

# Cedar River Bowmen Constitution, By Laws, and Standing Rules

(Approved 03/29/2003)

## Constitution of CRB

### Article I: Name

The name of this organization shall be Cedar River Bowmen, Inc., hereinafter referred to as CRB. A non-profit organization incorporated under the laws of the State of Washington.

### Article II: Purpose

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 the bow in hunting of all legal game; to cooperate with all conservation organizations; to maintain a field course and conduct tournaments and games in accordance with the rules established by the tournament committee.

### Article III: Membership

There shall be six (6) types of membership, to wit: Regular, Junior, Honorary, Life, Senior, and Military.

#### Sec. 1: Regular Membership

Regular Membership is for all archers. Regular members may participate fully in the business and activities of CRB. Applicant's spouse, and children under the age of eighteen (18) and living at the same address, will be included in Regular Membership status. Regular Membership requires attendance at the annual General Membership Meeting the third Monday in January, availability to serve on committees as requested and contribution of time and labor at work parties, tournaments, and other Club functions. Participation in at least two (2) of CRB tournaments is requested.

#### Sec. 2: Junior Membership

Junior Membership shall be granted to anyone less than eighteen (18) years of age upon payment of prescribed fees and dues.

a. Junior Membership for anyone not having a parent or legal guardian as a member of the organization must be sponsored by an adult member in good standing.

#### Sec 3: Honorary Membership

Honorary Membership, with exemption from annual fees and dues, may be granted for exceptional merit and service, for one or more years, by a two-thirds (2/3) majority vote of the Board of Directors, with rights and privileges of Regular Membership. Holders of such memberships shall not be exempt from other required fees.

#### Sec 4: Life Membership

Life Membership, with exemption from annual fees and dues, may be granted for exceptional merit and service, by a two-thirds (2/3) majority vote of the Board of Directors, with rights and privileges of Regular Membership. Holders of such membership shall not be exempt from other required fees.

a. It is the intent of this section that Life Membership will include both husband and wife, even though only one may have been the original designee, and all children living at home that have not attained their eighteenth birthday. Upon death of the original recipient, the Life Membership shall continue for the remainder of the fiscal year at which time it shall be null and void.

#### Sec 5: Senior Membership

Senior Membership is for those archers sixty (60) years of age and older; all other member privileges are the same as a Regular Member.

#### Sec. 6: Military Membership

Military Membership is for those archers who are active full time in the Military; all other member privileges are the same as a Regular Member.

### Article IV: Officers, Trustees and Directors

Sec 1: The officers of this organization shall be President, Vice-President, Secretary, Treasurer, Range Master, Assistant Range Master Field, Assistant Range Master Hunting, Tournament Chairman, Bow Hunting Chairman, Trustees, Newsletter Editor, and Membership Chairman.

a. The offices of Secretary and Treasurer may be combined as Secretary-Treasurer, in which case the duties of each office hereinafter defined will be combined duties of the single office.

Sec 2: The Trustees of this organization shall be four (4) in number and shall be elected from the membership as provided for by Article VI, Bylaws.

Sec 3: The Officers and Trustees of this organization shall comprise the Board of Directors.

Sec 4: In the event of the loss of any members of the Board of Directors, replacement members will be selected for the balance of the unexpired term by the remaining members of the Board of Directors.

Article V: Fiscal Year  
The fiscal year of the organization shall begin the first of March.

Article VI: Amendments  
This Constitution may be amended by two-thirds (2/3) vote of the membership present at any regular meeting or special meeting called for that purpose. Written notice of the proposed change(s) must be given to the membership at least seven (7) days prior to either meeting.

## **Bylaws of CRB**

Article I: Office  
The principal place for transaction of business of the organization shall be located at such place, as the Board of Directors shall determine.

