

CRUM ELBOW SPORTSMEN'S ASSOCIATION, INC.

BY-LAWS

REVISED to March 25, 2021

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ARTICLE I - NAME

The name of the association shall be: The Crum Elbow Sportsmen's Association, Inc. (Hereafter in this constitution and by-laws called "the club.")

ARTICLE II - OBJECTIVES AND PURPOSE

Section 1 – Objectives

The objectives and purpose of the club shall be to:

- A. Provide safe facilities for shooting sports activities including pistol, rifle, shotgun, skeet, trap and archery ranges.
- B. Provide opportunities for participation and education in outdoor sporting activities related to hunting, fishing and the Second Amendment to the US Constitution.
- C. Build and maintain relationships with local landowners to secure hunting and fishing locations for our members and the community, and post properties of those landowners who desire to work with us to help manage wildlife.
- D. Provide inviting and comfortable facilities for social and networking opportunities between our members, the community and like-minded organizations including other local clubs.

Section 2 - Use of Assets

The use of the club's land, buildings, and equipment shall be for the sole purpose of the good and welfare of the club.

Section 3 - Non-Profit Status

It shall also be the objective and purpose of the club to operate on a not-for-profit, apolitical, and nonsectarian basis.

ARTICLE III - MEMBERSHIP

Section 1 - Membership Limits

Membership shall at all times be limited to 175 Regular Members, except that a child of regular member, meeting the other requirements defined herein, may be elected regardless of the current membership at the time he/she became a member and, therefore, his/her children will become eligible when meeting the requirements herein.

Section 1a - Family Member of a Member

Any member of the immediate family of a current member in good standing, shall be eligible to apply for and be granted for full membership without first being required to pay an initiation. To be eligible for this privilege, the family member shall meet all other criteria for membership as outlined in these By-Laws.

Section 2 - Qualifications for Membership

Any adult citizen or legal resident alien of the United States, 18 years of age or older and of good moral

character, shall be eligible for membership.

Section 3 - Members Governed by Constitution and By-laws

All persons elected to membership in the club shall be furnished with a copy of the constitution and by-laws, and all amendments thereto, and acceptance of such membership shall constitute an agreement to be subject thereto, and governed thereby.

Section 4 - Election of Members

Eligible persons may be elected to membership when the following requirements are met:

- A. An applicant must complete an application, and be sponsored by a member in good standing.**
 - 1) Among other things, the application for membership shall contain a statement by the prospective member that he/she has not been convicted of a felony; has not been convicted of ANY crime and, is not subject to an order which has restricted, suspended or revoked his/her right to possess a firearm.**
 - 2) Among other things, the application for membership shall also require that the prospective member indicate on which club committee he/she would prefer to serve or be assigned to serve during his/her probationary period.**
- B. Each member in good standing may sponsor two (2) applicants per calendar year within the 175 regular member limit. The sponsoring member must bring the applicant to a Board of Directors meeting for application review and approval prior to the application being read and voted upon at a regular meeting of the members.**
- C. At the next regularly scheduled meeting the financial secretary shall introduce the candidate, and identify who his/her sponsor is. Each candidate shall be voted upon individually.**
- D. After receiving membership approval by a majority of votes by a show of hands of the members in attendance, and accompanied by the required initiation fee, annual dues, and any other mandatory fees, he/she shall be entitled to all privileges of the club. Note that there will be a one (1) year probation period for new members. New members will have to attend a Range Safety Class before access to the range is granted. New members can use the range before the class is completed as long as they are accompanied by a member who has passed the safety class.**

Section 5 - Defining Membership

- A. Regular member - Any adult citizen or legal resident alien of the United States who is eighteen (18) years of age or older and of good moral character, has completed all required work hours (Director of Membership and Financial Secretary shall determine the method for recording work hours), paid all dues and fees, and has met the obligations of the club, shall be considered a Regular Member after having completed the initial probationary period as prescribed in Article 3, Section 5.**
- B. New Member Probationary Period - After acceptance into the club, a new member will be on probation for one (1) year. If, after this period, the member has satisfied the club requirements, he/she will be deemed to be a regular member in good standing.**

During the probationary period each new member shall volunteer or be assigned to and actively participate in at least one committee. The committee participation of the probationary member shall be a consideration when full membership is sought.

