

**BYLAWS
OF
SOUTHWEST BOWHUNTERS, INC.
YUMA, AZ**

12 September, 2000
Revised 03 Nov 00

ARTICLE I: NAME

The name of the corporation is SOUTHWEST BOWHUNTERS INC., hereafter referred to as "Southwest Bowhunters (SWBH), Yuma, AZ".

ARTICLE II: PURPOSE

The purpose of Southwest Bowhunters is to respect nature and wildlife and to promote safe and ethical archery in all phases in Arizona. This organization is organized exclusively for the educational purpose within the meaning of section 501(c)(3) of the Internal Revenue Service.

ARTICLE III: MEMBERSHIP.

Section 1. Rules and Agreements.

A member must abide, at all times, safety rules, and the bylaws of the Southwest Bowhunters (SWBH). All members shall sign a Waiver, Release and Indemnity Agreement and a Shooter's Agreement each year. A parent or legal guardian will sign for any member under 18 years of age. The aforementioned agreements will be held on file with the SWBH club secretary.

Section 2. Membership Classes. There shall be three (3) classes of membership:

a. **Class One - Individual membership.** Regular membership is any person sixteen (16) years of age or older. An individual archer under sixteen (16) years of age, must be accompanied during competition shooting by a parent, guardian, or a sponsoring adult member.

b. **Class Two - Family membership.** Family membership is immediate family group. Any member, who reaches 18 years of age, must become an individual member. **Exception:** if a family member is a full time student they will be considered as a family member until age twenty (21) or until unless no longer attending school. A family member is eligible to participate in all the organization's activities concurrent with these bylaws, **except**, any active shooting sibling of a family membership less than sixteen (16) years of age can not vote.

c. **Lifetime Membership - Lifetime Membership** is a nominated membership. To be a Lifetime Member is a very honorable and prestigious position. At any given time, SWBH will have five (5) Lifetime Memberships. An individual's Lifetime Membership may be revoked by a two-thirds (2/3) vote when the member fails to uphold their position. In order for any individual(s) to be nominated, they must meet the following criteria.

1. Must have provided extraordinary ethical support to the club.
2. Must be voted in by two-thirds (2/3) vote of membership attending meeting.
3. Must continue to provide ethical support for the club.

Section 3. Voting Member.

a. Members in good standing, who have reached sixteen (16) years of age, shall be eligible to vote on issues involving club functions

b. To be eligible to vote for officers, dues must be paid no later than 31 August of the current year.

c. To be a voting member, you must participate in at least 10 club shoots per year your anniversary date.

Section 4. Annual Dues.

Annual dues are payable upon joining, and on the anniversary date of joining each year thereafter. Any member who has not paid their annual dues by their due date shall no longer be considered, as an active member of the SWBH shall. Each member will be notified at least forty-five (45) days prior to the annual renewal date in writing. If annual dues are not paid prior to the ending date, that member will be placed on the inactive list.

Section 5. Membership Termination.

Membership Removal:

a. Membership in SWBH is a valued privilege. Any member failing to abide by club bylaws, safety rules, and/or be convicted of a game violation can be called for a review by the Executive Board before having membership privileges terminated. A member causing destruction of or damage to property of SWBH, Adair Park, or personal property of other individuals may be terminated for cause. A member who communicates any manner of threat and/or verbally or physically assaults another member or guest may be terminated for cause. Any member who uses archery equipment improperly or in an unsafe manner or causes conflict among the membership may be terminated for cause.

b. A review of membership will be handled by letter(s) submitted to the executive board. The board then contacts the member being reviewed and discusses the situation and a decision is made to determine if a special meeting is needed. Should a meeting be required, a "Notice of Review" is filed with the member in question and a majority of the Executive Board members present at the meeting. The Notice of review will include the Executive Board's original signatures. The Executive Board will validate all actions and warrants before bringing it to a vote of the membership. All members in good standing will be notified either by phone, or in the next newsletter mentioning the open discussion meeting. When members are notified by phone, the phone committee will record each phone call (date, name, answering machine/person) and that record shall become part of the official file. The member in question has the choice to be in attendance at this open discussion meeting. The executive board will gather all facts and allegations for submittal to the membership for a final discussion and vote. A member may be voted out by majority vote, of the membership in good standing present at the meeting.

