, unless such voting is part of a violation of SXAC Code of Ethics.

Section 5.9. REGULAR AND SPECIAL MEETINGS

SXAC's Board shall meet at regularly scheduled meetings at least two (2) times per year, or with such other frequency as is appropriate for the Board to meet given the circumstances, and such meetings shall be spaced throughout the year. Special meetings of the Board shall be held upon the call of the President or upon the written request of not less than fifty (50) percent of the Board.

Section 5.10. NOTICE OF MEETINGS

Notice of each meeting of the Board of Directors stating the date, time and place of the meeting, and in the case of a special meeting the purpose for which the meeting is called, shall be given to each director of the Board by or at the direction of the President. Notice may be given either in writing or orally. Written notice may be delivered either personally, by mail, by private carrier, by facsimile or by electronic transmission. Written notice shall be delivered no fewer than five (5) days before the date of the meeting.

Section 5.11. QUORUM AND VOTING

The presence of a majority of the directors of the Board of Directors at the time of any meeting shall constitute a quorum for the transaction of business, and the act of a majority of directors on the Board shall constitute the act of the Board.

Section 5.12. VOTING BY PROXY

No Director may vote or act by proxy at any meeting of directors.

Section 5.13. PRESUMPTION OF ASSENT

THE BUSINESS OF BEING AN ARCHERY CLUB

Business Structures and Documents

A director who is present at a meeting of the Board of Directors at which action on any corporate matter is taken shall be presumed to have assented to the action taken unless such director's dissent shall be entered in the minutes of the meeting or unless the director shall file a written dissent to such action with the individual acting as the Secretary of the Board before the adjournment thereof or shall forward such dissent by registered mail to the Secretary of the Board immediately after the adjournment of the meeting. Such right to dissent shall not apply to a director who voted in favor of such action.

Section 5.14. ACTION WITHOUT A MEETING

Any action required or permitted to be taken at a meeting of the Board of Directors may be taken without a meeting if each and every member of the Board in writing either: (i) Votes for such action; (ii) Votes against such action; or (iii) Abstains from voting. Each director who delivers a writing described in this Section 5.13 to the organization shall be deemed to have waived the right to demand that action not be taken without a meeting. Such action shall have the same force and effect as a vote of the Board members at a duly called meeting at which a quorum was present.

Section 5.15. TRANSACTING BUSINESS BY MAIL, ELECTRONIC MAIL, TELEPHONE OR FACSIMILE.

The Board of Directors shall have the power to transact its business by mail, electronic mail, telephone, or facsimile, if in the judgment of the Chair of the Board the urgency of the case requires such action. Members of the Board of Directors may participate in a meeting of the Board by means of conference telephone or similar communications equipment by which all persons participating in the meeting can hear each other at the same time. Such participation shall constitute presence at the meeting for all purpose.

Section 5.16. AGENDA

The President, Treasurer, Secretary and the Chairs of the Board's committees, shall determine the agenda for Board meetings. Board Directors shall be permitted to request items for inclusion on the agenda for Board meetings.

Section 5.17. QUESTIONS OF ORDER AND BOARD MEETING LEADERSHIP

Questions of order shall be decided by the President unless otherwise provided in advance by the Board of Directors. The President shall lead meetings of the Board. If the President is absent from any meeting of the board, and then the Vice-President shall preside as President during the President's absence.

Section 5.18. EFFECTIVENESS OF ACTIONS

Actions taken at a meeting of the Board of Directors shall become effective immediately following the adjournment of the meeting, except as otherwise provided by the Bylaws or when a definite effective date is recited in the record of the action taken.

Section 5.19. OPEN AND EXECUTIVE MEETING SESSIONS

Ordinarily, all meetings of the Board of Directors shall be open to members, and where appropriate, non-members. However, in the event the Chair of the Board, with the consent of a majority of the directors of the Board in attendance, deems it appropriate: (i) to exclude non-members at an open meeting for any reason, then the Chair may declare that the meeting is closed, or (ii) to convene an executive session to

THE BUSINESS OF BEING AN ARCHERY CLUB

Business Structures and Documents

consider and discuss matters relating to personnel, nominations, discipline, budget, salary, litigation or other sensitive matter, then the Chair may specifically designate and call an executive session. Alternatively, the Board of Directors may upon its own motion, convene an executive session.

Section 5.20. MINUTES OF MEETINGS

Every reasonable effort will be made to publish a draft of the minutes within thirty (30) days after completion of the meeting. The minutes will be unofficial until approved at the next scheduled board meeting.

Section 5.21. COMPENSATION

Directors of the Board shall not receive compensation for their services as directors, although the reasonable expenses of directors may be paid or reimbursed in accordance with SXAC's policies. Directors shall not be disqualified from receiving reasonable compensation for services rendered to or for the benefit of SXAC in any other capacity, provided that the rendering of such services and such compensation are approved by the Board of Directors.

ARTICLE VI

COMMITTEES

Section 6.1. DESIGNATION

There shall be no Executive Committee or other committee(s) with governance authority delegated by the Board. The Board of Directors, or the President with the approval of the Board of Directors, may establish such other committees and task forces, including subcommittees, as the Board or President deem necessary and appropriate. This may include the continuation of existing committees, subcommittees or task forces in existence as of the date of the adoption of these Bylaws if to do so is deemed by the Board of Directors to be appropriate.

ARTICLE VII

CONFLICT OF INTEREST

Section 7.1. PURPOSE

The purpose of the following policy and procedures is to prevent the personal interest of staff members, directors of the Board of Directors, and volunteers from interfering with the performance of their duties to, or result in personal financial, professional, or political gain on the part of such persons at the expense of/or its Members, supporters, and other stakeholders.

Section 7.2. DEFINITION

- a. Conflict of Interest (also Conflict) means a conflict, or the appearance of a conflict, between the private interests and official responsibilities of a person in a position of trust.
- b. Persons in a position of trust include staff members, officers, and board members of SXAC.

Section 7.3. POLICY AND PRACTICES

THE BUSINESS OF BEING AN ARCHERY CLUB

Business Structures and Documents

- a. Full disclosure, by notice in writing, shall be made by the interested parties to the full Board of Directors in all conflicts of interest, including but not limited to the following:
 1. A board member is related to another board member or staff member by blood, marriage or domestic partnership.
 2. A staff member in a supervisory capacity is related to another staff member whom she/he supervises.
 3. A board member or their organization stands to benefit from a transaction or staff member of such organization receives payment from for any subcontract, goods, or services other than as part of her/his regular job responsibilities or as reimbursement for reasonable expenses incurred as provided in the Bylaws and board policy.
 4. A board member's organization and/or family member receives funding from SXAC.
 5. A board member or staff member is a member of the governing body of a contributor to SXAC.
- b. Following full disclosure of a possible conflict of interest or any condition listed above, the Board of Directors shall determine whether a conflict of interest exists and, if so the Board shall vote to authorize or reject the transaction or take any other action deemed necessary to address the conflict and protects the best interests of SXAC. Both votes shall be by a majority vote without counting the vote of any interested director, even if the disinterested directors are less than a quorum provided that at least one consenting director is disinterested.
- c. An interested board member, officer, or staff member shall not participate in any discussion or debate of the Board of Directors, or of any committee or subcommittee thereof in which the subject of discussion is a contract, transaction, or situation in which there may be a perceived or actual conflict of interest. However, they may be present to provide clarifying information in such a discussion or debate unless objected to by any present board or committee member.
- d. Anyone in a position to make decisions about spending SXAC's resources (i.e., transactions such as purchases contracts) – who also stands to benefit from that decision – has a duty to disclose that conflict as soon as it arises (or becomes apparent); s/he should not participate in any final decisions.
- e. A copy of this policy shall be given to all Board members, staff members, volunteers or other key stakeholders upon commencement of such person's relationship with or at the official adoption of stated policy. Each board member, officer, and staff member, shall sign and date the policy at the beginning of her/his term of service or employment and each year thereafter. Failure to sign does not nullify the policy.

ARTICLE VIII

CODE OF ETHICS

Section 8.1. CODE OF ETHICS

THE BUSINESS OF BEING AN ARCHERY CLUB

Business Structures and Documents

SXAC shall adopt and maintain a Code of Ethics for Directors and Officers, members of SXAC, members of SXAC committees and task forces, volunteers, employees, coaches and referees. The Code of Ethics will be approved by the Board of Directors and will apply unless and until changed by the Board of Directors. The Board of Directors will oversee implementation and compliance with the Code of Ethics.

ARTICLE IX

ANNUAL ARCHERY BOARD OF DIRECTORS MEETING

Section 9.1. Purpose

There shall be an Annual SXAC Board of Directors meeting at which all SXAC Board of Directors shall and members may gather and provide input on important issues confronting SXAC. At SXAC's annual Board of Directors meeting, the Board of Directors shall provide a report on the "state of SXAC." The President shall provide a managerial report addressing issues of concern and importance to SXAC. The annual SXAC Board of Directors meeting shall be purely advisory and shall have no rule making, budgetary, legislative, or other authority. The President shall have the authority to limit or end debate on any matter.

The order of business at the Annual SXAC Board of Directors meeting shall be:

- a. reading of the Minutes of the last meeting;
- b. announcement by the President of the place for holding the next Annual Board of Directors meeting;
- c. report of the Board of Directors;
- d. report of the President;
- e. reports of any and/or all committees;
- f. old business and new business;
- g. announcements and giving of any awards;
- h. adjournment.

Section 9.2. NOTICE

Notice of the annual SXAC Board of Directors meeting shall be in writing and state the place, date and time of the meeting no fewer than thirty (30) days before the date of the meeting.

ARTICLE X

RECORDS OF THE ORGANIZATION

Section 10.1. MINUTES

SXAC shall keep as permanent records minutes of all meetings of the members and the Board of Directors: a record of all actions taken by the Board of Directors without a meeting, and a record of all waivers of notices of meetings of the Board of Directors.

THE BUSINESS OF BEING AN ARCHERY CLUB

Business Structures and Documents

Section 10.2. ACCOUNTING RECORDS

SXAC shall maintain appropriate accounting records.

Section 10.3. RECORDS IN WRITTEN FORM

SXAC shall maintain its records in written form or in another form capable of conversion into written form within a reasonable time.

Section 10.4. MEMBERSHIP LIST

SXAC shall maintain a record of the members in a form that permits preparation of a list of the names and addresses of the members in alphabetical order. The SXAC may, but is not required to, prepare the membership list by divisions, class, age or any other method useful to the mission of the SXAC.

Section 10.5. WEBSITE

SXAC shall maintain a website for the dissemination of information to its members. SXAC shall publish on its website: (i) SXAC Mission Statement; (ii) Information concerning membership qualifications, benefits, dues and fees; (iii) The schedule of days and times SXAC holds its practices and classes; (iv) A schedule of upcoming SXAC tournaments, National and International tournaments; and, all championship titles won by SXAC members and duly record all tournament results at the SXAC facilities.

Section 10.6. RECORDS MAINTAINED AT PRINCIPAL OFFICE

SXAC shall keep a copy of each of the following records at its principal office:

- a. the articles of incorporation;
- b. these Bylaws;
- c. rules and regulations adopted by the Board of Directors pertaining to the administration of the sport of archery;
- d. the minutes of all meetings of the Board of Directors, and records of all action taken by the Board of Directors without a meeting, for the past three (3) years;
- e. all written communications within the past three (3) years to the members generally as the members;
- f. a list of the names and business or home addresses of the current directors and officers;
- g. a copy of the most recent corporate report delivered to the Arizona Secretary of State;
- h. all financial statements prepared for periods ending in the last three (3) years;
- i. SXAC's application for recognition of exemption and tax-exemption determination letter issued by the Internal Revenue Service; and
- j. all other documents or records required to be maintained by SXAC at its principal office under applicable law or regulation.

THE BUSINESS OF BEING AN ARCHERY CLUB

Business Structures and Documents

ARTICLE XI

FINANCIAL MATTERS

Section 11.1. FISCAL YEAR

The fiscal year of SXAC shall commence January 1 and end on December 31 each year.

Section 11.2. BUDGET

SXAC shall have an annual budget.

Section 11.3. AUDIT

Each year SXAC shall have an annual audit of its books and accounts prepared by an independent certified public accountant.

Section 11.4. INDIVIDUAL LIABILITY

No individual Director of the Board, Officer, or employee shall be personally liable in respect of any debt or other obligation incurred in the name of SXAC pursuant to the authority granted directly or indirectly by the Board of Directors.

Section 11.5 IRREVOCABLE DEDICATION AND DISSOLUTION

The property of SXAC is irrevocably dedicated to charitable purposes, and no part of the net income or assets of SXAC shall inure to the benefit of private persons. Upon the dissolution or winding up of SXAC, its assets remaining after payment, or provision for payment, of all debts and liabilities of SXAC, shall be distributed to an archery related entity which is organized and operated for charitable purposes and which has established its tax exempt status under Section 501(c) (3) of the Internal Revenue Code, as amended, or shall be distributed to the federal government, or the state or local government for public purpose.

ARTICLE XII

MISCELLANEOUS PROVISIONS

Section 12.1. SEVERABILITY AND HEADINGS

The invalidity of any provision of these Bylaws shall not affect the other provisions of these Bylaws, and in such event these Bylaws shall be construed in all respects as if such invalid provision were omitted.

Section 12.2. SAVINGS CLAUSE

Failure of literal or complete compliance with any provision of these Bylaws in respect of dates and times of notice, or the sending or receipt of the same, or errors in phraseology of notice of proposals, which in the judgment of the Directors of the Board do not cause substantial injury to the rights of the Directors, shall not invalidate the actions or proceedings of the Directors at any meeting. If this Article or any Section or provision hereof shall be invalidated by any court on any ground, then the SXAC shall nevertheless indemnify each party otherwise entitled to indemnification hereunder to the fullest extent permitted by law or any applicable provision of this Article that shall not have been invalidated.

THE BUSINESS OF BEING AN ARCHERY CLUB

Business Structures and Documents

Notwithstanding any other provision of these Bylaws, SXAC shall neither indemnify any person nor purchase any insurance in any manner or to any extent that would jeopardize or be inconsistent with the qualification of SXAC as an organization described in section 501(c)(3) of the IRC, or would result in the imposition of any liability under section 4941 of the IRC.

Section 12.3. CONVEYANCES AND ENCUMBRANCES

Property of the corporation may be assigned, conveyed or encumbered by such Officers of the corporation as may be authorized to do so by the Board of Directors, and such authorized persons shall have the power to execute and deliver any and all instruments of assignment, conveyance and encumbrance; however, the sale, exchange, lease or other disposition of all or substantially all of the property and assets of the corporation shall be authorized only in the manner prescribed by applicable statute.

Section 12.4. DESIGNATED CONTRIBUTIONS

The SXAC may accept any designated contributions, grants, and bequests or devises consistent with its general tax-exempt purposes, as set forth in the articles of incorporation. As so limited, donor-designated contributions will be accepted for special funds, purposes or uses, and such designations generally will be honored. However, the corporation shall reserve all right, title and interest in and to and control such contributions, as well as full discretion as to the ultimate expenditure or distribution thereof in connection with any such special fund, purpose or use. Further, the corporation shall acquire and retain sufficient control over all donated funds (including designated contributions) to assure that such funds will be used to carry out the corporation's tax-exempt purpose.

