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CBH MEMBERS HANDBOOK

INDEX

SECTION 1 – BRIEF HISTORY	Page 2
SECTION 2 – RANGE MAP	Page 3
SECTION 3 – GENERAL RULES AND REGULATIONS	Pages 4 & 5
SECTION 4 – GENERAL INFORMATION	Pages 5 & 6
SECTION 5 – OFFICER POSITIONS	Page 7
SECTION 6 – VOLUNTEER POSITIONS	Page 8
SECTION 7 – WORK HOURS POLICY	Pages 9 & 10
SECTION 8 – EMERGENCY, SECURITY & SAFETY REPORTING INSTRUCTIONS	Page 10

SECTION 1 – BRIEF HISTORY

The following is a brief history of how Chicago Bow Hunters began. A more detailed history can be found in the Member only section of the web site.

Organized archery in our section of the United States began in 1878 when the well known Will and Maurice Thompson visited Chicago and shot with local bowmen. As a result, the Chicago Archery Club was founded and still bears the distinction of being the first chartered and oldest archery club in the United States in continuous existence.

In 1939 some members of the Chicago Archery Club; Rex Middleton, Dr. Paul Baldwin, Jack Gardner, A. G. Russell, Walter Kvetkas, Ken Smith, Bob Simmons, Dr. R.D. Paul, and Fred Clark, being hunters at heart, banded together to form the “Chicageau Illini”, which was the beginning of Chicago Bow Hunters. Their first range was on Krupps Farm located at 130th and Wolf Road in Palos Township. Krupps Farm was put up for sale in 1946 and the next move was to Eiredomus property at 127th and Rt. 83 where they stayed for three years. 1950 and moving day again—this time to Russwell Farm on 131st and just west of Harlem in Orland Park, but only for a two month stay and then back again to Eiredomus.

In 1952 the name was changed to “Chicago Bow Hunters” and the club colors were designated as yellow, red, and black. The new patch was the head of a black bear outlined by a yellow arrowhead and the words Chicago Bow Hunters. The farmland was sold and once again they had to look for a new home. At this time Jerry Amster, DeWayne and Evie Gardner were shooting at Oakbrook with Julius Butler and it was Jerry who introduced Don Schram to Julius and negotiations began for our Club to rent land on the Butler estates for a new range. This was located at 31st avenue just west of York Road in Oakbrook.

About in 1957 the new emblem was designed—a yellow historic flint arrowhead upon which is placed, in black, a true reproduction of a bounding deer over a red circular band symbolizing a target; the whole bearing in black lettering the words: CHICAGO BOW HUNTERS. (The only change to this emblem was the addition of INC. in 1965 when we became incorporated).

After the end of 1964 the land we had been renting for our range would no longer be available. Tired of always moving and setting up new ranges, they decided to buy land and 88 members, of the 400 plus, were willing to contribute \$100.00 for a single, or \$150.00 for a family membership. During the first six months of 1965 our very capable Land Chairman, Don Schram, aided by efficient officers, searched for suitable land and finally located 30 acres of farmland on 87th Street east of Route 53, \$1500.00 per acre—a total of \$45,000.

