

# Chicago Bow Hunters, Inc.

## Constitution and By-laws

(As amended December 1, 2021)

### I. NAME

The name of the organization shall be: Chicago Bow Hunters, Incorporated (not for profit).

### II. PURPOSE

The purpose of the organization shall be:

1. To foster and perpetuate the practice of archery.
2. To encourage the use of the bow in hunting of all legal game.
3. To cooperate with National, State, and Local organizations in securing better hunting privileges and conditions for bow hunters.
4. To inculcate the sound principles of conservation (protecting and developing Illinois resources in woods, waters, game, and wildlife- term "Wildlife" now having an accepted meaning embracing fishes, mammals, birds, and the related association of fields, forests, and waters).
5. To prevent waste and destruction of our game, fish, and other species of wildlife.
6. To contribute to the codification and enforcement of our game laws and regulations for sanitation and prevention of pollution of our waters.
7. To disseminate information among our people as to the results of wanton despoliation.
8. To further conservation measures of the state.
9. To promote Field, 3D, and Target shooting disciplines through the education of our membership and by conducting tournaments in compliance with organizational guidelines.
10. To maintain target, field, and 3D courses in accordance with organizational guidelines.
11. To promote the spirit of good fellowship among all archers.

### III. COLORS

The colors of the organization shall be yellow, red, and black.

### IV. EMBLEM

The emblem of the organization shall be 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, Inc."

### V. DIRECTORS

- A. The management of the organization shall be entrusted to a Board of Directors ("Board") consisting of twelve (12) Directors elected from the membership. All matters not provided for by this Constitution and By-laws shall be controlled by the majority vote of the Board.
- B. The positions comprising the Board shall be the President, Vice-President, Secretary, Treasurer, Membership Chairman, Range Officer, Facilities Director, Tournament Chairman, and Director (4). The positions of President, Vice-President and Treasurer shall be held only by members who have been in good standing for at least two (2) full membership years.
- C. A Board Chairman shall be elected by the Board at the start of each election year and shall have the responsibility to control all meetings of the Board. The presiding President shall be ineligible for the position of Board Chairman.
- D. No member maintaining a position as an officer or as a member of the Board of Directors of another field archery club, or who holds any other office that is deemed a conflict of interest by the Board shall be eligible for nomination to, or to hold a position on the Board.

- E. Directors shall be accountable to the membership and shall be required to follow the instructions of the membership at regular or special meetings on motions of non-management matters passed by majority vote, provided the motion is not contradictory to this Constitution and By-laws.
- F. There shall be a minimum of twelve (12) Board meetings scheduled each year. The Board shall meet upon the call of the president or any three (3) members on any occasion other than the regularly scheduled Board meetings, subject to prior notice.
- G. Duties of Directors
1. The **President** shall be the Chief Executive Officer and shall have the duty to fulfill the organization's Purpose within the framework of this Constitution and By-laws.
  2. The **Vice-President** shall assume all duties of the President in his or her absence or disability.
  3. The **Secretary** shall have the duty to record minutes, administer ballots and maintain documents and records.
  4. The **Treasurer** shall be the Chief Financial Officer and shall have the duty to administer funds and perform accounting of transactions.
  5. The **Membership Chairman** shall have the duty to secure new members, administer the membership renewal process, and resolve membership issues.
  6. The **Range Officer** shall have the duty to maintain the shooting ranges in a safe and orderly manner.
  7. The **Facilities Director** shall have the duty to maintain and secure the facilities.
  8. The **Tournament Chairman** shall have the duty to administer shooting events and coordinate the use of the facilities by outside organizations.
- H. Term of Directors
1. Directors shall be elected for the term of one (1) year or until their respective successors are installed, except the Membership Chairman who shall serve a term of two (2) years.
  2. The term of the President shall be limited to two (2) consecutive years
- I. Election of Directors
1. One Director office shall automatically be filled by the outgoing President.
  2. All other elective offices shall be filled by electronic vote of the membership by the candidates receiving the majority of votes from the returned ballots that shall be opened and counted before the membership at the September general meeting.
  3. The Board shall appoint a Nominating Committee prior to June 1<sup>st</sup> which shall submit its recommendations for the elective offices at the July general meeting. The Nominating Committee shall select only one (1) member for each elective office. Additional nominations from the floor shall be accepted at the July and August general meetings.
  4. Electronic notification and voting links including the names of opposed and unopposed candidates shall be sent to all voting members no later than seven (7) days after the August general meeting. Traditional Mail ballots shall be made available by request.
  5. The newly elected Directors shall assume their respective offices at the October Board meeting.
- J. Removal of Directors
- A Director may be removed from office by a two-thirds (2/3) vote of all other Directors and subsequent ratification by a majority of non-elected members at a general meeting given two (2) months advance notice for reasons of negligence, malfeasance, failure to comply with the provisions of this Constitution and By-laws, or for 3 unexcused absences from regular Board meetings. A Director removed from office shall be ineligible to hold any future Board positions.
- K. Vacancies of Directors
- Vacancies on the Board shall be filled by appointment by the remaining Directors for the unexpired term.

