

El Dorado Hills Bowmen, Inc.

BYLAWS

Approved April 12, 2023

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- Article I. ORGANIZATION NAME. "EL DORADO HILLS BOWMEN, INCORPORATED," abbreviated, EDHB.
- Article II. PURPOSE. The purpose of this Club shall be to promote the sport of archery, administer maintenance of the public archery range and provide opportunities, as may be desired by the membership, to increase enjoyment of the sport.
- Article III. MEMBERSHIP TYPES.
- A. Adult Membership: An adult 18 years of age or older. Members in this class obligate themselves to actively participate in Club functions and maintenance of the Range.
 - B. Family Membership: A "Head of Household," adult, their spouse/significant other and dependent children through the age of 17.
 - 1. Dependent children between 18 and 21 years of age may be included in a Family Membership only if actively engaged in formal studies.
 - 2. Heads of Households obligate themselves to participating in Club functions and maintenance of the Range.
 - C. Senior Membership: An adult sixty-five (65) years of age or older, their spouse/significant other, and:
 - 1. Dependent children/grandchildren, whether or not members of the immediate household, through the age of 17.
 - 2. Dependent children/grandchildren between 18 and 21 years of age may be included in a Senior Membership only if actively engaged in formal studies.
 - 3. Senior members obligate themselves to participate in Club functions and are encouraged, but not required, to participate in the maintenance of the Range.
 - D. Youth Membership: A youth who has not reached 18 years of age and who is a dependent of, or sponsored by, an adult. Sponsors do not have to be members but assume full responsibility for and must accompany the youth while on the Range and at Club activities.
 - 1. Parents/sponsors need not accompany the youth provided that an instructor or leader approved by the Club agrees to assume responsibility for the child.
 - 2. Youth members are encouraged but not required to participate in Range maintenance.
 - E. Life Membership. The Board may grant members Life Membership. This award is given to those who have demonstrated outstanding service to the Club.

1. Candidates for Life Membership will be nominated by an Officer at the November General Meeting at which time the grounds for nomination will be presented. Longevity of service, candidate involvement on the Board and participation on significant projects or events will form the basis of eligibility.
2. An approving vote of two thirds of incumbent Officers, with no dissenting votes, is required for the award.

Article IV. MEMBERSHIPS AND RENEWALS

A. Membership Requirements. Membership shall be granted to anyone who:

1. Applies and submits the appropriate dues; agrees to the Bylaws and Club Rules and accepts an obligation to participate in Club functions and to assist in Range maintenance, as outlined in the membership criteria.
2. The Board may deny membership to individuals who have previously engaged in conduct detrimental or disruptive to the Club.

B. Membership Term. The membership term can start at any time during the year and will be for a period of 12 months, commencing the date the application is approved by the Secretary/Membership Committee.

1. Renewal notices will be sent out during the last month prior to the membership anniversary. The renewal notice will reflect the membership type, applicable fee and, if appropriate, discount eligibility information.
2. Applications will be made available online through the Club Website. The Website will include an option to print out an application to submit via the United States Postal Service.
3. To comply with legal and insurance requirements, potential members must also acknowledge and agree to a waiver of liability and provide a release of image at the time of application.

C. Range Maintenance Obligations.

1. The EDHB Archery Range exists solely due to the maintenance and construction efforts of Club members. Club members accept the responsibility and obligate themselves to the maintenance, preservation, and improvement of the Range.
2. Members who participate in the maintenance of the Range or assist with Club Events during their previous 12 months of membership will be rewarded with discounts applied to the following year's dues. Range maintenance obligations can be met by any of the means listed below:
 - a) Participation in Workdays, as outlined in the EDH Bowmen Dues Structure Memorandum of Understanding (Dues MOU).
 - b) The Range Manager or Board has the option to determine tasks which can be performed outside of scheduled Workdays, and their equivalency to a Workday. Upon completion of the task(s), the Range Manager/Board will arrange for credit to be granted for the work performed.

- c) Perform other designated duties essential to the Club's operation, as determined by the Board.
- d) Normally, only a single credit can be earned per membership account per Workday. Exceptions may be made by the President and Board.

