

MISSOURI BOW HUNTERS ASSOCIATION
By-laws

Amended January 18, 2016

Article I: Membership

- A. MBH membership is available to both residents and non-residents of the state of Missouri, provided they pay the appropriate membership dues.
- B. Honorary Life Membership may be conferred upon an individual who has at least ten years meritorious service in organized archery and at least five years as a member of the B of R or an officer of MBH. The B of R must consider candidates for at least one year prior to submission to the membership for ratification. Ratification shall be by two-thirds vote cast by members present at the annual meeting. An honorary Life member shall have all of the privileges of regular membership, but shall be exempt from the payment of dues.
- C. A member convicted of a violation of the Wildlife Code of Missouri, or who violates the principles of good sportsmanship, may be suspended or expelled by a two-thirds vote of the B of R. Such members shall be notified by the executive secretary of their pending suspension or expulsion.
- D. For cause, the B of R may deny membership to individuals or clubs by a two-thirds vote. Such members or clubs shall be notified by the executive secretary of the B of R's action.
- E. Any person or club whose membership rights have been suspended under the provisions of C or D above shall have the right of appeal. Action of reinstatement of membership consists of submitting a written statement to the B of R requesting consideration of his/her plea for reinstatement as a member. Reinstatement requires a two-thirds vote by the B of R at a physical meeting.
- F. Any person or club whose membership rights have been denied or terminated may re-apply for membership after a period of at least twelve months from the date of such denial or termination, by submitting a written statement to the B of R requesting the same. Approval of such request requires a two-thirds vote of the B of R.

Article II: Dues and Affiliation

- A. Annual dues for individuals (18 or older), Youth (individual membership under 18 years of age) and family (may include a spouse and all children under 18 years if age) shall be set by the B of R. Membership becomes effective on the date dues are received by the Executive Secretary, and expires on year (365/6 days) thereafter. **(Amended 1-18-2015)**
- B. Renewal dues for a member who is also a member of the National Field Archery Association (NFAA) shall be pro-rated so that his/her MBH and NFAA membership expire simultaneously.

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- C. A local club may affiliate with MBH, either with or without a charter in NFAA, as follows:
1. New MBH and/or NFAA club charter: Each affiliating MBH club have at a minimum five (5) MBH members (Head of Household) and each affiliating NFAA charter shall at a minimum five (5) NFAA members (Head of Household). Affiliating clubs shall pay an initial charter fee in an amount set by the NFAA for an NFAA charter, and the amount set by the B of R to MBH for an MBH charter. Such fees shall be accompanied by the appropriate application(s), and shall be submitted to the MBH Executive Secretary. Such affiliations shall be for a term of one year and shall include charters in NFAA and MBH, and a seat on the MBH B of R as detailed under Article V of these by-laws. Initial application shall be accompanied by a complete MBH member club roster, showing name, mailing address, E-mail address, date of birth, shooting style and telephone number, and an indication of club officers, NFAA members, and the club's representative to the B of R. **(Amended 8-24-15)**
 2. Renewal MBH and NFAA club charter: Each affiliated club shall, upon receipt of renewal notification from NFAA headquarters, pay a charter renewal fee in an amount set by the NFAA for an NFAA charter, and the amount set by the B of R to MBH for an MBH charter. Such fees shall be accompanied by the appropriate renewal forms and a roster as described in paragraph 1 above, and shall be submitted to the MBH executive secretary. Each club renewal charter shall comply with required minimum MBH and or NFAA members described in paragraph 1.
 3. New MBH club charter: Each affiliating club shall comply with all provisions of paragraph 1 above, except that only the amount set by the B of R for an MBH charter fee shall accompany the application.
 4. Renewal MBH club charter: Each affiliated club shall comply with all provisions of paragraph 2 above, except that only the amount set by the B of R for an MBH charter fee shall accompany the application.
 5. Any affiliated club, which fails to comply with the applicable requirements, stated above on or before its renewal deadline shall be considered delinquent and shall forfeit all MBH/NFAA privileges herein granted by affiliation. Said clubs shall also forfeit any and all listings on the MBH calendar of events. Upon compliance with new or renewal requirements, the club shall be considered affiliated and have all privileges thereof including having its events returned to the MBH calendar of events.
 6. If an individual holds membership in more than one affiliated club, he/she shall designate one as his/her home club. The other club(s) shall designate this provision on their rosters.

