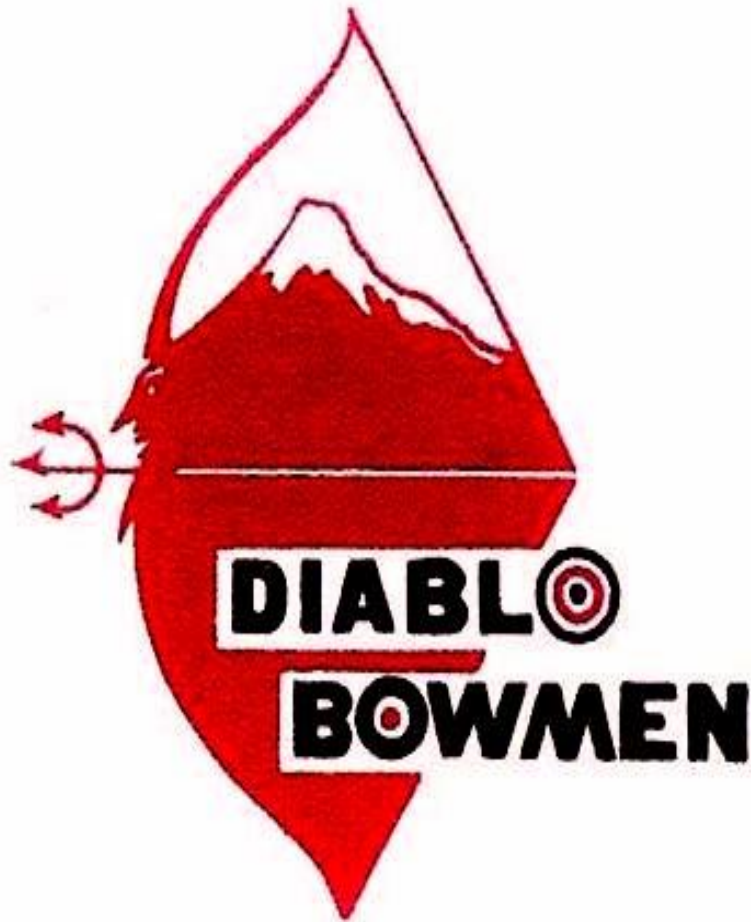


**DIABLO BOWMEN  
BYLAWS and POLICIES**



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## **BYLAWS**

### **ARTICLE I – NAME**

The organization shall be known as “Diablo Bowmen.”

### **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 a youth who is sponsored by a member in good standing, who has not attained his eighteenth birthday or who is under twenty-one, and if a full time student. The youth member must be accompanied at all times while at the range by a parent or guardian.
  - (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 (Deceased) 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
- (19) Rocky Capehart

(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 dependents (under the age of 18).

- (1) Art Evans
- (2) Mat Walker
- (3) Mr. & Mrs. Fred Rosengarten
- (4) Norm and Sue Mallone
- (5) William Broderick (Deceased)
- (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**

Initiation fees and dues for membership shall be set forth in the Policies, as will the penalties for non-payment of fees and dues. Fees for official club tournaments shall be set forth in the Policies.

## **ARTICLE V – CLUB MEETINGS**

Diablo Bowmen shall hold business meetings each month 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 one of the Board Members.

## **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 Webmaster
2. Past-president shall sit on the Board as a consultant without voting privileges.
3. The elected members shall be a two-year director and two one-year directors.
4. The Board of Directors shall control, manage and coordinate the activities, policies and property of the club.
5. 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.
6. All vacancies on the Board of Directors shall be filled through appointment by the Board of Directors.
7. The Board of Directors shall meet at a time and place fixed by the current board. It is recommended that there be a minimum of six meetings per year. These meetings shall be posted for the year on a regular schedule every other month and presented to the membership.

