

DIABLO BOWMEN CONSTITUTION

ARTICLE I - NAME

The organization shall be known as "Diablo Bowmen" or, in abbreviation, "Dibows" or "DB."

ARTICLE II - PURPOSE

1. The purpose of the Diablo Bowmen shall be: to promote, foster, expand and perpetuate the practice of field archery; to promote the spirit and good fellowship and sportsmanship and to encourage the use of the bow as a hunting weapon for all legal game.
2. To conduct a continuous educational program to acquaint the general public with the bow and arrow and its uses in the field of sport and as a practical and humane hunting weapon.
3. To cooperate with all conservation organizations in their programs of propagation and conservation of wildlife, forests and game animals and birds. To cooperate with the National Field Archery Association, the California Bowmen Hunters and State Archery Association.
4. To encourage new members and to give all possible aid to novices.
5. To maintain a field course and conduct tournaments and activities as required by the interest of its members.

ARTICLE III - MEMBERSHIP

1. There shall be 7 classes of membership: single, family, non-working, youth, senior, life and honorary.
 - a) Individual membership shall be granted, upon payment of fees and dues, to anyone over eighteen years of age.
 - b) Family membership shall be granted, upon payment of fees and dues to any family and shall include husband, wife/partner and all unmarried children living at home who have not attained their eighteenth birthday.
 - c) Non-working membership shall be granted, upon payment of fees and dues.
 - d) Unattached Youth membership shall be granted upon payment of fees and dues, to anyone who has not attained his eighteenth birthday or who is under twenty-one, and if a full time student.
 - e) Senior membership shall be granted upon payment and dues, to any senior over the age of 62 years and shall include the wife/partner if they are also over 62 years of age or older.
 - f) Life membership may be granted by the Board of Directors to any person or family for outstanding services to this organization or to archery in general. This membership shall be free from all dues. The names of members receiving life membership shall be listed in the constitution. Family Membership shall include the current spouse and dependents (under the age of 18).
 1. Bill Pongrace and dependent family
 2. Bill Jones and dependent family
 3. Chuck Dixon and dependent family
 4. Phil Fisher and dependent family
 5. Red & Kathy Cruse(Budding) and dependent family

6. Wayne Murphy and dependent family
7. Mark Hinds (Cathy Davis) and dependent family
8. Felix and Josephine Chavez
9. Allen Urricequi and dependent family
10. Lee Urricequi and dependent family
11. Brian Kuhl and dependent family
12. Marlene Kinney
13. Cleon Winter
14. Glade Gaffney
15. Dennis Greenway
16. Carl Cook
17. Chuck Willert
18. Nancy Topp and dependent family

g) An honorary membership may be granted by the Board of Directors to any person or family for outstanding services to this organization or to archery in general. This membership shall be free of dues and assessments, but carries no voting or award privileges or membership in any other organization paid for by the Diablo Bowmen. The names of honorary members shall be listed in the constitution. Family Membership shall include the current spouse and dependants (under the age of 18).

1. Art Evans
2. Mat Walker
3. Mr. & Mrs. Fred Rosengarten
4. Norm and Sue Mallone
5. William Broderick
6. Ray & Noreen Regalia
7. Roger & Linda Weamer

2. The Board of Directors may refuse to accept, or may review any membership for conduct detrimental to the interest of the organization.
3. Any member of this organization who is convicted in court of a game law violation shall have his/her membership reviewed by the board of directors.

ARTICLE IV - FEES AND DUES

1. Initiation fees and dues for membership shall be fixed by the By-laws, as also will the penalties for non-payment of fees and dues. Fees for official club tournaments shall be fixed by the By-laws.

ARTICLE V - CLUB MEETINGS

1. Diablo Bowmen shall hold business meetings on the Wednesday following club shoot Sunday of each month or on a day as approved by the majority. In instances where holidays fall on this day, a special meeting will be established by the Board of Directors, and the members shall be duly notified by the Secretary.

ARTICLE VI - BOARD OF DIRECTORS

1. The Board of Directors shall consist of a President, Vice-President, Secretary, Treasurer, Range Manager, three elected members and the Past - President sitting as an advisor and alternate member.
2. The elected members shall be a two-year director and two one-year directors.
3. The Board of Directors shall control, manage and coordinate the activities, policies and property of the club.
4. At any board meeting, any issue presented to vote must be carried by a majority of those members present. The majority shall not be less than four members.
5. All vacancies on the Board of Directors shall be filled by appointment by the Board of Directors.
6. The Board of Directors shall meet at least once a month at a time and place fixed by the board.

