

**NORTH CAROLINA BOWHUNTER'S ASSOCIATION, INC.**  
**CONSTITUTION AND BYLAWS**

This organization is herein named and shall be known as the "North Carolina Bowhunters Association." It may be abbreviated: N.C.B.A. or NCBA.

**CONSTITUTION**

It is the purpose of the North Carolina Bowhunter's Association to be an organization whose membership consists only of persons who are considered sportsmen and bowhunters who vow:

- A. That by reason of choice, bowhunting is their primary archery interest, and that their ultimate aim and interest is the taking of wild game by bow and arrow of suitable weights in a humane and sportsmanlike manner.
- B. To share with others their experiences, knowledge, shooting and hunting skills.
- C. To be a conscientious bowhunter, promoting bowhunting by working to elevate it's standards and the standards of those who practice the art of bowhunting.
- D. To provide training for others in safety, shooting skill and hunting techniques.
- E. To practice the wise use of our natural resources, the conservation of our wild game and the preservation of the natural habitat thereof.

**BY-LAWS**

**Article I: MEMBERSHIP REQUIREMENTS**

Membership shall be granted to a bowhunter/archer who:

- A. Has satisfactorily completed a membership application.
- B. Has had the application accepted by the Secretary / Treasurer of the N.C.B.A.
- C. Has made payment to the association of membership fees.
- D. Has stated that he is in full agreement with the constitution. Further, the applicant shall meet the following minimum requirements:
  1. Be of good moral character.
  2. Uses regularly in all phases of bowhunting, a bow having a minimum draw weight **that complies with N. C. Wildlife Resources Commission Rules and Regulations.**

**ARTICLE II: OFFICERS**

- A. The elected officers of the Executive Council (i.e.: Board of Directors) of the N.C.B.A. shall be President, Vice-President, Secretary, Treasurer, Editor and immediate Past-President.
- B. Executive Council officers who are appointed by the elected Executive Council members for two year terms are: Records Chairman; Legislative Chairman; Membership Chairman; Youth Education Chairman and Program Chairman. These officers shall have full authority and voting rights and privileges of the elected Executive Council.
- C. These officers shall fulfill the duties that are normally implied by the titles of office and as they are empowered by this constitution and bylaws and so instructed by this document.
- D. All Executive Council officers must have a computer, telephone and maintain continuous working email and telephone service in order to address business matters for the NCBA, and to respond to inquiries from members and the general public in a timely manner.
- E. Other officers are "Associate Council" members who are appointed by the President with the approval of the Executive Council. A maximum of Five (5) Associate Council members shall be appointed at large to serve two (2) year terms. The Membership Service Rep, Local Chapter Presidents, or their designee (LCR's), and Wildlife District Reps (WDR's), shall also have Associate Council member status. These officers shall have voting rights and privileges relegated to all items that are addressed at Executive Council meetings in "General Business Session."
- F. DISCIPLINE: All officers of the Executive Council, both elected and appointed, are subject to disciplinary action for failure, or refusal, to execute the prescribed duties of their office as defined in the Constitution and Bylaws, at the discretion of the majority opinion of all "Executive Council" officers. The subject (EC member) of any action shall not have a vote in determining the outcome of any action against him/her. Punishment may be any of the following, but not limited to: a simple reprimand; overruling an action; monetary fine; removal from office; expulsion from the association.

**ARTICLE III: DUTIES AND JOB DESCRIPTIONS of Officers**

**A. PRESIDENT:**

- 1- The President shall be the Chief Executive Officer of the corporation. He shall preside at all meetings of the membership and of the Executive Council.
- 2- The President shall have general and active management of the affairs and activities of the corporation, subject to the supervision of the Executive Council, and shall see that all orders and resolutions of the Executive Council are carried into effect.
- 3- The President shall be responsible to the Executive Council for the operation of the corporation.
- 4- The President shall appoint committees, coordinate all activities of the corporation, and initiate and develop activities of the Executive Council, or any other duly constituted body of the corporation.
- 5- The President may also call emergency meetings or meetings of the Executive Council. A minimum of forty-eight hours notice must be given to all Executive Council members of an "Emergency meeting."
- 6- Two-thirds of the members of the Executive Council must be present to constitute a "quorum" to conduct business of the corporation at any official meeting, whether it be a "General Business" or "Emergency" meeting. In the absence of the president, the vice president must be in attendance and is included in the quorum for any legal action to be taken by the Executive Council (ie: Board of Directors.)

**B. VICE-PRESIDENT:**

- 1- The Vice-President shall be vested with all the powers and shall perform the duties of the President in case of the absence or disability of the President.
- 2- The Vice-President shall also perform such duties connected with the operation of the corporation as it may undertake at the direction of the President.