## **ARTICLE VII – TITLES AND 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 attend and record minutes for all club and board meetings; receive, handle and process all new member applications and fees; process member renewals; prepare and distribute communicative notices or correspondence to the membership; prepare all club correspondence; chart and maintain confidential membership information list; and in general perform duties of his/her office. The Secretary shall follow Policies Article X Secretarial Procedures.
4. The Treasurer shall follow Policies Article IX Accounting Procedures as detailed in Treasurer-Section 1 and Cash-Section 3 as applicable.
5. The Bookkeeper shall follow Policies Article IX Accounting Procedures as detailed in Bookkeeper Section 2 and Cash-Section 3 as applicable.
6. Range Manager shall be appointed by the Board of Directors. Range Manager shall 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. Webmaster shall be appointed by Board of Directors. Webmaster shall maintain the club's webpage and social media.
8. 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. The office of President cannot be held by any individual for more than four consecutive years. 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 adult members in good standing and who are in attendance shall be allowed to vote.
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 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. All alterations or amendments to the Bylaws must be proposed at a regular scheduled club meeting, entered into the minutes of that meeting, distributed to the membership and voted on at the next scheduled meeting providing that at least 20% of the adult membership are in attendance.

## **POLICIES**

### **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 Board of Directors shall appoint chairs who shall have the following responsibilities:
  - (a) Membership Chair to secure favorable public relations for Diablo Bowmen and for archery; to stimulate regional interest in the Diablo Bowmen; provide information to persons interested in archery; and the Diablo Bowmen.
  - (b) Hunt Chair to promote organized hunting activities for the membership.



- (c) Exhibition Team Chair 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.
- (d) Entertainment Chair to promote and plan activities other than shooting activities for the entertainment and social benefit of the club. This chair will specifically be responsible for planning the installation dinner, Family Fun Day and any other club member activities.
- (e) Food Chair to contact members for the provision of food at club activities, club tournaments and invitationals. The Food Chair shall insure that a stock of food and drink is maintained at the clubhouse.
- (f) Club Shoot Chair 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.
- (g) There shall be a Planning Committee consisting of two committee members from the previous year and three new committee members 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.
- (h) Youth Chair 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.
- (i) Calendar Chair shall maintain calendar for requested events in order to coordination purposes. This chair shall collect/receive the event request form and present them at the meetings to be reviewed and approved by the membership. This chair shall may also need to perform a follow up with the requestor to make sure procedures are followed for event.

### **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 all 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. There is a prorate formula set forth regarding persons joining in January and thereafter as follows:

<b>Membership</b>	<b>Jan - March</b>	<b>April – June</b>
Family	\$50 + 43 = \$93.00 (+ 10 hours)	\$50 + 22 = \$77 (+ 5 hours)
Adult-Single	\$50 + 38 = \$88.00 (+ 10 hours)	\$50 + 19 = \$69 (+ 5 hours)
62 & up	\$50 + 18 = \$68.00 (+ 10 hours)	\$50 + 9 = \$59 (+ 5 hours)
Unattached youth	\$50 + 103 = \$60.00 (+ 10 hours)	\$50 + 5 = \$55 (+ 5 hours)
Non-working	\$50 + 150 = \$200.00	\$50 + 75 = \$125

- 3. Dues are to be submitted with application for membership. Such application will be considered at the next monthly meeting.
- 4. Payment of annual dues shall entitle a member to have selected club apparel ; club sticker, 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 or assessments are in arrears shall not receive club awards or publications and shall not be allowed to use the club facilities. *Any member who does not pay their renewal fee and assessments by September 1 of the given year shall be assessed a \$25.00 late fee in addition to their renewal fee obligation. Any member who does not pay their renewal fee, assessments and late fee by September 30 of the given year shall rejoin as a new member and pay the initiation fee.*

- 7.
8. Guests who belong to NFAA or other organized archery clubs may be accorded club privileges by invitation.

#### **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, Senior and unattached youth 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 their work hours are properly logged.
  - (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 unattached youth 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 chairs 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 (Club Shoots) yearly, to be held on a day approved by the majority 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.

### **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.  $\text{Animal handicap}/14 = \text{per target handicap}$ . 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 NFAA 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.

## **ARTICLE VII – YOUTH PROGRAM**

1. The purpose of the youth program is to augment the Diablo Bowmen Program as outlined under Article VI of the Constitution.
2. For the purpose of awards and score keeping, groups will be broken down to:
  - (a) Cub----- 0 through 11 year---under 30 yards
  - (b) Youth----- 12 through 15 years---youth distances
  - (c) Young adult----- 16 through 17 years---NFAA adult distances
3. Distance will be marked on the shooting stands.
4. Girls and boys are to be recorded separately in categories of freestyle, freestyle limited or barebow.
5. Any shooter that is in the CBH, NFAA program must shoot from the youth stakes.
6. 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.
7. 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.

