

# **CONSTITUTION, BY-LAWS AND POLICIES OF THE BRIGHAM BOWMEN ARCHERY CLUB**

## **PREAMBLE**

This body in drafting the Constitution and By-laws for the Brigham Bowmen Archery Club, intends that a basic format of government must exist for the benefit of all archery. We ask that all Brigham Bowmen abide and conduct themselves within its framework.

This 2019 revised Constitution, By-laws, and Policy of Brigham Bowmen Archery Club is the result of the following committee:

Ray Bunderson  
Phil Anderson  
Christy Taylor  
Wayne Willey  
Dave Hooper  
Seth Ward  
Amanda Ward  
Lynn Hayes

Amended and Ratified by the Brigham Bowmen Board – May 2019

# CONSTITUTION

## ARTICLE I – Name

1. The name of this association shall be “Brigham Bowmen Archery Club of Brigham City, Utah”, indicated in abbreviations as B.B.A.C.

## ARTICLE II – Purpose

1. The purpose of this organization shall be: To perpetuate, foster and direct the practice of Archery, to encourage ethical hunting practices with the use of a bow, to promote the welfare and enhance the happiness of its members, and to encourage, foster, and maintain true sportsmanship among them; to conduct an archery club.

## ARTICLE III – Affiliations

1. This organization shall affiliate its membership with the State Archery Association, the Utah Bowmen's Association, (UAA). Membership fees for the UAA are included in the membership fees for the B.B.A.C.
2. This organization shall affiliate with National Field Archery Association, (NFAA) individual memberships will be encouraged but are optional.

## ARTICLE IV – Membership

1. Active membership shall be granted to anyone upon payment of regular fees and dues, and who qualifies in accordance with section #1 of the By-Laws of this organization.

## ARTICLE V – Board of Directors

1. The Board of Directors shall consist of the President, Vice-President, Vice-President elect, Secretary, Treasurer, Immediate Past President (during the first year of the term of the President replacing him/her) and special committee directors.
  - A. The members of the Board of Directors shall serve without salary.
  - B. At meetings of the Board of Directors, 5 members shall constitute a quorum.
  - C. The Board of Directors shall be responsible to notify the club membership of all Board of Director actions dealing with B.B.A.C. business.
  - D. The Board of Directors shall control and manage the activities, policies, and property of the organization.
  - E. Any Board position that becomes vacant during the year shall be filled by the Board of Directors.

## ARTICLE VI – Election and Term of Office

1. Nominations must be made with the consent of the nominee and seconding motion.
2. Nominations may be made to the board in the following manner.
  - A. Person making the nomination must list the name of the nominee and obtain his/her consent.
  - B. Nominator must sign nomination along with a seconding signature.
  - C. Names shall be sent to nomination committee or Club President in time for Election Meeting.
  - D. Nominations may also be made at the Election Meeting with prior consent of the nominee.

3. "All Terms of Office" shall be for a period of two years, starting the first day of May following the election meeting, and may be extended by vote of the Board with consent of the individual.

**ARTICLE VII – Duties of Officers**

1. The officers of this organization shall consist of a President, Vice-President, Vice-President Elect, Secretary and Treasurer.

2. The President shall preside at all meetings, and in general perform the duties of his/her office. He/she shall conduct meetings in accordance with Roberts Rules of Order.

A. Shall conduct monthly Board of Director meetings with the exception of August and September, and club business meetings when scheduled.

3. The Vice-President shall perform the duties of the President if he/she is unable to act. The Vice-President will become the new President at the end of the current President's term.

4. The Vice-President Elect shall serve as an at-large member of the Board and will ascend to the Office of Vice-President to fill the vacancy created when the Vice-President fills the Office of the President.

5. The Secretary shall take the minutes of all meetings, keep all records of the organization, serve all notices of meetings, conduct all correspondence, and in general perform all duties incident to his/her office. Minutes of the previous meeting will be sent to all board members prior to the next meeting for their review.

6. The Treasurer shall receive all monies of the organization. Shall keep accurate records of the receipts and disbursements and make a written report at the Annual Meeting, and in general have the power to perform the duties incident to their office. The Treasurer will obtain leasing for the indoor bowery with Brigham City and the outdoor range with the Forest Service. They will also obtain charter and insurance for the club.