**C. SECRETARY**

- 1- It shall be the Secretary's MISSION to keep the minutes of all meetings of the membership and of the Executive Council in books provided for that purpose.
- 2- The Secretary shall attend to the giving and serving of meeting notices of the membership and of the Executive Council.
- 3- The Secretary shall keep a proper membership book showing the name and address of each member of the corporation, the corporate seal and such other papers as the Executive Council may direct.
- 4- The Secretary shall execute with the President in the name of the corporation, all certificates of membership, contracts and instruments that have been first approved by the Executive Council.
- 5- The Secretary shall be responsible for all correspondence as directed by the Executive Council.
- 6- The Secretary shall be charged with the responsibility of membership acceptance.
- 7- The Secretary shall perform duties incidental to the office of Secretary subject to control of the Executive Council.
- 8- The Secretary shall also perform such duties connected with the operation of the corporation at the direction of the President.

**D. TREASURER:**

- 1- It shall be the Treasurer's MISSION and responsibility to account for all receipts and disbursements. And, under the direction of the President, shall execute in the name of the corporation, checks for expenditures authorized by the Executive Council.
- 2- The Treasurer shall receive and deposit all funds of the corporation in the bank, which funds shall be paid out only by check as herein before provided.
- 3- The Treasurer shall perform duties incidental to the office of Treasurer, subject to control of the Executive Council.
- 4- The Treasurer shall maintain an accurate inventory of equipment and NCBA logo items, and order replacements as required.
- 5- The Treasurer shall also perform such duties connected with the operation of the corporation at the direction of the President.

**E. PAST PRESIDENT**

- 1- The MISSION of the immediate Past President shall serve as a member of the Executive Council.
- 2- The immediate Past President may serve as an appointed or volunteer chairman or member of committees, as approved by the President and Executive Council.
- 3- The immediate Past President shall also perform such duties connected with the operation of the corporation at the direction of the President.

**F. EDITOR:**

- 1- It shall be the Editor's MISSION and responsibility to compile and compose a quarterly magazine.

- 2- The Editor shall oversee the construction, printing and distribution of the magazine.
- 3- The Editor shall also perform such duties connected with the operation of the corporation at the direction of the President.

#### **G. RECORDS CHAIRMAN:**

The MISSION, duties and responsibilities of the Records Chairman shall be to:

- 1- Record for history, trophy game animals taken with bow and arrow within the boundaries of the State of North Carolina.
- 2- Maintain a current and readily available listing of all animals entered into the "NCBA All-Time Records System" and "NCBA Annual Awards Contests."
- 3- Provide a source of information on bowhunting for use by NCBA members and the general public.
- 4- Serve as a means of communication between the N.C. Wildlife Resources Commission and North Carolina Bowhunters by providing current data on bowhunting in the State of North Carolina.
- 5- Recognize bowhunters who take outstanding specimens of game animals found in North Carolina, with bow and arrow.
- 6- Help create an atmosphere of cooperation and unity among North Carolina Bowhunters.
- 7- Promote and perpetuate responsible bowhunting in the State of North Carolina.
- 8- Designate and appoint members of the NCBA records committee and official measurers in strategic locations around the State of North Carolina.
- 9- The Records Chairman shall also perform such duties connected with the operation of the corporation at the direction of the President.

#### **H. MEMBERSHIP CHAIRMAN:**

- 1- It shall be the Membership Chairman's responsibility to "Chair" a committee of volunteers that make up the Membership Committee.
- 2- The MISSION of the "Membership Committee" shall be to:
  - 2.1 Recruit new members and local chapter clubs to the NCBA
  - 2.2 Insure member retention by reducing attrition of existing NCBA membership.
  - 2.3 Promote the addition of new local chapter clubs.
- 3- The Membership Committee shall have a chairperson, or "Membership Chairman" who shall head a committee of volunteers that will assist in the recruitment of new members; soliciting members to renew their membership; and membership retention. The "Booth Coordinator" is an appointed position that is also a member of the Membership Committee.
- 4 - The chairman shall keep the EC informed of membership issues.
- 5- The Membership Chairman shall coordinate information with the "Membership Services Rep (MSR)" as needed to keep an accurate and readily available roster of both active and inactive members.
- 6- He/she shall recruit a "Committee of Volunteers." Committee members would concentrate on the following:
  - 6.1 Develop a continuing membership campaign by addressing those whose membership is about to expire, or has expired.
  - 6.2 Make Follow-up phone calls and/or mail letters to members who's membership is about to expire, or has expired.
  - 6.3 Initiate personal contact\* at shows, through the "NCBA Booth Coordinator" and volunteers.
 

