



Riverside Gun Club Incorporated  
Hudson, Massachusetts  
By-Laws

November 9, 2010

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**CONSTITUTION FORWARD**

These rules and regulations are not expected to, nor can they provide for every question and problem, which may arise in our Club. Much must be left to the conscientious, loyalty, and integrity of the members, as well as to their intelligence and discretion.

In matters of general conduct not within the scope of any rules, members should be true to the best instincts of law-abiding, self respecting citizens, always mindful and jealous of the good name of the Club with which each should feel him/herself an important part.

All former Club laws, rules, regulations, and amendments inconsistent with the following laws, rules and regulations are hereby repealed.

Rules and regulations cannot be made in advance that will cover every case. From time to time, amendments necessary to govern same will be issued.

Club members are to familiarize themselves with these rules and regulations and keep themselves abreast of new amendments, which will be issued from time to time. Ignorance of these rules will be no excuse in the event of any infraction and of any punishment issued by the Executive Board.

All violations of these laws, rules and regulations and future amendments issued shall be subject to The Executive Board, who may impose such punishment as after a hearing, with appeal to General Meeting if so necessary.

**ARTICLE I**

**NAME AND OBJECT OF THE CLUB**

**Section 1 - Name**

The name of this organization shall be Riverside Gun Club of Hudson, Massachusetts, Incorporated.

## Section 2 - Objective

The objective of this organization shall be to include in its membership all the sportsmen in Hudson and surrounding territory to carry on a program for the protection, propagation and restoration of forest and fish and game, insofar as it relates to hunting and fishing.

Additional objectives are to promote safety and proficiency in archery and the use of sporting firearms. These objectives will be achieved by conducting formal classes in safety in archery and shooting, and by providing and operating facilities for practice, training and competition in these sports.

Further, to promote and establish more cordial relations between sportsmen and landowners, and to cooperate and assist in passing laws that may affect favorably these objects. Also, to do such other things relative thereto, as a majority of the members may decide, consistent with Chapter 180 of the General Laws.

## **ARTICLE II**

### FINANCIAL BASE

## Section 1 - Organization

This corporation shall be a Non-Profit organization.

## ***ARTICLE III***

### CORPORATE SEAL

#### Section 1 - Description

The corporation shall have a flat circular seal of metal with the following inscribed thereon; “Riverside Gun Club Hudson Massachusetts, Inc. Organized 1928, Incorporated 1941” so constructed that it may be impressed on paper by pressure.

## **ARTICLE IV**

### OFFICERS OF THE CLUB

#### Section 1 – Executive Officers

The Executive Officers are elected by the general membership. The Executive Officers shall be comprised of the President, First Vice President, Second Vice President, Secretary and Financial Secretary.

#### Section 2 – Executive Committee

The Executive Committee members are elected by the general membership. The Executive Committee shall be comprised of five members.

#### Section 3 – Executive Board

The Executive Board shall be comprised of the Executive Committee, the Executive Officers and the outgoing President.

#### Section 4 – Officers of the Club

The officers of the Club are the Executive Officers and the Executive Committee members.

#### Section 5 - Terms

The term of each officer shall be one year. The term shall start at the Annual Membership Meeting. All shall serve until the respective successors have been installed into office.

## **ARTICLE V**

### ELECTION OF OFFICERS

#### Section 1 – Nomination Committee

At the August Executive Committee meeting, the President shall name a Nomination Committee Chairperson. Any person nominated for any office of the Club must be a member in good standing for at least one year prior to said nomination, and the Executive Board or its appointees shall have disciplined no person. Nominees must file a letter of acceptance, and be present at the October General Meeting. If for any reason a nominee cannot be at this meeting, he/she must notify the chairperson of the Nomination Committee as soon as possible. The election of the officers shall be held in December of each year and the results shall be reported at the December membership meeting of the

Club. The mechanics of the election, ballot tabulation, and reporting of the results shall be the duty of the Nomination Committee.

