



Bylaws of KBH Archers



JUNE 27, 1999

ARTICLE I.

Membership

A. Classes. The membership of this nonprofit corporation shall consist of the following categories:

1. Voting Membership.

a. Definition. This category of membership is entitled to vote on the election of the board and any other business the board wishes to bring before them.

b. Application and Requirements. Any person of the age of eighteen (18) years or older and of good moral character is eligible for voting membership. Application shall be in writing or on forms provided by the club, addressed to the Membership Chairperson, at which time acceptable arrangement must be immediately made for payment of the price of the membership. Voting authorization will not be given until full payment has been received. No applicant shall be denied membership, nor shall any person be denied privileges, because of sex, race, creed, color, or national origin..

2. Junior Membership

a. Definition. This category of membership is a limited. This membership class is for junior archers who wish to use the range of this organization, enter club shoots or attend other club functions. This class of membership is open to persons under the age of eighteen (18) years. Junior privileges begin at the age of twelve (12) years.

b. Application and Requirements. Any person within those ages and of good moral character is eligible to make application for Junior membership. With consent of parent or guardian. Applications shall be in writing or on forms provided by the club, addressed to the Membership Chairperson. When an applicant is accepted into membership, the applicant will be notified by the Membership Chairperson, at which time acceptable arrangement must be immediately made for payment of any dues or additional fees as may be imposed from time to time. No applicant shall be denied membership, nor shall any person be denied privileges, because of sex, race, creed, color, or national origin.

3. Cub Individual youth or cub membership requires the consent of a parent or guardian. A member's child or children eleven (11) years of age or younger may become members a no charge (no card will be issued).

4. Lifetime Membership.

a. Lifetime membership with all rights and privileges and the exemptions from regular dues may be granted by the board of directors for exceptional merit and service, upon recommendation by the board of directors and approval by voting members, according to voting procedure at the next monthly.



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- b. Lifetime membership may be earned by accumulating five thousand [5,000] points, with an additional 2,500 points for each additional life membership, and approved by the Board of Directors. Lifetime membership may be purchased for \$1,000.00 (one thousand dollars) or a combination of work points and cash. This membership must be approved by the board of directors. Spousal Life membership may be purchased for \$500.00 (five hundred dollars) or a combination of work points and cash. This type of membership includes a free full-voting membership. No money will be refunded if work points continue to be accrued.
5. Honorary Memberships. Honorary memberships without voting or office holding privileges may be granted for one or more years, by the board of directors.
6. Patrons. This is for those members who wish to express their loyalty in the club by granting the club a no-interest loan of \$50.00 or more. The board may from time to time make special inducement offers.
- The board may from time to time make special inducement officers.
 - Work points cannot be exchanged for this status.
 - There will be no limit on the number of patrons.
 - Reimbursement of Patron loans will take place in order of written request to the Secretary as funds are available
7. Miscellaneous Membership Provisions.
- Standing Rules. Additional membership rules, requirements, and guidelines may be found in the standing rules of this nonprofit corporation.
 - Hours. New members will pay maximum rates, but may earn points by working on shoots, work parties, or other projects established by the board of directors. Each hour earned during the year shall reduce the following year's dues by one dollar (\$1.00) down to the minimum dues level. Excess points remaining after dues have been reduced shall be carried over to the next year. Equivalent hours for a reduction in dues to the minimum shall be awarded for fulfilling an office in the KBH Archers organization, and performing in a satisfactory manner for one (1) year. Anyone [member or non-member] may designate his/her earned work points for any KBH member when they are collected. Each committee chairperson shall keep records of those earning points, and turn them into the membership chairman within sixty (60) days after the work is accomplished.
8. Club Locks and Keys. All individual members (or the head of a family) may have the combination to the gate, except individual members under sixteen (16) years of age.
- Before receiving a key to the Indoor Range/Clubhouse you must:
 - Must apply to any board member in writing and enclose a five dollar (\$5) deposit. Keys must be returned within one month (30 days) of termination of membership to receive a deposit refund.
 - A member duplicating or loaning his key or combination to an unauthorized party may be subject to disciplinary action as determined by the Board of Directors.
 - All keys will be in the control of the Executive Vice President. Locks may be changed at the discretion of the Board.
 - For any reason, such as continual vandalism, etc. the Board of Directors can change the Indoor Range/Clubhouse lock, or the gate combination without notice.
- Work Parties. Membership are asked to participate in, working on shoots, committees, work parties or other club functions.
 - Dues Grace Period. There is a grace period of thirty (30) days after the due date in which to pay membership dues.



