

**BY LAWS
NORTH DAKOTA BOWHUNTER'S ASSOCIATION**

ARTICLE I.

These BY LAWS shall be a separate document from the Constitution and be entitled BY LAWS - NORTH DAKOTA BOWHUNTER'S ASSOCIATION also known as NDBA.

ARTICLE II.

PURPOSE OF BY LAWS:

To provide additional guidance to the activities and organization of the NDBA.

ARTICLE III.

BY-LAWS AMENDMENT:

- 1) By-laws may be adopted or amended at any annual meeting or special meeting by a simple majority vote of the current paid membership present at such meeting provided proper notice was given with the intent of the meeting.

ARTICLE IV.

FEES AND DUES:

- A) The dues for this association shall be set by the Board of Directors.

ARTICLE V.

TOURNAMENTS:

- A) The association shall hold State Championship Indoor and Outdoor Tournaments as listed in the Constitution each year. The Association shall award an archery tournament to a club only after that club demonstrates that it has the ability to maintain or improve the quality of the tournament.
- B) The Board of Directors shall determine the club and location where the tournaments for the State Championship shall be held.
- C) A written bid from the club asking to host a State Championship Tournament shall be on file with the Secretary one day prior to the annual meeting. If there are none, the members may consider a verbal bid presented by an authorized representative of any affiliated club. If no bids are submitted, the Board of Directors may consider and accept any subsequent written bid from an affiliated club.
- D) State Tournaments shall be hosted only by a chartered club of the association.

- E) All championship awards shall be on scratch score basis only.
- F) The host club at any state championship shall be required to pay a predetermined fee set by the membership, to the state association for each individual entered in each event. These monies are to go into the state association general fund.
- G) All NDBA State Tournaments shall be shot in accordance with the NDBA State Tournament guidelines.
- H) Host clubs shall follow "NDBA State Tournament and Banquet Guidelines" when hosting any state tournament. These guidelines will be put out by the NDBA Board of Directors.
- I) State Tournament and Banquet Guidelines shall be approved by the NDBA Board of Directors.

ARTICLE VI.

BIG GAME AWARDS:

- A) To promote and encourage the use of the bow and arrow in hunting big game, the association shall, upon proper application to the Secretary, issue a Big Game Award to each member who, while a current member, has lawfully taken a Big Game animal by use of the bow. (These need not be taken in North Dakota only.)
- B) Big Game animal shall be this listed by the Pope and Young Club as Big Game.
- C) The application for this award shall be available from the Secretary. Applications must be filed with the Secretary at least 10 days prior to the annual meeting following the immediately preceding season in which the animal was taken.
- D) No charge will be made to the applicant for the Big Game Award.

ARTICLE VII.

BIG BUCK AWARD:

- A) The association may, at its discretion, give an award for the largest animal shot in each of the Big Game classes in North Dakota by a member of NDBA who is a paid member at the beginning of the season for that species. Scoring will be according to the Pope and Young standards.

ARTICLE VIII.

BOW HUNTING LEGISLATION:

- A) Legislation proposals to be introduced at the request of the association shall be presented to the board of directors at any regular meeting or a special meeting called for that purpose, for approval by 2/3 of the board members present at that such meeting.
- B) Legislative action affecting bowhunting and/or conservation introduced not at the request of this association shall, when deemed necessary, be acted upon by the Board of Directors without presentation to the membership.

ARTICLE IX.

ARCHERY RECOGNITION AWARDS:

- A) The Board of Directors shall have the authority to establish awards of honors, with appropriate requirements, for recognizing exceptional archers or archery achievements in target or hunting.

ARTICLE X.

STATE BANQUET:

- A) The Board of Directors shall determine the club and location where the State Banquet will be held.

ARTICLE XI.

BOARD MEMBERS & AREA REPRESENTATIVES DUTIES

PRESIDENT:

- Shall set time and place of all meetings throughout the State and send out a complete agenda for all the meetings.
- Shall appoint all committees.
- Shall appoint all Area Representatives for the 8 areas of the State:
- Area Representatives are re-appointed every year at the general membership meeting.
- If an Area Representative position becomes vacant:
 - The President sends a letter to the area archery clubs requesting nominees in writing.

- The President places an advertisement in the NDBA newsletter requesting nominations in writing.
- The President shall then appoint an Area Representative.
- Shall appoint Tournament & Competition Director
- Shall appoint the Government & Conservation Director.
- Shall appoint the Education Director.
- Shall appoint the NDBA web site manager.
- Shall be a sitting member on the scholarship committee.
- Shall work directly with the Secretary/Treasurer on all expenditures and inventory control.
- May appoint the Editor of the Archers Voice and newsletters.
- Shall work directly with the editor on the content of the newsletter.
- Shall submit the “Presidents Comments” in every newsletter issue.
- Shall coordinate the following before and during the annual banquet:
 - Order all big buck buckles.
 - Shall work with the MC of the banquet and coordinate a complete agenda for the banquet.
 - Shall work with the Area Representative and Banquet Committee on coordinating the banquet.
 - Shall work with the Secretary/Treasurer on all awards for the contests during the banquet.
- Shall have the powers to perform the duties incident to his/her office.

VICE PRESIDENT:

- Shall act in the President’s behalf if the President is absent or unable to perform the duties of his/her office because of any cause beyond his/her control.
- Shall be a sitting member on the scholarship committee.
- Shall be the liaison between the President and the Area Representatives.
- Shall have direct communication with all Area Representatives a minimum of 4 times per year. This is to assure all communications are open throughout the State.
- Shall make himself/herself available for consultation to any and all members for the purpose of promoting the welfare of the association and have the power to perform the duties of his/her office.

