

# Constitution and Bylaws



## **Country Pond Fish and Game Club, Inc.**

82 Pond St PO Box 124 Newton NH 03858

603-382-5681 603-382-0062

*A National Rifle Association Affiliated Organization*

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## **Chapter 1: Constitution**

### **Article I: Name**

- 1.1 This organization shall be called “Country Pond Fish and Game Club, Inc.”
- 1.2 This organization is located at 82 Pond Street in the town of Newton, in the county of Rockingham, in the state of New Hampshire.
- 1.3 Incorporated in the State of New Hampshire on February 6, 1952, in volume 204, pages 241 and 242 at 1:30 in the morning.

### **Article II: Objectives and Safety**

- 2.1 The Objectives of the organization shall be:
  - a. the distribution and the management of fish, game, and migratory birds;
  - b. the conservation of forests, air, soil, mineral, and water resources;
  - c. the protecting of lakes, ponds, and streams from pollution by chemicals and waste products as they affect fish and wildlife;
  - d. to assist in the passage of laws bearing on the above in a positive way, to oppose laws of a negative nature, and to disseminate information relative to same;
  - e. to be dedicated to the sports of hunting and fishing and to promote the activities of archery, bow hunting, rifle, pistol, and shotgun shooting, shellfish harvesting and trapping, black powder shooting, and related activities.
- 2.2 This organization is dedicated to:
  - a. the safe and proper use of firearms and archery equipment;
  - b. ensure the health and safety of range officers, range users, spectators, and the community at large;
  - c. establish Range Rules for range users for rifle, pistol, shotgun, archery, black powder activities such as tomahawk and knife throwing, as well as boating, fishing, and related water activities.
- 2.3 The Club and its facilities shall be made available to the town of Newton, New Hampshire, for civic and community activities for the benefit of its residents, subject to the approval of the Board of Directors of this organization.

### **Article III: National Rifle Association**

This organization shall be affiliated with the National Rifle Association

- 3.1 All members who use the pistol, rifle, or shotgun ranges are encouraged to join the National Rifle Association.
- 3.2 The president of the Country Pond Fish and game Club, Inc. shall be a member of the national Rifle Association when elected.

### **Article IV: Stock**

The amount of capital shares or stocks – none

### **Article V: Board, Officers and Membership**

- 5.1 Executive Board  
This Board shall consist of the President, Vice President, Secretary, and Treasurer.
- 5.2 Board of Directors  
This Board shall consist of the Executive Board and five (5) Directors elected by the membership.
- 5.3 President  
The President shall be the senior officer of the Club.
- 5.3 Vice President  
The vice President shall act as President in the absence of the President or when the President is unable to perform designated duties.
- 5.4 Secretary  
The Secretary shall be a resident of the State of New Hampshire. The Secretary shall keep all records of the Club, except those in use by the Vice President and Treasurer.
- 5.5 Treasurer  
The Treasurer shall record and maintain all financial records of the Club.
- 5.6 Director  
Directors shall attend all Board of Directors meetings and regular meetings of the Club, as well as special meetings when they are called.

5.7 Member

21-Sep-17

All persons accepted into membership by a vote of the membership at a regular meeting, after having complied with the Bylaws of the Club for membership, shall have all rights, privileges, and responsibilities of full membership, subject to conditions pertaining to individual membership classes, as specified in the Club Bylaws, to include:

- a. hold credentials of membership;
- b. the right to vote at meetings;
- c. the right to speak at all meetings not of an executive nature;
- d. the right to use all Club facilities in accordance with the bylaws and rules;
- e. the right to receive the Club newspaper;
- f. the right to purchase through the Club’s Federal Firearms License; and
- g. the right to appeal, at the annual meeting, any charges for which the membership has been revoked by vote of the membership at a regular meeting. If the appeal is upheld at the annual meeting, the member shall be exempt from dues for the following year.

5.8 Membership

Any legal resident of The United States of America interested in the objectives of the Club may become a regular member after an interview with the Membership committee and agreeing to this Constitution and Club Bylaws, and having expressed willingness to abide by the Club rules.

**Article VI: Monies**

19-Jan-23

The Membership, by a vote to two-thirds of the members present at any regular meeting or special meeting of the Club, where a (10) ten day notice to the members has been made in writing, may grant the authority to borrow money to the Board of Directors, for any Club purpose as specified by the membership.

19-Jan-23

6.1 Evidence of borrowing, pursuant to section immediately above, shall be signed by the President, Vice President, Secretary, and Treasurer.

