

Constitution of the Celilo Bowmen Archers

Article 1 Mission and Vision

The purpose of this organization shall be to foster, expand and perpetuate the practice of archery and the spirit of good fellowship among all archers; to encourage the use of bow and arrow in hunting all legal game birds and animals; and to help in securing better hunting privileges and conditions for bow hunters in cooperation, though not necessarily affiliation, with conservation organizations.

Article 2 Membership

1. Active membership shall be granted to anyone upon application and payment of annual dues.
2. Annual dues for the upcoming year are due on or before January 1st.
3. The membership may suspend or expel any member for conduct detrimental to the interests of this organization

Article 3 Officers

1. The elected officers of the Celilo Bowmen Archery Club shall consist of a President, Vice President, Secretary, Treasurer and Trustees.
2. The Board of Directors shall consist of the elected officers.
3. The Board of Directors shall act as a steering committee in managing activities and policies of the Celilo Bowmen Archery Club.
4. Meetings of the Board of Directors shall be called at the discretion of the President.
5. All board vacancies between elections shall be filled by appointment by the Board of Directors

Article 4 Finances

1. The fiscal year of this organization shall begin January 1st and end on December 31st.

Article 5 Dissolution

1. Whereas the Celilo Bowman Archery Club is dedicated to Archery this organization may not be disbanded without a 100% affirmative member vote.

Article 6 Property

1. The real property of the Celilo Bowmen Archery club being dedicated to archery may not be disposed of or liquated without a 100% affirmative membership vote.

Article 7 Operation of Meetings

1. Robert's rules of order shall be used as a guide for all business meetings.

Article 8 Amending Constitution and By-Laws

1. This Constitution may be amended by two-thirds (2/3's) majority vote of members present at a regular business meeting.

Article 9 Record Keeping

1. A current copy of the Constitution shall be retained in the files of the club Secretary and with the contents of the safety deposit box of the Celilo Bowmen Archery Club.
2. Amendments or changes in this Constitution shall immediately be inserted or deleted in the permanent copies.

Article 10 Successor Organizations

1. Upon dissolution of the Celilo Bowmen Archery Club no member shall receive any assets of the organization nor receive any financial benefits as a result of such dissolution. In the event of dissolution all assets of the organization shall be transferred to, and become the unrestricted property of,

The Dalles Chapter of the Boy Scouts of America.

In the event that the above mentioned corporation no longer exists at the time of dissolution, the successor corporation shall receive full distribution of the assets and net worth of this organization.

2. The successor corporation is: Oregon Bow Hunter's Association.

Article 11 Elections

1. Elections for all officers shall be held annually.

Article 12 By-Laws

1. This Article grants the authority to create By-Laws for the Celilo Bowmen Archery Club.

Article 13 Safety Rules

1. The Celilo Bowmen Archery Club shall create safety rules for members and guests to follow.

Article 14 Social Media

1. The Celilo Bowmen Archery Club will maintain a web presence with a club web page and social media account(s).

By-Laws for the Celilo Bowmen Archery Club

Relating to Article 1 Mission and Vision

No By-Laws at this time

Relating to Article 2 Membership

1. Annual dues shall be reassessed by the Board of Directors and set in November, effective January 1st of the New Year.
2. A voting member of the Celilo Bowmen Archery Club shall be anyone who has paid dues for the calendar year and who is 18 years of age or older.
3. A Family Membership shall be designated as up to two (2) adults and the children of those adults who are less than 18 years of age or who have not yet graduated from high school.
4. A Family Membership shall entitle a family up to two (2) votes, with a maximum one (1) vote for one (1) person and following all other provisions regarding voting members.
5. Honorary Membership can be granted by a majority vote at a regular business meeting following voting procedures in By-Laws Article 11.
 - a. An Honorary Membership includes all rights of a regular member except no voting rights.
6. Lifetime Membership can be granted by a majority vote at a regular business meeting following voting procedures in By-Laws Article 11.
 - a. A Lifetime Membership includes all rights of a regular member, including voting rights.
7. Associate memberships may be sold to members of other archery clubs at one half the regular annual rate. Such memberships include all rights and access except no voting rights.
8. Suspension and expulsion of members: in the event such action is contemplated, the Board of Directors will adhere to the following guidelines:
 - a. Any member can bring concerns or accusations against another member regarding conduct detrimental to the interests of this organization.

