



**Constitution
and
By-laws
of the
Pasadena Roving Archers**
a California Nonprofit Corporation

Constitution

Article I. Name of Organization

The name of this organization shall be PASADENA ROVING ARCHERS, INC., and shall be nonpolitical and nonsectarian. The organization shall operate without profit.

Article II. Objectives:

1. To maintain and provide a roving range and target butts for competitive shooting events.
2. To promote various types of bow and arrow tournaments and adopt regulations, conditions, and methods for shooting these tournaments.
3. To foster and perpetuate a spirit of good fellowship and club cooperation.
4. To encourage on the part of the individual archer, a high standard of responsibility and sportsmanship.
5. To encourage on the part of the individual archer, a high standard of skill in the use of the bow and in the related archery crafts.
6. To encourage the use of the bow in the hunting of all legal game birds and animals, and to protect the hunting rights of bowmen hunters.
7. To cooperate with federal, state and local government, sportsmen and conservation organizations in the support of archery and in the perpetuation, conservation and propagation of game and its natural habitat.
8. To conduct a continuous educational program designed to introduce the public to archery as a competitive sport, craft, and recreation, with the use of the bow, and as a practical and humane weapon suitable, under proper regulation, for hunting of game birds and animals.

Article III. Membership

1. Any individual of suitable character and interests may be admitted to the Pasadena Roving Archers, Inc., in such manner and upon such terms, conditions and procedures as may be prescribed by the Board of Directors
2. Applications for membership shall be made on the form supplied by the club, and shall be accompanied by the prescribed dues and fees.
3. Any member of the club may, by written request, recommend disciplinary action, even to expulsion of a member, for conduct detrimental to the club, misuse of club privileges, or action unworthy of club membership. It

shall require a majority vote of the Board of Directors to impose disciplinary action. The accused must be given at least ten (10) days advance notice of the hearing of his case and an opportunity to present a defense. Such disciplined member shall accept and abide by the decision of the Board. Any member expelled from the club shall forfeit all rights in any funds or property belonging to the club, and the use of the name of the organization shall thereafter be denied him.

Article IV. Board of Directors:

The Board of Directors shall consist of five (5) adult regular members.

1. The president and vice president shall be elected by the membership.
2. The Board of Directors shall be composed of the officers of article 4, Section 1, and the immediate past president. If he or she is unavailable, a member in good standing shall be appointed by the president for one (1) calendar year.
3. The Secretary
4. The Treasurer

Article V. Duties of officers

1. President:
 - a. The president shall preside at all meetings of the Board of Directors and shall cast the deciding vote in the case of a tie
 - b. In the event that a quorum of the Board can not be gathered to conduct urgent business of the club, the president is authorized to canvas members of the board by mail or telephone. If this procedure does not produce a majority vote of a quorum, the presiding officer is authorized to take whatever action the Board of Directors deems necessary, pending future review.
 - c. The president shall preside at all meetings of the club as a whole. He shall act as executive head of the club and shall perform such other activities as prescribed by the Board of Directors.
 - d. The president shall sign all written board-approved contracts and co-sign all checks.
 - e. The president shall appoint by October 1st of each year, a committee of two regular members of the club, not including the president, vice president, secretary or treasurer, to audit the books of the corporation and prepare an inventory of club property. This committee shall perform the audit, and turn audit and inventory over to the new officers by January 10th of each year, and shall obtain proper resolution and signature cards for the bank.
 - f. The vice president shall assume the duties of the president in the absence of the president. He shall alternate as co-signer of Board-approved contracts and checks, and shall perform such other activities as may be prescribed by the Board.
 - g. The outgoing president shall render an annual report at the annual meeting in January.
2. The Board of Directors:
 - a. It shall be the duty of the Board of Directors to see that all club activities are within the scope of the Articles of Incorporation, the Constitution, and the by-laws.
 - b. The Board of Directors shall have the power to manage all affairs of the club and any and all questions. And make rules and regulations, not inconsistent with the Articles of Incorporation and the Constitution. These actions shall constitute the by-laws.

