



## Constitution and By-Laws for the Black Creek Sportsman's Club

### Article I. Name

The name of the association shall be the:

**Black Creek Sportsman's Club**

### Article II. Objectives

1. To preserve and ensure that the club's facilities are available for 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 property.
3. To be open to all in an unbiased, unprejudiced and non-sectarian manner.
4. To maintain an a-political atmosphere (as it relates to political races). Discussions of an a-political nature as they related to the well-being of the club, regulation of hunting or fishing, or legislative actions that can curtail our rights on the 2<sup>nd</sup> Amendments, are open for discussion.

### Article III. Officers

1. Club Officers are administrators. They are elected to represent, advise, and serve the membership.
2. Any substantive decision, other than routine operations, that affects the club, financially or otherwise, requires the consent of the membership through parliamentary procedure.
3. Substantive Decisions require a majority vote, for or against a proposal, by members in good standing, present at a meeting when the proposal is submitted.
4. The President shall only vote in the event of a tie between the club members
5. 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 3.01

The officers of the club shall consist of a President, Vice President, Recording Secretary, Financial Secretary, Treasurer, Activities Coordinator and Communications 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 or improvements must be voted on and approved by the membership.

### Section 3.02

1. Nomination of officers shall take place at the October meeting.
2. The incumbent President will entertain the nomination of officers for the following year.
3. Officers, both incumbent and new, must be nominated by a member (non-officers) and seconded by another member.
4. Elections will be held at the November meeting.
5. Individual positions will be confirmed by majority vote of the club body present at the November election and assume all duties thereof.
6. All positions will last for one (1) year until the following election process is completed.
7. To be elected to the governing body:
  - a. Dues must be current.
  - b. 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.
  - c. They 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.
8. 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.
9. A special officers meeting will be held in December to ensure a smooth transition.

### Section 3.03

#### (a) President

The President will preside over all meetings of the club.

They will be responsible for:

1. Enforcing all laws and regulations of the club.
2. Signing all written checks and contracts with another authorized officer.
3. Voting only to cast the deciding vote in the case of a tie.
4. Assuring the distribution of club IDs and information packets to new members.
5. Informing, or assuring the club members are informed of any change to the combination to the gate, clubhouse, and trap house as well as assuring the distribution of new membership cards in February. This responsibility will be shared with the Recording Secretary and Financial Secretary.
6. Additional duties that may arise that pertain to the position.

#### (b) Vice President

The Vice President 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 in the event of their 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 the President is unable to act.

4. Coordination and oversight of Improvement Projects.
5. 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. They will be responsible for:

1. 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.
3. Providing the Monthly Meeting Minutes, Calendar and Newsletters to the Communications Coordinator for posting on the BCSC website.
4. Maintaining an inventory of blank applications, new member packages, ID/lock combination cards, etc. These will be kept in a desk file drawer in the clubhouse for easy access when needed.
5. Distributing club IDs and information packets to new members.
6. Distribution of raffle tickets, newsletters and minutes to membership via email or US mail.
7. Additional duties that may arise that pertain to the position.

(d) Financial Secretary

The Financial Secretary shall keep a complete record of the club membership. They will also 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. Providing the financial reports to the Communications Coordinator for posting to the Members Only section of the BCSC website.
5. Updating current membership rosters and distributing to officers and the Communications Coordinator for posting to the Members Only section of the website.
6. Recording the return of all security items by non-renewing members.
7. Additional duties that may arise that pertain to the position.

(e) Treasurer

The Treasurer shall keep an account of all monies received and deposit them in the name of the club, in such bank as shall be designated by the members.

They will also be responsible for:

1. Presenting a verbal statement of the financial conditions of the club at monthly meeting and providing each officer with a hardcopy 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) **Activities Coordinator**

The Activities Coordinator is responsible for planning and coordinating all club events, media contacts for advertising events and assuring the acquisition of supplies for all events.

They are responsible for:

1. Creating and distributing contribution letters.
2. Planning the annual event calendar for the following year in time for submission to members at the August meeting. Working with Recording Secretary to produce the calendar document.
3. Making any changes to the calendar of events based upon suggestions from club members and re-submit the calendar at the September meeting for final approval.
4. Maintaining a log of past event schedules for the purpose of evaluating events to determine which events to keep or drop.
5. Additional duties that may arise that pertain to the position.