(\*A standard SALES procedure {"Pitch?") and statement will be prepared and given to all who work with the public, specifically from the NCBA booth. Just as there are prerequisites to be eligible to run for a NCBA's officer's position, there should be a "one-on-one" interview process for those volunteering to face the public to verify they are:

    - (a) Comfortable and confident talking to the public about 'why' they should join the NCBA
    - (b) Know the background of the NCBA and what it's future is, and..
    - (c) Are in agreement with that future and will follow those guidelines.

We need to be more "professional" and "consistent" in the "manner" we greet the public.
- 7- The "Local Chapter Club Coordinators" will also be appointed by the EC and report directly to the "Membership Services Rep", who will keep the "Membership Chairman" informed on the status of current, new and prospective clubs that may be recruited as a new "Local Chapter NCBA Club." We should strive to locate and identify every bowhunting/archery related club in N.C. and establish contact with them; send literature, and try to educate and inform them of our

existence and purpose in order to recruit more local chapter clubs and members. The Local Chapter Club Coordinators shall also establish a ongoing rapport with all Local Chapter Club Reps., so they can be assisted as needed with NCBA issues. Local Chapter Club Reps shall strive to poll their respective clubs on various issues and represent the club's majority in all issues to the NCBA Executive Council at the appropriate times.

- 8- The duties and responsibilities of the "Membership Services Rep" are as follows:
  - a. Process new and renewal memberships, mailing out membership packages in a timely manner.
  - b. Send out Local Chapter Club renewal packages and monthly renewal notices to members.
  - c. Maintain a current roster of all NCBA members including Local Chapter Club rosters.
  - d. Make bank deposits (weekly) of monies received for new/renewal memberships.
  - e. Provide a report at EC meetings on total membership, broken down into individual and clubs.
  - f. Follow up on returned mailing of magazines, membership packages, etc.
  - g. Keep up with donations received from members and forward itemized list to Treasurer and Editor.
  - h. Keep list of NEW members and which NCBA member recruited them for Membership Contests.
  - i. Provide membership info/rosters to President, EC members, LCR's, WDR's and other members  
with a valid need, and as approved by the President.
  - j. Complete a current NCBA membership address list for magazine mailing in a timely manner.
  - k. The Membership Services Rep shall also perform such duties connected with the operation of the corporation at the direction of the President.
- 9- The Membership Chairman must have a computer, telephone and maintain continuous working email and telephone service in order to address business matters for the NCBA, and to respond to inquiries from members and the general public in a timely manner.
- 10- The Membership Chairman shall also perform such duties connected with the operation of the corporation at the direction of the President.

#### **I. LEGISLATIVE CHAIRMAN:**

- 1- It shall be the Legislative Chairman's responsibility to "Chair" a committee of volunteers that make up the Legislative Committee.
- 2- The MISSION of the "Legislative Chairman" is to:
  - a- Head a committee of representative volunteers from across the state in each of (9) Wildlife Districts and NCBA Local Chapter Clubs to deal with legislative issues, all of which will hold Associate Council member status.
  - b- Assure that a NCBA "REP" attempts to attend all monthly meetings of the NC Wildlife Resources Commission and other WRC events of significant importance.
  - c- With approval of the Executive Council, adopt and maintain a current, ongoing, "Legislative Agenda" of issues pertaining to Bowhunting and other related wildlife conservation issues. It is the Legislative Chairman's and committee members duty to represent NCBA only with the approved "Legislative Agenda" at all times. Any questions that arise about an issue that is not included in the approved "Legislative Agenda" shall be conveyed to other Executive Council members for review before a response is given. The Legislative Chairman and committee members may not represent their own personal interests or opinions to anyone concerning current or potential legislative issues.
- 3- The "Legislative Chairman" shall head a committee of volunteers from two sources:
  - a- Local Chapter (Club) Representatives (LCR's); LCR's will be appointed by Local Chapter Club Presidents and will hold Associate Council member status.
  - b- Wildlife District Representatives (WDR's); WDR's must reside in the district they represent and primarily, represent independent NCBA members, but are also encouraged to contact and represent all NCBA members. WDR's will hold Associate Council member status.
  - c- Final selection and appointment of WDR's will be approved by a majority vote of the Executive Council, (ie: the "Board of Directors of the Corporation.)
  - d- The "Legislative Chairman" and the committee (LDR & WDR) members, in cooperation with and with approval of the Executive Council, will adopt and maintain an ongoing "Legislative Agenda" of issues so all NCBA members and others will know, and be informed of what our stance is on any particular issue, at any given time.
  - e- LCR and WDR Reps will strive to poll all club members, and conduct random samplings of all independent NCBA members living in their districts, respectively, at the appropriate times, specially on issues of sensitive or prominent nature and/or importance.
  - f- The Executive Council will evaluate this input and will give final approval/disapproval of any/all issues submitted for inclusion in the "Legislative Agenda."
  - g- The majority opinion of the general membership will be given greater weight when adopting any position on any specific legislative issue.