- c. If the secretary and treasurer is one officer, then another regular member shall be appointed by the president, with the approval of the remaining Board.
- d. The Board of Directors shall fill any vacancy among elected officers. Such appointment shall be for the remainder of the unexpired term.
- e. Any member of the Board who shall be absent from three (3) successive meetings shall be deemed to have resigned as a member of the Board, and shall cease to be a member thereof, unless he offers an excuse which is satisfactory to the president.
- f. The Board of Directors shall meet at a time and place to be decided by the Board. The meeting shall be open to all members and to others by invitation.
- g. Three members of the Board of Directors, including a presiding officer shall constitute a quorum and may conduct the business of the club, by a majority vote.
- h. The president shall preside at meetings of the Board of Directors and shall cast the deciding vote in the case of a tie.
- i. Meetings shall be conducted in accordance with Roberts' Rules of Order.
- j. As soon as possible after being appointed, and prior to being installed at the January meeting, the Board of Directors shall hold a planning meeting to outline club endeavors and prepare a budget for the coming year. This plan and budget shall be presented to the membership at the annual meeting.

3. Secretary

- a. The Secretary shall keep the minutes of the Board of Directors meetings and maintain such minutes as a permanent record.
- b. The secretary shall maintain an up-to-date record of the by-laws.
- c. The secretary shall conduct the correspondence of the club.
- d. The secretary shall keep the official records, documents and papers relating to the club.
- e. The secretary shall serve notice to club members of all meetings and activities, except as otherwise directed by the Board.
- f. The secretary shall perform such other duties as may be prescribed by the Board.

4. Treasurer

- a. The treasurer shall receive and deposit monies of the corporation, in a Board-designated bank.
- b. No disbursement of funds shall be made without the specific approval of the Board of Directors, except that the president and treasurer may together approve covering a bill for current expenses. All disbursements shall be by numbered check drawn by the treasurer and countersigned by the president.
- c. The treasurer shall maintain an accurate record of receipts and disbursements
- d. The treasurer shall prepare and present at each meeting of the Board of Directors, a statement of the financial condition of the corporation.
- e. The treasurer shall maintain the membership roll and prepare the roster.
- f. The treasurer shall perform such other duties as may be prescribed by the Board.

5. Other officers.

The Board of Directors shall appoint such other officers, committees and representatives as it deems necessary and shall

prescribe the duties thereof. The president, with the approval of the Board of Directors, shall appoint members to fill these offices.

6. Remuneration of Officers.

No elected officer or (member of the Board of) Director(s) of the club shall receive payment from the club for services rendered by virtue of his office. This does not prohibit reimbursement for out-of-pocket expenses incurred in conducting club business, when approved by the Board.

Article VI. Nominations and Elections

- 1. The president shall at the October meeting of each year, appoint a nomination committee of three members who do not hold elective office in the club.
- 2. The nominating committee shall nominate at least two members each for the office of president and vice president, and the names shall be published in the club newsletter, or mailed directly to each club member before the number meeting.
- 3. Nominees for elective offices must verbally consent and indicate a willingness to serve.
- 4. Additional nominations may be made by club members at the November meeting.
- 5. Ballots shall be mailed to all members within seven days after the November meeting.
- 6. Election will be by a majority of votes returned from paid-up regular members by November 30th.
- 7. The elections must be completed by the December Board meeting, and the results announced at that time and posted by the next shoot date.
- 8. The newly elected officers and the Board of Directors will be installed at the annual meeting of the club and will take office immediately thereafter. They shall serve until their successors are duly elected and installed.

Article VII. Meetings, Activities and Newsletter

- 1. The Board of Directors may schedule such meetings, shoots, classes or activities as it deems necessary to adequately serve the membership and fulfill the objectives of the club.
- 2. the Board of Directors shall, in so far as possible, schedule a monthly meeting of the membership, and cause a monthly newsletter to be sent to the membership, or both, so that the membership can be adequately informed of the activities of (and?) the actions taken by its officers and directors.
- 3. The installation meeting in January of each year shall constitute the annual meeting of the corporation. At this meeting the past president shall report on his stewardship and the new Board shall present plans and the budget for the coming year.

Article VIII. By-laws.

- 1. The recorded actions of the Board of Directors or the membership shall constitute the by-laws of the corporation.
- 2. It shall be the duty of the Secretary to keep an up-to-date copy of the by-laws, and apprise the Board of Directors of possible conflicts, inconsistencies or omissions in the by-laws.
- 3. A biannual review shall be made of the constitution and the by-laws to ensure all amendments and revisions have been incorporated.