ARTICLE VII - BOARD OF DIRECTORS DUTIES

1. The President shall preside at all meetings, appoint all committees, conduct club tournaments, sit as Chairman of the Board of Directors, and in general perform the duties of his/her office.
2. The Vice-President shall perform the duties of the President, when the President is unable to act. In the event the President resigns his/her office the Vice-President shall fill that office for the remainder of the term. He/she shall assist the President at association tournaments, attend all meetings and in general, perform the duties of his/her office. He/she shall be the general committee chairman of all committees necessary for the welfare of the organization.
3. The Secretary shall keep all records of the club and Board of Directors meetings, serve notices of all club meetings and tournaments, publish a monthly newsletter to all members, have charge of all correspondence, order all material and supplies of his/her office. Membership dues received with applications shall be recorded and the dues moneys/checks shall be turned over to the Treasurer for deposit and record. Membership and records of the dues standing of each member shall be kept up to date and any necessary reminders to delinquent members shall be issued by the Secretary following the President's or Boards approval. At the termination of his/her term of office, he/she shall turn over all club records and supplies to the newly elected secretary. He/she shall, in general, have the powers and perform the duties of his/her office.
4. The Treasurer shall follow By-Laws Article VIII Accounting Procedures as detailed in Treasurer-Section 1. and Cash-Section 3. a, d.
5. The Bookkeeper shall follow By-Laws Article VIII Accounting Procedures as detailed in Bookkeeper Section 2. and Cash-Section 3. e.
6. Range Manager to supervise the maintenance of the range, coordinate work parties, prepare the range for tournaments and maintain adequate stock of targets and range supplies. National Field Archery Association range approval shall be maintained by the Range Manager.
7. The Junior Vice-President shall assist the President in all matters of Junior activity. He/she shall develop and promote programs to encourage junior membership and participation in club activities.

ARTICLE VIII - ELECTION AND TERM OF OFFICE

1. Officers shall be nominated at the October meeting each year and additional nominations and elections shall be held at the November meeting. All offices are to be subject to election each year with the exception of the office of a two-year director. There shall be one two-year director elected then the past two-year director shall then fill the office of the second one-year director. All elections are to be held by secret ballot and the ballots are to be counted by a committee appointed by the president at the election meeting. Absentee voting will not be allowed. All members in good standing and who are in attendance shall be allowed to vote, with the exception of junior members under the age of 14.
2. Any adult member in good standing, regardless of sex, who has been a member for a period of at least six months, is eligible to hold any office except the Presidency. A candidate for president must be a member in good standing for a period of at least two years and has served as either a Board Member or Range Manager for one continuous year.
3. Any officer may be recalled by two-thirds vote of the members. Such vote shall be by secret ballot.

ARTICLE IX - ALTERATIONS AND AMENDMENTS

1. The constitution may be altered or amended by two-thirds vote of all members in attendance at any regular scheduled meeting of the club providing that at least 20% of the members are in attendance.
 2. All changes to the constitution must be proposed at a regular scheduled club meeting, entered into the minutes of that meeting, published in the club newsletter and voted on at the next scheduled meeting.
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DIABLO BOWMEN
BY-LAWS

ARTICLE I - MEETINGS

1. The meetings of Diablo Bowmen shall be conducted by Roberts Rule of Order when they are applicable and do not conflict with either the policies or precepts of the club.
2. The Order of Business shall be:
 - a. Reading of the minutes
 - b. Treasurer's Report
 - c. Correspondence
 - d. Committee reports
 - e. Old business
 - f. New business
 - g. For the good of the club
 - h. Adjournment
3. The above order of business may be dispensed with, by agreement of the members present at the meeting.
4. The Secretary shall notify all members of any meeting, providing those members have been listed with the Secretary.

ARTICLE II - COMMITTEES

1. The President in cooperation with the Vice-president shall appoint managers who shall have the following responsibilities:
 - a) Publicity Manager to secure favorable publicity for Diablo Bowmen and for archery.
 - b) Membership Manager to stimulate regional interest in the Diablo Bowmen. He/she shall contact and provide information to persons interested in archery and the Diablo Bowmen.
 - c) Hunt Manager to promote organized hunting activities for the membership.
 - d) Exhibition Team Manager to organize and provide equipment and leadership for a team of archers whom shall demonstrate the sport of archery to any recognized group which requests an exhibition. The Exhibition Team Manager shall determine what groups shall be recognized.
 - e) Entertainment Manager to promote and plan activities other than shooting activities for the entertainment and social benefit of the club. This manager will specifically be responsible for planning the anniversary dance, annual venison banquet, installation dinner and New Years Eve party.
 - f) Food Manager to contact members for the provision of food at club activities, club tournaments and invitationals. The Food Manager shall insure that a stock of food and drink is maintained at the clubhouse.
 - g) Classification Manager shall keep scores and handicap records of all members. He/she shall record on the classification cards the official club shoot scores and maintain all necessary records of tournaments held by the Diablo Bowmen. He/she shall keep adequate supply of regular awards in order that awards may be presented currently.

