



BY-LAWS for the BRIONES ARCHERS

ARTICLE I **GENERAL**

- A. The name of this organization shall be "THE BRIONES ARCHERS", hereafter referred to as "The Club". The Club's colors shall be green and gold.
- B. The Club shall be affiliated with, encourage its members to join and follow the rules of the NATIONAL FIELD ARCHERY ASSOCIATION, THE NORTHERN CALIFORNIA FIELD ARCHERY ASSOCIATION, THE CALIFORNIA BOWMEN HUNTERS and THE STATE ARCHERY ASSOCIATION. No by-law, rule or action of The Club shall violate or contradict the rules of these organizations. Furthermore, this Club shall take no action or impose any rule that violates the rules, policies or guidelines of the EAST BAY REGIONAL PARKS or BRIONES PARK. Upon receipt by The Club President of written notice from said organizations that said violation or contradiction exists, The Club President shall declare the by-law, rule or action null and void.
- C. The purpose of The Club shall be to:
1. To promote, foster, expand and perpetuate Archery.

2. To promote and encourage hunting with Archery Equipment as defined in the "**State of California Department of Fish and Wildlife Regulations, Current Edition**".
3. To conduct Club Archery Shoots once per month as per the California Customs as defined by the C.B.H. and the S.A.A. , and to conduct Open Tournaments and other Archery events periodically throughout the year.
4. To regularly inform all members as to all major problems and issues affecting the sport of Archery.

ARTICLE II **MEMBERSHIP**

- A. There shall be three (3) classes of membership: Provisional, Regular and Lifetime.
1. PROVISIONAL: A person who has submitted an application, attended a regular monthly membership meeting, paid appropriate fees and subsequently been approved by majority vote for provisional membership.
 - a. After being approved for provisional membership, a copy of the By-laws, A Briones Park parking pass, and a range key will be provided by the 2nd Vice President;
 - b. A PROVISIONAL member shall be sponsored by a REGULAR member (Sponsor shall mentor new Provisional member. Sponsor shall be primary contact to invite new member to club shoots, work parties etc. If possible Sponsor should know provisional member and vouch for them at presentation of application for membership) and attend two or more regularly scheduled Club events. One must be a work party (such as Club shoots, Club meetings, Monday night shoots, the Big Game Open or the Bear Creek Unmarked) plus complete four work parties. The new Provisional member becomes a REGULAR member with voting privileges as specified in Article II, E. upon being accepted by a two-thirds (2/3) vote of the majority of members present at the next general meeting following the fulfillment of all requirements.
 2. REGULAR: All Regular members of the Club shall be in good standing having fulfilled the requirements listed below or be dropped from the Club.
 - a. Pay all appropriate dues and fees to the Club as listed in ARTICLE III.

- b. Attend the appropriate number of WORK PARTIES specified in ARTICLE III.
 - c. No individual membership shall be granted to persons under eighteen (18) years of age.
 - d. Regular memberships shall be deemed to include the archer's immediate family, i.e. his or her spouse and any children under twenty-one (21) years of age. A child shall be expected to pursue membership in his or her own name upon reaching twenty-one (21) years of age.
3. LIFETIME: Lifetime memberships may be granted to an individual for exceptional or meritorious service to the club by a 2/3 vote of the Board of Directors. Any member in good standing may nominate another member for life membership.

Process will be to fill out nomination form clearly stating what member has done to warrant life membership. Nomination form will be presented to Board of Directors for their review. Board will either grant or reject nomination form. If Board decision is to grant life membership, announcement of new life member will be made at next regular club meeting. Life Members will be exempt from dues and work party requirements. If Board decision is to reject nomination, nominating member will be notified of Board decision, and reason will be given to nominating member. Nomination form attached.

- B. Any member whose actions are unsportsmanlike, or declarations are detrimental to the Club and its members shall, upon two-thirds (2/3) approval of the Board of Directors, have their membership revoked. Detrimental acts will consist of, but not be limited to: Failure to complete assigned tasks; willful violation of Range Safety Rules; willful violation of Federal, State and local laws (or their equivalent outside of the U.S.A.) as they apply to archery or hunting.
- C. The process for withdrawing from the Club shall be as follows:
 - 1. Voluntary withdrawals of membership from the Club must be submitted in writing to the Board of Directors. All dues and assessments must be paid up to date and all keys returned in order to receive a deposit refund.
 - 2. Temporary withdrawal will be granted to anyone moving from the area (100 miles minimum) for a temporary time (e.g. Military service and transfer of job, schooling, or bodily disability).

