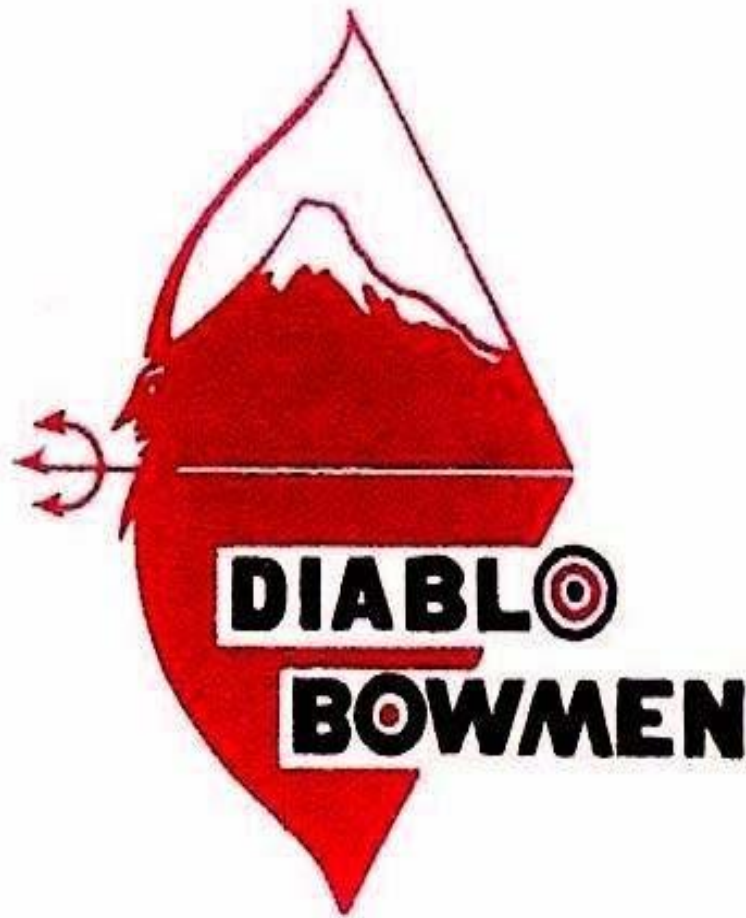


# **DIABLO BOWMEN BYLAWS and POLICIES**



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**Document Revision History**

<b>REV</b>	<b>STATUS</b>	<b>Description</b>	<b>Approved</b>	<b>Date</b>
	Release	Updated event request form.	P. Miller	4/4/2012
	Release	Updated bylaws, policies, range rules.	P. Miller	11/4/2017
3	Draft	<p>T.Stover. On advice from club Attorney: Moved Range Rules, Life/Honorary membership lists, dues and fees to separate documents. Replaced ‘work assessment’ with a ‘maintenance fee’. Moved scoring section from Range Rules to Policies/Tournament Scoring section. Added complementary membership to Article 3. Added Legislative Chair to Article 11.</p> <p>1/31/19, Dan’s request, added insurance coverage to Article 9, paragraph 5.</p> <p>2/2/19, clarification at BOD meeting. Each family member receives a hat. Complementary membership grant: grant, work hours &amp; duration approved by BOD vote.</p>		1/27/2019
4	Draft	<p>T.Stover, per A.Pirtz Reversed order of Article 8 and 9, 21 and 22. Removed bullets from Article 11, paragraph g and Article 22.</p> <p>Per DavidG. Article 3 spelling, item2: “membership IS not in the best..”. Article 12, item (g) spelling. Article 14, item 2, updates published on website, item 8 get applications from their websites. Article 15, item 4, removed monthly reports. Article 20, item 4 and 5, changed work hours to volunteer hours, removed “arrears”.</p> <p>T.Stover, Updated definitions section: voting membership, officers. Removed old Article 15. Moved to Range Rules, DBOW-102. Updated Article numbers from 9 to end. Article 5 removed Webmaster as Director (webmaster remains in Article 12). Article 5, clarified when president votes. Moved quorum definition to Bylaws, updated revision rules. Changed policy updates approved by BOD only. Where missing, added approved by Board of Directors majority vote. Section 2, changed section numbering format.</p>		3/8/2019

