

# **By Laws of the New Carlisle Sportsman Club**

**NAME:** This organization shall be known as the NEW CARLISLE SPORTSMAN CLUB, NEW CARLISLE, OHIO.

## **Purpose and Objectives:**

The purpose and objectives of this organization, hereafter referred to as the club, shall be to:

- a) encourage, teach, and actively support finer sportsmanship in all matters pertaining to the outdoor sports, with emphasis on hunting, shooting, and fishing;
- b) promote the conservation and restoration of our natural resources and ecology, with emphasis on wildlife, fish, and game and related habitat;
- c) promote and protect the interests of the sportsmen of New Carlisle and vicinity and do all things incidental thereto including the holding, leasing, and owning of real estate for these purposes;
- d) actively support, as deemed necessary, all matters of legislation and enforcement regarding wildlife, fish and game, shooting, and conservation;
- e) and give aid and assistance, where possible and to whomever to achieve the above objectives.

It shall also be a non-profit organization.

## **Property, Assets and Real Estate:**

Should the club be disbanded and cease to function; all property and real estate shall be liquidated; and all creditors satisfied and paid in full. Monies remaining after payment of bills will be placed in a scholarship fund. The fund shall be used by a local student in the study of subjects dealing directly with the conservation of natural resources. The fund should be administered locally.

## **ARTICLE 1 – BY LAWS**

### **Section 1 – Officers and Terms of Office**

The officers shall be the President, Vice President, Secretary, Treasurer, Sergeant-At-Arms, Past President and three (3) Trustees. Officers will be elected for a period of one year and a Trustee shall be elected for a three year term, only one trustee shall be elected each year for a three year term. The President, Vice President and Sergeant-At-Arms, Past President and Trustees shall be eligible to

serve no more than two consecutive terms in the same office. The Secretary and the Treasurer can run for their office as many terms as they so wish.

## **Section 2 – Nominations and Election**

When the nominations are received at the November meeting the secretary will crimp each ballot with the club seal and mail one to each member to be used as an absentee ballot or for use at the December membership meeting. To be a qualifying ballot, the ballot will include:

1. The mailing address of the club.
2. The ballot must be crimped with the club seal.
3. The ballot must be in a return envelope with the voting member's name and address included on the envelope.

Any ballot not crimped with the club seal will be disallowed and not counted. Any ballot that does not have the voting member's return envelope with their name and return address will be disallowed and not counted.

If there is only one nominee for all positions, the above requirement to mail ballots to the membership is waived. The nominated Executive Committee will be voted into office by a two-thirds majority vote of the membership present at the December membership meeting.

## **Section 3 – Eligibility for Holding Office**

To be eligible for nomination and election to an office in the club, the nominee must be a member in good standing for one calendar year. They must signify in advance a willingness to serve to the best of their ability at all times if elected by the membership. A member in good standing is one who is a permanent member, has been a club member for one (1) year since being voted in by the general membership, and whose dues are paid in full for the current membership year.

## **Section 4 – Type of Election**

All officers and trustees shall be elected by the method described in Section 2 of this article. Balloting will continue until the offices are all filled. All ballots will be kept and filed for the records for one year.

## **Section 5 – Absentee Ballots**

Absentee ballots will be accepted in sealed envelopes marked as such to be opened by the Ballot Tellers at the time of the election. These envelopes will include the return name and address of voter.

### **Section 6 – Ballot Tabulation and Counting**

All ballot tabulation and counting shall be performed by Ballot Tellers. There will be three (3) Ballot Tellers who are permanent members of the club, are appointed by the Club President, and are not a current member of the Executive Board or running for a seat on the Executive Board. The Ballot Tellers will determine if the ballot qualifies as outlined in Section 2 – Nominations and Elections. The Ballot Tellers will separate the disallowed ballots from those that qualify. The Ballot Tellers will count only those ballots that qualify and were not disallowed. The qualified ballots will be counted a minimum of three (3) times or until three (3) consistent counts for each office is achieved. The Ballot Tellers will present the election results to the President. The President will announce the election results to the membership present.

