

**CONSTITUTION OF BOWHUNTERS UNLIMITED OF SAN JOSE CA**  
(A National Field Archery Association Club)

**ARTICLE I: NAME**

The name of this organization shall be **Bowhunters Unlimited of San Jose, California**, also known as, or abbreviated to, **Bowhunters Unlimited**.

**ARTICLE II: PURPOSE**

The purposes of **Bowhunters Unlimited** shall be:

1. To foster, expand, and perpetuate the practice of archery, and the spirit of good fellowship among all archers.
2. To encourage the ethical use of the bow in hunting of all legal game, birds and animals, and cooperate with the California State and National Field Archery Association in securing better hunting privileges and conditions for bow hunters..
3. To cooperate with all conservation organizations in the propagation and conservation of game.
4. To maintain an archery range and conduct tournaments and games in accordance with the rules of the National Field Archery Association or other appropriate governing body.
5. If for any reason this club should cease to function according to this Constitution, its assets shall be liquidated at auction. All proceeds from this auction shall be donated to California Bowmen Hunters.

**ARTICLE III: MEMBERSHIP**

1. **Adult/Family:**  
Active adult membership shall be granted to anyone who has attained his/her 18th birthday, upon application and payment of regular fees and dues and upon approval of the Board of Directors as to good moral character and sportsmanship. The membership shall cover family members defined as: minor children of a member or members. (Refer to Article VII: Fees and Dues)
2. **Youth/Family:**  
Active youth membership shall be granted to any individual less than 18 years of age in

the same manner as paragraph 1. The membership shall cover family members defined as: the adult parent(s) or custodian(s) of the youth member. (Refer to Article VII: Fees and Dues)

3. Honorary:  
The Board of Directors may, at their discretion, grant certain individuals an “Honorary” membership. Terms of this membership shall be defined on an individual basis by the Board of Directors and may include one or both of the following: forgoing the collection of the membership dues and allowing honorary members to participate in club events free of charge.
4. The Board of Directors may suspend or expel any member for conduct detrimental to the interests of archery, bowhunting, or Bowhunters Unlimited.
5. Membership in both the National Field Archery Association and the California Bowmen Hunters shall be a requisite condition for membership on the Board of Directors of **Bowhunters Unlimited**.

#### **ARTICLE IV: BOARD OF DIRECTORS**

1. The Board of Directors shall consist of, at least, a
  - a) President,
  - b) Vice President,
  - c) Secretary,
  - d) Treasurer,
  - e) Range Master, and
  - f) two Members-at-Large.
2. The Board of Directors shall control and manage the activities, policies, and property of **Bowhunters Unlimited**.
3. The Board of Directors may add additional Members-at-Large positions to the Board in order to fulfill needs of the Board of Directors and club.
4. All vacancies of the Board of Directors or any office shall be filled by appointment by the Board of Directors.
5. The Board of Directors shall meet at least once a month at a time and place fixed by the Board.
6. A quorum for any meeting of the Board of Directors shall consist of four members of the Board, three of which must be officers (other than Members-at-Large).

#### **ARTICLE V: OFFICERS AND THEIR DUTIES**

1. The officers of **Bowhunters Unlimited** shall consist of a President, Vice President, Secretary, Treasurer, and Range Master.
2. The President shall preside at all meetings, appoint all committees, and, in general, perform the duties incident to his/her office.
3. The Vice-President shall perform duties assigned by the President and perform the duties of the President in the absence of the President.
4. The Secretary shall keep all records of **Bowhunters Unlimited**, serve all notices of its meetings, and conduct all of its correspondence.
5. The Treasurer shall receive and keep records for all monies of **Bowhunters Unlimited**. The Treasurer shall keep accurate records of the receipts and disbursements, make a report at the monthly Board meeting of the transactions since the previous Board meeting, and make an annual written report to the Membership.
6. The Range Master shall be responsible for all of the maintenance and construction on the range. **The primary concern of the Range Master shall be Range Safety!** All range construction should take into account both **safety** and **maintainability**. The Range Master shall schedule, coordinate, and supervise all work parties. He shall also make a monthly report to the Board of Directors on the condition of the range, to include estimates of anticipated range maintenance expenses.

#### **ARTICLE VI: ELECTIONS AND TERMS OF OFFICE**

1. The Annual Meeting of **Bowhunters Unlimited** shall be held in May. At the Annual Meeting, the membership shall elect the Board of Directors for the subsequent year: President, Vice President, Secretary, Treasurer, Range Master, and two Members-at-Large.
2. The newly elected Board of Directors shall begin their year of service on June 1.