4a	Release	T.Stover, minor revision. Rev4 was approved at the 4/6/2019 membership meeting. Corrected minor spelling/punctuation errors per A.Pirtz. Change status from Draft to Released. Added Dan's name. NOTE TO NEXT EDITOR. PRIOR TO STARTING NEXT EDITS, CLEAR ALL CHANGE BARS IN LEFT MARGIN.	Dan Wright	4/7/2019
5	Release	Rev5 was approved at the 10/2/2021 Board Meeting. Changed when dues and fees can be changed in 2.4 – MEMBERSHIP DUES of SECTION 2 – POLICIES.	Bill Potts	10/2/2021

## **SECTION 1 - BYLAWS**

### **DEFINITION OF TERMS**

Adult Member – Any member in good standing who is 18 years of age or older.

Diablo Bowmen Incorporated – Also referred to as “the club”, “Diablo Bowmen”, “the Organization”, “the Corporation”.

Board, Board of Directors - Diablo Bowmen Board of Directors.

CBH – CBH/SAA California Bow Hunters / State Archery Association.

NFAA – National Field Archery Association.

Officers of the Corporation – President plus the Board of Directors.

Voting Membership – Voting membership shall mean the adult members associated with a club membership which is in good standing. The adult members need not be archers. An individual membership has only one vote. A family or senior membership has not more than two votes.

### **ARTICLE I – NAME**

The organization shall be known as “Diablo Bowmen.”

Diablo Bowmen is a non-profit corporation, incorporated in the State of California. The legal name of the corporation is: Diablo Bowmen Incorporated.

### **ARTICLE 2 – 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 3 – MEMBERSHIP**

1. The classes of membership are shown below.

- (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, spouse/partner and all unmarried children living at home who have not attained their eighteenth birthday. No other family members are included.
- (c) Unattached Youth membership shall be granted, upon payment of fees and dues, to a youth who is sponsored by a member in good standing and has not attained his eighteenth birthday or who is under twenty-one and a full-time student. The youth member must be accompanied at all times while at the range by a parent or guardian.
- (d) Senior membership shall be granted, upon payment of fees and dues, to anyone over the age of 62 years and shall include the spouse/partner if they are also 62 years of age or older.

Life and Honorary membership of the classes shown above may be granted by the club. See Diablo Bowmen document DBOW-103 for list of Life and Honorary members, privileges and selection criteria.

A Complimentary membership of the classes shown above may be granted by Board of Directors majority vote. Membership dues are waived. The duration of the grant and whether the member must pay maintenance fees is by Board of Directors majority vote. The club Secretary will add complementary memberships and the terms to the membership data base.

- 2. The Board of Directors may at any time review a current membership for conduct detrimental to the interest of the organization. The Board of Directors by majority vote, may refuse any new membership application if they believe approval of the membership is not in the best interest of the organization.
- 3. Any member of this organization who is convicted in court of a game law violation shall have their membership reviewed by the Board of Directors.

#### **ARTICLE 4 – CLUB MEETINGS**

Diablo Bowmen shall hold business meetings each month on a day approved by a Board of Directors majority vote. In instances where holidays fall on this day, a special meeting will be established by the Board of Directors. These dates and time for these meetings shall be posted on the club's website.

#### **ARTICLE 5 – BOARD OF DIRECTORS**

- 1. The Board of Directors shall consist of eight (8) positions: President, Vice-President, Secretary, Treasurer, Range Manager, and three elected Board members.
- 2. A past-President may sit on the Board as a consultant without voting privileges.
- 3. The elected members shall be one 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. Board of Directors majority vote. At any board meeting, any issue presented to vote must be carried by a majority of those Directors present and the majority shall not be less than four Directors. The club President only votes to break a tie.
6. Between elections, all vacancies on the Board of Directors shall be filled through appointment by a Board of Directors majority vote.
7. The Board of Directors shall meet at a time and place agreed to by the current Board. It is recommended that there be a minimum of six meetings per year. The dates and time for these meetings shall be posted on the clubs website.