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7. It shall be the responsibility of each affiliated club to send to the executive secretary, as soon as possible, any change in its officers or representative to the B of R, as well as the dues and the information required on the roster for new members joining the club after the application for new or renewal charter. Such new club members become members of MBH on the date such dues and information are received by the executive secretary. The executive secretary shall not issue MBH membership cards or process applications for MBH awards until such items are received.

Article III: Officers and Elections

- A. The elected officers of MBH shall be a president and vice-president, whose terms of office shall be two consecutive years and until their successors are elected and installed. They shall not hold office in any other state archery organization and shall receive without salary. They shall be members of MBH/NFAA.
 1. In the event a sitting President resigns before his/her term of office is completed the following will occur:
 - a. In accordance with Article IV, Section B the Vice-President will assume the duties of the President until the next scheduled election.
 - b. In the event the Vice-President declines to assume the duties of the President under the By-Laws as described in Article IV, Section B, the B of R will appoint a Board member to fulfill the duties of President until the next scheduled election.
 - c. The Vice-President will appoint (from the B of R) a member to fill the office of Vice-President until the next scheduled election.
 2. In the event a sitting Vice-President resigns before his/her term of office is completed the following will occur:
 - a. The President will appoint (from the B of R) a member to fill the office of Vice-President until the next scheduled election.
 3. All appointments will be approved by the majority of the B of R.
 4. In the event both officers resign, Article V, Section D, subparagraph 6 will be carried out. **(Amended 1-18-2016)**
- B. The nominating committee shall be appointed in accordance with Article VI.
- C. Additional candidates may be nominated from the floor at the meeting during the outdoor championship tournament in even-numbers years.
- D. Each individual **(18 or older)** member is entitled to one vote. Each spouse/Significant other covered under a family membership is entitled to one vote. **(Amended 1-18-2016)**
- E. Election notice and names of candidates and their platforms shall be published in the MBH publication in October and/or November immediately preceding the election.

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- F. A mail ballot containing the names of the candidates, as well as a line for write-in candidates shall be furnished to each eligible voting member of the organization. The ballots shall be mailed to the voting membership in November during the election year. A self addressed envelope will be provided and shall be returned to the Executive Secretary by first class mail. This envelope will be marked “**Ballot**” in bold letters. Each envelope so returned shall have proper postage affixed, and will have the name and address of the voting member (if more than one eligible voter in household, each name must appear in the return address), and shall be postmarked no later than December 15th preceding the election. Return addresses will be use as verification of membership. The ballots shall remain sealed until counted and ratified by the B of R at its next physical meeting.
(Amended 8-24-15)
- G. Elected officers shall be elected by a simple majority. In the event of a tie vote for President and/or Vice-President the B of R shall vote by secret written ballots(s) to determine the election. Such vote will take place at the first physical B of R meeting after the ballot deadline. A simple majority shall prevail.
- H. The newly elected officers shall be installed by the B of R immediately following the ratification of the ballots.
- I. **An executive secretary shall be appointed by majority vote of the B of R. His/her term of office shall be at the discretion of and as determined by the B of R.** He/she shall receive compensation as determined by the B of R.
- J. An MBH representative to the NFAA shall be appointed by the B of R by majority vote and shall represent the MBH in all matters dealing with the NFAA. **The NFAA Representative must be an NFAA member.** The MBH shall pay his/her travel, lodging and meal expenses to and from the annual NFAA convention. He/she shall serve for a term of two years. **In the event the current NFAA Representative in unable to attend the NFAA convention, an alternate will be appointed by the MBH President. (Amend 1-18-2016)**
- K. **Officers who are not also duly elected representatives of their home clubs shall be reimbursed for their B of R approved expenses in attending MBH functions, or other functions on behalf of MBH.**
- L. The president may appoint alternates to serve in the place of any appointed officer who may be unable to perform one or more of his/her duties.