## **ARTICLE VIII – RANGE**

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

## **ARTICLE IX – ACCOUNTING PROCEDURES**

1. **Treasurer: Responsibilities and Procedures**

- (a) Checks
  - (1) Compare the invoice or expense reimbursement request to the supporting detail.
  - (2) Recompute the total.
  - (3) Write and sign the check and provide check to payee.
  - (4) Provide bookkeeper with:
    - (A) Copy of the check written
    - (B) Invoice or expense reimbursement
    - (C) Other supporting documents (applications, forms, etc.)
- (b) Deposits
  - (1) Prepare the deposit slip and deposit in bank.
  - (2) Provide bookkeeper with:
    - (A) Bank deposit receipt
    - (B) Copy of deposit slip
    - (C) Copy of the checks received
    - (D) Supporting documents
- (c) Bank Statements
  - (1) Receive, review and provide bank statement to bookkeeper.
  - (2) Review financial statements and bank reconciliation provided by bookkeeper at month end.
  - (3) 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:
  - (1) Balance sheet
  - (2) Income statement
  - (3) 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 recordkeeping).
- (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 X – SECRETARIAL PROCEDURES**

1. Attend all club and board meetings in order to take notes for minutes. Prepare minutes to present at next meeting.
2. When receiving membership checks, make a copy of the check and the application to give to Treasurer, and keep a copy of the check to attach to the original application. Mark through the check copies each check account number and signature to make them illegible; attach the bank receipt to copy of check(s) and mail it to Treasurer. Fill out deposit slip, take to bank and get a receipt.
3. Membership Application procedure: Fill out membership card and send a 'welcome letter' with Club information to the new member. Membership cards with the gate combination on the back of the card should be mailed out within one week of receiving application. Note: If requested, the combination can be given out over the phone after receipt and verification of membership. No emails with gate combination are to be sent out. Put new member information into membership list. Put email address into email list to send newsletter or correspondence to members. Update Membership list and send updated membership list to President, Work Hour Chair and distributor of Newsletter. The memberships list is confidential and information should not be given out without approval of president or acknowledgement from member.
4. Secretary must keep track of those who have not renewed and are not in 'good standing' so that this information is kept for 5 years. This includes those who 'bounced checks', did not complete work hours, or in any other way left the club not in good standing.
5. Club Membership Renewals: All club memberships end June 30th of each year. Renewals for members who are not in arrears for work hours shall be sent by June 30th, including Life and Honorary members. Renewals for members who are in arrears shall be sent out with an invoice by July 15th. Renewals must be sent by mail with an accounting of what is due by the member. We need to receive a membership form from anyone who wishes to remain active in the Diablo Bowmen club. Work hours invoices are calculated by the club President and this will be sent to the club Secretary. The renewal membership form, along with a self-addressed envelope is sent to each member-

no return stamp necessary. Once this is sent out then the Secretary will start an all new membership list. New gate combinations and new membership cards with a 'welcome back' letter is to be sent to each member who renews within one week of receiving membership application. A club baseball cap and a club car decal will be given each year to each member. A small quantity of club baseball caps will be provided to the Secretary. Gate combination date change is changed in July or August of each year as designated by the President.

6. The current Secretary position is in effect until after elections and installation of new officers at the Installation dinner. All Secretary Materials must be brought by 'past' secretary to give to 'new' secretary at the Installation dinner or given to the current President.

#### **ARTICLE XI – CHANGES AND REVISIONS**

1. The Policies may be changed or revised by two-thirds vote of all members in attendance at any regular scheduled meeting of the club providing that a quorum is present.

#### **ARTICLE XII – 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. At least one twentieth (1/20) of the adult membership is needed to be considered a Quorum.