- i. Conduct detrimental to the interests of this organization shall include, but not be limited to,
 1. Making false statements about the Celilo Bowmen Archery Club, it's officers or operation on social media or other public platforms
 2. Aggressive or impolite actions or words directed at another member or guest
 3. Any act of violence, or threat of violence, against any person on Club grounds,
 4. Any act of violence, or threat of violence, not on club grounds but relating to Club business
 5. Any repeated violations of Club rules, particularly safety rules, such as consuming alcohol or other drugs, or being under the influence of drugs or alcohol, while participating in archery shooting activities, or firing arrows downrange when the area is not clear.
 - a. Any intentional discharge of an arrow in the direction of another person shall result in the immediate expulsion of the member or permanent exclusion of the guest.
- b. The President will call a meeting of the Board of Directors, following notice requirements set out in By-Laws Article 3 subsection 2 b, to hear the complaint and attempt to resolve the issue.
 - i. If a board member is involved in the dispute, he/she shall recuse himself/herself from these proceedings.
 - ii. The complainant may make the initial statement to the board in private.
 - iii. If the board and the complainant cannot resolve the disagreement, the Board of Directors will meet with the complainant and the accused to attempt mediation.
 - iv. If the parties cannot resolve their disagreement, the board will call a disciplinary meeting where attending members will hear the issue and render judgement via their vote.
 1. The disciplinary meeting shall be scheduled sufficiently far in the future that reasonable attempts can be made to notify all voting members.
- c. All voting members shall be contacted, and informed of the disciplinary meeting, electronically (email, text, or phone call).

- d. Discrete notice of a disciplinary meeting, though not the reason or persons involved, shall be included on the Celilo Bowmen Archery Club Facebook and Home page (website).
- e. The accused member shall have the right to defend himself/herself before the membership and the Board of Directors at the disciplinary meeting.
- f. To suspend or expel a member a confidential ballot of voting members in attendance shall be held.
- g. Voting procedures outlined in By-Laws Article 11 will be adhered to, with the following exception.
 - i. An affirmed vote of two thirds (2/3's), as counted by the President and verified by the senior Trustee, will be required to suspend or expel a member.

Relating to Article 3 Officers

1. The officers of this organization shall consist of President, Vice President, Secretary, Treasurer, and Trustees.
2. The President shall preside at all meetings, appoint all committee chairs, and shall in general perform all duties of the office.
 - a. Standing Committees:
 - i. Audit Committee
 - ii. Publicity Committee
 1. Publicity Chairperson's duties include publicizing Celilo Bowmen Archery Club shoots, creating flyers and other materials to distribute to newspapers, radio channels, and other media outlets and clubs.
 - iii. Tygh Valley Shoot Committee
 - b. The President will call meetings of the Board of Directors.
 - i. Notice of the date, time and location of meetings of the Board of Directors shall be sent at least one business week in advance unless shorter notice is accepted by unanimous consent.
 - c. The President organizes and coordinates activities of the Celilo Bowmen Archery Club
 - i. Board members and committee chairpersons report activities, projects and plans to the President
 - d. The President is the public face for the Celilo Bowmen Archery Club
 - i. The President signs permits
 - ii. The President, and other volunteers as needed, will speak on behalf of the Celilo Bowmen Archery Club at public events

3. The Vice President shall perform the duties of the President if the President is unable to act. In addition, the Vice President shall perform the duties of Range Master.
 - a. As Range Master the Vice President shall oversee and officiate at all shoots.
 - i. The Range Master can request another member take charge of a shoot.
 1. If a volunteer is named to organize a shoot that volunteer reports to the Range Master who has final authority over all decisions relating to home shoots.
 - b. As Range Master, the Vice President shall oversee and maintain the outdoor courses.
 - i. The Range Master shall obtain and keep current an OHV (ATV) permit.
 - ii. The Range Master shall
 1. Designate Work Party days.
 2. Trim, prune, maintain and keep clean and presentable the brush, trees, grasses and other plant life on the outdoor courses.
 3. Repair, replace and maintain the bales and targets on the outdoor courses.
 4. Mitigate fire, and other, hazards.
 5. Clean and organize the contents of the on-site containers housing club property including 3D targets, tools and other equipment.
 6. Maintain and keep in good operating order, or designate another member to maintain and keep in good operating order, all machinery owned and operated by the Celilo Bowmen Archery Club.
 - a. Create maintenance records for all machinery
 - i. Document oil changes, repairs and costs of ownership.
 - b. Ensure the Secretary obtains copies of all maintenance records
4. The Secretary shall:
 - a. Keep all records of the organization
 - b. Serve all notices of meetings
 - i. Notice of monthly meetings shall be sent out no less than one week in advance of regular business meeting dates