D. Membership Revocation/Suspension. The Board may suspend or expel any member for conduct detrimental or disruptive to the Club or for engaging in criminal behavior while on the facility, or which somehow involves their membership on or off the facility. The Board must:

1. Initiate the action.
2. Document the circumstances/reasons for the revocation/suspension.
3. Notify the member of the intended action, providing the opportunity for him/her to respond to the proposed action.
4. The action will be presented in the form of a motion at a closed Board Meeting with all current Officers in attendance. An approving vote of two thirds of incumbent Officers, with no dissenting votes, is required to revoke or suspend membership.

Article V. DUES

A. The membership dues amount shall be determined by the Board and detailed in the Dues MOU. Proposed changes to the Dues MOU will be presented to the membership and voted on during the following scheduled General Meeting.

B. Supplemental Fees:

1. Club Tournaments. A fee, as determined by the Board of Officers will be charged for all adult members.
2. The Club may sponsor fund-raising events throughout the year. Additional fees may be charged for participating in these events. Costs will be determined by the Board and based upon anticipated expenses and wear on range equipment.
3. Day-Use Donations. The Board will determine an appropriate amount for a suggested day-use donation to be sought from non-member archers aged 16 years of age and older. This donation amount will be outlined in the Dues MOU.

C. Dues Waivers.

1. Dues will be waived for Officers during their time of service on the Board.
2. The Board may waive or reduce dues for members who provide extraordinary service to the Club or in the case of hardship. These determinations will be made prior to the membership renewal notice being distributed. An approving vote of two thirds of incumbent Officers, with no dissenting votes is required for approval of a waiver.

Article VI. MEETINGS

A. General Member Meetings (General Meetings).

1. General Meetings will be held for the purpose of conducting routine business and/or planning social Club activities.
2. General Meetings will be held monthly, typically the second Wednesday, unless otherwise scheduled by the Board. The goal is to have these gatherings at the same time each month to provide consistency and encourage attendance.
 - a) Meeting dates will be posted on the Website and a reminder notice will be sent to members via email at least a week in advance.
3. No official business shall be transacted without a quorum present, which shall consist of ten or more active members in attendance.
4. At the conclusion of a General Meeting, the date, time, and place of the next meeting will be announced.

B. Board of Officers Meetings (Board Meetings).

1. Board Meetings will be held for the purpose of conducting business that requires specific or emergency 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 in attendance.
3. Board Meetings will be held when business warrants, as called for by the President or a majority of the Board.

C. Consolidation of Meetings - the Board may choose to combine and hold both types of meetings concurrently.

Article VII. BOARD OFFICERS AND COMMITTEES

A. Officers - the Officers of the Club shall comprise the "Board" which is empowered to conduct all Club business in accordance with these Bylaws and as needed for the Club to function, including controlling and managing all finances, infrastructure and contracts pertaining to the Club and Range facilities. Officers commit to upholding and enforcing these Bylaws and all Club Rules. Any Officer who is absent or unexcused from two Board meetings may, at the discretion of the Board, have their elected position declared vacant.

B. Board Composition:

1. President.
2. 1st Vice President – Tournaments and Events.
3. 2nd Vice President – Publicity.
4. Secretary.
5. Treasurer.
6. Range Manager.
7. Three Members-at-Large (MALs).
 - a) In years when the presidency changes, the immediate past President may serve as a MAL for one year if they so desire.

b) In all other years, all three MALs will be elected from the General Membership.

C. Officer Roles and Responsibilities.

1. President.

a) Shall preside over all Board and General Meetings.

b) Appoints special committees and delegates roles and responsibilities as deemed necessary and appropriate. The President is an ex-officio member of all committees.

c) Serves as the primary liaison between the Club and the El Dorado Hills Community Service District (CSD), National Field Archery Association (NFAA), USA Archery and California Bow Hunters/State Archery Association (CBH/SAA)

d) Is the primary contact with the El Dorado Foundation (Foundation) and the Friends of El Dorado Hills Public Archery Range (FEDHPAR) 501c (3) non-profit organizations.

e) Provides guidance to other Officers in the fulfilment of their duties.

f) Oversees major, capital improvement projects.

g) Each September works with the Nominating Committee to identify members who may be suitable for service as Club Officers during the upcoming year. The resulting list of candidates will be presented at the October General Meeting.