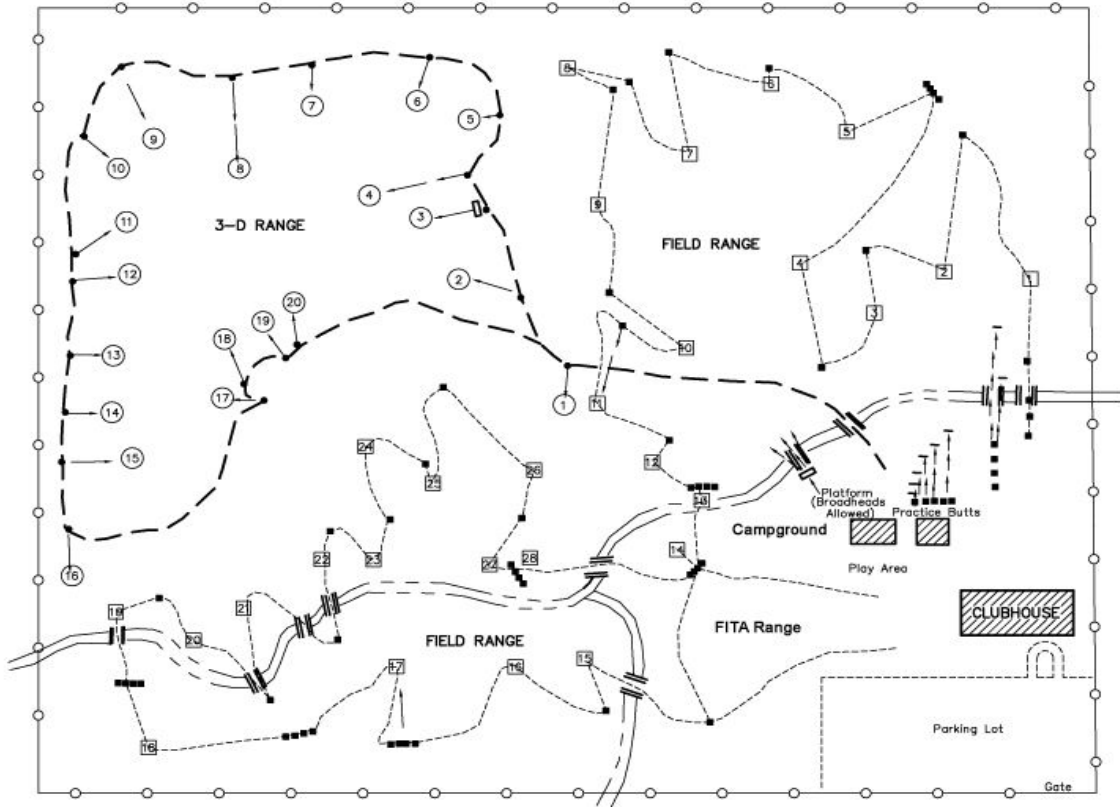
During December, 1965 the clubhouse at Oakbrook was dismantled and transported, in sections, to our new range. January 15th and 16, 1966, a group of hearty men and one-woman brave the cold, snow, and mud to assemble the clubhouse which had lain stacked in the parking lot.

April 1972 a Building Committee of 15 members was formed to study various plans and cost for a new clubhouse. The new clubhouse was officially opened February 25, 1977, club-meeting night. Imagine---indoor johns, storm windows, screens hot and cold running water, a 3-basin stainless steel sink etc! However, there still was much work to be done before the building was completely finished, A committee was formed for installation of an indoor range and also a committee to move the old clubhouse.

June 10, 1978 was a lovely warm day when the safari Truck arrived and released the 3 European Fallow deer—2 does and one buck. They were paid for by some animal-lover members and purchased through the efforts of Danny Winters. What a thrill to see those beautiful, graceful creatures bounding off to their new home on our range!

CHICAGO BOW HUNTERS has survived and grown despite being told, more than once, you'll never make it! We most certainly are a club with a busy past and a future of endless progress.

SECTION 2 – RANGE MAP



SECTION 3 – GENERAL RULES AND REGULATIONS

The use of the facilities of Chicago Bow Hunters, Inc. is governed by the formal rules and regulations established by the Board of Directors. It is the responsibility of every member to become familiar with and to abide by the current rules and regulations which are divided into two categories:

CHB through its elected officials reserves the right to review and change these rules from time to time.

Prohibited Acts and General Conduct

I. Prohibited Acts

The following acts are strictly prohibited and may result in immediate expulsion and forfeiture of club dues and future membership.

