

El Dorado Hills Bowmen, Incorporated

By-Laws

Article I - NAME

The name of this club shall be "EL DORADO HILLS BOWMEN, INCORPORATED", abbreviated EDHB.

Article II- PURPOSE

The purpose of this club shall be to provide such facilities and opportunities, as may be desired by the membership, to increase enjoyment of the sport of archery.

Article III - MEMBERSHIP

- A. There shall be five (5) classes of club membership¹:
1. **Adult Membership:** An adult 18 years of age or older. Members in this class obligate² themselves to actively participate in maintenance of the range.
 2. **Family Membership:** Head of household, spouse, and children living at home up to age 21. Heads of household in this class obligate themselves to actively participate in the maintenance of the range.
 3. **Senior Membership:** An adult sixty-five (65) years of age or older. Members in this class are encouraged but not required to participate in the maintenance of the range.
 4. **Youth Membership:** A youth who has not attained 18 years of age and who is a dependent of, or sponsored by, an adult. Sponsors do not have to be a member of the club but do accept full responsibility for the youth on the range and at club activities.
 5. **Life Membership:** The Board of Officers award Life Membership to those members who have shown outstanding dedication to the club over many years.
- B. Club membership shall be granted to anyone who: a) submits an application accompanied by fees and dues, b) accepts an obligation to assist in the maintenance

¹ Dues are outlined in the *Memorandum of Understanding EDH Bowmen Dues Structure*.

² See Article III-C for details.

of the range and, c) attends an introductory club meeting to be welcomed and receive club information.

C. Range Maintenance Obligations for Adult and Family Memberships:

1. The El Dorado Hills Bowmen Archery Range exists solely due to the maintenance and construction efforts of club members. Club members, recognizing the desirability of having a facility like this, accept the responsibility and obligate themselves to the maintenance and preservation of the range.
2. Members participating in the maintenance of the range or assisting with club events will be rewarded with discounts applied to their next year's dues.
3. Range Maintenance obligations can be met by any of the means listed below:
 - a) Fully participate in three (3) scheduled workdays (5hrs/day) per year.
 - b) Hours worked at the annual club sponsored tournament will be applied towards a member's workday obligation.
 - c) If a member is unable to attend scheduled workdays, the option exists to determine, from the Range Manager, which tasks can be performed at the member's convenience and are equivalent to a workday (5hrs/day). Upon completion of the task(s), the Range Manager must be notified in order to receive credit for work performed.
 - d) Accept, for one year the responsibility, to maintain one of the twenty-eight range targets and complete one workday (5hrs/day).
 - e) Perform designated duties essential to the Club's operation with pre-approval.

D. The membership may suspend or expel any member for conduct detrimental to the club or a game law violation. The Board of Officers must a) initiate the action, b) notify the member (in writing) of their intention to suspend or expel the member, and c) publish their intentions in the bulletin. The action can then be proposed in the form of a motion at the next regularly scheduled club meeting, and must be passed by two-thirds vote of the adult members present. The member involved may challenge any or all voters for proof of membership.

Article IV – FEES AND DUES

- A. All new members must pay an initiation fee in addition to the annual dues. The amount of this fee shall be determined by the Board of Officers, posted in the Club newsletter and voted on by club members at the following Club meeting.
- B. Annual membership dues shall be determined by the Board of Officers, be posted in the Club newsletter and voted on by club members at the following Club meeting.
- C. Prorated Dues: Initial year dues for first time applicants will be due at the time of application and assessed on a monthly prorated basis dependent upon the date of the application submission.
- D. Range Fees:
 - 1. Monthly Club Tournament: A target fee as determined by the Board of Officers will be charged for all adult members.
 - 2. Non- Members: A day use fee, as determined by the Board of Officers, will be charged for all non-members using the range facilities.
- E. Annual club dues will be waived for Officers during their time of service on the Board of Officers.
- F. The Board of Officers may waive club dues for any member who provides extraordinary service to the club or in the case of hardship. These determinations will be done each November before renewal notices are mailed. The approving vote of five board members is required.

Article V - ANNUAL RENEWALS

- A. Club renewal notices will be mailed to each member as the year-end approaches. The renewal notice will indicate the annual dues fee minus the discount for work completed.
- B. Renewal dues for the following year will be due by December 31st of the current year. Members will be considered delinquent if dues are not paid by January 31st of the following year at which time the member will not receive the club membership card, they will be dropped from the club roster and their initiation fee forfeited.

