

CONSTITUTION AND BYLAWS OF KEOWEE BOWMEN, INC.

Rev. 15 as amended December 2022

ARTICLE I - NAME AND LOCATION

The name of this organization shall be KEOWEE BOWMEN, INC. and the principal office shall be the address of the club Secretary. Hereafter, Keowee Bowmen, Inc. maybe referred to as "the club" or the "corporation".

ARTICLE II - PURPOSE

The purpose of the club shall be:

- A. To foster, expand, and perpetuate the sport of archery.
- B. To cooperate with the South Carolina Department of Natural Resources (SCDNR) to protect, preserve, and improve the hunting rights of bow hunters.
- C. To cooperate with organizations in the conservation of game animals and our natural resources as deemed appropriate by the club.
- D. To unify archers in our area into an organized club and promote fellowship among all archers.
- E. To sponsor archery tournaments for the sport and enjoyment of all archers. These tournaments shall be run by the rules set forth by South Carolina Archery Association (SCAA) or other organizations as the club sees fit.

ARTICLE III - SEAL

- A. The seal of the corporation shall have inscribed thereon the name of the corporation, the year of its incorporation and shall contain the word "Incorporated" or "Inc."
- B. The Secretary of the club shall maintain custody of the seal.
- C. The seal may be used by causing it or a facsimile thereof to be impressed, affixed, etc. as needed for official club documents.

ARTICLE IV - MEMBERSHIP

Membership in the club shall be open to and granted to all persons of good moral character who support the purposes for which the club was organized. Persons interested in joining the club must submit a club membership application and the associated dues to the Board of Directors through the Secretary. Voting privileges shall be assigned only to club members in good standing. There shall also be the following special types of memberships in addition to Student, Individual and Family memberships:

- A. Life Memberships
 - 1. Honorary life membership: May be bestowed upon any individual club member for exceptional service to the club and archery in general. An honorary life member pays no annual club dues. The honorary life membership shall only be bestowed upon a member by the unanimous decision of the Board of Directors.
 - 2. Paid life memberships: May be granted upon making a one-time payment of \$1,000.00. A life membership for an individual sixty-five years of age or older shall be available for \$300.00.

The Board of Directors may suspend or expel, without refund of dues, any member for conduct detrimental to the best interest of the club as explained in Article XIII (Club Code of Ethics). The Board of Directors reserves the right to refuse membership to any individual with a known violation of conduct as described in Article XIII (Club Code of Ethics).

ARTICLE V - ANNUAL BUSINESS MEETINGS

- A. There shall be two business meetings of the membership of the club each year. Both meetings shall be held at the Keowee Bowmen clubhouse. The first meeting should be held each year in January or February as appointed by the board of Directors and is commonly referred to as the "Bowhunter's Banquet." The purpose of this meeting is to install new officers (elected in the previous December meeting), report the state of affairs and finances, and conduct any other business as needed. At said meeting, the President and Treasurer shall each make a detailed report of the business affairs of the corporation during the preceding year.
The second meeting should be held the first Friday in December and is commonly referred to as the "Christmas Banquet." The purpose of this meeting is to elect new officers for the following calendar year (officers shall be installed in the January meeting) and to conduct any other business as necessary. The notices for the annual business meetings shall be communicated to each head of household member at least fourteen days prior to the meeting.
- B. Special meetings of the membership may be called at any time by action of the President. Notice of the meeting should be communicated to each head of household at least five days in advance.
- C. A quorum at a club membership meeting shall be those present at the meeting provided the membership at large has been notified as per Article V, Part B above.

ARTICLE VI – OFFICERS, ELECTIONS AND TERMS

- A. The Club Officers are the President, Vice President, Secretary, Treasurer, Bowhunter Chairman, Field Tournament Manager, and the Bowhunter Tournament Manager. The Club Officers are elected to serve a two-year term.
- B. The Keowee Bowmen Board of Directors shall consist of seven members. The Directors should be comprised of a minimum of four Club Officers and three Directors-at-Large. A Director-at-Large is elected to serve a five-year term.
- C. A Director that holds a dual office (Club Officer and Director-at-Large) shall have only one vote at a Board of Directors meeting. The Club Officers/Directors-at-Large shall be empowered to carry out their duties for routine, day-to-day decisions in the operation of the club that relate to their area of responsibility. The empowerment shall be within the constraints of the Constitution and Bylaws. Club Officers must have the authorization of the full Board of Directors to act on anything that might be outside their realm of responsibility.
- D. The President, Treasurer, Bowhunter Chairman, and Field Tournament Manager shall be elected on the even years. The Vice President, Secretary, and Bowhunter Tournament Manager shall be elected on the odd years. One Director-at-Large will be elected year as needed to replace the Director-at-Large whose term expires.

