

2024 CONSTITUTION, BYLAWS, AND POLICIES OF THE BRIGHAM BOWMEN ARCHERY CLUB

PREAMBLE

This body, in drafting the Constitution and Bylaws 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 with its framework.

This 2024 revised Constitution, Bylaws, and Policies of Brigham Bowmen Archery Club is the result of the following committee:

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Amended and ratified by the Brigham Bowmen Archery Club Board - October 2024

CONSTITUTION

ARTICLE I - Name

1. The name of this association shall be “Brigham Bowmen Archery Club”, 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 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 Archery 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 are encouraged, but not required.

ARTICLE IV - Membership

1. Active membership shall be grants to person/s upon payment of regular fees and dues, who qualifies in accordance with section #1 of the Bylaws of this organization.
2. Ultimately, memberships will be granted at discretion of the Board.

ARTICLE V - Board of Directors

1. The Board of Directors, hereinafter known as The Board, 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 as long as the Past President is a current club member in good standing), and special committee directors.
 - A. The members of the Board shall serve without salary.
 - B. Board members will be granted a complimentary membership upon purchase of an annual NFAA membership.
 - C. Board members must be current club members in good standing.
 - D. At meetings of The Board, 5 members shall constitute a quorum.
 - E. The Board shall be responsible to notify the club membership of all Board of Director actions, dealing with B.B.A.C. business.
 - F. The Board shall control and manage the activities, policies, and property of the Organization.

G. Any board position that becomes vacant during the year shall be filled by the discretion of 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. Nominated individuals need to have been a member of the club for a minimum of one year, unless approved by a majority vote of the Board. (Previous memberships can be considered as long as an active membership was maintained in accordance with Article IV).
3. 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. Nominators must sign a nomination along with a second 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.
4. 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 the Board of Directors

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 meetings 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, pending a majority vote by the current, seated Board.
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. A quarterly newsletter will be sent out to all club members, informing them of club business and upcoming events/activities.

6. The Treasurer shall receive all monies of the organization. Shall keep accurate records of the receipts and disbursements and make a written report for quarterly meetings, as well as the annual meeting. In general, has 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 the charter and insurance for the club.

ARTICLE VIII - Fiscal Year

1. The fiscal year of the organization shall be May 1 - April 30.

ARTICLE IX - Committees

1. The following officer and members of the Board may be voted in accordance with Article V of the Constitution: Vice President Elect, Publicity Director, Range Coordinator, Special Events Coordinator, 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. Pending a majority vote, by the current, seated board.

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

BY-LAWS

SECTION I - Membership

- 1.** Membership may be granted to anyone upon completion of membership application, waiver forms, and payment of regular fees and dues. All memberships are subject to approval by the Board.
- 2.** Honorary Lifetime Membership, with the exemption from regular fees and dues, may be granted for exceptional merit and service, upon recommendation and a majority vote of the Board.
 - A.** The following named members have been given Honorary Lifetime Memberships in 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
 - 7.** Phil Anderson
 - 8.** Corey and DeAnn Barton
 - 9.** Wayne Willey
- 3.** The President, Vice President, Secretary and Treasurer and all other members of the Board shall be required to maintain their club and NFAA 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/her 18th birthday and shall have voting privileges.
- 5.** For the purpose of age consideration, all individuals will be deemed the same age during that calendar year, as he/she was the first day of that year.
- 6.** Family membership shall be granted to partners who have attained their 18th birthday, and with full voting privileges to both. Dependent children, living in the same household, up to 21 years of age.
- 7.** Non-dependant 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.** Senior membership shall be granted to any individual having reached the age of 65 years, who qualifies under the terms of the membership application and upon payment of fees and dues.
- 9.** 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.

10. The current UAA President also receives an Honorary Associate Membership for the term of his office.

11. 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.

12. Members of B.B.A.C who are verified Service Members, and/or first responders will receive a 20% discount on their membership fees.

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 B.B.A.C. required attendance at work parties, maintenance of Outdoor Range, cleaning and maintenance of Indoor range, and other activities/projects as provided, for a minimum of eight (8) hours. Documentation of completed service hours qualifies the member for a discount, as set by the Board, to membership fees on renewal.

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 in accordance with standards of this organization.

4. Failure to comply with above requirements shall be deemed “just cause for suspension or expulsion from the organization”.