### Section 2 – Executive Committee Vacancy

Persons to fill any vacancies on the Executive Committee shall be nominated and voted on by the remaining Executive Board members. In the event of an opening on the Executive Committee during an election, the candidate receiving the next highest number of votes shall fill the position.

### Section 3 – Executive Officer Vacancy

If a vacancy occurs in the office of the President, First Vice President, Second Vice President, Financial Secretary, or Recording Secretary, the remaining members of the Executive Board shall fill such voids or vacancies.

## **ARTICLE VI**

### DUTIES OF OFFICERS AND EXECUTIVE COMMITTEE

#### Section 1 – Duties of the President

It shall be the duty of the President to preside at all regular and special meetings of the Club. As the situation warrants, the President shall appoint the chairperson of any Standing or Special Committee. The President shall be a member ex-officio of all committees and oversee all committee functions to ensure that the committee actions are in the best interest of the Club. In addition, the President shall monitor all activities and properties of the Club and report any unfavorable conditions to the Executive Committee.

#### Section 2 – Duties of the First Vice-President

It shall be the duty of the First Vice President to assist the President in the performance of that Officer's duties, to officiate in the President's absence and to serve Sergeant-AtArms at all Club meetings. The First Vice President shall also work with the Manager and Committee Chairpersons to promote Club activities.

#### Section 3 – Duties of the Second Vice-President

It shall be the duty of the Second Vice President to assist the President in the performance of the President's duties, to officiate in the absence of the President and the First Vice President. The Second Vice President shall also coordinate all phases of the Field, Archery, Skeet, Trap, Pistol, Rifle and Trout Pond activities of the Club.



#### Section 4 – Duties of the Recording Secretary

It shall be the Recording Secretary's duty to keep on file at the Club a copy of all monthly reports given to that office by Officer, Committee Chairpersons and Manager of Riverside Gun Club. These monthly reports (and other pertinent written material) shall be kept on-file for two years, whereupon it will be appropriately dated, filed, boxed and stored with the past records.

The Recording Secretary shall have charge of all clerical work and perform such duties as naturally pertain to the office; to inform the Club or Executive Committee, or both, of all important matters, to notify all members delinquent in their dues of the penalty for nonpayment within the period required by these bylaws; and oversee the operation of the office for one month upon leaving office to ensure that the new Recording Secretary gains a complete understanding of proper procedures.

The Recording Secretary shall not be responsible for giving out any correspondence for the purpose of helping a member obtain a license to carry a firearm, unless said member has passed a Club, State or NRA certified Firearms Safety Course.

To act at all times in the best interest of the Club in a manner fitting the position.

#### Section 5 – Finance Committee

The Finance Committee shall be comprised of the President, Financial Secretary and the Club Manager. The President, at his discretion and with sanction of the Executive Committee, may add two (2) Officers to the Finance Committee.

The purpose of the Finance Committee shall be to meet each month and audit all receipts and expenditures of the Club, and to give a report as outlined in section seven (7) of this Article.

#### Section 6 – Club Manager

General Duties of the Manager shall be safe keeping and maintenance of all property of the Club which may come into his/her possession; report all his/her activities and all receipts and expenditures to the Financial Secretary, Finance Committee, and Executive Committee.

All records and activities of the Manager shall be subject to scrutiny of the Executive Committee.

The manager's position shall be worked on a year-to-year basis, starting and ending with the Club's annual meeting. The Executive Committee and Manager shall negotiate specific duties of the Manager.

The Manager's salary shall be negotiated by the Executive Committee, Finance Committee, Financial Secretary, Manager, and approved at the annual meeting by the General Body.

#### Section 7 – Duties of the Financial Secretary

It shall be the duty of the Financial Secretary to attend all monthly Finance Committee meetings. So as to record the Club's financial conditions by a thorough perusal of the Club's monetary activities and to report these conditions to the General Membership at the next regular, and all special meetings of the Club. Said conditions shall be truly reported by the Financial Secretary at these meetings.

#### Section 8 – Duties of the Executive Committee

It shall be the duty of the Executive Committee to meet at the call of the President and to act for the Club during the interim between General Club meetings.