1. Damaging, defacing or removing Club property.
2. Engaging in threatening or hostile behavior.
3. Refusing to provide identification when requested by a Director or Board Member
4. Altering or moving signage.
5. Disabling or tampering with any lock or security device.
6. Providing a facility key to a non-member.
7. Providing facility access to a guest or non-adult family member without providing adequate supervision.
8. Using the facility for a purpose other than archery without the express permission of the Board of Directors.
9. Consuming alcohol or using illegal drugs.
10. Hunting, killing or harassing wildlife on club grounds.
11. Operating a motor vehicle on Club property in a reckless manner
12. Dumping on Club property.
13. Submitting fraudulent work hours.
14. The shooting any weapon not a long, recurve, or compound bow. The discharging of any other weapon including but not limited to any firearms; guns that shoot plastic or metallic BB's, pellets, paintballs, or darts; and the use of sling shots or crossbows on Club property is forbidden.
15. Drawing an arrow on any outdoor range if it is pointed above the designated target or a suitable backstop.
16. Drawing an arrow in any area which is not a Board designated shooting range or shooting lane.
17. Releasing an arrow on a shooting range that is closed.
18. Releasing a broadhead in any area other than the broadhead range or elevated shooting platform.
19. Releasing an arrow at any object other than a designated target, shooting butt or shooting berm.
20. Broadheads are **ONLY** allowed in the woods off the raised platform approximately 10 yds. West of the old clubhouse and 3D targets 1-4.
21. Releasing an arrow at a target that has an object (bow, flag, jacket, etc.) resting on it indicating someone is behind the target. See item 14 of General Conduct below.
22. Releasing an arrow in an unsafe or reckless manner including but not limited to the following:
 - a. Releasing an arrow if its flight will not be limited by a suitable backstop.
 - b. Releasing an arrow across shooting lanes.
 - c. Releasing an arrow in the opposite direction of designated arrow flight.
 - d. Releasing an arrow if any person is visible in the line of fire.
 - e. Releasing an arrow while under the influence of alcohol, drugs or medication.
 - f. Releasing an arrow if it may leave the Club property.
 - g. Flight shooting
23. No club property shall be removed from or to the Club without the approval of a CHB President or Board Member.

II. General Conduct

Treat all club members with respect. No abusive or provocative language will be tolerated. Complaints should immediately be taken to any Board Member.

1. Place all litter and trash in appropriate receptacles.
2. After using the kitchen, be sure it has been cleaned and all appliances have been turned off.
3. After using the arrow and bow maintenance area, remove all debris and return all tools to the proper storage area.
4. When the last person leaving the facility, be sure that the gate, clubhouse and garage are locked and all windows are closed. Each membership is required to possess a key while on club property.
5. Do not smoke inside the clubhouse.
6. Do not post any material on the main bulletin board. This is reserved for Board postings.
7. Place correspondence to the Board in the inside mail box.
8. Obtain Board approval for the use of the facility by outside groups.
9. Do not interfere with an outside group authorized to use the facility. They have priority use of designated ranges for scheduled events.
10. Provide adequate supervision for children and do not allow them to wander through shooting areas.
11. Erect and use portable tree stands with caution. Arrow flight from portable tree stands must be within designated shooting lanes.
12. Remain on paths when using field ranges.
13. When retrieving arrows behind a target, place a bow or other marker on the target to indicate your presence.
14. Do not shoot at 3-D tournament targets except during tournaments. If unsure of a target, do not use it.
15. When using the camping area, build fires only within a designated fire ring.
16. Notify a Board member when leaving any conveyance overnight at the facility. Name and contact information should be on conveyance in case of an emergency.
17. Report any unsafe conditions or incidents to the Board. Emergency situations should be reported immediately to a Board member by telephone.
18. Always walk Field and 3D courses in numerical order, never backwards
19. Never use secondary service paths, except during maintenance activity or approved shoots.
20. Return all lost/found arrows to arrow bin in clubhouse.
21. Pets should be well trained or leashed for their safety. Clean up after them if they relieve themselves on the clubhouse lawn, driveway, or any paths. Respect other club member's concerns and leash/retrain pets when requested.
22. Close the gate if you are the only person on the property.
23. Members are permitted to bring the same guest to the Club 3 times, after that they are expected to join. Members can bring an unlimited number of different guests to the Club, unless it's a group outing, which must be approved by the Board.