During the probationary period new members shall be entitled to a key/keycard, permitting access to the clubhouse entry door. All other keys will be authorized by the appropriate Board member or committee chair after meeting minimum safety education requirements. Probationary members will not be able to vote on any matters related to the Club Constitution or By-Laws; however, they shall have all other rights of a regular member and will follow the same guidelines as a regular member to obtain a key/keycard.

- C. **Regular member Suspension or Probationary Period** - A member that is on suspension or probation as the result of a disciplinary action of the Board or membership as described in Sec 7 shall adhere to the conditions set forth by the Board or membership.
- D. **Life Member - Tier I, Tier II:** Anyone joining the club before 3/28/2013 shall be considered a Tier I member for the purpose of Life Membership qualification; after he/she shall be deemed to be a Tier II qualifier.

A life member will not be required to pay dues or perform work hours, but will enjoy all the privileges of a regular member. A life member may hold any Board office. A life member will not be included in the total membership count.

Qualifications for Life Membership:

- a) Any regular member that has twenty-five (25) consecutive years of membership in good standing.
 - b) Any Tier I regular member who has reached 65 years of age, and has ten (10) consecutive years of service.
 - c) Any regular member who has been a member since prior to 9/24/1994, has reached 62 years of age and has ten (10) consecutive years of service.
 - d) Any regular member whose name is submitted to the Board, in writing, stating the reason he or she should be a life member. If approved by the Board, the request of Life Membership will then be read at two (2) consecutive regular meetings, followed by a vote of the members at the second meeting.
 - e) Tier II members shall be considered a Life Member only after he/she has been a member in good standing for twenty-five (25) consecutive years
- E. **Honorary Member:** When approved by a majority vote of the membership present and voting at a regularly scheduled meeting, Honorary Membership may be conferred on an individual because of his/her meritorious or unique service to the club. Honorary membership may also be granted by the Board to a Life Member, who is deemed worthy for reasons related to health, welfare, finances or continued meritorious service as determined and approved by the Board. An honorary member may not hold club office, or vote on club issues and shall not be required to pay dues,

assessments, or perform work hours. Honorary membership shall continue unless discontinued by membership vote.

- F. Children and grandchildren, who are under the age of 18, of members in good standing, when accompanied and supervised by their member-parent/grandparent, shall be entitled to certain rights and benefits of club membership enjoyed by their member-parent/grandparent, provided these children and grandchildren shall obey all NYS and federal laws and any club rules applicable to their enjoyment of such rights and benefits, and, provided that all appropriate and required fees associated with their activities are paid by or for them. Such benefits may include, among others: fishing in the club pond (providing their take of fish is applied to the take-limits of their member-parent/-grandparent), attending club functions, such as club-sponsored dinners or parties, to which guests are otherwise not invited, or and may participate in training sessions which are offered only to the membership.
- G. Neighbor Member - Any person owning property which abuts land owned by the club is eligible for consideration as a "Neighbor Member" if approved by the board of directors. "Neighbor Members" may, except as provided in the paragraph, attend club events, enjoy use of the club facilities and ranges provided they meet all necessary safety requirements, follow all state and federal laws and regulations, and obey all club rules, and attend required range safety briefings prior to using the club shooting ranges. "Neighbor Members" will not pay dues nor be required to perform work hours. "Neighbor Members will not be permitted to attend club meetings, serve on committees, hold office nor be included in the total membership count. On the recommendation of the Board of Directors and with the approval of the membership, the rights of a Neighbor Member may be terminated.

Section 6 - Withdrawals

A member may withdraw from active membership by presenting a written resignation to the board or any officer or director. Said letter will be retained in a permanent file by the secretary.

Should said member be current in dues and work hours at the time of withdrawal, he/she will be deemed to be a "member in good standing". In the event such former member seeks to be reinstated as a member, upon a showing that he/she has not done anything which would otherwise disqualify him/her from resuming membership, the Board, without membership approval, may allow reinstatement of such a member upon payment of all current dues and fees.