- ii. Notice will include an agenda and highlight issues to be voted on
 - c. Conduct correspondence, including preparing and distributing the annual newsletter in November
 - d. Present a report at each regular business meeting
 - e. Maintain and regularly update the Celilo Bowmen Archery Club website.
 - f. Update this Constitution and these By-Laws when they are amended
 - i. Distribute copies of updated Constitution and By-Laws
 - 1. To the Board of Directors
 - a. Who will place a copy in the safety deposit box
 - 2. The Celilo Bowmen Archery Club website
 - g. In general, perform all duties of the office.
 - h. Complete shoot set up/tear down sign in record
 - i. Maintain copies in cook shack
 - ii. File with other club records
 - i. Maintains membership database/list
 - j. Fills out work party sign in record
 - k. Takes minutes at regular business meetings
 - l. Makes copies for shoots
 - m. Take appropriate and family-friendly photographs at every home shoot and upload them to the Celilo Bowmen Facebook page and home page
 - i. Every effort will be made to avoid sharing images of persons who decline to have their image taken
 - ii. Particular attention will be given to the request of parents who request their children not be photographed
5. The Treasurer shall:
 - a. Receive all monies of the organization
 - b. Keep accurate records of receipts and disbursements
 - c. Make a report at each regular business meeting
 - i. All expenditures and bills for the previous month shall be read in the Treasurer's report at each regular business meeting.
 - d. Manage the finances of cook shack operations
 - i. Make a report at each regular business meeting following a home shoot detailing cook shack income and expenses.
 - e. Oversee the purchase and sale of clothing, hats, trophies and any other items for the Celilo Bowmen Archery Club.
 - i. Keep detailed written records of item purchases and sales.

- f. Work with the Audit Committee to complete the annual audit as described in Article 6 subsection a, b and c.
 - g. In general, perform all duties of the office.
 - h. Be in charge of memberships
 - i. Make and issue new membership cards
 - ii. Give membership applications to secretary to enter into database
6. The Trustees:
- a. Range Trustee:
 - i. Right hand man of Range Master
 - ii. In charge of sponsorships
 - iii. Projects
 - iv. Assist with target selection for home shoots
 - v. Back up Range Master
 - b. Trustee at Large
 - i. Do it all/jack of all trades
 - c. Head Trustee
 - i. Sign annual inventory
 - ii. Keep accurate written records of all assets, equipment, properties (not real estate) and the replacement, maintenance and disposal of same.
 - iii. Assist with the set up and tear down of shoots at the home range.
 - iv. Work with the Audit Committee to complete the annual audit as described in Article 6 subsection a, b and c.
 - v. Manage sponsor list.
 - vi. Recruit sponsors.
 - vii. Ensure signs are placed at each sponsored target on the courses.
 - viii. Keep detailed records of sponsorships

Relating to Article 4 Finances

- 1. Monies withdrawn from, and checks written on, the account of the Celilo Bowmen Archery Club shall require the signature of the President and the Treasurer if the amount exceeds \$500.00.
 - a. In the event the President and Treasurer are related or living in the same household, another club officer shall be designated as the second signer.

2. Certain bills can be designated automatic when due (such as light bills at the range, property taxes, corporation registration and liability insurance) and do not require a vote to allocate monies for payment
 - a. The expenditures shall be read at the next regular business meeting following payment.

Relating to Article 5 Dissolution

1. In the case where a vote to disband has been called, the board shall:
 - a. Notify the membership of the call to disband and time and date of the vote, not to be held less than thirty days from the date of the notice
 - i. By email to personal email addresses
 - ii. By phone
 - iii. On the Celilo Bowmen Archery Club website
 - iv. On the Celilo Bowmen Archery Club Facebook page
2. Voting procedures in By-Laws Article 11 shall be followed.

