

Constitution October 1998

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ARTICLE I: NAME and LOCATION

This organization shall be known as the Northwoods Bowmen's Club, Incorporated, and hereinafter referred to as the Club. The principal office of the organization shall be located at the current President's home or office, or as he/she designate.

ARTICLE II: PURPOSE

Section 1: Foundation

The Club is formed to unite all persons who are interested in Archery in Marin County, California and environs.

Section 2: Sportsmanship and Supervision

The Club and all its members shall encourage and maintain among its members and guests the spirit of good fellowship and fair play, and exercise supervision and care over all its members. The Club shall so educate and organize the members so that harmony will exist in all activities and committees of the Club.

Section 3: Range(s)

The Club shall maintain an Archery Range open to the membership for the practice of archery. It shall conduct and supervise archery meets independently and/or in cooperation with other archery clubs or organizations.

Section 4: Interpretation of Constitution and By-Laws

In case of any doubt or ambiguity in the interpretation of this Constitution and/or of any By-Laws of the Club, provided for herein, the Board of Directors shall have the right and duty to determine the same and its decision shall be final. Any dispute arising over or in connection with an election shall be determined by the Board of Directors and shall be final and conclusive.

ARTICLE III: MEMBERSHIP

Section 1: Qualifications for Membership

Any person who is interested in Archery and is of good moral character, regardless of race, color, or religion is eligible for membership in this Club.

Section 2: Obligations of Membership:

A: MEMBERSHIP PLEDGE: Each individual upon obtaining approval of his/her Membership shall recite the following pledge at the first convenient General Meeting

thereafter:

“I (state your name), do solemnly pledge that I will abide by and uphold the Constitution, By-Laws, and regulations of the Northwoods Bowmen’s Club., Incorporated. That I will obey, abide by and uphold the Fish and Game laws of the State of California, and of the United States of America. That I will be a good sportsman and do all in my power to promote goodwill and prevent dissension among members and guests of this Club.”

B: MEETINGS and TARGETS: All Members of the Club are obligated to participate in the General Meetings of the Club and Target assignments.

C: WORK REQUIREMENTS: All members (except those exempted by the Constitution and By-laws of the Club) are to participate in a minimum of three (3) work activities of the Club or be assessed the \$50 Initiation Fee in addition to Annual Dues to remain a “Member in Good Standing” of the Club. Participation in any combination of the following Club work activities totaling the minimum acceptable scheduled Work Parties, Open Shoots, or other Work activities as approved by the Board of Directors or the Range Chairperson.

Section 4: Membership Descriptions:

A: SENIOR MEMBERSHIP: Individuals whose years of age are sixty-two (62) or older. Senior members may hold an Office and vote on matters of the Club.

B: ADULT MEMBERSHIP: Individuals whose years of age are eighteen (18) through sixty-one (61). Adult members hold an Office and vote on matters of the Club.

C: JUNIOR MEMBERSHIP: Individuals whose years of age are under eighteen (18). Junior members may not hold an Office and vote on matters of the Club.

D: FAMILY MEMBERSHIP: Husband and/or Wife, and all children of one Family. Adult Family members hold an Office and vote on matters of the Club. Junior Family members may not hold an Office and vote on matters of the Club.

E: LIFE MEMBERSHIP: May be granted to a Member of this Club by unanimous vote of the Board of Directors. A Life Membership entitles the holder to all rights and privileges of the Club, without paying Annual dues or assessments. A Life Member over the age of eighteen (18) may hold an Office and vote on matters of the Club.

F: HONORARY MEMBERSHIP: May be granted by a two-thirds (2/3) majority vote of the Board of Directors. Honorary members may not hold an Office or vote on matters of the Club.

ARTICLE IV: OFFICERS and DIRECTORS

Section 1: Principal Officers and Directors

The affairs of the Club shall be managed by a Board of Directors. This Board of Directors shall consist of ten (10) Voting Members: the President, Vice-President, Secretary, Treasurer, past President Membership Chairperson, Tournament and Classification Chairperson, Awards Chairperson, Publicity Chairperson, and Range Chairperson.

Section 2: Other Officers or Directors

The Board of Directors may elect or appoint other Officers or Directors as necessary for the proper conduct of the Club. Such Officers or Directors have the duties and authority prescribed by the Board of Directors.

ARTICLE V: DUTIES OF OFFCIERS and DIRECTORS

Section 1: Duties of the President:

The President's term is a two (2) year term commencing on the odd numbered years. At the end of this term he/she shall remain on the Board of Directors for at least one (1) year with the option of remaining for two (2) years. The President is the Principal Officer of the Club and presides at all regular and special meetings of the Membership and Board of Directors of the Club, and is a member at-large of all Club committees. The President may sign any deeds, mortgages, bonds, contracts, or instruments that the Board of Directors has authorized. Except in cases where the signing and execution thereof has been expressly delegated by the Board of Directors, the By-Laws, or statue to some other Officer or Agent of the Club.