ARTICLE VII - DUTIES OF OFFICERS

President

- A. To assume overall responsibility for the operation of the club and for the performance of other officers of the club.
- B. To preside over all club meetings. If unable to attend, it is the President's responsibility to notify the Vice President or one of the club officers as outlined in Article VII of the Constitution to conduct the Board of Directors meeting.
- C. To appoint any committees to serve the club.
- D. To perform all other duties incidental to the office.

Vice President

- A. In the absence of the President, the Vice President shall assume all the duties of the office of President.
- B. In the event of a permanent absence of the President, the Vice President shall assume the office of the President.
- C. To serve as public relations officer for the club.
- D. To keep the SCAA governing board informed of all pertinent club activities that might be of interest statewide.
- E. To send news releases as appropriate to the local and state newspapers.
- F. To assist and advise the President as needed.
- G. To perform all other duties incidental to the office.

Secretary

- A. Record and maintain a permanent file of the minutes of all meetings of the club and of the Board of Directors.
- B. In the absence of the President and the Vice President, to preside at all meetings of the club and of the Board of Directors.
- C. Serve notice of all meetings of the club and of the Board of Directors' meetings to members and officers.
- D. Furnish current membership lists to the club officers upon request.
- E. Post upcoming shoots and events through means available to the past year and current year shooters.
- F. Perform any other duties incidental to this office.

Treasurer

- A. Receive all money due the club and deposit it in the name of the club.
- B. Maintain accurate accounts and records of all receipts and disbursements of the club.
- C. Provide a formalized financial statement of the club's account at each meeting of the Board of Directors.
- D. Provide a detailed financial statement for the annual Bowhunter's Banquet business meeting.
- E. Perform all other duties incidental to the office.

Bowhunter Chairman

- A. Direct all bow hunting activities of the club. Communicate to club members any hunting related activities.
- B. Furnish successful club members with bow hunting and bow fishing rules that govern the awarding of trophies.
- C. Furnish club members the proper paperwork necessary to record the success in their bow hunting endeavors.
- D. Secure proper trophies or plaques to be awarded to members who were successful hunters.
- E. Ensure all trophy buck heads/antlers that are entered in the "Big Buck Award" contest are measured per total inches of horn.
- F. Award plaques and trophies to members during the annual Bowhunter Banquet.
- G. Perform all other duties incidental to this office.

Bowhunter Tournament Manager

- A. Ultimately responsible for 3D and bow hunting type tournaments hosted by the club.
- B. The Bowhunter Tournament Manager along with the Board of Directors is responsible for securing Bowhunter (BH) Tournament Directors for each bow hunter type tournament.
- C. Responsible, along with the BH Tournament Directors, for ensuring each tournament is set up, registration taken care of, kitchen help is secured, trophies are ordered, and the course is inspected.
- D. Maintain availability as required to assist the BH Tournament Director whenever and however necessary to insure a successful tournament.
- F. Perform all other duties incidental to the office.

Bowhunter Tournament Director

- A. The Bowhunter Tournament Director is responsible for preparing and running an individual tournament. The Director is not expected to do all the work. However, it is their responsibility, with the help of the Bowhunter Tournament Manager and the Board of Directors, to ensure every phase of the tournament is ready. The Tournament Manager and all members of the Board of Directors should assist the Tournament Director in securing the necessary help. They should assist prior to, during and after the tournament to ensure the tournament is being hosted in a safe, orderly, and highly professional manner.

Field Tournament Manager

- A. Overall responsibility for all field, indoor, and target tournaments hosted by the club.
- B. Responsible, along with the Board of Directors, for securing a Field Tournament Director for each field, indoor or target tournament.
- C. Responsible, with the Field Tournament Director, to ensure each tournament is set up, registration taken care of, kitchen help is secured, trophies are ordered, and the range is inspected as needed.