Article II: Membership  
Sec 1: Membership shall be open to all persons regardless of sex, race, creed, national origin, or handicap.  
Sec 2: Upon receipt of a membership application, and fees and dues, the Membership Chairman or other Presidential Designee shall issue the applicant a receipt, and upon clearance of their payment method that accompanies their application, the new member shall be accepted into the Club and will be contacted and receive a membership packet.  
Sec 3: Any person under the age of eighteen (18) that does not reside with an adult member of the Club and/or is not an immediate family member of an adult club member must have the written consent of a parent or legal guardian to be a member of the organization.  
Sec 4: Annual membership dues are due and payable on January 1 of each year. If dues are not paid within thirty (30) days after January 1, the member(s) shall be delinquent and shall be dropped from the membership roster of the organization.  
Sec 5: Any delinquent member who has been dropped from the membership roster after the thirty (30) day grace period and who wishes to rejoin within the calendar year shall pay all delinquent dues, which will include initiation fee and key deposit.  
Sec 6: Membership in the Washington State Archery Association, Washington State Bow Hunters, Traditional Bow Hunters and the National Field Archery Association shall be recommended. Information on current fees will be available from the Membership Chairman or the State Association Secretary-Treasurer.  
Sec 7: Loss of Membership. See Article X Suspension in Bylaws.

Article III: Initiation Fee  
Sec 1: An initiation fee - of \$10.00 shall accompany all applications for Regular or Senior Membership.  
a. An initiation fee of \$5.00 shall accompany an application for Junior membership.  
b. The initiation fee will be waived in the case of the Junior member applying for Regular Membership after attaining his/her eighteenth (18<sup>th</sup>) birthday.  
c. The initiation fee may be waived by action of the Board of Directors.  
d. The initiation fee for Military Membership shall be waived.  
Sec 2: Dues  
a. Dues in effect on January 1 of any year shall remain in effect at least until the following January 1.  
b. For dues schedule see Standing Rules, Article III.  
c. Dues for persons serving as members of the Board of Directors shall be the same as their normal dues for the year as defined in Standing Rules, Article IV, Sec 3.  
Sec 3: New Members dues shall be pro rated depending on the time of year they join the Club. Anyone joining the Club during the first quarter of the calendar year shall pay 100% of yearly dues, during the second quarter of the calendar year at 80%, and the third and fourth quarter of the calendar year at 60% for which they are applying. Full dues will be invoiced by the Membership Chairman annually to the membership the first week in January.  
Sec 4: Assessments may be made by a two-thirds majority vote of the membership in attendance at any regular meeting or special meeting called for that purpose. Written notice of the proposed assessment must be given at least seven (7) days prior to either meeting.

Article IV: Duties of the Board of Directors  
Sec 1: The Board of Directors shall govern the business and affairs of the organization.  
Sec 2: The Board of Directors shall administer a yearly audit of the books of the organization.  
a. The Board of Directors may call for special audits.

Article V: Duties of the officers

Sec 1: President

The President shall be responsible for the following duties:

- a. The President shall serve as Chairman of The Board of Directors, preside at all meetings of the organization, appoint all committee chairmen and shall have such other powers and duties as may be prescribed by the Board of Directors, the Constitution and Bylaws, or as shall be incident to the office.

Sec 2: Vice-President

The Vice President shall be responsible for the following duties:

- a. In the absence or disability of the President, the Vice-President shall perform the duties of the President for a period not to exceed sixty (60) days. If at the end of the sixty (60) day period or the President becomes incapacitated and is determined to be incapable of fulfilling the Presidential duties, the Vice President will become the President and the Board of Directors will appoint a new Vice President to fill the vacancy.
- b. The Vice-President shall have such other powers and duties as from time to time may be prescribed by the Board of Directors, the Constitution or the Bylaws.

Sec 3: Secretary

The Secretary shall be responsible for the following duties:

- a. Keep the minutes of all business meetings of the organization.
- b. Maintain the records of the organization.
- c. Give notices of meetings of the organization.
- d. Conduct correspondence.
- e. Perform such further duties as may be indicated by the title and as from time to time may be prescribed by the Board of Directors.

Sec 4: Treasurer

The Treasurer shall be responsible for the following duties:

- a. Be responsible for the receipt and disbursement of all funds of the organization.
- b. Maintain an accurate ledger account of all financial transactions on the organization in accordance with acceptable bookkeeping practices, and in such detail as from time to time may be specified by the Board of Directors.
- c. Render general financial statements of the organization at monthly and annual meetings, and at such other times as may be specified by the Board of Directors.
- d. Perform such further duties as may be indicated by the title and as from time to time may be prescribed by the Board of Directors.