- D. A BRIONES ARCHERS gate key, parking pass and a copy of these by-laws shall be given to all new members, as soon as possible, upon payment of all dues and fees specified in ARTICLE III.
- E. A member shall be granted VOTING PRIVILEGES provided that the member is up to date with all membership requirements specified in ARTICLE III of these by-laws. The minimum age for VOTING PRIVILEGES shall be eighteen (18) years of age.
- F.
 - 1. No Club member, or persons belonging to his/her immediate family, shall be eligible to participate in Raffles, Clout Shoots or other fund-raising activities that occur at Club Open Tournaments.
 - 2. The only exceptions to the above shall be as follows:
 - a. Club Life Members who have become members of another club and are attending said event as a shooter.
 - b. Club members, who are participating in a weekly series of shoots that have random drawings for registrants awarded at each shoot, shall also be exempt from the rule. However, the above rule will apply to any grand prizes awarded at the end of the series of shoots.
 - 3. The Executive Board shall endeavor to provide alternate drawings and events, with quality prizes for Club event workers. The drawings and/or activities shall be held on days other than the open tournament.

ARTICLE III
FEES, DUES AND REQUIREMENTS OF MEMBERSHIP

- A.
 - 1. An applicant for PROVISIONAL membership shall submit application fee of ~~-\$100.00~~ along with his/her application. This fee may be raised by a two-thirds (2/3) vote of the Board of Directors.
 - 2. A nuisance fee of \$30.00 will be charged to replace any lost keys. This fee may be raised by a two-thirds (2/3) vote of the Board of Directors.
 - 3. Each person issued a key shall sign a release of liability (see Appendix D).
- B. CLUB DUES shall be \$75.00 per year, and shall be paid in July of each year. New members shall pay their first year's dues at a rate of \$6.75 per month

remaining in the current year. The dues may be raised by a two-thirds (2/3) vote of the Board of Directors.

C.

1. All members shall be required to participate in no less than four (4) major work parties, which will be held monthly. Additional work parties may be called to support special Club events (e.g. Open Shoots).
2. Any Regular Member who fails to attend the minimum required work parties shall be assessed a penalty according to the following formula:
3. Four minus # of work parties attended} x \$50.00= Penalty
4. If a member feels that they have been incorrectly assessed a penalty, they may appeal to the Board of Directors who shall decide the issue by a Majority Vote.
5. New members have 12 months to complete 4 Work parties
6. Any member may request a special assignment from the RANGE CAPTAIN that may be performed on dates other than the regular work party day. Completion of this assignment will fulfill the requirement of one (1) or more work parties depending on the decision of the RANGE CAPTAIN.
7. The work party requirements and the penalty assessments may be changed by a two-thirds (2/3) vote of the Board of Directors.

D. All dues are payable on July 1 of each year. All assessments are payable upon receipt. All members shall receive written statements as to the amount of their renewal dues and penalty assessments in June of each year. Any member who has not paid all dues and assessments by the second Sunday of August shall be notified in writing that unless said dues and assessments are paid by the September Club Shoot, their membership will be terminated. Termination of memberships will immediately follow the September Club Shoot.

E. Persons whose memberships have been terminated may be reinstated by completing ALL the following requirements:

1. Payment of all assessments.
2. Payment of a new application fee.
3. Payment of annual Dues.

F. Weather permitting, lunch may be served at the monthly Club Shoots at a rate to be set by the Board of Directors.

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ARTICLE IV
MERITORIOUS RECOGNITION

An Officer of the club who has consistently exceeded the requirements of their assigned duties may be recognized for such efforts by 2/3 vote of the Board of Directors. Recognition may include waiving of annual dues. Other forms of recognition may be considered with approval of 2/3 vote of Board of Directors.

Any Regular club member who's extraordinary contributions to the club may be recognized for such efforts by 2/3 vote of the Board of Directors. Recognition may include waiving of annual dues. Other forms of recognition may be considered with approval of 2/3 vote of Board of Directors. Nomination form for Meritorious Recognition attached.

ARTICLE V
MEETINGS

- A. "ROBERT'S RULES OF ORDER, NEWLY REVISED" shall govern the conductance of all meetings where the By-laws are silent.
- B. Regular monthly meetings shall be held as announced in the newsletter.
- C.
 - 1. Five (5) members present shall represent a quorum at a Club Meeting. A majority of the members of the Board of Directors shall represent a quorum at a Board Meeting.
 - 2. In the absence of a quorum the members present may meet as a "COMMITTEE OF THE WHOLE" which may send written recommendations to the Board of Directors.
- D. Board of Directors meetings shall occur at least Quarterly. These meetings will be called by the President, who will inform all members of the Board, in writing, fourteen (14) days in advance.
- E. Newly elected officers will be installed at the January club meeting.
- F. The Agenda for the First meeting of each year, for the Board of Directors, shall be as written in APPENDIX A.

