

**CONSTITUTION**  
**Of the**  
**SANDIA CREST BOWHUNTERS' ASSOCIATION**

**Preamble**

The drafting of this Constitution is the result of the 2001 merger of the “Sandia Crest Bowhunters’ Association” and the “Albuquerque Field Archers Inc.” into the single entity of the “Sandia Crest Bowhunters’ Association.” As organization and good sportsmanship are essential to the existence of archery and bow hunting—we ask that all members conduct themselves in a manner which would be always deemed sportsmanlike, and we hope that each member as an individual will help to promote this club and the sport of archery.

*(As amended and approved by the SCBA Board of Directors on April 3, 2023.)*

# **CONSTITUTION**

## **ARTICLE I**

### **NAME**

The name of this organization shall be “SANDIA CREST BOWHUNTERS’ ASSOCIATION” and indicated in the abbreviation as SCBA.

## **ARTICLE II**

### **PURPOSE**

- A. To foster, expand, and perpetuate the practice of bow hunting and the spirit of good fellowship among all archers.
- B. To promote the practice of archery in all its forms: Field archery, bow hunting, 3D, and target.
- C. To protect, improve, and increase the bow hunting opportunities of sportsmen, to defend their rights and to render support to other conservation organizations.
- D. To maintain a field and 3D course that is sanctioned by the New Mexico Bowhunter Association and the National Field Archers Association.
- E. To hold SCBA and any other tournaments in accordance with the rules set down by the NMBA and NFAA.
- F. To regularly inform each member of the major problems and issues affecting the sport of archery, bow hunting, and the SCBA. To take any action necessary to ensure the membership may make it will know to the duly elected representatives.
- G. To act as a voice for bowhunters to the New Mexico Department of Game and Fish.

**ARTICLE III**  
**MEMBERSHIP**

- A. Active membership shall be granted to anyone who has attained his eighteenth birthday, or to any minor person with adult guardian signature, upon application and payment of regular dues.
- B. The Board of Directors may suspend or expel any member for conduct considered to be detrimental to the organization.
- C. Suspension, and/or reinstatement of membership shall be sustained by approval of a two-third-majority vote of the Board of Directors.
- D. All fees and annual dues shall be established annually by the Board.
- E. Any archer inducted into the SCBA Hall of Fame shall be made a non-voting Lifetime Member.
- F. SCBA shall pay the annual dues for the current President, Vice-President and NFAA related positions to maintain membership in the NMBA and NFAA.

**ARTICLE IV**  
**BOARD OF DIRECTORS**

- A. The Board of Directors shall consist of the President, Vice-President, Secretary, Treasurer, Two-Year Director, One-Year Director, Range Captain, Assistant Range Captain, Awards Director, NFAA/Field Archery Director, NFAA/Field Archery Range Captain, Awards Director, Web Master/Newsletter Editor, Public Relations Director(s).
- B. The Board of Directors shall control and manage the activities, policies, and the property of the SCBA.
- C. At any meeting of the Board, two-thirds or more of the elected/appointed Board members shall constitute a quorum.
- D. Vacancies on the Board may be filled by appointment at the discretion of the Board of Directors.
- E. The Board of Directors shall meet at least once a quarter at a time and place determined by the Board.

- F. The Board of Directors may suspend or expel any Board member for conduct detrimental to the interest of the SCBA.
- G. Due to fluctuation of the size of the membership, the Board of Directors may elect to change or not fill some of the positions on the Board, if this is determined to be in the best interest of the SCBA.

**ARTICLE V**  
**OFFICERS AND ELECTION**

- A. The officers of the SCBA shall consist of the duly elected or appointed Board of Directors.
- B. The officers shall be elected by a majority vote of all members in good standing and present at the time of election.
- C. The Board, if deemed beneficial to SCBA, may appoint additional officers.
- D. The term of office for all officers will be for one year, with the exception of the Two-Year Director who shall serve for two years.
- E. The term of office for all elected officers shall correspond with the fiscal year.
- F. Election Procedure: Nomination forms shall be sent out by October 1, and shall be returned to the Secretary at or prior to the November Thanksgiving tournament. Election of officers will be conducted at the Thanksgiving tournament, prior to the shoot, and be elected by members present at the tournament. Nominees who will not be present at the election must submit a signed nomination form that includes signatures of two current SCBA members.
- G. Anyone elected to the offices of President, Vice-President, NFAA Field Archery Director, or NFAA Field Archery Range Captain must hold a current membership in the New Mexico Bowhunters Association (NMBA) and the National Field Archers Association (NFAA).
- H. Board members are expected to assist with scheduled SCBA events.
- I. Board members are expected to attend all scheduled Board meetings.

**ARTICLE VI**  
**DUTIES OF OFFICERS**

A. President

1. Shall preside at all meeting of the SCBA and perform the duties incident to this office.
2. Shall appoint standing and special committees, if needed.
3. Initiate and develop activities and tournaments for the SCBA.
4. Shall call special meetings if needed.
5. Shall be authorized to speak for the SCBA.
6. Assist at 3D tournaments and special events.
7. Upon leaving office, assist the incoming President and Board of Directors in a smooth transition and continuity of operation.

B. Vice-President

1. Shall perform the duties of the President in the absence of the President.
2. Shall assist the President in the performance of his duties.
3. Shall act as the Sergeant at Arms at Board of Director meetings to maintain order.
4. Assist at 3D tournaments and special events.