- h- The Legislative Chairman, nor any members of the Legislative Committee, shall represent any “position” other than what has been approved and accepted for inclusion in the “Legislative Agenda” by the Executive Council,.. to the NC Wildlife Resources Commission; to any Commissioners, or employees of the NC Wildlife Resources Commission, or to any public or private entity.
- i- The “Legislative Chairman” shall strive to prepare and submit a quarterly “Legislative Brief” for publication in the “NC Bowhunter Magazine” outlining proposed or pending changes in laws, regulations, etc., and other items of interest to NCBA members concerning legislative matters.
- j- The Legislative Chairman shall also perform such duties connected with the operation of the corporation at the direction of the President.

**J. YOUTH EDUCATION CHAIRMAN:**

- 1- It shall be the MISSION of the Youth Education Chairman (Y.E.C.) to educate and help introduce youth members of NCBA, and all youths across the state, to the sport of archery and bowhunting. The Youth Education Chairman shall form and chair a committee of youth education volunteers who will assist in accomplishing this mission. Always remember that our youth is the future of our sport.
- 2- The Y.E.C. shall answer all inquiries pertaining to our youth and find, or supply instruction to anyone wishing to learn the sport of archery/bowhunting.
- 3- Organize and chair the Annual “NCBA Youth Wildlife Education Day” event, and other youth oriented events that NCBA is affiliated/involved with.
- 4- Maintain all archery equipment in good working order, and replace or repair any equipment that may be defective.
- 5- Maintain trailers in road worthy condition.
- 6- Work with the N.C. Wildlife Commission and any other wildlife organizations in their events..
- 7- The Y.E.C. shall obtain “Hunters Education Instructor” and “International Bowhunter Education Instructor” certification to conform with NCWRC requirements.
- 8- Offer youth archery/bowhunting education at the annual NCBA Convention and other shows and events as often as possible, and when permitted.
- 9- Work with NCBA local chapter clubs and other wildlife organizations to forward youth archery/bowhunter education. Examples of these organizations are: scouts, church groups, YMCA/YWCA camps, city, county, state and federal parks and recreation, hunting stores, or where ever needed.
- 10- The Y.E.C. shall keep an accurate log of events, volunteer man-hours, number of youth participants and mileage driven.
- 11- The Youth Education Chairman shall also perform such duties connected with the operation of the corporation at the direction of the President.

**K. PROGRAM CHAIRMAN:**

- 1- It shall be the Program Chairman’s responsibility to head a committee of volunteers that will assist in coordinating a variety of activities throughout the year.
- 2- The MISSION of the "Program Chairman" is to assure, to the best of his ability, that “key” volunteer positions are filled with persons who are willing and dedicated to achieving the stated goals and to assist, as needed, in fulfilling these goals. Multiple positions may be held by the same volunteer.. but it is recommended and desired that individual volunteers be recruited for each committee position if possible.

These volunteer positions are as follows, ( but not limited to):

Convention Coordinator: Will coordinate all details involving annual convention such as:

- : Coordination of setup / breakdown / security.
- : Handle ticket sales at door for convention attendance by general public.

Banquet Coordinator: Will coordinate all details involving annual awards banquet such as:

- : Securing awards for annual awards contests and EC annual awards, etc.
- : Handling of ticket sales for Banquet.

Booth Coordinator: Will handle set up and staffing of booth at events such as: NCBA Convention,

Dixie Deer Classic, Buckmasters Classic; and other lesser events throughout the year as approved by the Executive Council.

Vendor Solicitor: Will handle all correspondence with potential vendors for booth space rental.

- : Send out contracts to potential vendors for booth space rental.
- : Assign booth space to vendors and coordinate and regulate their occupancy thereof.
- : Send deposit money to the Treasurer upon receipt from vendors in a timely manner.
- : Keep all necessary records to facilitate planning and execution this and next years event.

Door Prize Coordinator: Solicitation of Door Prizes, Raffle items and Auction items for live/silent Auctions.

Raffle Hunts Coordinator: Contact current and new guides and NCBA members. Solicit hunts, trips of all kinds for the "Hunt Raffles" given away at the banquet, the DDC and during the NCBA Annual Raffle.

3-D Shoot Coordinator: Plan, Organize, Manage, Officiate 3-D shoots at the DDC and NCBA Convention.

Huntmaster: Organize and Coordinate annual NCBA Hunt(s); Solicit volunteer help to prepare camp area; Set up / Break down camps; Plan for : Friday pm meal, (if applicable); Big Game Contests; and "Personal" facilities for campers.