#### **ARTICLE 6 – 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 Secretarial Procedures and Policies documented in Section 2 Policies, this document.
4. The Treasurer shall follow Treasurer Procedures and Policies documented in Section 2 Policies, this document.
5. The Bookkeeper (non-Officer) shall be appointed by Board of Directors majority vote and shall follow Bookkeeping Procedures and Policies documented in Section 2 Policies of this document.
6. The Range Manager shall be appointed by Board of Directors majority vote. The 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.
7. The Junior Vice-President (non-Officer) shall be appointed by Board of Directors majority vote and 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 7 – ELECTION AND TERM OF OFFICE**

1. Officers shall be nominated each year at either the October or November membership meeting. Elections shall be held at the November meeting.

2. All offices are to be subject to election each year with the exception of the two-year Director.
3. The office of President cannot be held by any individual for more than four consecutive years.
4. 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.
5. 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. Only Voting Membership may vote. Absentee voting is not allowed.
6. 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 a Board Member for one continuous year.
7. Any Officer may be recalled by a two-thirds vote of the Voting Membership. Such vote shall be by secret ballot.

#### **ARTICLE 8 - INDEMNIFICATION AND LIABILITY**

1. The corporation shall, to the extent legally permissible, indemnify each person who may serve or who has served at any time as an Officer, Director, or employee of the corporation against all expenses and liabilities, including, without limitation, counsel fees, judgments, fines, excise taxes, penalties and settlement payments, reasonably incurred by or imposed upon such person in connection with any threatened, pending or completed action, suit or proceeding in which he or she may become involved by reason of his or her service in such capacity; provided that no indemnification shall be provided for any such person with respect to any matter as to which he or she shall have been finally adjudicated in any proceeding not to have acted in good faith in the reasonable belief that such action was in the best interests of the corporation; and further provided that any compromise or settlement payment shall be approved by a majority vote of a quorum of Directors who are not at that time parties to the proceeding.
2. The indemnification provided hereunder shall inure to the benefit of the heirs, executors and administrators of persons entitled to indemnification hereunder. The right of indemnification under this Article shall be in addition to and not exclusive of all other rights to which any person may be entitled.
3. No amendment or repeal of the provisions of this Article which adversely affects the right of an indemnified person under this Article shall apply to such person with respect to those acts or omissions which occurred at any time prior to such amendment or repeal, unless such amendment or repeal was voted by or was made with the written consent of such indemnified person.
4. This Article constitutes a contract between the corporation and the indemnified officers, Directors, and employees. No amendment or repeal of the provisions of this Article which adversely affects the right of an indemnified Officer, Director, or employee under this Article shall apply to such Officer, Director, or employee with respect to those acts or omissions which occurred at any time prior to such amendment or repeal.



5. The Board may, in its discretion, obtain and maintain insurance to indemnify and defend the corporation and its Officers, Directors and member from claims, losses and liabilities including, but not limited to, general liability insurance and Directors and officer's liability insurance, with the limits of liability, deductibles, self-insured retentions and coverages, and with insurers, as determined to be appropriate in the sole discretion of the Board.

#### **ARTICLE 9 – QUORUM**

A Quorum of an assembly is such a number as is competent to transact its business and shall be 20% of the Voting Membership.

#### **ARTICLE 10 – CHANGES AND REVISIONS TO BYLAWS**

All changes and revisions 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 club meeting. Proposed changes are approved by a majority of the Voting Membership providing a quorum is present.

### **SECTION 2 - POLICIES**

#### **2.1 – 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 club meeting by arranging to have the dates and times posted on the club website.

## **2.2 – COMMITTEES**

1. The Board of Directors by majority vote shall appoint Chairs who shall have the following responsibilities:

(a) The Hunt Chair promotes organized hunting activities for the membership.