SECTION 4 – GENERAL INFORMATION

It is your privilege and duty to attend club meetings which are held on the second Tuesday of the month at 7:00 P.M or as designated by the Board.

Everyone is encouraged to attend work parties. Food is provided for the workers at work parties.

Extra range keys may be purchased from the membership chairman.

Any member-needing duplicate forms or notices mailed to CBH members for CBH business should contact either the Secretary or membership chairman.

Campers, RV's, and trailers must be off CBH property between the period of November 1 and May 1.

Camping is open to all members at any time. Exceptions must be approved by the Board.

Guests are welcome at social functions unless otherwise stated.

CBH BIG GAME PROGRAM

Definition of big game – as defined by Pope & Young rules

1. All species of American bears. For lack of confusion the "Alaskan brown bear" will be considered a grizzly (now so recognized by most modern taxonomists).
2. Big cats including mountain lions or cougars.
3. The deer family, including elk, moose, caribou and various species of native deer.
4. All other native hoofed animals including pronghorns, sheep and goats.
5. Any animal considered big game by the local country or province.
6. Any species of wild turkey.

Eligibility – Eligibility is limited to members of CBH at the time of the harvest. Awards will be made without cost to the winners. There shall be no geographical restrictions, either to residence of the claimant, or to the location in which the game is secured.

Applications are available from the big game chairman and the Secretary. Deadline for applications is February general meeting of the following year and application must be returned to the big game chairman by the deadline.

Awards – A CBH gold and black big game pin is given for the first big game harvest. Thereafter, a gold numeral is given to hang beneath the pin. The numeral will be the total of the member's big game kills, including those taken before becoming a member. Special trophies are also offered for largest white tail buck, largest white tail doe, largest mule deer buck, black bear – best of species – Canada –Alaska, special award for outstanding kill, cougar award, Pope & Young silver cup, and boner award. Each year names will be engraved on the Pope & Young silver cup as needed. Animals must be taken in accordance with the rules of fair chase. Any youth that takes a Big game animal is eligible for an award

CBH BIG CARP PROGRAM

Eligibility – Eligibility is limited to members of CBH at the time of their harvest. Awards will be made without cost to the winner of the largest carp each year. There shall be no geographical restrictions, either as to the residence of the claimant, or to the location in which the fish is taken.

Applications – A picture and a paper with the length and girth of the fish signed by a witness is required.

Award – An award, which is at the discretion of the big game Chairman, will be given each year to the member taking the largest carp.

HUNTING AWARDS –Special trophies are also offered for biggest black bear, biggest doe, biggest buck (both typical and non-typical), largest carp shot, typical mule deer and outstanding harvest. These trophies are to be kept for a year, and then the winners are presented with memento trophy. There is a small fee for these applications and they are available from the Secretary and the big game chairman.

SECTION 5 – OFFICER POSITIONS Officer Positions – Membership dues & Work Hours waived

PRESIDENT

Shall be the chief executive officer and shall have the duty to fulfill the organizations purpose within the framework of the constitution

Chairs and runs all membership meetings

Publishes a letter from the president in the monthly membership newsletter (Bow Banter)

VICE PRESIDENT

Assumes all duties of the President in his or her absence or disability

SECRETARY

Records Membership and board meeting minutes

Administers ballots

Maintains documents and records on club laptop computer

Prepares meeting agenda

Manages monthly membership and board action

items

Maintains Google Calendar and coordinates with applicable parties to ensure all dates are accurate and reflected.

TREASURER

Is Treasurer is the Chief Financial Officer and shall have the duty to administer funds and perform accounting transactions.

Maintain and oversee petty cash

Prepares and reviews monthly financial statements for review by the Board and General Membership.

Collects and records revenue from shoots and sundry sources, (snacks, targets, vending etc.)