Sec 5: Range Master

The Range Master shall be responsible for the following duties:

- a. Overall operation of CRB's ranges and all other grounds.
- b. Coordination of the efforts of the Assistant Range Masters.
- c. Maintenance and safety for those areas not specifically delegated to the Assistant Range Masters, such as the storage sheds, generator, clubhouse, and parking areas.
- d. Bring to the attention of the Board of Directors, and the membership where appropriate, all matters pertaining to the operation, maintenance, and safety of the Range.
- e. Perform such further duties as may be indicated by the title and as from time to time may be prescribed by the Board of Directors.

Sec 6: Assistant Range Master Field

The Assistant Range Master Field shall be responsible for the following duties:

- a. Report directly to the Range Master.
- b. Maintenance and safe layout of the field range and practice butts (flat range).
- c. Maintain the field range and practice butts (flat range) by conducting work parties as needed. This shall be done in coordination with the Range Master and Assistant Range Master Hunting.
- d. Procure, paste on backing, and have available for use at shoots, tournaments and general range replacements, a proper supply of paper targets for all CRB's needs.

Sec 7: Assistant Range Master Hunting

The Assistant Range Master Hunting shall be responsible for the following duties:

- a. Report directly to the Range Master.
- b. Maintenance and safe layout of the animal (unmarked) and broad head ranges.
- c. Maintain the animal (unmarked) and broad head ranges by conducting work parties as needed. This shall be done in coordination with the Range Master and Assistant Range Master Field.
- d. Advise the Assistant Range Master Field of the need for paper targets for the animal and broad head ranges and ensure that these targets are pasted on backing in a timely manner.
- e. Performance of the duties of the Range Master in the temporary absence of that officer.

Sec 8: Tournament Chairman

The Tournament Chairman shall be responsible for the following duties:

- a. Overall operation of CRB's tournaments and shoots for the Club and public.
- b. Select and appoint assistants needed for the management of tournaments. These assistants will be called Tournament Captains.
  - 1) Tournament Captains shall be responsible for the following duties:
    - a. Conduct registration of competitors for tournaments held on the Club's range, and effect statistical functions in connection with the tournament.
    - b. Keep sufficient records for award programs.
    - c. In charge of set up, tear down, and all functions associated with the tournament.
    - d. Keep sufficient records of funds collected and expenses at the tournament and deposit funds into CRB's bank account.
    - e. Perform such other duties as from time to time may be prescribed by the Tournament Chairman.
- c. Coordinate annual tournament/shoot calendar schedule through the Board of Directors.
- d. Prepare and submit required tournament reports to the Washington State Archery Association.
- e. Perform such further duties as may be indicated by the title and as from time to time may be prescribed by the Board of Directors.

Sec 9: Bowhunting Chairman

The Bowhunting Chairman shall be responsible for the following duties:

- a. Receive and process all Ray White Big Game Award applications and keep sufficient records for award programs.
- b. Prepare the Big Game Award trophies (Big Bull and Big Buck Perpetual Trophies) and see that sufficient Ray White Awards are in stock.
- c. Prepare, on a monthly basis during hunting seasons, the Hunting Scoreboard for the "*Puffs of Smoke*".
- d. Serve as a clearinghouse for hunting information and keep members informed of legislation that affects hunting.
- e. Perform such further duties as may be indicated by the title and as from time to time may be prescribed by the Board of Directors.

Sec 10: Newsletter Editor

The Newsletter Editor shall be responsible for the following duties:

- a. The editor shall prepare and distribute the monthly newsletter for the Club called the "*Puffs of Smoke*".
- b. Perform such further duties as may be indicated by the title and as from time to time may be prescribed by the Board of Directors.

Sec 11: Membership Chairman

The Membership Chairman shall be responsible for the following duties:

- a. Handling of inquiries of CRB, mail applications and receive completed ones, process applications and distribute membership packets and distribute funds and receipts. (See Bylaws Article XIII Sec 4 b)
- b. Keeping membership roster updated.
- c. Sending out membership annual renewals in accordance with Dues Schedule (See Standing Rules Article III and Bylaws Article II Sec. 4).

- d. Deposit all funds received, into CRB's bank account.
- e. Perform such further duties as may be indicated by the title and as from time to time may be prescribed by the Board of Directors.