2. 1st Vice President – Tournaments and Events.

a) Presides at General/Board Meetings if the President is unavailable.

b) Is responsible for development and coordination of Club activities, tournaments, and social events, including:

(1) The Open 3D Tournament.

(2) The Halloween Shoot.

(3) The Annual Awards Dinner.

(4) Monthly/periodic Club Shoots and Leagues.

c) Arranges for work parties/volunteers to facilitate tournaments and events.

d) Coordinating and providing archery instruction in partnership with the EDH CSD.

e) Oversees all Club-sponsored training-related activities (e.g., Junior Olympic Archery Development).

f) Reviews and coordinates requests from public and private entities who desire to use the Range for archery-related instruction or events.

g) Maintains the Club's Calendar, ensuring upcoming events and activities are up to date.

- h) Works with the VP Publicity to ensure distribution of information to the public and General Membership
 - i) Responds to training and event-related inquiries and issues.
 - j) Directs the Club's electronic membership commerce account and works with the Treasurer to schedule fund transfers into the Club's accounts. (NOTE: this separation of fiduciary duties is intended to provide enhanced accountability.)
 - k) Is Chair of the Tournaments and Events Committee.
3. 2nd Vice President – Publicity.
- a) Presides at General/Board Meetings if the President and 1st Vice President are unavailable.
 - b) Promotes good internal and external relations through advertisement of Club events and activities to the membership and community/public.
 - c) Oversees the creation and management of postings and communications on Club-related electronic media (Facebook, Website, Email, etc.).
 - d) Assembles, edits, and distributes Club postings, flyers, banners and newsletters, as applicable.
 - e) Coordinates with CSD and other local service entities for EDHB representation at community events.
 - f) Obtains and makes available for sale, EDHB promotional merchandise such as shirts, caps, belt buckles and other Club promotional/fund-raising materials.
 - g) Notifies members and the public of Range closures.
 - h) Responds to public relations-related inquiries and issues.
 - i) Is Chair of the Publicity Committee.
4. Secretary.
- a) Keeps official records of the organization, e.g., Bylaws, Rules, and MOUs.
 - b) Prepares official correspondence, as approved by the Board.
 - c) Keeps minutes for General and Board Meetings. Draft minutes shall be submitted for Board approval at the subsequent meeting and thereafter provided to the VP Publicity for posting to the Club website.
 - d) Manages the Club's membership commerce platform software and application/renewal processes.
 - e) Develops/coordinates the distribution of membership materials.
 - f) Maintains the Club's membership roster.
 - g) Responds to membership-related inquiries and issues.

- h) Using information supplied by the Range Manager and other Officers, maintains records of member participation in Workdays/work parties for use in computing applicable discounts for renewal dues.
 - i) Handles transactions with the NFAA and USA Archery concerning the Club's charter.
 - j) Coordinates renewal of liability/property insurances, vehicle registrations, etc.
 - k) Is Chair of the Membership Committee.
5. Treasurer.
- a) Oversees the accounting and deposit of all Club monies in depositories approved by the Board.
 - b) Coordinates with the 1st VP in overseeing the collection and deposit of funds collected through the Club's PayPal account.
 - c) Dispenses Club monies under the direction of the Board.
 - d) Keeps Club financial records, including receipts and disbursements.
 - e) Prepares a monthly financial report listing account balances, receipts, disbursements, outstanding bills, and commitments.
 - f) Monitors, advises, and brings issues to the Board and General Membership of outstanding issues concerning the Club's taxes, tax-exempt status, and overall financial standing.
 - g) At the end of each Calendar Year, prepares a Year-End report to form the basis of a proposed budget for the coming year.
 - h) Files appropriate notifications and tax returns with the Internal Revenue Service (IRS) and California Franchise Tax Board, ensuring the Club is in full compliance with both Federal and State tax and tax exemption laws.
 - i) Works with the President in coordinating with and accounting for funds accessible to the Club through FEDHPAR and the Foundation.
 - j) Conducts an inventory of the Club's physical assets on at least a biannual basis, during odd years.
 - k) At the conclusion of each year, works with the Audit and Budget Committee to write a report on the Club's financial status and to prepare an annual, proposed budget for consideration by the Board and General Membership during the January General Meeting.
 - l) The Committee will also review existing measures for accountability and provide recommendations for improvement, as necessary.