SECRETARY TREASURER:

- Shall keep all records of the association, serve all members for the meetings, and conduct all correspondence.
- Shall be a sitting member on the scholarship committee.
- Shall handle disbursements and record keeping of all inventories.
- Inventory control:
- When an archery club or NDBA member requests inventory, that person or club shall be invoiced for the said inventory sent out.
- That club or person shall be totally responsible for all inventories on the invoice and responsible for all the money on the invoice.
- The Secretary/Treasurer shall, at his/her own discretion, keep inventory available for the needs of the membership.
- Shall receive and be the custodian of all the money of the association and shall be authorized to make disbursements there from.
- Shall keep accurate records of all income and disbursements and shall present a report at the annual meeting.
- Shall write an article in the newsletter pertaining to up-coming meetings, correspondence, record keeping, inventory control, etc.
- Shall in general have the power to perform the duties incident to the office of Secretary/Treasurer.

TOURNAMENT & COMPETITION DIRECTOR:

- Shall be the chairperson of the tournament committee.
- Shall be responsible for the communication between the Board of Directors and the tournament committee.
- Shall write an article in the newsletter pertaining to tournament results, rule changes, and tournament schedules along with supplying said information to the web site manager.
- Shall keep the Board of Directors and all NDBA chartered clubs apprised of any tournament rule changes.

GOVERNMENT & CONSERVATION:

- Shall have year round responsibility in working with the Game & Fish Department and other government agencies and legislation for the association.

- Shall write an article in the newsletter informing the members to any concerns, changes, and updates on issues pertaining to hunting and to the sportsman in general.

EDUCATION & ARCHERY ALLEY DIRECTOR:

- Shall have the responsibility of promoting and coordinating the Archery Alleys.
- Shall have responsibility in developing bowhunter & archery education for the association.
- Shall work with the Game & Fish Department on disbursement of bowhunting education material to the bowhunter education instructors throughout the State.
- Shall write an article in the newsletter pertaining to upcoming bowhunter education classes, changes in bowhunting education material, and bowhunting education in general.

EDITOR:

- Shall gather all material from the Board of Directors for the newsletter.
- Shall work with the Administrative Secretary on formatting the newsletter.
- Shall solicit advertising for the newsletter and work with the Secretary/Treasurer and Executive Director on billing for the advertising.
- Shall follow the schedule as directed by the NDBA Board of Directors on the newsletter releases:

WEB SITE MANAGER:

- Shall be responsible for maintaining the NDBA web site in accordance to all rules and regulations surrounding the managing of a web site.
- Shall have the final say as to the content being both ethically and moral.

AREA REPRESENTATIVES:

- Shall be a liaison between the archery clubs, general membership, and the Board of Directors.
- Shall attend the area archery club's general membership meetings to assure that communications are open between the area that he/she represents and the NDBA.
- Shall be chairperson of any State event held in his/her area.
- Shall solicit funds for door prizes and raffle prizes for any State event.

- Shall attend all Board of Director's meetings.
- If meetings cannot be attended, than correspondence must be made to the President.
- Shall, if at all possible, attend local area archery club events and archery related events to promote NDBA.
- Set up the NDBA information booth.
- Have NDBA pamphlets and inventory for sale.
- Shall write an article in the newsletter on various events in his/her area, such as local club news, hunting stories from local archers, etc.

ARTICLE XII.

SCHOLARSHIP PROGRAM

- All applicants must be current members of the NDBA and have been for at least (2) years.
- All applicants must be at least seniors in High School or enrolled in an institution of higher education.
- There may be one or more scholarships available at the discretion of the board of directors.
- Scholastic achievements are not the main requirement but will be weighed in its proper balance during the selection process.
- If you meet the qualifications above, complete the application below and mail it to North Dakota Bowhunters Association, PO Box 374, Bismarck, ND 58502. All applications must be submitted to the NDBA, postmarked or emailed by February 15th to be considered for the fall semester of the same year.

If a scholarship recipient is not present during the presentation at the annual banquet, he or she will receive a confirmation letter by May 1st. During August of said year, the NDBA will forward the award in the form of a check to the cashier of the institute of higher education of the recipient's choice for deposit to the student's financial account to be used as the student sees fit. If you decide not to attend an institution of higher education, the amount will be returned to the NDBA Scholarship Program.

NDBA Scholarship Program Application will be available on the NDBA Website

ARTICLE XIII.

CLUB GRANT PROGRAM

North Dakota Bowhunter's Association guidelines for dispersal of NDBA monies

A. Monies appropriated shall be limited to \$1,000 and may be used for:

- Archery equipment for youth archery programs
- Materials to promote bowhunting
- Acquiring property for clubs (land, 3-d targets, etc.)
- Improving club property (land and/or buildings)
- Any other programs, materials or equipment which promotes archery

B. Qualifications for appropriation of monies:

- Must be a chartered club with NDBA for at least one year
- Must participate in qualifying programs (Club Grant discount program)
- Chartered Clubs who host a State Tournament are qualified

C. Process for requesting monies:

- Submit an application upon a form approved by NDBA board of directors
 - Upon approval of the application for funds:
 - a. The funds must be used within one year
 - b. Present an itemized bill, or copy of bill showing items purchased for reimbursement

D. The funds shall come from the general operating funds of NDBA except the board shall retain 2 years operating capital in reserve.

E. Allocation of funds shall be recommended to the board by a committee appointed by the president consisting of president, 2 board members and a general member. The board will approve or deny requests at the Spring annual meeting.

F. Applications will be available on the NDBA Website and will be considered on a need basis

G. Applications and supporting documents must be returned by December 31 to: NDBA, PO Box 374, Bismarck, ND 58502-0374.

BY LAWS of the North Dakota Bowhunters Association effective March 25, 2023

Steve Goroski - PRESIDENT

ATTEST:

SECRETARY