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- B. Forfeiture of Membership. Resignation of a member terminates all interests of the member in the club. Resignation of a full voting member amounts to a forfeiture of that members membership.
- C. Termination of Membership. Membership in KBH Archers will be terminated by the organization upon the failure of a member to pay dues by the end of the thirty (30) day grace period after the due date on which those dues are payable. A member will forfeit his or her membership because of failure to pay dues.
- D. Expulsion of Member. Any member shall be expelled from the club upon a two-thirds (2/3) majority vote of Board members present at a special meeting for that purpose, at which a quorum is present. However, no action shall be taken until the member has had a reasonable opportunity to appear in his or her own defense. Grounds for expelling a member shall be based upon a violation of the Bylaws, or conduct which may be prejudicial to the best interest of the club. When a member is expelled, the member will be informed by certified return receipt or hand delivered letter from the Secretary, or other person designated by the President, of this action and will also be advised that his or her membership, has been considered forfeited without remuneration.
1. Reinstatement of Expelled Member. An expelled member may be reinstated after six (6) months upon written appeal, if approved by two-thirds (2/3) of the vote of the full voting membership which is present at a meeting duly called for that purpose, at which a quorum is present.
- E. Restoration of Membership. The board shall have the power to restore any member dropped from the club.

ARTICLE II

Meetings of Members

- A. Annual Meeting. The annual meeting of the members for election of directors to succeed those whose terms expire, and for the transaction of such business as may properly come before the meeting, shall be held each year on the first Thursday of February. New directors will be installed at the annual banquet.
- B. Special Meetings. Special meetings of the membership for any purpose or purposes may be called at any time by the president of the corporation or by the board of directors, at such time and place as the president or the board of directors may prescribe. Special meetings of the membership may also be called by full members in writing and presented to the Board having at least 30 signatures affixed affirming the need for such meeting. In the event that such be the case, it shall be the duty of the Secretary upon request by such members, to call such a meeting of the membership to be held at such time and place as the Secretary may fix, not less than ten (10) nor more than fifty (50) days after the receipt of such request, and if the Secretary shall neglect or refuse to issue such call within five (5) days of such receipt, the members making the request may issue the call, specifying therein the time and place of the meeting.
- C. Monthly General Membership Meetings. The regularly scheduled monthly General membership meetings shall be held on the first Thursday of each month. The monthly scheduled general meeting of the members shall not require notice of the purpose or purposes for which the meeting is called, as is herein provided in the case of special meetings. The February general meeting will be the February banquet.
- D. Notice of Special Meetings. In the case of monthly general meetings of the members or directors, written or printed notice stating the date, place, and hour of the meeting, shall be required only if the date, place, or hour are different from that called for in these Bylaws.



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E. Quorum. Voting members holding one-tenth (1/10th) of the votes entitled to be, cast at any meeting, represented in person or by proxy, shall constitute a quorum. The vote of a majority of the votes entitled to be cast by the members present or represented by proxy at a meeting at which a quorum is present, shall be necessary for the adoption of any matter voted upon by the members.

F. Proxies. At any membership meeting, any member may vote by proxy executed in writing by him/her, which proxy shall be valid only if executed and dated within eleven (11) months of the date of the meeting at which the proxy vote of the active member is to be cast.

ARTICLE III

Board of Directors

A. Powers and Qualifications. The affairs of the corporation shall be managed by the board of directors, who shall be elected from the membership of the corporation by a simple majority.

