



## Country Pond Fish and Game Club, Inc.

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A National Rifle Association Affiliated Organization

## Bylaws

The following Bylaws are those by which the Club will be run by elected officers. The Constitution which precedes these Bylaws states the objectives of this Club and presents the rights of all members. The rules that are established will be intended for the safe use of the Club properties and to identify those entitled to use these same properties.

### *Article I: Duties of the Officers*

#### 1.1 President

- a. Shall preside at all Club meetings;
- b. Shall be chairman of the Board of Directors;
- c. Shall appoint an interim officer to replace an officer who resigns or is unable to perform the assigned duties;
- d. Shall appoint a Club Historian when needed;
- e. Shall attend all Club activities as possible, and as Club President, welcome guests and visitors when needed;
- f. Shall appoint all committee chairmen hereinafter provided for the good of the Club;
- g. Shall meet at least bi-monthly with committee chairmen to be advised of committee's work, projects, and progress; and
- h. Shall take such emergency action, when the need arises, to ensure the safety of the Club members and their welfare, as well as the public when it is also involved.

#### 1.2 Vice President

- a. Shall perform the duties of the President during any absence;
- b. Shall be in charge of administering the membership records for the current year, collecting dues, issuing membership cards, badges, and inserts;
- c. Shall hold membership applications for the current year in an orderly manner and inform new applicants for membership of the time and place for interviews, as well as when to appear before the membership for acceptance into membership;
- d. Shall ensure that the Club Secretary has an up to date register of all Club members for the records;
- e. Shall maintain an up to date membership list at the Club office; and
- f. Shall be chairman of the Membership Committee.

#### 1.3 Secretary

- a. Shall keep a record of all meetings of the Club and the Board of Directors;

- b. Shall read a summary of the minutes of all meetings in detail;
- c. Shall notify the members of all committees of their selection or appointment;
- d. Shall maintain a roll of membership as received from the Vice President;
- e. Shall attend to all correspondence and communications in connection with the office;
- f. Shall review all monthly bills and bills pertaining to normal club operating cost for accuracy of charges, and all bank statements;
- g. Shall maintain at a designated place a safety deposit box for important Club papers; and
- h. Shall maintain control and security of all Club keys.

#### 1.4 Treasurer

- a. Shall receive all monies due the Club;
- b. Shall pay all bills after same have been reviewed by the Secretary and approved for payment by the appropriate authority;
- c. Shall, before receiving any money, count and give receipt for same;
- d. Shall maintain a Club checking account; and
- e. Shall have all bills approved for payment.
- f. In the absence of the Treasurer, the Executive Board shall act in the Treasurer's stead.

#### 1.5 Director

- a. Shall attend all meetings of the Board of directors and Club regular meetings as well as any executive or special meetings of the Board of directors;
- b. Shall occupy one of five (5) seats, numbered one (1) through five (5) on the Board of Directors. Seats one (1) and three (3) shall be elected for a two year term in odd numbered years; seats two (2) and four (4) shall be elected for a two year term in even numbered years; seat five (5) shall be elected each year;
- c. Shall make every effort to attend Club functions; and
- d. Shall make at least one Club activity an event in which the Director takes an active part.
- e. At the first Board of Directors meeting following the annual election of officers, one Director shall be selected to act as Assistant Vice President.
- f. At the first Board of Directors meeting following the annual election of officers, one Director shall be selected to act as Assistant Secretary.
- g. At the first Board of Directors meeting following the annual election of officers, one Director shall be selected to act as Facilities Manager.

### ***Article II: Boards***

#### 2.1 Executive Board

- a. The Executive Board shall be responsible for the day to day business of the Club.
- b. The Board shall assess all monthly bills after being reviewed by the Secretary and before payment by the Treasurer.
- c. The Board shall be responsible for reviewing Club operating expenses such as stamps, copier paper, and keys to the Club, among other items.

#### 2.2 Board of Directors

- a. Shall be the governing body of the Club;
- b. Shall bring all major expenditures before the membership for a vote of the majority of members present at a regular meeting;

- c. Shall have charge of all purchases not delegated to the Executive Board and expenditures of Club funds;
- d. Shall have charge of all Club property;
- e. Shall meet on the first Thursday of every month;
- f. Shall make such rules as deemed necessary for the conduct of the Club; they shall ensure that all Club rules are posted in a prominent location; and
- g. Shall ensure that Club Range Rules are updated and currently correct and available to the membership. Signs shall be posted on all ranges.
- h. The Board shall conduct, or cause to be conducted, an audit of the Club's financial books annually.
- i. The Board shall ensure that all minutes of all meetings kept by the Secretary are accounted for in the month prior to the annual meeting, and that the minutes are retained by the Club Historian in a locked file cabinet with limited access.
- j. The chairman shall have the right to call a special Board of Directors meeting when needed.
- k. If any member of the Board, without valid reason, misses three (3) consecutive meetings of the Board of Directors, he or she shall be removed from the Board of Directors and another Club member shall replace him or her by appointment of the President.

