

## Northern York County Rod & Gun Club By-Laws

Revised: 12/18/2012

### Article 1: NAME

This organization shall be known as the Northern York County Rod & Gun Club (hereafter identified as NYCRGC).

### Article 2: PURPOSE

The purpose of the NYCRGC is to promote the propagation and conservation of fish and game, to encourage all outdoor recreation, to provide instruction in firearms safety, hunter safety and the laws of the state of Maine, to instruct novices in the art of fishing and handling canoes and kayaks and to support legislation conducive to the best interest of hunting and fishing in the State of Maine.

### Article 3: MEMBERSHIP & DUES

#### A) MEMBERSHIPS

Memberships may be Individual, Lifetime, Honorary, Senior or Family, the latter to include Spouse (legal marriage, civil union, or other legal entity) and all children under 16 and under in "legal" (birth, adoption, or guardianship) care of the Member. Fees for each are as in current effect, as voted upon annually, or otherwise updated by Officers and the Board of Directors (hereafter as Board or BOD). "Lifetime" memberships may be made available and offered from time to time, and can be purchased at rates established based on Club needs (capital expenditures, special promotions, needed large purchases, etc.)

Any person, seventeen (17) years or older, who has been proposed (application signed) by a Member in good standing, and approved by two-thirds (2/3) vote of Officers and Board Members present at a regular meeting, shall be eligible for Membership in the Club upon payment of annual dues, as currently in effect. A dues allowance is made for entry late in a calendar year (October, November, December) to include the next year's dues.

HONORARY MEMBERSHIPS – Honorary memberships may be awarded to Persons, State Officials, or other Firearm or Fishing related Agencies, by the Officers and BOD for "limited" periods. Application and approval for such memberships are as outlined in Article 3 above.

#### B) DUES

Dues amounts are established by Club's Officers and the BOD. Dues as in effect, are due by the last day in January of each calendar year. Payments received by this date will be recorded and reported in the March meeting. Anyone NOT a paid and recorded member may NOT be on club grounds nor use any Club facility except as a guest of a current paid club member.

The purpose of these rules and by-laws are to gain timely payment of dues for the Club's annual financial planning, bills, and event costs.

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### C) MEMBERSHIP CARDS AND USE OF RANGE & FACILITIES

Paid members should display or have on their person a current year card. Members are encouraged to ask persons unknown to them to display a current Membership card, as a courtesy, to discourage Non-Members use of Club Facilities. This is done for liability purposes and protection of Club Property.

### Article 4: BENEFITS

It shall be understood by anyone joining the NYCRGC, that any benefits derived from Club Organization shall be divided among paid Members, as acted upon by the Club Officers.

### Article 5: MEETINGS AND VOTING

Regular meetings shall be held at the Clubhouse in West Newfield, Maine. Meetings will be conducted in accordance with "ROBERT'S RULES OF ORDER" presided over by the President, Vice President or other elected Club Officer in his absence. The order of such shall be Vice President, Treasurer, Membership/Secretary or BOD Chair. The first Friday of each month will be a business meeting at 7:30PM. The regular meeting date may be changed if it occurs on a holiday period.

The annual meeting is held in December, at which the election of Officers occurs for the following year. Prior to such election, at the October meeting, a Nominating Committee will be appointed by the President and Officers to canvass potential Officers if they would serve and then announce a proposed slate at the November meeting for the membership to vote on by secret ballot in December. Other nominations may be taken on the floor at the November meeting for inclusions in the voting. If the November and December meetings are suspended for any reason, other meeting dates may be substituted by the President and the Members so notified.

Per the following, special meetings may be held at any time at the call of the President stating the business to be transacted. The Secretary shall give notice of Special Meetings by special mailing or by notice on the Club's Website, to all paid members seven (7) days prior to said meeting.

ON ELECTION DAY, the president shall appoint three (3) "tellers" who will distribute ballots, count votes and report the results.

### Article 6: QUOROM

Seven (7) Members, which includes Officers and Board Members, constitute a quorum for the transaction of any business of the club.

### Article 7: OFFICERS

Officers of the NYCRGC shall be: President, Vice President, Treasurer, a combination Membership, Secretary, Dues Collection Officer. All Officers, except Treasurer, will be voted upon and shall be elected by secret ballot for a one (1) year term. The Treasurer will be voted upon and shall be elected by secret ballot for a two (2) year term.