- D. Maintain availability as required to assist the Field Tournament Director whenever and however necessary to insure a successful tournament.
- E. Perform all other duties incidental to the office.

Field Tournament Director

- A. The Field Tournament Director is chosen for each individual field, indoor or target tournament held during the year by the Field Tournament Manager with the help of the Board of Directors.
- B. The Field Tournament Director is responsible for preparing and running the tournament. The Director is not expected to do all the work. However, it is the Director’s responsibility, with the help the Bowhunter Tournament Manager and the Board of Directors, to ensure every phase of the tournament is ready. The Tournament Manager and all members of the Board of Directors should assist the Tournament Director in securing the necessary help. They should assist prior to, during, and after the tournament to ensure the tournament is being hosted in a safe, orderly, and highly professional manner.

Board of Directors

- A. The President, Vice President, Secretary, Treasurer, Field Tournament Manager, Bowhunter Tournament Manager, and three Directors-at-Large shall comprise the Board of Directors. The Board of Directors shall have power to act on all business matters relating to the club as empowered by the Constitution and Bylaws. In case of a tie vote on an issue, the presiding officer shall have the deciding vote even if there is an even number of board members present.
- B. The Board of Directors is responsible for the overall operation of the club, club activities, socials, club shoots, workdays, tournaments, clubhouse, grounds, and range maintenance plus any financial responsibilities of the club. Even though an Officer or Director may not have the direct responsibility for a particular activity, all Officers and Directors are responsible for the activity to be sure that it is properly planned, carried out, and brought to a successful conclusion.
- C. The Board of Directors, subject to restrictions of law and the Articles of Incorporation and/or the club Constitution and Bylaws, shall exercise all the powers of the corporation conferred by current South Carolina Code of Laws dealing with CORPORATIONS NOT-FOR-PROFIT FINANCED BY FEDERAL OR STATE LOANS Title 33.

Director-at-Large

- A. A Director-at-Large shall maintain a high level of awareness of all activities of the club and assist any officer in charge of a particular activity whenever and wherever they can. In case of an emergency, with the person in charge of the activity, the Director-at-Large could be asked by other Directors to take over the responsibilities of the activity.
- B. The Director-at-Large should offer suggestions and guidance in club management and activities that they feel is in the best interest of the club.
- C. The Director-at-Large should make a particular effort to be in touch with the membership and listen to any complaints or suggestions and bring these to the attention to the entire Board of Directors.

ARTICLE VIII — NOMINATION AND ELECTION PROCEDURES

Nomination of officers:

- A. Information regarding nominations of Officers and Directors shall be given to the total membership at least thirty days prior to the election of Officers and Directors.
- B. All nominations must be formally submitted to the Secretary. Any person nominated to an office must acknowledge they are aware of the duties of the office to which they have been nominated and, if elected, they carry out the duties as outlined in the Club Constitution and Bylaws to the best of their ability.

Election of Officers:

- A. The Secretary shall forward the nominations to all “head of household” members no later than the date determined by the Board of Directors.
- B. Elections shall be conducted during the Annual Christmas Banquet Business Meeting. Nominations will be presented as published. During the presentation, additional nominations can be received from the floor prior to voting.
- C. Only current head of household voting members of the club shall have voting privileges in the election.
- D. The candidate receiving the majority of votes for each particular office shall be elected.
- E. Run-off elections will be held for any office that has a tie vote. The run-off election will be completed within fifteen

(15) days of the regular election.

Terms of Office

- A. A Director-at-Large shall serve for a term of five years with one Director-at-Large being elected each year.
- B. All Officers and Directors shall be installed at the annual Bowhunter's Banquet business meeting.
- D. Any Officer's term of duty may be terminated by a vote of impeachment by the Board of Directors. The Board of Directors shall conduct an impeachment hearing only after a two-thirds majority vote of impeachment in a preliminary hearing. The President shall direct the official impeachment hearing. The Secretary shall ensure all parties involved have been given fifteen days' notice prior to the preliminary hearing and, if needed, to the official impeachment hearing.
- E. The Board of Directors will fill unexpired terms of Officers or Board of Directors by appointment. Persons filling unexpired terms will still be eligible to run for a full term at the next election cycle.
- C. All club officers shall serve a term of two years.