PR / Advertising Coordinator: This person should concentrate on publicizing the annual Convention, Banquet, 3-D Shoot and NC BOWHUNTER EXPO via the news media, internet, distribution of posters and placing banners around the event site at the appropriate time.

The Program Chairman shall also perform such duties connected with the operation of the corporation at the direction of the President.

**L. ASSOCIATE COUNCIL MEMBERS:**

It shall be the responsibility of an Associate Council Member to attend Executive Council meetings and offer assistance, advice and to vote on specific issues that come before the Executive Council in "General Business Session."

Associate Council members may volunteer and be appointed by the President, with approval of the Executive Council, to fill positions on committees, or to act as coordinators of various activities, events or functions.

Associate Council members shall also perform such duties connected with the operation of the corporation at the direction of the President.

**ARTICLE IV: EXECUTIVE COUNCIL**

The Executive Council shall consist of the President, Vice-President, Secretary, Treasurer, Editor, and immediate Past-President. These are elected officers. Other members of the Executive Council that are appointed by the president, with approval of the elected EC officers for two year terms to run concurrently with the elected officers are: Records Chairman, Legislative Chairman, Membership Chairman, Youth Education Chairman and Program Chairman.

The Executive Council has the Power of the Board of Directors of the corporation as defined by the General Statutes of the State of North Carolina.

The Executive Council shall have the power and authority to, and may exercise all such powers of the corporation and do or cause to be done all such lawful acts, except those prohibited, or required to be exercised, or done by the membership only.

It is the duty of the Executive Council to preserve and maintain a membership of acceptable bowhunters.

It shall be the duty of the Executive Council to establish the cost of annual membership fees for both domestic and international members. Lifetime Memberships are available at a cost of 15 times the current annual membership fee.

The Executive Council shall discharge such duties that may be assigned to it by the N.C.B.A.; Shall act in emergencies, and shall direct the business of the organization while the organization is not in regular business session.

The business and affairs of the Corporation shall be managed by its Executive Council; (i.e.: Board of Directors.)

The Executive Council, (i.e.:Board of Directors) shall also have the power to manage the internal affairs of the Corporation consistent with the majority decision of the general membership, and consistent with the provisions of the laws of the State of North Carolina.

The Executive Council shall be governed by the spirit and purpose of the constitution.

**ARTICLE V: VACANCIES**

If the office of an Executive Council member becomes vacant by reason of death, resignation, incapacity to act; failure or refusal to act or participate, or by inaction, or continued absence from EC meetings and NCBA functions. (which incapacity may be conclusively determined by the remaining members of the Executive Council), the President shall appoint a replacement. The President, with approval of the Executive Council may also fill any vacancy on the Executive Council that is vacant for any reason, or opt to leave any position vacant for the remainder of the current term of office. The replacement must be approved by a simple majority vote of the Executive Council.

## **ARTICLE VI:          ELECTIONS**

Preceding the annual meeting (Convention) in “even” years, nominations for elected officers shall be submitted for persons wishing to run for elected office. Nominations must be received no later than July 1<sup>st</sup> (in every “odd” year) preceding the biennial election. Nominations for officers may be received by the Secretary, either in writing, or verbally, at a scheduled Executive Council meeting, no later than July 1<sup>st</sup>. Nominations for officers may also be sent via U.S. Mail or hand-delivered to the Secretary. FAXed or other electronic (Email) nominations will not be accepted.

If necessary, a “Primary Ballot” shall be printed in the summer issue of the N.C. Bowhunter Magazine and it shall be returned to the Secretary no later than September 15<sup>th</sup>. The primary BALLOTS shall be counted by the Secretary and one other member of the Executive Council. The two people with the most votes for each Office shall be the nominees. In case of ties for second for any office, all nominees shall be listed on the final ballot.

“Write-In” BALLOTS are not be permitted and will not be counted in the primary BALLOT or final election BALLOT.

After the determination of the final two nominees, election ballots shall be sent to the membership and returned to the Secretary before the beginning of the annual meeting (Convention) on Saturday. All ballots must be returned to the Secretary via U.S. Mail, or in person, by the individual voting member, in a sealed envelope with the members name and (return) address on the outside of the envelope. FAXed or electronic (email) BALLOTS will NOT be allowed. The word BALLOT shall also appear on the outside FRONT of each envelope returned. Ballots must be mailed or hand delivered in time to reach the Secretary the day before the annual convention. The Secretary shall verify that ALL ballots are valid by checking the names against a current roster to verify active NCBA membership and to assure that no ballots are counted more than once. Ballots will NOT be accepted the day of the convention when ballots are counted. (NO EXCEPTIONS.) The election ballots shall be opened and counted at the annual meeting (Convention) by the Executive Council members present, or their designees, to determine the new officers. Counting of ballots will begin at 10 a.m. on Saturday. A majority of votes shall determine the outcome of each. In case of ties, a majority of votes by the members present at the annual meeting (Convention) shall break the tie. Results will be announced at the conclusion of the annual Awards Banquet that evening and new officers will be installed at that time.