## **RANGE RULES**

### **ARTICLE I – RANGE SAFETY RULES**

- No High-Drawing of bows is allowed.
- Never walk a course in reverse direction
- Always leave a person to watch for you or a bow across the target face when searching for arrows.
- BROADHEADS shall NOT be shot at any target butt or 3-D target (foam blocks only).
- Do not place foam blocks in front of target butts.
- All shooting on the course shall be towards the target butts ONLY.
- All arrows in bows shall be pointed down or down-range.
- No cross range shooting.

#### **RULES SPECIFIC FOR YOUTH SHOOTERS (6 TO 17)**

- No handling your bow until everyone returns from retrieving their arrows.
- All Youth shooters shall have Adult Supervision.
- All Youth shooters on the course shall be accompanied by an Adult 18 yrs. or older.

**ALL GUESTS AND SHOOTERS SHALL SIGN A WAIVER & RELEASE OF LIABILITY FORM BEFORE USING THIS RANGE – THAT FORM IS ATTACHED**

### **ARTICLE II – ROAD AND GATE**

The club uses a four-tumbler combination lock on the access gate. THE COMBINATION IS CONFIDENTIAL. UNDER NO CIRCUMSTANCES IS IT TO BE GIVEN TO ANYONE OTHER THAN A CLUB MEMBER. Third parties authorized to use the road must obtain the combination from a club officer.

The gate is to be left open only on club shoot, work party days and club sponsored archery events. On all other occasions the gate is to be closed and locked. Note that the lock tumblers must be turned before the lock will snap.

### **ARTICLE III – PARKING**

The club is always open to members, however during club events everyone must avoid parking in the bowl area. At all other times the bowl area is for member parking only, guests must park in the top lot.

### **ARTICLE IV – THE RANGE**

The club property is located entirely within a Game Refuge, and even the possession of any firearms within the area is forbidden by law. The taking of any type of animal or bird is forbidden by law, a violation by club members will result in suspension of membership and a report made by the club to the proper authority.

The range is open to the entire membership and members are encouraged to use the facilities. If you see litter about the range or bowl area, please pick it up.

## **ARTICLE V – TARGETS**

Do not warm up on established targets. A practice area is available in the bowl area for this purpose.

## **ARTICLE VI – GUEST POLICY**

Anyone not listed on your membership application is considered a guest. All guests must sign a waiver of liability form before visiting our range. Guests must also be accompanied by an active member. Members will be held responsible to make sure that their guests follow our range rules and have signed a waiver of liability. The waiver of liability form is attached. Violation of these requirements may lead to membership revocation. The use of the shooting facilities by guests is limited to two occasions. Anyone interested in using the range beyond that are encouraged to become members.

## **ARTICLE VII – CAMPING AND PICNICKING POLICY**

The Club's Party/Picnic Policy is as follows: any club member wishing to host parties/gatherings (Birthdays, Extended-Family Picnics, etc.) and utilize the Club's Youth/Loaner Equipment shall abide by the following guidelines:

- Event dates are coordinated with calendar chair and approved - See attached Event Form;
- A group consists of 10 or more guests - try to limit group size to 20 people;
- There is a \$10 per person fee for every attendee who is not a member of Diablo;
- A Board member will need to be present to give access to the equipment, supervise any new shooters and to secure the equipment after the event;
- No club equipment may be used outside the "Practice Area" without the direct supervision of an adult club member;
- The club BBQ grills maybe used but you must provide your own propane;
- Fires are only allowed in the fire-pit and NEVER during the dry/fire-danger season;
- Plan on taking your trash when you leave; and
- The gate shall remain locked and you may use the RED lock, the combination of which may be given to the attending guests.

## **ARTICLE VIII – SCORING**

At club shoots, one person is designated as scorer. It is not only courteous but also policy that only this person counts and calls the individual score, as well as removes all arrows in the bale. No other shooter in the group is to call out scores unless he/she disputes a call, nor are they to remove arrows from the bale even if the arrow is outside the target. The individuals in the group who are not recording scores or pulling arrows are to retrieve any arrows not striking the bale. This practice is courteous and a good habit to get into.

## **ARTICLE IX – FIELD AND HUNTER SCORING**

A field round consists of 14 targets; four arrows are shot at each target. The center of the target, the black spot, scores 5 points, the white ring scores 4 points and the outside black ring scores 3 points. Thus each target scores a possible 20 points, or 280 points for a 14 target round.