Article VI – MEETINGS

A. General Membership Meetings

1. General Membership meetings will be held for the purpose of conducting business and/ or social activities.
2. No Business shall be transacted without a quorum, which shall consist of ten or more active members.
3. General Membership meetings will be held monthly, unless otherwise directed by the Board of Officers. (The goal is to have these meetings on the same week day each month)
4. At the conclusion of a General Membership Meeting, the date, time and place of the next meeting will be announced and posted on the Bowmen's website calendar.

B. Board of Officers Meetings

1. Board of Officers meetings will be held for the purpose of conducting business that requires action from the Board.
2. No business will be transacted without a quorum, which shall consist of one half of the current Board Officers plus one.
3. Board of Officers meetings will be held when business warrants as called for by the President or a majority of the Board.

Article VII – OFFICERS AND COMMITTEES

A. Officers

The Officers of the Club shall comprise the Board of Officers which is empowered to conduct all Club business – including controlling and managing all Club properties and activities and rendering decisions of policy subject to these Bylaws.

The Board of Officers shall conduct all club business except that which requires a vote of the general membership.

B. The Board of Officers shall consist of:

1. President
2. 1st Vice President – Tournaments and Events
3. 2nd Vice President - Publicity
4. Secretary
5. Treasurer
6. Range Manager
7. Member at Large (or past President)
8. Member at Large
9. Member at Large

1. President

- a. The President shall preside at all meeting of the Board of Officers and General Club meetings.
- b. The President shall appoint committees as deemed necessary. Any member may serve on any number of committees. The President is an ex-officio member of all committees.
- c. The President shall provide primary liaison between the club and the El Dorado Hills Community Service District (CSD), National Field Archery Association (NFAA) and California Bow Hunters/State Archery Association (CBH/SAA).

2. 1st Vice President – Tournaments and Activities

- a. The 1st Vice President is responsible for development and coordination of Club Activities
- b. The 1st Vice President shall preside at all meetings of the Club and Board of Officers if the President is unable to act.
- c. The 1st Vice President is automatically chairman of the Tournaments and Events Committee
- d. Maintain a current Calendar of upcoming Club and Range events.

3. 2nd Vice President – Publicity

- a. The 2nd Vice President helps promote good internal and external public relations with the promotion of all club events with the members and local community.
- b. The 2nd Vice President shall preside at all meetings of the Club and Board of Officers if the President or 1st Vice President is unable to act.
- c. The 2nd Vice President is automatically chairman of the Publicity Committee.

4. Secretary

- a. The Secretary shall keep all records of the organization and conduct all correspondence.
- b. The Secretary shall keep the minutes for all meeting of the Club and Board of Officers. The minutes shall be submitted for approval at the next meeting and provided to the 2nd Vice President for inclusion on the Club web page.
- c. The Secretary shall handle all business with NFAA concerning charter and insurance.
- d. The Secretary is automatically chairman of the Membership Committee

5. Treasurer

- a. The Treasurer shall deposit all monies in the name of the Club and to its credit in Depositories approved by the Governing Board.
- b. The Treasurer shall dispense club monies only under the directions of the Board of Officers.
- c. The Treasurer shall keep records of all receipts and disbursements.
- d. The Treasurer shall prepare a monthly financial report listing bank account balances, receipts, disbursements, outstanding bills and commitments.
- e. The Treasurer shall monitor and immediately advise and bring issues to the board and general club membership of outstanding issues regarding club tax and tax-exempt status. The Treasurer shall file appropriate notifications and tax returns with the Internal Revenue Service and the California Franchise Tax Board such that the club is in full compliance with both Federal and State tax and tax exemption laws.

6. Range Manager

- a. Is responsible for the maintenance, safety, appearance, and physical condition of all physical features on the range. This includes (but not limited to) target butts, trails, shooting stations, club house, and storage containers.
- b. Shall appoint as many assistants as he/she deems necessary.
- c. Call for work parties, and prepare the range for all tournaments.
- d. Ensure that materials are on hand for all projects and work parties.
- e. Ensure that all tools and equipment owned by the club are in working condition.
- f. Ensure that the portable toilets are serviced and garbage collected on a regular basis.
- g. Facilitate and assist the activities of the Target Committee.
- h. Prior to construction or installation, obtain Board of Officers approval of any designs that significantly add to or change the facilities on the range.

7. Member(s) at Large (3 Members):

- a. In years when the Presidency changes, two (2) of the Members at Large will be elected from the floor, and the third (3) will be the immediate past President.
- b. In all other years, all three (3) Members at Large will be elected from the floor.

C. Standing Committees:

1. Membership Committee

Club Members in this committee are tasked with:

- a. Maintaining, in electronic format, a club roster of members in good standing.
- b. Processing new membership applications.
- c. Recording the receipt of dues and delivering these monies to the Treasurer.
- d. Maintaining new member materials and distributing them to new members.
- e. Using information provided by the Range Manager, to maintain records of individual members who participate in work parties for use in computing renewal dues.
- f. Preparation and mailing of annual renewal notices to current club members.
- g. Distribute new membership cards to renewing members.