**ARTICLE VIII – Fiscal Year**

1. The fiscal year of the organization shall be the regular year, commencing January 1. through December 31.

**ARTICLE IX – Committees**

1. The following Officer and members of the Board of Directors may be voted in accordance with Article V of the Constitution: Vice-President Elect, Publicity Director, Indoor Range Director, Outdoor Range Director, Special Events Coordinator, Tournament Director, League Director and UAA Representative.

A. The Vice-President Elect shall be elected in accordance with these Articles and will take office at the conclusion of the Immediate Past President's year long term to maintain the voting power of the Board of Directors.

2. The President, under the advisement of the Board of Directors, can appoint special committees as may be necessary including voting privileges for committee chairmen.

## **BY-LAWS**

### **SECTION I – Membership**

1. Membership shall be granted to anyone upon completion of membership application and waiver forms and payment of regular fees and dues. All memberships are subject to approval by the Board of Directors.
2. Honorary Life Membership, with the exemption from regular fees and dues, may be granted for exceptional merit and service, upon recommendation of the Board of Directors.
  - A. The following named members have been given Honorary Lifetime Memberships into B.B.A.C.
    1. Bert and Cheryl Moffitt
    2. Marlow and Tasha Larson
    3. Roy and Kathy Evans
    4. Craig and Jody Woodland
    5. Lynn and Karen Hayes
    6. Vern and Judy Metcalf
3. The President, Vice President, and Secretary/Treasurer and all other Members of the Board of Directors shall be required to maintain their club memberships during their term of service. Failure to do so will result in their losing voting privileges, and possible removal from the Board.
4. Adult Membership shall be granted to an individual who has attained his or her 18<sup>th</sup> birthday and shall have full voting privileges.
5. For the purpose of age consideration all individuals will be deemed the same age during that calendar year, as he or she was the first day of that year.
6. Family Membership shall be granted to partners who have attained their 18<sup>th</sup> birthday, and with full voting privileges to both. Dependent children under 18 years old or still in high school shall be included in a family membership.
7. Non-dependent Junior Membership shall be granted to any individual having reached the age of 12 to the age of 18 years, who qualifies under the terms of the membership application and upon payment of fees and dues, whose parents or guardians are not members of this organization, but who have signed said Junior Members' application and waiver.
8. All members who wish to pay the National dues, for classification and for Game Awards purposes, may do so in addition to annual club dues.
9. The current UAA President also receives an Honorary Associate Membership for the term of his office.
10. Members of B.B.A.C. who are in the Service (Armed Forces) for the first tour of duty, shall be carried on the roster as active Associate Members without payment of dues.

### **SECTION II – Members Responsibilities**

1. Each member of B.B.A.C. will be required to read the Constitution and By-Laws.

2. Accepting membership in Brigham Bowmen requires attendance at work parties, maintenance of Outdoor Range, cleaning and maintenance of Indoor range, and helping with Hosted Shoots for a minimum of eight (8) hours during each calendar year. Documentation of completed service hours qualifies the member for a discount, as set by the Board of Directors, to membership fees on renewal. Members may opt to “buy out” of their service requirement for an additional fee as set by the Board of Directors; such action will yield forfeiture of the potential membership fee discount.
3. All members of B.B.A.C. while attending any club function or shoot, attending any State Archery function or convention, or attending any other public function whereat said member is representative of B.B.A.C. by his or her attendance shall conduct themselves in a manner complimentary to the standards of this organization.
4. Members of B.B.A.C. should be willing to allow guests at hosted shoots to have priority on the line.
  - A. Failure to comply with this requirements shall be deemed “Just Cause for suspension or expulsion from the Organization”.

### **SECTION III – Fees and Dues**

1. The annual dues for all categories of membership shall be established by the Board of Directors at the annual B.B.A.C. convention and shall become effective January 1 of the following year. The dollar amount of such fees and dues shall require a majority vote of the attending club membership.
  - A. New members joining the club at the start of the F.I.T.A. league will be given an extended membership for their first year, the expiration date of these extended memberships will be December 31 of the next full fiscal year.
2. Renewal of membership shall be through payment of regular annual club dues. All dues are due at the beginning of the regular fiscal year.