(b) The Food Chair is responsible for planning, preparation and service of food at club activities, club and invitational tournaments. The Food Chair shall insure that a stock of food and drink is maintained at the clubhouse and recommend the purchase and repair of equipment and tools used to prepare and serve food and drink.

(c) The Club Shoot Chair shall keep scores and handicap records of all members. They shall record on the classification cards the official club shoot scores and maintain all necessary records of tournaments held by the Diablo Bowmen and ensure scores are posted on the club website. They shall keep adequate supply of regular awards in order that awards may be presented currently.

(d) The Planning Committee shall establish and maintain a long-range program for the betterment of the club. The Committee shall consist of two committee members from the previous year and three new committee members. The Committee members shall elect a Committee Head chosen from the Committee.

(e) The Outreach Chair shall plan and promote activities for the youth members of the club. They shall organize shoots, record scores, and present awards and oversee shooting activities for youths at our club shoots.

(f) The Web Master Chair shall maintain the club website, social media presence and post events for coordination purposes.

(g) The Legislative Chair is responsible for maintaining a relationship with state-wide archery organizations which lobby state departments, promoting the sport of archery, field archery and bow hunting; tracking legislative and regulatory changes at the state level which affect bow hunting and archery; providing periodic updates to the club on legislative and regulatory changes.

## **2.3 – FISCAL AND 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 30<sup>th</sup>.

## **2.4 – MEMBERSHIP DUES**

Club dues are based on membership class as described in the Bylaws section. See Diablo Bowmen document number DBOW-106 for current dues and fee schedule.

1. An initiation fee, the amount of which shall be set by Board of Directors majority vote, shall be charged to all new members regardless of membership class. This fee should not be changed until the first day of the month following 60 days from the date the Board votes to set a new initiation fee.
2. The yearly membership dues for each membership class shall be set by Board of Directors majority vote. For returning members, the dues shall be set by June 1st for the next membership year. For new members, the dues should not be changed until the 1<sup>st</sup> of the month following 60 days from the date the Board votes to set new yearly membership dues . A Board member will update DBOW-106 to reflect the new amounts and arrange for the updated document to be posted on the Club's website.
3. A membership renewal late fee shall be set by June 1<sup>st</sup> for the next membership year by a Board of Directors majority vote.
4. Any member who does not pay their renewal assessments and all fees in full by September 1st of a given year shall be assessed a late fee in addition to their renewal fee obligation.
5. Any member who does not pay their renewal fee, all assessments and late fees in full by September 30th of a given year can no longer use the club facility, receive club awards or receive club publications. If they wish to renew their membership in the future, they must rejoin as a new member paying in full the initiation fee, all back fees, assessments and late fee.
6. Dues from new members are to be submitted with a completed membership application to the club Secretary at a scheduled monthly club meeting. Applications received between club meetings will be considered at the next monthly meeting. Prospective club members must attend the meeting when their membership applications are reviewed.
7. Once the membership application is approved and after payment of dues and fees are accepted, the new member will receive one each of the following: sticker with club logo and various club publications. Club hats are provided to every person listed on the membership application.
8. Member who wishes to join the National Field Archery Association, California Bowmen Hunters and State Archery Association or the Northern California Field Archery Association should obtain application information from their websites.
9. Guests who belong to NFAA or other organized archery clubs may be accorded club privileges by invitation from the club President.

## **2.5 – MAINTENANCE FEE**

1. The maintenance fee is used by the club to maintain the facility. Club maintenance expenses include: purchasing of targets and target butts, road and trail repairs, landscaping, building maintenance, painting, drainage and erosion repairs, tree removal, new signage and other.
2. A maintenance fee will be charged to each membership in an amount to be set by a majority vote of the Board of Directors by each June for the next membership year. The Secretary shall send all Members written notification of the amount of the annual maintenance fee for the next membership year at least twenty (20) days before the commencement of the next membership year and such amounts shall become Policies of the club. See Diablo Bowmen Due and Fee schedule, document number DBOW-106.