Indoctrination of the Officers-Elect

- A. In order to ensure the continuity of the business affairs of the club, the officers-elect shall be advised of their duties and responsibilities. The outgoing Officer or Director should assist the officer-elect to ensure a trouble-free transition. The incoming Officer or Director must be satisfied that they understand the duties of the office before taking over the duties of the office.

ARTICLE IX - BOARD OF DIRECTORS MEETINGS

- A. The Board of Directors shall conduct business meetings at least ten times each year. Normally, the meetings should be held on the second Monday night of each month at 7:00 PM or as determined by the Board of Directors.
- B. Any Executive Officer shall be empowered to call an emergency meeting of the club membership or the Board of Directors.
- C. All club members are invited to attend the monthly Board of Directors meetings. Club members may express their opinions or suggestions but may not vote on any matter before the board. Only a Board of Director or their proxy has voting privileges.
- D. The Board of Directors can only vote on business matters when a quorum is present. A quorum shall consist of a minimum of five members of the Board of Directors.

ARTICLE X - TOURNAMENTS AND SCHEDULES

- A. The Tournament Manager (either Bowhunter or Field as applicable) shall, with the help and approval of the Board of Directors, determine how many and what tournaments the club wishes to host each year. This must be done in a timely manner and prior to the SCAA Board of Directors scheduling meeting.
- B. The club shall submit or bid, as applicable, a list of the tournaments the club wishes to host to the SCAA Secretary or other governing organizations as required.
- C. A club representative shall attend the SCAA directors scheduling meeting and will have full authority to act on behalf of the club.
- D. The club agrees to abide by the rules and regulations as set forth by the governing body for each tournament, i.e., SCAA, NFAA, ASA, etc.
- E. Anyone may file a protest against another shooter for violation of rules. Tournament protests must be made in writing to the Tournament Director within one hour of the day's shooting. A protest fee of \$50 or as determined by the Board of Directors must accompany each protest. If the appointed Tournament Protest Board upholds the protest, the fee will be returned to the protestor. If the protest is not upheld, the protestor's fee will not be refunded and will be retained by the club.
- F. Any member, during or after a tournament, may question tournament officials, but the member must accept the reply with no argument or retaliatory remarks. If the member is not satisfied with the reply or decision, the member may file a formal letter of protest, with proper fees, to the Tournament Director. The subsequent decision rendered by an appointed protest board shall be final. Other issues may be brought before the Board of Directors for redress by way of a formal, written request for a hearing by the governing organization.

ARTICLE XI – MEMBERSHIP RESPONSIBILITIES

- A. Each individual member of the club shall be responsible for the performance and prompt discharge of all obligations and indebtedness to the club imposed upon or incurred by the member, guests, or members of their family who use the club facilities by virtue of their membership. Obligations may be imposed by a provision of the Constitution and Bylaws and by resolutions adopted by the Board of Directors within the limits of their authority. Notice of the adoption of such rules and regulations shall be given to the membership in an appropriate manner.
- B. The Board of Directors may expel, suspend, fine, or otherwise limit the use of the facilities to any member who fails or neglects to discharge or fulfill any indebtedness or obligations incurred by or imposed upon him by the Board of Directors. The Board may similarly discipline any member upon finding any other good cause existing. However, no member may be expelled, suspended, fined, or have the club facilities limited to their use until the member has been informed of the substance of the charge or criticism made against him and has had an opportunity to deny or explain their side of the charge or criticism. Failure to pay club dues within the prescribed time limit shall automatically terminate membership and club privileges.

ARTICLE XII - CONDUCT OF AFFAIRS

- A. The financial affairs of the club shall be conducted on a nonprofit basis. The club shall maintain, as a minimum, accurate accounts and records of all receipts and disbursements of the club describing the club's operations, finances, and any debt maintenance.
- B. The Secretary and the Treasurer of the club shall maintain records as necessary for a lay person to understand the who, what, and when of club activities and financial transactions.
- C. Should the club be dissolved, the distribution of the assets of the club shall be for charitable and/or educational purposes as determined by the Board of Directors as applicable and not prohibited by laws of the State of South Carolina.