Section 12.5. REFERENCES TO INTERNAL REVENUE CODE

All references in these Bylaws to provisions of the IRC are to the provisions of the IRC of 1986, as amended, and to the corresponding provisions of any subsequent federal tax laws.

Section 12.6. GOVERNING LAW

These Bylaws shall be construed and enforced under, and in accordance with, and be governed by, the laws of the State of Arizona.

ARTICLE XIII

AMENDMENT OF BYLAWS

Section 13.1. AMENDMENTS

These Bylaws may be amended, repealed, or altered, in whole or in part, and new Bylaws may be adopted, by a majority of the directors of the Board at any regular or special meeting duly called and at which a quorum is present.

ARTICLE XIV

EFFECTIVE DATE

SECTION 14.1. EFFECTIVE DATE

THE BUSINESS OF BEING AN ARCHERY CLUB

Business Structures and Documents

These Bylaws shall be effective when adopted by the current Board of Directors.

CERTIFICATE

The undersigned hereby certifies that she is the Secretary of the SUPER X ARCHERY CLUB (SXAC), and that these Bylaws were adopted by unanimous action of the Board of Directors on the 15th day of August, 2010

ARCHERY VOLUNTEER, SECRETARY

SUPER X ARCHERY CLUB

6. Go get your EIN.
7. Publish your state documents once approved.
8. Once you have been approved by the state and have your internal documents in order, it's time for the federal documents.
 - a. To be recognized as exempt, an organization must submit a completed, signed, and dated application with the appropriate user fee (organizations with annual gross receipts < \$10,000 during preceding 4 years = \$400).
 - b. If an organization is seeking recognition of exemption under section 501(c)(3) of the Code, it must complete and file Form 1023, *Application for Recognition of Exemption*.

THE BUSINESS OF BEING AN ARCHERY CLUB

Business Structures and Documents



Department of the Treasury
Internal Revenue Service

Notice 1382

(Rev. September 2009)

Changes for Form 1023:

- Mailing address
- Parts IX, X and XI

Changes for Form 1023, Application for Recognition of Exemption Under Section 501(c)(3) of the Internal Revenue Code

Change of Mailing Address

The mailing address shown on Form 1023 Checklist, page 28, the first address under the last checkbox; and in the Instructions for Form 1023, page 4 under *Where to File*, has been changed to:

Internal Revenue Service
P.O. Box 12192
Covington, KY 41012-0192

Changes for Parts IX and X

Changes to Parts IX and X are necessary to comply with new regulations that eliminated the advance ruling process. Until Form 1023 is revised to reflect this change, please follow the directions on this notice when completing Part IX and Part X of Form 1023. For more information about the elimination of the advance ruling process, visit us at www.irs.gov and click on *Charities & Non-Profits*.

Part IX. Financial Data

The instructions at the top of Part IX on page 9 of Form 1023 are now as follows. For purposes of this schedule, years in existence refer to completed tax years.

1. If in existence less than 5 years, complete the statement for each year in existence and provide projections of your likely revenues and expenses based on a reasonable and good faith estimate of your future finances for a total of:
 - a. Three years of financial information if you have not completed one tax year, or
 - b. Four years of financial information if you have completed one tax year.
2. If in existence 5 or more years, complete the schedule for the most recent 5 tax years. You will need to provide a separate statement that includes information about the most recent 5 tax years because the data table in Part IX, has not been updated to provide for a 5th year.

Part X. Public Charity Status

Do not complete line 6a on page 11 of Form 1023, and do not sign the form under the heading "Consent Fixing Period of Limitations Upon Assessment of Tax Under Section 4940 of the Internal Revenue Code."

Only complete line 6b and line 7 on page 11 of Form 1023, if in existence 5 or more tax years.

Notice **1382** (Rev. 9-2009)
Cat. No. 52336F

THE BUSINESS OF BEING AN ARCHERY CLUB

Business Structures and Documents

Part XI. Increase in User Fees.

User fee increases are effective for all applications postmarked after January 3, 2010.

1. \$400 for organizations whose gross receipts do not exceed \$10,000 or less annually over a 4-year period.
2. \$850 for organizations whose gross receipts exceed \$10,000 annually over a 4-year period.

See www.irs.gov web page link on Form 1023, page 12, Part XI, User Fee Information, for the current user fees.

Cyber Assistant, a web-based software program designed to help organizations prepare a complete and accurate Form 1023 application, will become available during 2010. Once the IRS announces the availability of Cyber Assistant, the user fees will change again.

1. \$200 for organizations using Cyber Assistant (regardless of size) to prepare their Form 1023, or
2. \$850 for all other organizations not using Cyber Assistant (regardless of size) to prepare their Form 1023.

IRS will announce when Cyber Assistant is available and the effective date of the user fee change. Sign up for the *Exempt Organization (EO) Update*, EO's subscription newsletter, at www.irs.gov/charities, to automatically receive an alert that Cyber Assistant is available.

THE BUSINESS OF BEING AN ARCHERY CLUB

Business Structures and Documents

Form **1023**
(Rev. June 2006)
Department of the Treasury
Internal Revenue Service

Application for Recognition of Exemption Under Section 501(c)(3) of the Internal Revenue Code

OMB No. 1545-0056

Note: If exempt status is approved, this application will be open for public inspection.

Use the instructions to complete this application and for a definition of all bold items. For additional help, call IRS Exempt Organizations Customer Account Services toll-free at 1-877-829-5500. Visit our website at www.irs.gov for forms and publications. If the required information and documents are not submitted with payment of the appropriate user fee, the application may be returned to you.

Attach additional sheets to this application if you need more space to answer fully. Put your name and EIN on each sheet and identify each answer by Part and line number. Complete Parts I - XI of Form 1023 and submit only those Schedules (A through H) that apply to you.

Part I Identification of Applicant

1 Full name of organization (exactly as it appears in your organizing document) Super X Archery Club, Inc		2 c/o Name (if applicable)	
3 Mailing address (Number and street) (see instructions) 101 Big Range Road		Room/Suite	4 Employer Identification Number (EIN) 27-xxxxxxx
City or town, state or country, and ZIP + 4 Phoenix, AZ 85123		5 Month the annual accounting period ends (01 - 12) 12	
6 Primary contact (officer, director, trustee, or authorized representative) a Name: Fabulous Coach		b Phone: 480-123-4567	c Fax: (optional) 480-123-4568
7 Are you represented by an authorized representative, such as an attorney or accountant? If "Yes," provide the authorized representative's name, and the name and address of the authorized representative's firm. Include a completed Form 2848, <i>Power of Attorney and Declaration of Representative</i> , with your application if you would like us to communicate with your representative.		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
8 Was a person who is not one of your officers, directors, trustees, employees, or an authorized representative listed in line 7, paid, or promised payment, to help plan, manage, or advise you about the structure or activities of your organization, or about your financial or tax matters? If "Yes," provide the person's name, the name and address of the person's firm, the amounts paid or promised to be paid, and describe that person's role.		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
9a Organization's website: xuperxarchery.org			
b Organization's email: (optional) superxarchery@blahblahblah.com			
10 Certain organizations are not required to file an information return (Form 990 or Form 990-EZ). If you are granted tax-exemption, are you claiming to be excused from filing Form 990 or Form 990-EZ? If "Yes," explain. See the instructions for a description of organizations not required to file Form 990 or Form 990-EZ.		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
11 Date incorporated if a corporation, or formed, if other than a corporation. (MM/DD/YYYY)		08 / 15 / 2010	
12 Were you formed under the laws of a foreign country? If "Yes," state the country.		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

For Paperwork Reduction Act Notice, see page 24 of the instructions.

Cat. No. 17133K

Form **1023** (Rev. 6-2006)

THE BUSINESS OF BEING AN ARCHERY CLUB

Business Structures and Documents

Form 1023 (Rev. 6-2006)

Name: **Super X Archery Club, Inc.**

EIN: **27 - XXXXXXX**

Page **2**

Part II Organizational Structure

You must be a corporation (including a limited liability company), an unincorporated association, or a trust to be tax exempt. (See instructions.) **DO NOT file this form unless you can check "Yes" on lines 1, 2, 3, or 4.**

- 1** Are you a corporation? If "Yes," attach a copy of your articles of incorporation showing certification of filing with the appropriate state agency. Include copies of any amendments to your articles and be sure they also show state filing certification. Yes No
- 2** Are you a limited liability company (LLC)? If "Yes," attach a copy of your articles of organization showing certification of filing with the appropriate state agency. Also, if you adopted an operating agreement, attach a copy. Include copies of any amendments to your articles and be sure they show state filing certification. Refer to the instructions for circumstances when an LLC should not file its own exemption application. Yes No
- 3** Are you an unincorporated association? If "Yes," attach a copy of your articles of association, constitution, or other similar organizing document that is dated and includes at least two signatures. Include signed and dated copies of any amendments. Yes No
- 4a** Are you a trust? If "Yes," attach a signed and dated copy of your trust agreement. Include signed and dated copies of any amendments. Yes No
- b** Have you been funded? If "No," explain how you are formed without anything of value placed in trust. Yes No
- 5** Have you adopted bylaws? If "Yes," attach a current copy showing date of adoption. If "No," explain how your officers, directors, or trustees are selected. Yes No

Part III Required Provisions in Your Organizing Document

The following questions are designed to ensure that when you file this application, your organizing document contains the required provisions to meet the organizational test under section 501(c)(3). Unless you can check the boxes in both lines 1 and 2, your organizing document does not meet the organizational test. **DO NOT file this application until you have amended your organizing document.** Submit your original and amended organizing documents (showing state filing certification if you are a corporation or an LLC) with your application.

- 1** Section 501(c)(3) requires that your organizing document state your exempt purpose(s), such as charitable, religious, educational, and/or scientific purposes. Check the box to confirm that your organizing document meets this requirement. Describe specifically where your organizing document meets this requirement, such as a reference to a particular article or section in your organizing document. Refer to the instructions for exempt purpose language. Location of Purpose Clause (Page, Article, and Paragraph): **Page 1, Sec. 1.2**
- 2a** Section 501(c)(3) requires that upon dissolution of your organization, your remaining assets must be used exclusively for exempt purposes, such as charitable, religious, educational, and/or scientific purposes. Check the box on line 2a to confirm that your organizing document meets this requirement by express provision for the distribution of assets upon dissolution. If you rely on state law for your dissolution provision, do not check the box on line 2a and go to line 2c.
- 2b** If you checked the box on line 2a, specify the location of your dissolution clause (Page, Article, and Paragraph). Do not complete line 2c if you checked box 2a. **Page 14, Sec. 11.5**
- 2c** See the instructions for information about the operation of state law in your particular state. Check this box if you rely on operation of state law for your dissolution provision and indicate the state:

Part IV Narrative Description of Your Activities

Using an attachment, describe your *past*, *present*, and *planned* activities in a narrative. If you believe that you have already provided some of this information in response to other parts of this application, you may summarize that information here and refer to the specific parts of the application for supporting details. You may also attach representative copies of newsletters, brochures, or similar documents for supporting details to this narrative. Remember that if this application is approved, it will be open for public inspection. Therefore, your narrative description of activities should be thorough and accurate. Refer to the instructions for information that must be included in your description.

Part V Compensation and Other Financial Arrangements With Your Officers, Directors, Trustees, Employees, and Independent Contractors

- 1a** List the names, titles, and mailing addresses of all of your officers, directors, and trustees. For each person listed, state their total annual compensation, or proposed compensation, for all services to the organization, whether as an officer, employee, or other position. Use actual figures, if available. Enter "none" if no compensation is or will be paid. If additional space is needed, attach a separate sheet. Refer to the instructions for information on what to include as compensation.

Name	Title	Mailing address	Compensation amount (annual actual or estimated)
Fabulous Coach	President	303 E Cool Street Phoenix, AZ 85123	None
Big Time Judge	Vice-President	505 Red Shirt Circle Phoenix, AZ 85123	None
Archery Volunteer	Secretary	202 S Arrow Lane Phoenix, AZ 85123	None
Dedicated Parent	Treasurer	404 Money Drive Phoenix, AZ 85123	None
Tone Determined	Director	Phoenix, AZ 85123	None

Form **1023** (Rev. 6-2006)

THE BUSINESS OF BEING AN ARCHERY CLUB

Business Structures and Documents

Form 1023 (Rev. 6-2006)

Name: **Super X Archery Club, Inc.**

EIN: **27 - XXXXXXX**

Page **3**

Part V Compensation and Other Financial Arrangements With Your Officers, Directors, Trustees, Employees, and Independent Contractors (Continued)

b List the names, titles, and mailing addresses of each of your five highest compensated employees who receive or will receive compensation of more than \$50,000 per year. Use the actual figure, if available. Refer to the instructions for information on what to include as compensation. Do not include officers, directors, or trustees listed in line 1a.

Name	Title	Mailing address	Compensation amount (annual actual or estimated)
None			

c List the names, names of businesses, and mailing addresses of your five highest compensated independent contractors that receive or will receive compensation of more than \$50,000 per year. Use the actual figure, if available. Refer to the instructions for information on what to include as compensation.

Name	Title	Mailing address	Compensation amount (annual actual or estimated)
None			

The following "Yes" or "No" questions relate to *past, present, or planned* relationships, transactions, or agreements with your officers, directors, trustees, highest compensated employees, and highest compensated independent contractors listed in lines 1a, 1b, and 1c.

