

# Rockford Sportsman's Club Constitution and Bylaws February 2008

## Article 1 - Name

The name of this organization shall be the Rockford Sportsman's Club.

## Article 2 - Objectives

1. To conserve all of our natural resources and to assist others in preserving our game and fish.
2. To educate our youth and other community members on conservation, good and safe sportsmanship, and shooting sports.
3. To operate and act in a manner that directly or indirectly provides charitable, educational or other community benefit, including the making of distributions to organizations that qualify as exempt organizations under 501(C) (3) of the Internal Revenue Code, or corresponding section of future federal tax codes.

## Article 3 - Executive Committee

- A. The officers of this organization shall consist of President, Vice President, Secretary, Treasurer, and the Sergeant of Arms. Officers shall be elected for a term of one (1) year, or until their successor is elected and installed. Installation of officers will take place during the January membership meeting.
- B. The immediate past president shall assume Chairmanship of the Board of Directors.
- C. A vacancy occurring in any office shall be filled by an appointment made by the Board of Directors until the next regular elections are held.

## Article 4 - Duties of Officers

- A. It shall be the duty of the President to preside at all meetings of the membership, in accordance with Parliamentary Procedures (Robert's Rule of Order), sign all documents that may require his or her signature, appoint all committees and maintain order during meetings.
- B. The Vice President shall take over the duties of the President in his or her absence. The Vice President will chair the nomination committee.
- C. It shall be the duty of the Secretary to keep a correct record of all meetings. The secretary will be a member of the Board and will have a vote on all matters. The Secretary will sign all documents that may require his or her signature.
- D. It shall be the duty of the Treasurer to receive all monies, pay all bills, and to keep a financial record. The records of the Treasurer shall be subjected to an audit if the membership so desire. If an audit is desired it will be completed by the May Regular Meeting. A report will be given to the membership.
- E. It shall be the duty of the Chairman of the Board to preside at all Board Meetings. The Chairman will vote only to break a tie.
- F. It shall be the duty of the Sergeant of Arms to protect the Club's property, and enforce rules at all meetings and special or social events.
- G. No indebtedness shall be incurred on behalf of the Rockford Sportsman's Club by any officer or member without approval of, the Executive Committee or the Board of Directors.
- H. The Executive Board shall require a vote from the membership to spend over \$3,000 on any item outside the current year budget.
- I. Approval of the current year budget allows the Board to make purchases of budget items without any further membership vote.

## Article 5 - Reimbursements

- A. A reimbursement shall be paid to the Secretary and Treasurer to cover expenses of their office, as determined by the Board of Directors.

## Article 6 - Board of Directors

- A. The Board of Directors shall consist of seven members and the Executive Committee. Four members to be elected for a term of two (2) years, and three members to be elected for an alternating term of two (2) years.
- B. The Board of Directors shall have the authority to set; all organizational procedures, all fundraising and special events. The Board will then make recommendations to the membership of all business matters for their approval.
- C. The Board of Directors or designee shall review all membership applications and shall have the authority to bring all members not in good standing before the Board for action. Note: See Article 14 - Code of Conduct
- D. If a vacancy should occur among the seven Board of Directors, the Board shall fill the vacancy with a majority vote of members present.

## **Article 7 - Meetings**

**A.** Regular Meetings shall be held on the first Tuesday of each month. Any exceptions shall be announced at the prior Regular Meeting.

**B.** Board meetings shall be held on the third Tuesday of each month. Any exceptions shall be announced at the prior Regular Meeting. A quorum shall be a minimum of eight (8) Board and Officers. The December Board meeting shall be attended by both incoming and outgoing members.

**C.** Board members shall make every effort to attend regular scheduled Board Meetings. Absences should be reported in advance to the Chairman of the Board. Board Members absent without prior notice from scheduled Board Meetings may be asked to explain their absences to the Board of Directors.

**D.** The annual meeting shall be the January Regular Meeting. Regular Meeting date is determined by the Board.

## **Article 8 - Elections**

**A.** Elections shall be held at the December Regular Meeting. All elections shall be by secret ballot. The officers will be installed at the January annual meeting.

**B.** A request for nominations shall be announced at the October and November Regular Meetings. Nominations shall be submitted to the Nomination Committee prior to the November Board Meeting. The Nomination Committee shall consist of the Vice President and two Board appointed representatives that verify a candidate's willingness and ability to serve. In the event the Vice President does not wish to head the committee or is incapable due to extenuating circumstances, the Board will appoint all three to the Nomination Committee. The Board will choose the Nomination committee's chairperson. All interested candidates with two or more nominations for a specified office are entitled to a listing on the election ballot.