19-Jan-23

6.2 The Executive Board will expend funds for the operating costs of the Club, after review of the accuracy of bills submitted for payment.

19-Jan-23

6.3 The Board of Directors will expend funds for expenditures to Committees, Club projects for improvement, repairs, or maintenance of the Club, not to exceed twenty-five hundred dollars (\$2,500.00) for each expense

19-Jan-23

- |     |   |           |
|-----|---|-----------|
| 6.4 | The membership at a regular meeting of the Club may authorize the expenditure of Club funds by a vote of the majority present, provided that quorum of the members are present.   | 19-Jan-23 |
| 6.5 | At any regular meeting of the Club a quorum shall be ten (10) members in good standing, not counting the Executive Board.   | 19-Jan-23 |
| 6.6 | All monies collected as the result of dues, fees, sale of Club property, fundraisers for any purpose, and monies collected from Club activities shall be Club money.  | 19-Jan-23 |
| 6.7 | All monies collected by members for purposes stated in section 6.6, except those indicated below, shall be delivered to the Club Treasurer each time the monies are collected, or to the Club Secretary if the Treasurer is not available, and receipt received for the full amount, or receipts for expenditures and cash on hand. Exceptions to this provision are provided for organized leagues which collect monies to support their individual activities. Monies collected by these leagues may be expended, by majority vote of the League members, for supplies and expenses incidental to the operation of the League, such as targets, trophies, League dinners, etc. Monies collected by the League shall NOT be used for any capital expenses without approval of the Club’s members at a Regular meeting. Each League secretary shall make a monthly financial report to the Club Treasurer accounting for all monies collected and expended. At the conclusion of each League’s season the League Secretary will make a final financial report to the Club Treasurer and remit unexpended funds. | 19-Jan-23 |
| 6.8 | Before payment, all approved bills shall be submitted to the Treasurer, who will make payment of said bills. The Treasurer shall be the only party authorized to make the aforementioned disbursements.   | 19-Jan-23 |

This Constitution revised, approved, and initially accepted by the membership on 18 June 2009

## **Chapter 2: 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 maintain at a designated place a safety deposit box for important Club papers; and
- g. shall maintain control and security of all Club keys.
- h. Shall create and submit to the Board of Directors by the first Board meeting of the new year, a paper copy, as well as an unalterable media version, of the current Constitution, Bylaws, Range Rules, and Standing Rules, along with the past year’s BOD Meeting Minutes, Monthly Meeting Minutes, and Newsletters.

19-Jan-23

1.4 Treasurer

- a. Shall receive all monies due the Club;
- b. shall review and pay all monthly bills and bills pertaining to normal Club operating cost for accuracy of charges, and all bank statements;
- c. shall, upon receiving any money, count and give receipt for same;
- d. shall maintain all Club financial accounts as may be required; and
- e. In the absence of the Treasurer, the Executive Board shall act in the Treasurer’s stead.

21-Sep-17

21-Sep-17

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 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 expenditures, other than any regular operating expenses (i.e. utilities, taxes, insurance, etc.) or those exceeding the authority of the Board of Directors, 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.

21-Sep-17

- 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 official minutes are retained by the Club Historian in a locked file cabinet with limited access to said cabinet.
- 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.

21-Mar-24

2.3 Board Resignation

Any Member of the Executive Board or Board of Directors may resign their Board Membership at any time, by informing any other Board Member in writing, via any physical or electronic means. Membership dues shall be prorated for the remainder of the Board Member’s Term of Office, based upon their Membership Classification.

17-Sep-15

**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.

- a. Each prospective new Member must be sponsored by a current Club Member in good standing.
- b. Any Sponsor must be a Club Member in good standing.
- c. Any married couple, applying for Club Membership at the same time, need only a single sponsor.
- d. A prospective Member, in lieu of a Sponsor, may submit the proper form to the Membership Committee, detailing that they have safely participated in five “Open to the Public” shooting events.
- e. This section shall not apply to Honorary Members.