2a Are any of your officers, directors, or trustees **related** to each other through **family or business relationships**? If "Yes," identify the individuals and explain the relationship. Yes No

b Do you have a business relationship with any of your officers, directors, or trustees other than through their position as an officer, director, or trustee? If "Yes," identify the individuals and describe the business relationship with each of your officers, directors, or trustees. Yes No

c Are any of your officers, directors, or trustees related to your highest compensated employees or highest compensated independent contractors listed on lines 1b or 1c through family or business relationships? If "Yes," identify the individuals and explain the relationship. Yes No

3a For each of your officers, directors, trustees, highest compensated employees, and highest compensated independent contractors listed on lines 1a, 1b, or 1c, attach a list showing their name, qualifications, average hours worked, and duties.

b Do any of your officers, directors, trustees, highest compensated employees, and highest compensated independent contractors listed on lines 1a, 1b, or 1c receive compensation from any other organizations, whether tax exempt or taxable, that are related to you through **common control**? If "Yes," identify the individuals, explain the relationship between you and the other organization, and describe the compensation arrangement. Yes No

4 In establishing the compensation for your officers, directors, trustees, highest compensated employees, and highest compensated independent contractors listed on lines 1a, 1b, and 1c, the following practices are recommended, although they are not required to obtain exemption. Answer "Yes" to all the practices you use.

a Do you or will the individuals that approve compensation arrangements follow a conflict of interest policy? Yes No

b Do you or will you approve compensation arrangements in advance of paying compensation? Yes No

c Do you or will you document in writing the date and terms of approved compensation arrangements? Yes No

Form **1023** (Rev. 6-2006)

THE BUSINESS OF BEING AN ARCHERY CLUB

Business Structures and Documents

Form 1023 (Rev. 6-2006)

Name: **Super X Archery Club, Inc.**

EIN: **27 - XXXXXXX**

Page **4**

Part V Compensation and Other Financial Arrangements With Your Officers, Directors, Trustees, Employees, and Independent Contractors (Continued)

d	Do you or will you record in writing the decision made by each individual who decided or voted on compensation arrangements?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e	Do you or will you approve compensation arrangements based on information about compensation paid by similarly situated taxable or tax-exempt organizations for similar services, current compensation surveys compiled by independent firms, or actual written offers from similarly situated organizations? Refer to the instructions for Part V, lines 1a, 1b, and 1c, for information on what to include as compensation.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f	Do you or will you record in writing both the information on which you relied to base your decision and its source?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
g	If you answered "No" to any item on lines 4a through 4f, describe how you set compensation that is reasonable for your officers, directors, trustees, highest compensated employees, and highest compensated independent contractors listed in Part V, lines 1a, 1b, and 1c.		
5a	Have you adopted a conflict of interest policy consistent with the sample conflict of interest policy in Appendix A to the instructions? If "Yes," provide a copy of the policy and explain how the policy has been adopted, such as by resolution of your governing board. If "No," answer lines 5b and 5c.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b	What procedures will you follow to assure that persons who have a conflict of interest will not have influence over you for setting their own compensation?		
c	What procedures will you follow to assure that persons who have a conflict of interest will not have influence over you regarding business deals with themselves?		
	Note: A conflict of interest policy is recommended though it is not required to obtain exemption. Hospitals, see Schedule C, Section I, line 14.		
6a	Do you or will you compensate any of your officers, directors, trustees, highest compensated employees, and highest compensated independent contractors listed in lines 1a, 1b, or 1c through non-fixed payments , such as discretionary bonuses or revenue-based payments? If "Yes," describe all non-fixed compensation arrangements, including how the amounts are determined, who is eligible for such arrangements, whether you place a limitation on total compensation, and how you determine or will determine that you pay no more than reasonable compensation for services. Refer to the instructions for Part V, lines 1a, 1b, and 1c, for information on what to include as compensation.	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
b	Do you or will you compensate any of your employees, other than your officers, directors, trustees, or your five highest compensated employees who receive or will receive compensation of more than \$50,000 per year, through non-fixed payments, such as discretionary bonuses or revenue-based payments? If "Yes," describe all non-fixed compensation arrangements, including how the amounts are or will be determined, who is or will be eligible for such arrangements, whether you place or will place a limitation on total compensation, and how you determine or will determine that you pay no more than reasonable compensation for services. Refer to the instructions for Part V, lines 1a, 1b, and 1c, for information on what to include as compensation.	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
7a	Do you or will you purchase any goods, services, or assets from any of your officers, directors, trustees, highest compensated employees, or highest compensated independent contractors listed in lines 1a, 1b, or 1c? If "Yes," describe any such purchase that you made or intend to make, from whom you make or will make such purchases, how the terms are or will be negotiated at arm's length , and explain how you determine or will determine that you pay no more than fair market value . Attach copies of any written contracts or other agreements relating to such purchases.	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
b	Do you or will you sell any goods, services, or assets to any of your officers, directors, trustees, highest compensated employees, or highest compensated independent contractors listed in lines 1a, 1b, or 1c? If "Yes," describe any such sales that you made or intend to make, to whom you make or will make such sales, how the terms are or will be negotiated at arm's length , and explain how you determine or will determine you are or will be paid at least fair market value. Attach copies of any written contracts or other agreements relating to such sales.	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
8a	Do you or will you have any leases, contracts, loans, or other agreements with your officers, directors, trustees, highest compensated employees, or highest compensated independent contractors listed in lines 1a, 1b, or 1c? If "Yes," provide the information requested in lines 8b through 8f.	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
b	Describe any written or oral arrangements that you made or intend to make.		
c	Identify with whom you have or will have such arrangements.		
d	Explain how the terms are or will be negotiated at arm's length .		
e	Explain how you determine you pay no more than fair market value or you are paid at least fair market value.		
f	Attach copies of any signed leases, contracts, loans, or other agreements relating to such arrangements.		
9a	Do you or will you have any leases, contracts, loans, or other agreements with any organization in which any of your officers, directors, or trustees are also officers, directors, or trustees, or in which any individual officer, director, or trustee owns more than a 35% interest? If "Yes," provide the information requested in lines 9b through 9f.	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Form **1023** (Rev. 6-2006)

THE BUSINESS OF BEING AN ARCHERY CLUB

Business Structures and Documents

Form 1023 (Rev. 6-2006)

Name: **Super X Archery Club, Inc.**

EIN: **27 - XXXXXXX**

Page **5**

Part V Compensation and Other Financial Arrangements With Your Officers, Directors, Trustees, Employees, and Independent Contractors (Continued)

- b Describe any written or oral arrangements you made or intend to make.
- c Identify with whom you have or will have such arrangements.
- d Explain how the terms are or will be negotiated at arm's length.
- e Explain how you determine or will determine you pay no more than fair market value or that you are paid at least fair market value.
- f Attach a copy of any signed leases, contracts, loans, or other agreements relating to such arrangements.

Part VI Your Members and Other Individuals and Organizations That Receive Benefits From You

The following "Yes" or "No" questions relate to goods, services, and funds you provide to individuals and organizations as part of your activities. Your answers should pertain to *past*, *present*, and *planned* activities. (See instructions.)

- 1a In carrying out your exempt purposes, do you provide goods, services, or funds to individuals? If "Yes," describe each program that provides goods, services, or funds to individuals. Yes No
- b In carrying out your exempt purposes, do you provide goods, services, or funds to organizations? If "Yes," describe each program that provides goods, services, or funds to organizations. Yes No
- 2 Do any of your programs limit the provision of goods, services, or funds to a specific individual or group of specific individuals? For example, answer "Yes," if goods, services, or funds are provided only for a particular individual, your members, individuals who work for a particular employer, or graduates of a particular school. If "Yes," explain the limitation and how recipients are selected for each program. Yes No
- 3 Do any individuals who receive goods, services, or funds through your programs have a family or business relationship with any officer, director, trustee, or with any of your highest compensated employees or highest compensated independent contractors listed in Part V, lines 1a, 1b, and 1c? If "Yes," explain how these related individuals are eligible for goods, services, or funds. Yes No

Part VII Your History

The following "Yes" or "No" questions relate to your history. (See instructions.)

- 1 Are you a successor to another organization? Answer "Yes," if you have taken or will take over the activities of another organization; you took over 25% or more of the fair market value of the net assets of another organization; or you were established upon the conversion of an organization from for-profit to non-profit status. If "Yes," complete Schedule G. Yes No
- 2 Are you submitting this application more than 27 months after the end of the month in which you were legally formed? If "Yes," complete Schedule E. Yes No

Part VIII Your Specific Activities

The following "Yes" or "No" questions relate to specific activities that you may conduct. Check the appropriate box. Your answers should pertain to *past*, *present*, and *planned* activities. (See instructions.)

- 1 Do you support or oppose candidates in **political campaigns** in any way? If "Yes," explain. Yes No
- 2a Do you attempt to **influence legislation**? If "Yes," explain how you attempt to influence legislation and complete line 2b. If "No," go to line 3a. Yes No
- b Have you made or are you making an **election** to have your legislative activities measured by expenditures by filing Form 5768? If "Yes," attach a copy of the Form 5768 that was already filed or attach a completed Form 5768 that you are filing with this application. If "No," describe whether your attempts to influence legislation are a substantial part of your activities. Include the time and money spent on your attempts to influence legislation as compared to your total activities. Yes No
- 3a Do you or will you operate bingo or **gaming** activities? If "Yes," describe who conducts them, and list all revenue received or expected to be received and expenses paid or expected to be paid in operating these activities. **Revenue and expenses** should be provided for the time periods specified in Part IX, Financial Data. Yes No
- b Do you or will you enter into contracts or other agreements with individuals or organizations to conduct bingo or gaming for you? If "Yes," describe any written or oral arrangements that you made or intend to make, identify with whom you have or will have such arrangements, explain how the terms are or will be negotiated at arm's length, and explain how you determine or will determine you pay no more than fair market value or you will be paid at least fair market value. Attach copies or any written contracts or other agreements relating to such arrangements. Yes No
- c List the states and local jurisdictions, including Indian Reservations, in which you conduct or will conduct gaming or bingo.

Form **1023** (Rev. 6-2006)

THE BUSINESS OF BEING AN ARCHERY CLUB

Business Structures and Documents

Form 1023 (Rev. 6-2006)

Name: **Super X Archery Club, Inc.**

EIN: **27 - XXXXXX**

Page **6**

Part VIII Your Specific Activities (Continued)

- 4a** Do you or will you undertake **fundraising**? If "Yes," check all the fundraising programs you do or will conduct. (See instructions.) Yes No
- | | |
|---|--|
| <input checked="" type="checkbox"/> mail solicitations | <input checked="" type="checkbox"/> phone solicitations |
| <input checked="" type="checkbox"/> email solicitations | <input checked="" type="checkbox"/> accept donations on your website |
| <input checked="" type="checkbox"/> personal solicitations | <input type="checkbox"/> receive donations from another organization's website |
| <input type="checkbox"/> vehicle, boat, plane, or similar donations | <input checked="" type="checkbox"/> government grant solicitations |
| <input checked="" type="checkbox"/> foundation grant solicitations | <input type="checkbox"/> Other |
- Attach a description of each fundraising program.
- b** Do you or will you have written or oral contracts with any individuals or organizations to raise funds for you? If "Yes," describe these activities. Include all revenue and expenses from these activities and state who conducts them. Revenue and expenses should be provided for the time periods specified in Part IX, Financial Data. Also, attach a copy of any contracts or agreements. Yes No
- c** Do you or will you engage in fundraising activities for other organizations? If "Yes," describe these arrangements. Include a description of the organizations for which you raise funds and attach copies of all contracts or agreements. Yes No
- d** List all states and local jurisdictions in which you conduct fundraising. For each state or local jurisdiction listed, specify whether you fundraise for your own organization, you fundraise for another organization, or another organization fundraises for you.
- e** Do you or will you maintain separate accounts for any contributor under which the contributor has the right to advise on the use or distribution of funds? Answer "Yes" if the donor may provide advice on the types of investments, distributions from the types of investments, or the distribution from the donor's contribution account. If "Yes," describe this program, including the type of advice that may be provided and submit copies of any written materials provided to donors. Yes No
-
- 5** Are you **affiliated** with a governmental unit? If "Yes," explain. Yes No
- 6a** Do you or will you engage in **economic development**? If "Yes," describe your program. Yes No
- b** Describe in full who benefits from your economic development activities and how the activities promote exempt purposes.
-
- 7a** Do or will persons other than your employees or volunteers **develop** your facilities? If "Yes," describe each facility, the role of the developer, and any business or family relationship(s) between the developer and your officers, directors, or trustees. Yes No
- b** Do or will persons other than your employees or volunteers **manage** your activities or facilities? If "Yes," describe each activity and facility, the role of the manager, and any business or family relationship(s) between the manager and your officers, directors, or trustees. Yes No
- c** If there is a business or family relationship between any manager or developer and your officers, directors, or trustees, identify the individuals, explain the relationship, describe how contracts are negotiated at arm's length so that you pay no more than fair market value, and submit a copy of any contracts or other agreements.
-
- 8** Do you or will you enter into **joint ventures**, including partnerships or **limited liability companies** treated as partnerships, in which you share profits and losses with partners other than section 501(c)(3) organizations? If "Yes," describe the activities of these joint ventures in which you participate. Yes No
-
- 9a** Are you applying for exemption as a childcare organization under section 501(k)? If "Yes," answer lines 9b through 9d. If "No," go to line 10. Yes No
- b** Do you provide child care so that parents or caretakers of children you care for can be **gainfully employed** (see instructions)? If "No," explain how you qualify as a childcare organization described in section 501(k). Yes No
- c** Of the children for whom you provide child care, are 85% or more of them cared for by you to enable their parents or caretakers to be gainfully employed (see instructions)? If "No," explain how you qualify as a childcare organization described in section 501(k). Yes No
- d** Are your services available to the general public? If "No," describe the specific group of people for whom your activities are available. Also, see the instructions and explain how you qualify as a childcare organization described in section 501(k). Yes No
-
- 10** Do you or will you publish, own, or have rights in music, literature, tapes, artworks, choreography, scientific discoveries, or other **intellectual property**? If "Yes," explain. Describe who owns or will own any copyrights, patents, or trademarks, whether fees are or will be charged, how the fees are determined, and how any items are or will be produced, distributed, and marketed. Yes No

Form **1023** (Rev. 6-2006)

THE BUSINESS OF BEING AN ARCHERY CLUB

Business Structures and Documents

Form 1023 (Rev. 6-2006)

Name: **Super X Archery Club, Inc.**

EIN: **27 - XXXXXXX**

Page **7**

Part VIII Your Specific Activities (Continued)

- 11** Do you or will you accept contributions of: real property; conservation easements; closely held securities; intellectual property such as patents, trademarks, and copyrights; works of music or art; licenses; royalties; automobiles, boats, planes, or other vehicles; or collectibles of any type? If "Yes," describe each type of contribution, any conditions imposed by the donor on the contribution, and any agreements with the donor regarding the contribution. Yes No
- 12a** Do you or will you operate in a foreign country or countries? If "Yes," answer lines 12b through 12d. If "No," go to line 13a. Yes No
- b** Name the foreign countries and regions within the countries in which you operate.
- c** Describe your operations in each country and region in which you operate.
- d** Describe how your operations in each country and region further your exempt purposes.
- 13a** Do you or will you make grants, loans, or other distributions to organization(s)? If "Yes," answer lines 13b through 13g. If "No," go to line 14a. Yes No
- b** Describe how your grants, loans, or other distributions to organizations further your exempt purposes.
- c** Do you have written contracts with each of these organizations? If "Yes," attach a copy of each contract. Yes No
- d** Identify each recipient organization and any relationship between you and the recipient organization.
- e** Describe the records you keep with respect to the grants, loans, or other distributions you make.
- f** Describe your selection process, including whether you do any of the following:
- (i)** Do you require an application form? If "Yes," attach a copy of the form. Yes No
- (ii)** Do you require a grant proposal? If "Yes," describe whether the grant proposal specifies your responsibilities and those of the grantee, obligates the grantee to use the grant funds only for the purposes for which the grant was made, provides for periodic written reports concerning the use of grant funds, requires a final written report and an accounting of how grant funds were used, and acknowledges your authority to withhold and/or recover grant funds in case such funds are, or appear to be, misused. Yes No
- g** Describe your procedures for oversight of distributions that assure you the resources are used to further your exempt purposes, including whether you require periodic and final reports on the use of resources.
- 14a** Do you or will you make grants, loans, or other distributions to foreign organizations? If "Yes," answer lines 14b through 14f. If "No," go to line 15. Yes No
- b** Provide the name of each foreign organization, the country and regions within a country in which each foreign organization operates, and describe any relationship you have with each foreign organization.
- c** Does any foreign organization listed in line 14b accept contributions earmarked for a specific country or specific organization? If "Yes," list all earmarked organizations or countries. Yes No
- d** Do your contributors know that you have ultimate authority to use contributions made to you at your discretion for purposes consistent with your exempt purposes? If "Yes," describe how you relay this information to contributors. Yes No
- e** Do you or will you make pre-grant inquiries about the recipient organization? If "Yes," describe these inquiries, including whether you inquire about the recipient's financial status, its tax-exempt status under the Internal Revenue Code, its ability to accomplish the purpose for which the resources are provided, and other relevant information. Yes No
- f** Do you or will you use any additional procedures to ensure that your distributions to foreign organizations are used in furtherance of your exempt purposes? If "Yes," describe these procedures, including site visits by your employees or compliance checks by impartial experts, to verify that grant funds are being used appropriately. Yes No