ARTICLE XIII - THE CODE OF ETHICS

- A. Each member of the club shall be responsible for all their actions at any archery tournament or activity sponsored in whole or in part by the club. This responsibility shall apply especially concerning any accident that could or may be caused by their bow and/or arrows. Each member of the club must agree to abide by this Code of Ethics and to use their archery equipment in a safe and professional manner.
- B. Each member, upon paying the registration fee to a tournament, automatically agrees to become informed of and to abide by the rules of that tournament and shall not argue publicly or verbally abuse any tournament official.
- C. Any member using profane language or obscene gestures at any archery activity, be it within or out of this state, shall be in violation of the Code of Ethics.
- D. Any member bringing false accusations against persons shall be in violation of the Code of Ethics.
- E. There shall be no drinking of alcoholic beverages on any club archery range. This applies to inside and outside ranges.
- F. Club members shall conduct themselves respectfully and honorably at all times.
- G. Club members are required to report any and all violations of the Code of Ethics to a club officer.
- H. Club members may seek redress after accusations of wrongdoing with a witnessed account by an unbiased observer. The member being accused may request a hearing of the Board of Directors to confront their accuser and seek redress from the Board. If the accusations are unfounded or unsubstantiated by the Board, such accusations will be ruled a violation of the Code of Ethics against the accuser.
- I. A violation of any section of the Code of Ethics by a club member will result in a hearing within fifteen days by the Board of Directors. The Board of Directors will determine appropriate action on a case-by-case basis.

ARTICLE XIV - CONTRIBUTIONS

- A. On receipt of a contribution of one hundred dollars or more, the club shall issue a Certificate of Recognition and Appreciation to the individual or business for the contribution.

ARTICLE XV - AMENDMENTS TO THE CONSTITUTION

- A. The Constitution may be altered or amended by a majority vote of the Board of Directors plus a majority of the votes returned by the voting membership of the club. Each club member shall receive a copy of the proposed changes by mail and will be given a ten-day period to review the changes before the amendment is voted on.
- B. Amendments or alterations shall become effective after a favorable vote of the Board of Directors and the club membership.

ARTICLE XVI - THE CLUB BYLAWS

These are the regulations that govern the administrative operation of the club. They shall not conflict with the club's Constitution. The Bylaws may be amended by a two-thirds majority vote of the Board of Directors and shall become effective upon notification of the current membership of the club.

- A. Keowee Bowmen limits the use of its facilities, grounds, and ranges to archery equipment only as defined by state and local governing laws and rules. Crossbows may be used on Keowee property during a 3D tournament only. Rules for crossbow use will be set forth by the Keowee Bowmen Board of Directors on a year-by-year basis. No guns are to be discharged on club facilities, grounds, or ranges.
- B. The Board of Directors should set club membership fees yearly or as necessary. The entire membership shall be notified of any changes made in the club membership fees.
- C. Club membership fees are to be paid annually. These dues are to be paid January 1st, of each calendar year. A grace period of one month will be allowed. Any person having not paid their dues by February 1st will forfeit their membership until the dues are paid. New members are eligible to join the club and pay a prorated amount equal to one twelfth of the yearly dues per month for the remainder of the year with that amount not being less than half of the yearly dues. A club member who rejoins the club the following year shall pay the full year's fees regardless of the time of year they pay. Members will be notified of membership fees and due date by the Secretary.
- D. All major club officers should be members of SCAA/NFAA. Major officers are the President, the Vice President, and the Secretary
- E. The Secretary and Treasurer may be compensated monetarily for their efforts at a rate as determined feasible and reasonable by the Board of Directors.
- F. The club Constitution and Bylaws, plus a current listing of the Board of Directors and all Officers, shall be maintained by the Secretary. A display shall be posted within the clubhouse with the current listing of the Board of Directors and Officers.
- G. The club shall carry liability and real estate property insurance.
- H. A bonus point system shall be in place to enable club members to work off their club dues. The bonus points will be applied for each hour worked. A member will receive three bonus points for each hour worked on regular club maintenance (cut grass, trim trees, etc.) or for hours worked during a tournament (setup, run registration, putting out targets, etc.). These bonus points shall be deducted from the next year's club dues at the rate of one bonus point equaling one dollar of club dues. The bonus point maximum each year is limited to membership fees for the next calendar year only. The bonus point hours should be submitted using a bonus point worksheet. This worksheet shall be in the clubhouse and shall be provided and documented by the Secretary.
- I. The club should host annual contests, which shall be finalized and awarded at the Bowhunters Banquet. They are:
 - **The Best Story Contest** is an award to the best-written story submitted to the Board of Directors. Prize to be determined by the Board of Directors annually.
 - **Top Recruiter Contest** is an award to the member who recruits the most new members. There is also a reward for the second and third place recruiters (records are to be maintained by the Secretary). Prize to be determined by the Board of Directors annually.
 - **The Top Archer of the Year Award** is an award for club members based on archery skills and tournament/club event participation. An award will be presented annually to that person who demonstrates these qualities best.
 - **The Big Game Award** is a plaque reflecting success in harvesting a big game animal as a club member and