Section 2: Duties of Vice-President:

The Vice-President's term shall be a two (2) year term commencing on the even numbered years. The Vise-President shall act in place of the President in his/her absence. While so acting the Vice-President shall have the same powers and restrictions as the President. The Vice-President is the chairperson of the Open Shoot(s), the Annual Banquet, the Picnic, and the Nominating Committee.

Section 3: Duties of the Secretary:

The Secretary's term shall be a two (2) year term commencing on the even numbered years. The Secretary shall keep the minutes of all meetings of the Membership and the Board of Directors. Oversees that notices are duly given as provided in this Constitution or as required by laws; be the custodian of the Corporate Seal and records of the Club. Keep a register of the Post Office address of each member of the Club. At all meetings of the Membership and Board of Directors have the minutes available for the past twelve (12) months.

Section 4: Duties of the Treasurer:

The Treasurer's term shall be a two (2) year term commencing on the odd numbered years. The Treasurer shall have charge and custody of and be responsible for all funds and securities of the Club. Receive and give receipts for monies due and payable to the Club from any source and deposit all such monies in the name of the Club in such banks, trust companies or other depositories as shall be selected in accordance with the provisions of the By-Laws. Disbursements shall be made by the Treasurer once

authorized by the Board of Directors. If required by the Board of Directors, the Treasurer shall furnish bond in the amount that the Board of Directors shall determine.

Section 5: Duties of the Membership Chairperson:

The Membership Chairperson's term shall be a two (2) year term commencing on the odd numbered years. The Membership Chairperson's responsibilities are; to disperse information and membership applications to interested parties; to propose for membership those applications that have been received; to keep a logbook of all membership applications and disposition of; and contact applicants after the Board of Directors review.

Section 6: Duties of the Tournament and Classification Chairperson:

The Tournament and Classification Chairperson's term shall be a two (2) year term commencing on the even numbered years. The Chairperson's responsibilities are: to prepare a shoot schedule prior to the next calendar year and present to the membership for approval; organize all shoots of the Club except for the Open type shoots; maintain a registration and record book of members scores at Club shoots; disperse applications for NFAA, CBH-SAA, and NCFAA membership card; and maintain an adequate amount of targets for the Outdoor and Indoor ranges.

Section 7: Duties of the Publicity Chairperson:

The Publicity Chairperson's term shall be a two (2) year term commencing on the odd numbered years. The Chairperson's responsibilities are: the publication and distribution of the Club's monthly newsletter; publication and distribution of flyers for Open type shoots of the Club; publication and distribution of advertisements of the Club (i.e., posters, newspapers, etc.).

Section 8: Duties of the Range Chairperson:

The Range Chairperson's term shall be a two (2) year term commencing on the even numbered years. The Chairperson's responsibilities are: General upkeep of the Range(s) of the Club; propose and schedule a minimum of three (3) work parties; publish and post a list of work activities; oversee all maintenance and modification work performed on the Range(s); and assign targets to Members.

Section 9: Duties of Awards Chairperson:

The awards Chairperson's term shall be a two (2) year term commencing on the even numbered years. The Chairperson's responsibilities are: provide and distribute awards to Members of the Club for all Club shoots; and provide and distribute awards for Open type Shoots.

Section 10: Vacancies in Office:

The Board of Directors may fill a vacancy in any Office for the remaining portion of the term.

Section 11: Dismissal from the Board of Directors:

If without a reasonable excuse a member of the Board of Directors is absent from two (2)

consecutive meetings, the other Board of Directors shall have the power to dismiss that member from his/her seat on the Board of Directors, by a majority vote of the Board of Directors present.

Section 12: Impeachment of Officers:

Any Officers or Member of the Board of Directors may be impeached according to the California Corporate Laws.

ARTICLE VI: NOMINATIONS and ELECTIONS

Section 1: Nominations:

A: Not less than two (2) months prior to the Annual Meeting to held each December, the President shall appoint a nominating committee composed of not less than three (3) members headed by the Vice-President. It shall be the duty of this committee to nominate one or more candidates for each open office and present the nominees to the membership at the November meeting. Nomination from the floor may be presented at this meeting.

B: A member in good standing may be nominated for one or more offices but shall only accept one nomination.

Section 2: Elections

A: The members shall proceed to elect the officers and directors so nominated at the Annual Meeting in December or at any special meeting of the membership called for by the Board of Directors.

B: Following the nominations meeting in November, the Board of Directors may by a two-thirds (2/3) majority vote determine to have the election made by mail ballot, as provided for under Article XI of the By-Laws. The time for counting mail ballots shall not be later than the Annual Meeting in December.