Form **1023** (Rev. 6-2006)

THE BUSINESS OF BEING AN ARCHERY CLUB

Business Structures and Documents

Form 1023 (Rev. 6-2006)

Name: **Super X Archery Club, Inc.**

EIN: **27 - XXXXXX**

Page **8**

Part VIII Your Specific Activities (Continued)

- | | | | |
|----|--|---|--|
| 15 | Do you have a close connection with any organizations? If "Yes," explain. | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| 16 | Are you applying for exemption as a cooperative hospital service organization under section 501(e)? If "Yes," explain. | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| 17 | Are you applying for exemption as a cooperative service organization of operating educational organizations under section 501(f)? If "Yes," explain. | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| 18 | Are you applying for exemption as a charitable risk pool under section 501(n)? If "Yes," explain. | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| 19 | Do you or will you operate a school? If "Yes," complete Schedule B. Answer "Yes," whether you operate a school as your main function or as a secondary activity. | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| 20 | Is your main function to provide hospital or medical care? If "Yes," complete Schedule C. | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| 21 | Do you or will you provide low-income housing or housing for the elderly or handicapped? If "Yes," complete Schedule F. | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| 22 | Do you or will you provide scholarships, fellowships, educational loans, or other educational grants to individuals, including grants for travel, study, or other similar purposes? If "Yes," complete Schedule H. | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |

Note: Private foundations may use Schedule H to request advance approval of individual grant procedures.

THE BUSINESS OF BEING AN ARCHERY CLUB

Business Structures and Documents

Form 1023 (Rev. 6-2006)

Name: **Super X Archery Club, Inc.**

EIN: **27 - XXXXXX**

Page **9**

Part IX Financial Data

For purposes of this schedule, years in existence refer to completed tax years. If in existence 4 or more years, complete the schedule for the most recent 4 tax years. If in existence more than 1 year but less than 4 years, complete the statements for each year in existence and provide projections of your likely revenues and expenses based on a reasonable and good faith estimate of your future finances for a total of 3 years of financial information. If in existence less than 1 year, provide projections of your likely revenues and expenses for the current year and the 2 following years, based on a reasonable and good faith estimate of your future finances for a total of 3 years of financial information. (See instructions.)

A. Statement of Revenues and Expenses					
Type of revenue or expense	Current tax year	3 prior tax years or 2 succeeding tax years			(e) Provide Total for (a) through (d)
	(a) From: <u>08/01/10</u> To: <u>12/31/00</u>	(b) From: <u>01/01/10</u> To: <u>12/31/10</u>	(c) From: <u>01/31/11</u> To: <u>12/31/11</u>	(d) From: To:	
Revenues	1 Gifts, grants, and contributions received (do not include unusual grants)	\$0	\$1000	\$1000	
	2 Membership fees received	\$0	\$1000	\$2000	
	3 Gross investment income	\$0	\$0	\$0	
	4 Net unrelated business income	\$0	\$0	\$0	
	5 Taxes levied for your benefit	\$0	\$0	\$0	
	6 Value of services or facilities furnished by a governmental unit without charge (not including the value of services generally furnished to the public without charge)	\$0	\$0	\$0	
	7 Any revenue not otherwise listed above or in lines 9-12 below (attach an itemized list)	\$0	\$0	\$0	
	8 Total of lines 1 through 7	\$0	\$2000	\$3000	
	9 Gross receipts from admissions, merchandise sold or services performed, or furnishing of facilities in any activity that is related to your exempt purposes (attach itemized list)	\$0	\$1500	\$1500	
	10 Total of lines 8 and 9	\$0	\$3500	\$4,500	
	11 Net gain or loss on sale of capital assets (attach schedule and see instructions)	\$0	\$0	\$0	
	12 Unusual grants	\$0	\$0	\$0	
	13 Total Revenue Add lines 10 through 12	\$0	\$3500	\$4500	
Expenses	14 Fundraising expenses	\$0	\$0	\$0	
	15 Contributions, gifts, grants, and similar amounts paid out (attach an itemized list)	\$0	\$0	\$0	
	16 Disbursements to or for the benefit of members (attach an itemized list)	\$0	\$0	\$0	
	17 Compensation of officers, directors, and trustees	\$0	\$0	\$0	
	18 Other salaries and wages	\$0	\$0	\$0	
	19 Interest expense	\$0	\$0	\$0	
	20 Occupancy (rent, utilities, etc.)	\$0	\$0	\$0	
	21 Depreciation and depletion	\$0	\$0	\$0	
	22 Professional fees	\$0	\$750	\$1000	
	23 Any expense not otherwise classified, such as program services (attach itemized list)	\$0	\$0	\$0	
	24 Total Expenses Add lines 14 through 23	\$0	\$750	\$1000	

Form **1023** (Rev. 6-2006)

THE BUSINESS OF BEING AN ARCHERY CLUB

Business Structures and Documents

Form 1023 (Rev. 6-2006)

Name: **Super X Archery Club, Inc.**

EIN: **27 - XXXXXXX**

Page **10**

Part IX Financial Data (Continued)

B. Balance Sheet (for your most recently completed tax year)		Year End:
Assets		(Whole dollars)
1	Cash	\$0
2	Accounts receivable, net	\$0
3	Inventories	\$0
4	Bonds and notes receivable (attach an itemized list)	\$0
5	Corporate stocks (attach an itemized list)	\$0
6	Loans receivable (attach an itemized list)	\$0
7	Other investments (attach an itemized list)	\$0
8	Depreciable and depletable assets (attach an itemized list)	\$0
9	Land	\$0
10	Other assets (attach an itemized list)	\$0
11	Total Assets (add lines 1 through 10)	\$0
Liabilities		
12	Accounts payable	\$0
13	Contributions, gifts, grants, etc. payable	\$0
14	Mortgages and notes payable (attach an itemized list)	\$0
15	Other liabilities (attach an itemized list)	\$0
16	Total Liabilities (add lines 12 through 15)	\$0
Fund Balances or Net Assets		
17	Total fund balances or net assets	\$0
18	Total Liabilities and Fund Balances or Net Assets (add lines 16 and 17)	\$0
19	Have there been any substantial changes in your assets or liabilities since the end of the period shown above? If "Yes," explain.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Part X Public Charity Status

Part X is designed to classify you as an organization that is either a **private foundation** or a **public charity**. Public charity status is a more favorable tax status than private foundation status. If you are a private foundation, Part X is designed to further determine whether you are a **private operating foundation**. (See instructions.)

1a Are you a private foundation? If "Yes," go to line 1b. If "No," go to line 5 and proceed as instructed. If you are unsure, see the instructions. Yes No

b As a private foundation, section 508(e) requires special provisions in your organizing document in addition to those that apply to all organizations described in section 501(c)(3). Check the box to confirm that your organizing document meets this requirement, whether by express provision or by reliance on operation of state law. Attach a statement that describes specifically where your organizing document meets this requirement, such as a reference to a particular article or section in your organizing document or by operation of state law. See the instructions, including Appendix B, for information about the special provisions that need to be contained in your organizing document. Go to line 2.

2 Are you a private operating foundation? To be a private operating foundation you must engage directly in the active conduct of charitable, religious, educational, and similar activities, as opposed to indirectly carrying out these activities by providing grants to individuals or other organizations. If "Yes," go to line 3. If "No," go to the signature section of Part XI. Yes No

3 Have you existed for one or more years? If "Yes," attach financial information showing that you are a private operating foundation; go to the signature section of Part XI. If "No," continue to line 4. Yes No

4 Have you attached either (1) an affidavit or opinion of counsel, (including a written affidavit or opinion from a certified public accountant or accounting firm with expertise regarding this tax law matter), that sets forth facts concerning your operations and support to demonstrate that you are likely to satisfy the requirements to be classified as a private operating foundation; or (2) a statement describing your proposed operations as a private operating foundation? Yes No

5 If you answered "No" to line 1a, indicate the type of public charity status you are requesting by checking one of the choices below. You may check only one box.

The organization is not a private foundation because it is:

a 509(a)(1) and 170(b)(1)(A)(i)—a church or a convention or association of churches. Complete and attach Schedule A.

b 509(a)(1) and 170(b)(1)(A)(ii)—a school. Complete and attach Schedule B.

c 509(a)(1) and 170(b)(1)(A)(iii)—a hospital, a cooperative hospital service organization, or a medical research organization operated in conjunction with a hospital. Complete and attach Schedule C.

d 509(a)(3)—an organization supporting either one or more organizations described in line 5a through c, f, g, or h or a publicly supported section 501(c)(4), (5), or (6) organization. Complete and attach Schedule D.

Form **1023** (Rev. 6-2006)

THE BUSINESS OF BEING AN ARCHERY CLUB

Business Structures and Documents

Form 1023 (Rev. 6-2006)

Name: **Super X Archery Club, Inc.**

EIN: **27 - XXXXXXX**

Page **11**

Part X Public Charity Status (Continued)

- e 509(a)(4)—an organization organized and operated exclusively for testing for public safety.
- f 509(a)(1) and 170(b)(1)(A)(iv)—an organization operated for the benefit of a college or university that is owned or operated by a governmental unit.
- g 509(a)(1) and 170(b)(1)(A)(vi)—an organization that receives a substantial part of its financial support in the form of contributions from publicly supported organizations, from a governmental unit, or from the general public.
- h 509(a)(2)—an organization that normally receives not more than one-third of its financial support from gross investment income and receives more than one-third of its financial support from contributions, membership fees, and gross receipts from activities related to its exempt functions (subject to certain exceptions).
- i A publicly supported organization, but unsure if it is described in 5g or 5h. The organization would like the IRS to decide the correct status.

6 If you checked box g, h, or i in question 5 above, you must request either an **advance** or a **definitive ruling** by selecting one of the boxes below. Refer to the instructions to determine which type of ruling you are eligible to receive.

- a **Request for Advance Ruling:** By checking this box and signing the consent, pursuant to section 6501(c)(4) of the Code you request an advance ruling and agree to extend the statute of limitations on the assessment of excise tax under section 4940 of the Code. The tax will apply only if you do not establish public support status at the end of the 5-year advance ruling period. The assessment period will be extended for the 5 advance ruling years to 8 years, 4 months, and 15 days beyond the end of the first year. You have the right to refuse or limit the extension to a mutually agreed-upon period of time or issue(s). Publication 1035, *Extending the Tax Assessment Period*, provides a more detailed explanation of your rights and the consequences of the choices you make. You may obtain Publication 1035 free of charge from the IRS web site at www.irs.gov or by calling toll-free 1-800-829-3676. Signing this consent will not deprive you of any appeal rights to which you would otherwise be entitled. If you decide not to extend the statute of limitations, you are not eligible for an advance ruling.

Consent Fixing Period of Limitations Upon Assessment of Tax Under Section 4940 of the Internal Revenue Code

For Organization

.....
(Signature of Officer, Director, Trustee, or other authorized official)

.....
(Type or print name of signer)

.....
(Date)

.....
(Type or print title or authority of signer)

For IRS Use Only

.....
IRS Director, Exempt Organizations

.....
(Date)

- b **Request for Definitive Ruling:** Check this box if you have completed one tax year of at least 8 full months and you are requesting a definitive ruling. To confirm your public support status, answer line 6b(i) if you checked box g in line 5 above. Answer line 6b(ii) if you checked box h in line 5 above. If you checked box i in line 5 above, answer both lines 6b(i) and (ii).
- (i) (a) Enter 2% of line 8, column (e) on Part IX-A. Statement of Revenues and Expenses. _____
- (b) Attach a list showing the name and amount contributed by each person, company, or organization whose gifts totaled more than the 2% amount. If the answer is "None," check this box.
- (ii) (a) For each year amounts are included on lines 1, 2, and 9 of Part IX-A. Statement of Revenues and Expenses, attach a list showing the name of and amount received from each **disqualified person**. If the answer is "None," check this box.
- (b) For each year amounts are included on line 9 of Part IX-A. Statement of Revenues and Expenses, attach a list showing the name of and amount received from each payer, other than a disqualified person, whose payments were more than the larger of (1) 1% of line 10, Part IX-A. Statement of Revenues and Expenses, or (2) \$5,000. If the answer is "None," check this box.

7 Did you receive any unusual grants during any of the years shown on Part IX-A. Statement of Revenues and Expenses? If "Yes," attach a list including the name of the contributor, the date and amount of the grant, a brief description of the grant, and explain why it is unusual. Yes No

Form **1023** (Rev. 6-2006)

THE BUSINESS OF BEING AN ARCHERY CLUB

Business Structures and Documents

Form 1023 (Rev. 6-2006)

Name: **Super X Archery Club, Inc.**

EIN: **27 - XXXXXXX**

Page **12**

Part XI User Fee Information

You must include a user fee payment with this application. It will not be processed without your paid user fee. If your average annual gross receipts have exceeded or will exceed \$10,000 annually over a 4-year period, you must submit payment of \$750. If your gross receipts have not exceeded or will not exceed \$10,000 annually over a 4-year period, the required user fee payment is \$300. See instructions for Part XI, for a definition of gross receipts over a 4-year period. Your check or money order must be made payable to the United States Treasury. User fees are subject to change. Check our website at www.irs.gov and type "User Fee" in the keyword box, or call Customer Account Services at 1-877-829-5500 for current information.

- 1 Have your annual gross receipts averaged or are they expected to average not more than \$10,000? Yes No
If "Yes," check the box on line 2 and enclose a user fee payment of \$300 (Subject to change—see above).
If "No," check the box on line 3 and enclose a user fee payment of \$750 (Subject to change—see above).
- 2 Check the box if you have enclosed the reduced user fee payment of \$300 (Subject to change).
- 3 Check the box if you have enclosed the user fee payment of \$750 (Subject to change).

I declare under the penalties of perjury that I am authorized to sign this application on behalf of the above organization and that I have examined this application, including the accompanying schedules and attachments, and to the best of my knowledge it is true, correct, and complete.