Article IX. Amendments

Proposed amendments to the constitution must be:

- 1. Approved by the Board of Directors

2. Sent directly to the membership
3. Approved by two-thirds ($\frac{2}{3}$) majority of the ballots returned from paid-up regular members by the date specified on the ballot.

By-Laws

1. Purpose

The purpose of the by-laws is to define club rules of Pasadena Roving Archers (PRA) and regulations for membership, establishing shoots and awards, and regional, state and national affiliations.

2. Types of membership

A. Regular membership: Membership is open to all interested persons who wish to join Pasadena Roving Archers club. Continuing membership is subject to the limitations stated in the constitution. Paid-up members become co-owners of all club property, including the clubhouse and as such are mutually responsible for maintenance or replacements. The Board of Directors (Board) may assess the membership in the case of necessity. New members must attend at least two club meetings during the first four months of their membership as part of their probation.

B. Associate membership: Associate membership is open to past members who no longer shoot regularly, but who wish to maintain membership, and members in good standing of National Field Archery Association (NFAA) or National Archery Association (NAA) affiliated clubs, and college or high school students who are members of that school's archery team, or a member of an on-campus archery club, and who wish to join PRA also. Associate members will receive the club newsletter and pay regular member shoot fees. Associate members may not vote, hold office or receive annual trophies or awards.

C. Honorary Membership: Honorary, non-voting membership may be conferred on any candidate outside the membership of PRA, the Board, upon unanimous affirmation, is considered to have fulfilled the requirements of Section D, Paragraph 1, hereof. Honorary membership may be terminated at any time by a two-thirds majority vote of the Board.

D. Life Membership: The Board may, upon unanimous affirmation confer upon any club member in good standing and who has met the following requirements, a Certificate of Life Membership.

1) One whom the Board may deem to be so honored in recognition of dedicated and distinguished service in promoting, and sustaining and preserving the noble aims and high purposes of Pasadena Roving Archers, Incorporated.

2) Must have maintained membership a minimum of five years.

3) Definition of Life Membership:

a. Shall consist of a single adult working membership

b. Shall be non-transferable

c. Shall include receipt of the club newsletter

d. Shall be entitled to participate in all PRA shoots and tournaments, upon payment of appropriate *regular member shoot* fees.

e. Shall be entitled to a family membership upon yearly payment of the difference between the adult and family membership dues, maintenance fees, and assessments.

f. Life Members who have reached the age of sixty-five years are not required to fulfill working membership obligations, but may participate at their discretion.

g. Shall be terminated as outlined in Article 3, Paragraph 3 of the PRA Constitution.

h. Shall be conferred by the president

i. Shall be conferred on a member who has served as president for three terms, two of which must be consecutive. (Effective 1976 and not retroactive)

4) Confirmation of life membership shall consist of the following: A Certificate of Life Membership and Life Membership card. The certificate shall state that the member has met the requirements of life membership. The certificates shall be numbered sequentially and dated to correspond to the date of the conferee's election. The president and secretary shall sign the certificate.

3. Dues and Fees & Delinquency

The club year begins January 1st. Membership dues, fees, and assessments are due and payable as of January 1st, and are considered delinquent on February 1st. Members who have not paid by February 1st, shall not be entitled to club privileges and must pay guest shoot fees during the period of delinquency. The delinquency period shall not exceed twelve months. During this time the delinquent member may be restored to full membership status by paying the full amount of dues, fees, and assessments for work not completed during the previous membership year. If the delinquent member has not restored their membership by the end of the twelve month period, they will be dropped from the membership roll and will no be eligible for membership until all past dues, fees and assessments have been paid.

A. Dues shall be assessed as follows:

Adults – Individual \$30.00

Family \$35.00

Junior (17 & under) \$10.00

Associate \$15.00

B. Fees shall be assessed as follows:

Nonworking fee \$90.00

Range Maintenance Fee \$15.00

Late fee (after February 1) \$10.00

C. Working members not completing their eighteen-hour work obligation during the previous year will be assessed \$5.00 for each work hour not satisfied.