Section 7 - Suspension or Expulsion of Members

A member may be suspended or placed on probation for a specified period of time, or expelled for violation of the duly adopted constitution and by-laws of the club, or for other cause prejudicial to the best interests of the club. Such suspension or expulsion must be approved by the majority vote of the Board, provided that:

- 1) Said member shall first receive a written statement of the charges against him/her at least ten (10) days before such suspension or expulsion becomes effective

- 2) Said member is given an opportunity to appear before the Board, at a specified time and place, to present such defense as he/she may have to the charges before final action is taken.
- A. A member may be suspended for no longer than a forty-five (45) day period. A suspended member may not use club facilities. Said member may be reinstated by a majority vote of the Board at any time during the suspension period.
- B. If the Board, by a majority vote, determines that a member should be suspended or expelled, that member shall be notified within ten (10) days of the Board's decision. If that member contests the Board decision, he/she may request that a vote to expel be taken by the membership at the next regularly scheduled meeting. The vote shall be held by secret ballot. Should the expulsion be upheld, any and all dues/fees paid by the expelled member shall be forfeited.
- C. Depending on the severity of the infraction charged, the Board shall have the right to immediately suspend all membership rights of the individual against whom charges have been filed, including but not limited to the surrender of all keys to clubhouse, grounds and ranges, pending a vote of the membership, if such a vote is requested.

Section 8 - Duties of Members

- A. It shall be the duty of each member to:
 - 1) Support and assist in the accomplishments, objectives, and purpose of the club.
 - 2) Attend all meetings of the club so far as practical.
 - 3) Observe proper decorum at all times.
 - 4) Notify the financial secretary in writing of a change of address, email or phone number.
- B. Each regular member shall put in ten (10) work hours per membership year. Failure to comply shall result in an annual assessment. The assessment shall be one hundred and fifty (\$150) dollars or fifteen (15) dollars per hour not worked, whichever is less, for the 2018/19 membership year, billed in August 2019. The assessment shall increase to two hundred (200) dollars or twenty (20) dollars per hour not worked, whichever is less, beginning with the 2019/2020 membership year, to be billed in August 2020 and in August of every year thereafter.
- C. Any member 70 years old or older, who has fulfilled all requirements listed in by-laws Article 3, section 5b may pre-pay the following year's work hours. This payment may only be made at the same time work hours & dues are paid. The payment shall be 50% of what the total work hours assessment would be in the upcoming year.

Section 9 - Dues and Fees

- A. **Regular Members:** An initiation fee for new members shall be payable at the time of application. The annual dues and fees of all regular members, except life members, honorary/landowner, and charter members shall be two hundred (\$200) dollars. Any increase or decrease must be approved by the membership. Dues and work hours will be pro-rated for all applications received after the previous December meeting. Dues and fees of new members shall be paid at the regular monthly meeting at which they are voted into the club. They will not be deemed a club member until such

time as all dues and fees are paid.

- B. All dues, fees, fines, and assessments shall be paid to the financial secretary on or before the August meeting of the club. Any member who fails to fulfill his/her financial obligations by the end of the regularly scheduled September meeting shall incur a 10% (\$20.00) finance charge. Any member who fails to fulfill his/her financial obligations by the end of the regularly scheduled October meeting shall be dropped from the membership rolls.
- C. All regular and life members shall be obligated to purchase two (2) event tickets annually.

Section 10 – Membership Drives to Increase Membership

In order to maintain membership at a level sufficient to meet the manpower and financial needs of the club, the board of director may recommend, subject to approval of the membership, such steps as may be necessary or helpful to encourage applications for new members.

Notwithstanding anything to the contrary contained in these By Laws, such recommendations, may include but not be limited to:

1. Memberships drives conducted for a specified period of time.
2. Increasing the number of applicants a member may sponsor in a given year.
3. Adjusting work hour requirements for a member who sponsors a new member.
4. Adjusting initiation fee for new members and annual dues for a member sponsoring a new member.

Provided, however, nothing contained in this section shall modify the qualifications for membership as otherwise set forth in these By Laws.

ARTICLE IV - MEETINGS

Section 1 - Annual Meeting

On the third Thursday of December there shall be an Annual meeting. The purpose of said meeting is to elect directors and officers, to receive the annual report of the directors, and to transact other business as may properly come before the membership.

Section 2 - Regular Meetings

Regular meeting of members shall be held in the Town of Hyde Park, NY at the clubhouse (unless otherwise specified in a written notice of such other place) on the fourth Thursday of each month at 7 PM and, if such a day be a legal holiday, then such meeting will be held on the preceding Thursday. No notice shall be required for such regular meeting, but the directors may, at their discretion, require a written notice thereof.

Section 3 - Special Meetings

Special meetings of members may be called by a majority of the Board at any time, or may be called by the President upon written request of ten (10) members whose request shall specify the purpose of such

meeting. Written notice of special meetings shall be signed by the President or the Secretary, and shall be mailed to each member entitled to vote at said meeting no less than ten (10) nor more than thirty (30) days before such meeting. Such notice shall be mailed or emailed to each member to his/her address of record. Such notice shall state the purpose of the meeting, and shall state the date, time, and place of said meeting.