### **ARTICLE VII**

#### ABSENTEEISM OF ELECTED CLUB OFFICERS

##### Section 1 - Requirements

Any elected Club Officer having been absent from a total of three General Memberships, Executive Committee, or a combination of both meetings during a calendar year, shall at the next regularly Scheduled Executive Committee meeting give satisfactory reason for his/her absence. Failure to comply with this order shall constitute his/her resignation.

##### Section 2 - Exceptions

Absence shall not be counted if one or more of the following reasons occur:

- a) Absence because of a death to a member of his/her family.
- a) Absence because of sickness to a member of his/her family.
- a) Absence because of vacation. Absence once shall be excused unless a vacation is for two weeks or more and it takes in two consecutive meetings during a one-month period. Vacation of more than one month must be brought to the attention of the President of the Executive Committee.
- a) Absence because of Club-related business. When an absence is for any extended period of time (one month or more) a leave of absence must be approved by the Executive Committee. At this time the Committee may decide whether a replacement is necessary. The President shall keep a record

of all Officer absenteeism, and bring to the attention of the Executive Committee all violations of the order.

- a) Absence from these meetings, not excused, shall be deemed an act not in the best interest of the Club, and shall constitute resignation from the office. The Executive Committee shall act at the next Executive Committee meeting for replacement of the resigned officer. A two-thirds vote of the members present and voting shall be needed to fill the vacancy.

## **ARTICLE VIII**

### MEETING, FISCAL YEAR

#### Section 1 - Description

The meeting of the General Club membership shall be held at seven o'clock p.m. on the third Monday of every other month, starting in February.

All Club business will be handled by the Executive Committee during the interim between General Club meetings, all decisions and expenses in excess of \$500 incurred at the Executive Committee meetings must be approved or disapproved at the next General Club meeting. Applications for membership received between General Club meetings will be processed by the Executive Committee at the next Executive Committee meeting following application.

Applications received in time to be processed at a General Club meeting will be processed at that meeting. All applications must be approved at a General Club meeting to be accepted.

#### Section 2 – Annual Meeting

The annual meeting of the Club shall be held on the third Monday of December each year.

#### Section 3 – Special Meetings

The President shall call special meetings, and written notice shall be required to do so. Said notice must bear a postmark at least forty-eight (48) hours prior to said meeting, and shall state the purpose of the meeting. A suspension of the rules may be considered in case of dire urgency or emergency.

#### **Section 4 – Fiscal Year**

The fiscal year shall end on December 31<sup>st</sup> each year.

#### **Section 5 – Approval of Acts**

At the annual meeting each year, a motion shall be made to approve and ratify, or disapprove, the acts and doings of the Officers and Executive Committee for the previous year.

#### **Section 6 – Compensation of Officers and Executive Committee Members**

At the June and December Regular Meetings, compensation for the elected Officers and Executive Committee Members of the Club shall be discussed. (This will be brought up under Remarks for the Good of the Club.)

Each Officer and Executive Committee Member shall be asked to summarize their accomplishments for the previous six months.

## **ARTICLE IX**

### **ANNUAL DUES AND DELINQUENCIES**

#### **Section 1 – Setting of Dues and Fees**

Once a year, the Finance Committee will make a recommendation to adjust dues and/or fees. It will then be brought to the Executive Board for recommendation and presented to the body for discussion. The recommendation will be voted on at the next Regular Meeting of the General Membership.

#### **Section 1.A – Junior Members**

Upon attaining the age of eighteen, a junior member may transfer to Regular membership by paying the regular dues. Junior members in good standing one full year will not be required to pay the initiation fee. Junior members are not eligible to vote at meetings or for the election of officers.

#### **Section 2 – Delinquent Member Dues**

On January first of each year, Members who have not paid the appropriate dues for the current Year shall be considered delinquent. Delinquent Members shall be denied use of the Club Facilities and privileges of membership until such time as his/her dues are paid up to date. If said Member has not paid the current yearly dues prior to January 31<sup>st</sup> of that year, he/she shall not be considered a Member. Former members may be reinstated with the payment of outstanding Dues and any appropriate late fee as the Membership sets.