B. Numbers. The number of directors of the corporation shall be not less than seven (7) or more than eleven (11). The board of Directors by amendment of these Bylaws may increase or decrease the number of directors, provided that no decrease in number shall have the effect of shortening the term of any incumbent. Upon the next annual election of directors, each director elected shall serve a term of two (2) years, and shall hold office until his or her successor shall have been elected and qualified.

C. Election and Term. The directors shall be elected by the adult membership at each annual meeting, to hold office until the expiration of the term of his office (two years), and until his or their respective successors are elected and qualified.

D. Vacancies. Vacancies in the board of directors arising from any cause may be filled by the board of directors at any regular or special meeting. The term of the new director will last until the next annual meeting. If there is an unexpired portion, there will be an election at the annual meeting for that unexpired portion.

E. Executive Committee. The board of directors by resolution adopted by a Majority of the directors in office may designate and appoint an executive committee which shall consist of two or more directors and which shall have and exercise such authority of the board of directors in the management of the corporation as may be specified in said resolution; provided that no such committee shall have the authority of the board of directors in reference to amending, altering, or repealing the Bylaws; electing, appointing or removing any member of any such committee or any director or officer of the corporation; amending the Articles of Incorporation; adopting a plan of merger or adopting a plan of consolidation with another corporation; authorizing the sale, lease, exchange, or mortgage of all or substantially all of the property and assets of the corporation; authorizing the voluntary dissolution of the corporation or revoking proceedings therefore; adopting a plan for the distribution of the assets of the corporation; or amending, altering, or repealing any resolution of the board of directors which by its terms provides that it shall not be amended, altered, or repealed by such committee. The designation and appointment of any such committee and the delegation thereto of authority shall not operate to relieve the board of directors or any individual director of any responsibility imposed upon it or him by law.

ARTICLE IV

Meetings of Board of Directors



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- A. Annual Meeting. The annual meeting of the board of directors shall be held the first Thursday in February for purposes of deciding officer positions, and for other business as may come before the board of directors, including but not limited to annual financial report, budget, plans and programs for the next year.
- B. Special Meetings. Special meetings of the board of directors may be held any time, at any place, whenever called by the President or Secretary, or any two or more directors.
- C. Monthly Meetings. The board shall meet monthly, on the third Thursday of each month, for the purpose of conducting business. Business will not be conducted by the board at monthly general meetings, unless a special meeting is called.
- D. Notice of Meetings. No notice of the annual or monthly meeting of the board of directors shall be required. Notice of the time and place of any special meetings of the board of directors shall be given by the Secretary, or by the person or persons calling the meeting, by mail, telegram, or by personal communication over the telephone or otherwise, at least three days prior to the date on which the meeting is to be held.
- E. Quorum. A majority of the board of directors shall constitute a quorum for the transaction of business. The act of the majority of directors present at a meeting at which a quorum is present, shall be the act of the board of directors. At any meeting of the board of directors at which a quorum is present, any business may be transacted, and the board may exercise all of its powers.

ARTICLE V.

Actions by Written Consent

Any corporation action required or permitted by the Articles of Incorporation or Bylaws, or by the laws of the State of Washington to be taken at a meeting of the members or directors of the corporation, may be taken without a meeting if a consent in writing, setting forth the action so taken, shall be signed by all of the members or directors entitled to vote with respect to the subject matter thereof. Such consent shall have the same force and effect as a unanimous vote, and may be described as such.

ARTICLE VI.

Waiver of Notice

Whenever any notice is required to be given to any member or director of the corporation by the Articles of Incorporation or Bylaws, or by the laws of the State of Washington, a waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be equivalent to the giving of such notice.

ARTICLE VII.