Please
Sign
Here



(Signature of Officer, Director, Trustee, or other authorized official)

Fabulous Coach

(Type or print name of signer)

08/15/10

(Date)

President

(Type or print title or authority of signer)

Reminder: Send the completed Form 1023 Checklist with your filled-in-application.

Form **1023** (Rev. 6-2006)

THE BUSINESS OF BEING AN ARCHERY CLUB

Business Structures and Documents

Form 1023 (Rev. 6-2006)

Name: **Super X Archery Club, Inc.**

EIN: **27 - XXXXXXX**

Page **13**

Schedule A. Churches

1a	Do you have a written creed, statement of faith, or summary of beliefs? If "Yes," attach copies of relevant documents.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b	Do you have a form of worship? If "Yes," describe your form of worship.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2a	Do you have a formal code of doctrine and discipline? If "Yes," describe your code of doctrine and discipline.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b	Do you have a distinct religious history? If "Yes," describe your religious history.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
c	Do you have a literature of your own? If "Yes," describe your literature.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3	Describe the organization's religious hierarchy or ecclesiastical government.		
4a	Do you have regularly scheduled religious services? If "Yes," describe the nature of the services and provide representative copies of relevant literature such as church bulletins.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b	What is the average attendance at your regularly scheduled religious services?		
5a	Do you have an established place of worship? If "Yes," refer to the instructions for the information required.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b	Do you own the property where you have an established place of worship?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6	Do you have an established congregation or other regular membership group? If "No," refer to the instructions.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7	How many members do you have?		
8a	Do you have a process by which an individual becomes a member? If "Yes," describe the process and complete lines 8b-8d, below.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b	If you have members, do your members have voting rights, rights to participate in religious functions, or other rights? If "Yes," describe the rights your members have.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
c	May your members be associated with another denomination or church?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
d	Are all of your members part of the same family?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
9	Do you conduct baptisms, weddings, funerals, etc.?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
10	Do you have a school for the religious instruction of the young?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
11a	Do you have a minister or religious leader? If "Yes," describe this person's role and explain whether the minister or religious leader was ordained, commissioned, or licensed after a prescribed course of study.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b	Do you have schools for the preparation of your ordained ministers or religious leaders?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
12	Is your minister or religious leader also one of your officers, directors, or trustees?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
13	Do you ordain, commission, or license ministers or religious leaders? If "Yes," describe the requirements for ordination, commission, or licensure.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
14	Are you part of a group of churches with similar beliefs and structures? If "Yes," explain. Include the name of the group of churches.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
15	Do you issue church charters? If "Yes," describe the requirements for issuing a charter.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
16	Did you pay a fee for a church charter? If "Yes," attach a copy of the charter.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
17	Do you have other information you believe should be considered regarding your status as a church? If "Yes," explain.	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Form **1023** (Rev. 6-2006)

THE BUSINESS OF BEING AN ARCHERY CLUB

Business Structures and Documents

Form 1023 (Rev. 6-2006)

Name: **Super X Archery Club, Inc.**

EIN: **27 - XXXXXXX**

Page **14**

Schedule B. Schools, Colleges, and Universities

If you operate a school as an activity, complete Schedule B

Section I Operational Information

1a Do you normally have a regularly scheduled curriculum, a regular faculty of qualified teachers, a regularly enrolled student body, and facilities where your educational activities are regularly carried on? If "No," do not complete the remainder of Schedule B. Yes No

b Is the primary function of your school the presentation of formal instruction? If "Yes," describe your school in terms of whether it is an elementary, secondary, college, technical, or other type of school. If "No," do not complete the remainder of Schedule B. Yes No

2a Are you a public school because you are operated by a state or subdivision of a state? If "Yes," explain how you are operated by a state or subdivision of a state. Do not complete the remainder of Schedule B. Yes No

b Are you a public school because you are operated wholly or predominantly from government funds or property? If "Yes," explain how you are operated wholly or predominantly from government funds or property. Submit a copy of your funding agreement regarding government funding. Do not complete the remainder of Schedule B. Yes No

3 In what public school district, county, and state are you located?

4 Were you formed or substantially expanded at the time of public school desegregation in the above school district or county? Yes No

5 Has a state or federal administrative agency or judicial body ever determined that you are racially discriminatory? If "Yes," explain. Yes No

6 Has your right to receive financial aid or assistance from a governmental agency ever been revoked or suspended? If "Yes," explain. Yes No

7 Do you or will you contract with another organization to develop, build, market, or finance your facilities? If "Yes," explain how that entity is selected, explain how the terms of any contracts or other agreements are negotiated at arm's length, and explain how you determine that you will pay no more than fair market value for services. Yes No

Note. Make sure your answer is consistent with the information provided in Part VIII, line 7a.

8 Do you or will you manage your activities or facilities through your own employees or volunteers? If "No," attach a statement describing the activities that will be managed by others, the names of the persons or organizations that manage or will manage your activities or facilities, and how these managers were or will be selected. Also, submit copies of any contracts, proposed contracts, or other agreements regarding the provision of management services for your activities or facilities. Explain how the terms of any contracts or other agreements were or will be negotiated, and explain how you determine you will pay no more than fair market value for services. Yes No

Note. Answer "Yes" if you manage or intend to manage your programs through your own employees or by using volunteers. Answer "No" if you engage or intend to engage a separate organization or independent contractor. Make sure your answer is consistent with the information provided in Part VIII, line 7b.

Section II Establishment of Racially Nondiscriminatory Policy

Information required by Revenue Procedure 75-50.

1 Have you adopted a racially nondiscriminatory policy as to students in your organizing document, bylaws, or by resolution of your governing body? If "Yes," state where the policy can be found or supply a copy of the policy. If "No," you must adopt a nondiscriminatory policy as to students before submitting this application. See Publication 557. Yes No

2 Do your brochures, application forms, advertisements, and catalogues dealing with student admissions, programs, and scholarships contain a statement of your racially nondiscriminatory policy? Yes No

a If "Yes," attach a representative sample of each document.

b If "No," by checking the box to the right you agree that all future printed materials, including website content, will contain the required nondiscriminatory policy statement.

3 Have you published a notice of your nondiscriminatory policy in a newspaper of general circulation that serves all racial segments of the community? (See the instructions for specific requirements.) If "No," explain. Yes No

4 Does or will the organization (or any department or division within it) discriminate in any way on the basis of race with respect to admissions; use of facilities or exercise of student privileges; faculty or administrative staff; or scholarship or loan programs? If "Yes," for any of the above, explain fully. Yes No

Form **1023** (Rev. 6-2006)

THE BUSINESS OF BEING AN ARCHERY CLUB

Business Structures and Documents

Form 1023 (Rev. 6-2006)

Name: **Super X Archery Club, Inc.**

EIN: **27 - xxxxxxx**

Page **15**

Schedule B. Schools, Colleges, and Universities (Continued)

- 5 Complete the table below to show the racial composition for the current academic year and projected for the next academic year, of: (a) the student body, (b) the faculty, and (c) the administrative staff. Provide actual numbers rather than percentages for each racial category.

If you are not operational, submit an estimate based on the best information available (such as the racial composition of the community served).

Racial Category	(a) Student Body		(b) Faculty		(c) Administrative Staff	
	Current Year	Next Year	Current Year	Next Year	Current Year	Next Year
Total						

- 6 In the table below, provide the number and amount of loans and scholarships awarded to students enrolled by racial categories.

Racial Category	Number of Loans		Amount of Loans		Number of Scholarships		Amount of Scholarships	
	Current Year	Next Year	Current Year	Next Year	Current Year	Next Year	Current Year	Next Year
Total								

- 7a Attach a list of your incorporators, founders, board members, and donors of land or buildings, whether individuals or organizations.

- b Do any of these individuals or organizations have an objective to maintain segregated public or private school education? If "Yes," explain. Yes No

- 8 Will you maintain records according to the non-discrimination provisions contained in Revenue Procedure 75-50? If "No," explain. (See instructions.) Yes No

Form **1023** (Rev. 6-2006)

THE BUSINESS OF BEING AN ARCHERY CLUB

Business Structures and Documents

Form 1023 (Rev. 6-2006)

Name: **Super X Archery Club, Inc.**

EIN: **27 - XXXXXXX**

Page **16**

Schedule C. Hospitals and Medical Research Organizations

Check the box if you are a **hospital**. See the instructions for a definition of the term "hospital," which includes an organization whose principal purpose or function is providing hospital or medical care. Complete Section I below.

Check the box if you are a **medical research organization** operated in conjunction with a hospital. See the instructions for a definition of the term "medical research organization," which refers to an organization whose principal purpose or function is medical research and which is directly engaged in the continuous active conduct of medical research in conjunction with a hospital. Complete Section II.

Section I Hospitals

- | | | | |
|----|--|------------------------------|-----------------------------|
| 1a | Are all the doctors in the community eligible for staff privileges? If "No," give the reasons why and explain how the medical staff is selected. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2a | Do you or will you provide medical services to all individuals in your community who can pay for themselves or have private health insurance? If "No," explain. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| b | Do you or will you provide medical services to all individuals in your community who participate in Medicare? If "No," explain. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| c | Do you or will you provide medical services to all individuals in your community who participate in Medicaid? If "No," explain. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3a | Do you or will you require persons covered by Medicare or Medicaid to pay a deposit before receiving services? If "Yes," explain. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| b | Does the same deposit requirement, if any, apply to all other patients? If "No," explain. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4a | Do you or will you maintain a full-time emergency room? If "No," explain why you do not maintain a full-time emergency room. Also, describe any emergency services that you provide. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| b | Do you have a policy on providing emergency services to persons without apparent means to pay? If "Yes," provide a copy of the policy. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| c | Do you have any arrangements with police, fire, and voluntary ambulance services for the delivery or admission of emergency cases? If "Yes," describe the arrangements, including whether they are written or oral agreements. If written, submit copies of all such agreements. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 5a | Do you provide for a portion of your services and facilities to be used for charity patients? If "Yes," answer 5b through 5e. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| b | Explain your policy regarding charity cases, including how you distinguish between charity care and bad debts. Submit a copy of your written policy. | | |
| c | Provide data on your past experience in admitting charity patients, including amounts you expend for treating charity care patients and types of services you provide to charity care patients. | | |
| d | Describe any arrangements you have with federal, state, or local governments or government agencies for paying for the cost of treating charity care patients. Submit copies of any written agreements. | | |
| e | Do you provide services on a sliding fee schedule depending on financial ability to pay? If "Yes," submit your sliding fee schedule. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 6a | Do you or will you carry on a formal program of medical training or medical research? If "Yes," describe such programs, including the type of programs offered, the scope of such programs, and affiliations with other hospitals or medical care providers with which you carry on the medical training or research programs. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| b | Do you or will you carry on a formal program of community education? If "Yes," describe such programs, including the type of programs offered, the scope of such programs, and affiliation with other hospitals or medical care providers with which you offer community education programs. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 7 | Do you or will you provide office space to physicians carrying on their own medical practices? If "Yes," describe the criteria for who may use the space, explain the means used to determine that you are paid at least fair market value, and submit representative lease agreements. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 8 | Is your board of directors comprised of a majority of individuals who are representative of the community you serve? Include a list of each board member's name and business, financial, or professional relationship with the hospital. Also, identify each board member who is representative of the community and describe how that individual is a community representative. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 9 | Do you participate in any joint ventures? If "Yes," state your ownership percentage in each joint venture, list your investment in each joint venture, describe the tax status of other participants in each joint venture (including whether they are section 501(c)(3) organizations), describe the activities of each joint venture, describe how you exercise control over the activities of each joint venture, and describe how each joint venture furthers your exempt purposes. Also, submit copies of all agreements. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Note. Make sure your answer is consistent with the information provided in Part VIII, line 8.

Form **1023** (Rev. 6-2006)

THE BUSINESS OF BEING AN ARCHERY CLUB

Business Structures and Documents

Form 1023 (Rev. 6-2006)

Name: **Super X Archery Club, Inc.**

EIN: **27 - XXXXXX**

Page **17**

Schedule C. Hospitals and Medical Research Organizations (Continued)

Section I Hospitals (Continued)

- 10 Do you or will you manage your activities or facilities through your own employees or volunteers? If "No," attach a statement describing the activities that will be managed by others, the names of the persons or organizations that manage or will manage your activities or facilities, and how these managers were or will be selected. Also, submit copies of any contracts, proposed contracts, or other agreements regarding the provision of management services for your activities or facilities. Explain how the terms of any contracts or other agreements were or will be negotiated, and explain how you determine you will pay no more than fair market value for services. Yes No
- Note.** Answer "Yes" if you do manage or intend to manage your programs through your own employees or by using volunteers. Answer "No" if you engage or intend to engage a separate organization or independent contractor. Make sure your answer is consistent with the information provided in Part VIII, line 7b.
- 11 Do you or will you offer recruitment incentives to physicians? If "Yes," describe your recruitment incentives and attach copies of all written recruitment incentive policies. Yes No
- 12 Do you or will you lease equipment, assets, or office space from physicians who have a financial or professional relationship with you? If "Yes," explain how you establish a fair market value for the lease. Yes No
- 13 Have you purchased medical practices, ambulatory surgery centers, or other business assets from physicians or other persons with whom you have a business relationship, aside from the purchase? If "Yes," submit a copy of each purchase and sales contract and describe how you arrived at fair market value, including copies of appraisals. Yes No
- 14 Have you adopted a **conflict of interest policy** consistent with the sample health care organization conflict of interest policy in Appendix A of the instructions? If "Yes," submit a copy of the policy and explain how the policy has been adopted, such as by resolution of your governing board. If "No," explain how you will avoid any conflicts of interest in your business dealings. Yes No

Section II Medical Research Organizations

- 1 Name the hospitals with which you have a relationship and describe the relationship. Attach copies of written agreements with each hospital that demonstrate continuing relationships between you and the hospital(s).
- 2 Attach a schedule describing your present and proposed activities for the direct conduct of medical research; describe the nature of the activities, and the amount of money that has been or will be spent in carrying them out.
- 3 Attach a schedule of assets showing their fair market value and the portion of your assets directly devoted to medical research.

Form **1023** (Rev. 6-2006)

THE BUSINESS OF BEING AN ARCHERY CLUB

Business Structures and Documents

Form 1023 (Rev. 6-2006)

Name: **Super X Archery Club, Inc.**

EIN: **27 - XXXXXXX**

Page **18**

Schedule D. Section 509(a)(3) Supporting Organizations

Section I Identifying Information About the Supported Organization(s)

1 State the names, addresses, and EINs of the supported organizations. If additional space is needed, attach a separate sheet.

Name	Address	EIN
	-
	-

2 Are all supported organizations listed in line 1 public charities under section 509(a)(1) or (2)? If "Yes," go to Section II. If "No," go to line 3. Yes No

3 Do the supported organizations have tax-exempt status under section 501(c)(4), 501(c)(5), or 501(c)(6)? Yes No

If "Yes," for each 501(c)(4), (5), or (6) organization supported, provide the following financial information:

- Part IX-A. Statement of Revenues and Expenses, lines 1-13 and
- Part X, lines 6b(ii)(a), 6b(ii)(b), and 7.