5. Complaints and concerns should be directed to the online form, and will be addressed at the next board meeting.

SECTION III - Fees and Dues

1. The annual dues for all categories of memberships shall be established by the Board at the annual B.B.A.C. business meeting, and shall become effective May 1 or the following year. The dollar amount of said fees and dues shall require a majority vote of the attending club membership.

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, May 1.

3. New members joining the club at the start of the Indoor range season will be granted an Indoor Range Only membership. They will receive a discounted price as determined by the Board of Directors. Indoor Range only memberships will be required to complete (5) service hours during the remaining fiscal year to receive a discounted membership the following year and have voting privileges.

4. Senior Memberships will automatically qualify for the discounted working rate and will not have a minimum requirement of service hours. Suggested service hours would be (2) hours.

SECTION VI - Loss of Membership

1. Failure to pay membership fees and dues within deadlines established by the club in

Section III, paragraph 2.

2. Failure to abide by the rules, regulations and policies of the club.
3. Failure to promptly remit fees and reports to the club.
4. Harassment of members will not be tolerated. Persons shall not in any way harass, threaten, or otherwise attempt to intimidate any other person.
5. Conduct detrimental to the club.
 - A. Interference with established club contracts.
 - B. Damaging club property.
 - C. Any criminal offense against the club.
6. 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.
 - E. If expulsion/suspension is upheld by the board the member will forfeit any fees paid to the club as membership dues.

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, but may only vote to break a tie.
 - B.** The President shall preside at all meetings of the Board, or any other duly constituted body.
 - C.** Initiate and develop activities to the Board and/or club membership.
 - D.** Conduct meetings in 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 meetings.
 - G.** Shall conduct club business meetings.
- 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.
 - 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.
- 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.
- 5.** The Board 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 meeting at a time convenient to the members of B.B.A.C. Preferably April or May.
 - 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 the Treasurer/Secretary and at least one other Board member or appointed officer be responsible for the banking needs of the B.B.A.C. All

- responsible agents are required to be from separate households/families.
- J.** Shall review and approve the financial report quarterly.
- K.** Shall rule over matters not specifically covered in the by-laws with the best interest of the club in mind
- L.** Shall Review Bylaws at a minimum of every two years
- 6.** Range Director(s) – Shall be in charge of directing and assigning duties for range set up, maintenance and take down.
 - A.** Shall serve as voting members of the Board.
 - B.** Shall make sure targets and score sheets are available at league shoots.
 - C.** Shall provide work details as necessary to maintain the archery courses, and club owned equipment.
- 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.
- 8.** Special Events Coordinator – shall secure event venues.
 - A.** Shall serve as a voting member of the Board.
 - B.** Shall organize Special Events and work parties.
 - C.** Oversee the procurement of raffle items.
 - D.** Will assure the proper publication and promotion of event flyers.
- 9.** Tournament Director – Shall oversee tournaments held by B.B.A.C.
 - A.** Shall serve as a voting member of the Board.
 - B.** Shall provide tournament scoring in a timely manner.
 - C.** Shall arrange volunteers to run tournaments.
- 10.** UAA Representative – Shall attend monthly Utah Archery Association meetings and report back to the Board.
 - A.** Shall serve as a voting member of the Board.
 - B.** Shall represent the club's interest at monthly UAA meetings.
 - C.** Shall attend the yearly UAA Convention and bid for tournament dates.
- 11.** All members of the Board shall be awarded unlimited practice status for the indoor season during their term of service.

SECTION VIII – Club Meetings

- 1.** Board meetings shall be held each month.
 - 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 - will be organized at the discretion of the Board.
- 2.** Potluck and club socials shall be encouraged through the year.
- 3.** Annual Meeting
 - A.** To be held around the start of the outdoor season (April or May).
 - 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. Special Events are allowed to utilize club properties/resources with approval of the board.

A. This can include church activities, work parties and camping.

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.

B. 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 courses 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 the 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.
- 6.** 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.
- 7.** All garbage, cans, and refuse must be placed in the garbage containers.
- 8.** Non-members will be asked to donate \$7.00 per person to shoot the range unless they are first time guests of B.B.A.C.
- 9.** Non-members will be required to read and sign a waiver of liability form prior to shooting the course.
- 10.** Protect your sport by being careful and sure when you shoot.