Prepares and files income tax forms

Schedules annual financial audit

MEMBERSHIP

Has the duty to secure new members, administer the membership renewal process and resolve membership issue

Prepares and reports monthly membership changes to the Board and General Membership

RANGE

Has the duty to maintain all shooting ranges in a safe and orderly manner

Field, 3D, FITA, Indoor Range and Outdoor Practice target butts (Repair and Maintenance)

Field and 3D target lanes and platforms, (erosion, brush trimming)

Field lane yardage markers (Maintain)

Safety Inspection for 3D and Field Tournaments

Target adoption program

Bridge maintenance

Creek erosion

Mosquito Control (chemicals, spraying)

Schedule and coordinate member work parties
Power Equipment Maintenance
Prepare monthly report to the Board and General

Membership meetings

FACILITIES

Has the duty to secure and maintain all facilities
All buildings (Maintenance, Cleaning)
Landscaping (lawn mowing, weed control, etc.)
Snow Removal (contracted out)
Security Surveillance System
Heating/Cooling Thermostat control
Fire Extinguishers (yearly inspection by outside firm)
Lift Station verification
Furnace Filters replacement
Lighting Maintenance and Tube replacement

Control of keys (Outbuildings and supply room)
Renewal Key change (Main Gate and clubhouse)
Kitchen Appliances (Stove, Refrigerator, Freezer, Coffee Maker)
Schedule and coordinate member work parties
Hand tools (rakes, shovels etc.)
Power Equipment Maintenance (Lawn Mowers (Riding and Push), Leaf blower, weed trimmers and miscellaneous power tools)

TOURNAMENT

Has the duty to administer shooting events and coordinates the use of the facilities by outside organizations

SECTION 6 – VOLUNTEER POSITIONS Volunteer (Non-Elective) Positions – Work Hours waived

TARGET MASTER

Provides an adequate supply of targets (indoor and outdoor) according to the year's shooting schedule
Administers the repair of 3D Animals
Gets board approval for the purchase of supplies
Is responsible for putting up targets on the range and practice butts.

REGISTRAR– *Annual Dues are waived*

Starts shoot registration at 7:00 A.M. or as the Board directs.
Set up 15 minutes prior to shooting time.
Compiles shooters list as soon as possible after the closing time.
Provides a copy of participant scores to Tournament Chairman, Bow Banter Editor, Web Master,
Prepares a report of monies received to be given to Tournament Chairman as soon as possible.
Keeps shoot laptop PC up to date.
Solicits enough help to enable this department to run smoothly.

PUBLICITY

Runs publicity campaign and advertises all shoots in all available outlets (newspapers, archery shops, online, etc.).
Obtains board approval for advertising expenses

SOCIAL CHAIRMAN

Assists in scheduling social functions and submits ideas to the Board.
Social committee is also the fund – raising committee.
Prepares a report of monies received to be turned over to the treasurer as soon as possible.

KITCHEN CHAIRMAN

Is responsible for ordering supplies and maintaining kitchen equipment.
Obtains “basic” food needs for upcoming shoots
Coordinates with shoot lead on non-basic kitchen needs
Maintains clubhouse paper product supplies
Maintains an updated list of required supplies

BIG GAME CHAIRMAN

Keeps current and past records of all big game harvests

Presents awards

Reminds members in September Bow Banter about big game application procedures

Sends big game applications to members upon request

The chairman shall see that traveling awards are returned, and proper engraving is done on all awards.

CLUB INSTRUCTOR

Instructs any club member at no charge.

BOW BANTER EDITOR- *Annual Dues are waived*

Obtains tournament results from the Registrar for publication

Obtains a copy of the shooting schedule from the Tournament Chairman and includes the scheduled shooting dates for the upcoming month in the Bow Banter

Prepares items to be published in the Bow Banter and sends out via e-mail or US Mail for those without e-mail capabilities

Prints, collates and mails the Bow Banter by the 13th of each month.

Obtains advance from Board to cover mailing and supplies.

WEB SITE ADMINISTRATOR – *Annual Dues are waived*

Maintains the CBH Web site.