### **Section 7 – In Case of Tie Votes**

If three counts of the ballots return a tie vote for one or more offices, the winner of those offices will be determined by the flip of a coin (quarter or larger). The nominee calling the coin side will be the office's incumbent or where neither nominee is the incumbent, then the nominees' last name who is first in alphabetical order will determine who calls the coin side. The call will be made prior to the flip and the coin will be allowed to strike the ground and to not be interfered until it has stopped. One of the Ballot Tellers will have the duty of flipping the coin.

### **Section 8 – Election Disputes**

Any dispute of an election for a particular office must be made immediately after results are announced. There must be a minimum of 2/3rds of the members present that are in agreement with the dispute. The President will call for a show of hands of those disputing the office in question's results. If there are 2/3rds of the members present disputing the result, then the issue will be discussed at the December Executive Board Meeting. While the office in question's results are in dispute, the current member holding that office will continue to serve in their present capacity until the election's dispute is resolved.

## **ARTICLE II – INSTALLATION OF OFFICERS**

### **Section 1 – Officers Installation**

The officers and trustees shall be installed in office at the first meeting of the calendar year.

## **Section 2 – Vacancy**

A vacancy in an office shall be filled at the first regular meeting of the club following the vacancy of said office. If two or more persons are nominated for the office, the membership present will select by secret ballot the person to fill the vacancy. The membership can vote to waive the requirement for a secret ballot. The person elected to fill a vacancy shall serve the unexpired term of office. An officer who serves more than half his term is considered to have served a full term in that office.

## **ARTICLE III – DUTIES**

### **Section 1 – Duties of the President**

The president shall be the chief executive of the club. He shall appoint all special or temporary committees, and/or replace any chairman of any special or temporary committee who is not satisfactorily performing his duties. He shall preside at all special and regular meetings. The president cannot make a motion unless he relinquishes his chair to an acting chairman. He cannot vote on any said motion unless said motion ends in a tie, in which case he may cast a vote to break a tie or if he wishes said motion can be tabled until the next regular meeting at which time it will be presented.

### **Section 2 – Duties of the Vice President**

The vice president shall assume all duties of the president in the president's absence.

### **Section 3 – Duties of the Secretary**

The secretary shall take the minutes of all regular, executive committee and other meetings called by the president. He shall prepare all newsletters and any other correspondence as directed by the Executive Committee.

### **Section 4 – Duties of the Treasurer**

He shall be a bondable custodian of all funds of the club and shall deposit all monies received within a period of ten (10) days, in such bank as designated by the executive committee. (The club shall furnish him a voucher system from which all disbursements shall be made.) He shall keep individual records of all monies received. He shall receive and pay all bills as authorized by the membership. He shall furnish an audit committee with all information of the club's assets and liabilities, at time of audit. He shall make a report to the membership at each regular meeting of balances carried forward, amounts received, bills paid, and

balance in the bank. He shall furnish the executive committee any information as to the financial condition of the club at any called executive committee meeting. All bank withdrawals shall be signed by the president and the treasurer. All club records must be produced at the request of the president.

### **Section 5 – Duties of the Sergeant-At Arms**

The sergeant-at-arms will help the president maintain order during all meetings, such as: talking during meetings, excessive moving around, or interrupting someone while they have the floor. He will have the authority to request any member to leave if he or the president feels it is necessary. His post shall be at the entrance before each executive committee or regular meeting is called to order. He shall give safety orientation briefings to all new members prior to being accepted as probationary members.

### **Section 6 – Duties of the Executive Committee**

The executive committee shall consist of all elected officers. They shall meet at the discretion of the president, who will serve as chairman, to review and formulate any plans or legislation necessary for the good of the club. Any decision made by the executive committee must be submitted to the members at the next regular meeting.