ARTICLE VI
THE BOARD OF DIRECTORS AND THEIR DUTIES

- A. The Board of Directors shall consist of the following members: PRESIDENT, FIRST VICE-PRESIDENT, SECOND VICE PRESIDENT, SECRETARY, TREASURER, RANGE CAPTAIN and REPRESENTATIVE(S) AT LARGE. The members shall be elected in accordance with ARTICLE VII of these By-laws. The Board of Directors shall be responsible for the proper administration of the Clubs finances and operations. Payment of annual dues by the Board of Directors will be optional.
- B. The responsibilities and duties of the members of the Board of Directors shall be as follows:
1. **THE PRESIDENT** shall: preside over all meetings; appoint all committees; call all meetings as required by the By-laws and assign special tasks to the members of the Club as needed, Shall appoint a committee to update the By-Laws as needed. Shall be responsible for ownership of official set of Club by-laws.
 2. **The FIRST VICE-PRESIDENT** shall: perform the duties of the President in the absences or temporary disability of the President; shall be responsible for the organization of all Open Tournaments and special shoots; set the rules for all Club Shoots and special shoots; set the standards for all Club awards; and shall purchase and issue said awards as necessary.
 3. **The SECOND VICE-PRESIDENT** shall: perform the duties of the President in the absence or disability of both the President and the First vice-president keep all membership rosters current; keep a roster of all members with voting privileges; inform the Secretary of members whose dues are overdue or have been assessed work party penalties; monitor the transition of Provisional members to Regular member status; and actively recruit new members for the Club.
 4. **The SECRETARY** shall: keep all records, other than financial; shall conduct all correspondence as required by the by-laws or as directed by the President
 5. **The TREASURER** shall: be responsible for all moneys received by the Club; keep accurate and up to date dues records which will be reported to the Second vice-president and the Secretary.
 6. **The RANGE CAPTAIN** shall: be responsible for the maintenance of the Archery Range; administer the Range Safety Rules; ensure that all Club Shoot results are recorded and reported to the First vice-president and the

Secretary; report Work Party and Club Shoot attendance to the Second vice-president; coordinate, as necessary, inspections with the N.F.A.A. and E.B.R.P. staff. Furthermore the RANGE CAPTAIN shall have the authority to purchase the following items:

- a. N.F.A.A. approved targets for use at the Range;
 - b. Beverages for the consumption of persons participating in Work Party activities.
 - c. It is expected that the Range Captain shall use good judgment in getting the best value for the above purchases.
7. **The REPRESENTATIVE(S) AT LARGE** shall: perform duties and assignments as directed by the President or a majority vote of the Board of Directors.
8. Each member of the Board of Directors may delegate his/her responsibilities to other persons not on the Board of Directors. This shall not prevent, however, members of the Board of Directors being held accountable for delegated tasks that are not completed.

C. Unless otherwise stated in these by-laws the following rules shall limit the spending authority of all members of the Club.

1. No member of the Club shall have the Authority to spend moneys in the name of the Club without the prior verbal approval of a club officer. The Board of Directors may, by a majority vote, refuse to reimburse members if the purchase is deemed to be of no value to the Club or of excessive price. In such a case the member involved, and the officer who gave the prior approval shall be jointly responsible for the purchase.
2. No member shall have the authority to spend up to \$300.00 on behalf of the Club unless:
 - a. The expenditure was submitted and approved in an annual budget report, or;
 - b. The member has the approval of both the President and the Treasurer. The Board of Directors may refuse to reimburse the member if, by a majority vote, they find the purchase to be of no value to the Club or of excessive price. In such a case the member involved, the President and the Treasurer shall be jointly responsible for the purchase.
3. No member of the Board of Directors shall spend over \$300.00 in the name of the Club unless the expenditure has been approved in either of the following ways:
 - a. Submitted and approved in an annual budget request.

- b. Submitted as a budget addendum, which is approved by a majority vote of the Board of Directors.
- c. The Board of Directors may refuse to reimburse the member if, by a majority vote, they find the purchase to be of no value to the Club or of excessive price. In such a case the member involved, shall be responsible for the purchase.

D.