- h) There shall be a Permanent Planning Committee consisting of the President and Past-President of the Diablo Bowmen, the committee head shall be chosen from within the committee; the purpose of this committee is to establish and maintain a long range program for the betterment of the club.
- i) Youth Manager shall plan and promote activities for the youth members of the club. He/she shall organize shoots, record scores, and present awards and oversee shooting activities for youths at our club shoots.

ARTICLE III – FISCAL/MEMBERSHIP YEAR

- 1. The fiscal year of the Diablo Bowmen shall be January 1st to December 31st.
- 2. The membership year of the Diablo Bowmen will be July 1st to June 30th.

ARTICLE IV – FEES AND DUES

- 1. Membership fees and dues shall be as follows:
 - a) Family: Minimum dues shall be \$85.00 per year.
 - b) Individual: Minimum dues shall be \$75.00 per year.
 - c) Senior: Seniors 62 & over shall pay \$35.00 per year.
 - d) Senior Family Membership shall pay \$35.00 per year if wife/partner are 62 years of age or older.
 - e) Unattached youth: \$20.00 and must be sponsored by an adult member.
 - f) Non-working: Dues shall be \$300.00 per year.
 - g) There shall be an initiation fee of \$50.00 for new memberships.
- 2. Annual membership dues are due and payable before June 30th and shall be for the period of July 1st to June 30th of the following year
- 3. Dues are to be submitted with application for membership. Such application will be considered at the next monthly meeting.
- 4. Initial payment of annual dues shall entitle a new member to have one club hat and club by-laws and publications.
- 5. Any member who desires to belong to: National Field Archery Association, California Bowmen Hunters and State Archery Association or Northern California Field Archery Association may obtain application and fee schedule from club Secretary.
- 6. Any member whose dues are in arrears shall not receive club awards or publications and shall not be allowed to use the club facilities.
- 7. Guests who belong to N.F.A.A. or other organized archery clubs shall be accorded club privileges by invitation.
- 8. Guests who do not belong to organized archery shall be allowed one month privileges.

ARTICLE V – WORK ASSESSMENT

- 1. An annual work hour requirement shall be assessed against each membership for the purpose of maintaining the range and to prepare it for tournaments and activities.
 - a) Family memberships will be required to put in 20 hours of work each year.

- b) Individual and Senior members will be required to put in 20 hours of work each year.
 - c) Life and Honorary members will not be assessed work hours, but it is the intention of the club that all Life and Honorary members that are active in club activities help maintain the club in any way they can.
 - d) The individual member will be responsible for seeing that work hours are logged or reported to Range Manager
 - e) The Range Manager will provide a monthly report of members completed work hours to the President.
2. The Board of Directors will have the authority to waive or extend individual assessment when conditions warrant.
 3. This assessment is intended to be worked off and it is expected that every member will do his/her part in providing the work necessary to properly promote the activities of the club. For the purpose of those members who may not be able to work because of physical conditions or other interference, any hours not worked will be billed to the individual member by the treasurer when the assessment time has elapsed. Billing will be at the rate of \$15.00 per un-worked hour for regular members and \$10.00 an hour for junior members.
 4. Any member failing to pay for the un-worked portion of his/her assignment within 30 days after the due date shall be suspended from membership and shall be reinstated only upon payment of all dues which may have been unpaid at the time of his/her suspension and the assessment which he/she originally failed to pay. Any member that does not pay the assessment, his or her name shall be posted and records will be kept for a minimum of five (5) years or until their obligation has been met in full and eligible for reinstatement.
 5. The Board of Directors shall levy this assessment as work needed and they may at their discretion, assess less than but not more than the prescribed 20-hour assessment. They may also apportion the assessment to periods of the year but may not assess in excess of one-half (1/2) the annual assessment for any three month period. The Board of Directors will have authority to waive or extend individual assessment when conditions warrant.
 6. All officers, directors, and yearly committee managers shall be granted an automatic five-hour credit to this assessment.