### **SECTION IV – Loss of Membership**

1. Failure to pay membership fees and dues within deadlines established by the club as in Section III paragraph 2.
2. Failure to abide by, or enforce the rules, regulations and policies of the club.
3. Failure to promptly remit fees and reports to the club.
4. If expulsion or suspension is required, the following steps will be taken:
  - A. Upon presentation of evidence of cause for action, the Board of Directors will present specific charges against the individual.
  - B. The charged Individual will have 30 days to prepare a Defense or to correct the deficiency.
  - C. At the end of the 30 day period, the Board of Directors will reexamine the case. If the evidence was not valid or the deficiency is being corrected, the matter will be dropped. If the evidence was valid, the charge along with the evidence and the defense will be immediately presented to the Board of Directors along with a motion for expulsion or suspension. Vote for expulsion or suspension will be determined by the majority of the club membership attending the next monthly meeting.
  - D. Reinstatement of membership - Action to reinstate membership shall be sustained upon approval of the majority of the club membership attending the club meetings.

### **SECTION V – Conflict of Interest**

1. No person shall be eligible for nomination to, or hold an elective office in B.B.A.C. if his major interests, an elected or appointed position, or activities would influence him to abrogate the purposes contained in Article II.
2. All conflict of interest questions shall be decided by the majority of the club membership attending club meetings.

**SECTION VI – Elections and Voting Procedures**

1. The President and/or the Membership, shall have the privilege to request a secret ballot, show of hands or acclamation vote on any given issue or election as the need arises.

**SECTION VII – Officers, Directors, and Duties**

1. President – Shall perform the duties of his office as outlined in Article VI paragraph 2 of the constitution.
  - A. Shall serve as a member of the Board of Directors, but may only vote to break a tie.
  - B. The President shall preside at all meetings of the Board of Directors, or any other duly constituted body.
  - C. Initiate and develop activities to the Board of Directors and/or club membership.
  - D. Conduct meeting accordance with Roberts Rules of Order.
  - E. The President shall be empowered to call an emergency board of Directors meeting.
  - F. Shall conduct monthly Board of Director meetings.
  - G. Shall conduct club business meetings as scheduled.
2. Vice-President – Shall perform the duties of his/her office as outlined in Article VI paragraph 3 of the constitution.
  - A. Shall serve as a voting member of the Board of Directors.
  - B. Shall function as coordinator of all Committees as may be designated by the President and may conduct business meetings at the request of the President.
  - C. Shall perform the duties of the President if the President is unable to act.
  - D. Coordinate public relations of the B.B.A.C.
3. Secretary and Treasurer – Shall perform the duties of the offices as outlined in Article VII paragraphs 5 and 6 of the Constitution.
  - A. Shall serve as a voting member of the Board of Directors.
4. The Board of Directors shall consist of the President, Vice President, Vice-President Elect, Secretary, Treasurer, immediate past President and special committee directors.
  - A. The Vice-President Elect and immediate Past President will serve as voting members of the Board of Directors.
5. The Board of Directors shall, within the limitations of the constitution and by-laws, be empowered to act upon such affairs that are incident to the normal day-to-day business of the B.B.A.C. and shall accomplish the following:
  - A. Implement and administer programs and policies adopted by the Board of Directors.
  - B. Shall name the site and date of all annual B.B.A.C. tournaments and social activities.
  - C. By a majority vote at a business meeting of the attending club membership, initiate action to dismiss any club officer.
  - D. Shall administer all properties held or acquired by B.B.A.C.
  - E. Shall rule on all matters which affect B.B.A.C.
  - F. Shall coordinate all activities, policies, rules and regulations of the B.B.A.C.
  - G. Shall hold the annual convention during the month of November at a time convenient to the members of B.B.A.C.
  - H. Shall be responsible for the conduct of all B.B.A.C. tournaments held in accordance with games adopted by the UAA, NFAA, or B.B.A.C.
  - I. Shall assure that only the President and Secretary/Treasurer be responsible for the banking needs of the B.B.A.C.
  - J. Shall determine whose signatures will be valid for Club business accounts and may require two signatures on all checks. Husband and wife signatures are not allowed.
  - K. Shall review and approve the financial report monthly.
6. Indoor Range Director – Shall oversee the set-up of the indoor range, establish

and direct the indoor leagues along with the League Director.