3. The Club relies on volunteers to work on civic, humanitarian and charitable projects of the Club. It's in the Club's best interest to reward club Members who volunteer. Therefore, by majority vote of the Board of Directors, the Board may agree to waive, in whole or in part, the annual maintenance fee of Members who volunteer to work on civic, humanitarian or charitable projects at the request of the Club. The Board shall set the criteria for such waivers. The criteria and amounts of such waivers, based on such criteria, shall become part of the Policies of the Club. See Diablo Bowmen Due and Fee schedule, document number DBOW-106.
4. The Club Secretary will provide to the President a report of the number of hours members have volunteered on club projects.
5. The Board of Directors will have the authority to waive or increase the maintenance fee when conditions warrant.
6. In consideration for volunteer service provided to the club, all Officers and yearly Committee Chairs shall be granted an automatic credit of 25% against their annual maintenance fee.

## **2.6 – TOURNAMENTS**

### **1. Scheduling and Management**

- (a) There shall be at least ten tournaments (Club Shoots) yearly. The date and time are approved by Board of Directors majority vote. 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 shoot 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 guests. Tournament fees will be set by Board of Directors majority vote by June 1<sup>st</sup> for the next membership year. See Diablo Bowmen document number DBOW-106 for dues and fee schedule.
- (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 him/her 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, those archers will compete in a sudden death handicap shoot-off, using their per-target handicap, starting with target #1. The per-target handicap = Handicap/28. 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 Diablo Bowmen official round 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/her target and to settle any disputes and questions for his/her group. The arrow value determined by the target captain 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 or touching any arrows from the target.
- c) Arrows striking objects over the shooting lane may be re-shot. 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 will be re-shot with a marked arrow which will not be scored if the doubtful arrow is found in the butt.
- h) The target captain shall be the judge of all disputed arrows.
- i) All scoring shall be in compliance with current NFAA scoring rules.
- j) One person is designated as scorer. It is not only courteous but also club 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.
- k) **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.

- l) **Animal Scoring.** An animal round consists of 14 animal targets, each having a designated spot, 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 spot kill or wound area. Thus, a shooter may stop shooting after scoring with his first arrow. Arrow only need to touch the line to be counted in the area of next higher value.

Score of hits are as follows:  
21, 20, 18 for first arrow  
17, 16, 14 for second arrow  
13, 12, 10 for third arrow

## **2.7 – YOUTH PROGRAM**

1. The purpose of the youth program is to augment the Diablo Bowmen Program as outlined under Article 2 of the Bylaws.
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 Youth 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.

## **2.8 – NFAA APPROVED RANGE**

The Range Manager is responsible for ensuring the club's range meets NFAA standards and is periodically certified to NFAA standards. See Diablo Bowmen document number DBOW-102 for range rules.

## **2.9 – FINANCIAL ACCOUNTING PROCEDURES**

1. **Treasurer: Responsibilities and Procedures**
  - (a.) Checks
    - (1) Compare the invoice or expense reimbursement request to the supporting detail.
    - (2) Re-compute 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) Re-class 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) Re-class 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.

## **2.10 – SECRETARIAL PROCEDURES**

1. Attend all club and board meetings, take notes, generate and present meeting minutes 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 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 members who have not renewed and are not in 'good standing'. A record of this information is kept for 5 years and includes members who 'bounced checks', did not complete volunteer 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 have met the required volunteer hours shall be sent by June 30th, including Life and Honorary members. Renewals for members who have not met the required volunteer hours shall be sent out with an invoice by July 15th. Renewals will be sent by mail/e-mail with an accounting of what is due by the member. We need to receive a new complete membership form from anyone who wishes to remain active in the Diablo Bowmen club. Maintenance fee invoices are calculated by the club President and this will be sent to the club Secretary. The renewal membership form is sent by mail/email to each member or the member can retrieve the renewal form from the web site. 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 and a club car decal is to be sent to each member who renews within one week of receiving membership application. 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.

## **2.11 – CHANGES AND REVISIONS TO POLICIES**

Consistent with the club's Bylaws, Article 5, paragraph 4, policies may be changed or revised by a Board of Directors majority vote.

**2.12 – 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 permitted 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