## **ARTICLE VII:          QUALIFICATION FOR EXECUTIVE COUNCIL OFFICE**

- A. A member running for any N.C.B.A. office must disclose to his fellow members all hunting and/or archery organizations he belongs to, and any offices he has held or presently holds in such organizations. (A member elected to any office and is later found to have intentionally left out some of the above information is subject to immediate dismissal from his office by a vote from the rest of the Executive Council and members.)
- B. Before running for, or holding the office of President, Vice-President, Secretary, Treasurer, Editor or being appointed to any other Executive Council position, a member must have served in a capacity for NCBA that has benefited NCBA.
- C. All members running for any N.C.B.A. elected office must comply with all requirements and procedures for nomination and election of officers as stated in these Bylaws, and as directed by the President with approval of the Executive Council.  
NOTE: Nominations must be:
  - (a) Signed and dated. Nominations will be VOID if NOT signed and dated. Nominations also require signature of a “Second.”
  - (b) Photocopies of BALLOTS may be utilized in submitting nominations or voting BALLOTS.
  - (c) All Nominations and BALLOTS must be returned on or before prescribed deadlines, in the prescribed manner, or they are VOID.

**ARTICLE VIII: MAGAZINE**

The 'North Carolina Bowhunter' magazine should ONLY contain Bowhunting information of the highest quality. Furthermore;

1. Advertisements in magazine: Only Bowhunting Equipment, Events, and Hunts are acceptable.
2. Preserve type hunt ads (fenced or released animals) ARE NOT ACCEPTABLE.
3. Target or trophy shoot ads are acceptable from NCBA local chapter clubs only, or NCBA members with approval of the Editor and Executive Council. Shoot schedules for NCBA Local Chapter Clubs may be published once a year in the January issue.
4. No other non-sportsman-like ads are acceptable. If questionable, the Editor will not run the ads until ALL the Executive Council have been fully informed of the type of ad proposed. In turn, all Executive Council members will immediately respond with a "yes" or "no" type vote, either by phone, FAX or email, and the majority will rule.
5. The North Carolina Bowhunter magazine shall be published quarterly and mailed or emailed to every member. Cutoff dates for the magazine are: January 1<sup>st</sup>; April 1<sup>st</sup>; July 1<sup>st</sup> and October 1<sup>st</sup> , unless otherwise stipulated by the Editor, or the President, with approval of the Executive Council.
6. The Editor of the North Carolina Bowhunter magazine has the authority to edit, correct, punctuate, delete, add to, or not print any submitted material which he deems not to be in the best interest of the North Carolina Bowhunter's Association.

**ARTICLE IX: DISCRIMINATION**

There shall be no discrimination as to sex, race, age, color, ethnic origin or religion in membership.

**ARTICLE X: AUDIT**

It shall be the duty of the Executive Council, at least once during each fiscal year, to audit the books of the corporation.

**ARTICLE XI: POD (Poison Type Arrows)**

The N.C.B.A. will not permit its members to use this broadhead or endorse such a head. If a member is caught using or endorsing such a broadhead, he and/or she will be subject to immediate dismissal from N.C.B.A. membership.

**ARTICLE XII: BOW POLICY STATEMENT**

- 1- For purposes of defining a "Bow", the following definition has been adopted by the Pope and Young Club and all major bowhunting organizations in North America, including the North Carolina Bowhunters Association.

**Definition of a Bow:**

*For purposes of the Pope and Young Club, and the North Carolina Bowhunters Association, a bow shall be defined as a longbow, recurve bow or compound bow that is hand-held and hand-drawn, and that has no mechanical device to enable the hunter to lock the bow at full or partial draw. Other than energy stored by the drawn bow, no device to propel the arrow will be permitted. The bow must be drawn by muscle power of the shooter alone in the presence of game, held and the arrow released by the shooter.*

- 2- Entries into NCBA "All-Time Records System", or any other contests, shall be taken with a bow only, as defined in section No. 1 in this Article.

- 3- NCBA will publish only articles, photographs and advertisements of animals taken with bows, as defined in section No. 1 in this Article.

**ARTICLE XIII: GAME VIOLATIONS**

Any N.C.B.A. member caught, formally charged and convicted of any willfully committed a game violation will be subject to immediate dismissal from N.C.B.A. membership, pending review of facts by the Executive Council.