2. Tournament and Events Committee

Members of the Tournament and Events Committee are tasked with assisting the 1st Vice President in developing and coordinating all club activities, including:

- a. The Annual Open 3-D Tournament
- b. The Broadhead League
- c. Monthly and special one-time Club Shoots
- d. Conduct archery instruction for the EDH Community Service Districts and other public entities.
- e. The Annual Awards Dinner and other social events.

3. Publicity Committee

Members of the Publicity Committee are tasked with:

- a. Assembling, editing and distributing the Club Newsletter.
- b. Maintaining and controlling content on the EDHB web page.
- c. Maintaining and controlling content on the EDHB Facebook page.
- d. Maintaining an e-mail procedure for notifying all members.
- e. Obtaining and making available for sale, El Dorado Hills Bowmen promotional merchandise such as shirts, caps, belt buckles and other club promotions.

4. Target Committee

Members of the Target Committee are tasked with:

- a. Preparing paper targets (Field, Hunter & Animal) for use on the range.
- b. Inventory and replace paper targets which are worn and/or destroyed on an as needed basis.
- c. Maintaining the inventory of 3-D targets for Tournaments and the Broadhead League.
- d. Preparing 3-D Target purchase recommendations for the Board of Officers.

Article VIII – FINANCES

- A. Expenditures of over \$500 shall be approved in advance by the Board of Officers.
- B. Expenditures of over \$2000, for any one (1) item, must be approved in advance by the Board of Officers and a majority vote of the adult members present at a regular or special meeting of the general membership.
- C. Expenditures for recurring services or supplies can be approved on an annual one-time vote. At the time of the vote, the services or supplies are itemized and must conform within the annual maximum limit. This limit is based on the previous year's expenditures or the new year's recommendation. Once approved, these expenditures can be made for the remainder of the year without further approvals.
- D. The Treasurer, President and one (1) other Board member will be the only club members able to sign checks for the Club on the Club Bank Accounts. Two (2) signatures are required for each check written by the Club, one of which will be the Treasurer. A Payee cannot sign or distribute a reimbursement check which is written to themselves, with the exception of reimbursement checks to the Treasurer.
- E. At the conclusion of each year, the President shall appoint an Audit Committee consisting of the current Treasurer and two (2) other members to write an audit report for the previous year. If the Office of Treasurer is in transition due to elections, the incoming Treasurer will assume the role for and be one of the members of the Audit Committee.

Article IX – ELECTIONS AND VOTING

A. Election of Officers

1. A nominating committee consisting of three (3) members, appointed by the Board of Officers, shall contact members of the club to determine their availability for Office. The nominating committee shall present a

slate of nominees to the Club during the October Member Meeting each year.

2. Additional nominations may be made by members from the floor at both the October and November Member Meetings.
3. Elections shall occur at the November Member Meeting after all nominations are closed.
4. All Club Officers shall be elected to a term of one year commencing in January.
5. Any Officer who is “absent” or unexcused from two (2) Board of Officers meetings, may at the discretion of the Board of Officers have their elected position on the board declared vacant. Declared vacancies must be approved by a majority vote of the Board of Officers at the Board of Officers meeting.
6. Any office vacated before expiration of the term shall be filled by a member elected by the club, except the President, whom is to be replaced by the 1st Vice President.

B. Voting

1. No business may be transacted by the Board of Officers without a quorum being represented. A quorum shall consist of one half of the current Board Officers plus one.
2. No business may be transacted at a General Membership Meeting without a quorum being present. A quorum shall consist of ten (10) members.
3. Verbal or Show-of-Hands voting shall be used for all decisions, except otherwise noted in these by-laws.
4. Written ballots shall be used for election of officers, unless a position is not contested.
5. Written ballots shall be used for adoption of By-law Amendments.
6. No more than two members of a family may vote on any issue or in any officer election.
7. Members must be present to vote.

Article X – AMENDMENTS TO THE BYLAWS

Prior to adopting the amendments to these Bylaws, the following process must be followed:

- A. Amendments must be presented to the Board of Officers for review and the have Board majority approval.
- B. Following the Board of Officers approval, the proposed amendments must be presented at a meeting of the General Membership.
- C. Following the initial presentation at a meeting of the General Membership, the amendments must be presented to the club members via an approved means of communication for at least one month. Also, with this one month notice, must be included the date, place, and time of the General Meeting at which the vote will be held.
- D. An amendment to the bylaws must receive a two-thirds vote of the members present at a meeting of the General Membership.