Indemnification of Directors and Officers



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Each director or officer now or hereafter serving the corporation and each person who at the request of or on behalf of the corporation is now serving as a director or officer of any other corporation, whether for profit, or not for profit, and his respective heirs, executors, and personal representatives, shall be indemnified by the corporation against expenses actually and necessarily incurred by him in connection with the defense of any action, suit or proceeding in which he is made a party by reason of being or having been such trustee, director, or officer, except in relation to matters as to which he shall be adjudged in such action, suit or proceeding to be liable for negligence or misconduct in the performance of duties; but such indemnification shall not be deemed exclusive of any other rights to which such person may be entitled under any By-Law, agreement, vote of board of directors or members, or otherwise. Each director and officer shall be indemnified to the fullest extent permitted by the laws under which this corporation is formed. The board of directors may obtain insurance on behalf of any person who is a director or officer or employee or agent, against any liability arising out of that person's status as such, whether or not the corporation would have the power to indemnify the person against such liability.

ARTICLE VIII.

Officers

- A. Officers Enumerated. The officers of the corporation shall be a president, one or more vice-presidents, a secretary, a treasurer, and such other officers and assistant officers as may be deemed necessary by the board of directors, each of whom shall be annually elected by the board of directors, and shall serve until their successors are duly elected and qualified. Any two or more offices may be held by the same person, except the offices of president and secretary. In addition to the powers and duties specified below, the officers shall have such powers and perform such duties as the board of directors may prescribe. See article 111. c. for terms of office.
- B. The President. The president must be a director of the corporation. He/she shall exercise the usual executive powers pertaining to the office of president. He/she shall preside at meetings of the board of directors and of the membership, appoint special committees and be the ex-officio member of all standing committees.
- C. The Vice-Presidents. The Vice-Presidents must be directors of the corporation. Specific duties of the Vice-Presidents are enumerated in the Standing Rules.
1. Executive Vice-President. In the absence or disability of the president, the executive Vice-President shall act as president. He/she will also be the Operations Manager of the Indoor Range/Clubhouse.
 2. Tournament Vice-President. The Tournament Vice-President is in charge of all committees and matters relating to shoots and tournaments.
 3. Hunting Vice-President. The Hunting Vice-President is in charge of all committees and matters relating to bow hunting.
 4. Membership Vice-President. The Membership Vice-President is in charge of all committees and matters relating to memberships.
 5. Grounds Vice-President. The Grounds Vice-President is in charge of committees and matters relating to the maintenance of club grounds and structures.
 6. Public Relations Vice-President. The Public Relations Vice-President is in charge of all committees and matters relating to the public relations of the organization.
 7. Fund-Raiser Vice-President. The Fund-Raiser Vice-President is in charge of all committees and matters relating to the raising of funds.
 8. Range Vice-President. The Range Vice-President is in charge of all committees and matters pertaining to the indoor/outdoor ranges.



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D. The Secretary. The secretary must be a director of the corporation. It shall be the duty of the secretary to keep records of the proceedings of the board of directors and of the membership, and to sign and execute with the president all deeds, bonds, contracts, and other obligations, or instruments, in the name of the corporation.

E. The Treasurer. The treasurer must be a director of the corporation. The treasurer shall have the care and custody of and be responsible for all funds and investments of the corporation, and shall cause to be kept regular books of account. He shall cause to be deposited all funds and other valuable effects in the name of the corporation in such depositories as may be designated by the board of directors. In general, he shall perform all duties incident to the office of treasurer.

F. Removal. Any officer elected or appointed may be removed by the board of directors whenever in its judgment the best interests of the corporation will be served thereby. The removal of any officer shall be without prejudice to the contract rights, if any, of the officer so removed; provided, that election or appointment of an officer or agent shall not of itself create contract rights.

ARTICLE IX.

Administrative and Financial-Provisions

A. Annual Dues. (See Standing Rules for rate structure.)

B. Fiscal Year. The fiscal year of the corporation shall be July 1 to June 30.

C. Loans Prohibited. The corporation shall make no loans to any officer or to any directors.

D. Corporate Seal. The board of directors may provide for a corporate seal, which shall have inscribed thereon the name of the corporation, the year and state of incorporation, and the words "corporate seal".

E. Books and Records. The corporation shall keep current and complete books and records of account and shall keep minutes of the proceedings of its members, board of directors, and committees having any of the authority of the board of directors; and shall keep at its registered office a register of the names and addresses of its members entitled to vote. Any full voting member or patron, or his agent or attorney, for any proper purpose at any reasonable time, may inspect all books and records of the corporation.