C. Secretary

1. Shall keep a record of all Board of Director meetings and keep a record of all official business conducted at monthly and annual meetings.
2. Assist at 3D tournaments and special events.
3. Assist in operations of SCBA as required by the President.
4. Distribute SCBA newsletters, tournament flyers, and other archery news/events.

D. Treasurer

1. Shall handle all correspondence for the SCBA.
2. Assist at 3D tournaments and special events.
3. Shall receive all dues and other funds and pay all the bills incurred by the organization upon approval of the Board of Directors.

4. Shall keep accurate records of receipts and disbursements and present a current monthly financial statement at the scheduled board meetings.
5. Shall present an annual financial statement at first board meeting of the following fiscal year.

E. Directors (1-Year and 2-Year)

1. Shall assist in operations of the SCBA as needed and requested by the President.
2. Shall coordinate work groups and encourage member participation.
3. Assist at 3D tournaments and special events.

F. Range Captain & Assistant Range Captain for SCBA 3D tournaments

1. Oversee maintenance to the range and manage range materials.
2. Appoint assistants to set the range for tournaments.
3. Shall coordinate work groups and encourage member participation.
4. Assist at 3D tournaments and special events.

G. Awards Director

1. Shall be the custodian of all pins, patches, and other insignia of SCBA.
2. Award prizes to top places at each SCBA tournament.
3. Manage the SCBA Big Game Awards program.
4. Assist at 3D tournaments and special events.
5. Plan and purchase 3D tournament awards with the approval of the Board of directors.

H. NFAA/Field Archery Director

1. Shall serve as delegate to NMBA.
2. Shall be authorized to speak for the SCBA in matters concerning Field Archery.
3. Shall organize and oversee all Field Archery events.
4. Shall be responsible for furnishing any and all records and/or listings as required by NMBA and NFAA.

- I. NFAA/Field Archery Range Captain
  - 1. Shall perform the duties of the Field Captain as stated by the NFAA By-Laws.
  - 2. Shall appoint assistants as needed to perform the required duties at Field Archery Events.
  - 3. Assist in range maintenance and manage Field Archery materials.
- J. Web Master / Newsletter Editor
  - 1. Maintain the SCBA official web site.
  - 2. Provide SCBA tournament information to other relevant archery web sites.
  - 3. Assist at 3D tournaments and special events.
- K. Public Relations Directors
  - 1. Shall represent the SCBA at the public New Mexico Game and Fish hearings and be an advocate for bow hunting privileges, provided that they are a certified bowhunting instructor.
  - 2. Shall keep the Newsletter Editor informed of the dates of upcoming NM Game and Fish public hearings and encourage as many bow hunters as possible to attend the meetings.
  - 3. Shall act as liaison with Bernalillo County in regard to the lease and ongoing activities on the property.
  - 4. Shall engage other local archery and bowhunting organizations to further the mission of the SCBA.

## **ARTICLE VII**

### **VOTING MEMBERSHIP**

- A. All members in good standing over the age of eighteen shall be eligible to vote for the SCBA Board of Directors.
- B. The SCBA Board of Directors election is held on the date of the last shoot of each year, typically the November Thanksgiving Shoot.
- C. Any member may propose amendments to this Constitution.

D. Proposed amendments must be submitted in writing to the Board of Directors to be considered by the Board of Directors.

E. Amendments shall be passed by a two-thirds majority vote of the Board of Directors.

F. Only Board of Director Members are eligible to vote at Board of Director meetings.

### **ARTICLE VIII**

#### **FISCAL YEAR**

The fiscal year of the SCBA shall begin January 1st and continue through December 31st.

## **BY-LAWS**

### **ARTICLE I**

#### **FEES AND DUES**

- A. The Board of Directors will set membership fees for individuals and families.
- B. All officers and lifetime Hall of Fame members receive free membership for themselves and for their family, and free entry in tournaments.
- C. Anyone serving as a board member for five consecutive years shall receive a membership fee waiver and free entry into SCBA tournaments equivalent to the number of years they served after they leave office.
- D. 1- SCBA annual volunteer program can have up to 10 participants. These participants will be given an annual membership up front of the year in return for a commitment to earn vouchers for work at SCBA events, work parties or other duties necessary for ongoing maintenance for the SCBA to function determined by the SCBA board. A Board member will track the participation of the volunteers and report back each month at the SCBA Board Meeting. Once a volunteer program participant has earned the equivalent value of the annual membership, that participant is eligible for the same incentives as the D.2 volunteers.
- D. 2- Tournament volunteers will be given free entry in events that they assist in.



E. Purchases over \$200.00 per calendar month for materials supporting SCBA must be approved in advance by the Board of Directors. This purchasing approval is granted to a maximum of 3 board members designated by the Board of Directors. Purchases over \$200 in a calendar month must be approved by the Board of Directors. *(Item D Amended 12.5.22)*

## **ARTICLE II**

### **AMENDMENTS**

- A. Amendments to these By-Laws can be proposed by any voting member of the club. Adoption of amendments shall be determined by a quorum of the Board.
- B. Amendments will be received from the floor at the monthly meeting and must be presented to the President in writing at that time. The membership will be notified of such proposed amendments prior to a vote at the next regular meeting.
- C. The SCBA Board of directors will follow the Bernalillo County Open Space Rules and Regulations with regards to Fires, Flooding and other natural/man-made disasters impacting the East Mountain district.

## **ARTICLE III**

### **DEFINITIONS**

- A. A quorum is defined as a two-thirds (2/3) majority of elected or appointed members of the Board of Directors who are holding an active position.