### **Section 7 –Executive Committee Attendance**

If any member of the executive committee fails to attend three (3) consecutive meetings and doesn't give a reasonable excuse, the executive committee can ask for his resignation by a vote of the membership. Executive committee meetings will be closed to the general members. Members who want to present something to the executive committee will be heard first then excused. Chairman of standing committees will not be members of the executive committee but may be called by the president.

## **ARTICLE IV – AUDITS**

### **Section 1 –Annual Audit**

The books shall be audited by January 15<sup>th</sup> of each year by three volunteer members at large or members at large selected by the president, plus the out-going treasurer and in-coming treasurer for the purpose of validating all financial records from the previous year. Of the three members at large, one shall be from the previous year's committee. All executive committee members except the Treasurer shall be excluded from the auditing committee.

## **ARTICLE V – MEMBERSHIP**

### **Section 1 – Qualification for Membership**

Any citizen or lawful resident of the United States, twenty-one (21) years or older may make application for membership in the organization. The application must be signed by two (2) members in good standing and submitted to the executive committee. Upon approval by the executive committee a vote shall be made on all new members by the membership present at any meeting. One third (1/3) dissenting votes are required to disqualify application and their dues will be refunded by the treasurer.

### **Section 2 – Probationary Period**

New members taken into the club will be placed on probation for a period of nine (9) months from the time of acceptance by the membership. During which time, the new members will attend AT LEAST 6 organized club functions. All probationary members will have to attend the executive board meeting during the 8th month of their probationary period. The purpose of this meeting is to review the probationary member's attendance to 6 club functions and the board's final recommendation whether the probationary member should be approved for permanent member status. The secretary will notify the probationary member of their standing in club function attendance and their attendance at the 8th exec board meeting attendance. The executive committee will present their findings to the general membership at the next regular monthly meeting along with their recommendations. A vote shall be taken from the members present and two thirds (2/3) will be required for approval of the committee's recommendation.

Active duty military may be exempted from the probationary period requirement.

### **Section 3 – Membership Fees and Dues**

The New Carlisle Sportsman Club dues year will be 1 July through 30 June. Amount of annual dues, family stipend, and initiation fees will be established on the recommendation of the executive committee and approval of the general membership. Changes in the dues must be made not later than the January general membership meeting. A member can be credited to a maximum of 50% for work performed on club sponsored projects. Rates will be established at the January membership meeting and will be applied to the following year's dues. A member may be credited for any usable material or services furnished. The amount will be decided by the executive committee. A record of credits will be maintained by a member as designated by the president. Committee chairman or a member of the

executive committee will furnish the designated person with the amount of time and nature of work performed. This will not apply to any member on disability.

Initiation fee will be paid at the time of application for membership. If a new member is voted in by the general membership on or after January, the dues paid by that new member will entitle that member to paid membership through the following dues year.

#### **Section 4 –Honorary Member**

Any member who reaches the age of sixty-five (65) and has ten (10) years of good standing membership, will become an honorary member, inactive member without voting privileges, or an active member who will have an automatic reduction of their dues to 1/3<sup>rd</sup> of the general membership rate for the remainder of their membership with the club and the ability to work off 50% of their dues.

Inactive members still have full use of the club facilities.

The determination of meeting the criteria on “Being Active” shall be the responsibility of the executive committee. Honorary members not meeting the active criteria will not have voting privileges.

Members that qualify for honorary membership must notify the Secretary of their eligible and desire for honorary membership.

#### **Section 5 – Reinstatement**

Reinstatement can be made by filling out club application same as for new membership. No initiation fee will be charged to members who have been dropped from the roll in the past two (2) years.

#### **Section 6 – Family Memberships**

Any member in good standing may include their family as members by paying an additional fee as established under Section 3 of this Article. This entitles their spouse to full club access. All juveniles under the age of 21 must be accompanied by an adult.