If "No," attach a statement describing how each organization you support is a public charity under section 509(a)(1) or (2).

Section II Relationship with Supported Organization(s)—Three Tests

To be classified as a supporting organization, an organization must meet one of three relationship tests:

- Test 1: "Operated, supervised, or controlled by" one or more publicly supported organizations, or
- Test 2: "Supervised or controlled in connection with" one or more publicly supported organizations, or
- Test 3: "Operated in connection with" one or more publicly supported organizations.

1 Information to establish the "operated, supervised, or controlled by" relationship (Test 1)
Is a majority of your governing board or officers elected or appointed by the supported organization(s)? If "Yes," describe the process by which your governing board is appointed and elected; go to Section III. If "No," continue to line 2. Yes No

2 Information to establish the "supervised or controlled in connection with" relationship (Test 2)
Does a majority of your governing board consist of individuals who also serve on the governing board of the supported organization(s)? If "Yes," describe the process by which your governing board is appointed and elected; go to Section III. If "No," go to line 3. Yes No

3 Information to establish the "operated in connection with" responsiveness test (Test 3)
Are you a trust from which the named supported organization(s) can enforce and compel an accounting under state law? If "Yes," explain whether you advised the supported organization(s) in writing of these rights and provide a copy of the written communication documenting this; go to Section II, line 5. If "No," go to line 4a. Yes No

4 Information to establish the alternative "operated in connection with" responsiveness test (Test 3)
a Do the officers, directors, trustees, or members of the supported organization(s) elect or appoint one or more of your officers, directors, or trustees? If "Yes," explain and provide documentation; go to line 4d, below. If "No," go to line 4b. Yes No

b Do one or more members of the governing body of the supported organization(s) also serve as your officers, directors, or trustees or hold other important offices with respect to you? If "Yes," explain and provide documentation; go to line 4d, below. If "No," go to line 4c. Yes No

c Do your officers, directors, or trustees maintain a close and continuous working relationship with the officers, directors, or trustees of the supported organization(s)? If "Yes," explain and provide documentation. Yes No

d Do the supported organization(s) have a significant voice in your investment policies, in the making and timing of grants, and in otherwise directing the use of your income or assets? If "Yes," explain and provide documentation. Yes No

e Describe and provide copies of written communications documenting how you made the supported organization(s) aware of your supporting activities.

Form **1023** (Rev. 6-2006)

THE BUSINESS OF BEING AN ARCHERY CLUB

Business Structures and Documents

Form 1023 (Rev. 6-2006)

Name: **Super X Archery Club, Inc.**

EIN: **27 - xxxxxxx**

Page **19**

Schedule D. Section 509(a)(3) Supporting Organizations (Continued)

Section II Relationship with Supported Organization(s)—Three Tests (Continued)

- 5** Information to establish the "operated in connection with" integral part test (Test 3)
Do you conduct activities that would otherwise be carried out by the supported organization(s)? If "Yes," explain and go to Section III. If "No," continue to line 6a. Yes No
- 6** Information to establish the alternative "operated in connection with" integral part test (Test 3)
a Do you distribute at least 85% of your annual net income to the supported organization(s)? If "Yes," go to line 6b. (See instructions.) Yes No
If "No," state the percentage of your income that you distribute to each supported organization. Also explain how you ensure that the supported organization(s) are attentive to your operations.
b How much do you contribute annually to each supported organization? Attach a schedule.
c What is the total annual revenue of each supported organization? If you need additional space, attach a list.
d Do you or the supported organization(s) earmark your funds for support of a particular program or activity? If "Yes," explain. Yes No
- 7a** Does your organizing document specify the supported organization(s) by name? If "Yes," state the article and paragraph number and go to Section III. If "No," answer line 7b. Yes No
b Attach a statement describing whether there has been an historic and continuing relationship between you and the supported organization(s).

Section III Organizational Test

- 1a** If you met relationship Test 1 or Test 2 in Section II, your organizing document must specify the supported organization(s) by name, or by naming a similar purpose or charitable class of beneficiaries. If your organizing document complies with this requirement, answer "Yes." If your organizing document does not comply with this requirement, answer "No," and see the instructions. Yes No
- b** If you met relationship Test 3 in Section II, your organizing document must generally specify the supported organization(s) by name. If your organizing document complies with this requirement, answer "Yes," and go to Section IV. If your organizing document does not comply with this requirement, answer "No," and see the instructions. Yes No

Section IV Disqualified Person Test

You do not qualify as a supporting organization if you are **controlled** directly or indirectly by one or more **disqualified persons** (as defined in section 4946) other than **foundation managers** or one or more organizations that you support. Foundation managers who are also disqualified persons for another reason are disqualified persons with respect to you.

- 1a** Do any persons who are disqualified persons with respect to you, (except individuals who are disqualified persons only because they are foundation managers), appoint any of your foundation managers? If "Yes," (1) describe the process by which disqualified persons appoint any of your foundation managers, (2) provide the names of these disqualified persons and the foundation managers they appoint, and (3) explain how control is vested over your operations (including assets and activities) by persons other than disqualified persons. Yes No
- b** Do any persons who have a family or business relationship with any disqualified persons with respect to you, (except individuals who are disqualified persons only because they are foundation managers), appoint any of your foundation managers? If "Yes," (1) describe the process by which individuals with a family or business relationship with disqualified persons appoint any of your foundation managers, (2) provide the names of these disqualified persons, the individuals with a family or business relationship with disqualified persons, and the foundation managers appointed, and (3) explain how control is vested over your operations (including assets and activities) in individuals other than disqualified persons. Yes No
- c** Do any persons who are disqualified persons, (except individuals who are disqualified persons only because they are foundation managers), have any influence regarding your operations, including your assets or activities? If "Yes," (1) provide the names of these disqualified persons, (2) explain how influence is exerted over your operations (including assets and activities), and (3) explain how control is vested over your operations (including assets and activities) by individuals other than disqualified persons. Yes No

Form **1023** (Rev. 6-2006)

THE BUSINESS OF BEING AN ARCHERY CLUB

Business Structures and Documents

Form 1023 (Rev. 6-2006)

Name: **Super X Archery Club, Inc.**

EIN: **27 - XXXXXXX**

Page **20**

Schedule E. Organizations Not Filing Form 1023 Within 27 Months of Formation

Schedule E is intended to determine whether you are eligible for tax exemption under section 501(c)(3) from the postmark date of your application or from your date of incorporation or formation, whichever is earlier. If you are not eligible for tax exemption under section 501(c)(3) from your date of incorporation or formation, Schedule E is also intended to determine whether you are eligible for tax exemption under section 501(c)(4) for the period between your date of incorporation or formation and the postmark date of your application.

- 1** Are you a church, association of churches, or integrated auxiliary of a church? If "Yes," complete Schedule A and stop here. Do not complete the remainder of Schedule E. Yes No
- 2a** Are you a public charity with annual gross receipts that are normally \$5,000 or less? If "Yes," stop here. Answer "No" if you are a private foundation, regardless of your gross receipts. Yes No
- b** If your gross receipts were normally more than \$5,000, are you filing this application within 90 days from the end of the tax year in which your gross receipts were normally more than \$5,000? If "Yes," stop here. Yes No
- 3a** Were you included as a subordinate in a group exemption application or letter? If "No," go to line 4. Yes No
- b** If you were included as a subordinate in a group exemption letter, are you filing this application within 27 months from the date you were notified by the organization holding the group exemption letter or the Internal Revenue Service that you cease to be covered by the group exemption letter? If "Yes," stop here. Yes No
- c** If you were included as a subordinate in a timely filed group exemption request that was denied, are you filing this application within 27 months from the postmark date of the Internal Revenue Service final adverse ruling letter? If "Yes," stop here. Yes No
- 4** Were you created on or before October 9, 1969? If "Yes," stop here. Do not complete the remainder of this schedule. Yes No
- 5** If you answered "No" to lines 1 through 4, we cannot recognize you as tax exempt from your date of formation unless you qualify for an extension of time to apply for exemption. Do you wish to request an extension of time to apply to be recognized as exempt from the date you were formed? If "Yes," attach a statement explaining why you did not file this application within the 27-month period. Do not answer lines 6, 7, or 8. If "No," go to line 6a. Yes No
- 6a** If you answered "No" to line 5, you can only be exempt under section 501(c)(3) from the postmark date of this application. Therefore, do you want us to treat this application as a request for tax exemption from the postmark date? If "Yes," you are eligible for an advance ruling. Complete Part X, line 6a. If "No," you will be treated as a private foundation. Yes No
- Note.** Be sure your ruling eligibility agrees with your answer to Part X, line 6.
- b** Do you anticipate significant changes in your sources of support in the future? If "Yes," complete line 7 below. Yes No

Form **1023** (Rev. 6-2006)

THE BUSINESS OF BEING AN ARCHERY CLUB

Business Structures and Documents

Form 1023 (Rev. 6-2006)

Name: **Super X Archery Club, Inc.**

EIN: **27 - XXXXXXX**

Page **21**

Schedule E. Organizations Not Filing Form 1023 Within 27 Months of Formation (Continued)

- 7 Complete this item only if you answered "Yes" to line 6b. Include projected revenue for the first two full years following the current tax year.

Type of Revenue	Projected revenue for 2 years following current tax year		
	(a) From To	(b) From To	(c) Total
1 Gifts, grants, and contributions received (do not include unusual grants)			
2 Membership fees received			
3 Gross investment income			
4 Net unrelated business income			
5 Taxes levied for your benefit			
6 Value of services or facilities furnished by a governmental unit without charge (not including the value of services generally furnished to the public without charge)			
7 Any revenue not otherwise listed above or in lines 9-12 below (attach an itemized list)			
8 Total of lines 1 through 7			
9 Gross receipts from admissions, merchandise sold, or services performed, or furnishing of facilities in any activity that is related to your exempt purposes (attach itemized list)			
10 Total of lines 8 and 9			
11 Net gain or loss on sale of capital assets (attach an itemized list)			
12 Unusual grants			
13 Total revenue. Add lines 10 through 12			

- 8 According to your answers, you are only eligible for tax exemption under section 501(c)(3) from the postmark date of your application. However, you may be eligible for tax exemption under section 501(c)(4) from your date of formation to the postmark date of the Form 1023. Tax exemption under section 501(c)(4) allows exemption from federal income tax, but generally not deductibility of contributions under Code section 170. Check the box at right if you want us to treat this as a request for exemption under 501(c)(4) from your date of formation to the postmark date.

▶

Attach a completed Page 1 of Form 1024, Application for Recognition of Exemption Under Section 501(a), to this application.

Form **1023** (Rev. 6-2006)

THE BUSINESS OF BEING AN ARCHERY CLUB

Business Structures and Documents

Form 1023 (Rev. 6-2006)

Name: **Super X Archery Club, Inc.**

EIN: **27 - XXXXXXX**

Page **22**

Schedule F. Homes for the Elderly or Handicapped and Low-Income Housing

Section I General Information About Your Housing

- 1 Describe the type of housing you provide.
-
- 2 Provide copies of any application forms you use for admission.
-
- 3 Explain how the public is made aware of your facility.
-
- 4a Provide a description of each facility.
- b What is the total number of residents each facility can accommodate?
- c What is your current number of residents in each facility?
- d Describe each facility in terms of whether residents rent or purchase housing from you.
-
- 5 Attach a sample copy of your residency or homeownership contract or agreement.
-
- 6 Do you participate in any joint ventures? If "Yes," state your ownership percentage in each joint venture, list your investment in each joint venture, describe the tax status of other participants in each joint venture (including whether they are section 501(c)(3) organizations), describe the activities of each joint venture, describe how you exercise control over the activities of each joint venture, and describe how each joint venture furthers your exempt purposes. Also, submit copies of all joint venture agreements. Yes No
- Note.** Make sure your answer is consistent with the information provided in Part VIII, line 8.
-
- 7 Do you or will you contract with another organization to develop, build, market, or finance your housing? If "Yes," explain how that entity is selected, explain how the terms of any contract(s) are negotiated at arm's length, and explain how you determine you will pay no more than fair market value for services. Yes No
- Note.** Make sure your answer is consistent with the information provided in Part VIII, line 7a.
-
- 8 Do you or will you manage your activities or facilities through your own employees or volunteers? If "No," attach a statement describing the activities that will be managed by others, the names of the persons or organizations that manage or will manage your activities or facilities, and how these managers were or will be selected. Also, submit copies of any contracts, proposed contracts, or other agreements regarding the provision of management services for your activities or facilities. Explain how the terms of any contracts or other agreements were or will be negotiated, and explain how you determine you will pay no more than fair market value for services. Yes No
- Note.** Answer "Yes" if you do manage or intend to manage your programs through your own employees or by using volunteers. Answer "No" if you engage or intend to engage a separate organization or independent contractor. Make sure your answer is consistent with the information provided in Part VIII, line 7b.
-
- 9 Do you participate in any government housing programs? If "Yes," describe these programs. Yes No
-
- 10a Do you own the facility? If "No," describe any enforceable rights you possess to purchase the facility in the future; go to line 10c. If "Yes," answer line 10b. Yes No
- b How did you acquire the facility? For example, did you develop it yourself, purchase a project, etc. Attach all contracts, transfer agreements, or other documents connected with the acquisition of the facility.
- c Do you lease the facility or the land on which it is located? If "Yes," describe the parties to the lease(s) and provide copies of all leases. Yes No
-

Form **1023** (Rev. 6-2006)

THE BUSINESS OF BEING AN ARCHERY CLUB

Business Structures and Documents

Form 1023 (Rev. 6-2006)

Name: **Super X Archery Club, Inc.**

EIN: **27 - xxxxxxxx**

Page **23**

Schedule F. Homes for the Elderly or Handicapped and Low-Income Housing (Continued)

Section II Homes for the Elderly or Handicapped

- 1a** Do you provide housing for the elderly? If "Yes," describe who qualifies for your housing in terms of age, infirmity, or other criteria and explain how you select persons for your housing. Yes No
- b** Do you provide housing for the handicapped? If "Yes," describe who qualifies for your housing in terms of disability, income levels, or other criteria and explain how you select persons for your housing. Yes No
- 2a** Do you charge an entrance or founder's fee? If "Yes," describe what this charge covers, whether it is a one-time fee, how the fee is determined, whether it is payable in a lump sum or on an installment basis, whether it is refundable, and the circumstances, if any, under which it may be waived. Yes No
- b** Do you charge periodic fees or maintenance charges? If "Yes," describe what these charges cover and how they are determined. Yes No
- c** Is your housing affordable to a significant segment of the elderly or handicapped persons in the community? Identify your **community**. Also, if "Yes," explain how you determine your housing is affordable. Yes No
- 3a** Do you have an established policy concerning residents who become unable to pay their regular charges? If "Yes," describe your established policy. Yes No
- b** Do you have any arrangements with government welfare agencies or others to absorb all or part of the cost of maintaining residents who become unable to pay their regular charges? If "Yes," describe these arrangements. Yes No
- 4** Do you have arrangements for the healthcare needs of your residents? If "Yes," describe these arrangements. Yes No
- 5** Are your facilities designed to meet the physical, emotional, recreational, social, religious, and/or other similar needs of the elderly or handicapped? If "Yes," describe these design features. Yes No