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Total Officers shall be four (4), at the discretion of the Club's Officers by unanimous vote in any given year, based on expanded duties or needs of the Club. Nominations of Officers shall be made at the regular meeting in November. Election of Officers and Board shall be by secret ballot of a majority of Members present of the annual meeting, as noted in Article 5.

### Article 8: VACANCIES

Vacancies occurring in any office may be initially filled by appointment by the BOD, as shown in Article 5, and then by nomination and election from the floor at the next regular meeting, with the person(s) elected or appointed, serving until the next annual election.

### Article 9: OFFICERS

#### A) PRESIDENT

The President, when present, will preside at all meetings in due observance of the By-Laws. It shall be the duty of the President to see that all Officers and Committees function properly, and to appoint Special Committees. The President may take part in any debate, but vote only in the case of a tie, except when balloting for Candidates. Then the President shall be entitled to the same privileges as other Members. The President shall sign all Deeds and Contracts for and in the name of the NYCRGC when duly authorized, and perform all duties prescribed by the By-Laws.

#### B) VICE PRESIDENT

The Vice President shall assist the President in the discharge of his duties, and in the President's absence may preside and perform the duties of the President. The Vice President will follow up on all motions made and seconded as submitted and make sure they are voted upon as submitted and recorded by the Secretary/Membership Officer for Club Records.

#### C) SECRETARY/MEMBERSHIP/DUES COLLECTION OFFICER

It shall be the duty of this office to keep a record of all meetings, to write all Communications, to open and distribute mail, to confirm scheduling of all events, to have charge of the seal of the Club (if incorporated) and affix the same to any document when it is required; to write and distribute the Minutes/Newsletter/Website information with committee assistance, if and as required, and to perform such other duties appertaining to the Secretary's Office.

In addition, the Secretary/Membership/Dues Collection Officer shall have the following duties:

1. Collect all membership dues
2. Give all collected dues to the treasurer
3. Keep an accurate and up to date record of memberships
4. Issue membership cards
5. Have copies of by-laws for current or new members requests
6. Maintain a membership list, which will include name, address, telephone and email info , copies of which may be made available for officers requesting one

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7. Take and provide meeting “minutes” for inclusion in the Club’s website and newsletter, and as a permanent record of meeting activities and motions or decisions which will then be “archived” in a permanent folder/file of such information for reference.

### D) TREASURER

It shall be the duty of the Treasurer to collect all money and give receipt for the same. The Treasurer shall dispense the money on the order of Officers and Board. The Treasurer will submit a monthly report at each regular meeting and shall submit a report of all receipts and expenditures w/vouchers for the past year at the annual meeting. The Treasurer shall deposit all monies that come into the Treasurer’s possession, in the name of the Club in the Bank or Trust Company as the Treasurer selects. Withdrawals are to be made by the order of the majority of the Officers and Board or Membership, if required, and disbursed as instructed by such approvals.

### Article 10: BOARD OF DIRECTORS and TERM LIMITS

The BOD shall be made up of five (5) current members to be voted into office at the annual meeting.

Members of the Board shall not include any elected Club Officer. A Chairman of the Board shall be elected by the Board Members. Committee assignments for Board members will be made by the Chairperson for each club event.

The duties of the BOD will be as follows:

1. Review and develop Club Programs and Events, and Improvements to the Club, to “oversee and assist” at all Club events scheduled, and in general provide input and act in the best interest of the Club.
2. Be in charge of and responsible for all Club property and activities, with basic effort toward providing suggestions to the Officers and Membership for repair, improvement or modification to Club grounds, building, equipment and materials.
3. Be available, as called upon by President, to review bills, check on Applicant information.
4. Enforce Club Rules, as published, through response to complaints, as outlined in Article 14, Suspensions and Hearings.

### Article 11: AUTHORITY & ABILITY TO ACT AND CONDUCT BUSINESS BY OFFICERS AND BOARD MEMBERS

The Officers and BOD are elected by the membership by valid voting procedures and as such are charged with “acting in the best interest” of the Club and are thus duty bound to do so.

In that capacity, they are authorized to act on any matter, including the expenditure of funds up to \$1000, without further vote of the Membership, such is their obligation and duty.

In addressing and approving matters of the Club, they must have a minimum two thirds (2/3) majority vote of all current Officers and Board Members, not necessarily at any one meeting. Absent members may be poled, as need be, on any matter or expenditure, as well as for approval, and a record made of

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such action on Club Minutes. On Matters concerning more than \$1000, a majority of members, including Officers and BOD, at any meeting having a quorum, is required for approval.