## VI. LIMITATION OF AUTHORITY

All contracts, agreements and purchase orders shall be signed only by the President, the Secretary or the Treasurer and only after the written document has been presented to and approved by the Board and duly recorded in its minutes. This provision shall not apply to the purchase of budgeted goods and services necessary to maintain the organization's facilities or to conduct normal operations.

## VII. MEMBERSHIP

- A. Membership in the organization shall be open to all persons of good character without regard to race, religion, gender or sexual orientation who have the desire and ability to fulfill the organization's Purpose and who satisfy the minimal age requirements set forth in Section VII-H.
- B. The number of members shall be governed by the Board.
- C. Memberships shall be issued on an annual basis concurrent with a membership year running from July 1<sup>st</sup> to June 30<sup>th</sup>.
- D. General meetings of the members shall be scheduled at least quarterly. Special meetings of the members may be called by the Board as deemed necessary with fourteen (14) days of prior notice.
- E. Each membership shall have one (1) vote unless otherwise stated.
- F. Prospective members shall appear before an ad hoc Membership Committee for interview and orientation. The approval of the Membership Chairman and at least one other current or former Director shall be required to grant membership to any individual or family. Prospective members who have been approved for membership shall be sworn in and pay all applicable dues and fees before being issued member credentials or given access to the organization's facilities.
- G. Membership Classifications
  - 1. SINGLE. Single membership may be granted to anyone who has attained his or her 18th birthday upon application and payment of regular current fees and dues.
  - 2. FAMILY. Family membership may be granted to anyone who has attained his or her 18<sup>th</sup> birthday upon application and payment of regular current fees and dues. This membership will include all members of the immediate family actually residing in one household. Any dependent youth under the age of 18, covered under the Family membership classification, must at all times be accompanied by, and supervised by one or more of the Family membership parent(s) or guardian(s), or a responsible adult identified by the sponsoring parent(s) or guardian(s) while on the organization's premises.
  - 3. JUNIOR. Junior membership may be granted to those 7 through 17 years of age who have completed an archery program sponsored by a park district, school, Scouts, or an archery course offered by a qualified archery instructor. Until the youth reaches the age of 18, the youth must at all times be accompanied by, and supervised by one or more of the sponsoring parent(s), guardian(s), or a responsible adult identified by the sponsoring parent(s) or guardian(s) while on the organization's premises. The supervising adults do not have use of the organization's facilities for archery nor any other purpose. The cost of this membership classification will be at the rate of 50% of the regular adult dues level existing throughout the period of membership. The general initiation fee will be waived for this membership. This membership shall have no voting rights.
  - 4. SENIOR. Senior membership may be granted to an individual who has reached his or her 65<sup>th</sup> birthday at a cost of fifty percent (50%) of the current membership dues. This membership shall be granted automatically to qualifying renewing members and their spouse.
  - 5. LIFE. Any member who has reached his or her 65th birthday and has been a member for five (5) years prior to and including his or her 65<sup>th</sup> year may be granted by the Board of

Directors, A life membership. A life membership will have a vote provided he or she is an Illinois resident or lives within 150 miles of the Club. This membership, if granted, is to become effective at the next renewal period. No new Life memberships shall be granted after June 30, 2007.

6. HONORARY. Honorary membership may be granted to an individual when deemed worthy by the Board. Honorary members shall not pay any dues or shooting fees, and will receive the newsletter.

7. SPECIAL. The Board may grant Special memberships at its discretion. This membership shall have no voting rights.

### VIII. QUORUMS AND MOTIONS

- A. For a general meeting, a quorum shall be fifteen (15) voting members.
- B. For a Board meeting, a normal quorum shall be seven (7) Directors. When the Board has any vacancies, a quorum shall be a simple majority of existing Directors.
- C. The Board may establish a quorum by email to be duly recorded by the Secretary. Any business so transacted shall be recognized as official execution by the Board.
- D. Unless in conflict with this Constitution and By-Laws, Roberts Manual of Parliamentary Rules shall govern all general and Board meetings, with the exception of a new motion, which can amend or rescind a previous motion. A new motion shall not require previous notification and can be passed with a majority of a quorum. Once a new motion has been voted on, it cannot be reconsidered at the same meeting.

### IX. DUES AND FEES

- A. All fees and dues shall be fixed by the Board and ratified by the membership at a general meeting.
- B. A new membership shall pay prorated membership dues for the initial term of membership and a one-time initiation Fee. A new membership shall be defined as an individual or family who did not have membership during any part of a prior membership year. A former member in good standing may rejoin the organization within three membership years without paying a new initiation fee.
- C. Membership dues and initiation fees shall be non-refundable.
- D. A member granted a leave of absence, who wishes, will receive the newsletter via email.
- E. 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.
- F. Membership dues and work hour donations shall be due in full by July 1. A late charge will be determined by the board for a given membership year. A member having any unpaid balance on July 31 may be terminated. The effective date of payment shall be the postmark or physical receipt of payment by a Director.
- G. A member who damages the organization's property may be assessed for the cost of repair or replacement necessary to correct the damage to the satisfaction of the Board. A member shall also be so liable for damage caused by a guest. Failure to pay the assessment within thirty (30) days of the effective notification of assessment shall be grounds for termination of membership.