16-May-13

21-Mar-24

20-Jun-13

21-Mar-24

16-May-13

3.2 There will be seven classes of membership:

26-Mar-24

- a. Regular
- b. Military
- c. Honorary

- d. Senior 16-May-13
- e. Life
- f. Junior 16-Jan-20
- g. LEO 26-Mar-24

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 their Sponsor. The person and their Sponsor must be present at the meeting in which the individual's name is submitted. 17-Sep-15
- 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;

<ul style="list-style-type: none"> <li>c. shall not hold office;</li> <li>d. shall not sponsor a person for Membership;</li> <li>e. shall have all other privileges of the Club; and</li> <li>f. shall pay no dues.</li> </ul>	<p>2-Dec-21</p>
<ul style="list-style-type: none"> <li>g. All Honorary Members will be automatically renewed each year.</li> <li>h. Honorary Members wishing range access must submit a renewal application form each year.</li> </ul>	<p>21-Mar-24 21-Mar-24</p>
<p>3.6 Senior Member</p>	<p>16-May-13</p>
<ul style="list-style-type: none"> <li>a. Must be a Member in good standing for a minimum of five (5) consecutive years and who has reached the age of sixty-five (65);</li> <li>b. will be a voting member with full Club privileges and be exempt from Club dues and Orientation fees; and</li> <li>c. must submit a request for Senior Membership, prior to any regular meeting, to the Vice President, to be voted on by the membership.</li> <li>d. Must be a Member in good standing prior to 1 January 2020.</li> <li>e. All current Senior Members in good standing will be automatically renewed as a Member each year.</li> <li>f. Senior Members wishing range access must submit a renewal application form each year.</li> </ul>	<p>18-Jan-17 20-Mar-14 21-Mar-24 16-Jan-20 21-Mar-24 21-Mar-24</p>
<p>3.7 Life Member</p>	<p>19-Jun-14</p>
<ul style="list-style-type: none"> <li>a. Any member in good standing may apply for an individual Life Membership. A Married Couple in good standing may apply for Married Couple Life Membership.</li> <li>b. A maximum of one hundred (100) Life Memberships will be available. For the purpose of this rule, a Married Couple Membership shall count as two Life Memberships.</li> <li>c. Life memberships will be granted on a first come, first served, basis.</li> <li>d. The cost for Life Membership shall be set as follows:             <ul style="list-style-type: none"> <li>(1) Individual Life Membership if the member is under 40 years of age: 12.5 times the existing Regular Annual Membership cost, rounded up to the nearest \$10 (ten dollars).</li> </ul> </li> </ul>	<p>19-Jun-14 19-Jun-14 19-Jun-14</p>

<p>(2) Individual Life Membership if the member is 40 years of age or over: 10 times the existing Regular Annual Membership cost, rounded up to the nearest \$10 (ten dollars).</p>	<p>19-Jun-14</p>
<p>(3) Married Couple Life Membership if the average of the Members' ages is under 40: 12.5 times the existing Married Couple Annual Membership cost, rounded up to the nearest \$10 (ten dollars).</p>	<p>19-Jun-14</p>
<p>(4) Married Couple Life Membership if the average of the Members' ages is 40 or over: 10 times the existing Married Couple Annual Membership cost, rounded up to the nearest \$10 (ten dollars).</p>	<p>19-Jun-14</p>
<p>e. All Life Members will be automatically renewed as a Member each year.</p>	<p>21-Mar-24</p>
<p>f. Life Members wishing range access must submit a renewal application form each year.</p>	<p>21-Mar-24</p>
<p>3.8 Married Couple Discount A married couple may apply for two individual Regular Memberships, either at the same or different times, subject to Sections 3.1 and 3.3 above. The second Membership dues shall be discounted 50%.</p>	<p>20-Jun-13</p>
<p>3.9 Membership Resignation Any Member may resign their Club Membership at any time, by informing any Member of the Board of Directors in writing, via any physical or electronic means. In the case of voluntary resignation, no Membership dues will be refunded.</p>	<p>17-Sep-15</p>
<p>3.10 (REMOVED)</p>	<p>19-Sep-19</p>
<p>3.11 Junior Member  In order to become a Junior Club Member, the candidate's parent or legal guardian shall submit a request to the Club Membership Committee.  The candidate:</p>	<p>16-Jan-20</p>
<p>a. must be either:</p>	<p>18-Jun-20</p>
<p>    1. the child, ward, or grandchild of a Club Member in good standing, or</p>	
<p>    2. under the Legal Guardianship of a Club Member in good standing.,</p>	
<p>b. must be no more than 18 years of age,</p>	<p>16-Jan-20</p>
<p>c. shall not be required to pay dues,</p>	<p>16-Jan-20</p>
<p>d. shall not hold Club Office,</p>	<p>16-Jan-20</p>
<p>e. shall not be a Member of any Club Committee,</p>	<p>16-Jan-20</p>