### MEMBERS INPUT

During meetings, and at the option of the President, or presiding Officer conducting the meeting, members may be listened to for input, advice, and opinion and may be used as counsel for either support or non-support on any matter or expenditure, but Officers and the Board will act on its own behalf "in the Club's best interest" by vote, and as indicated, above.

### Article 12: ABSENTEEISM OF OFFICER

Any Officer missing "three (3) consecutive meetings" without notice or valid reason conveyed by voice or written communication shall be automatically terminated from their position and a person appointed to the position by the floor in compliance with Article 8.

### Article 13: NON-MEMBERS & GUEST SPEAKERS

Non-members and/or guests attending meetings must have permission to speak before the Membership, and prior to speaking will be asked to state the content which they will speak on before receiving permission to do so by the President or Officer presiding.

### Article 14: SUSPENSIONS OF MEMBERS & IMPEACHMENT OF OFFICERS OR BOARD MEMBERS

#### A) SUSPENSIONS

A member may be disciplined or suspended by the President or his designated Officer following a personally observed or reported act considered detrimental to the welfare of the Club or its Members. Such discipline is temporary and subject to approval by unanimous vote of the BOD after which the member is to be notified in writing. A member disciplined or suspended may request and be entitled to a hearing on the issue before the BOD within four (4) weeks of received request at a time and place selected by the Board. The final decision by the Board will be by a two thirds (2/3) vote of existing Board Members. The member will be notified in writing of the Board's decision within seven (7) days. Any member disciplined or suspended surrenders any fees or dues paid and in case of a suspension may not re-apply for membership within twelve (12) months following the notice of action by the President and BOD.

#### B) IMPEACHMENT OF OFFICERS OR BOARD MEMBERS

Members have the right to re-dress and/or respond to any action or actions by Club Officers or Board Members deemed seriously inappropriate by "Motion to Impeach" or remove from Office, which must be approved by majority vote of Officers, Board and Membership at any one meeting having a quorum. If carried, this motion to impeach must be offered to the entire Membership, via special letter or notice in the Club Website and a vote of 75% is required of the total Membership to carry or the motion is null and void. Voting will take place by notice and response to all Members, via email, website notice and/or special mailing at the direction of the President or his designated officer.

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### Article 15: STANDING COMMITTEES – Four (4)

Each year, four (4) standing committees are required and appointed by the President from among the directors (BOD) who are responsible for their assignments, with names noted in Club meeting minutes. Committee assignments may be changed, as necessary, at any time by the President.

1. CLUBGROUNDS – upkeep of facilities, work parties, including trash and rubbish removal. Regular supervision, oversight, and upkeep.
2. CLUB EQUIPMENT AND MACHINERY – (generator, clothing for sale, trophies) general supervision, oversight, supply (fuel, etc) and support
3. SHOOTING RANGE- Status, targets, equipment, materials, Range Rules & Regulations enforcement. This member will be chairperson of shooting events, and may check range at random to ensure proper use of range.
4. STARTING SET-UP AND CLOSING- needs for all Club meetings (gate, lights, heat, etc)

This assignment may be rotated by BOD Members, by agreement, each month.

### EVENTS/ACTIVITY CHAIRPERSON

Each Club activity/event will have a Chairperson, appointed by the President, or as volunteered for, and that person will be responsible for the successful conduct of the program and event, including recruiting assistants to help using positive sign-up sheets, and reporting progress and plans to the BOD and Officers on a regular basis. Further, the Event Chair, is to calculate expenses for the event and obtain monies from the Treasurer by written request and receipt for such funds. Following the event, the Chairperson is responsible for the collection any monies derived from the Event, the counting of such funds with at least one (1) witness, and the turning over such money within five (5) days to the Treasurer with a written report on and record of monies and expenses involved in final “tally” for the Event.

### Article 16: AUDITING

A two (2) person auditing committee may be appointed by the President and if ordered, all books of the Treasurer must be available for review. The BOD may also inquire of the Club’s financial status in connection with Event/Activity planning.

### Article 17: SEXUAL HARASSMENT

There shall be no sexual harassment or abuse, either physical or verbal, by any Member or Guest to any other Member or guest, based on existing Town, State, Federal or other Laws. If a grievance is filed, each party will present their case before the BOD. The BOD will render a decision with recommendations, as outlined in the By-Laws under Article 14: SUSPENSIONS.