C: In case of a tie vote the issue shall be determined by lot.

Section 3: Tenure in Office:

The Officers and Directors of this Club shall be elected each year in the manner provided in Section 1 and 2 of this Article. New Officers and Directors shall take office the first meeting in January and hold office for a term of two (2) years or until their successors are elected and installed in office.

ARTICLE VII: AMENDMENTS

Section 1: Initiation of Amendment(s):

Amendments to this Constitution shall be initiated only by a majority vote of the Board of Directors or by a petition signed by not less ten (10) Voting Members of the Club and submitted to the Board of Directors. Such proposed amendments shall thereupon be submitted to the By-Laws Committee for drafting into suitable and proper form.

Section 2: Notification of Proposed Amendment(s)

Voting Members will be notified of all proposed amendments to this

Constitution. Proposed amendments shall be read two (2) consecutive meetings of the Membership and acted upon after the second reading.

Section 3: Approval of Amendment(s)

Amendments to this Constitution shall be approved by a two-thirds (2/3) majority vote of the Voting Members present after the second consecutive reading.

By-Laws May 2005

ARTICLE I... MEMBERSHIP

ARTICLE II... INITIATION FEE and DUES

ARTICLE III... MEETINGS OF MEMBERS

ARTICLE IV... MEETINGS OF BOARD OF DIRECTORS

ARTICLE I: MEMBERSHIP

Section 1: Approval of Membership Application

Membership applications shall be reviewed by the Board of Directors and presented to the Members of the Club for approval upon a simple majority affirmative vote of the Board of Directors present. A simple majority affirmative vote of the Members present is required for acceptance of an application.

Section 2: Voting Members

Adult members in good standing with the Club shall have the privilege to vote on matters of the Club, and may hold an office on the Club's Board of Directors.

Section 3: Resignation of Membership

Any member in good standing with the Club may resign from the Club by filing with the Club secretary a written resignation letter.

Section 4: Expulsion of a Member

Any member(s) having a charge(s) of a serious nature against another member(s) of the Club shall file the charge(s) in writing with the Club Secretary. This charge(s) shall be read to the Board of Directors. The Board of Directors shall decide if a hearing is warranted. If a hearing is deemed warranted, the President shall set a time and place. The Club secretary shall send a notification of the hearing date, time and place, to the member(s) charged, the member(s) making the charge(s), and the Board of Directors. In order for the hearing to proceed a minimum of six (6) members of Board of Directors are required for a quorum. After review of all information presented, the Board of Directors shall take a vote for expulsion. A two-thirds (2/3) majority affirmative vote for expulsion of a member(s) is required. This voting process is by secret ballot only. No member of the Club may be expelled from the Club without a hearing.

Section 5: Termination of Rights as a Club Member

All rights as a member of the Club shall cease on termination of a Members' membership and upon the members' death.

ARTICLE II: INITIATION FEES and DUES

Section 1: Initiation Fees

Family Membership	\$50.00
Adult Membership	\$50.00
Senior Membership	\$50.00
Junior Membership	\$50.00

(unattached to a Family Membership)

Section 2: Annual Membership Dues

Family Membership	\$58.00
Adult Membership	\$46.00
Senior Membership	\$34.00
Junior Membership	\$34.00

(unattached to a Family Membership)

Section 3: Payment of Initiation Fee and Annual Dues

A) All Members: All members are required to pay the initiation fee upon acceptance of their Membership into the Club. This Initiation Fee shall be assessed annually to those members that have not met their working requirements as stated under the Constitution of the Northwoods Bowmen’s Club, Inc., Section 2: Obligations of Membership, Sub-Section C: WORK REQUIREMENTS.

B) Junior Members: Junior Members Turning Eighteen (18): A junior member that is part of a Family Membership may remain under the Family Membership as long as he/she is a dependent of the Family up to the age of twenty-five (25). All Junior Members upon attaining their eighteenth (18th) birthday will automatically be reclassified as Adult Members for classification purposes. Unattached Juniors upon attaining their eighteenth (18th) birthday and attached Juniors upon attaining their twenty-fifth (25th) birthday shall be assessed Annual Membership dues as an Adult.

C) Payment of Dues: New members applying for membership into the Club between the months of January and June, dues are to be paid at full-rate for applicable membership requested plus full initiation fee. New members applying for membership into the Club between the months of June and December, dues are to be paid at half-rate for applicable membership requested plus full initiation fee.

D) Honorary and Life Members: Honorary and Life Members shall be exempt from payment of initiation fees, annual Membership dues and work assessments.

Section 4: Delinquency in Payment of Annual Dues

Any family or individual member failing to pay their annual dues by January 15 of the current year shall be declared in bad standing, and shall not be eligible to participate in any activities of Club.