Section 4 – Quorum

Ten (10) voting members, excluding Board members present at any meeting, except a meeting of the Board, shall constitute a quorum for the transaction of any business. Five (5) Board members present at a meeting of the Board shall constitute a quorum for the transaction of any business. When a quorum is not present at any meeting, a special meeting may be called in order to conduct business prior to the next meeting.

Section 5 – Voting

Except as provided in Article VIII of these By-Laws, each regular or life member, or new member as allowed in Article VIII, Section 5, Paragraph B, shall have the right to vote in person or by proxy. Members may vote by proxy, provided that such proxies shall be dated, executed in writing, and signed by absent member. Any member seeking to vote by proxy must do so using the proxy form approved by the Board and posted on the club bulletin boards and club web site.

Section 6 - Order of Business

- A. Call meeting to order**
- B. Salute to flag**
- C. Roll call of officers**
- D. New applications, vote on new members**
- E. Reading of minutes of previous meeting**
- F. Financial report**
- G. Report of Directors and Committees, which may include, among others: federation, skeet/trap, range, good & welfare, rentals, communications, building & grounds, membership, events and posting.**
- H. Old business**
- I. New business**
- J. 50/50**
- K. Vote to adjourn**

The order of business may be suspended by a majority vote of the members present.

Section 7 - Rules of Procedures for Meetings

- A. The presiding officer shall preserve order and announce the decision of the Board on all matters. He/she shall decide all questions of order without debate, subject to an appeal to the members present. A vote shall be taken after being stated by the chair, and seconded by a member.**

- B. Meetings shall be conducted according to Roberts's Rules of Order insofar as the same are not inconsistent with the law and the constitution and by-laws of the club. The Rules that will be used are the most recent edition of "Webster's New World Rules of Order Simplified and Applied."**
- C. No motion involving the expenditure of club funds in excess of \$250 may be made without first presenting the proposal to the Board for its evaluation and its non-binding recommendation. The Board shall review the proposal prior to the next monthly meeting, and a motion in support of the proposal may be made by the member advancing the proposal. In the event the member advancing the proposal is not in attendance at such meeting, the proposal will be tabled until the next regular meeting.**

ARTICLE V - OFFICERS AND DIRECTORS

Section 1 - Composition of the Board

The property and business of the club, and the management of its affairs shall be vested in its Board of Directors, which shall consist of the President, Vice President, Secretary, Financial Secretary, Treasurer, and four Directors (Buildings and Grounds, Communications, Membership, and Events).

Section 2 - Qualifications of Officers and Directors

Elected and appointed officers of the club must be members in good standing for at least twelve (12) months prior to their nomination, and must be at least twenty-one (21) years of age.

Section 3 - Election and Term

- A. All officers shall be elected at the annual meeting, and shall be installed at the same meeting. Such election shall be by a secret ballot or show of hands as determined by the Nomination Chairperson, and a majority of a quorum present, and/or by proxy. At least two (2) months before the annual meeting the president shall appoint a chairperson of the Nominating Committee, who may choose up to three (3) additional members and, said committee shall meet, act, and make its report at or before the annual meeting; provided, however, other nominations may be made from the floor and acted upon at the annual meeting, but only as provided for in these by-laws.**
- B. All officers shall hold office for a term of one (1) year. Directors shall be elected for two (2) year terms. Events and Building and Grounds Directors shall be voted upon on even years with Communications and Membership Directors being voted on in odd years.**

Section 4 - Vacancies

A vacancy in the Board by reason of death, resignation, or otherwise shall be promptly filled by a vote of a majority of the Board present at a special meeting called for that purpose within thirty (30) days after such vacancy occurs, and the officer or director so elected shall hold office until the next annual meeting of the members. Whenever a director or officer absents him/herself for three (3) consecutive meetings without presenting a valid excuse, the Board may declare a vacancy, and proceed to fill the position in the manner herein provided.

Section 5 - Removal of Officers or Directors

Officers and directors may be removed from office for cause at any time by 3/4 of the membership present and voting at a scheduled meeting. Removal will not change the officer's status as a club member.