## X. RULES AND REGULATIONS

- A. The Board shall establish, maintain and enforce a written set of Rules and Regulations that shall be binding on the entire membership, guests and non-member users of the organization's facilities.
- B. Any member who violates the Rules and Regulations shall be subject to non-renewal, suspension, or termination at the discretion of the Board. A member terminated for disciplinary reasons shall not be re-admitted.
- C. A member charged with violating the Rules and Regulations shall appear before the Board for a disciplinary hearing and shall be so notified by a Letter of Disciplinary Hearing to be delivered by certified mail. A member who fails to respond to a Letter of Disciplinary Hearing within thirty (30) days of receipt is subject to automatic termination of membership.
- D. Motions by the membership to modify the Rules and Regulations shall not be binding on the Board.

## XI. FUNDS

All bank, deposit and investment accounts that hold Club funds shall be approved by the Board and duly recorded in the meeting minutes. Signature authority is granted to the Treasurer, President and Secretary.

- A. The Board shall establish and approve a detailed annual budget for the purpose of conducting operations or to fulfill the purpose of the organization.
- B. All non-budgeted expenditures and disbursements shall be approved by the Board and duly recorded in its minutes.
- C. Expenditures and disbursements in excess of \$5000 shall be signed by the Treasurer and countersigned by the President and Secretary
- D. Disbursement of funds in excess of \$10,000 from any Club account, financing source, and/or reserve created for a special purpose shall be only after electronic notification to the membership of such intentions by the Board and shall require a simple majority of all ballots cast by the membership present at the meeting following such notice.
- E. The Treasurer shall have the authority to disburse funds necessary to conduct operations or to fulfill the purpose of the organization.
- F. All revenue and bills shall be forwarded to the Treasurer.
- G. All disbursements shall be supported by invoice or receipt, and all disbursements other than normal petty cash shall be made by check or electronic disbursement unless approved by the Board.
- H. The Treasurer shall submit a monthly report of financial transactions to the Board and shall provide supporting documents as requested by the Board.
- I. The Treasurer shall maintain financial records in an orderly manner to facilitate auditing and preparation of tax returns.
- J. The Board shall cause a review to be made of the financial records of the organization at the end of each fiscal year or at any other time deemed appropriate.

## XII. TERMINATION

- A. At no time will the organization be disbanded without first having made a reasonable attempt to acquire a suitable area to continue its operations. The time involved to carry out such a search will be in accordance with corporate law.
- B. Liquidation of the organization may be accomplished only by an eleven-twelfths (11/12) roll call vote of the total Board of Directors plus a four-fifths (4/5) mail vote of members.

- C. Disposition of assets on liquidation shall be done on a distribution right basis. Each membership shall be entitled to one (1) distribution right of the liquidating dividend for each year of active membership status.
- D. Life Members and Honorary Members will not accumulate distribution rights during the period of inactivity unless payment of current dues is made annually, when due, during the inactive period.
- E. Prior members that have terminated their membership for any reason shall retain distribution rights in final liquidation of assets.
- F. The total distribution rights held by members; past inactive and active shall be divided into total liquidation assets to determine the proportionate fraction due to members.
- G. Distribution of liquidation assets shall be made as soon as the distributive rights can be calculated.
- H. Any owners of such distribution rights, or their heirs or administrators, who cannot be found upon reasonable search within one hundred-eighty (180) days, shall forfeit such distribution rights, which will be added to the corpus for distribution to the ascertainable distribution rights holders to the furthest extent permitted by law.
- I. Notwithstanding the above language, effective 12:01AM, July 1, 2001, memberships shall no longer accumulate distribution rights in assets for purposes of liquidation. This change is not intended to affect distribution rights accruing before 12:01AM, July 1, 2001, which shall be honored to the furthest extent permitted by law.

### XIII. AMENDMENT

- A. All proposed amendments to this Constitution and By-laws will be submitted to a Constitution Committee. The Committee will be appointed by the Board at the first general meeting of the calendar year. The findings of the Committee will be given to the Board of Directors for their review and submitted to the membership at large by ballot. Acceptance will be determined by a two-thirds (2/3) majority of returned ballots.
- B. The Board shall have the authority by a two-thirds (2/3) vote to amend this Constitution without membership approval to comply with mandates of statutory law, or to comply with governmental rulings or directives necessary to maintain the organization's tax-exempt status. Any amendment adopted under this provision shall first be presented to the membership by written notification at least thirty (30) days prior to the Board's vote and shall be presented for discussion at a general meeting.