1. Members of the Board of Directors may be removed from office for the following reasons:
 - a. Failure to attend a total of two (2) meetings of the Board of Directors in a calendar year.
 - b. Failure to attend a total of four (4) Club Shoots in a calendar year.
2. A member of the Board of Directors may be removed by a two-thirds (2/3) vote of the Board of Directors if it can be shown that the member has:
 - a. Failed to perform the duties specified for the office in these by-laws. or;
 - b. Abused his/her office to the detriment of the Club.
3. The above actions are to be considered as most severe and it is incumbent on the President to take early action to avoid these measures. Said action may include, but not be limited to: Warning the member (verbally or in writing) about the problem; asking the member for a voluntary resignation from office. Only after these steps have failed to resolve the issue should the steps in Sections 1 and 2 be used.

E. Should a vacancy occur on the Board of Directors, it shall be filled in the following manner:

1. The President shall direct the Secretary to publish a NOTICE OF VACANT OFFICE. The notice will state that nominations will be taken at the next Club Shoot.
2. Nominations will be taken from the floor, and the vacancy filled by a majority vote of the Club members present and eligible to vote.

ARTICLE VII
REGULAR ELECTION OF THE BOARD OF DIRECTORS

- A. The following procedures shall be followed for the annual election of members to the Board of Directors.

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1. At the September Club meeting the Second Vice President will read the list of members in good standing in the Club.
 - a. If the total number of said members is less than one hundred (100) then there shall be up to two (2) REPRESENTATIVE AT LARGE positions elected to the Board of Directors for the following year.
 - b. If that number is one hundred (100) or greater, then there shall be three (3) REPRESENTATIVE AT LARGE positions elected to the Board of Directors for the following year.
 - c. At this same meeting the Second Vice President shall read the list of members eligible to vote. Any disputes regarding this list will be dealt with at this time.
2. The Secretary shall publish notices in October stating that nominations will be taken, at the November Club meeting, for persons to be elected as members of the Board of Directors. The notice shall include brief descriptions of the duties of the offices. An absentee nomination form, as written in APPENDIX B, will also be included with this notice that nominations will be taken, at the November Club meeting, for persons to be elected as members of the Board of Directors. The notice shall include brief description of the duties of the offices. An absentee nomination form, as written in APPENDIX B, will also be included with this notice.
3. Nominations will be taken from the Club membership at the November meeting. All absentee nomination forms must be received by this date.
4. The Secretary shall produce a ballot of all nominees. The Ballots shall mailed out, during the third week of November, to all persons eligible to vote. This list shall be provided to the Secretary by the Second vice-president. The Ballot shall be constructed as shown in APPENDIX C. Included with the Ballot shall be a Secret Ballot Envelope and a self-addressed Return Envelope (with the Clubs mailing address affixed in both the "From:" and "To:" locations). Members will be instructed to:
 - a. Fill out the Ballot.
 - b. Place the Ballot in the Secret Ballot Envelope.
 - c. Seal and sign the Secret Ballot Envelope.
 - d. Place the Secret Ballot Envelope in the self-addressed Return Envelope and seal it.
 - e. Make no personal identifying marks on the self-addressed Return Envelope.
 - f. Affixed proper postage to the Envelope and mail it.
5. The Ballots shall be counted by a committee consisting of 3 members of the Board of Directors and 2 members of the club approved by the Board of

Directors. The ballots shall be counted between the dates of December 15 and December 30. All candidates shall be notified by the Secretary of the date, time and location that the counting will occur, and invited to attend or send their representative. The Ballots shall be counted according to the following procedure:

- a. All the self-addressed Return Envelopes shall be inspected by all persons wishing to do so and placed in a single empty box.
- b. One at a time the self-addressed Return Envelopes shall be opened, and the signature on the Secret Ballot Envelopes will be checked against the list of eligible voters provided by the Second vice-president and then placed in another single empty box.
- c. One at a time the Secret Ballot Envelopes will be opened and, without unfolding, the Ballot shall be placed in the first single Empty box. The Ballots shall then be stirred to ensure a random order of selection.
- d. One at a time the ballots shall be removed from the box, unfolded, read by each member of the committee who shall each keep separate tallies of the vote count.
- e. Unless the tallies all match, the vote shall be recounted as necessary.
- f. It is the duty of all persons present to ensure that these rules are followed and that no fraudulent acts occur.
- g. The Secretary shall inform all candidates of the results.

ARTICLE VIII
CLASSES, AWARDS, COMPETITION AND RULES

- A. The Club shall recognize all Classes and Divisions of Archery competition specified in the "**N.F.A.A. CONSTITUTION AND BY-LAWS, CURRENT EDITION**".
- B. The Club shall purchase and issue all awards specified in the "**N.F.A.A. CONSTITUTION AND BY-LAWS, CURRENT EDITION**". These award programs, in addition to other award programs approved by the Board of Directors, shall be administered by the First vice-president.
- C. In addition to monthly Club Shoots, special participant rounds (e.g. twilight shoots, turkey shoots, broadhead rounds, flashlight rounds etc.) may be organized at any time with the authorization of the Range Captain and the First vice-president.