SECTION 7 – WORK HOURS POLICY

Section IX.F of the CBH Constitution states: “Each Single, Family, Junior and Senior membership is required to perform prior to the end of each annual period determined by the Board the number of work hours as set by the Board. Directors shall be granted work hours credit for their service to the Board. Any member who is unable to meet this requirement may petition the Board for an exemption or pay a donation to be set by the Board.”

The purpose of this procedure is to establish rules and regulations for the administration of the member work hours requirement as per Section IX.F of the CBH Constitution.

PROCEDURE

The completion of the collection work hours requirement will coincide with each membership year commencing on July 1 and ending on June 30. The hours collection for the current membership year will terminate on May 31.

1. All full-year members not specifically exempt from the work hours requirement will provide a **minimum of 6 work hours** during each membership year.
2. The Board and its committees will periodically post open work assignments on the Club’s bulletin board and in the Bow Banter. Each member subject to the work hours requirement is responsible for obtaining work assignments and for adequately documenting the hours worked. Members who elect to perform unposted assignments will receive work hours credit if a director can reasonably substantiate the completion of the assignment.
3. Members joining after March 1 will be exempt from the six work hour requirement but are encouraged to help out if they are able.

4. Work hours will be documented on a CBH Work Voucher approved by the Board. Each voucher will be signed by a director or committee chairman who supervises or otherwise confirms the completion of the work. The director or committee chairman will collect the
5. Sign voucher and submit it to the Board for posting to a collection system. If a director or committee chairman is not available to sign a voucher, it should be placed in the collection receptacle for review and approval by the Board.
6. For the purpose of crediting work hours, the collection of hours for the current membership year will terminate on May 31. Any work hours earned or submitted to the Board after May 31 will be credited to the following membership year.
7. Work hours are not transferable, cannot be accumulated retroactively, and, except for the provisions in Item 6, cannot be carried over to subsequent membership years.
8. The Board reserves the right to reject any work hours which, in the Board's opinion, are deemed to be unnecessary, redundant, or unsubstantiated, or if the voucher is incomplete. A member may petition the Board for a hearing of rejected work hours.
9. The Board will post on the Club's bulletin board a list of year-to-date work hours approved for each member approximately 3 months prior to the cut-off of work hours collection.
10. Vouchers collected by the Board will be retained for 5 years and may be inspected by any member upon request.
11. At the May Board meeting, the Board will award the minimum required work hours to non-elected positions, committee chairmen, and members performing delegated assignments if the Board determine that the respective responsibilities have been effectively executed. The vouchers issued for these awards will be signed by the Secretary as the approving director.
12. Any member subject to the work hours requirement identified in Item 2 who fails to provide the minimum number of work hours will be assessed a work hours surcharge as a condition for renewal. The work hours surcharge will be \$15.00 for each deficient hour and not to exceed the current initiation fee.
13. At its sole discretion, the Board may accept donations of **tangible material** in lieu of any or all required work hours if the donated material 1) will benefit the entire membership and 2) has a monetary value at least equal to the work hours surcharge.
14. Any member who submits fraudulent work hours is subject to expulsion.

SECTION 8 – EMERGENCY, SECURITY AND SAFETY REPORTING INSTRUCTIONS

In Case of Fire

Go to the nearest safe location and shout the alarm as you evacuate the building.

Call 911 and provide the following information:

- Address: 320 Charlestown Road, Bolingbrook.
- Location of the fire within the building.
- A description of the fire and (if known) how it started.

Follow instructions from emergency services personnel.

In Case of Medical Emergency

Call 911 to obtain prompt professional emergency medical treatment, and be prepared to provide the following information:

- Your name and telephone number.
- Address: 320 Charlestown Road, Bolingbrook.
- CBH telephone number: 630-739-9844
- The extent of the accident/injury and the number of people involved.

Stay on the phone with the dispatcher and answer as many questions as possible regarding the condition of the injured person so that information can be forwarded to the responding emergency personnel.

Follow instructions from emergency services personnel.

All Emergencies

After following the above specific procedures, immediately notify a CBH Officer or Director of the incident – see list of contacts posted on this bulletin board and on the Club's website.