- m) When the Office of Treasurer is in transition due to elections, the incoming Treasurer will assume the role of one of the members of the Audit and Budget Committee.
6. Range Manager.
- a) Is responsible for the maintenance, safety, appearance, and condition of all physical features on the Range. This includes (but is not limited to) target butts, targets, vehicles, trails, shooting stations, the Club House, and all storage facilities.
 - b) Arranges for work parties/Workdays to facilitate maintenance and improvements.
 - c) Works with the 1st and 2nd VPs to ensure the success of Club-sponsored events.
 - d) Ensures that tools and materials are in good repair and on hand for projects and work parties.
 - e) Prepares the Range for Fire Season and ensures compliance with all State and County fire codes.
 - f) Coordinates servicing of the portable toilets and garbage collection.
 - g) Prior to construction or installation, obtains Board approval of designs that significantly change the facilities on the Range.
 - h) When repairs or improvements exceed the Club's ability to handle with internal resources, solicits and recommends the appropriate services for consideration and approval by the Board.
 - i) Maintains an inventory of all targets, tools, and equipment.
 - j) Prepares paper targets (Field, Hunter, and Animal) and their placement throughout the Range.
 - k) Notifies the Board and VP of Publicity of upcoming Range closures.
 - l) Inventories and replaces worn and/or destroyed targets, target butts and equipment.
 - m) Prepares target, tool and equipment purchase and Range improvement recommendations for approval by the Board.
 - n) Oversees the activities of the Target Committee.
7. Members-at-Large.
- a) MALs represent the General Membership and are an integral part of the Board. They are expected to attend Board and General Meetings.
 - b) While no specific duties are assigned to MALs, their role is to assist the Board in maintaining all aspects of Club functions and Range operations.
 - c) MALs will normally be assigned to and are expected to participate in at least one of the Standing Committees.

d) Additional duties may be designated by the Board, depending on operational needs.

D. Standing Committees. Officers are tasked with selecting and recruiting members/volunteers, as necessary, to fulfill their position duties. These committees include but are not limited to:

1. Nominating Committee – assists the President and Board in seeking candidates for service as Officers prior to the annual election.
2. Tournament and Events Committee – tasked with assisting the 1st VP with arranging, organizing, and overseeing Club events, training, and activities.
3. Publicity Committee – works with the 2nd VP to maintain good public relations and interactions with other archery clubs and the public.
4. Membership Committee – assists the Secretary to maintain the Club Roster and to process incoming memberships/renewals throughout the year.
5. Auditing/Budget Committee – works with the Treasurer to conduct an annual audit of finances and assist with semiannual inventory of Range equipment.
6. Target and Range Committee – tasked with supporting the Range Manager in conducting/overseeing all aspects of Range maintenance and repairs, as well as stocking and placing targets throughout the facility.
7. Other Committees – The President and Board may appoint additional, specialized committees as necessary to conduct and promote Club business.

Article VIII. FINANCES

- A. Expenditures of less than \$250 may be proposed by any Officer and must be approved by the Treasurer. When in doubt, the Treasurer will consult with the Board before approving or denying the expenditure or reimbursement.
- B. Expenditures over \$250 for a single item/service shall be approved in advance by the Board either at a meeting or after consultation through electronic means.
- C. Expenditures of over \$2,000 for any one item/service must be approved in advance by the Board and a majority vote of members attending a scheduled or special General Meeting.
- D. Expenditures for recurring services or routine purchases of supplies will be approved on a one-time vote. At the time of the vote, the services/supplies will be itemized and must conform to an annual maximum limit. This limit will be based on the previous year's expenditures or the new year's budget recommendations. Once approved, these expenditures can continue to be made, until revoked, without further approval. The Treasurer will routinely monitor these expenditures and bring to the Board's attention any charges or changes which were not contemplated in the original authorization.