### Article 18: SUBSTANCE ABUSE

No alcohol is allowed on Club grounds at any time, unless approved by the Officers and BOD for meetings or “special social events” not involved with shooting, or use of the shooting range.

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### Article 19: ALTERATIONS OF THE BY-LAWS

The By-Laws may be enlarged, altered, or amended at any regular meeting with a quorum by a two thirds (2/3) vote of the Members and Officers present, provided that notice of such proposed and motioned enlargements or amendments shall have been presented at the previous meeting, posted for 25 days, and published in the Club newsletter provided to the membership prior to the meeting.

By-Laws may also be officially “reviewed” anytime by a Committee appointed by the President.

## BASICS & ADDENDUMS

### ADDENDUM 1: NYCRGC RULES & GUIDELINES

The following rules are expected to be adhered to the best of each Member’s ability in the true fashion of responsible conduct, courtesy and welfare of the Club, its activity and its neighbors.

1. Range Conduct:  
Operate with complete safety and courtesy with regard to shared use. No handling of firearms in any way whenever ANYONE is “Down Range” (target changes, etc). NO SHOOTING ALLOWED if any person or animal is on the range in front of shooting “line”. Additional range rules may be posted or issued. Directions by a Range Safety Officer are to be observed at all times. Target stands and targets are NOT automatically provided by the Club on an ordinary basis, but may be made available from time to time. If so these “Club Targets” are NOT to be abused or destroyed by users, and are to be cared for as Club property, not removed from the premises. No trash (wood, paper, cardboard, glass or other materials) is to be left behind, on or near the range. If you bring it in, BRING IT OUT with you. Police the range area for your “used brass” to the best of your ability, please NO exceptions. It’s your club, treat it respectfully.
2. Time Limits:  
One (1) hour per location if others are waiting (based on three (3) locations.)
3. Range Reserved:  
Shooting at the range may be “reserved or suspended” by a Club Officer, Board Member, or Event Chairman, when such shooting may be distracting or disruptive to a Club event or class program. Notice posted on the wall at the range.
4. Membership Cards: Members should have a current membership card on their person while on club grounds and be prepared to show it upon request to another member. The purpose of this rule is to identify new or unknown members, and keep non-members off the property, but should not be used to harass known members.

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5. Respect the rights and property of other members and guests.
6. Refrain from use of profane, vulgar, or other language considered “reasonably offensive” to others, particularly ladies and children. Such language is never tolerated at any time at Club meetings in session.
7. Children (16 and under) must be accompanied by and under control of an adult parent or guardian while on club grounds.
8. Non-Members and/or Guests must be accompanied by a Member and may not use Club Facilities or the range unless so accompanied by the Member.
9. Excessive behavior by any Member or guest which may be detrimental to an individual, Club event or Club facilities, as reported (see by-laws for guidance) may result in the ejection from an event, suspension or dismissal from the Club by an Officer or Board member per by-laws rules & regulations.
10. Observe any other “Posted” rules (Clubhouse and/or Range) that may be issued by the Club’s Officers or Board of Directors or as approved by the President (permission and approval to do so).

Violation of any of the above may result in suspension or revocation of ones Membership and all rights, if confirmed and brought before the Board or Officers for action as outlined in the By-Laws.

### ADDENDUM 2: NYCRGC TRAP SHOOT BASIC RULES

1. Firearms always UNLOADED until on firing line and in ready position to shoot.
2. “Open breech” at all times when moving about, going to the line, or changing positions.
3. Barrel ALWAYS POINTED DOWNRANGE when on the line. NEVER swing barrel around.
4. ONE shell ONLY loaded prior to shooting, unless shooting “doubles”.
5. DO NOT close breech until ready to call “Pull”. Do not call “Pull” until et and ready.



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6. Raise hand top get Safety Officer's attention to indicate not ready or a problem. Keep pointed down range only.
  
7. THINK SAFETY! Politely call attention to anyone NOT observing basic Safety Rules.

FEES: for calendar year 2013 and beyond.

Basic Dues:

Single:	\$25
Family:	\$35
Senior (65+):	\$15
Honorary:	No Fee

Previously grandfathered (over 65 – 5 years membership- applied for and granted exemption to dues (lifetime) – No Fee

Lifetime membership purchases are no longer available.