includes a plate to attach to the plaque for each successful year thereafter.

- **The Big Buck Award** is an award for the member harvesting a buck deer with the highest scoring antlers for the year. The trophy shall have the winner's name engraved on it and is to be kept on display at the clubhouse. The buck must be taken with bow and arrow by a club member and will be scored against the other big bucks taken that year by club members. There will be one award annually for bucks harvested outside of the state of South Carolina and one award annually for bucks harvested within the state of South Carolina.
- **The Big Fish Award** is an award for the member harvesting the largest, by weight, fish taken with bow and arrow for the year. The trophy shall have the winner's name engraved on it and is to be kept on display at the clubhouse. The fish must be weighed on certified scales and witnessed. The award will be presented annually.
- **The Big Doe Award** is an award for the member harvesting the largest, by weight, female deer taken with bow and arrow for the year. The deer must be weighed and witnessed. An applicant should have a signed affidavit of the harvest date and the weight of the deer. The award will be presented annually
- **The Big Hog Award** is an award for the member harvesting the largest (by weight) wild feral hog taken with bow and arrow for the year. The hog must be weighed and witnessed. An applicant should have a signed affidavit of the harvest date and the weight of the hog. The award will be presented annually.

J. The club has adopted the following policy regarding animals in Keowee Bowmen club house or on grounds.

- **KEOWEE BOWMEN POLICY CONCERNING ANIMALS**

Animals brought on Keowee Bowmen property during any function or event must be controlled by owner (leashed, harnessed, etc.). However; ANIMALS shall not be permitted in any food prep or eating area with the exception that a trained service animal for a disabled individual shall be allowed.

K. The club has adopted the following policy regarding the use of facilities and grounds by club members or other groups and organizations.

- **KEOWEE BOWMEN FACILITIES POLICY**

A club member should be present during all activities but is not required in some situations with Board of Directors (BOD) approval. The reserving party must make arrangements for the keys and for their return. The doors are to be kept locked except when building is being used. Please be sure that the heating/cooling is turned off, the lights are turned off, and the building is securely locked upon exit.

Supplies purchased by the club, such as decorations and accessories, disposable cups, plates, etc., are not to be used. These are reserved specifically for club-related events and functions.

Trash disposal is the responsibility of the person(s) making the reservation. Trash must be disposed of immediately after the function and not left in the building.

Club members will be notified at least two (2) weeks in advance of any scheduled activity.

Acceptable activities are classified as any activity that is archery related and provides a community service. Archery activities that are of an educational venue will be encouraged. Each training activity must have a qualified instructor and support personnel for safety. Some examples would be Scouts, hunter education, archery classes, etc.

Benefits and fundraisers may be held with BOD approval.

For any activity that involves the use of archery equipment a liability waiver shall be signed by each participant or guardian.

A nominal fee may be charged if approved by the BOD to cover any printed material or target faces etc.

For all activities, an oversight person will be established, and this oversight person may or may not be a club member. This individual will be responsible for any property damage or miss-use of club facilities. All minors under the age of 16 years of age must be accompanied by an adult or be under direct supervision during activities at the club.

Established oversight person