E. Authority to sign checks from Club bank accounts is only granted to the Treasurer, President and one other selected Officer. A Payor cannot sign or distribute a reimbursement check which is written to themselves, except for reimbursement checks issued to the Treasurer. The Treasurer can issue reimbursements to him/herself of less than \$250, provided the President or Secretary is notified of the reimbursement in advance by email or other written communication. A reimbursement to the Treasurer of more than \$250 must be approved in advance by the Board.

Article IX. NON-PROFIT AFFILIATIONS – The EDHB has developed relationships with other non-profit organizations which share Club goals and objectives to facilitate and promote public and community donations.

A. El Dorado Community Foundation (Foundation). The Foundation is a 501(c)3 organization that shares the Club's goal of providing services and recreation opportunities to the local community. Through a MOU/written agreement, this organization has a component fund which can collect and serve as a repository for donations to the Club.

1. These funds are designated for use in general maintenance and improvement of the Range.

2. As the primary liaison to the CSD, the President is charged with making periodic contact with the Foundation to ascertain the status of Club-designated funds. The updated information is provided to the Treasurer.

3. The Club may solicit designated Foundation funds through a written request to the Foundation.

B. Friends of El Dorado Hills Public Archery Range (FEDHPAR). In 2021, to reconcile concerns with IRS regulations related to the collection of non-member donations, a separate 501(c)(3) organization was created. FEDHPAR's mission is to solicit donations and coordinate with EDHB in using these funds for the maintenance and improvement of the Range in service of the public.

1. FEDHPAR funds can only be used in payment for services or amenities which benefit public use of the Range. These can take the form of regular or one-time services/purchases; however, these funds may not be used where the Club receives more than an incidental benefit, e.g., the Club benefits incidentally when a FEDHPAR expenditure improves the Range but would benefit directly from funding security measures aimed at limiting parking to Club members.

2. While it is the purpose of FEDHPAR to receive all public donations submitted to the Range; donations which do not fall under FEDHPAR's mission may be made directly to the Club so long as the donor is made aware that such donations are not tax-deductible.

3. The Club may solicit FEDHPAR funds by making a verbal request to a FEDHPAR officer during an EDHB General/Board Meeting or via a written request.

Article X. ELECTIONS AND VOTING

A. Election of Club Officers.

1. Officers shall be elected to a term of one year, commencing on January 1st.
2. A committee, appointed by the existing Board, shall contact members of the Club to determine their desire or willingness to serve. This Nominating Committee shall present a slate of nominees to the Club during the October General Meeting.
3. Nominations may be made by the General Membership during both the October and November General Meetings.
4. Elections shall occur at the November General Meeting, after nominations are closed.
5. An Office vacated before expiration of the term shall be filled by appointment by the Board, except that presidential vacancies will be filled by the incumbent 1st VP.

B. Voting.

1. No Board business may be transacted without a quorum being represented. Unless otherwise required, a quorum shall consist of one half of the current Board plus one.
2. No business may be transacted at a General Meeting without a quorum being in attendance. A quorum shall consist of ten members.
3. Verbal or Show-of-Hands voting shall be used for all decisions, except as otherwise noted.
 - a) Written ballots shall be used for the election of Officers unless a position is uncontested.
 - b) Written ballots shall be used for adoption of Bylaw Amendments.
4. Members may vote on any issue or in any Officer election. For the purposes of this section, Family and Senior Memberships, though they may be comprised of multiple members, have a single vote.
5. Officers/members must normally be in attendance to vote. On occasions where a decision/vote cannot await a scheduled meeting, or a physical meeting cannot be held, the use of email, video conferencing, or other electronic means of communication may be used. Additionally, the requirement for an Officers' quorum may be met through a proxy vote from absent Officers. Said proxy shall be documented by the Secretary, either through conventional or electronic means and included in the meeting minutes.

Article XI. SUPPLEMENTS TO THE BYLAWS.