### ***Article III: Membership***

- 3.1 An individual interested in membership shall submit an application for membership to the Vice President, then be interviewed by the membership Committee.
- 3.2 There will be six classes of membership:
  - a. Regular
  - b. Military
  - c. Honorary
  - d. Permanent
  - e. Family
  - f. Life
- 3.3 Regular Member
  - a. Shall be eighteen (18) years of age or older;
  - b. Shall be interviewed and either
    - (1) be recommended for membership by the Membership Committee, or
    - (2) reasons for non recommendation shall be stated in writing and presented to the membership for consideration prior to voting;
  - c. Shall have full privileges of membership; and
  - d. Shall be approved for membership by a majority vote of the membership present at the Regular meeting in which their name is submitted by the Vice President. The person must be present at the meeting in which the Vice President submits the individual's name.
  - e. The Vice President may exempt a person from attending the monthly meeting that they are to be voted into membership when a just cause is given.
  - f. The spouse and children under the age of 18 of a Regular Member may use all Club facilities without charge, when accompanied by the Member,

### 3.4 Military Member

- a. Must be a current Member;
- b. Must apply annually for military exemption;
- c. Upon discharge, dues will be considered paid through December 31st of that year; and
- d. Shall pay dues for the next calendar year by December 31st of that year.

### 3.5 Honorary Member

- a. May be extended to any person and elected into honorary membership by a majority of members present at a regular meeting;
- b. Shall not vote;
- c. Shall not hold office;
- d. Shall have all other privileges of the Club; and
- e. Shall pay no dues.

### 3.6 Permanent Member

- a. Must be a dues paying member for five (5) years consecutively prior to age sixty-five (65);
- b. Will be a voting member with full Club privileges and be exempt from dues and any other charges assessed the membership; and
- c. Must be sixty-five (65) years old and voted into permanent membership at any regular meeting after the member's sixty fifth birthday, as requested by the member.

### 3.7 Family Membership

- a. Any married couple may apply for a Family Membership. The couple shall be subject to the membership provisions of section 3.3 above and, upon acceptance, each shall become a Family Member and have all rights and privileges of Regular Membership.
- b. The Family Membership Initiation Fee and Annual Dues for the couple will be set at 150% of those charged for individual Regular Members.

### 3.8 Life Member

- a. Any member in good standing may apply for an individual Life Membership. Family Members in good standing may apply for Family Life Membership.
- b. A maximum of one hundred (100) Life Memberships will be available. For the purpose of this rule, a Family Membership shall count as two Life Memberships.
- c. Life memberships will be granted on a first come, first served, basis.
- d. The cost for Life Membership shall be set as follows:
  - (1) Individual Life Membership if the member is under 40 years of age: 12.5 times the existing Regular Membership cost.
  - (2) Individual Life Membership if the member is 40 years of age or over: 10 times the existing Regular Membership cost.
  - (3) Family Life Membership if the average of the Members' ages is under 40: 12.5 times the existing Family Membership cost.
  - (4) Family Life Membership if the average of the Members' ages is 40 or over: 10 times the existing Family Membership cost.

***Article IV: Meetings***

- 4.1 There shall be twelve (12) Regular meetings during the year, and these meetings shall take place on the third Thursday of each month.
- 4.2 The Board of Directors may reschedule a Board of Directors Meeting for a different day and time by majority vote of the Board at a meeting of the previous month.
- 4.3 The December monthly meeting shall be the annual meeting.
- 4.4 The election of officers shall be at the annual meeting. The Election will be conducted and the ballots counted in full view of all members attending the annual meeting. Any candidates may, if they so choose, challenge the validity of any ballot cast they feel is questionable. A maximum of five ballot challenges per candidate will be allowed. Additional challenges will be granted with approval of a majority of the members present. The word "officers" shall be defined as all Executive and Board of Directors for the purpose of definition and interpretation of this article.
- 4.5 At the request in writing by ten (10) members, the Chairman of the Board of Directors may call a special Regular meeting at any time. The Secretary shall state said reason and any other reason in a mailed notice to all members; said mailing to be completed at least ten (10) days before the date of the meeting.