D. New members attending Board meetings in their first year of membership, will be credited with one-half hour per meeting attended with a maximum of two hours credit.

E. Members working special tournaments will be credited with four and one-half hours per tournament.

4. Meetings:

Meetings of the PRA shall include the following:

A. Monthly Board Meetings: Board of Director meetings will be held on the first Wednesday of each month, or the second Wednesday, if the first falls on a holiday, at 7:30 p.m., except the month of January.

B. Special Board Meetings: Special meetings of the Board may be called to transact business, if a quorum of the Board is present. Although motions can pass on three aye votes, or a majority of the Board, the wishes of the members present should be considered.

C. Annual Awards and Installation Meeting: The annual meeting will be held during the month of January, at a place, date, and time to be designated by the Board and the Committee Chairperson.

5. Club Shoots

A. Field and Hunter Round: The field and hunter round shoots will be held on the first four Sundays of each month, on the range south of the clubhouse, and shall consist of two units of regulation NFAA field or hunter championship targets. Scoring shall be in accordance with applicable NFAA rules.

B. Animal Round: The animal round will be held on months containing a fifth Sunday, on the range south of the clubhouse, and shall consist of two units of regulation NFAA animal targets. Scoring shall be in accordance

with NFAA rules. All animal scores shot will be counted in the annual overall aggregate score award only. On occasion the Board may preempt this round.

C. 3-D Animal Shoot: In addition to the field/hunter round, on the third Sunday of each month a 3-D animal League, with sufficient participation, may be formed and a League chairperson appointed. Two fourteen 3-D target units will comprise a round, with two shooting stakes at unmarked distances for each target, on the range north of the clubhouse. Rules for 3-D animal shoot are as follows:

- 1) Range Finders. No range finding devices of any type will be allowed during competition
- 2) Number of arrows. The 3-D round shall be shot with one arrow from each stake
- 3) Scoring. Scoring of the 3-D round shall be 10-8-5. An arrow touching or within the kill ring line shall be scored as 10 points; an arrow touching or within the wound ring line shall be scored as 8 points; and the animal's remaining area (exclusive of legs, antlers, or horns) shall be scored as 5 points

D. Walt Powell Iron Man Shoot: This shoot will be held concurrently with the 3-D animal shoot. Twenty-eight field or hunter and twenty-eight 3-D animal targets will comprise a round, which shall be shot within the five-hour time limit stated in Section E. Being an endurance event, a single first place award will be given to the archer with the highest average score, who has completed a minimum of three field or hunter target rounds and three 3-D rounds. Only the three highest scores from each target group and handicapped in accordance with NFAA rules will be averaged.

E. Club Shoot Rules: All field, hunter, animal, and 3-D shoots, from the first Sunday in October to the last Sunday in May, will start promptly at 9:00 a.m. and end at 1:00 p.m., except the Walt Powell Iron Man, which will end at 2:00 p.m. From the first Sunday in June to the last Sunday in September, shoots will start at 8:00 a.m. and end at 12:00 noon, except the Walt Powell Iron Man, which will end at 1:00 p.m. All club shoots require each participant to *complete* two score cards, and each shooting group shall consist of a minimum of three and a maximum of five persons. All scorecards must be turned in to the scorekeeper by the end of the shoot time. All score cards shall be initialed by the scorers and signed by the archer.

F. Senior Shoot Rule: Members 65 years and older, may elect to shoot a single unit, and have it entered on their cards. Club shoot rules apply and score cards must be dated and turned in at the completion of each unit. The scorekeeper will add two consecutive units to determine round score.

G. Unattended children: No unattended children under the age of thirteen shall be permitted on the range during club shooting hours. If found, they will be returned to the clubhouse by a guardian or officer of the club. If a member parent continues this practice, they will be dealt with under Article 3, Section 3 of the Constitution.

H. Indoor 300 Round. Round will be an indoor round, but shot outdoors. Target face would be the 40 cm FITA or Vegas face or the blue NFAA Indoor single spot or five spot, with 10-9-8-7-6-5-4-3-2-1 scoring. (Juniors under the age of 12 may shoot the 80 cm face and ages 12 to 14 shall shoot the 60 cm face). Distance is either 18 meters or 20 yards. Divisions will be the same as the NFAA divisions. Location will be as necessary to accommodate the number of archers and to provide safe use of Field Target No. 2 at the same time. Set up at

least once a month, and five scores are required for awards, and as in the other rounds, the average of the five highest scores will be used for determining champions, as in the field rounds.