- A. Where there is a need for routine revisions of existing practices, need for supplemental direction or extended explanation to an existing Bylaw, the Board may provide it through the following means:

1. Rules. The Club has developed a set of regulations to be followed by its membership. These rules are intended to ensure the preservation, enjoyment, and safety of the Range. They are included in Annex A.
2. Memoranda of Understanding (MOUs). MOUs serve to outline agreements between the Club and other entities. These documents outline the respective rights and responsibilities of each party under the agreement.
3. The Club has also determined to use MOUs to document regulations which regularly evolve or undergo routine change, such as dues adjustments. Club MOUs are included in Annex B.
4. Standard Orders of Procedures (SOPs). In some instances, there exists the need for detailed, step-by-step instructions or an outline describing how to carry out a given process or task. SOPs are contained in Annex C.
5. Except as otherwise noted in these Bylaws, changes to these types of documents will be effected after being presented at a General Meeting and receiving approval by the Board and the General Membership.

Article XII. CHANGES, AMENDMENTS AND SUPPLEMENTING RULES AND BYLAWS

- A. Changes to Bylaws, Rules, and MOUs. Changes and amendments to these documents may be proposed by any member during a General Meeting.
1. The member proposing the change will be required to outline the necessity for the proposed revision.
 2. The Board may appoint a committee to evaluate the proposal and draft amended language, as appropriate.
 3. Amendments must be presented to the Board for review and discussion and have a Board majority approval to move forward.
 4. Following the Board's accord, the proposal must be presented at a General Meeting.
 5. After presentation at a General Meeting, the final draft of the proposal will be distributed to Club members via email or by posting it on the Website, inviting further comment.
 - a) Distribution of the final draft will take place at least one month prior to a vote for approval. The notice will include the date, place, and time of the General Meeting at which the vote will be held.
 6. Based upon membership feedback, the final draft may be further revised and re-submitted to the Board.
 7. The final proposed changes will be submitted in the form of a motion at the next General Meeting.
 8. The proposed amendment/revision to the Bylaws must receive a two-thirds vote of the members present at the General Meeting at which its final form is presented.

Annex A

Range Rules

RANGE RULES



Range Rules ¶

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1. → Possession or use of firearms, air rifles, pellet guns, BB guns, slingshots and/or crossbows is prohibited. ¶

¶

2. → No hunting is allowed anywhere on the property. ¶

¶

3. → No smoking is allowed. Fire danger is extremely high, due to the wooded and grassy terrain -- even in Winter. ¶

¶

4. → No alcoholic beverages or controlled substances are allowed. ¶

¶

5. → No cycling or recreational hiking on target trails. ¶

¶

6. → Dogs are not encouraged; if you must bring them, they must stay on-leash and you must clean up after them. ¶

¶

7. → The Circuit Course (targets 1-14; 15-28) is intended for competitive shooting, not for sight-in, and must be followed in numerical order. Shoot your arrows once, then move to the next target. ¶

¶

8. → DO NOT BACK-TRACK on targets 1-28; it places you in danger from archers following the course in the proper direction. ¶

¶

9. → Broadheads are prohibited, except at the Broadhead Pit. ¶

¶

10. → When searching for arrows, a bow or look-out must be stationed in front of the target to warn other archers of a potential hazard. ¶

¶

11. → No shooting at unapproved targets. ¶

¶

12. → When archers are present on the concrete pads at the Sight-In Range, no shooting is allowed at the 85 to 100-yard targets. ¶

¶

13. → Only member vehicles are permitted beyond the gate. ¶

¶

14. → Everyone has an obligation to help keep the Range clean. Place all trash and empty bottles/cans in an appropriate container. Also, lend a hand by picking up trash left by others. ¶

¶

15. → All group events must be coordinated/approved by the EDHB Board. ¶

¶

Annex B

Memoranda of Understanding

MOU MEMBERSHIP DUES STRUCTURE

Memorandum of Understanding EDH Bowmen Dues Structure

The following Memorandum of Understanding was approved by a vote of the El Dorado Hills Bowmen Club membership on November 9, 2022.