Article VI: Election and Terms of Office

- Sec 1: At the January meeting the membership shall elect the members of the Board of Directors who are the officers, as provided for by Article IV of the Constitution, for a term of one year. Two Trustees, as members of the Board of Directors, shall be elected annually for two-year terms. The new officers and Trustees shall take office at the February scheduled Board meeting.
- Sec 2: Any Regular, Senior, Life, Honorary, and Military adult members in good standing shall be eligible for nomination or election to office.
- Sec 3: Members of the Board of Directors may be removed from office after three (3) unexcused absences or their inability to perform duties assigned them, as determined by secret ballot by an affirmative vote of two-thirds (2/3) of the Board of Directors.

Article VII: Voting

- Sec 1: Voting privileges shall be granted to all members of the organization who are eighteen (18) years of age or older and in good standing.
- Sec 2: Voting can be done in person at the meeting the member is in attendance or through a written proxy that specifies the date of the meeting the proxy is to be used, person's name that will be voting, and signature and date of the member giving another member their proxy vote. Both members must be in good standing. Proxies must be received by the Secretary prior to the meeting requiring the vote.
- Sec 3: All members unable to attend a meeting in which voting is required may send in a written ballot with their vote. All written ballots must be signed by the member voting, dated, and must clearly state their vote. Member must be in good standing. Written votes must be received by the Secretary prior to the meeting requiring the vote.

Article VIII: Meetings

- Sec 1: Robert's Rules of Order shall be used as a guide in conducting meetings.
- Sec 2: Board meetings will be held the second Thursday of each month. General members are invited to attend. The General Membership meeting will be held annually the third Monday in January.
- Sec 3: Special business meetings may be called at any time by the President upon the request of members in good standing. Written notice of these meetings shall be given the membership at least seven (7) days prior to these meetings.

Article IX: Quorum

- Sec 1: Fifteen (15) of the voting members in addition to eight (8) members of the Board of Directors shall constitute a quorum at any regular or special meeting.
- Sec 2: At any meeting of the Board of Directors a majority of the Board shall constitute a quorum.
- Sec 3: A quorum shall be present at any regular or special meeting or at any meeting of Board of Directors in order to conduct business of the organization.

Article X: Suspension

Upon the recommendation of the Board of Directors, a two-thirds (2/3) majority vote of the members present at any regular meeting or at a special meeting called for that purpose may be used to suspend or expel any member for conduct detrimental to the interests of the organization. Due notice of the proposed action shall be given to the member, and an opportunity for defense shall be provided at the next scheduled meeting of the Board of Directors.

Article XI: Committees

- Sec 1: The President shall appoint committee chairmen for such committees, as it may be necessary for him to establish.
- Sec 2: Each committee shall operate as a separate entity. The Chairman shall be responsible for completing the assignment of the committee.

Article XII: Guests

- Sec 1: Any member in good standing may invite a friend, prospective member, or regularly organized groups to the range for recreation. In the case of organized groups, prior approval must be obtained from the Board of Directors.
- Sec 2: The guests **MUST** be accompanied by a member who will assume responsibility for them. No fees or assessments shall be made against any guests on the range except at Club tournaments.

Article XIII: Miscellaneous

- Sec 1: General Fund (Checking Account)