<ul style="list-style-type: none"> <li>f. shall not hold any Club keys or Club access card,</li> </ul>	<p>16-Jan-20</p>
<ul style="list-style-type: none"> <li>g. shall not vote on any Club issue or office,</li> </ul>	<p>16-Jan-20</p>
<ul style="list-style-type: none"> <li>h. shall be supervised by a parent, grandparent, or guardian at all times while on Club property, and,</li> </ul>	<p>18-Jun-20</p>
<ul style="list-style-type: none"> <li>i. may participate in Club Leagues and events when accompanied by parent, grandparent, or legal guardian.</li> </ul>	<p>18-Jun-20</p>
<ul style="list-style-type: none"> <li>j. After being a Junior Club Member for one full year and attaining 18 years of age, the Junior Member may be submitted for Regular Membership by their parent or legal guardian, without need of Club Sponsor, at any monthly Members Meeting.                             <ul style="list-style-type: none"> <li>1. They must attend a Club Orientation session and successfully complete the Range Safety Test with a Club Range Safety Officer, before being issued a Club key card and being allowed to use Club range facilities.</li> <li>2. Dues shall not be required until the next calendar year following their 18th birthday.</li> </ul> </li> </ul>	<p>16-Jan-20</p>
<ul style="list-style-type: none"> <li>k. Junior Members shall remain active up to the age of 18, without being required to renew their Membership, as long as the Membership of their parent, grandparent, or legal guardian remains active.</li> </ul>	<p>2-Dec-21</p>
<p>3.12 Guests</p>	<p>16-Jul-20</p>
<ul style="list-style-type: none"> <li>a. Any person who does not possess a legitimate Club Membership Card, including immediate family (spouse and children under 18), is considered a Guest.</li> </ul>	<p>16-Jul-20</p>
<ul style="list-style-type: none"> <li>b. If a Member brings a guest/family member, the Member must enter the date, name of the guest in the Guest Range Log, the address/town of residence, relationship (spouse, son, or daughter) and the Member’s membership number. For spouse and immediate family under the age of 18, the words “SPOUSE”, “SON”, or “DAUGHTER” may be used.</li> </ul>	<p>21-Mar-24</p>
<ul style="list-style-type: none"> <li>c. All guests must complete and sign a Liability Release form immediately upon entering Club, each and every time they enter Club property, and deposit it in the appropriate file box. It is the Club Member’s responsibility to ensure that this is done.</li> </ul>	<p>16-Jul-20</p>
<ul style="list-style-type: none"> <li>d. Members may host no more than three guests at any one time, but any guest must be accompanied by the host Member at all times when handling firearms or shooting on any range.</li> </ul>	<p>16-Jul-20</p>
<ul style="list-style-type: none"> <li>e. Guests must relinquish shooting lanes to Members if there are not enough lanes for everyone to shoot.</li> </ul>	<p>16-Jul-20</p>

f. No person may be a guest more than three times per year. This limit shall not apply to guests who are immediate family.

16-Jul-20

g. The Club Member is entirely responsible for the actions of their guests.

16-Jul-20

3.13 LEO Member

21-Mar-24

a. May be extended to any person who holds current law enforcement credentials and who’s department is under current contract with the Club;

b. shall not vote;

c. shall not hold office;

d. shall not sponsor a person for Membership;

e. shall have no other privileges of the Club other than range access;

f. shall pay no dues;

g. must sign a waiver upon each visit;

h. cannot bring guests; and

i. must follow all Standing and Range rules.

**Article IV: Meetings**

4.1 There shall be twelve (12) Regular meetings during the year, to be held on the third Thursday of each month.

21-Nov-19

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.

21-Nov-19

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: Monies – Relocated to Constitution as Article VI**

**Article VI: Leagues**

- 6.1 Leagues shall consist of a group of Club Members, who may be organized into teams, for the purpose of competition within the Club. 16-Apr-15
- 6.2 Dues shall be paid to a League Secretary who shall be responsible for the safekeeping of all funds collected from League members.
- 6.3 Competition records and scores shall be retained by the League Chairman or Secretary, until such time as they are submitted to the Club Historian. The Club Historian shall ensure that all records are retained, either in hard copy or electronically, for a period of not less than five years. 16-Apr-15
- 6.4 The League Secretary shall be elected by the members of the League. 16-Apr-15
- 6.5 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.
- 6.6 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.
- 6.7 Minor children, wards, or grandchildren of Club Members may participate in Club Leagues, but only if a majority of the League Members vote to allow it. Minors other than the above are prohibited from Club League participation. Any minor must be accompanied by a parent, grandparent, or legal guardian at all times. Liability Waivers signed by a parent or guardian are required. 16-Apr-15