D. The Range Safety Rules shall be administered by the Range Captain and enforced by all members of the Club. No Range Rule shall be allowed to conflict with the rules of the N.F.A.A. or the E.B.R.P.

ARTICLE IX
AMENDMENTS TO THE BY-LAWS

- A. Unless otherwise stated in these by-laws, the procedure for amending these by-laws shall be as follows:
1. A written proposal shall be submitted to the President and the Secretary of the Board of Directors. The Secretary shall distribute copies of the proposal to all members of the Board of Directors along with the next Board of Directors meeting notice.
 2. Upon receiving a two-thirds (2/3) vote of all members of the Board of Directors, the Secretary shall send copies of the proposal to all members of the Club along with notification that the proposal shall be voted on at the next Club meeting. Date, time and location of this meeting will be included in this notice.
 3. Upon being approved by a two-thirds (2/3) vote of the members present and eligible to vote, the amendment shall be considered in effect.

These by-laws shall be considered effective upon approval by the General membership of the BRIONES ARCHERS.

Adopted 4 November 1991 by the membership of the Briones Archers

Amended on 1 December 1993

Amended on 30 December 1995

Article III Section A, amended on 6 August 1996

Article II Sections A & E, Article III Section A, and Article V Section C amended on 8 September 1999

Article I Section B, Article II Section A, Article III Sections A & B amended 5 March 2003

Amended on 4 May 2005

Amended on February 8, 2017

APPENDIX A

Standard Agenda for the First Quarterly meeting of the Executive Board

1. PRESIDENTS REPORT
2. TREASURERS REPORT
3. FIRST VICE-PRESIDENTS REPORT
4. SECOND VICE-PRESIDENTS REPORT
5. RANGE CAPTAIN REPORT
6. SECRETARIES REPORT
7. REPRESENTATIVE(S) AT LARGE REPORT
8. OLD BUSINESS
9. NEW BUSINESS
10. ADJOURN

APPENDIX B
ABSENTEE NOMINATION FORM

I _____ do hereby nominate
Nominator's Name
_____ for the office of
Nominee's Name
_____ with the Board

TITLE OF OFFICE

of Directors of the BRIONES ARCHERS. I have
ascertained that the nominee is willing to
fulfill the responsibilities of this office.

Nominator's Signature

PLEASE MAIL THE COMPLETED FORM TO:
THE BRIONES ARCHERS

APPENDIX C
REGULAR ELECTION BALLOT

PRESIDENT

vote for 1
CANDIDATE 1 _____
CANDIDATE 2 _____

_____ write in

FIRST VICE-PRESIDENT

vote for 1
CANDIDATE 1 _____
CANDIDATE 2 _____

_____ write in

SECOND VICE-PRESIDENT

vote for 1
CANDIDATE 1 _____
CANDIDATE 2 _____

_____ write in

SECRETARY

vote for 1
CANDIDATE 1 _____
CANDIDATE 2 _____

_____ write in

TREASURER

vote for 1
CANDIDATE 1 _____
CANDIDATE 2 _____

_____ write in

RANGE CAPTAIN

vote for 1
CANDIDATE 1 _____
CANDIDATE 2 _____

_____ write in

REPRESENTATIVE AT LARGE

* vote for 1
CANDIDATE 1 _____
CANDIDATE 2 _____
CANDIDATE 3 _____
CANDIDATE 4 _____

_____ write in

APPENDIX D
RECEIPT OF KEY AND RELEASE OF LIABILITY

I, the undersigned, do hereby acknowledge the receipt of a key to the two (2) locks on the gates leading to the Briones Archery Range.

I understand that I am solely responsible for any use of this key. This responsibility shall extend to any financial or legal burdens incurred by the Briones Archery Club or the East Bay Regional Park District, and their agents, officers, or employees, resulting from the use of this key.

I UNDERSTAND THAT THIS IS A LEGAL DOCUMENT. I HAVE READ AND UNDERSTOOD THIS RELEASE AND I UNDERSTAND ALL ITS TERMS. I EXECUTE IT VOLUNTARILY AND WITH FULL KNOWLEDGE OF ITS MEANING AND SIGNIFICANCE.

Legal Name (PRINT): _____

Legal Name (SIGN): _____

Date: _____

Key Number: _____

Vehicle License Plate: _____

Second Vehicle _____

Vehicle Description: _____

Second Vehicle _____