- a. Authorized signatures for checks drawn against the general funds shall be those of the Treasurer (Secretary-Treasurer), or the President.
  - 1) In the event of vacancies in any of the above offices, or incapacity of the officer designated, the Board of Directors shall authorize additional signatures so as to insure adequate control of Club funds.
  - 2) Checks will normally be signed by either the Treasurer (Secretary-Treasurer) or the President.
  - b. All funds received by the Treasurer (Secretary-Treasurer) shall be deposited to the general fund prior to disbursement.
  - c. Insofar as possible, all disbursements shall be made by check. Cash disbursements shall be adequately supported by appropriate receipts.
- Sec 2: Savings Account
- a. Insofar as possible, a savings account shall be maintained in the name of the organization.
  - b. Authorized signatures for withdrawals, and the provisions for signatures, shall be as set fourth in Sec 1 of this Article XIII.
  - 1) Withdrawals must be approved by the Board of Directors.
  - c. A deposit from the general funds may be voted by the Board of Directors.
- Sec 3: Petty Cash Funds
- A petty cash fund for miscellaneous expenditures may be authorized for the Secretary (Secretary-Treasurer), Range Master, Tournament Chairman, and Committee Chairmen as from time to time may be determined appropriate by the Board of Directors.
- Sec 4: Established Procedures
- a. Periodic change of lock and keys to the gate and clubhouse at the range.
  - b. The Membership Chairman or Presidential Designee will provide the new member with the following:
    - 1) One key will be given to a new member with the membership packet. One additional key will be issued, per membership, upon request. Additional keys may be purchased from the Club Membership Chairman for \$5 each.
    - a) A refundable key deposit may be charged all members as determined by the Board of Directors.
    - 2) Club patch and/or decal for a single member, or two Club patches and/or decals for a family with two adult members.
    - 3) Copy of the Constitution, Bylaws, and Standing Rules.
    - 4) Membership roster.
    - 5) Membership card(s).
- Insofar as possible, these items will be issued as a “membership packet” to the new member(s).
- c. In the case of the Junior member not having a parent or legal guardian as a Club member, a Club patch, membership card designated “Sponsored Junior”, a copy of the Constitution and Bylaws, a membership roster and such other items as deemed appropriate by the Board of Directors shall be issued to the sponsored Junior.
    - 1) A key to the range WILL NOT be issued for this type membership.
    - d. One copy of the Club newsletter, “*Puffs of Smoke*”, will be mailed or emailed monthly to each family address and each sponsored Junior member.
- Sec 5: Dissolution of Funds and Property
- a. In the event of the dissolution of CRB, it shall be the responsibility of the remaining members of the Board of Directors to dispose of the property and funds of CRB by transferring said property and funds to Washington State Archery Association.
  - b. In the event that Washington State Archery Association no longer exists, the funds and property shall be transferred to the United States Olympic Committee for the promotion of archery.
- Sec 6: Land Acquisition and Maintenance Fund
- a. Insofar as possible, a separate account will be maintained for the purpose of Land Acquisition and Maintenance.
  - b. Funds will be deposited into the account as follows:
    - 1) Available monies in the General Fund (checking account) and savings account, with the exception of \$50.00 in each account will be withdrawn on December 31 of each year and deposited into the Land Acquisition and Maintenance Fund.
    - 2) Intermediate deposits can be made by direction of a two-thirds (2/3) majority vote of the full Board of Directors.
    - c. Withdrawals from the funds shall be by direction of a two-thirds (2/3) majority vote of the full Board of Directors.
    - d. Authorized signatures will be those of the President and Treasurer.

Article XIV: Amendments

- e. These By-Lays may be amended by a two-thirds majority vote of the membership present at any regular meeting or special meeting called for that purpose. Written notice of the proposed change(s) must be given at least seven (7) days prior to either meeting.

## Standing Rules

Article I: Range Rules

Sec 1: The Entrance

The first gate (Community Gate) to the Range may be left open only during Club tournaments, and is to be kept closed and locked at all times by all members entering or leaving the range. The second gate (Club gate) may be left open while the range is in use. The last person leaving the range is responsible to make sure the Club gate is locked.

Sec 2: Clubhouse Rules

- a. No overnight sleeping will be allowed.
- b. The stove, dishes, heater, tables, etc. in the clubhouse will not be “taken over” and used by a single family for personal use.

Sec 3: Grounds

Members using grounds for camping or picnicking are responsible for cleaning up their trash, etc. and removing it from Club property.

Sec 4: Use of Practice Butts (Flat Range)

- a. Prior to shooting or pulling arrows on the Flat Range a “**CLEAR**” range command shall be used. Both Flat Range and Broadhead Range must be “Clear” before shooting or pulling arrows.
- b. Courtesy and Safety should be used at all times.
- c. No broadheads or blunts are allowed on the practice butts (flat range).

Sec 5: Use of Broadhead Range

- a. Prior to shooting or pulling arrows on the Broadhead Range a “**CLEAR**” range command shall be used. Both Flat Range and Broadhead Range must be “Clear” before shooting or pulling arrows.
- b. Courtesy and Safety should be used at all times.
- c. Safety should be used when pulling arrows from the broadhead butts.
- d. No field points are allowed on the broadhead butts.

Sec 6: Use of Animal Target Range

- a. Breaking or cutting of any brush or trees is prohibited.
- b. There will be no backtracking on trails or taking short cuts off trails.
- c. No broadheads or blunts are allowed on the course.
- d. The moving of shooting stakes is not allowed by anyone but the Range Master or his assistant.
- e. All rules of safety must be followed and courtesy should be shown to your fellow archer.
- f. Please do not litter the course with your debris. Carry out what you bring in.