**ARTICLE XIV: REVISION OF THE CONSTITUTION**

- A. The Constitution may be amended, revised or altered only by the following procedure:
  - 1. At least 50 members must have signed a petition to alter any or all of the Constitution before it will be put to a general membership vote.
  - 2. Two-thirds of the Executive Council (Board of Directors) of the Corporation must approve any proposed amendment to the Constitution before submitting it to the general membership for a vote.
  - 3. Two-thirds of the votes cast by the general membership must approve any amendment to the Constitution.
- B. The Secretary shall be required to include with each ballot mailed, a copy of the amendment, revision or alteration applicable to such ballot for the information of the voter.
- C. All ballots pertaining to such amendments, revision or alteration, shall be counted as provided herein for the counting of election ballots.

**ARTICLE XV: REVISION OF THE BYLAWS**

- A. The "By-Laws" may be amended, revised or altered only by the following procedure:
  - 1. Notwithstanding any other provisions in these Bylaws, any amendments to the Bylaws must first be approved by a 3/5ths vote of the "Executive Council" (ie: Board of Directors of the Corporation).
  - 2. Then, the amendment shall be submitted to the general membership for a vote. A "simple majority" of votes cast is required to approve (Ratify), or disapprove the amendment.
  - 3. Voting shall be by "Secret Ballot" procedures as prescribed herein.
  - 4. Ballots must be mailed to the Secretary, or cast at a regular scheduled Executive Council meeting.
  - 5. Ballots may be photocopied from the magazine or from other copies.
  - 6. Notice of any proposed amendment to the Bylaws shall be given to the general membership at least 30 days prior to the date the votes are counted. A "deadline" date shall be assigned by the Executive Council for counting ballots.
  - 7. At least two members of the Executive Council, or their designees, must be present with the Secretary when votes are counted by the Secretary.
  - 8. No amendments or changes may be made to the proposed amendment after approval by the Executive Council, or by the voting membership, prior to the vote being taken.
  - 9. A petition is not required to amend the Bylaws.
  - 10. The approval (Ratification) or disapproval of any amendment to the Bylaws takes effect immediately after the ballots are counted.
  - 11. Changes, revisions, additions, etc., to the "By-Laws" must be submitted to the President in writing.
  - 12. Executive Council members will review all submissions for revision of the By-Laws at a scheduled quarterly Executive Council meeting not to exceed six months in duration of time after receipt.
  - 13. A vote of all Executive Council members must be taken, excluding the President, and all votes must be counted. Votes may be taken by telephone, mail or other electronic means. Members may vote "Yes", "No", or "Abstain" on any motion to revise the NCBA By-Laws. The majority rules. In case of a "tie" vote, the President shall cast a vote to break the tie.

The Secretary shall be required to include with each ballot mailed, a copy of the amendment, and revision or alteration applicable (to either the Constitution or Bylaws.) This information shall be attached to such ballot for the information of the voter. Ballots may be included in the NCBA magazine and may be clipped or copied from the magazine and mailed via U.S. Mail to the Secretary. Electronic (Email) or FAXed ballots will NOT be accepted under any circumstances.

All ballots shall be placed in a separate envelope. Individual members must write their name and return address on the envelope and also write the word: "BALLOT" on the envelope before mailing or delivering the ballot to the Secretary or the BALLOT will be invalid and not counted in the voting procedure.

All ballots pertaining to such amendments, revision or alterations, shall be counted as provided herein for counting election ballots.

**ARTICLE XVI: PARLIAMENTARY AUTHORITY**

The rules covered in “Roberts Rules of Order”, (latest) Revised Edition shall govern the conduct of all meetings, except where in conflict with provisions of the Constitution and Bylaws. The Constitution and Bylaws shall govern and take precedence over any and all procedures as outlined in “Roberts Rules of Order.”

**ARTICLE XVII: SPENDING AND PURCHASES**

Expenditures for other than the normal recurring debts with a cost of \$250 up to \$500 will require approval by majority vote of the Executive Council. The President, Vice President, Secretary, Treasurer or Editor is approved to spend up to \$250 on any single item or expense on any one day.

Contract items that exceed \$500 in value must be submitted for competitive (sealed and confidential) bids. A minimum of three (3) bids are desired in all cases, but two (2) will be sufficient if we are unable to get three competitive bids. If the low bids differ by no more than five percent of the quoted prices, or \$300, whichever is lesser, either bidder may be used based on service, quality or convenience for NCBA. A majority vote of the Executive Council is required to settle any dispute that may arise as to who to award a contract to.