Section 6 - Duties of the Board of Directors

The Board, with approval of the membership, shall have control of the property and affairs of the club, and shall fix its policies. They shall have power to hold meetings, appoint committees, employ necessary staff and servants, approve new members, and suspend, censure, and expel members as provided in the by-laws, authorize proper expenditures, and take all necessary and proper steps to carry out the purpose of the club and promote its best interests. All financial appropriations shall be made by the Board, subject to the vote of the membership at a meeting. They shall prescribe and publish rules governing the use, occupancy, care and protection of the clubhouse and property.

Section 7 - Meeting of the Board of Directors

Regular meetings of the Board shall be held monthly on the Thursday before the regular monthly meeting, unless otherwise determined by the sitting Board for its term only. Special meetings of the Board may be called by the president whenever he/she deems necessary, and the secretary shall call a special meeting whenever requested to do so by a majority of the Board, stating the purpose of such meeting. Notice of special meetings shall be mailed, emailed, or phoned by the secretary to the members of the Board.

Section 8 - Powers and Duties of the Officers

A. President

- 1) Preside at the annual, regular, and special meetings of the members and Board of the club.
- 2) Present at the annual meeting the verified report as required by law and such other reports, suggestions, and communications as he/she may deem necessary, or may be required by the constitution and by-laws.
- 3) Along with the treasurer, sign all contracts and written obligations of the club.

B. Vice-President

- 1) Perform the duties of the president or treasurer (never both) in the case of death or absence of the president, or in the case of his/her inability to perform his/her duties.
- 2) Be a member ex-officio of all committees with the right to vote.

C. Secretary

- 1) The Secretary shall serve all notices required by these by-laws or Law.
- 2) Keep accurate minutes of all meetings of the members or of the Board.
- 3) Conduct all of the club's correspondence.
- 4) In the absence of the president and vice-president, perform their duties.

D. Financial Secretary

- 1) Be responsible for all communications to new applicants and members regarding their membership status.
- 2) Maintain a master list of all members and contact information for the same.
- 3) Receive and record all dues and fees from members and new members, and promptly turn the same over to the treasurer.
- 4) Promptly notify, by sealed letter, all members who are or become delinquent in the payment of

dues.

- 5) Post the names of all members who remain delinquent in the payment of their dues on the bulletin board of the clubhouse, as provided in section 9B of Article III of these by-laws.
- 6) Perform such other functions and duties of the secretary as may from time to time be assigned to him/her by the secretary with the consent of the Board.
- 7) Act as secretary in the event of the death, disability, or vacancy in the Office of Secretary until a new one is duly elected.
- 8) In the absence of the president and vice-president, perform their duties.

E. Treasurer

- 1) Receive and deposit in a bank to be approved by the Board all the funds of the club, and keep an accurate account thereof.
- 2) Make an accurate report of the finances of the club at each regular meeting of the club.
- 3) Make disbursements only upon proper vouchers signed by the president.
- 4) Sign checks and other obligations of the club and thereafter deliver the same to the party entitled to receive same.
- 5) Make a report of the finances of the club annually, and whenever requested by the president.
- 6) At the end of his/her term, he/she shall deliver to the successor all books, funds, records and other property of the club then in his/her possession.
- 7) The Board may require the treasurer to give such security as they may direct for faithful performance of the duties of treasurer.
- 8) Act as Financial Secretary in the event of the death, disability, or vacancy in that position until a new one is duly elected or appointed.

Section 9 - Compensation

Officers, directors, and committee chairpersons' dues (only) shall be waived for the year(s) in which they serve and no other compensation shall be provided.

Section 10- Duties of Directors

A. Director of Buildings and Grounds

- 1) Conduct periodic surveys of the clubhouse and grounds, including the pavilion and pond.
- 2) Bring non-routine maintenance requirements and clubhouse issues to Board of Directors meeting for discussion and funding approval.
- 3) Set dates and schedules for maintenance.
- 4) Discuss labor requirements for maintenance with Director of Membership for coordination of work parties.
- 5) Supervise work parties and submit hours to Director of Membership.
- 6) Submit invoices as needed to Treasurer.
- 7) Review expenditures relating to club maintenance and operation with the Board of Directors
- 8) Appoint a member to oversee, manage and maintain keys and access for the clubhouse, range and other locks as necessary.
- 9) Coordinate/supervise/conduct annual inventory (may assign to member for work hours and submit to Director of Membership.
- 10) Work with Director of Events to ensure clubhouse, pavilion, and grounds are ready for events.