Sec 7: Use of Field Target Range

The same rules prevail on the field course as on the animal course, except that brush may be cleared to maintain the existing shot at the target.

Sec 8: Lost Arrows

Anyone finding lost arrows on either course or at the butts should return them to the designated areas to be claimed by the owner. Remember, these arrows belong to someone and are not for anyone to keep.

Sec 9: Club Guests and Non-Members

- a. Members may bring a guest to the range a maximum of **THREE** (3) visits per calendar year.
- b. All guests and non-members are required to sign the register before using the range.
- c. Shared memberships are not allowed. As a general guideline, a member that brings a guest more than three (3) times may be asked to justify to the Board of Directors why an additional membership fee should not be assessed against the member.

Sec 10: Work Parties

- a. No one will use, or shoot on, any portion of the range when a work party is in the process of repairing targets.

- b. On all scheduled work party days and tournament set-up days, the entire range will be closed for shooting until work is completed.
- Sec 11: Prohibited Use  
No firearms, air rifles or crossbows are allowed on Club property.
- Sec 12: Horses- Motor bikes  
Horses and motor bikes are not permitted on the range except for CRB business. Street legal motor bikes may only be ridden on the main road into the Club.
- Sec 13: Pets  
Pets will be the responsibility of their owners. During CRB shooting events, all pets must be on leash. Pets shall only be allowed on the course if all shooters in the group approve. At other times, pets shall be in the owner's direct control while on Club property. Owners must clean up after their pets by removal of deposits. Offending pets could be banned from the Club by a vote of the Board of Directors.
- Sec 14: Children  
Parents/Guardians are responsible for the supervision of their children while at the range.
- Sec 15: Fires  
Open fires are permitted only in designated areas and only with Board approval.
- Sec 16: Incidental Work on Range  
a. No one will use, or shoot on, any portion of the range that is being worked on.
- Sec. 17: Safety  
a. Any CRB member, CRB guest or Non member uses the Club at their own risk.  
b. All CRB members will sign a "safety release" form when joining the Club.  
c. CRB guests and non members participating at Club Shoot(s) will sign a "safety release" prior to using the Club.
- Article II: Miscellaneous Rules
- Sec 1: Property of CRB may be loaned to CRB members only at the discretion and approval of the Board of Directors.
- Sec 2: Personal advertising in the Puffs of Smoke is available to all CRB members at no charge, providing ads are not used for promoting private business. Business ads are available on a fee basis.
- Sec 3: All successful members harvesting a big game animal will be eligible for a Ray White award. All big game animals must be harvested under "fair chase" conditions. The Board of Directors will determine the type of award to be issued.
- Sec 4: Perpetual trophies will be presented to first-place winners in the following Club shoot.  
a. CRB Club Championship.  
1) Top Man's score Compound and Traditional.  
2) Top Woman's score Compound and Traditional.  
3) Top Youth's score Compound and Traditional.  
4) Top Cub score Compound and Traditional.  
Perpetual trophies will be presented simultaneously with a first-place keeper award. These trophies will be presented to CRB members only, at the annual CRB Banquet.
- Sec 5: Acceptance of New Members  
a. New members will be considered "accepted" as part of the Club upon clearance of their payment method that accompanies their application. The new member will be contacted by the Membership Chairman or someone designated by the President to provide the new member with a membership packet.
- Sec 6: Procedure for Electing Life Membership  
a. Nomination must be made to or by, a Board Member and presented in writing at a regularly scheduled Board of Directors meeting. A list of the candidate's qualifications must be presented at this time, and the nomination must be seconded by a Board Member.  
b. The vote to accept or reject the candidate cannot be taken at the same meeting at which the nomination is made.  
c. A special Board of Directors meeting must be called to discuss the qualifications of the Life Membership candidate. A vote will be taken to accept or reject the candidate at this time. Only Board members shall be present. All Board Members are required to vote. If a Board Member is not able to be present at the special meeting, then the presiding officer shall ascertain their vote by personal contact prior to the meeting.

d. Minutes of the special meeting are not to be taken. Only the names of the Board Members present and the result to accept or reject the candidate is noted.

e. Minimum Qualification for Life Membership

The granting of Life Membership is the highest honor that an organization can bestow on one of its members. It signifies that this member has exceptional merit and has performed services above and beyond the call of duty; that he or she was not satisfied with performing only the duties as spelled out for their particular offices, but willingly and with self-motivation did perform other tasks as well. Life Membership should not be granted just because a person is popular, but solely based on what they have done for CRB.