ARTICLE IV. CLUB MEETINGS.

Section 1. Meetings shall be conducted according the Robert's Rules of Order by the President, or his designee.

Section 2. Business Meetings.

Monthly business meetings will be held on the first Sunday of each month. The President or a majority of the executive board may reschedule business meetings and/or call a special meeting if required. Should a member of the Executive Board walk out of a business meeting without a viable reason, i.e., emergency, that board member will be relieved of their responsibilities immediately, and another person will be appointed to carry out their duties. All club property assigned to that officer would be turned over within twenty-four (24) hours after termination. Should any officer be relieved of their duties, that officer shall never be allowed to hold another office of the SWBH

Section 3. Business Vote.

a. When a vote is required at a business meeting, only members in good standing are eligible to vote. A motion, when voted on in a business meeting, becomes a matter of record, and will be acted upon accordingly.

- b. For all special meetings and or officer elections, you must show your membership card prior to vote.

ARTICLE V. EXECUTIVE BOARD.

Section 1. Executive Board.

The executive board of Southwest Bowhunters (SWBH) shall consist of the SWBH elected officers, President, Vice President, Secretary, Treasurer, Target Captain, and four (4) additional elected members. The membership shall elect these four (4) members. The president shall act as chairman of the executive board. The executive board shall have general supervision of the affairs of the organization between business meetings, and will make determinations on the agenda items, which have not been resolved within the period of two (2) monthly business meetings. A report of such determinations will be made to the membership at the next monthly business meeting. The majority of the executive board shall constitute a quorum for the transactions of all business at executive board meetings. The executive board is authorized for expenditures up to, but not to exceed \$200.00, without a vote from the membership.

EXCEPTION: Executive Board is authorized to exceed this limit for the special shoot supplies, emergencies, office supplies, or normal club functions. Receipts are used to verify these purchases.

Section 2. Office Terms, Vacancies and Impeachment.

- a. The Executive Board term office shall be for one (1) calendar year. The term shall run from January 01 through December 31. With the exception of the office of President, should any office becomes vacant during the term, the President shall promptly appoint a successor to such office, to serve for the remainder of the term.
- b. Should the office of President become vacant, the Vice President automatically becomes President until a special election is held, and a new President is elected. A successor to the office of Vice President is appointed, for the remainder of the term, or until the special election is held and a new President is elected. At that time, the former Vice President resumes his/her former position.
- c. If the membership feels that any officer is not performing their duties as an officer, they can be impeached. A letter to the executive board will handle a review of that officer. The board will validate all actions and allegations. The membership will be notified of the intent to remove that officer; a meeting will be for the membership's vote. Said Officer will be given the opportunity to resign their position prior to the membership's vote. If the vote by the membership, is the majority of the members present at the meeting, that officer will be removed.

ARTICLE VI: OFFICERS.

Section 1. Elected Officers.

The elected officers of Southwest Bowhunters shall be the President, Vice President, Secretary, Treasurer, Target Captain, and four (4) Executive Board members. These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the Organization. (Robert Rules of Order)

Section 2. Election.

At a business meeting held in October, nomination for officers will be taken, for the offices to be filled at the December meeting. The nominations will be published in the Organization newsletter prior to the December meeting.

Section 3. Officers.

The officers shall be elected by secret ballot to serve for one (1) year. All votes cast must be done in person at the December meeting, and once again, you must show your membership card. Their term of office shall begin on 01 January. No member shall serve more than two consecutive terms in the same office.

Section 4. Duties.

a. President.

1. Presides at all meetings for the organization and the executive board.
2. Appoints committee chairmen for special committees.
3. Is knowledgeable and coordinates duties and activities of officers and chairmen.
4. Approves the agenda for all meetings.
5. Informs membership of any information pertaining to the club or its activities.
6. Organizes and delegates responsibilities throughout the entire organization.
7. Plans for and encourages members to achieve the purpose of SWBH.
8. Stay informed of rules, regulations, bylaws and procedures pertaining to SWBH.
9. Give recognition of member efforts and presents member awards at annual

banquet.

10. Encourages member participation in goal setting.

11. Keep abreast of SWBH programs and events to ensure activities are on time with maximum participation.

12. Can call a meeting when it deems necessary.

13. Appoints the Adair Range Representative.

b. Vice President.