#### **ARTICLE VII: FEES AND DUES**

1. Initiation fees and membership annual dues shall be set by the Board of Directors. Membership fees are due and payable on January 1 of each calendar year. Membership benefits (for instance reduced registration fees at club sponsored events) for continuing unpaid members (from the last calendar year) will be retained until April 1 of each calendar year. Membership status will lapse after April 1 if not renewed. Benefits associated with current membership status will not be granted once a membership has lapsed and until membership is renewed. Continuing unpaid members from the last

calendar year may renew their membership at any time within the calendar year that their membership has lapsed at the lower “annual dues” fee, if applicable, as established by the Board of Directors.

2. The membership annual dues for active members shall be valid for a member or members and all minor children residing in a single household. In the case of a youth membership, the annual dues for active membership shall be valid for the youth member and adult parent(s) or custodian(s) residing in the same household.
3. Fees for all tournaments and games sponsored by **Bowhunters Unlimited** shall be set by the Board of Directors.

## ARTICLE VIII: FISCAL AND MEMBERSHIP YEARS

The fiscal year of **Bowhunters Unlimited** shall begin January 1.

The membership year of **Bowhunters Unlimited** shall begin January 1.

## ARTICLE IX: COMMITTEES

The President shall appoint committees to facilitate and enhance club operations.

## ARTICLE X: TOURNAMENTS AND GAMES

1. **Bowhunters Unlimited** shall sponsor weekly League Games (Shoots) beginning as soon after the change to Daylight Savings Time in the spring as is practical (based on range and weather conditions). These weekly League Shoots shall continue until at least the opening of the first California Archery Deer season.
2. **Bowhunters Unlimited** shall sponsor at least four weekend tournaments per year. The **Bowhunters Unlimited** Annual Meeting and Elections shall be held in conjunction with a weekend tournament in May.
3. **Bowhunters Unlimited** shall sponsor additional tournaments and/or games at the discretion of its Board of Directors.

## ARTICLE XI: CHANGES TO THE CONSTITUTION OF BOWHUNTERS UNLIMITED

Changes to this constitution shall be put before the membership of **Bowhunters Unlimited** for review, comment and approval. Approval of proposed constitutional changes shall be determined by a vote of the members of **Bowhunters Unlimited**. Procedures for and terms of the vote shall be established by the Board of Directors.

## BY-LAWS

Updated October 25, 2005

The By-Laws provide more detailed and/or special provisions for carrying out or amplifying the various articles of the Constitution. By-Laws are merely operating procedures for **Bowhunters Unlimited** and are placed in the Constitution document as a written record. By-Laws shall be established by the Board of Directors and do not require ratification by membership vote.

1. Requests for reimbursement for expenses made on behalf of **Bowhunters Unlimited** must be submitted to the Board of Directors for approval; no expense will be reimbursed without approval of the Board of Directors.
2. All checks drawn on **Bowhunters Unlimited** funds shall require **two** signatures.
3. Archers who have not attained their **12th** birthday shall be allowed to participate in **all Bowhunters Unlimited** tournaments and games at no charge. Archers who have attained their **12th**, but not their **16th** birthday shall be allowed to participate in all **Bowhunters Unlimited** tournaments and games at a nominal fee to be set by the Board of Directors, but not to exceed one-half of the member fees.
4. **Bowhunters Unlimited** shall carry appropriate liability insurance.
5. All persons participating in any **Bowhunters Unlimited** sponsored activity (work parties, league games/shoots, tournaments, etc) must have a current signed waiver of liability document on file. Such a document shall be signed by any participating person and kept on file for one calendar year. The waiver of liability for any person under the age of 18 must be signed by a parent or responsible guardian before that person can participate in any **Bowhunters Unlimited** activity.
6. Specific responsibilities and duties for the Range Master include:
  - a. schedule, coordinate, and supervise work parties
  - b. conduct a monthly inspection of the range and make a report based on this inspection to the Board of Directors at its monthly meeting; the inspection and subsequent report shall address: range safety issues, trail conditions, and target conditions
  - c. inform the Board of Directors of any serious range safety problems at the first opportunity, without waiting until the monthly Board meeting
  - d. approve minor repairs to, and new construction on, the range (any repairs or construction that will result in expenses that exceed a dollar amount set by the Board of Directors must be pre-approved by the Board)
  - e. coordinate and supervise all repair and construction on the range
  - f. coordinate the bi-annual NFAA range inspection and all subsequent required repairs.

7. The Board of Directors, at its discretion, may assign to the Treasurer, rather than the Secretary, the responsibility of maintaining the club Membership list.
8. **Bowhunters Unlimited** shall ensure, through action of the Board of Directors, that members of the Board of Directors are also members of both: California Bowmen Hunters (CBH) and the National Field Archery Association (NFAA).

**Revision list**

Revision 050109                      6 January, 2005  
Revision 051105 5 November, 2005