A hunter round consists of 14 targets; four arrows are shot at each target. The center of the target, the white spot, scores 5 points, the next black ring scores 4 points and the outside black ring scores 3 points. Thus each target scores a possible 20 points, or 280 points for a 14 target round.

## **ARTICLE X – ANIMAL SCORING**

An animal round consists of 14 animal targets, each having a designated kill area and a wound area. A maximum of three arrows are shot at each target. The shooter may stop shooting as soon as a hit is made in the kill or wound area. Thus a shooter may stop shooting after scoring with his first arrow. Values of hits are as follows:

	<b>Kill Area</b>	<b>Wound Area</b>
1 <sup>st</sup> arrow	20	18
2 <sup>nd</sup> arrow	16	14
3 <sup>rd</sup> arrow	12	10

## **ARTICLE XI – YOU MAY BE GIVEN OR REQUEST A TARGET ASSIGNMENT**

If so, your responsibilities include the following:

1. Construction and maintenance of a level shooting stand from which two shooters can shoot.
2. Construction and maintenance of a trail from your shooting stand to the target.
3. Construct and maintain a trail from your target to the shooting stand of the next target. Weed killing chemicals SHOULD NOT be used on this area. Please weed by cutting with a whacker or by hand. The roots of the weeds help maintain the trail's form so we do not want to kill the roots.
4. Clear and maintain the area in and around the bale so as to make it free from rocks or other material that would damage or break an arrow.
5. Clear well behind the bale area so arrows can easily be found and retrieved. (Be aware to protect your skin from contacting poison oak directly.)
6. On steep up or down hill slopes, cut out steps and shore up with wood to prevent slides.
7. Where trails contour slopes, cut away high side of trail so as to make a level trail and shore up lower side of trail to prevent slides.

8. Additional beautification and refinements are encouraged and are to be approved prior to construction. Make your target the kind of target that you like to shoot.

## **ARTICLE XII – STATE GAME REFUGE STATUS**

Following is a copy of the original letter allowing Diablo Bowmen to establish the archery range even though it is located entirely within a State Game Refuge.

State of California – Resources Agency  
Department of Fish and Game  
1415 Ninth Street  
Sacramento, CA 95814  
R. T. Shannon, Director

January 20, 1966

To Whom It May Concern:

In accordance with the action taken by the Fish and Game Commission on January 14, 1966, pursuant to the provisions of section 10502 of the California Fish and Game code, and insofar as the Department of Fish and Game is concerned, permission is hereby granted to:

Diablo Bowmen, Inc.  
1024 Peach Place  
Concord, CA

to establish a field target archery range on property owned by the corporation within the boundaries of Fish and Game District 3-f, a game refuge, said property comprising the east half of the southeast quarter of Section 32, Township 1 North, Range 1 East, MDBM.

Members of the Diablo Bowmen, Inc. organization and other persons upon the above described property with permission of the Diablo Bowmen, Inc. are hereby authorized to possess bow arrow archery equipment upon said property for the purpose of using such equipment upon the field target archery range. This permit does not authorize any individual to carry a bow and arrow within a motor vehicle or other conveyance in District 3-f while traveling to or from the field archery range unless all such bows are unstrung.

In taking of any bird or mammal by a member or guest of the Diablo Bowmen, Inc. or by a participant in any archery tournament or contest conducted by the corporation, shall be sufficient cause for the immediate suspension and subsequent revocation of this permit. The permittee shall inform all members, guests, and contest or tournament participants of the provision of this permit. This permit is valid until suspended by the Department of Fish and Game or revoked by the Fish and Game Commission, and shall be shown upon request to any law enforcement officer authorized to enforce fish and game laws.