Section III Low-Income Housing

- 1** Do you provide low-income housing? If "Yes," describe who qualifies for your housing in terms of income levels or other criteria, and describe how you select persons for your housing. Yes No
- 2** In addition to rent or mortgage payments, do residents pay periodic fees or maintenance charges? If "Yes," describe what these charges cover and how they are determined. Yes No
- 3a** Is your housing affordable to low income residents? If "Yes," describe how your housing is made affordable to low-income residents. Yes No
- Note.** Revenue Procedure 96-32, 1996-1 C.B. 717, provides guidelines for providing low-income housing that will be treated as charitable. (At least 75% of the units are occupied by low-income tenants or 40% are occupied by tenants earning not more than 120% of the very low-income levels for the area.)
- b** Do you impose any restrictions to make sure that your housing remains affordable to low-income residents? If "Yes," describe these restrictions. Yes No
- 4** Do you provide social services to residents? If "Yes," describe these services. Yes No

Form **1023** (Rev. 6-2006)

THE BUSINESS OF BEING AN ARCHERY CLUB

Business Structures and Documents

Form 1023 (Rev. 6-2006)

Name: **Super X Archery Club, Inc.**

EIN: **27 - XXXXXX**

Page **24**

Schedule G. Successors to Other Organizations

- 1a** Are you a successor to a for-profit organization? If "Yes," explain the relationship with the predecessor organization that resulted in your creation and complete line 1b. Yes No
- b** Explain why you took over the activities or assets of a for-profit organization or converted from for-profit to nonprofit status.
-
- 2a** Are you a successor to an organization other than a for-profit organization? Answer "Yes" if you have taken or will take over the activities of another organization; or you have taken or will take over 25% or more of the fair market value of the net assets of another organization. If "Yes," explain the relationship with the other organization that resulted in your creation. Yes No
- b** Provide the tax status of the predecessor organization.
- c** Did you or did an organization to which you are a successor previously apply for tax exemption under section 501(c)(3) or any other section of the Code? If "Yes," explain how the application was resolved. Yes No
- d** Was your prior tax exemption or the tax exemption of an organization to which you are a successor revoked or suspended? If "Yes," explain. Include a description of the corrections you made to re-establish tax exemption. Yes No
- e** Explain why you took over the activities or assets of another organization.

3 Provide the name, last address, and EIN of the predecessor organization and describe its activities.
Name: _____ **EIN:** _____
Address: _____

4 List the owners, partners, principal stockholders, officers, and governing board members of the predecessor organization. Attach a separate sheet if additional space is needed.

Name	Address	Share/Interest (if a for-profit)

- 5** Do or will any of the persons listed in line 4, maintain a working relationship with you? If "Yes," describe the relationship in detail and include copies of any agreements with any of these persons or with any for-profit organizations in which these persons own more than a 35% interest. Yes No
- 6a** Were any assets transferred, whether by gift or sale, from the predecessor organization to you? If "Yes," provide a list of assets, indicate the value of each asset, explain how the value was determined, and attach an appraisal, if available. For each asset listed, also explain if the transfer was by gift, sale, or combination thereof. Yes No
- b** Were any restrictions placed on the use or sale of the assets? If "Yes," explain the restrictions. Yes No
- c** Provide a copy of the agreement(s) of sale or transfer.
- 7** Were any debts or liabilities transferred from the predecessor for-profit organization to you? If "Yes," provide a list of the debts or liabilities that were transferred to you, indicating the amount of each, how the amount was determined, and the name of the person to whom the debt or liability is owed. Yes No
- 8** Will you lease or rent any property or equipment previously owned or used by the predecessor for-profit organization, or from persons listed in line 4, or from for-profit organizations in which these persons own more than a 35% interest? If "Yes," submit a copy of the lease or rental agreement(s). Indicate how the lease or rental value of the property or equipment was determined. Yes No
- 9** Will you lease or rent property or equipment to persons listed in line 4, or to for-profit organizations in which these persons own more than a 35% interest? If "Yes," attach a list of the property or equipment, provide a copy of the lease or rental agreement(s), and indicate how the lease or rental value of the property or equipment was determined. Yes No

Form **1023** (Rev. 6-2006)

THE BUSINESS OF BEING AN ARCHERY CLUB

Business Structures and Documents

Form 1023 (Rev. 6-2006)

Name: **Super X Archery Club, Inc.**

EIN: **27 - XXXXXXX**

Page **25**

Schedule H. Organizations Providing Scholarships, Fellowships, Educational Loans, or Other Educational Grants to Individuals and Private Foundations Requesting Advance Approval of Individual Grant Procedures

Section I Names of individual recipients are not required to be listed in Schedule H.

Public charities and private foundations complete lines 1a through 7 of this section. See the instructions to Part X if you are not sure whether you are a public charity or a private foundation.

- 1a Describe the types of educational grants you provide to individuals, such as scholarships, fellowships, loans, etc.
- b Describe the purpose and amount of your scholarships, fellowships, and other educational grants and loans that you award.
- c If you award educational loans, explain the terms of the loans (interest rate, length, forgiveness, etc.).
- d Specify how your program is publicized.
- e Provide copies of any solicitation or announcement materials.
- f Provide a sample copy of the application used.
- 2 Do you maintain case histories showing recipients of your scholarships, fellowships, educational loans, or other educational grants, including names, addresses, purposes of awards, amount of each grant, manner of selection, and relationship (if any) to officers, trustees, or donors of funds to you? If "No," refer to the instructions. Yes No
- 3 Describe the specific criteria you use to determine who is eligible for your program. (For example, eligibility selection criteria could consist of graduating high school students from a particular high school who will attend college, writers of scholarly works about American history, etc.)
- 4a Describe the specific criteria you use to select recipients. (For example, specific selection criteria could consist of prior academic performance, financial need, etc.)
- b Describe how you determine the number of grants that will be made annually.
- c Describe how you determine the amount of each of your grants.
- d Describe any requirement or condition that you impose on recipients to obtain, maintain, or qualify for renewal of a grant. (For example, specific requirements or conditions could consist of attendance at a four-year college, maintaining a certain grade point average, teaching in public school after graduation from college, etc.)
- 5 Describe your procedures for supervising the scholarships, fellowships, educational loans, or other educational grants. Describe whether you obtain reports and grade transcripts from recipients, or you pay grants directly to a school under an arrangement whereby the school will apply the grant funds only for enrolled students who are in good standing. Also, describe your procedures for taking action if the terms of the award are violated.
- 6 Who is on the selection committee for the awards made under your program, including names of current committee members, criteria for committee membership, and the method of replacing committee members?
- 7 Are relatives of members of the selection committee, or of your officers, directors, or **substantial contributors** eligible for awards made under your program? If "Yes," what measures are taken to ensure unbiased selections? Yes No
- Note.** If you are a private foundation, you are not permitted to provide educational grants to **disqualified persons**. Disqualified persons include your substantial contributors and foundation managers and certain family members of disqualified persons.

Section II Private foundations complete lines 1a through 4f of this section. Public charities do not complete this section.

- 1a If we determine that you are a private foundation, do you want this application to be considered as a request for advance approval of grant making procedures? Yes No N/A
- b For which section(s) do you wish to be considered?
- 4945(g)(1)—Scholarship or fellowship grant to an individual for study at an educational institution
 - 4945(g)(3)—Other grants, including loans, to an individual for travel, study, or other similar purposes, to enhance a particular skill of the grantee or to produce a specific product
- 2 Do you represent that you will (1) arrange to receive and review grantee reports annually and upon completion of the purpose for which the grant was awarded, (2) investigate diversions of funds from their intended purposes, and (3) take all reasonable and appropriate steps to recover diverted funds, ensure other grant funds held by a grantee are used for their intended purposes, and withhold further payments to grantees until you obtain grantees' assurances that future diversions will not occur and that grantees will take extraordinary precautions to prevent future diversions from occurring? Yes No
- 3 Do you represent that you will maintain all records relating to individual grants, including information obtained to evaluate grantees, identify whether a grantee is a disqualified person, establish the amount and purpose of each grant, and establish that you undertook the supervision and investigation of grants described in line 2? Yes No

Form **1023** (Rev. 6-2006)

THE BUSINESS OF BEING AN ARCHERY CLUB

Business Structures and Documents

Form 1023 (Rev. 6-2006)

Name: **Super X Archery Club, Inc.**

EIN: **27 - XXXXXX**

Page **26**

Schedule H. Organizations Providing Scholarships, Fellowships, Educational Loans, or Other Educational Grants to Individuals and Private Foundations Requesting Advance Approval of Individual Grant Procedures (Continued)

Section II Private foundations complete lines 1a through 4f of this section. Public charities do not complete this section. (Continued)

- 4a** Do you or will you award scholarships, fellowships, and educational loans to attend an educational institution based on the status of an individual being an *employee of a particular employer*? If "Yes," complete lines 4b through 4f. Yes No
- b** Will you comply with the seven conditions and either the percentage tests or facts and circumstances test for scholarships, fellowships, and educational loans to attend an educational institution as set forth in Revenue Procedures 76-47, 1976-2 C.B. 670, and 80-39, 1980-2 C.B. 772, which apply to inducement, selection committee, eligibility requirements, objective basis of selection, employment, course of study, and other objectives? (See lines 4c, 4d, and 4e, regarding the percentage tests.) Yes No
- c** Do you or will you provide scholarships, fellowships, or educational loans to attend an educational institution to employees of a particular employer? Yes No N/A
- If "Yes," will you award grants to 10% or fewer of the eligible applicants who were actually considered by the selection committee in selecting recipients of grants in that year as provided by Revenue Procedures 76-47 and 80-39? Yes No
- d** Do you provide scholarships, fellowships, or educational loans to attend an educational institution to children of employees of a particular employer? Yes No N/A
- If "Yes," will you award grants to 25% or fewer of the eligible applicants who were actually considered by the selection committee in selecting recipients of grants in that year as provided by Revenue Procedures 76-47 and 80-39? If "No," go to line 4e. Yes No
- e** If you provide scholarships, fellowships, or educational loans to attend an educational institution to children of employees of a particular employer, will you award grants to 10% or fewer of the number of employees' children who can be shown to be eligible for grants (whether or not they submitted an application) in that year, as provided by Revenue Procedures 76-47 and 80-39? Yes No N/A
- If "Yes," describe how you will determine who can be shown to be eligible for grants without submitting an application, such as by obtaining written statements or other information about the expectations of employees' children to attend an educational institution. If "No," go to line 4f.
- Note.** Statistical or sampling techniques are not acceptable. See Revenue Procedure 85-51, 1985-2 C.B. 717, for additional information.
- f** If you provide scholarships, fellowships, or educational loans to attend an educational institution to *children of employees of a particular employer* without regard to either the 25% limitation described in line 4d, or the 10% limitation described in line 4e, will you award grants based on facts and circumstances that demonstrate that the grants will not be considered compensation for past, present, or future services or otherwise provide a significant benefit to the particular employer? If "Yes," describe the facts and circumstances that you believe will demonstrate that the grants are neither compensatory nor a significant benefit to the particular employer. In your explanation, describe why you cannot satisfy either the 25% test described in line 4d or the 10% test described in line 4e. Yes No

Form **1023** (Rev. 6-2006)

THE BUSINESS OF BEING AN ARCHERY CLUB

Business Structures and Documents

Form 1023 Checklist

(Revised June 2006)

Application for Recognition of Exemption under Section 501(c)(3) of the Internal Revenue Code

Note. Retain a copy of the completed Form 1023 in your permanent records. Refer to the General Instructions regarding Public Inspection of approved applications.

Check each box to finish your application (Form 1023). Send this completed Checklist with your filled-in application. If you have not answered all the items below, your application may be returned to you as incomplete.

- Assemble the application and materials in this order:
 - Form 1023 Checklist
 - Form 2848, *Power of Attorney and Declaration of Representative* (if filing)
 - Form 8821, *Tax Information Authorization* (if filing)
 - Expedite request (if requesting)
 - Application (Form 1023 and Schedules A through H, as required)
 - Articles of organization
 - Amendments to articles of organization in chronological order
 - Bylaws or other rules of operation and amendments
 - Documentation of nondiscriminatory policy for schools, as required by Schedule B
 - Form 5768, *Election/Revocation of Election by an Eligible Section 501(c)(3) Organization To Make Expenditures To Influence Legislation* (if filing)
 - All other attachments, including explanations, financial data, and printed materials or publications. Label each page with name and EIN.

- User fee payment placed in envelope on top of checklist. DO NOT STAPLE or otherwise attach your check or money order to your application. Instead, just place it in the envelope.

- Employer Identification Number (EIN)

- Completed Parts I through XI of the application, including any requested information and any required Schedules A through H.
 - You must provide specific details about your past, present, and planned activities.
 - Generalizations or failure to answer questions in the Form 1023 application will prevent us from recognizing you as tax exempt.
 - Describe your purposes and proposed activities in specific easily understood terms.
 - Financial information should correspond with proposed activities.

- Schedules. Submit only those schedules that apply to you and check either "Yes" or "No" below.

Schedule A	Yes ___ No <input checked="" type="checkbox"/>	Schedule E	Yes ___ No <input checked="" type="checkbox"/>
Schedule B	Yes ___ No <input checked="" type="checkbox"/>	Schedule F	Yes ___ No <input checked="" type="checkbox"/>
Schedule C	Yes ___ No <input checked="" type="checkbox"/>	Schedule G	Yes ___ No <input checked="" type="checkbox"/>
Schedule D	Yes ___ No <input checked="" type="checkbox"/>	Schedule H	Yes ___ No <input checked="" type="checkbox"/>

THE BUSINESS OF BEING AN ARCHERY CLUB

Business Structures and Documents

- An exact copy of your complete articles of organization (creating document). Absence of the proper purpose and dissolution clauses is the number one reason for delays in the issuance of determination letters.
 - Location of Purpose Clause from Part III, line 1 (Page, Article and Paragraph Number) Page 1, Sec. 1.2
 - Location of Dissolution Clause from Part III, line 2b or 2c (Page, Article and Paragraph Number) or by operation of state law Page 14, Sec. 11.5
- Signature of an officer, director, trustee, or other official who is authorized to sign the application.
 - Signature at Part XI of Form 1023.
- Your name on the application must be the same as your legal name as it appears in your articles of organization.

Send completed Form 1023, user fee payment, and all other required information, to:

Internal Revenue Service
P.O. Box 192
Covington, KY 41012-0192

If you are using express mail or a delivery service, send Form 1023, user fee payment, and attachments to:

Internal Revenue Service
201 West Rivercenter Blvd.
Attn: Extracting Stop 312
Covington, KY 41011

BE SURE TO CHECK THAT THE SECTION NUMBERS AND PAGE NUMBERS OF THE DOCUMENTS YOU USE ARE CORRECT AND CONSISTANT. THIS IS JUST A SAMPLE!!!!!!!