#### **Section 3 – New Members**

New Members may be admitted anytime upon vote of the Club at a Regular Meeting after completing the required Application for Membership form and payment of dues, and key card fee which shall be considered as payment in full for Membership through the ensuing December 31<sup>st</sup>. Persons accepted for membership at the October and December meetings shall be allowed all privileges of Membership for the remainder of that year and the ensuing year.

New Member applicants are required to attend the regular monthly meeting immediately following the date of the actual application and payment of prescribed monies for dues. If any applicant's presence at said meeting is impossible, he/she must submit a written notice or letter to the Secretary with his/her application stating his/her particular reason for not attending the meeting.

New Member applicants will be denied the privileges to vote on any point until they have been accepted by a vote of a quorum at a regularly scheduled meeting of the Club.

Applicants who do not appear at the Regular Meeting, third Monday of the month, and who have not supplied a letter of explanation, will have their application deferred to the following meeting.

#### **Section 4 – Associate Members**

Persons shall have the privilege of becoming an Associate Member, which shall entitle the Associate Member to social clubhouse privileges ONLY. All other facilities of the Club are denied. Associate Members shall adhere to all Club rules and shall not possess voting or guest privileges. No Immediate Family privileges exist for Associate Members.

#### **Section 5 – Senior Memberships**

A member attaining age sixty-five and being a Member in Good Standing for twenty years previous shall become an Honorary Senior Member upon notifying the Secretary of his/her Sixty-Fifth birthday. Honorary Senior Members shall enjoy a 50% reduction of Dues while they maintain their membership.

Any members with a “Life” Membership established before the acceptance of this bylaw amendment in 2008 shall maintain their “Life” membership status.

#### **Section 6 – Honorary Memberships**

No Honorary Memberships, other than those stated in Article IX, Section 5, shall be given for any reason without the approval of the Executive Committee. Such memberships shall be void after one year, where upon said memberships may be renewed with the approval of the Executive Committee, where such approval is warranted, at the December Executive Board Meeting. A person receiving a one-year Honorary Membership and not having it renewed by the Executive Committee, may join the Club as a regular member, providing he/she does so within the following year.

#### **Section 7 – Family Access to Ranges**

Immediate families of regular members will be allowed privileges of ranges when regular member is present. Family access is not granted to any person who has been denied membership or has been removed from the club for cause.

#### **Section 8 – Guest Policy**

Ranges and Clubhouse: Regular members will be allowed two guests at any one time, with a maximum of three times a year. Regular members must be present. Guests will be required to sign the Guest Book.

## Section 9 – Family Access to Clubhouse

Immediate families of Regular Members will be allowed privileges of the clubhouse. Family access is not granted to any person who has been denied membership or has been removed from the club for cause. If the Regular Member is not present, the family member will have to sign the guest book. Children up to the age of eighteen will be allowed only when the regular member is present.

## **ARTICLE X**

### MEMBERSHIP RIGHTS

#### Section 1 – Voting Rights

Any member in good standing shall have the right to debate, propose legislation, and vote at Regular Meetings of the Club.

Fifteen or more members shall decide any question, except those pertaining to Bylaws changes. A standing vote shall be taken, counted, and duly reported by the Sergeant-AtArms.

#### Section 2 – Tabled Motions

Any motions, order, or resolution under discussion at any meeting may be tabled until the next Regular Meeting upon a motion to that effect made by a member in good standing. Said motion, order, or resolution must be taken from the table and finally acted upon at the next Regular Meeting. Any matter presented at any meeting may be referred to a committee, appointed by the President, for investigation.

#### Section 3 – Membership Status for Active Duty

Any member entering military service on an active basis, and having been a member in good standing for one year or more, shall retain their membership free of charge until their discharge from active duty.

## **ARTICLE XI**

### FUNDED AND NON-FUNDED STANDING COMMITTEES

#### Section 1 – Funded Committees

The Club shall have the following funded Standing Committees.