**Article VII: Proceeds and Expenses**

- 7.1 Any startup costs invested in Club sponsored Leagues, recurring events, and recurring activities - hereinafter referred to as “events” - must be recouped by the end of the third season. 17-Sep-15



- 7.2 All events must be financially self-sustaining by the end of their third season. Failure to do so, or failure to maintain financial sustainability thereafter, on a two year moving average basis, shall result in a cancellation of the event. 17-Sep-15  
21-Sep-17
- 7.3 Event Directors are solely responsible for establishing dues or fees to cover circumstances as outlined above. 17-Sep-15
- 7.4 As long as an event is self-sustaining, proceeds from events may be reinvested in capital equipment, supplies, or awards without approval outside of the Event Committee. 17-Sep-15
- 7.5 All event dinners, cookouts, or banquet expenses must be approved in advance by the Club Board of Directors. 17-Sep-15

**Article VIII: Budget Committee**

- 8.1 The Club Budget Committee shall consist of five (5) Club Members, each of whom shall have been a Club Member in good standing for not less than two (2) years. 19-Oct-17
- 8.2 The Committee Chair shall be the Club Treasurer. 19-Oct-17
- 8.3 Members of the Committee shall be selected by the Committee Chair, subject to approval of the Board of Directors. 19-Oct-17
- 8.4 Except for the Club Treasurer, in order to avoid any conflict of interest, Members of the Board of Directors shall not serve on the Budget Committee. 19-Oct-17
- 8.5 Except as noted in Article 7.4, all requests for Club funds, to be used in the establishment or furtherance of any Club Event or Activity, shall be submitted directly to the Budget Committee, using whatever forms or procedures as the Committee shall establish. 19-Oct-17
  - a. The Budget Committee shall review all such requests to establish the effects on the Club as a whole, taking into account the number of Club Members that would be favorably or adversely affected by the request. 19-Oct-17
  - b. The Committee shall either 19-Oct-17
    - (1) deny the request; 19-Oct-17
    - (2) modify the request and return it to the requestor for review; or 19-Oct-17
    - (3) approve the request and forward its recommendation to the Board of Directors or the Membership for action thereon. 19-Oct-17

- 8.6 In the event that a request is denied by the Budget Committee, the requestor may appeal the decision to the Membership at a subsequent monthly Meeting. Any Appeal must be submitted in writing to the Club Secretary, at least ten (10) days prior to the Meeting, so as to allow it to be placed on the Meeting Agenda. Overriding the Budget Committee’s denial shall require a two-thirds (2/3) majority of Members present.
- This Article shall become effective at such point that the Budget Committee is firmly established and able to act as a committee.

19-Oct-17

**Article IX: Nomination of Officers**

- 9.1 At the September Board of Directors Meeting the Nomination Committee shall be appointed by the President with the approval of the Board of Directors.
- 9.2 They shall be responsible for the collection and the validation of all nomination petitions.
- 9.3 The petition shall include a statement of nomination, the nominee’s name and a minimum of four (4) signatures of Club members, one of whom may be a member of the committee.
- 9.4 The nominees are restricted only in that they shall be a regular or Senior member in good standing and shall abide by the terms of office.
- 9.5 The Committee shall present all valid petitions to the general membership at annual meeting.
- 9.6 The nomination of the Club Officers shall be the responsibility and privilege of the general membership
- 9.7 The nomination may be in the form of a petition in addition to the member submitting from the floor.
- 9.8 Nominations shall be opened at the beginning of the September Monthly Meeting.
- 9.9 Nominations will be accepted from the floor at the September, October, and November monthly meetings, as well as at the Annual Meeting. To permit the orderly printing of ballots for the Annual Meeting, the period for Nominations by petition shall be closed at the end of the November Monthly Meeting.

18-Apr-19

18-Apr-19

18-Apr-19

16-May-13

18-Apr-19

18-Apr-19

18-Apr-19

**Article X: Dues and Surcharges**

10.1 Dues for the upcoming year shall be determined at the September monthly meeting.

- a. Any Regular 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 10.1a 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.
- c. Members of the Executive Board and the Board of Directors shall be exempt from Club dues while holding office.”

4-Nov-21

15-May-23

20-Sep-13

10.2 Club membership card and badge shall be issued only after full payment is made.

10.3 The last day for renewal of membership is the last day of the year. Members not renewing by that date will forfeit their Club membership.