(g) **Communications Coordinator**

The Communications Coordinator will assure the communications to members are consistent and available in multiple media.

They will be responsible for:

1. Building and maintenance of the BCSC website.
2. Assuring current content on the website based on receipt of the minutes, club calendar of events, financial records, roster of membership, newsletters and pictures of current events.
3. Collaborate with other officers to assure the messages are consistent and accurate in all formal communications.
4. Additional duties that may arise that pertain to the position.

## Article IV. Membership

### Section 4.01

Membership application can be made if said applicant is a citizen of the United States and of suitable character. The 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 new member. The majority vote of members present at this meeting will determine the acceptance, or rejection, of the application.

In the case of a request for membership by a person without a sponsor, a probationary membership may be awarded by a vote of members. Probationary membership would be for one season following which the person must obtain a member sponsor to apply for full membership.

## Section 4.02

The annual 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 their dues will forfeit their rights as a member and will be dropped from the club membership. They will not receive the code to unlock the gate.

## Section 4.03

A dropped member wishing to rejoin the club must re-apply as a new member and pay a new initiation fee and costs. The individual will be subject to the same procedure for qualification as a new member.

NOTE: If the member is re-joining within a 2 year period of time, a new initiation fee shall be waived.

## Section 4.04

New members, in their first year, are probationary. The new member must demonstrate their interest in the club by attending at least five meetings, or five events, or five work meetings, or a combination thereof. New members joining after August will have their membership annual dues considered paid for the following year.

## Section 4.05

Current lifetime members are NOT responsible for selling and/or buying raffle tickets. Lifetime memberships will no longer be offered by the Club.

## Section 4.06 Mm

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 are not limited to:

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

# Article V. Meetings

## Section 5.01

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

## Section 5.02

Membership meetings shall generally be held monthly on the Third Sunday of the month at 2:00 PM at the Clubhouse or designated location. All meeting and event dates will be decided at the September meeting when the calendar of events is presented for approval.

NOTE: Monthly meetings will not occur on days when an event is scheduled. If the meeting is required, it will occur on a different day that month. If the meeting would be

informational only, the meeting may be canceled and the information may be shared after the event date in an email or mailing.

### Section 5.03

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

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

### Section 5.04

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

1. Treasurer's summary of BCSC financial position with current receipts and payments.
2. Recording Secretary's current and past meeting minutes.
3. Financial Secretary's list of all current members and their dues status (Roster).

## Article VI. Dues, Initiation Fees and Assessments

### Section 6.01

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. The membership will be informed of the proposed dues via Email (or US post) and via posting to the BCSC website home page.

A vote on proposed dues changes will take place at the November regular meeting on the third Sunday of the month. Dues changes will be communicated to the membership in their annual dues billing, mailed to them by December 30<sup>th</sup> of the year the change is proposed. Changes to dues will also be posted to the BCSC website.

### Section 6.02

As noted in Article IV, Section 4.02:

*"The annual 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 their dues will forfeit their rights as a member and will be dropped from the club membership. "*

In addition to dues, members of the club are required to sell or buy a minimum number of raffle tickets which will be distributed four times per year. If a member does not sell all of the tickets assigned, 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 1<sup>st</sup>, they will be dropped from membership.

## Article VII. Waivers

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

## Article VIII. Amendments to the BCSC Constitution and By-Laws

### Section 8.01

Amendments to the Constitution and By-Laws may be proposed and voted on in the following manner:

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

A copy of the club's revised by-laws will be posted to the club's website.

### Section 8.02

Revisions to the By-Laws 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 By-Laws will be printed and maintained electronically by the President.

The incoming President shall receive the files containing all versions of the By-Laws. The incoming president shall print and sign a current version of the By-Laws.

### **Officer's signatures to the ratified Constitution and By-Laws**

**President** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Vice President** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Treasurer** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Recording Secretary** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Financial Secretary** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Activities Coordinator** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Communications Coordinator** \_\_\_\_\_ **Date:** \_\_\_\_\_