Section 5: Termination of Membership for Non-Payment of Dues

A) Any family or individual member who has not paid their annual dues by January 15 of the current year, shall have their membership terminated automatically

B) Any family or individual member whose membership was terminated because of delinquent dues may be reinstated in the Club by a majority vote of the Board of Directors, upon compliance with conditions the Board of Directors may impose.

Section 6: Waiver of Dues

A) Members serving on the Board of Directors are required to pay only half of the annual membership dues for their Membership classification.

B) The Board of Directors may waive dues in whole or in part upon appeal in hardship cases.

Section 7: Dues Accounting

The Treasurer shall account for the dues of each member of the Club.

Section 8: Leave of Absence

Any member in good standing of the Club may apply to the Board of Directors for a Leave of Absence. If granted, such leave may be continued from year-to-year, for a period not to exceed four (4) consecutive years. If during the term of such leave said member becomes able to return to an active status, they may upon application to the Board of Directors be restored to membership without payment of an initiation fee. Annual dues and work assessments shall be prorated as of the date on which the membership is resumed.

ARTICLE III: MEETINGS OF MEMBERS

Section 1: Regular Meetings

The Club shall hold one regular meeting a month.

Section 2: Quorum

The quorum for all membership meetings shall be set by the newly elected Board of Directors at their first meeting; but not less than twenty percent (20%) of the voting membership; subject to the approval of the membership by a two-thirds (2/3) affirmative majority vote. This quorum may be adjusted by the Board of Directors during a current year with the approval of a two-thirds (2/3) affirmative vote of the membership present.

Section 3: Annual Meeting

The regular meeting held in the month of December each year shall be known as the Annual Meeting and shall be held for the purpose of electing the Officers and Chairpersons; known as the Board of Directors; for the following term and for transacting other Club business as appropriate.

Section 4: Special Meetings

Notice of a special meeting shall be given to the membership by mail not less than five (5) days prior to the meeting date.

ARTICLE IV: MEETINGS OF THE BOARD OF DIRECTORS

Section 1: Regular Meetings

A regular Annual Meeting of the newly elected Board of Directors shall be held at the same place and immediately after the Annual Meeting of the Members. The Board of Directors may provide for additional Board meeting as required for the good of the Club.

Section 2: Special Meetings

Special meetings of the Board of Directors may be called by the President or any three (3) members of the Board of Directors.

Section 3: Who May Attend

Any member in good standing with the Club may attend any Board meeting except for meetings that involve expulsion of a member(s).

Section 4: Quorum

The quorum for all meetings of the Board of Directors shall be set at its regular meeting and is subject to approval by the membership present at the first meeting of the membership for the year.

ARTICLE V: COMMITTEES

Section 1: Standing Committees

There shall be the following standing committees, each of which shall consist of not less than three (3) members of the Club, and of whom shall be the chairperson.

- A) Range Chairperson
- B) Tournament and Classification Chairperson
- C) Awards Chairperson
- D) Publicity Chairperson
- E) Membership Chairperson

ARTICLE VI: FINANCIAL AFFAIRS OF THE CLUB

Section 1: Checks, Drafts, etc.

All checks, drafts, orders of payment of money, notes, or other evidence of indebtedness issued in the name of the Club shall be signed by the Treasurer.

Section 2: Deposits

All funds of the Club shall be deposited to the credit of the Club in such banks, trust companies, or other depositories as the Board of Directors may direct.

Section 3: Withdrawals from Saving Account

Proposals to make withdraws from the Club Savings account, not to exceed \$500, shall

be made in writing and presented to the Board of Directors. It must carry a two-thirds (2/3) affirmative majority vote. It must be read at the next meeting of the membership following the Board of Directors approval. Any withdrawal exceeding \$500 shall be made in writing and presented to the Board of Directors. It must carry a two-thirds (2/3) affirmative majority vote for recommendation to the membership. It shall then be presented to the membership at two (2) consecutive meetings of the membership and acted upon after the second. It must carry a two-thirds (2/3) affirmative vote of the members present.

Section 4: Gifts

The Board of directors may accept on behalf of the Club any contribution gift, bequest or device for the general purpose or designated purpose of the Club.

ARTICLE VII: BOOKS and RECORDS

The Club shall keep correct and complete books and records of accounts and minutes of meetings of the members, the Board of Directors, committees, and the membership. Any Club member, or his/her agent may inspect the Books and records of the Club at any reasonable time.

ARTICLE VIII: WAIVER OF NOTICE

Whenever any notice is required to be given under the provision of the general non-profit corporation laws of the State of California, or under the provisions of the Articles of Incorporation, or these By-Laws of the Club; a waiver thereof in writing signed by the person(s) entitled to such notice, whether before or after the time stated therein, shall be equivalent to the giving of such notice.