21-Mar-24

10.4 A former member is considered a non-member and must follow procedures as outlined in section 3.1.

10.5 There shall be an orientation fee as voted by the membership at the September meeting.

21-Sep-17

10.6 Any person accepted into membership after October 1st shall be considered a member in good standing for the following year.

**Article XI: Violations of Club Rules or Bylaws**

11.1 Any member’s conduct resulting in a violation of a Club rule or rules shall be a Violation

11.2 Any member’s conduct resulting in a breaking of a Bylaw shall be a Breach of Bylaws.

11.3 Any member’s conduct that is found to be detrimental to the Club or its objectives shall be Misconduct.

11.4 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 up to thirty (30) 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.
- (6) Suspend range privileges until such time as the Member successfully completes a Club Orientation Session. The Member may be required to pay the then current Orientation Fee to attend.

17-Sep-15

16-Jul-20

b. For a second violation the Board may:

- (1) Take any action listed in Section 11.4a;
- (2) Suspend range privileges until such time as the Member successfully completes a Club Orientation Session, paying the then current cost for the session.
- (3) Suspend Club and/or League activities for up to sixty (60) days; and/or
- (4) 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.

17-Sep-15

17-Sep-15

17-Sep-15

c. For a third violation, the Board may:

- (1) Take any action listed in Sections 11.4a or 11.4b;
- (2) Suspend all Club and/or League activities for one hundred twenty (120) days;

17-Sep-15

17-Sep-15

17-Sep-15

(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 one hundred twenty (120) days; and/or

17-Sep-15

(4) Expel the Member from the Club.

17-Sep-15

d. For any violation which endangers the health or safety of any person other than the violator, the Board may impose any penalty or combination of penalties noted in sections 11.4a through 11.4c above.

17-Sep-15

e. Any judgment rendered by the Board under this Article may be appealed to the general membership at the next general monthly meeting. A 2/3 majority vote by those Members attending shall be required to overturn the decision of the Board.

17-Sep-15

### 11.5 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.

a. For any Breach of Bylaws, the Board may impose any penalties as described in section 11.4a thru 11.4d.

17-Sep-15

### 11.6 Violations and Breach of Bylaws

When a member has incurred more than 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.

17-Sep-15

### 11.7 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 XII: General**

- 12.1 All Club Bylaws shall be determined by the membership.
- 12.2 All matters not covered in the Bylaws or Club rules shall be controlled by the Board of Directors.
- 12.3 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.
- 12.4 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.
- 12.5 If section 12.4 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.
- 12.6 The Board of Directors, or its assigns, shall take such reasonable action, in its sole discretion, to ensure and protect the general safety of Club members, Club property, and invited guests. Reasonable action may include, but not be limited to, the installation and maintenance of a video surveillance system with accompanying signage identifying the existence of the system. The video surveillance system need not be actively monitored 24 hours per day.

6-Feb-20

17-Sep-15

**Article XIII: Amendments and Revisions**

- 13.1 Prior to any vote on proposed amendments or revisions to the Constitution and Bylaws, the proposal shall be drafted in detail, and:
  - a. be presented to the Board of Directors at a monthly BOD Meeting,
  - b. subsequently be presented to the Members at a regular monthly Club Meeting,
  - c. shall then be printed, in its entirety, along with the submitter’s name, in the Club newsletter, to be mailed or published no later than ten (10) days before the next monthly meeting, whereupon it shall be submitted to the Members in attendance for vote as printed.
  - d. Grammatical, spelling, reference, and typographic errors, found in the Constitution and Bylaws, may be corrected with the approval of the Board of Directors, without any further action required.

16-Jan-20

16-Jan-20

16-Jan-20

16-Jan-20

16-Jan-20

- 13.2 Amendments or revisions to the bylaws shall have a two-thirds (2/3) majority of members present and voting.
- 13.3 There shall be no absentee votes taken at any Club meeting. All members voting must be in good standing.

#### **Article XIV: Authority to Acquire Property or Privileges**

- 14.1 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 XV: Authority to Borrow Money**

- 15.1 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.
- 15.2 Evidence of such borrowing shall be signed by the President and all other members of the Executive Board.

#### **Article XVI: Dissolution of the Corporation (Club)**

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

#### **Article XVII: Definitions**

- 17.1 **BYLAWS:** Policies adopted by an organization chiefly for the governance of its members and the regulation of its affairs.
- 17.2 **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.
- 17.3 **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.

17.4 SELF-SUSTAINING EVENT: a recurring event or activity requiring no further investment by the Club at large.

17-Sep-15



# Revision History

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## 26 March 2024

Corrections:

In Bylaws Section 3.2, "...seven...", changed and read: "...six..."