**C.** In the event only one candidate has been nominated for a position, the presiding officer may designate the Secretary to cast a unanimous vote for the candidate.

**D.** Any Full Member nominated for an office or Board position must have his or her membership paid for the next year and be a member in good standing.

## **Article 9 - Range Rules**

**A.** All members and members' guest must obey Club shooting times. Shooting range hours are from 10:00 AM to 9:30 PM. All members will keep the shooting ranges and Club facilities clean and in good condition.

**B.** Shoot league Chairman are responsible to police ranges and clean Club buildings each day after their event. This includes the main Club house and kitchen.

**C.** Each member is responsible to dispose of targets and police ranges for brass, shotgun shells and/or paper when finished shooting. Only Paper targets or balloons are allowed on the Pistol and Rifle ranges. Bowling pins or falling targets must be used within the confines of the bowling pin stand located on the pistol range. NO OTHER TYPE OF TARGET is allowed on the Pistol or Rifle range. Any breakable targets, bottles, cans, etc. are not allowed on the pistol or rifle range only PAPER TARGETS or BALLOONS.

**D.** All members will be charged a fee to use the pistol range and/or rifle range. This fee will be a **per day** fee for any adult member. Adult guests of a member will be charged a **per hour** fee. Any child under the age of 18, must be accompanied by a member will be free. This fee structure will be determined by the Board of Directors. Fee collection will be on the honor system, and dropped into the boxes provided at each range.

**E.** The Rockford Sportsman's Club does not allow any loaded firearms on the Club premises unless on a shooting range firing line.

### **Exceptions are as follows:**

1) Those individuals with a CCW issued by the State of Michigan or any other state. 2) Any law enforcement individual granted permission to use our range. Either currently on duty or off duty.

## **Article 10 - Membership**

**A.** All memberships are family memberships and they include spouse and children under the age of 18. Students attending college or military service are included until the age of 24. All members are expected to respect and obey the rules and guidelines set by the Board and the committees that report to the Board. The Board has the right to terminate the membership of anyone it determines is not adhering to the rules of the Club. (see Addendum A – Membership Fees, Service Hours, and Meeting Requirements)

Types of membership

1. Associate Member
2. Full Member
3. Retired Member
4. Honorary Member

**B.** Associate Member - An Associate Member is a person who has submitted a membership payment and had their membership application accepted by a vote of either the RSC general membership or Board. Associate Membership is available as long as the member continues to meet the obligations associated with their membership as set by the Board or until they advance to Full Member status. It includes shoot privileges for the Associate Member and their family as described above. Associate members and their families are entitled to attend Club sponsored events and membership meetings, receive the MUCC magazine, rent the Club and have personal use of tables and chairs by scheduling with the Sergeant of Arms. Service hours are optional and applied against a member's annual membership fee at a rate set annually by the Board. Associate Members may request Full Membership from the Board once they complete the requirements.

**C.** Full Member - A Full Member is a person who has met the requirements for service hours and meetings as set annually by the Board. Failure to do either will cause a Full Member to revert to Associate Member status at time of renewal. Full members have all of the privileges of an Associate Member plus the rights to bring guests to the Club at anytime, participate in MUCC Camp scholarship program, vote in Club elections, hold elected office, and have a key to the buildings. The Sergeant of Arms controls the distribution of keys. The Board of Directors may make exceptions for specific members for illness or work status.

**D.** Retired Members - A retired member shall have been a Full Member of the Rockford Sportsman's Club for the previous fifteen (15) years or more and shall have reached the age of 55 before January 1 of the year his/her retired membership status is to begin. A Retired Member pays no membership fee and has no service hours or meeting requirement. They have all of the same privileges as a Full Member. A Full Member may apply for Retired status with the recommendation of the Board of Directors and the approval of the membership at a Regular Meeting.

**E.** Honorary Members - An honorary member shall have reached the age of 18 and shall be granted this due to his/her contributions to the Rockford Sportsman's Club. An Honorary Member pays no membership fee and has no meeting requirement. They will have all of the same privileges as a Full Member except they do not have a vote, may not hold office and do not receive the MUCC magazine.

## **Article 11 - Membership Fees**

**A.** Membership fees shall be determined by the Board of Directors on or before the June Regular Meeting. Approval of the membership fees will be given or denied on or before the August Regular Meeting. **B.** Membership fee notices will be sent out at least (30) days prior to a member's renewal date. If a member does not make payment prior to their renewal date he/she will be dropped from the roster. A member so terminated may petition the Board in writing to be reinstated.

## **Article 12 - Bylaws**

**A.** The Constitution and Bylaws may be amended by a majority vote of the Regular and Retired Members. Such amendments shall be presented and approved at two out of three consecutive Regular Meetings. In the event that an amendment is approved at the first two meetings it shall not be necessary to vote at the third meeting.