**ARTICLE XVIII: MEMBER CODE OF CONDUCT AND ETHICS STATEMENT**

**MEMBER CODE OF CONDUCT:**

Members of the North Carolina Bowhunters Association will:

1. Conduct themselves at all times in a manner that will bring respect and honor to himself, bowhunting and the North Carolina Bowhunters Association.
2. When attending any activities or events, including those of the North Carolina Bowhunters Association, or when identifying oneself as a member, the member may not be a spokesman on behalf of the Association without prior permission and approval of the Executive Council of the North Carolina Bowhunters Association.
3. Make every effort to comply with all game laws, rules and regulations, both as published and intended.
4. While preserving the right to disagree and debate an issue, a member shall not engage in personality or character attacks on any Association (NCBA) member, or the Association itself.
5. Give total effort to recover a game animal by track, trail and search, until every reasonable possibility has been exhausted.
6. Offer to assist tracking or trailing by fellow bowhunters.
7. Take only his legal share of game and never fill a “tag” for another, or justify going beyond the bag limit for ANY reason.
8. Carry him/herself with pride, not conceit, and make the Association image a way of life.
9. Not employ the Association, its name or logo, for personal or commercial use without specific approval from the Executive Council. (i.e., as in advertising, personal letterheads, etc.)

**MANDATORY ETHICS STATEMENT AND INQUIRY:**

(To be read at the beginning of each meeting of the Executive Council)

This Constitution and Bylaws mandates that all Executive and Associate Council members, and Club and District Reps, shall be aware of their duty to avoid conflicts of interest, and appearances of conflicts of interest. The President, or any other officers should constantly inquire as to whether there is any known conflict of interest, or appearance of conflict of interest, with respect to any/all matters coming before the council at any time. It is the duty of each Executive or Associate Council Officer, or any other officer or member, who is aware of such personal conflict(s) of interest, or of an appearance of a conflict, to notify the President and all council members of the same at any appropriate time.

**ARTICLE XIX: FISCAL YEAR AND MEETINGS**

The fiscal year of the North Carolina Bowhunters Association shall begin January 1 of each year and end on December 31 of the same year.

The “Annual Meeting”, also known as the “Annual Convention and Awards Banquet, and NC BOWHUNTER EXPO” shall be scheduled by the President and announced to the membership no less than six (6) months prior to the date of this event.

The Board of Directors, ie: the Executive Council, shall strive to meet quarterly on a date, time and place as announced by the President. A minimum of thirty (30) days notice of the date of each quarterly Directors (EC) meeting is required to be given to ALL EC and AC officers, Local Chapter Club Presidents and Reps, and Wildlife District Reps and other appointed officers.

Special or emergency EC (Directors) meetings may be called, if deemed necessary, by the President, or by request of no less than any two (2) Executive Council (Directors) officers. Executive Council members ONLY, may vote on emergency issues at a special or emergency EC (Directors) meeting. The majority rules on any vote taken, and it can not be appealed. The president votes only in case of a tie. The results of any emergency vote is FINAL and the president is required to immediately execute and enforce the results of an emergency Executive Council vote.

**ARTICLE XX: LOCAL CHAPTER CLUB REQUIREMENTS AND GUIDELINES**

A. Membership Requirements

1. To be accepted as a "NCBA Local Chapter Club", a minimum of ten (10) bowhunting members must be active NCBA members, unless, the club has less than ten (10) members. Then, all members must be active NCBA members. It is desired that all club members join NCBA, but this is not an absolute requirement.
2. The club's primary interest in affiliating with NCBA must be for the preservation of bowhunting privileges in North Carolina.
3. The club and its members must be in full agreement with NCBA's constitution and bylaws.
4. Any target or trophy shoots, etc., a club wishes to be involved in must be hosted and sponsored by that club. NCBA is strictly a bowhunting organization and must continue to project that image. NCBA will assist by publishing shoot schedules on its website and in the NCBA magazine for NCBA Local Chapter Clubs.
5. All Local Chapters will elect or appoint a "Local Chapter Representative (LCR), to act as a liaison between the chapter club and the NCBA Executive Council, and to serve on the Legislative Committee. Each Local Chapter Club has "one" vote on issues brought before the NCBA Executive Council while in "General Business Session", so it is important that someone attends these meetings to represent each local chapter club. A "representative" of the Local Chapter Clubs must be present at the NCBA Executive Council meetings in order to exercise this voting privilege.
6. Members of a "Local Chapter Club" will renew NCBA membership together, the same month each year. Clubs shall specify the month of renewal. It shall also be the chapter's responsibility to collect and forward NCBA dues to NCBA Membership Services in a timely manner throughout the year, as they are received, from new and renewal members. Failure to have all club members listed on the NCBA roster will exclude those members from receiving the NCBA magazine, insurance benefits, and "may" disqualify them from eligibility in annual NCBA awards and contests.

*Proposed Rev:7/01/2015*