Membership Term - has been transitioned from a Calendar Year to a Rotating Year basis. The term begins on the date a membership application is accepted and processed by the Club.

Dues for the five classes of membership are:

Adult Membership:	\$ 120/twelve-month term
Family Membership:	\$ 120/twelve-month term
Senior Membership:	\$ 60/twelve-month term
Youth Membership:	\$ 60/twelve-month term
Life Membership:	\$ 0/twelve-month term

Dues Discounts - Members who engage in services towards the maintenance of the Range or the operation of the Club and its sponsored events may have their next year dues discounted by an increment of 15 percent for each day of volunteerism, as follows:

<u>Days Volunteered:</u>	<u>Discount</u>
3 workdays (5 hrs./day) (15 hrs./yr.)	45 %
2 workdays (5 hrs./day) (10 hrs./yr.)	30 %
1 workday (5 hrs./day) (5 hrs./yr.)	15 %

Only a single credit can be earned per membership account per day volunteered. Exceptions may be made by the President and Board.

For the discounts to be applied, renewing members must enter the coupon codes provided at the time of their annual renewal.

MOU FOUNDATION

TERMS AND CONDITIONS

DOCUMENT 3

PROVISIONS GOVERNING EXPENDABLE FUNDS OF THE EL DORADO COMMUNITY FOUNDATION

In addition to the terms and conditions governing all funds of the El Dorado Community Foundation (Document 1), the following terms and conditions specifically apply to Expendable funds:

1. Distributions

The Community Foundation's Board of Directors may, with the advice of an expendable fund's donor(s), expend down a fund consistent with the donors charitable intent.

2. Investment Policy and Administrative Fees

The Community Foundation will invest the assets of an expendable fund and determine administrative fees to that fund based on an assessment of the nature of the fund and amount of time an expendable fund is expected to be open. Because expendable funds are established for a wide variety of donors, including both individuals and organizations, and because they may be short-term or longer-term, the Community Foundation has adopted a policy of investing the assets of these funds in two ways, depending on the amount of time the expendable fund is expected to be open.

1) For shorter-term funds (less than 12 months), or in cases where monies will be contributed and regranted within a short period of time, the Community Foundation may deposit the assets of the fund in a money-market account to maximize their liquidity and to protect the fund balance. The Community Foundation's staff will review this and other options with the donor at the time the fund is established and based on the goals of the fund, jointly determine the most appropriate investment vehicle.

2) For longer-term funds (more than 12 months), or in cases where monies will be contributed and re-granted over a long period of time, the Community Foundation may invest expendable fund assets along with endowment (or permanent) fund assets.

The Community Foundation assesses an administrative fee on each expendable fund.

MOU FEDHPAR

El Dorado Hills Bowmen

Memorandum of Understanding between

El Dorado Hills Bowmen (EDHB)

and

Friends of El Dorado Hills Public Archery Range (FEDHPAR)

I. Purpose and Scope

The purpose of this MOU is to clearly identify the roles and responsibilities of each party as they relate to El Dorado Hills Public Archery Range.

II. Background

EDHB has been granted the authority of administering the archery related activities on the El Dorado Hills Public Archery Range by the El Dorado Hills Community Services District (CSD). EDHB is a private archery club operating for the benefit of its members under the provisions of Internal Revenue Code 501(c)(7). FEDHPAR is a tax-exempt 501(c)(3) organization whose charter provides that its purpose is to maintain and improve the El Dorado Hills Public Archery Range, and for that purpose it is authorized to solicit, hold, and spend funds donated by individuals, businesses, and other public organizations.

III. EDHB Responsibilities Under this MOU

EDHB may submit requests to FEDHPAR for funds whenever funds are available, and the project is deemed to be in accordance with FEDHPAR's charter. EDHB acknowledges that FEDHPAR is unable under the rules of 501(c)(3) organizations to disburse funds directly to EDHB or to any of its members; therefore, EDHB will provide sufficient information concerning the proposed use of said funds to enable FEDHPAR to make direct payments for expenditures for projects that are mutually approved.

Requests for funds will be submitted either in writing or during an EDHB General/Board Meeting at which FEDHPAR representatives are present.