Article IV: Duties of Officers

- A. **President:** It shall be his/her duty to preside at all meetings of MBH and the B of R. He/she shall appoint standing and special committee chairs from the B of R and perform all other duties pertaining to the office. The President may appoint a Parliamentarian who is an MBH member in good standing. The retiring president shall install the newly elected officers immediately following the ratification of the ballots.
- B. **Vice-President:** It shall be his/her duty to preside and to act in the absence of the president.
- C. **Executive Secretary:** It shall be his/her duty to keep an accurate written record of all business proceedings of MBH and B of R including an accurate list of

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affiliated clubs and their authorized B of R representative attending each B of R meeting, which shall be recorded in the minutes of said meetings, and to maintain a membership file, a list of all committees, file of permanent records and copies of the constitution and by-laws of MBH, complete and as amended. Such information shall be available within forty-five days from the executive secretary upon request by affiliated clubs and/or B of R members. He/she shall notify all B of R members of any meeting called by the president or B of R. He/she shall immediately notify the B of R of any known or expected vacancies in offices, executive secretary, or NFAA representative positions so the B of R may accept applications from qualified replacements. Upon request, he/she shall supply an affiliated club with an up-to-date mailing list of affiliated clubs and their officers. Mail votes from the general membership shall be retained for a period of two years. He/she shall be responsible for maintaining a current census of each affiliated club for the purpose of voting at B of R meetings in accordance with article V, paragraph B. He/she shall have charge of all funds of MBH and pay all disbursements by check/Debit Card. He/she shall use the double entry system of bookkeeping. He/she shall keep a file of all bills paid, a record of receipts and expenditures, and present the same for audit preceding the annual meeting. He/she shall prepare and mail to all officers and the B of R a monthly record of receipts and expenditures. **(Amended 8-24-15)**

- D. **NFAA Representative:** It shall be his/her duty to represent MBH in all matters dealing with the NFAA. He/she shall attend and advise at B of R meetings, and shall make a report of all pertinent information concerning the NFAA to the B of R.
- E. MBH Officers (i.e. President, Vice-President and Secretary) shall be given the authority to make legitimate, cost effective decisions on MBH business matters, not to exceed \$500.00 per occurrence. These decisions will be reported to the B or R (by e-mail) within three working days and will be subject to review by the B of R is such action was deemed necessary. **(Amended 8-24-15)**

Article V: Board of Representatives

- A. The B of R shall consist of the elected officers, the immediate past president, executive secretary, NFAA Representative, and one representative from each affiliated club. Each affiliated club shall elect one representative. His/her name and address shall be submitted to the executive secretary with the club's charter papers. In the event the duly elected representative cannot attend a B of R meeting, the club may send an alternate member of his/her club bearing a letter of authorization signed by the club's current B of R, President or Executive Officer. An individual may serve as the representative or alternate for only his/her home club. Only representatives duly accredited as stated above will be permitted to function in a board member capacity. All B of R representatives and alternates shall be MBH members in good standing.