I. Rookie Round. The Round will be a Field-type round for novice and rookie archers; the goal being to introduce new archers to shooting the field round. Since many of these archers would have light weight bows and some may even use club equipment the distances are shorter than the standard field or hunter round.

- 1). The Rookie Round may be used by both Adult and Young Adult shooters
- 2). The Round will utilize the Cub markers.
- 3). There are only two divisions – Adult/Youth and Junior (No male-female differential)
- 4). There are only three Styles: Barebow – either compound or recurve; compound-sight and recurve-sight.
- 5). Five 28 target scores shall be required for trophies in the division and may consist of two consecutive 14-target rounds.
- 6). No member may shoot the Rookie Round for more than one full shoot year November 1 to October 31.
- 7). An experienced club member must accompany each target group though several rounds so they learn the scoring, etiquette, etc.

6. Maintenance of Premises:

The range and clubhouse, and improvements thereon, shall be maintained as required by the operating agreement with the City of Pasadena, and the by-laws of the National Field Archery Association, as a four-star rated course or better. Maintenance shall be the responsibility of all members to include, but not be limited to maintaining the premises in a clean, safe and sanitary condition at all times and in a state of good repair:

A. All range maintenance shall be directed by the Range Captain appointed by the President, or by other person so designated by the President, and shall include:

- 1) Upkeep and maintenance of the interior and exterior portions of all improvements situated on the premises, including the clubhouse, target butts and sheds, bow racks, benches, and stairs.
- 2) Maintain all structures and devices associated with the use of the property as an archery range, including all repairs, alterations and improvements as approved by the City;
- 3) Installation and maintenance of such signs, barriers, or other special equipment or other locations of targets, shooting points, paths or trails as required by the standards of the NFAA and the City of Pasadena;
- 4) All work shall comply with all City, County, State and Federal laws, rules, and regulations, pertaining to the uses granted by the City of Pasadena including the Pasadena Municipal Code, the Arroyo Seco Public Lands Ordinance, and the "Master Plan for the Lower Arroyo."

B. Club members may not alter the existing clubhouse structure or construct any additional structures without the approval of the City Manager of the City of Pasadena or his designee, in writing, as to location and design. Construction of approved improvements shall be undertaken only in full conformance with approved plans, and in compliance with all local, state and federal laws and regulations. Provided that:

- 1) No member shall undertake a project to repair or improve the range without specific Range Captain and/or Board approval.
- 2) Proposed repair or improvements other than routine maintenance must be presented to the Range Captain or the Board with a complete description and estimate of cost and time involved to complete the project.

- 3) If a proposed project is presented without a cost estimate and the board perceives the project viable to the enrichment of PRA members or the range grounds then the presented project will be take under advisement until the information can be provided properly identify the project cost and time.

7. Shoot Fees:

Regular Shoot Fees	Field/Hunter/300	3-D
Adult Members	\$2.00	\$5.00
Junior Members	\$2.00	\$3.00
Guests, Adult	\$5.00	\$8.00
Guests, Junior	\$5.00	\$5.00
Cubs (11 & under)	Free	Free
3-D League membership Dues		\$12.00

B. Shoot fees may be waived in special instances by direction of the President, Vice President or Secretary.

C. The Board of Directors shall set fees for special shoots.

8. Annual Awards:

A. Annual Awards: Members must submit scores for a minimum of ten official field and or hunter rounds or combinations thereof, and for senior members, an equivalent number of units, for year-end annual awards. The average of the ten highest field/hunter scores will be used to determine winner in each style and class. Animal rounds will only count for the top aggregate score in any one style, and does not count in top score in that style of shooting. If one chooses to shoot different styles, they must have a minimum of ten scores in each style, to qualify for awards in that style. The award period shall runs from the first Sunday in November to the last Sunday in October.