1. Assumes the temporary office of the President in the event the President cannot fulfill their duties as President.

2. Serves as official ambassador and host for SWBH.

3. Projects the hospitable image of SWBH and serves as the primary aide to the president.

4. Performs duties and responsibilities of the president when called upon by the president, or in president's absence.

5. Performs as Tournament Chairperson for all tournament/shoot. As Tournament Chairperson is responsible for agenda, organization, and coordination of the Tournament Committees.

6. Performs duties as the Range Safety Officer.

7. Performs safety inspections with the Target Captain or their designee prior to tournament shoots.

8. If the President is not immediately available may call and preside at said meeting if necessary, pertaining to tournament issues.

9. Assists the President when necessary.

c. Secretary.

1. Record minutes of each meeting. Provides one copy of minutes to each officer.

2. Copy of meeting minutes shall be mailed to the membership, prior to business meetings for approval at the next monthly meetings.

3. Maintains a permanent file for all approved business minutes, executive board minutes, and official club documentation except those specifically assigned to custody of others.

4. Shall conduct all correspondence of the organization and the newsletter. Should the newsletter be assigned to another executive board members, you shall assist with the final draft.

5. Notifies members in writing of annual due dates, and distributes membership cards.

6. In the absence of the Treasurer, shall receive and account for all monies received, with an itemized report to the Treasurer.

7. Assist in taking registration at all club shoots and tournaments.

8. Will keep a permanent record of all archers' scores.
9. Shall pass all records over to successor within thirty (30) days after an election.
10. Shall preside at monthly business meeting if the President and Vice President are not

currently available.

d. Treasurer.

1. Shall have full custody of all funds for the organization.
2. Shall be responsible for all monies collected. Treasurer will deposit all organizational money and for collecting membership dues.
3. Treasurer shall disburse money as approved by the members of SWBH's.

All disbursements shall be made by check, if total monies are under five (5) dollars, then disbursements shall be from petty cash.

4. The Treasurer and an executive board member shall countersign all checks. The board member will not be an immediate relative of the Treasurer.

5. Shall prepare and present a monthly written financial report to the organization.

6. Shall prepare and present a separate financial report for special tournaments.

7. A financial report will be given to all officers and presented for approval at monthly business meetings.

8. Keeps and maintains accounting records for all disbursements. Records will consist of all receipts, whether cash or check, reconciles monthly bank statement with checking account, files tax forms, and files annual Arizona Corporation Commission report.

9. Retains all financial records for seven years, and passes them on to successor.

10. Submits accounting records to the auditing committee when requested.

11. Shall pass all records over to successor within thirty (30) days after an election.

e. Target Captain.

1. Will have complete control of the target shed, targets, and its contents.

2. When necessary, will present a list and estimated cost of targets and/or targets parts, (i.e., mid sections, heads, tail sections) to the membership for purchase approval.

3. Is responsible for target rotations.

4. Is responsible for keeping an accurate inventory for the targets and target shed contents.

5. Will present a list to the Vice President, for targets to be utilized on the trails, at all special shoots.

6. Will assist in trail safety inspections for all shoots, or when asked to assist with a safety inspection.

f. Executive Board Members. The four (4) remaining executive board members shall be elected by the voting membership. Shall attend all executive board meetings, to help maintain the welfare of the SWBH club. As an elected officer, shall have full voting privileges.

Section 5. Auditing Committee.

An audit may be requested whenever the office of treasurer is changed. An audit may be conducted at any time the membership deems prudent. The audit committee shall meet with the treasurer at least two (2) weeks before the next business meeting. At the audit the checkbook, bank statements, journals of cash receipts and disbursements, and monthly reports will be rendered. The committee shall conduct the audit by balancing the checkbook to the last statement received, examine records for the period covered by the audit, balance the cash account and savings account, resolve any discrepancies and return records to the Treasurer. The audit committee will prepare, present a written report to the membership and the report will be signed by each committee member. The audit chairperson will read the report at the next business meeting following completion of the audit, and request its approval. After the report has been approved by the membership, a

validated copy is given to the secretary as part of the business meeting minutes, and then it becomes part of the club's official documentation.

ARTICLE VII. AMENDMENTS.