THE BUSINESS OF BEING AN ARCHERY CLUB

Business Structures and Documents

ATTACHMENT 1

SUPER X ARCHERY CLUB, INC. (EIN 27-xxxxxxx)

SECTION 501(j) OF THE INTERNAL REVENUE CODE FOR “QUALIFIED AMATEUR SPORTS ORGANIZATIONS”

Internal Revenue Code 501(j) specifically applies to SUPER X ARCHERY CLUB, INC.’S 1023 “Application for Recognition of Exemption” under Internal Revenue Code 501(c)(3) Of the Internal Revenue Code.

Internal Revenue Code 501(j) provides as follows:

“Special rules for certain amateur sports organizations

(1) In General

In case of a qualified amateur sports organization---

- (A) the requirement of subsection (c)(3) that no part of its activities involve the provision of athletic facilities or equipment shall not apply, and
- (B) such organization shall not fail to meet the requirements of subsection (c)(3) merely because its membership is local or regional in nature.

(2) Qualified amateur sports organization defined

For purposes of this subsection, the term “qualified amateur sports organization” means any organization organized and operated exclusively to foster national or international amateur sports competition if such organization is also organized and operated primarily to conduct national or international competition in sports or to support and develop amateur athletes for national or international competition in sports.

BE SURE TO CHECK THAT THE LANGUAGE OF THE DOCUMENTS YOU USE IS CONSISTANT. THIS IS JUST A SAMPLE!!!!!!

THE BUSINESS OF BEING AN ARCHERY CLUB

Business Structures and Documents

ATTACHMENT 2

SUPER X ARCHERY CLUB, INC. (EIN 27-xxxxxxx)

Errata Sheet for Form 1023 – To be Used to Complete Parts IX and X

Changes to Form 1023, Application for Recognition of Exemption Under Section 501(c)(3) of the Internal Revenue Code

Changes to Form 1023 are necessary to comply with new regulations that eliminated the advance ruling process. Until Form 1023 is revised to reflect this change, please follow the directions on this errata sheet when completing Part IX and Part X of Form 1023. For more information about the elimination of the advance ruling process, visit us at www.irs.gov and click on Charities and Nonprofits.

Part IX - Financial Data

Replace the instructions at the top of Part IX on page 9 of Form 1023 with the following:

For purposes of this schedule, years in existence refer to completed tax years. • If in existence less than 5 years, complete the statement for each year in

existence and provide projections of your likely revenues and expenses based on a reasonable and good faith estimate of your future finances for a total of:

o 3 years of financial information if you have not completed one tax year, or

o 4 years of financial information if you have completed one tax year.

• If in existence 5 or more years, complete the schedule for the most recent 5 tax years. You will need to provide a separate statement that includes information about the most recent 5 tax years because the data table in Part IX has not been updated to provide for a 5th year.

Part X - Public Charity Status

Do not complete line 6a on page 11 of Form 1023, and **do not sign** the form under the heading “Consent Fixing Period of Limitations Upon Assessment of Tax Under Section 4940 of the Internal Revenue Code.”

Only complete line 6b and line 7 on page 11 of Form 1023 if in existence 5 or more tax years.

THE BUSINESS OF BEING AN ARCHERY CLUB

Business Structures and Documents

ATTACHMENT 3

SUPER X ARCHERY CLUB, INC. (EIN 27-xxxxxxx)

PART IV NARRATIVE DESCRIPTION OF ACTIVITIES UNDER IRC 501(c)(3) and 501(j)

As described at Page 1, Section 1.2 and 3.1 and Page 2, Section 3.2 of Super X Archery Club, Inc.'s By-Laws the corporation is exempt under IRC 501(c)(3) and 501(j.)

The purpose of Super X Archery Club, Inc. is to foster the sport of Olympic Archery development, education and training in support of an overall program of amateur Archery development, training and local, national and international competitions as defined in IRC 501 (j.) Super X Archery Club Inc. intends to achieve its' non-profit purpose by increasing the breadth and depth of the Archery talent pool in the State of Arizona and the United States, develop a membership open to all members of the public, create a vehicle to raise money for local, national and international competitions, and improve the archery facilities at the Super X Shooting Facility in Phoenix, Arizona.

Super X Archery Club, Inc. shall operate consistent with, and shall maintain tax-exempt status, in accordance with section 501(c)(3) of the Internal Revenue Code of 1986, as amended.

BE SURE TO CHECK THAT THE SECTION NUMBERS AND PAGE NUMBERS OF THE DOCUMENTS YOU USE ARE CORRECT AND CONSISTANT. THIS IS JUST A SAMPLE!!!!!!

THE BUSINESS OF BEING AN ARCHERY CLUB

Business Structures and Documents

ATTACHMENT 4

SUPER X ARCHERY CLUB, INC. (EIN 27-xxxxxxx)

PART V, PARAGRAPH 5(a) CONFLICT OF INTEREST POLICY

As described at Page 10 and Page 11, Section 7.1, 7.2 and 7.3 of Super X Archery Club, Inc.'s By-Laws the corporation the Board of Directors adopted the attached By-Laws containing the required "Conflict of Interest Policy" by vote of the Board of Directors on August 15, 2010.

BE SURE TO CHECK THAT THE SECTION NUMBERS AND PAGE NUMBERS OF THE DOCUMENTS YOU USE ARE CORRECT AND CONSISTANT. THIS IS JUST A SAMPLE!!!!!!

THE BUSINESS OF BEING AN ARCHERY CLUB

Business Structures and Documents

ATTACHMENT 5

SUPER X ARCHERY CLUB, INC. (EIN 27-xxxxxxx)

PART VI – YOUR MEMBERS AND OTHER INDIVIDUALS AND ORGANIZATIONS THAT RECEIVE BENEFITS

In carrying out Super X Archery Club, Inc.'s exempt purpose of fostering the sport of Olympic Archery development, education and training in support of an overall program of amateur Archery development, training and local, national and international competitions as defined in IRC 501(j.) Super X Archery Club, Inc. intends to achieve its' non-profit purpose by increasing the breadth and depth of the Archery talent pool in the State of Arizona and the United States, develop a membership open to all members of the public, create a vehicle to raise money for local, national and international competitions, and improve the Archery facilities at the Super X Shooting Facility in Phoenix, Arizona.

Pursuant to IRC 501(j), Super X Archery Club, Inc. intends to lend archery equipment and facilities and provide education and training to members of the general public, members of Super X Archery Club, Inc., public and private schools and other organizations by providing an equal opportunity to amateur athletes, coaches, trainers, managers, administrators and officials to participate in amateur local, national and international Archery Competitions without discrimination on the basis of race, color, religion, age, sex, national origin or disability.

THE BUSINESS OF BEING AN ARCHERY CLUB

Business Structures and Documents

ATTACHMENT 6

SUPER X ARCHERY CLUB, INC. (EIN 27-xxxxxxx)

PART VIII, PARAGRAPH 4a – SPECIFIC FUND RAISING ACTIVITIES UNDER IRC 501(c)(3) and 501(j)

1. Mail Solicitations – Super X Archery Club, Inc. intends to use mail solicitations to invite interested members of the general public to donate money and to become dues paying members of Super X Archery Club, Inc.
2. E-Mail Solicitations – Super X Archery Club, Inc. intends to use e-mail solicitations to invite interested members of the general public to donate money and to become dues paying members of Super X Archery Club, Inc.
3. Personal Solicitations – Super X Archery Club, Inc. intends to use in person solicitations to invite interested members of the general public to donate money and become dues paying members of Super X Archery Club, Inc by performing Archery demonstrations at public and private organizations such as schools, religious organizations, businesses and social organizations.
4. Foundation Grant Solicitations – Super X Archery Club, Inc intends to apply for grants from foundations to support Super X Archery Club, Inc.'s exempt purpose of fostering the sport of Archery through athlete development, education and training in support of an overall program of amateur Archery development, training and local, national and international competitions.
5. Phone Solicitations – Super X Archery Club, Inc. intends to use telephone solicitations to invite interested members of the general public to donate money and to become dues paying members of Super X Archery Club, Inc.
6. Website Donations – Super X Archery Club, Inc. intends to develop it's website to include the ability to accept donations through the superxarchery.com website.
7. Government Grant Solicitations – Super X Archery Club, Inc. intends to apply for any grants that are available from local, state and federal government to support Super X Archery Club, Inc.'s exempt purpose of fostering the sport of Archery through athlete development, education and training in support of an overall program of amateur Archery development, training and local, national and international competitions.

THE BUSINESS OF BEING AN ARCHERY CLUB

Business Structures and Documents

ATTACHMENT 7

SUPER X ARCHERY CLUB, INC. (EIN 27-xxxxxxx)

PART VIII, PARAGRAPH 7a AND 7b – ASSOCIATED MANAGERS AND DEVELOPERS UNDER IRC 501(c)(3) and 501(j)

Super X Archery Club, Inc. operates at the Super X Shooting Facility located in the City of Phoenix, Arizona. Super X Archery Club, Inc. must obtain the permission of the Super X Shooting Facility and Arizona Game and Fish Department before developing the property which is owned, managed and developed by the Super X Shooting Facility and Arizona Game and Fish Department.

Super X Archery Club, Inc. must comply with the rules and regulations of the Super X Shooting Facility and Arizona Game and Fish Department before hosting amateur local, national and international Archery competitions at the Super X Shooting Facility located in the City of Phoenix. Super X Archery Club must also comply with the rules developed for the sport of Archery in local, national and international competitions as required by the U.S. Olympic Committee under the auspices of Archery's 501 (c)(3) tax-exempt rule-making governing body the United States Archery Association.

THE BUSINESS OF BEING AN ARCHERY CLUB

Business Structures and Documents

Form 8718 (Rev. January 2010) Department of the Treasury Internal Revenue Service	User Fee for Exempt Organization Determination Letter Request ▶ Attach this form to determination letter application. (Form 8718 is NOT a determination letter application.)	For IRS Use Only	OMB No. 1545-1798
			Control number _____ Amount paid _____ User fee screener _____
1 Name of organization Super X Archery Club, Inc		2 Employer Identification Number 27 XXXXXXX	
Caution. Do not attach Form 8718 to an application for a pension plan determination letter. Use Form 8717 instead.			
3 Type of request			Fee
a <input checked="" type="checkbox"/> Initial request for a determination letter for: ● An exempt organization that has had annual gross receipts averaging not more than \$10,000 during the preceding 4 years or ● A new organization that anticipates gross receipts averaging not more than \$10,000 during its first 4 years ▶ \$400			\$400
Note. If you checked box 3a, you must complete the Certification below.			
Certification			
I certify that the annual gross receipts of Super X Archery Club, Inc <small>name of organization</small>			
have averaged (or are expected to average) not more than \$10,000 during the preceding 4 (or the first 4) years of operation.			
Signature ▶ _____			Title ▶ President
b <input type="checkbox"/> Initial request for a determination letter for: ● An exempt organization that has had annual gross receipts averaging more than \$10,000 during the preceding 4 years or ● A new organization that anticipates gross receipts averaging more than \$10,000 during its first 4 years . ▶ \$850			\$850
c <input type="checkbox"/> Group exemption letters ▶ \$3,000			

Instructions

The law requires payment of a user fee with each application for a determination letter. The user fees are listed on line 3 above. For more information, see Rev. Proc. 2009-8; 2009-1 I.R.B. 229, or latest annual update.

Check the box or boxes on line 3 for the type of application you are submitting. If you check box 3a, you must complete and sign the certification statement that appears under line 3a.

Attach to Form 8718 a check or money order payable to the "United States Treasury" for the full amount of the user fee. If you do not include the full amount, your application will be returned. Attach Form 8718 to your determination letter application.

Generally, the user fee will be refunded only if the Internal Revenue Service declines to issue a determination.

Where To File

Send the determination letter application and Form 8718 to:

Internal Revenue Service
P.O. Box 12192
Covington, KY 41012-0192

Who Should File

Organizations applying for federal income tax exemption, other than Form 1023 filers. Organizations submitting Form 1023 should refer to the instructions in that application package.

Paperwork Reduction Act Notice. We ask for the information on this form to carry out the Internal Revenue laws of the United States. If you want your organization to be recognized as tax-exempt by the IRS, you are required to give us this information. We need it to determine whether the organization meets the legal requirements for tax-exempt status.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating

to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. The rules governing the confidentiality of Form 8718 are covered in section 6104.

The time needed to complete and file this form will vary depending on individual circumstances. The estimated average time is 5 minutes. If you have comments concerning the accuracy of this time estimate or suggestions for making this form simpler, we would be happy to hear from you. You can write to the Internal Revenue Service, Tax Products Coordinating Committee, SE:W:CAR:MP:T:T:SP, 1111 Constitution Ave. NW, IR-6526, Washington, DC 20224. Do not send this form to this address. Instead, see *Where To File* above.

Cat. No. 64728Z

Form **8718** (1-2010)



THE BUSINESS OF BEING AN ARCHERY CLUB

Business Structures and Documents

APPENDIX

BUSINESS ORGANIZATIONS:

Introduction to U.S. Business Organizations	www.managementhelp.org/org_thry/org_thry.htm
StudyFinance.com Business Organization Overview	www.studyfinance.com/lessons/busorg.html
FindLaw Business Organizations Resources	www.findlaw.com/01topics/08corp/index.html

IRS:

Application for EIN	www.irs.gov/businesses/small/article/0,,id=102767,00.html
Tax Information for Charitable Organizations Form 1023 Instructions	www.irs.gov/charities/charitable/index.html
Form 1023	www.irs.gov/pub/irs-pdf/i1023.pdf
Form 8718	www.irs.gov/pub/irs-pdf/f1023.pdf
On-line Minicourse - Applying for Exemption	www.stayexempt.org/Mini-Courses/Applying_for_Tax_Exempt-An_Overview/applying-for-tax-exempt-organizations.aspx
Frequently Asked Questions about Tax-Exempt Organizations	www.irs.gov/charities/content/0,,id=96986,00.html

STATE LINKS:

www.irs.gov/businesses/small/article/0,,id=99021,00.html

THE BUSINESS OF BEING AN ARCHERY CLUB

Business Structures and Documents

INTELLECTUAL PROPERTY:

U.S. Patent and Trademark Office	www.uspto.gov
U.S. Copyright Office	www.copyright.gov
World Intellectual Property Organization	www.wipo.int
Intellectual Property Law Server	www.intelproplaw.com
American Intellectual Property Law Association	www.aipla.org
FindLaw Intellectual Property Resources	www.findlaw.com/01topics/23intellectprop/

CONTRACTS:

Legal Information Institute Overview of Contract Law	www.law.cornell.edu/topics/contracts.html
Contract-Law.com	www.contract-law.com
FindLaw Contracts Resources	http://findlaw.com/01topics/07contracts/index.html