B. Special Awards:

- 1) A special award shall be given to the outgoing President, in recognition of their service
- 2) Most Improved Archer, based on move improvement in average score during the year.
- 3) Harry Francis "Highest Total Score" trophy to the archer attaining the highest aggregate total of all their scores within the same award year.
- 4) The "Walt Powell Iron Man" trophy will be awarded to the highest aggregate score, as stated in Section 5, Paragraph D.
- 5) The "Man and Wife" trophy will be awarded to the highest combined handicapped score.
- 6) The "Harmut Pawelsik Perpetual Men's High Score" trophies will be awarded to the men shooting the highest single round score in the following styles: (10 score eligibility not required) – Bowhunter, Bowhunter Freestyle Limited, and Freestyle.

C. Non-Club Awards: CBH/SAA "20" pins and "Perfect Animal Round" pins are available from the Sunday Treasurers. NFAA Youth Awards are available through the National office, to NFAA members

9. Annual Awards: Style, Classes, and places:

A. Freestyle

- 1) Four Classes: AA, A, B, & C (AA Class shall be scores of 525 or more on a field or hunter round and shall be for club competition only)
- 2) Male and Female
- 3) 1st, 2nd, & 3rd places

B. Barebow, Bowhunter, Bowhunter Freestyle, Bowhunter Freestyle limited, Freestyle Limited, and Freestyle Limited Recurve

- 1) Three Classes: A, B, & C
- 2) Male and Female

- 3) 1st, 2nd, & 3rd places

C. Traditional: Recurve and Longbow

- 1) One Class
- 2) Male and Female

- 3) 1st, 2nd, 3rd places

D. Special shoots. Awards for special or novelty shoots shall be set by the Board.

E. "Walt Powell Iron Man" Perpetual Trophy:

1) The archer with the highest aggregate score will have their name added to the perpetual trophy and retain the same for a period of one year. At the annual awards and installation meeting; the winner will receive a keepsake trophy.

2) Participants completing requirements of Section 5, Paragraph D will receive "Recognition Medals"

F. 3-D Bowhunters League Shoot:

- 1) A minimum of eight 3-D rounds must be shot for a member to be eligible for awards.
- 2) Classes: Sights/Release, Sights Fingers, Non-sight/Fingers, and Traditional
- 3) Male and female

G. Adding New Styles: Requests for additions or changes in the styles for which awards are given must be brought before the Board by the first meeting of February, for consideration. No changes in format of awards will be made after April 1st.

10. Dissemination of Information and Authorized Activities:

A. No member may enter into, on behalf of the Pasadena Roving Archers, Inc., or commit the club to a contract or endorsement of any kind, in any manner, or for any reason, without first submitting a written copy of said commitment, contract, or endorsement for consideration and disposition by and receiving approval of the Board.

B. Interviews or histories of the club may not be given for publication without a copy of said interview of history being submitted to the Board for consideration and disposition.

C. Any portion of the monthly newsletter may be quoted for publication by any member without prior approval of the Board.

D. No member shall conduct or promote any activity (i.e. meetings, special events, instructional programs, etc.) in which it is implied directly or indirectly that such activity is sanctioned by PRA without having first submitted a written description of said activity for consideration and disposition of, and receiving approval of the Board.

E. No member shall represent themselves to the City of Pasadena or other governmental agency or to a state or national archery organization, as an official representative of PRA unless said member is an elected officer of PRA or officially designated as a representative by the Board or by the president of PRA.

11. Affiliations:

- A. National Field Archery Association
- B. California Bowmen Hunters and State Archery Association
- C. Southern California Archery Association
- D. National Archery Association and the Junior Olympic Archery Development (JOAD) Program

12. Reimbursement of expenses:

Members may be reimbursed for expenditures for purchases of materials for maintenance of the premises or operation of the club, provided:

- A. Such reimbursement shall be made only upon presentation of receipts or invoices at the monthly Board meeting unless previous arrangements have been made for payment.
- B. Incidental expenditures, without advanced Board approval shall be limited to \$25.00 in any month.
- C. Expenditures in excess of \$25.00 must have had prior Board approval, as to the purchase and if other than standard recurring expenditures, the amount of the purchase. Recurring expenditures include such items as newsletter mailing, bale banding material, and paper targets, and 3-D repair materials. The Board may add to the list of recurring expenditures as the need arise