**B.** All members shall be given a copy of the Constitution and Bylaws and it shall be their job to become familiar with them.

## **Article 13 - Dissolution**

In the event of dissolution, all of the remaining assets and property of the Rockford Sportsman's Club shall, after necessary expenses thereof, be distributed to include Michigan United Conservation Club (MUCC), National Rifle Association (NRA), and other non-profit organizations, subject only to any order of a Court of competent jurisdiction. No member will benefit from the sale of this property.

## **Article 14 - Indemnity**

**A.** The Corporation shall indemnify all volunteer directors, directors, and officers to the full extent provided by Michigan law.

**B.** The indemnity granted above shall only apply after all applicable insurance proceeds available to the persons indemnified have been paid.

## **Article 15 - Involuntary Termination of Membership**

**A.** Default - Any member in default of payment of their membership fee shall be terminated from membership and lose all privileges of membership. Default is defined as non payment of the membership fee by the renewal date.

**B.** Suspension and Expulsion - any member(s) may be reprimanded, suspended or expelled with just cause for conduct which is contrary to, or in violation of, the Bylaws, rules, or policies of the Club; for having obtained membership in the Club by any material false or misleading statement; or, without limitation, conduct disruptive of the orderly operation of the Club in pursuit of its goals. Included in, but not limiting, the above are these specific understandings:

- 1) All members are expected to follow all range and shooting safety rules as outlined in Article 9 and elsewhere.
  - 2) Illicit Drugs or Alcohol is not permitted on the ranges at any time. If a member is under the care of a doctor and prescription drugs have been prescribed, it is the members responsibility to not use the range if the prescription causes drowsiness or other adverse side effects that could cause a safety problem on the range.
  - 3) All minor children shall be directly supervised by a member-parent, or adult designee, when using the ranges. Any child under the age of 18 is not allowed to use any range with out parental permission and supervision.
  - 4) In the event of damage to any piece of Club property or equipment. Or in the event of any gross misuse or damage of any shooting range via a member, members child, family member or guest. The member will be required to repay the Club damages as determined by the Board of Directors. It will be the judgment of the Board at that time to keep or expel the member from the membership rolls.
  - 5) From time to time a membership list containing each member's name, address, phone number, and email address may be available to current members. This list is to be used only for personal communication between RSC members and is not to be used for any business related gain. (Tele-marketing, promotional brochures, etc.) Members are encouraged to advertise on our monthly RSC newsletter.
- C.** Procedure for Suspension or Expulsion. 1) Any member(s) of the Club in good standing may file with the Secretary a written complaint against another member(s) describing conduct which the complainant(s) contends is contrary to, or in violation of, the Club By-laws, rules, policies, or conditions stated in these Bylaws. 2) The Secretary shall, in a timely manner, transmit the complaint, all supporting exhibits, and witness names and statements to the Board of Directors which shall promptly consider the manner. **D.** The Board may: 1)dismiss the charges; 2)write a letter of warning or reprimand to the accused member(s), or, 3)direct a hearing be scheduled for the purpose of determining just cause for the suspension or expulsion of the affected member(s).
- 1) If a hearing is scheduled by the Board of Directors, the Club policy on hearings will be followed.
  - 2) All meetings will follow Roberts Rules of Order.

## **Addendum A (Approved June 2008) MEMBERSHIP FEES, SERVICE HOURS, AND MEETING REQUIREMENTS**

**Memberships:** Are for one year (Except Retired). Start on the first day of the month they joined. Renew or Join for \$160 with \$5 credit per service hour (20 hour max). Hours and meetings are reset to zero at the end of the membership year

### **Associate Member:**

1. Join / Renew for \$160 with \$5 credit per service hour (20 hour max)
2. Associates have no requirements for hours or meetings.
3. Associates that complete 4 meetings and 20 hours can become a Full Member.

### **Full Members**

1. Are required to attend four regular membership meetings and complete 20 service hours.
2. Annual Membership Fee - \$60 (\$160 minus \$100 for 20 service hours.)
3. Will become an Associate Member without the required 4 Meetings and 20 service hours.

## **Addendum B (Approved February 2008)**

Use of Revenue: All funds and assets of the club shall be used only for purposes that are consistent with the purposes of the club and for actual administrative expenses in conducting the affairs of the club under the direction and with the approval of the Board of Directors. The Board of Directors may purchase land, building and equipment and operate and maintain the same as required to further the purpose of the club.

## **Addendum C: (Approved February 2008)**

Use of Revenue for lawful purpose: Revenues of the club shall not be used for the benefit of any individual, member or shareholder of the qualified organization except to further the lawful purposes of the club.