All proposed amendments and changes to these bylaws shall be reviewed by the executive board prior to being put to a vote of the membership. Prior to becoming effective, all proposed amendments shall be mailed to all members and shall require an affirmative vote by a majority of members in good standing, present at the next business meeting.

ARTICLE VIII. MEETINGS AND WEEKLY SHOOT.

Section 1. The monthly business meeting will be held the first Sunday of each month, at 8:00 a.m., should a time need to be changed, the change will be predetermined, and every member will be notified.

Section 2. The regularly scheduled archery shoots are Sunday mornings and will be shot as per scheduled. Regular scheduled shoots can be changed for special events. All changes will be announced prior to, in the form of monthly minutes, meetings, and newsletters or by phone.

ARTICLE IX. DISSOLUTION.

Section 1. If dissolution of Southwest Bowhunters should occur, written notice will be provided to the Adair Ranges, Incorporated. All funds remaining in the treasury, after payments of all outstanding debts, and all tangible property of SWBH shall be turned over to Arizona Game and Fish. The monies will be utilized for building and maintaining water holes for wildlife in Yuma County, Arizona.

Section 2. The corporation shall indemnify its officers and or directors for any loss, damage or liability they may suffer as a result of being an officer/director and not through any fault or wrongdoing on their own part.

ARTICLE X. VALIDATION.

Bylaw Committee is comprised of the following individuals:

| | |
|---|----------------------|
| Chairperson, <u>Layne Brown</u> | Date: <u>11-3-00</u> |
| Alternate Chairperson, <u>Butch Lacey</u> | Date: <u>11-3-00</u> |
| Secretary, <u>Elsie F. Jones</u> | Date: <u>11-3-00</u> |
| Treasurer, <u>Bambi Lacey</u> | Date: <u>11-3-00</u> |
| Executive Board Member, <u>Jimmy L. Jones</u> | Date: <u>11-3-00</u> |
| Executive Board Member, <u>Phil Sanders</u> | Date: <u>11-3-00</u> |
| Member, <u>Kenny Marler</u> | Date: <u>11-3-00</u> |
| Member, <u>Bruce Riggins</u> | Date: <u>11-3-00</u> |

These BYLAWS were presented to the membership of Southwest Bowhunters on September 10, 2000, at the regular monthly business meeting, and was passed by a majority vote of members present.

Attachment: Notice of Membership Review

SOUTHWEST BOWHUNTERS, INC
NOTICE OF MEMBERSHIP REVIEW

DATE: _____

1. MEMBER'S NAME: _____
2. DATE OF ALLEGATION(S): _____
3. WITNESS(S) OF ALLEGATION(S): _____

4. ALLEGATION(S): _____

5. EXECUTIVE BOARD MEETING REQUIRED? ☐ YES ☐ NO
6. DATE and LOCATION OF MEETING TO BE HELD: _____

7. SIGNED BY THE FOLLOWING EXECUTIVE BOARD MEMBERS:

Validated copy is given to the secretary as part of the business meeting minutes, and then it becomes part of the club's official documentation.

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ARTICLE X. VALIDATION.

Bylaw Committee is comprised of the following individuals.

| | |
|---|-----------------------|
| Chairperson, <u>Layne Brown</u> | Date: <u>11-23-03</u> |
| Alternate Chairperson, <u>Joe Steel</u> | Date: <u>11-23-03</u> |
| Secretary, <u>Uschi House</u> | Date: <u>11-23-03</u> |
| Treasurer, <u>Karen Palmer</u> | Date: <u>11-23-03</u> |
| Executive Board Member, <u>Doug Schmidt</u> | Date: <u>11-23-03</u> |
| Executive Board Member, <u>Howard Clark</u> | Date: <u>11-23-03</u> |
| Member, <u>Don Soeby</u> | Date: <u>11-23-03</u> |
| Member, <u>Lee Steel</u> | Date: <u>11-23-03</u> |

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AMENDMENTS

AMENDMENT A.

To amend ARTICLE VI, Section 3. Officers, of the Southwest Bowhunters BYLAWS, to strike out the sentence, "No member shall serve more than two consecutive terms in the same office."

ARTICLE VI, Section 3. Officers, shall read as follows:

The officers shall be elected by secret ballot to serve for one (1) year. All votes cast must be done in person at the December meeting, and once again, you must show your membership card. Their term of office shall begin on 01 January.