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- B. Each affiliated club with a minimum of five MBH home club members shall be entitled to one vote through its representative. The vice-president, executive secretary, NFAA representatives, and immediate past president shall not be entitled to vote unless they are duly elected representatives or alternates of their club. The president, as chair of the B of R, may vote only in the case of a tie.
- C. A quorum at the B of R meeting shall consist of the presiding officer and all of the voting members of the B of R present.
- D. The B of R, being the fully constituted governing body of MBH, shall be responsible to the collective membership of MBH for the following functions:
 - 1. Direct the business of MBH in accordance with the constitution and by-laws.
 - 2. Ratify the appointment of the executive secretary and NFAA representative by a majority vote.
 - 3. Determine the compensation of the executive secretary or any other employee of MBH.
 - 4. Authorize the executive secretary to pay bills incurred in connection with the business of MBH.
 - 5. Remove elected or appointed officers by a two-thirds majority vote for delinquent or unsatisfactory performance of duties or such other cause that makes such action necessary.
 - 6. Fill any vacancy in an elective or appointive office that may occur by a majority vote.
 - 7. Assure that the executive secretary is fully bonded in any amount adequate for the protection of MBH and the B of R.
 - 8. Supervise, approve and be responsible for actions of all committees in accordance with article VI.
 - 9. Regulate the use of the name and emblem of MBH for purposes of income or otherwise.
 - 10. Establish MBH dues, tournaments fees, rates for publications and regulate other sources of income.
 - 11. Receive bids and select a host club or sponsor for all tournaments and any other contests sanctioned by MBH.
 - 12. Ratify all mail ballots to the general membership.
 - 13. Regulate big game and small game awards.
 - 14. Approve all proposed amendments to the constitution before submitting to the MBH membership for a vote.
 - 15. Establish policy and procedures to be followed in dealing with other archery organizations.

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Article VI: **Committees**

- A. The standing committees of MBH and their duties are defined as Follows. The actions of all committees must be approved by the B of R. The chair of each committee may appoint one or more members to the committee, who are members of MBH.
1. **Membership:** To promote membership in MBH
 2. **Ways and Means:** To explore methods of raising funds for MBH, and to submit the same to the B of R for consideration.
 3. **Publications:** To be responsible for all MBH publications; to screen articles prior to publication; to obtain bids for printing and to select a publication editor.
 4. **Audit:** To audit the records and moneys of the executive secretary of the calendar year and submit findings in a report to the MBH membership within sixty days of the close of the calendar year.
 5. **Nominating:** To be appointed in even-numbered years by the president from the B of R. This committee shall consist of at least five members and shall nominate at least two, if possible, qualified candidates for each of the offices of president and vice-president and present these nominations to the membership at a meeting during the outdoor championship tournament in even-numbered years.
 6. **Large and Small Game:** To be responsible for maintaining records and providing forms and awards for large and small game in accordance with article IX.
 7. **Awards:** To provide awards for MBH tournaments and other activities; to recall all traveling trophies prior to presentation; to submit for the approval of the B of R any award to be contributed for any MBH tournament.
 8. **Conservation:** To attend all Conservation Federation meetings and any Conservation Commission Regulation meetings that pertain to bowhunters; to study and report on legislation regarding bowhunting to help secure legislation favorable to bowhunting; to cooperate with State and Federal governments in the conservation of game and its natural habitat; and to participate in the education of the public regarding bowhunting.
 9. **Deer Classic:** To serve as MBH's representative in the committee established by the organizations participating in the Deer Classic.
 10. **Fish Shoot:** To organize and run the annual fish shoot, including determining location(s), advertising, rules and awards.
 11. **Tournament Coordinator:** To compile and maintain the calendar of events; to determine that host clubs are entitled to have a listing; and to assure that there is no conflict between such a listing and a MBH tournament or function.
 12. **Publicity and Public Relations:** To secure favorable publicity for bowhunting and field archery and cooperate in such subjects as shall reflect favorably on archery and the MBH.
 13. **Annual outdoor Championship Tournament:** To coordinate tournament activities with the sponsoring group in conformity to MBH guidelines and

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tradition. To record in a permanent record book round by round and aggregate scores of the first three place winners in all championship classes in all divisions.

14. **Annual Indoor Championship Tournaments:** Same as in item 13 above.
 15. **Annual 3-D Championship:** Same as in Item 13 above.
 16. **Revisions:** To receive, prepare in proper form, and submit proposed constitutional and by-laws changes to the B of R for consideration.
 17. **Parliamentarian:** To function in the capacity of parliamentarian at MBH meetings and to assure that all MBH meetings are conducted in accordance with the constitution and by-laws. The Parliamentarian may vote if he/she is a duly elected/appointed B of R of a good standing MBH Club.
 18. **Missouri Bowhunters Hall of Fame:** The Missouri Bowhunters Hall of Fame Committee shall consist of a chairman (appointed by the MBH President) and MBH Lifetime Members. This committee shall submit to the B of R a proposal for approval of guidelines for nomination/induction into the Missouri Bowhunters Hall of Fame. The Missouri Bowhunters Hall of Fame committee based upon approved guidelines shall submit to the MBH B of R nominees for induction into the Hall. The MBH B or R at the January meeting shall vote on the submitted nominees for induction into the Missouri Bowhunters Hall of Fame.
- B. Special committees may be appointed from the B of R by the president as needed.