1. Archery
2. Fish & Wildlife
3. Pistol & Rifle
4. Skeet & Trap

#### Section 1A – Non-Funded Committees

The Club shall have the following non-funded Standing Committees.

1. Bylaws
2. Finance
3. Historian



4. County League
5. Membership

#### Section 2 – Duties of the Committees

All committees shall render reports, in writing, to the Club monthly. All reports shall include a financial statement of receipts and expenditures. The chairperson of any committee must not spend or commit to spend in excess of five hundred dollars (\$500) per month. (This Five Hundred dollars is non-accumulative.) Any expenditures of over Five Hundred dollars (\$500) must be approved by the Executive Committee or the General Membership with a majority vote. Expenditures so allowed are provided that the Chairperson has the funds in his committee account prior to the expenditure.

#### Section 3 Middlesex County League

The Middlesex County League Committee shall be comprised of one delegate for each one hundred (100) voting members of the Club, to be taken from the previous year's membership list.

An equal number of alternates shall be drawn from the chairpersons of Standing Committees. The annual dues to the County League will be paid from the General Fund, subject to Article XI, Section 2 of the Bylaws.

#### **ARTICLE XII**

#### CLUB CONTRACTS

##### Section 1 – Authority for Contracting

When it becomes necessary to seek outside services for the betterment, repair or replacement of Club facilities, structures or grounds, the following shall constitute guidelines to achieve such purposes.

##### Section 1.A – Requirements of Proposal

Any proposal for improving, repairing, or replacing any Club property shall be made in writing by The Committee chairperson the area involved, or by the Club Manager when the area comes under his/her control. In writing shall mean the requirements of all necessary diagrams and measurements, along with as complete a list of materials and as accurate a cost estimate for project completion as possible.

### Section 1B – Discussion and Funding

The written proposal shall be given to the Executive Committee for investigation and discussion. While in discussion, the Financial Secretary shall make known, as soon as possible, whether sufficient funds are available for said project.

### Section 1.C – Acceptance of Proposal

The decision of the Executive Committee, and a statement of available funds, shall be read in the report of the Executive Committee minutes given at the next General Membership. Before any project or expense of five hundred dollars (\$500) or more can be voted on at a General Membership, it must have been first approved by a two-thirds vote of the entire Executive Committee. The Financial Secretary must give committees an affirmation of available funds.

### Section 1.D – Approval of Proposal for Bids

With approval, the submitting person may then bring up the proposed project under New Business. If, after discussion, it is voted on and approved, it shall then be put out for bids. It shall be necessary to obtain three (3) bids on all contracts of the Club unless voted on to obtain more or less by the body at the time of approval.

### Section 1E – Bidding Process

All bids must be received sealed in order to be eligible for consideration. All bids shall be opened together in the presence of the entire Executive Committee, excluding any excused, absent members.

The following shall be included with all bids:

1. A detailed list of all work to be done.
2. A list of all materials necessary to complete said project.
3. An itemized list of all cost with a total figure of the bid.
4. A completion date, with a penalty clause agreeable to both parties, for failure to complete said project in the stated time.
5. All eligible bids must have a guarantee and surety in the form of a bond for all work done.

The procedure in the following paragraph shall not be required when the total cost of the accepted bid is less than one thousand dollars (\$1000).

### Section 1F – Approval by Attorney

With the decision and acceptance of a bid of one thousand dollars (\$1000) or more, the contract must then be given to the Club's Attorney for review on legality enforceability.

If the attorney does not approve of the contract, the Executive Committee must meet as soon as possible to correct any problems.

#### Section 1G – Filing of Contract

A copy of the approved contract must be attached to the original work order and filed with the Secretary of the Club.

#### Section 1H – Deviation of Contract

No deviations from the original work order, as bid on, will be permitted and no additional moneys shall be paid for any contract running over an accepted bid. All deviations in work and or finances shall be brought to the attention of the Executive Committee.

