



Constitution and Bylaws for the Black Creek Sportsman's Club

I. Article 1

Name

The name of the association shall be the

Black Creek Sportsman's Club.

II. Article 2

Objectives

1. To preserve and assure that the club's facilities are available for its members to utilize and enjoy outdoor and indoor recreation.
2. To promote the conservation and preservation of the land and wildlife so that future generations may enjoy hunting, shooting and fishing sports on the club's property.
3. To be open to all in an unbiased, unprejudiced and non-sectarian manner.
4. To maintain a non-political atmosphere (as it relates to political races). Discussions of a political nature as they relate to the well-being of the club, regulation of hunting, or fishing, or legislative actions that can curtail our rights under the 2nd Amendment are open for discussion.

III. Article 3

Officers

A – Club officers are administrators. They are elected to represent, advise, and serve the membership.

B – Any substantive decision, other than routine operations, that affect the club, financially or otherwise, requires the consent of the membership through parliamentary procedure.

1. ***This requires a majority vote, for or against a proposal, by members in good standing present at a meeting when the proposal is submitted.***

D – The President will only vote in the event of a tie between the club members.

E – Once put to a vote by the membership and approved, it cannot be overruled by the President or any other officer, or group thereof.

Section I

Officers of the club shall consist of a President, Vice President, Recording Secretary, Financial Secretary, Treasurer and Club Coordinator. Between them they have the independent authority to assign funds for maintenance, stocking of pond, advertising, acquiring food/beverages/prizes, etc. However, budgets for events and major (non-emergency) facilities repairs or improvements must be voted on and approved by the membership.

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Section II

- A. Nomination of officers will take place at the October meeting.
- B. The incumbent President will entertain the nomination of officers for the following year.
- C. Officers, both incumbent and new, must be nominated by a member (non-officers) and seconded by another member.
- D. Elections will be held at the November meeting.
- E. Individual positions will be confirmed by a majority vote of the club body present at the November elections and assume all duties thereof.
- F. All positions will last for one (1) year until the following election process is completed.
- G. To be elected to the governing body:
 1. The member's dues must be current
 2. The nominated individual must have demonstrated an interest in the success and growth of the club by assisting at club events, attending work parties, or helping the club in some demonstrable way.
 3. He or she must have attended at least 6 meetings or events, or a combination of both, in the prior year before nomination. Officers and members at the meeting can waive this rule for new members who are willing to volunteer to serve in an open position.
 4. The outgoing officers shall be held responsible for passing on, within two weeks of the election, all club files, paperwork, and club property in their possession to the incoming officers. A special officer meeting will be held in December to insure a smooth transition.

Section III

A. President

The President shall preside at all meetings of the club. *He or she shall be responsible for:*

1. Enforcing all laws and regulations for the club.
2. Signing all written checks and contracts with another authorized officer.
3. Casting the deciding vote in the case of a tie.
4. Distributing both the club IDs and information packets to new members.
5. Informing club members of any changes to the combination to the gate, clubhouse and trap house, as well as, sending new membership cards in February. This responsibility will be shared with the Financial Secretary.
6. Additional duties that may arise that pertain to the position.

B. Vice President

He or she shall be responsible for:

1. Assuming the duties of the President whenever the President is absent from a meeting or is incapacitated and cannot attend.
2. Assuming the duties of the President upon his or her death until such time as a special election can be held to fill the office.
3. Signing all documents in the absence of the President or if he or she is unable to act.
4. Additional duties that may arise that pertain to the position.

C. Recording Secretary

The recording secretary shall keep the minutes and other reports of the club. *He or she will be responsible for:*

1. Keeping safe and maintaining a book of the minutes of the meetings.
2. Providing copies of the prior meeting's minutes to all club officers at each meeting.

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3. Providing the Monthly Minutes to the club webmaster for posting on the BCSC website.
4. Updating current membership and distributing to officers showing all active members.
5. Additional duties that may arise that pertain to the position.