Article VII: Meetings

- A. All MBH meetings shall be conducted in accordance with Robert's Rules of Order.
- B. A annual January meeting shall be at a time and place designated by the President, and shall be the only meeting where honorary membership and amendments to the constitution may be ratified (or in accordance with Article X, C). Also at this meeting motions by the general membership may be presented for consideration. (Rev 1-18-2015).
- C. A quorum at the annual meeting shall consist of the members present.
- D. At least two regular physical meetings of the B of R shall be held during the year, at a time and place designated by the president. Special physical meetings may be called by the president or at the request of three B of R members. All meetings shall have a minimum of two weeks written notice by first class mail. An agenda covering business to be transacted at the meeting shall accompany the written notice.
- E. Mail meetings of the B of R may be called by the president or three members of the B of R in an emergency or when a minimum of two weeks written notice is not possible. Such meeting must be conducted by first class mail. The executive secretary shall open the envelopes only after the return deadline, record the results, and advise each member of the B of R of the results of each vote so taken. Such mail votes shall be recorded by individual club and results furnished to the B of R within one week of the deadline date.
- F. All B of R physical meetings are open to the general membership.

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- G. The Executive Secretary shall publish B of R meeting minutes in the Release and or Webpage no later than 60 days after the said meeting. **(Rev 1-18-2015)**

Article VIII: Tournaments

- A. Annual outdoor field championship, indoor championship, 3-D tournament, youth tournament, and the 600 tournament:
1. The B of R shall set all fees and determine the distribution of fees and expenses, establish requirements for bidding for the tournaments, and all other requirements pertinent to the tournaments.
 2. The B of R shall award the tournament based upon bids submitted by affiliated clubs or sponsors.
 3. The annual outdoor field championship and indoor championship, participants shall be members of MBH and NFAA.
 4. The 3-D, Youth and 600 tournaments participants shall be MBH members.
 5. Guest: Any participant who does not meet the required membership criteria as stated above. Guest participants will not be eligible for awards, money or titles.
 6. The B of R shall determine the sponsor(s), if any, establish the rules, regulations and fees pertaining to any other contests sanctioned by MBH. **(Amended 1-18-2016)**

Article IX: Awards

- A. Suitable awards shall be provided for MBH tournaments in accordance with requirements established by the B of R.
- B. The MBH big game pin may be awarded to a member who harvests a legal deer, turkey or other legal big game in accordance with the requirements established by the B of R. Applications for big game awards must be made within fifteen days after the close of the big game season in Missouri.
- C. The MBH small game pin may be awarded to a member who harvests legal small game in accordance with the requirements established by the B of R.
- D. A certificate of appreciation may be presented to persons or organizations that have made outstanding contributions to the advancement of archery. A majority vote by the B of R shall authorize presentation of this award.

Article X: Mechanics of Amendment

- A. Any proposed amendments to either the constitution or the by-laws must be submitted to the B of R. They shall be studied, properly prepared, and submitted to the revisions committee to be put in proper form.
- B. The constitution may be amended by two-thirds vote of the members present at the annual meeting, provided that the members have been notified of the proposed amendment(s) at least two weeks but not more than five weeks prior to the meeting.

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- C. The constitution may also be amended by two-thirds vote of the ballots returned by the members in a mail vote. Such mail vote shall be conducted in the same manner as provided for in the second, third, and fourth sentences of Article III, paragraph F.
- D. The by-laws may be amended by two-thirds of the votes cast by the B of R members present at a physical meeting subject to notification as provided in Article X, paragraph B.