- 11) Work with all committee chairs with regard to their areas as it relates to maintenance, security, or club welfare issues as needed.

B. Director of Communications

- 1) Act as liaison to neighbors, landowners, local authorities, and town representatives.
- 2) Provide information on events and issues as needed to be included on website.
- 3) Work with other organizations as needed (i.e., Federation representative, other club representatives, and pertinent organizations) to ensure that our memberships are current and our club is adequately and appropriately represented.
- 4) Keep up to date on all club policies and ensure rules are posted and maintained around the clubhouse and grounds (work with Director of Building & Grounds for this).
- 5) Assist Director of Events with event communications and advertising.
- 6) Work with other directors to originate club events designed to help improve our community relations and increase positive exposure.
- 7) Discuss all external communications with Board of Directors prior to publishing in newspapers and other outside sources.
- 8) Assist in ticket sales and ads as needed for events and fund raisers.

C. Director of Events

- 1) Originate and coordinate club events.
- 2) Discuss labor requirements with Director of Membership for the formation of work parties to assist in preparation for and on the day of an event, ensuring ample notice and time is provided for Director of Membership to obtain required help.
- 3) Appoint and supervise event team leaders as needed.
- 4) Track hours for event.
- 5) Work with treasurer and Director of Buildings & Grounds to plan event and ensure all areas are ready for event.
- 6) Work with Rental Chair to ensure no conflicts with rentals occur.
- 7) Work with Director of Communications to ensure that:
 - a. Neighbors and landowners are invited.
 - b. The event is advertised both inside and, as appropriate, outside the club.
 - c. The event is posted on the web site and the newsletter.
- 8) Keep accounting of event's income and expenses and provide report to Board of Directors and membership.
- 9) Conduct fund raising activities and events as necessary to benefit the club and the club's interests, including, but not limited to, raffles and monthly 50/50 drawings at club meetings.

D. Director of Membership

- 1) Assist the Financial Secretary as needed to ensure that member's work hours are verified, signed off, and submitted for recording.
- 2) Coordinate work parties for all directors (i.e., maintenance, events, etc.).

- 3) Assist as needed with renewals.
- 4) Act as membership liaison at Board of Director meetings. For example, bring membership issues to Board of Directors for discussion as it relates to requests for work hours exemption, medical issues, conflicts, or any other issue for which a member or group of members needs representation.
- 5) Report back to member(s) as needed.

ARTICLE VI - COMMITTEES

Section 1 – Committee Formation and Chairs

Within a reasonable period following the annual meeting, not to exceed 30 days unless otherwise stipulated below, the president, with the approval of a majority of the Board, shall appoint a chair for each of the following committees. Unless otherwise provided in these By Laws, the chair, so appointed, shall select as many members of his/her committee as may be deemed necessary to carry out the functions of that committee.

- A. Nominating Committee - The chairperson of the committee shall be so appointed by the president at the regular September meeting. The committee shall nominate the candidates for officers and directors' positions, to be voted on at the next annual meeting. Nominations may be made from the floor at the annual meeting.
- B. By-laws Committee - The committee shall consist of not less than three (3) members and not more than five (5) members, and shall consider all suggested amendments to the constitution and by-laws, and may submit proposed amendments thereto to the Board, and shall subsequently be submitted for action by the members in accordance with the by-laws.

The by-laws committee shall have the authority to correct grammatical and spelling errors, so long as the change does not alter the meaning of the sentence/paragraph. In addition, the by-laws committee chairperson shall document changes to these by-laws via a running addendum to the end of this document. Documentation shall include the Article, Section, summary of the change, date changed name of by-law committee members, and any other pertinent information regarding the change. To the extent practical, a completely restated version of the By Laws shall be prepared by the Chair of the By Laws Committee within 30 days after any amendments to the By Laws have been approved by the membership.

- C. Budget Committee - The budget committee shall consist of the president or vice-president, treasurer, and two regular members. The committee shall generate a budget for the following year and present the budget proposal to the sitting Board no later than the December Board meeting for discussion, and Board approval, at the December Board meeting. The outgoing treasurer shall present the tentative budget to the incoming treasurer at least two (2) weeks prior to the January Board meeting for approval by the new Board, and for subsequent presentation and vote of the membership at the regular January meeting. for subsequent presentation and vote of the membership at the regular January meeting.

If assessments are proposed, the Board shall have three (3) options:

1. Life and regular members will receive the same assessment.
2. Proposed assessments will apply only to life members.
3. Proposed assessments will apply only to regular members.