D. Financial Secretary

The financial secretary will keep a complete record of the club membership. *He or she will be responsible for:*

1. Receiving and recording dues.
2. Handing over the dues to the treasurer at the regular meetings.
3. Maintaining a record of all keys, security codes, padlock numbers, etc.
4. Recording the return of all security items by non-renewing members
5. Additional duties that may arise that pertain to the position.

E. Treasurer

The treasurer shall keep account of all monies received by him or her and deposit it in the name of the club, in such bank as shall be designated by the members.

He or she will be responsible for:

1. Presenting a verbal statement of the financial conditions of the club at monthly meetings and providing each officer with a hard copy thereof.
2. Executing all club financial documents.
3. Maintaining a ledger showing income, expenses and account balances at each monthly meeting and making it available for review by any member present at the meeting.
4. Additional duties that may arise that pertain to the position.

F. Club Coordinator

The club coordinator is responsible for coordinating all club events, work meeting, media contacts for advertising events and acquiring supplies for all events.

He or she will be responsible for:

1. Creating and distributing contribution letters.
2. The distribution of raffle tickets.
3. Maintaining an inventory of applications, new member packages, ID/lock combination cards, etc. These will be kept in the desk file drawer in the clubhouse for easy access when needed.
4. Creating the annual event calendar for the following year in time for submission to the members at the August meeting.
5. Making any changes to the calendar of events based on suggestions from the club members and re-submit the calendar at the September meeting for final approval.
6. Providing the schedule to the webmaster for posting on the club’s website.
7. Alerting all members of any changes in the schedule of events in a timely manner via mail; email (if available) and posting to the club’s website.
8. Maintaining a log of past event schedules for the purpose of evaluating events to determine which events to keep or drop.
9. Additional duties that may arise that pertain to the position.

**IV. Article 4
Membership**

Section I Membership application **will be considered if** said applicant is a citizen of the United States and of suitable character. His/her application must be presented, or sponsored, by one of the current members in good standing. The proposed member and sponsor must be present at the meeting or the sponsor must contact an officer to vouch for the proposed member; if he or she is unable to attend with the proposed new member. The majority vote of members present at this meeting will determine the acceptance or rejection of the

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application.

Section II The yearly dues of each member of the club shall be payable no later than the second meeting of the year - held in February. Any member failing to pay his/her dues will forfeit his/her rights as a member and will be dropped from the club's membership. He or she will not receive the code to unlock the gate.

Section III A dropped member wishing to rejoin the club must reapply as a new member and pay a new initiation fee and costs. The individual will be subject to the same procedure for qualification as any new member.

Section IV New members, in their first year, are probationary. The new member must demonstrate his or her interest in the club by attending at least five meetings, or five events, or five work meetings, or a combination thereof.

Section V Current lifetime members are responsible for selling and/or buying raffle tickets. Lifetime membership will no longer be offered by the club.

Section VI Willful or negligent abuse of the property, by members or their guests, to clubhouse, pond, pavilion, trap house, pistol and rifle ranges will not be tolerated. At the discretion of the club officers, penalties will be administered, that can include, but not limited to:

1. Forfeiture of membership
2. Financial assessment for damages
3. Legal action, if necessary, and the costs arising from said action.

V. Article 5

Meetings

Section I

All meetings shall be conducted according to parliamentary procedure, based on Robert's Rules of Parliamentary Procedure. Discussion is both permitted and encouraged.

Section II

The monthly meeting shall be held on the third Sunday of the month, at 2 P.M., at the clubhouse or designated location. Meetings will **NOT** be scheduled on the same day as an event. If an event falls on the third Sunday of the month, a meeting will be scheduled for the closest Sunday before or after the event. All meeting and event dates will be decided at the September meeting when the calendar of events is presented for approval.