#### Section 1J – Emergency Actions

Any and all expenditures of an ‘Emergency’ nature may be approved by a straight vote of the Executive Board, or by the reasonable actions of the Club Manager. Emergency in this clause shall mean any and all events or happenings that cause a situation where the assets and/or safe operation of the club property are in immediate jeopardy. If such situations arise, a detailed report of the incident, remedy, and costs must be presented to the Executive Committee and the General Membership at the next scheduled meeting.

### **ARTICLE XIII**

#### PARLIAMENTARY PROCEDURE

##### Section 1 - Authority

The parliamentary provision of Roberts Rules of Order are hereby adopted for the conduct and control of all meeting of the Club.

## ***ARTICLE XIV***

### AMENDMENTS TO THE BYLAWS

#### Section 1 - Procedures

Motions for the amendment of these bylaws must be made in writing 30 days before the next Regular Meeting of the Club, and after discussions, tabled until the next Regular Meeting. At that time, said motion must be taken from the table, discussed, and acted upon. Such motion to amend may be carried only by a two-thirds vote of all the members present, entitled to vote, and electing to vote on the said motion. Such action will be a standing vote duly counted and reported by the Sergeant-At-Arms.

## **ARTICLE XV**

### ORDER OF BUSINESS

#### Section 1 - Outline

The order of business shall be as follows:

1. Calling of the meeting to order.
2. Reading of the minutes of:
  - a) Previous Executive Committee meetings
  - b) Secretary's report
1. Financial Secretary's report
2. Communications
3. Unfinished Business
4. Report of Special Committees
5. Report of the Standing Committees
6. Manager's Report
7. Nomination of Officers:
  - a) At the October Meeting
  - b) Results of the election of officers at the December meeting only.
1. New Business
2. Application for membership
3. Introduction of officers to new members
4. Remarks for the good and welfare of the Club
5. Adjournment

## **ARTICLE XVI**

### QUORUM

#### Section 1 - Definition

A quorum shall consist of fifteen (15) members in good standing and 5 elected officers. Without a quorum, there shall not be an officially recognized meeting.

## **ARTICLE XVII**

### **CLUB LOGO AND LETTERHEAD**

#### **Section 1 – Use of Letterhead and ogo**

Under no circumstances will the use or copying of the Club's letterhead or logo be allowed without prior approval being granted at either an Executive Committee or General Membership meeting of the Club. A letter of approval containing the signature of the President and/or the Recording Secretary must be received as verification of approval prior to use of the letterhead or logo.

#### **Section 2 – Merchandise**

Members or non-members are not permitted to sell to the general membership any quantity item without prior approval granted at an Executive Committee or General Membership meeting of The Club. Sale or resale of personal items are exempt.

## ***ARTICLE XVIII***

### **DESTRUCTION OR THEFT OF CLUB OR PERSONAL PROPERTY**

#### **Section 1 – Actions and Penalty**

Any member caught willfully damaging or destroying or stealing any Club or personal property will automatically be suspended for a minimum of 30 days, or removed from the Club's Membership lists without refunding of dues. Further action to recover damages or stolen property will be the responsibility of the Executive Committee.

## ***ARTICLE XVIV***

### DECORUM

#### Section 1 - Definition

Unwarranted, malicious or libelous statements towards any elected or appointed officer of the Club will not be tolerated. The Executive Committee will apply disciplinary action.



## **APPENDIX A**

### REVISION HISTORY

April 2002 Computerized version of Bylaws constructed from 1999 amended version.

April 2005 Modified Article IX Section 4 to make Associate Memberships a permanent part of the club. Also moved language to Section 9 regarding Immediate Family Members.

August 2008 Replaced Article IX Section 5 which used to read:

#### **Section 5 – Senior Life Members**

A member attaining age sixty-five and being a Member in Good Standing for five consecutive years previous, shall become an Honorary Life Member upon notifying the Secretary of his/her Sixty-fifth birthday.

November 2010 Expanded Section 2-Objectives to include shooting sports. Added:

Additional objectives are to promote safety and proficiency in archery and the use of sporting firearms. These objectives will be achieved by conducting formal classes in safety in archery and shooting, and by providing and operating facilities for practice, training and competition in these sports.