After the presentation and vote of the membership at the regular January meeting, no re-vote on the proposed assessment shall be allowed at any subsequent meeting.

- D. Skeet Committee - The committee shall have a chairperson and volunteers as needed to be responsible for the daily operation of this area, and shall report to the Board and to the members monthly.
- E. Rifle and Range Committee - The committee shall have a chairperson and volunteers as needed to be responsible for the daily operation of this area, and shall report to the Board and to the members monthly.
- F. Special Committee - The committee shall have a chairperson and as many volunteers as necessary to carry on committee work. The committee shall be responsible for the daily operation of this area, and shall report to the Board and members monthly.
- G. Committee Reports - The chairperson of each of the foregoing committees, as well as the chairperson of any other committee appointed by the Board, shall be present at each regular meeting and prepared to report on the activities of that committee. In the event the chairperson anticipates that he/she will not be present for a regular meeting, he/she shall arrange for another member of the committee to attend the meeting and report on the activities of that committee. In the alternative, the chairperson may electronically transmit a report of his/her committee's activities to the Board for presentation at the regular meeting.

Section 2 - Rules Governing Committees

- A. Committee chairpersons and volunteers shall serve for a period of one (1) year, or until their successors are appointed.
- B. Special committees may be appointed by the president at any time with the consent and approval of the Board.
- C. Special committees may be dissolved by the president at any time with the consent and approval of the Board.
- D. Committee meetings shall be convened by the committee chairperson.

ARTICLE VII- DISPOSITION OF ASSETS

As a NY Not-For-Profit corporation, no member of the club may have any personal equity interest in the assets of the club, presently or upon dissolution. Should the club decide or be forced to dissolve and liquidate its assets, all applicable provisions of the NYS Not-for-Profit Corporation Law, NYS and Federal Tax and other Laws and regulations shall determine the manner in which the dissolution shall be handled and the manner in which the net assets of the club shall be liquidated. Similarly, the

disposition of any club assets shall be strictly limited by the applicable provisions of the N.Y.S. Not for-Profit Corporations Law, the applicable provisions of the U.S. Internal Revenue Code, other Federal and State tax laws and regulations.

ARTICLE VIII- AMENDMENTS

Section 1- Amendments

These By-Laws or any part thereof may be amended, repealed or changed once per calendar year.

Section 2 – Submission of Proposed Amendments

Proposed changes must be submitted in writing via US Mail, email or hand delivered to the Chair of the By-Law Committee or to the Board of Directors, no earlier than December 15th of the year prior, and no later than February 1st of the year in which the amendment is sought.

Section 3 – Submission Contents

To be considered, each proposed amendment shall contain:

- A. The Article and Section of the By-Laws which is to be modified or added.
- B. Any language sought to be deleted from the existing By-Laws.
- C. Any language sought to be added to the existing By-Laws.
- D. Any language sought to be altered in the existing By-Laws.
- E. A clear statement as to the reasons for the proposed amendment.

Section 4 – Submission Review Process

The By-Law Committee shall meet at least one time after February 1st and before February 15th to review all material contained in the proposed amendments. In the event the By-Law Committee has questions, comments or suggestions for changes to the proposed amendment, a member of the By-Law Committee shall contact the author to discuss modifying or withdrawing the proposed amendment. The author can decline to make any changes, instead requesting that the proposed change go to a vote of the membership as is.

Section 5 – Proposals Reviewed by Membership

At the regular February meeting the Chair of the By-Law Committee shall report on the proposed amendments, provide copies of all draft proposals to be posted on the clubhouse bulletin boards and via the club website for members to review. The original authors have until March 1st to submit any refinements to the By-Law Committee Chair. Proposed amendments may be withdrawn by the author at any time.

Section 6 – Amendment Voting

At the regular March meeting each amendment will be presented to the membership for discussion and a final vote. The board of directors may make a position known for or against each proposal with an explanation for why the board takes such a position. Each amendment to the By-Laws shall require a 2/3 majority vote of the members present for approval and shall become effective immediately, unless otherwise provided by the terms of the amendment.

Section 7 – Updated By-Laws

In the event any changes are made to the By-Laws, the Chair of the By-Laws Committee shall cause a completely restated and updated version of the By-Laws to be presented to the Board and such restated version of the By-Laws shall be posted on the club bulletin boards and on the club web site.

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