Section III

The order of business for all regular meeting shall be as follows:

1. Call the meeting to order
2. Pledge of Allegiance
3. Reading of the previous meeting's minutes
4. Presentation of the monthly financial statement
5. Old Business
6. Report of Committees
7. Old Business
8. New Business
9. Vote on New Members

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10. Close the Meeting

Section IV

Notebooks for the following shall be maintained and available to all members at regularly scheduled meetings.

- ii. Club Treasurer's
 - a. summary of the BCSC's financial position with current receipts and payments
- iii. Recording Secretary's
 - a. current and past meeting minutes
- iv. Financial Secretary's
 - a. list of all current members and their dues status.

VI. Article 6 Dues, Initiation Fees & Assessments

Section I

Dues for the following calendar year shall be discussed and any changes will be proposed at the regular meeting to be held on the third Sunday of September at the clubhouse or designated alternate location. The membership will be informed of the proposed dues via email (if available) and posting on the BCSC website's home page.

A vote on the proposed dues will take place at the November regular meeting on the third Sunday of the month, at the clubhouse or designated alternate location. Dues changes will be communicated to the membership in their annual dues billing, mailed to them by December 30th of the year if the change is proposed on the first business day of the new year. Changes to dues will also be posted on the BCSC website.

Section II

As noted in Article 4 Section II *"The yearly dues of each member of the club shall be payable no later than the second meeting of the year --- held in February. Any member failing to pay his or her dues will forfeit his or her rights as a member and will be dropped from the club membership."*

- A. Members joining the club and paying annual dues after September 1st of the current year will be considered to have dues paid in full for the following year.
- B. In addition to dues, members of the club are required to sell, or buy, a minimum number of raffle tickets that will be sent to them four (4) times per year. The current minimum number is five (5) tickets. All tickets will be accounted for, and logged, to the club member. Upon return of the tickets and money collected, they will be matched against the log showing the ticket numbers and the club member to which they were assigned. If the member does not sell the minimum required number of tickets assigned to them, the balance of the unsold ticket value will be billed to them in June for the first two raffles of the year. If payment is not received by July 1st, the member is dropped from membership. The member will be assessed the face value and that amount will be added to of their annual dues statement.
- C. The "opt out" feature for raffle tickets means the member is paying, in advance, the amount appropriate to the minimum number of raffle tickets required to be sold. If "opt out" is used, there will be no raffle tickets submitted to the raffle in that member's name.

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D. Additional raffles will require a vote of the membership before they may be instituted.

**VII. Article 7
Waivers**

Section I All members must sign a waiver of liability to use either the rifle/pistol/trap range or to hunt or fish on club property. The waiver will include a section indicating that the member has read and understands the rules. Members must sign for their underage family members. All adult guests must sign a waiver (this includes family members).

**VIII. Article 8
Insurance**

Section I

The Club President is responsible for acquiring an insurance policy covering all club facilities.

The insurance policy will include liability coverage for all officers.

**IX. Article 9
Amendments to the BCSC Constitution by Bylaws**

Section I Amendments to the constitution bylaws may be proposed and voted on in the following manner:

All members will be notified by mail, email (if available) and the BCSC website's home page of any proposed amendments thirty (30) days prior to the date of the meeting at which the amendment will be presented. A majority vote of those present at said meeting shall govern. A copy of the club's bylaws will be posted on the club's website.

Section II Revisions to the bylaws will be retained in the club's permanent records and maintained by the club president. A revised, dated, and signed version of the constitution and bylaws will be printed and in addition, maintained electronically by the president.

The incoming president shall receive the files containing all versions of the bylaws. The incoming president shall print and sign a current version of the bylaws.

President's
Signature _____

Date _____

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Officers Signatures to the Ratified Constitution & Bylaws

President _____ Date _____

Vice President _____ Date _____

Recording Secretary _____ Date _____

Financial Secretary _____ Date _____

Treasurer _____ Date _____

Club Coordinator _____ Date _____

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President's
Signature _____ Date _____