#### **Section 7 – Visitors**

Club members may have up to three visitors at the club at any one time as long as it does not interfere with other club activity. Visitors will abide by all rules of the club. Any juvenile under the age of 21 in attendance at any function or on the club

grounds must be accompanied by an adult. The club member is responsible for the actions of their guests.

## **ARTICLE VI – VIOLATIONS**

### **Section 1 – Referring Charges Against Members**

Any member preferring charges against another member of the club will have to do so in writing to the executive committee. The member preferring charges must present at the executive committee meeting. The executive committee will investigate and recommend to the membership either to accept or reject the charges. If the member is found guilty of said charge he shall be expelled from the club, forfeit his dues and surrender all club property in his possession.

### **Section 2 – Violation of Club and Game Laws**

Any member convicted of a violation of club or game laws will be reviewed by the executive committee and presented to the membership for disposition.

### **Section 3 – Personal Attacks**

All personal attacks or remarks are out of order.

### **Section 4 – Intoxicating Beverages/Drugs**

There shall be no intoxicating beverage/drugs consumed prior to or during any meeting called by the president. This includes the consumption of intoxicating beverages/drugs prior to coming to the club for such a meeting or when participating in any firearms-related activity on club property whether sponsored by the club or not. If the sergeant-at-arms feels it is necessary he will not permit the individual in the meeting or will ask him to leave if necessary.

### **Section 5 – Officer Impeachment**

Any officer who violates his oath of office, or willfully and consistently and knowingly disobeys the by-laws of the club, shall upon recommendation of the executive committee be impeached by a two thirds (2/3) vote of membership present at a regular or special meeting called for that purpose. All members must be notified of such action by mail. Any officer who is impeached will return all records, property of the club in his possession, both real and personal, to the club at that time. An audit committee may be appointed by the president to ascertain that all records and property are in order. Committee will report their findings to the executive committee.



## **ARTICLE VII – GENERAL RESPONSIBILITIES**

### **Section 1 – Membership Meetings**

Regular membership meetings will be held monthly; on the second Thursday of each month. Starting time for the meeting may vary according to the season but will not begin prior to 7:30 pm.

### **Section 2 – Committee Chairman**

Committee chairman will be appointed by and responsible to the president only.

### **Section 3 – Chairman Handling Money**

Chairman will give the treasurer a financial report along with receipts and bills prior to each regular meeting.

### **Section 4 – Amendments to the By-Laws**

Any proposed amendment shall be read at three (3) consecutive meetings and shall be voted on at the third regular meeting. All members must be notified by mail or e-mail before the first reading. A vote of two-thirds (2/3) majority of the members present shall be necessary to adopt the proposed amendment and if adopted, it shall become effective immediately and incorporated in these by-laws. Changes can be made at any time during the year.

### **Section 5 – Rules of Order**

The Robert's Rules of Order shall govern all procedures not herein provided for. Following is order of business.

1. Meeting called to order.
2. Reciting of Pledge of Allegiance
3. Reading and approval of minutes of previous meeting.
4. Report of the Treasurer.
5. Reading of minutes of the Executive Committee.
6. Report of any Standing Committees.
7. Report of any Special Committees.
8. Unfinished business.
9. New business.
10. Adjournment.

A quorum of an assembly is such a number as must be present in order that business can be legally transacted. A total of ten (10) members in good standing shall constitute a quorum. A total of five (5) members of the Executive Committee

shall constitute a quorum for the transaction of business at any Executive Committee Meeting.

**Section 6 – Oath of Office for Club Officers**

I ( ), in the presence of the members here assembled at the New Carlisle Sportsman Club, do solemnly promise that I will support the Constitution of the United States of America, the laws of the State of Ohio, and the By-Laws of this club. I further promise to promote the conservation of all natural resources. I will conduct myself as a sportsman at all times, and failing to do so, will accept my dismissal from this club and the cancellation of my membership.