Bylaw Section 3.2g added

In Bylaws Section 11, references to Section 11 incorrectly referenced Section 10

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## 21 March 2024

Bylaws Section 2.2i, "Board of Directors", changed and read:

*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.*

Bylaws Section 3.1b, "Membership", changed and read:

*Any Sponsor must have been a Club Member in good standing for at least two complete years immediately prior to sponsoring any new Member.*

Bylaws Section 3.1d, "Membership", changed and read:

*If the prospective Member or Members are accepted as CPF&G Club Members, the Sponsor will share complete responsibility for the new Member's actions for one year.*

Bylaws Sections 3.5g and 3.5h, "Honorary Member", added

Bylaws Section 3.6c, "Senior Member", changed and read:

*must submit a request for Senior Membership at any regular meeting, or to the Vice-President during the membership renewal months.*

Bylaws Sections 3.5e and 3.5f, "Senior Member", added

Bylaws Sections 3.7e and 3.7f, "Life Member", added

Bylaws Section 3.12b, "Guests", changed and read:

*If a Member brings a guest, the Member shall enter the name of the guest in the Range Log under Member's name and the town of residence in the badge number space. The word "guest" is unacceptable. For guests who are immediate family, the words "SPOUSE", "SON", or "DAUGHTER" may be used instead of town of residence.*

Bylaws Section 3.13, "LEO Member", added

Bylaws Section 10.3, "Dues and Surcharges", changed and read:

*The last day for renewal of membership is the last day of the year. Members not renewing by that date will forfeit their Club membership. A former member in good standing for the preceding year may be reinstated, if requested prior to February 1st, and by paying their dues and a reinstatement fee, said fee to be determined by the Board of Directors.*

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## 1 February 2024

(Reference correction)

Constitution Section 6.7 changed and read:

*All monies collected by members for purposes stated in section 5.6, except those indicated below...*

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## 15 May 2023

(Reference correction)

Bylaws Section 10.1b changed and read:

*Members wishing to apply for the discount cited in Section 9.1a must maintain...*

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## 19 January 2023

Bylaws Article V relocated to Constitution as Article VI

Bylaw Section 1.3.h added

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## 16 June 2022

Bylaws Section 5.3 changed and read:

*The Board of Directors will expend funds for expenditures to committees, Club projects for improvement, repairs, or maintenance of the Club, not to exceed **fifteen hundred dollars (\$1,500.00)** for each expense.*

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## 17 February 2022

Bylaws Section 10.3 changed and read:

*The last day for renewal of membership is the last day of the year. Members not renewing by that date will forfeit their Club membership. A Senior member shall be reinstated, without penalty, by submitting a renewal form to the Vice president if said deadline has been missed.*

**4 November 2021**

Spelling correction in Section 10.1.a

**10 January 2021**

Table of Contents added

**16 July 2020**

Bylaws Sections 3.12 and 11.4.a(6) added

**18 June 2020**

Bylaws Section 3.11.a.1 changed and read:

*the child of a Club Member in good standing, or...*

Bylaws Section 3.11.h and 1.11.i changed to add the word **“grandparent”**.

**6 February 2020**

(Reference correction)

Bylaws Section 12.5 changed and read:

*If section 11.4 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.*

**16 January 2020**

Bylaws Section 3.2f changed and read:

*Probationary*

Bylaws Section 3.6d added

Bylaws Section 3.11 added

Bylaws Section 13.1 changed and read:

*Notice of all proposed amendments and revisions to the Constitution and Bylaws shall be outlined in detail in the Club newsletter to be mailed or published no later than ten (10) days before the monthly meeting. Notice of all proposed amendments and revisions to the Constitution and Bylaws shall be outlined in detail in the Club newsletter to be mailed or published no later than ten (10) days before the monthly meeting.*

**21 November 2019**

Bylaws Section 4.1 changed and read:

*There shall be twelve (12) Regular meetings during the year, and, except for the December meeting, shall take place on the third Thursday of each month.*

Bylaws Section 4.3 changed and read:

*The December monthly meeting shall take place on the second Thursday of the month and shall be the annual meeting.*

**19 September 2019**

Bylaws Section 3.10 (established 20 SEP 2018) removed and read:

**3.10 Probationary Member**

- a. *A newly accepted Club Member shall be considered Probationary for one full year, starting on the date voted in as a Club Member.*
- b. *Probationary Members must meet all the requirements as set forth under the Section regarding Regular Members.*
- c. *Subject to the conditions set forth in the following parts of this section, Probationary Members shall have all the rights and privileges of Regular Members.*
- d. *During their Probationary year, the Member must work a minimum of sixteen (16) hours at Club Work Parties. All hours worked must be approved by the appropriate Work Party Coordinator. Any Probationary Member who fails to comply with this requirement shall be refused the right to apply for Membership Renewal.*
- e. *Any new Member accepted under the Married Couples Discount provision must work a minimum of eight (8) hours at Club Work Parties. All hours worked must be approved by the appropriate Work Party Coordinator. Failure to comply with this requirement shall result in the Member being refused the right to apply for Membership Renewal.*
- f. *This Section shall not apply to Honorary Members.*

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**15 May 2019**

Bylaws Section 3.6c changed and read:

*must be sixty-five (65) years old and voted into Senior Membership at any regular meeting after the member's sixty-fifth birthday, as requested by the member.*

Bylaws Section 10.3 changed and read:

*The last day for renewal of membership is the last day of the year. Members not renewing by that date will forfeit their Club membership. A Senior member may appear before the Board to plead their case and request membership reinstatement if said deadline has been missed.*

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**18 April 2019**

Bylaws Section 9.1 changed and read:

*At the November meeting the Nomination Committee shall be appointed by the President with the approval of the Board of Directors.*

Bylaws Section 9.2 changed and read:

*They shall be responsible for the collection and the validation of all petitions of the nomination.*

Bylaws Section 9.3 changed and read:

*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.*

Bylaws Section 9.5 changed and read:

*They shall present all valid petitions to the general membership at annual meeting.*

Bylaws Sections 9.8 and 9.9 added

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**21 March 2019**

Bylaws Section 10.3 changed to add:

*A Senior member may appear before the Board to plead their case and request membership reinstatement if said deadline has been missed.*

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**20 September 2018**

Bylaws Section 3.2 changed and read:

*There shall be five classes of Membership.*

Bylaws Section 3.2f and 3.10 added

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**18 January 2018**

Bylaws Section 4.1 changed and read:

*There shall be twelve (12) Regular meetings during the year, and these meetings shall take place on the third Thursday of each month.*

Bylaws Section 4.3 changed and read:

*The December monthly meeting shall be the annual meeting.*

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**19 October 2017**

Articles VIII thru XVI renumbered to IX thru XVII

New Article VIII added

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**21 September 2017**

Constitution and Bylaws combined into one document, with the Constitution as Chapter 1 and the Club Bylaws as Chapter 2

In Chapter1, Section 5.7 changed to add:

*"subject to conditions pertaining to individual membership classes, as specified in the Club Bylaws"*

Chapter 1 Article V moved to Chapter 2

Chapter 2 Articles VI thru XVI renumbered

In Chapter2 Section 1.4c : *"upon"* changed and read: *"before"*

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In Chapter2 Section 1.4d : *“shall maintain all Club financial accounts as may be required”* changed and read: *“shall maintain a Club checking account”*

In Chapter2 Section 2.2b : *“expenditures, other than any regular operating expenses (i.e. utilities, taxes, insurance, etc.) or those exceeding the authority of the Board of Directors,”* changed and read: *“major expenditures”*

In Chapter2 Section 5.3 : *“fifteen hundred dollars (\$1,500.00)”* changed and read *“six hundred dollars (\$600.00)”*

In Chapter2 Section 7.2 : *“their third season”* read *“their second season”* and *“two year moving average”* changed and read *“three year moving average”*

In Chapter2 Section 9.1a : *“Any Regular Member”* changed and read *“Any Regular or Family Member”*

In Chapter2 Section 9.3 : *“will forfeit their Club membership”* changed and read *“will be non-members”*

In Chapter2 Section 9.5 : *“orientation fee”* changed and read *“enrollment fee”*

In Chapter2 Section 12.1 : *“newsletter to be mailed or published”* changed and read *“newsletter to be mailed”*

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### **17 September 2015**

Bylaws Section 2.3 added

Bylaws Section 3.3d changed and read:

*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.*

Bylaws Section 3.9 added

Bylaws Sections 5.11a thru 5.11e added

Bylaws Section 8.4a(1) changed and read:

*Suspend range privileges for ten (10) days;*

Bylaws Sections 8.4b changed and read:

*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.*

Bylaws Sections 8.4c thru 8.4e added

Bylaws Section 8.5a added

Bylaws Section 9.6 added

Bylaws Section 14.4 added

Bylaws Revision History Section added