ARTICLE VI -TOURNAMENTS

1. Scheduling and Management

- a) There shall be at least ten tournaments yearly, to be held on the second Sunday of each month unless changed by action of the Board of Directors. In the event that the club has no permanent range, it will be within the discretion of the club's Board of Directors to decide what range will be used and what type of round will be shot for the monthly club shoot.
- b) The highest-ranking officer in attendance at a shoot shall act as Field Captain for the purpose of settling all disputes that may arise.
- c) For the purpose of club awards and handicaps, an official competition shall consist of a 28 target field/hunter round on an approved range.

2. Eligibility and Fees

- a) All members whose dues are paid shall be eligible to shoot at any club tournament. Guests will be eligible to shoot but not to compete for awards.
- b) Tournament target fees shall be collected from all tournament participants, including senior members and guests, with the exception of cub members.
- c) Only members of Diablo Bowmen in good standing shall be eligible to receive official Diablo Bowmen awards.
- d) The Board of Directors will register all club tournaments with the NFAA secretary in order that participants may be eligible for national 20 pin awards. The club shall pay for the first 20 pin and bar only. Further pin and bar awards to be paid for by the individual.

3. Classification

- a) Entries shall be divided into divisions and numerical classifications the same as those adopted yearly by the CBH and NFAA.
- b) A member shall remain in the class his/her score places them in until he/she shoots a score that qualifies he/she to enter the next higher class.
- c) With the approval of the Field Captain, and notification of the classification manager, an archer may shoot in a higher class if he/she desires, in order to win that class he/she must shoot a score that would qualify him/her in that class.
- d) A new member or a member who has been inactive for a full year shall, upon entering a tournament, be classified on his/her first 14 target field round score for that tournament. Subsequently classification shall be based on the full 28 target round score shot in his/her first tournament.

4. Handicap

- a) Handicap records for all members shall be maintained by the classification manager
- b) Original handicaps shall be based on the average of the first two scores shot by a member and shall thereafter be revised on the basis of the NFAA handicap computation chart. Qualifying scores may be shot in official competition rules and witnessed by at least two handicapped club members.
- c) Handicaps will be revised by official club competition scores only.

5. Titles and Awards

- a) In computation of results in all events, only scores shall be counted to determine winners, hits having no value.
- b) Handicap award shall be given for highest scratch plus club handicap score, if there are two more scores over perfect they will shoot off starting with target #1 in a sudden death handicap shoot off, using their per target handicap. $\text{Handicap}/28 = \text{per target handicap}$. A limit of one award per year for high handicap.
- c) High scratch award will be awarded to the highest scratch scored; ties will be shot off in sudden death format starting with target #1. A limit of 1 per year for high scratch award.

- d) Animal round award for high scratch plus animal round handicap, all scores over perfect will shoot off starting with the first animal target in a sudden death format using per target handicap. Animal handicap/14 = per target handicap. A limit of one animal award per year.
- e) Big buck award given to the member that shoots the biggest buck in California among the membership.
- f) The Board of Directors may as they see fit give out other awards at official club functions.

6. Rounds and Events

- a) The official round of the Diablo Bowmen shall consist of a 28 target field and/or hunter round and a 14 target animal round shall be available. The scoring shall be the same as in the N.C.F.A.A. Handbook.

7. Shooting Rules and Tackle

- a) Equipment used at any official shoot must be in accordance with current NFAA rules.
- b) Each shooting group shall appoint one target captain and two scorers.
- c) The duty of the target captain shall be to keep order at his target and to settle any disputes and questions for his/her group. His/her on arrow value shall be final. Appeals of his/her decision, on all matters except arrow value, may be made to the field captain.
- d) Two scorers shall keep an accurate record of the total score of each contestant in their group. The two scorers must be in agreement on the scores of each contestant. Disagreement must be settled by the two scorers and with the aid of the target captain.
- e) Contestants shall shoot in groups of not less than three.
- f) Arrows must remain in the target until withdrawn by the target captain or his/her deputy in the presence of the scores. Arrows withdrawn otherwise shall not be counted, unless excused by the target captain.
- g) The order of shooting shall be NFAA rules.
- h) Contestants will stand with both feet straddling the shooting stand. No one shall approach the target until all have finished shooting.
- i) One group shall not hold up the following groups while looking for lost arrows or visiting with other groups. Enough arrows shall be carried by each contestant so that he/she may continue shooting and return later to find missing arrows. In all cases where delays are warranted, the following group shall be allowed to shoot through and continue the round.
- j) A contestant who has to stop shooting because of a broken string or bow must take two witnesses along when he/she finishes the round.