Minimum qualifications are:

- 1) Have performed exceptional service during their membership years; volunteered to run for office, head committees, attended work parties, gave help to fellow members, and have been very involved in the organization.
- 2) Have been a member of CRB for at least fifteen (15) years.
- 3) Have been an active member of CRB for at least ten (10) consecutive years and have consistently contributed to the Club during that time.

Sec 7: Expenses for Washington State Archery Association Annual Convention Representative.

CRB will pay a flat fee to any member who represents CRB at the WSAA Annual Convention. Member must be a WSAA member in good standing

a. The representatives to WSAA shall receive reimbursement as follows:

- 1) Two nights lodging at a reasonable rate per night (if over 100 miles from residence).
- 2) Current IRS Regulations for per mile for automobile expense.
- 3) All registration fees.
- 4) Banquet fees for the annual meeting.

b. The Representative will be required to present a written report to the Board of Directors at the first Board Meeting following the WSAA annual meeting.

Sec 8: Grievances

a. It is the intent of this Standing Rule to provide CRB members with a method whereby they can file a grievance. If a member has a legitimate complaint about any facet of the Club, the way it is operated, or the performance of duties by any member of the Board of Directors, then it is their prerogative to file a complaint.

b. Grievances may be filed by any club member. However, to be accepted the grievance must be presented in writing to a Trustee.

c. It shall be the responsibility of the Trustee to investigate the grievance. If the Trustees cannot resolve the problem or situation, it will then be presented to the full Board for action.

d. In the event that the action taken by the Trustees or Board of Directors does not satisfy the person filing the grievance, the final resolution will be by the General Membership.

Sec 9: Payment of Expenses

Any member of the Board of Directors of CRB (or any member that has Board approval) that incurs expenses shall be reimbursed in the following manner.

a. All expense claims shall be presented to the Treasurer within sixty (60) days from time of expenditure.

b. Member shall complete the claim voucher form provided by the Treasurer.

c. Petty cash in the hands of Committee Chairmen is exempt from the sixty (60) day requirement.

d. Expenses greater than \$500.00 must be pre-approved by the Board of Directors

Article III: Dues Schedule

Sec 1: Regular Membership

a. \$80.00 per year.

b. Entitled to vote and hold office if in good standing.

c. Regular membership will include the spouse and/or dependents under eighteen (18) years of age.

Sec 2: Junior Membership dues shall be \$10 per year.

Sec 3: Senior Membership (Sixty (60) years of age and over)

a. Dues are 50% of the Regular Membership

- b. Entitled to vote and hold office if in good standing.
- c. Senior membership will include the spouse and/or dependents under eighteen (18) years of age.

Sec 4: Military Membership

- b. Dues are 50% of the Regular Membership.
- c. Entitled to vote and hold office if in good standing.
- d. Military membership will include the spouse and/or dependents under eighteen (18) years of age.

Sec 5: Key Deposit

- a. A one time charge of \$5 will be charged to each new member at time of application.

Article IV: Committees

Sec 1: In accordance with Bylaws, Article XI, Sec 1, the following committees shall be formed and Chairmen appointed by the President. These Chairmen shall report to the President monthly prior to the Board meeting as to the status of their committee subject, or come to the meeting and report.

- 1. Awards
- 2. Telephone
- 3. Bylaws
- 4. Communications
- 5. WSAA Representative

Sec 2: Duties of the Committee Chairmen

- a. Awards: Provide awards for C.R.B. shoots, as needed by the Tournament Chairman.
- b. Telephone: Establish telephone communication throughout the club by appointing callers in a manner that minimizes toll calls. Provide these callers with current telephone lists and update them as required.
- c. Bylaws: Consider suggested changes to the Constitution, Bylaws, and Standing Rules, and present to the membership for consideration following established procedures.
- d. Communications: Gather and publish and distribute information.
- e. WSAA Representative: Represent C.R.B. at Washington State Archery Association's Annual meeting and report back to membership.

Article V: Amendments

These Standing Rules can be amended by a majority vote at any meeting. After they have been amended they cannot be modified at the same meeting except by reconsideration. At any future meeting they can be suspended, modified, or rescinded by a majority vote.