***Article V: Committees and Club Leagues***

- 5.1 All committee and league members shall be members in good standing of the Club.
- 5.2 At the January meeting, the President shall appoint all committee or league chairmen.
- 5.3 All Committees shall meet as soon as possible after their appointment by the Committee Chairman, to elect or appoint a Committee Secretary, and to function as a committee.
- 5.4 The committee or league Secretary shall send notification to all those on the committee or league of their assigned duties.
- 5.5 A majority of the committee shall be considered a quorum.
- 5.6 The committee or league Secretary shall keep minutes of the meetings and turn in all minutes to the Club historian at the end of the committee or league.
- 5.7 The committee or league should give a summary of all committee or league action at all monthly meetings.
- 5.8 All monies received by the committee or league shall be turned into the Club Treasurer who will count and give a receipt for the money.
- 5.9 Before payment, all approved bills shall submitted to the Treasurer, who will make payment of said bills. The Treasurer shall be the only party authorized to make the aforementioned disbursements.
- 5.10 Leagues
  - a. Leagues shall consist of a group of teams organized for the purpose of competition within the Club.
  - b. Dues shall be paid to a League Secretary who shall be responsible for the safekeeping of all funds collected from League members.
  - c. Competition records and scores shall be retained by the League Coordinator.
  - d. The League Secretary and Coordinator shall be elected by the members of the League.

- e. The league Secretary shall make a monthly report of monies collected to the Club Treasurer, for the purpose of establishing the account of money raised by the Club members for a non-profit record.
- f. At the conclusion of the League's season, the League Secretary shall submit a financial report of the League's Money to the Club Treasurer for inclusion in the Club tax return.

#### ***Article VI: Nomination of Officers***

- 6.1 At the November meeting the Nomination Committee shall be appointed by the President with the approval of the Board of Directors.
- 6.2 They shall be responsible for the collection and the validation of all petitions of the nomination.
- 6.3 The petition shall include a statement of nomination, the nominee's name and a minimum of four (4) signatures of Club members, one of them may be a member of the committee.
- 6.4 The nominees are restricted only in that they shall be a regular or permanent member in good standing and shall abide by the terms of office.
- 6.5 They shall present all valid petitions to the general membership at annual meeting.
- 6.6 The nomination of the Club Officers shall be the responsibility and privilege of the general membership
- 6.7 The nomination may be in the form of a petition in addition to the member submitting from the floor.

#### ***Article VII: Dues and Surcharges***

- 7.1 Dues for the upcoming year shall be determined at the September monthly meeting.
  - a. Any Regular or Family Member, who has contributed to the Club a minimum of ten documented hours in any calendar year, shall receive, if applied for, a 20% reduction in their membership dues for the following year.
  - b. Members wishing to apply for the discount cited in Section 7.1a must maintain their own CPF&G Club Member Work Log. Hours recorded in this Log must be countersigned by a Club Officer, Director, or Committee or Event Chair. This Log form must be submitted with the member's yearly renewal form in order to obtain the discount.
- 7.2 Club membership card and badge shall be issued only after full payment is made.
- 7.3 The last day for renewal of membership is the last day of the year. Members not renewing by that date will be non-members.
- 7.4 A former member is considered a non member and must follow procedures as outlined in section 3.1.
- 7.5 There shall be an enrollment fee as voted by the membership at the September meeting.
- 7.6 Any person accepted into membership after October 1st shall be considered a member in good standing for the following year - prior members excluded.

#### ***Article VIII: Violations of Club Rules or Bylaws***

- 8.1 Any member's conduct resulting in a violation of a Club rule or rules shall be a Violation
- 8.2 Any member's conduct resulting in a breaking of a Bylaw shall be a Breach of Bylaws.