8. Scoring

- a) No group of less than three, two of which must be over the age of 14, may turn in an official score.
- b) The status of doubtful arrows shall be determined before drawing any arrows from the target.

- c) Any arrow which hits any object except another arrow in flight shall not be counted. If an arrow hits another arrow in target and is deflected it shall be scored where it hits the target face. If an arrow should telescope another it shall count the same as the telescoped arrow.
- d) An arrow cutting two rings shall be scored as being the ring of the greater value.
- e) Skids, glances or ricochets into the target shall not be scored.
- f) Arrows passing through the target face, but still in the butt, may be pushed back and scored as a hit in the circle or scoring area it went through.
- g) Witnessed bounce outs or witnessed arrows passing through the target and the butt may be scored as witnessed or reshot.
- h) The target captain shall be the judge of all disputed arrows.

9. Youth Program

- a) The purpose of the youth program is to augment the Diablo Bowmen Program as outlined under Article VI of the Constitution.
- b) For the purpose of awards and score keeping, groups will be broken down to:
 - 1. Cub----- 0 through 11 year---under 30 yards
 - 2. Youth----- 12 through 15 years---youth distances
 - 3. Young adult----- 16 through 17 years---NFAA adult distances
- c) Distance will be marked on the shooting stands.
- d) Girls and boys are to be recorded separately in categories of freestyle, freestyle limited or barebow.
- e) Any shooter that is in the CBH, NFAA program must shoot from the youth stakes.
- f) A shooter may choose to shoot in a higher class, but to be eligible for awards, he/she must shoot that class with competition in that class.
- g) The club recognizes that archery is a family sport, and in so doing, urges all parents with children to join and actively support this program.

ARTICLES VII - RANGE

- 1. An official NFAA approved range shall be maintained at all times.

ARTICLE VIII - ACCOUNTING PROCEDURES

- 1. Treasurer: Responsibilities and Procedures
 - a) Checks
 - i) Compare the invoice or expense reimbursement request to the supporting detail.
 - ii) Recompute the total.
 - iii) Write and sign the check and provide check to payee.
 - iv) Provide bookkeeper with:
 - (1) Copy of the check written
 - (2) Invoice or expense reimbursement
 - (3) Other supporting documents (applications, forms, etc.)
 - b) Deposits
 - i) Prepare the deposit slip and deposit in bank.

- ii) Provide bookkeeper with:
 - (1) Bank deposit receipt
 - (2) Copy of deposit slip
 - (3) Copy of the checks received
 - (4) Supporting documents
- c) Bank Statements
 - i) Receive, review and provide bank statement to bookkeeper.
 - ii) Review financial statements and bank reconciliation provided by bookkeeper at month end.
 - iii) Present financial statements to Board and members at monthly meeting.

2. Bookkeeper: Responsibilities and Procedures

- a) Enter checks and deposits.
- b) Record journal entries for:
 - (1) Reclass 80 percent of 3D shoot registration income from the general bank account to a 3D Fund (note there is not a separate bank account for the 3D fund, but rather it is a sub-category of the bank account).
 - (2) Reclass food supplies to shoot expense as determined by the food/supplies chairperson.
- c) Reconcile bank statement to books
- d) Prepare and provide monthly financial statements including:
 - i) Balance sheet
 - ii) Income statement
 - iii) Transaction detail

3. Cash Procedures

- a) Cash is withdrawn for shoots and given to the registration and cook shack leaders who should record the initial cash on the cash envelope.
- b) Registration and cook shack leaders should record the cash collected on the cash envelope. A second cash count should be done by the collector of the cash envelopes to verify the amount.
- c) Registration and cook shack leaders should supply the total amount of cash collected directly to the bookkeeper (preferably by e-mail for record-keeping).
- d) The Treasurer deposits the cash and provides the bank deposit receipt, copy of deposit slip, and the cash envelope to the bookkeeper.
- e) The bookkeeper records the cash deposit in the accounting records and compares the cash collected totals supplied by the registration and cook shack leaders to the deposit made by Treasurer.

ARTICLE IX- AMENDMENTS TO THE BY-LAWS

- 1. The by-laws may be altered or amended by a majority vote of all members in attendance at any regular scheduled meeting of the club.
- 2. All changes to the by-laws must be proposed at a regular scheduled club meeting, entered into the minutes of that meeting, published in the club bulletin, and voted on at the next regularly scheduled meeting.

ARTICLE X - QUORUM

1. A Quorum of an assembly is such a number as is competent to transact its business.
2. The Quorum of every assembly is a majority of all members of the assembly.
3. At least one twentieth (1/20) of the adult membership is needed to be considered a Quorum.