Relating to Article 6 Property

1. A three-member, non-officer audit committee will meet in November each year and work with the Trustees and Treasurer to conduct a complete audit of the Celilo Bowmen Archery Club records and assets
 - a. All property, targets, tools and anything of value shall be counted and catalogued.
 - b. The committee shall create a written audit report.
 - c. The audit report shall be presented at the January regular business meeting.
2. Voting procedures in By-Laws Article 11 shall be followed in the event a vote is called to dispose of or liquidate real property (real estate).

Relating to Article 7 Operation of Meetings

1. A regular business meeting will be held each month except September.
2. A current copy of the Constitution shall be available at all regular business meetings.
3. A minimum of four (4) elected officers are required in attendance at any meeting to conduct business.

4. New business brought up for a vote shall be tabled until the next regular business meeting.
 - a. Exceptions can be made, on a case by case basis, for urgent or emergency situations, by a majority vote of members present.

Relating to Article 8 Amending Constitution and By-Laws

1. Constitutional and By-Laws changes proposed and discussed at a regular business meeting of the Celilo Bowmen Archery Club shall be tabled with the final vote to be taken at the next scheduled regular business meeting.
2. Membership will be advised of a vote on any proposed Constitutional or By-Laws changes at the time the notice is sent for the regular business meeting for the month following the regular business meeting at which the changes were proposed.
3. This Constitution, and these By-Laws, may be amended by a two thirds (2/3's) affirmative vote of members present at any regular business meeting, following the above mentioned regulations, with the exception of Constitutional articles 5, 6 and 7 which can only be amended or stricken by a 100% affirmative membership vote.

Relating to Article 9 Record Keeping

1. All legal documents shall be signed by the President and a Trustee
2. All legal documents and insurance policies will be placed in the safety deposit box of the Celilo Bowmen Archery Club.
3. Records will be kept for one full calendar year (~~i.e.~~ 2020 records will not be disposed of until January 2022)

Relating to Article 10 Successor Organizations

No By-Laws at this time

Relating to Article 11 Elections

1. The November meeting of each year is the designated time for the membership to nominate candidates for the offices of President, Vice President, Secretary, Treasurer and Trustees.
 - a. All nominees must be a member at the time of the nomination.
2. The December meeting is the designated time for election of officers.

- a. Only members who have paid annual dues, and those granted Lifetime Membership, shall be allowed to vote.
 - b. Names shall be checked against a current copy of the membership roster
 - i. Any disagreements regarding who has voting rights will be resolved before voting begins.
 - c. Only members present shall be allowed to vote
 - i. No member shall be allowed to cast more than one vote.
 - ii. The Celilo Bowmen Archery Club makes no provision for absentee voting or voting by proxy.
3. A vote shall be affirmed if more than fifty percent (50%) of members cast ballots in favor.
- a. Exceptions to the fifty percent (50%) rule can be made and are noted in this Constitution and these By-Laws.
 - i. Exceptions must be in place, in advance, of any vote where they are applied.
4. A three-person group consisting of one board member and two non-officer members will examine each ballot and record the results.
- a. A tally of the total number of ballots cast shall be kept and compared to the number of voting members present.
 - i. These records shall be kept for one calendar year.
5. The January meeting is designated as the time newly elected officers start their terms of office.

Relating to Article 12 By-Laws

No By-Laws at this time

Relating to Article 13 Safety Rules

1. No Celilo Bowmen Archery Club member or guest will shoot broad-heads at, or into, bales.
2. No Celilo Bowmen Archery Club member or guest will release an arrow without checking to make certain the area is clear of people and animals downrange.
3. No Celilo Bowmen Archery Club member or guest will intentionally release an arrow at any person.
4. No Celilo Bowmen Archery Club member or guest will consume, or be impaired by the use of any drugs, legal or illegal, or alcohol while shooting anywhere on Celilo Bowmen Archery Club property.

5. Celilo Bowmen Archery Club members and guests will make efforts to use good shooting technique and maintain the safety of their gear
 - a. Please do not “sky draw” your bow
 - b. Please avoid accidental release of arrows by inspecting and maintaining your mechanical release.
6. All modifications to range must be approved, in advance, by Range Master

Relating to Article 14 Social Media

1. Facebook
 - a. The intention of social media participation for the Celilo Bowmen Archery Club shall be to keep members informed of happenings at the range