- A. Shall serve as a voting member of the Board of Directors.
  - B. Shall make sure targets and score sheets are available at league shoots.
7. League Director – Shall post weekly league scores and standings and manage any issues that may arise involving league shooting and shooters.
- A. Shall serve as a voting member of the Board of Directors.
8. Outdoor Range Director – Shall direct the set-up and maintenance of the outdoor archery courses.
- A. Shall serve as a voting member of the Board of Directors.
  - B. Shall provide work details as necessary to maintain the archery courses, and club owned equipment.
9. Special Events Coordinator –
- A. Shall serve as a voting member of the Board of Directors.
  - B. Shall organize Special Event work parties.
  - C. Oversee the procurement of raffle items.
  - D. Will assure the proper publication and promotion of event flyers.
10. Tournament Director – Shall oversee tournaments held by Brigham Bowmen Archery Club.
- A. Shall serve as a voting member of the Board of Directors.
  - B. Shall provide tournament scoring in a timely manner.
  - C. Shall arrange volunteers to run tournaments.
11. UAA Representative – Shall attend monthly Utah Bowmen's Association meetings and report back to the Board of Directors.
- A. Shall serve as a voting member of the Board of Directors.
  - B. Shall represent the club's interest at monthly UAA meetings.
  - C. Shall attend the yearly UAA Convention and bid for tournament dates.
12. All members of the Board of Directors shall be awarded unlimited practice status for the indoor season during their term of service.

### **SECTION VIII – Club Meetings**

1. Board of Director meetings shall be held each month except August and September.
  - A. Meetings are open to club membership but only seated Board members may vote.
2. The Club will hold a minimum of two (2) business meetings during the year for the purpose of acting upon issues that require approval of the club membership.
  - A. Club meetings can be held in conjunction with club socials.

### **SECTION IX – Annual Events**

1. Indoor Leagues
  - A. F.I.T.A. league will be held after the Club sets up the bowery range in October, two member teams will compete
  - B. N.F.A.A. Leagues usually starts just after the first of the year, four member teams will compete. All members are encouraged to join in the team shoots.
  - C. Kids League will start about the same time as the adult N.F.A.A. Leagues.
2. Steak fry/pot luck club socials shall be encouraged throughout the year.
3. Indoor Awards Banquet
  - A. To be held around the first of April.
  - B. The purpose of this event is to elect new officers as needed, directors and amending the Constitution, By-laws and Policies.
  - C. This meeting is also the “Election meeting” referred to in these By-Laws.
4. Outdoor Leagues
  - A. To begin in May weather permitting.
  - B. Outdoor Club Championships are encouraged and will follow the outdoor leagues.

5. Game Awards.

A. Members are encouraged to participate in the UAA Game Awards program for recognition of animals harvested with a bow and arrow.

This committee will administer this program within the club and assist members in accounting for their animals.

**SECTION X – Amendments and Additions to the Constitution and By-laws**

A. A written resolution must be submitted containing Article, number of Section, number of Constitution or By-laws referred to; and must contain pertinent and constructive wording for which amendment is being requested.

B. Resolutions pertaining to Constitution and By-laws amendments must be submitted and read at a monthly meeting.

C. Constitution and By-laws amendments passage will require a two-thirds vote of the attending membership for ratification.

D. Policy changes may be made at the discretion of the Board of Directors.

**OUTDOOR RANGE POLICIES**

1. Use of broadheads on practice butts or field course is prohibited.
2. Parents are responsible for children and pets.
3. Motorized vehicles will not be allowed on trails of the outdoor range except for course maintenance and handicapped archer accommodation.
4. Always leave one member of your party in front of target while you are looking for lost arrows as a warning to others following on the course. If you are alone, leave your bow in front of the target.
5. Use of fireworks on the range is prohibited.
7. Never release an arrow when you cannot see where it will land. Never flight shoot an arrow into the air. Never shoot an arrow straight up.
8. All garbage, cans, and refuse must be placed in the garbage containers.
9. Non-members will be asked to donate \$7.00 per person to shoot range unless they are first guests of B.B.A.C.
10. Non-members will be required to read and sign a waiver of liability form prior to shooting the course.
11. Protect your sport by being careful and sure when you shoot