F. Rules of Procedure. The rules of procedure at meetings of the membership and of the board of directors of the corporation shall be the rules contained in Robert's Rules of Order on Parliamentary Procedures, as amended, so far as applicable and when not inconsistent with these Bylaws, the Articles of Incorporation or with any resolution of the board of directors.

G. Financial Policies.

1. The savings account passbook(s) shall be in the possession of the current Treasurer. The President's, Secretary's, and Treasurer's names will be on the signature authorization card; all three signatures shall be required to withdraw cash moneys.

H. Ballot Procedures.

1. Items requiring approval of the full voting membership only shall be enclosed in the notice of meetings.

a. A ballot shall be enclosed with the meeting notice.



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b. Ballots will be collected and counted after discussion of the issue(s).

2. Nominations of directors shall be closed at the December meeting. Nominations must be accompanied by an acceptance in writing. Ballots for election of directors shall be enclosed in the notice for the annual full voting membership meeting. Ballots shall be counted at that meeting. Directors will be elected by a simple majority of votes cast. Ties will be broken by a simple majority of the voting members present.

I. Tournaments.

1. Tournament expenses shall be kept within the expected tournament income.

2. Tournament committees shall arrange and manage all details of the tournaments, with the approval of the Tournament Vice-President.

3. Tournament chairperson or his/her designated committee member present at the tournament may act on any committee matters that require immediate decision and may interpret, but not change tournament rules.

4. Competition for awards shall be in established divisions.

J. Big and Small Game Champions. The overall KBH Archers' champions shall be those persons winning the KBH Archers' Big and Small Game Trophies; all animals must be taken in the State of Washington, with legal archery equipment in accordance with the KBH Archers Big and Small Game Point System and rules. Trophies shall be awarded to persons scoring highest on small and big game animals, as determined by the Hunting Vice-President and his delegated committee.

K. Awards.

1. The WSAA unit rules shall be used as guidelines in all KBH Archers shoots.

2. Perpetual trophies shall be turned into the club upon dropping club membership or leaving the local area.

3. Each person; man, woman, or youth, who passed the hunters qualification score, using the proper equipment, shall be privileged to wear the club "OOBDY" patch.

L. Standing Rules and Guidelines.

1. The standing rules and guidelines may be created, altered, amended, or repealed by an affirmative vote of the majority of the committee members at any committee meeting. Committees may only change Standing Rules and Guidelines pertaining to their committees. The board of directors has delegated the authority and responsibility for rules and guidelines to the club committees, but retains the right to approve or disapprove of the rules or guidelines created, altered, amended, or repealed by the committees. Members will have a vote as committee members if they volunteer and are accepted by those committees. If they do not choose to be active as committee members they may petition a committee. All petitions must be in writing and signed by a minimum of three (3) members before a committee will consider the petition. If the committee approves of the petition in accordance with Article IX, paragraph N, the petition will then become a Standing Rule or Guideline.

2. Rules and Guidelines are not a part of the By-Laws. Club rules and guidelines include, but are not limited to, the following: shoots and awards; delegates and conventions; big game point system and rules; small game point system and rules; club shoot rules and guidelines; hunter's qualification round; club animal round championship; archery golf rules; memorial novelty shoot; and Van Tress Challenge Trophy rules.



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M. Standing Committees. Standing committees shall be appointed by the board of directors. No committee shall have the right to obligate KBH Archers in any way without prior approval of the board of directors. Committee chairpersons shall report on the activities of their committees to their respective Vice-Presidents, who shall report at each monthly board meeting, or whenever requested by the board of directors. The list of standing committees, their purposes, rules and guidelines, and other matters pertinent thereto, shall be a part of the Standing Rules and Guidelines, not a part of these Bylaws.

N. Use of Kitchen Facility.

1. The Executive Vice-President will control the keys to the kitchen. Keys will not be given out to all board members. An activity chairperson shall make arrangements to have a key during an activity, and shall return the key when the activity is over.