Any EDHB member may choose to make individual donations to FEDHPAR, either directly or through portals provided on the EDHB Website.

EDHB agrees to maintain the frog depositories on the Range in good working order.

IV. FEDHPAR Responsibilities Under this MOU

FEDHPAR will give EDHB requests full consideration and respond in a timely manner. It will not undertake any project otherwise allowable under its charter without informing EDHB. While FEDHPAR's 501(c)(3) status requires that it operate independently, and in recognition of EDHB's responsibility for administering the Range, EDHB's recommendations will be given due weight prior to FEDHPAR initiating any project.

FEDHPAR agrees to periodically provide EDHB with financial information regarding funds available to be used in accordance with its charter.

MOU CALIFORNIA DEER ASSOCIATION

11-10-2022

MEMORANDUM OF Understanding (MOU)

Between

EL DORADO HILLS BOWMEN

And

CALIFORNIA DEER ASSOCIATION
El Dorado County Chapter

This is an agreement between El Dorado Hills Bowmen, hereinafter called EDHB and California Deer Association, El Dorado Chapter, hereinafter called Cal Deer.

I. PURPOSE & SCOPE

The purpose of this MOU is to clearly identify the roles and responsibilities of each party as they relate to the JOAD Competitive Archery Team, a project of Cal Deer, designed to encourage youth to take up the sport of archery and the outdoors. EDHB and Cal Deer to work together to provide the resources necessary to launch this project and support this goal.

Both EDHB and Cal Deer should ensure that program activities are conducted in compliance with all applicable Federal and State laws and USA Archery rules.

Each organization will maintain its own identity in providing services. Each party is an independent contractor to the other. No partnership is created by this agreement and neither party shall be entitled to act as agent for the other. Each organization will also maintain a brand partnership defined as an alliance to work together to create marketing synergy.

II. MOU Term

The term of this MOU Agreement is the period within which the project responsibilities of this agreement shall be performed. This term commences November 13, 2022 and terminates February 17, 2023, unless extended by mutual agreement.

Annex C

Standard Operating Procedures

SOP UTV/ATV OPERATIONS

El Dorado Hills Bowmen SOP Utility Terrain Vehicle (UTV)/All Terrain Vehicle (ATV) Driver/Operator Checklist



Initial	General	
	1.	Keys to the UTV and Conex storage container are secured in a key box within the Storage Building (ATVs do not require keys). Operators will gain access either through issuance by a Board member or have been authorized direct access to the key box.
	2.	Operators must be licensed adults, have undergone UTV/ATV Operations Training, and have a waiver of liability on file.
	3.	The UTV/ATV Operator is responsible for the overall safety and proper handling of the vehicle. The vehicle shall not be placed into operation if the Operator believes there is a safety concern.
	4.	Operators shall familiarize themselves with the vehicles' equipment and limitations. If necessary, they should refer to the UTV Operator Manual or a seasoned operator.
	5.	No person under the influence of drugs, alcohol or other controlled substances shall be allowed to operate or ride on the UTV/ATV.
	6.	The UTV must be checked out by filling out the necessary information on the Operations Log. The intended Operator remains responsible for the vehicle until it is returned to storage and checked back in.
	7.	The UTV/ATVs are intended for off-road; on-Grounds use only ; they will not be operated off Range property without specific dispensation from the Board.
Pre-Operation Inspection		
	8.	UTV - remove locking device with the key included on the key ring.
	9.	Oil and fuel levels shall be inspected before starting the motor.
	10.	The brakes shall be pressure checked and a visual inspection of the tires, drivetrain, seatbelts and other safety and operational items shall be conducted before placing the vehicle in motion. DO NOT reach into the engine or areas with moving parts while conducting the inspection.
	11.	The UTV/ATV shall not be used if it might be unsafe or in need of repair. If in doubt, the Range Manager will be notified and consulted. If he/she is unreachable, the key will be returned to its storage location with a note declaring it "Unsafe" and note attached.
	12.	Minor mechanical issues or concerns will be reported to the Range Manager at the earliest opportunity.