- 8.3 Any member's conduct that is found to be detrimental to the Club or its objectives shall be Misconduct.
- 8.4 Any member charged with a Violation shall have the charge made against them in writing, giving the details of the charge and the name of those members or persons making the charge, within ten (10) days of the date the charges are filed with the Club Secretary. This notification shall be made by certified mail. The member who has been charged shall appear before a special meeting of the Board of Directors to respond to the charges. If, for any reasonable cause, the member cannot appear at the special meeting, they shall so state in writing to the Club Secretary at least three (3) days before the meeting. The member may choose to answer in writing in lieu of appearing before the Board, in which case the Board shall determine its course of action without further input from the member.
- a. For a first time Violation the Board may:
- (1) Suspend range privileges for ten (10) days;
  - (2) Issue a warning;
  - (3) Remove the member from an assigned Committee;
  - (4) Suspend participation in Club activity or events; and/or
  - (5) State that their membership is not in good standing for a specified period of time to be determined by the Board, but not to exceed thirty (30) days.
- b. For a second violation the Board may:
- (1) Suspend range privileges for two (2) weeks;
  - (2) Suspend league activities for two (2) weeks; and/or
  - (3) State that their membership is not in good standing for a period of time to be determined by the Board, but not to exceed sixty (60) days.
- 8.5 Breach of Bylaws  
Any member charged with Breach of Bylaws shall have the charge made against them in writing within ten (10) days from the date that the charges are filed with the Club Secretary, and be notified by certified mail to appear before the Board of Directors on the date specified by the Board. The member may choose to respond to the Board in writing in lieu of appearing before the Board, In which case the Board shall determine its course of action without further input from the member.
- 8.6 Violations and Breach of Bylaws  
When a member has incurred more then three (3) Violations or Breach of Bylaws, or a combination of both, and commits still another, the Board of Directors may charge the member with Misconduct.
- 8.7 Misconduct
- a. The member shall have the charges against them sent to them in writing by certified mail within ten (10) days from the date that the charges are filed with the Club Secretary.
  - b. The member shall be entitled to be heard, through written notice to the Board of Directors or in person at a Board Meeting. The written notice, with its findings by the Board of Directors, shall be brought before the membership for their vote.
  - c. The member may be expelled from the Club on a three-fifths (3/5) vote of the members present at a regular Club meeting.
  - d. The member, if voted to be expelled from membership, shall have the right of appeal at the next meeting.

***Article IX: General***

- 9.1 All club Bylaws shall be determined by the membership.
- 9.2 All matters not covered in the Bylaws or Club rules shall be controlled by the Board of Directors.
- 9.3 The Membership may rescind or change any club rule by a majority vote at a regular meeting. Said changes shall be outlined in detail in the Club newsletter to be mailed no later than ten (10) days before the meeting.
- 9.4 If an emergency occurs, The Executive Board shall act to protect the welfare of the membership and the safety of the Club properties. If time does not allow for such a meeting, the President shall act to do so.
- 9.5 If section 9.4 is acted upon, a full report shall be made to the next meeting of the Board of Directors or regular Club meeting, whichever occurs first.

***Article X: Amendments and Revisions***

- 10.1 Notice of all proposed amendments and revisions to the Constitution and Bylaws shall be outlined in detail in the Club newsletter to be mailed no later than ten (10) days before the monthly meeting.
- 10.2 Amendments or revisions to the bylaws shall have a two-thirds (2/3) majority of members present and voting.
- 10.3 There shall be no absentee votes taken at any Club meeting. All members voting must be in good standing.

***Article XI: Authority to Acquire Property or Privileges***

- 11.1 The membership may, at a general meeting of the membership, give authority to purchase or otherwise acquire a property, right, or privilege for the Club, for the furtherance of the Club's objectives, at such price and on such considerations as they shall from time to time see fit.

***Article XII: Authority to Borrow Money***

- 12.1 The membership, by a vote of two-thirds (2/3) of the members present at a regular meeting or special meeting of the Club, where a ten (10) day notice to the members has been made in writing, may grant authority to borrow money to the Board of Directors for any Club purpose as specified by the membership.
- 12.2 Evidence of such borrowing shall be signed by the President and all other members of the Executive Board.

***Article XIII: Dissolution of the Corporation (Club)***

- 13.1 The Board of Directors will be executor to carry out the dissolution in accordance with the appropriate State and Federal laws.

***Article XIV: Definitions***

- 14.1 BYLAWS: Policies adopted by an organization chiefly for the governance of its members and the regulation of its affairs.
- 14.2 CONSERVATION: The planned use of property, real estate, resources such as water, forest, wildlife, land, air, minerals, etc., for the betterment of each resource in relation to the other resources as well as society: care or keeping and supervision by a governmental authority or by a private association or business; a planned management of a natural resource to prevent exploitation, destruction, or neglect.
- 14.3 RULE: A prescribed or self imposed guide for conduct or action: a regulation or principle; accepted procedure, custom, or habit having the force of regulation.

Revised, approved and accepted by the membership on 16 September 2010.