Department of Fish and Game  
(S) R.T. Shannon, Director

## Appendix A – WAIVER AND RELEASE OF LIABILITY



### DIABLO BOWMEN WAIVER AND RELEASE OF LIABILITY READ BEFORE SIGNING

In consideration of being allowed to participate in any way in DIABLO BOWMEN, events and activities, the undersigned acknowledges, appreciates, and agrees that:

1. The risk of injury from archery and other known and unknown events and activities and /or the use of related buildings, structures, equipment, automobiles, firearms, weapons, ATVs, tractors, mowers, roads, bodies of water, land and all other real and personal property whether owned by archery club or others is significant, including potential for permanent paralysis and death, while particular rules, equipment, and personal discipline may reduce this risk, the risk of serious injury does exist;
2. I acknowledge and agree that the use of archery equipment, firearms, and other weapons by myself or others on club premises or otherwise are inherently dangerous and high risk activities whether such archery equipment or weapons are charged by myself or others;
3. I KNOWINGLY AND FREELY ASSUME ALL SUCH RISKS, BOTH KNOWN AND UNKNOWN, EVEN IF ARISING FROM THE NEGLIGENCE OF THE RELEASEES or others, and assume full responsibility for my participation;
4. I willingly agree to comply with the stated and customary terms and conditions for participation. If, however, I observe any unusual significant hazard during my presence or participation, I will remove myself from participation and bring such to the attention of the nearest official or club member immediately;
5. Agree to all DIABLO BOWMEN rules and charters. Said rules are specified and designed for the safe participation of archery and archery related practices for all members and non-members alike. If rules and charters are dismissed, membership can be revoked;
6. The understanding pertains to the action of minor children of members and non-members alike. Children under 16 years of age must be supervised by a parent or guardian at all times. Minor children under 16 years of age are not permitted on the range without parent or guardian supervision; and
7. I, for myself, and on behalf of my heirs, assigns, personal representatives and next of kin, HEREBY RELEASE AND HOLD HARMLESS DIABLO BOWMEN, its directors, officials, agents, employees, volunteers, members, guests, other participants, sponsoring agencies, sponsors, advertisers, and if applicable owners and lessors of real property and personal property used to conduct the events and activities ('RELEASEES'), WITH RESPECT TO ANY AND ALL INJURY, DISABILITY, DEATH, OR LOSS OF DAMAGE TO PERSON OR PROPERTY, WHETHER ARISING FROM THE NEGLIGENCE OF THE RELEASEES OR OTHERWISE, TO THE FULLEST EXTENT PERMITTED BY LAW.

I HAVE READ THIS RELEASE OF LIABILITY AND ASSUMPTION OF RISK AGREEMENT, FULLY UNDERSTAND ITS TERMS AND SIGN FREELY AND VOLUNTARILY WITHOUT ANY INDUCEMENT.

\_\_\_\_\_  
Participant's Name

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Participant's Signature

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### FOR PARTICIPANTS OF MINORITY AGE PARTICIPATING IN OUTREACH PROGRAM, SPONSORED SHOOT, OR OTHER DIABLO BOWMEN ACTIVITIES (UNDER AGE 18 AT TIME OF PARTICIPATION)

This is to certify that I, as parent/ guardian with legal responsibility for this participant. Do consent and agree to his/her release as provided above of all the Releasees, and for myself, my heirs, assigns, and next of kin, I release and agree to indemnify and hold harmless the Releasee from any and all liabilities incident to my minor child's involvement or participation in these events and activities and /or the use of related real and personal property as provided above, EVEN IF ARISING FROM THEIR NEGLIGENCE and I understand as does my minor child that they can be expelled from DIABLO BOWMEN activities by any club member for behavior deemed in conflict with DIABLO BOWMEN club rules and charters.

\_\_\_\_\_  
Name of Parent/Guardian

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Parent / Guardian Signature

\_\_\_\_\_  
Emergency Phone Number

**Appendix B – EVENT REQUEST FORM**



**Diablo Bowmen Event Request Form**

Name: \_\_\_\_\_

Street address: \_\_\_\_\_

\_\_\_\_\_

City

State

Zip

Email Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Cell Number: \_\_\_\_\_

Organization Name: \_\_\_\_\_

How many attendees: Youth \_\_\_\_\_ Adults \_\_\_\_\_

Occasion for this event: \_\_\_\_\_

What month would you like to have your event? \_\_\_\_\_

Are there any participants with special needs? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Additional information about your proposed event and the activities to take place:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please complete this form and submit at a club meeting for review.