

Bylaws

Article 1 - Name

The name of this non-profit corporation shall be the Skowhegan Sportsman's Club, Incorporated, also referred to as "the Club."

Article 2 – Purpose

The purpose of Skowhegan Sportsman's Club is to:

- promote legitimate sport with rod and gun by educational programs and charitable activities;
- promote public safety by conducting hunter safety and firearms training for the general public and the youth of our community;
- protect our inland fish and wildlife resources by educating members and non-members in the principles of wildlife conservation; and to
- support local charities and educational organizations for similar purposes within our town, county and state.

Skowhegan Sportsman's Club may acquire by purchase, gift, lease or otherwise, both real and personal property of all kinds with the right to sell, lease, exchange or mortgage any property so acquired to support the purpose of the Club.

Article 3 – Club Year

The club year shall coincide with the calendar year.

Article 4 – Meetings

Section 1 – Regular Meetings

The regular business meetings shall be held on the second Thursday of each month, excepting July and August when the meeting shall be held on the fourth Thursday of the month. These meeting dates are subject to change with notification to the club membership by the Secretary.

No regular meeting shall be scheduled on state or national holidays.

Section 2 – Special Meetings

The President may call a special meeting at any time provided the club membership is notified at least seven (7) days prior to the meeting. Notification may be by telephone, electronic messaging, or by post, and shall be posted on the Club website(s).

Section 3 – Annual Meeting

The annual meeting shall be the second Thursday of December each year. The Secretary shall notify the club membership of the annual meeting at least seven (7) days prior to the meeting.

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The Board of Directors shall present to the membership a budget for the upcoming year. This budget shall cover projected income by source, and projected expenses for routine operations and scheduled maintenance. This budget will not include special projects which will be presented to the membership separately.

Election of club officers and new life members shall occur at the Annual Meeting.

Section 4 – Installation Meeting

New officers shall take their positions at the January meeting.

Election of non-officer members of the Board of Directors shall occur at the Installation Meeting.

Section 5 – Quorum

Ten (10) members shall constitute a quorum for conducting all regular business. This must include the President or Vice President or, in their absence, at least three (3) members of the Board of Directors who shall choose one Director to preside at the meeting.

In the event a quorum meeting cannot be held, eight (8) members can constitute a quorum for the sole purpose of voting in or inducting new members. No other business shall be conducted.

Article 5 – Officers

The officers shall be a President, Vice President, Secretary, Treasurer, and Chief Instructor.

Officer candidates must be members in good standing for twelve (12) or more consecutive months and have attended at least half of the monthly business meetings during the year. Either or both of these conditions may be waived by the Board of Directors if there is no eligible candidate willing to serve as Vice President, Secretary, Treasurer, or Chief Instructor.

Section 1 – President

The President shall be the presiding officer at all regular or special meetings of the club and shall be the presiding officer of the Board of Directors. The President will also chair all committees where no chairperson has been appointed.

The President's term of office shall be two (2) years, and the President may not serve more than two (2) consecutive terms.

Section 2 – Vice President

The Vice President shall perform the duties of the President in the absence of, or at the request of, the President.

The Vice President's term of office shall be one (1) year.

Section 3 – Secretary

The Secretary shall be clerk of the Board of Directors. The secretary shall keep a true record of all regular and special meetings and shall have custody of the books and papers of the Club, excepting the Treasurer's book of accounts.

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The Secretary shall notify the Board of Directors and club members in good standing of the annual meeting, any special meetings, and all regular meetings of the Club. Notification may be by telephone, electronic messaging, or by post, and shall be posted on the Club website(s).

The Board of Directors shall allocate funds for the execution of the office of Secretary, and the Secretary shall expend no monies not budgeted at the Annual Meeting nor allocated by the Board of Directors.

The Secretary's term of office shall be one (1) year.

Section 4 – Treasurer

The Treasurer shall have charge of all funds of the Club and shall deposit such funds in the bank(s) approved by the Board of Directors. The Treasurer shall keep an accurate record, by amount and origin, of all monies received. The Treasurer shall keep an accurate record of all monies expended by sum and destination and how the expenditure was authorized.

The Treasurer shall provide the President and Board of Directors with a report of the Club's financial condition within ten (10) days of a request from the President. The Treasurer shall provide the President with a true and accurate report of all monies received and expended at the end of each year, including the opening and closing balances of each account.

The Treasurer shall file all necessary Federal and State forms required to maintain the Club's 501 (c) (3) corporate status.

The Treasurer shall be the presiding member of the Budget Committee.

The Board of Directors shall allocate funds for the execution of the office of Treasurer, and the Treasurer shall expend no monies not budgeted at the Annual Meeting nor allocated by the Board of Directors.

The Treasurer's term of office shall be one (1) year.

Section 5 – Chief Instructor

The Chief Instructor shall be an N.R.A. certified instructor, Range Safety Officer, Hunter Safety Instructor or have demonstrated proficiency with firearms in other ways.

The Chief Instructor will approve the Match Director of any organized event to assure they are properly qualified to run matches.

The Chief Instructor shall coordinate all scheduled instruction and insure that instructors hold the correct certification for each class taught by the instructor. The Chief Instructor shall allocate range time, and be responsible for establishing the operating rules for each of the Club's ranges.

The Chief Instructor may appoint assistants as needed.

The Chief Instructor shall contract no bills without authorization of the Board of Directors.

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The Chief Instructor's term of office shall be one (1) year.

Article 6 – Board of Directors

The Board of Directors shall set Club policy and procedures, and shall set overall direction for the future of the Club. The Board of Directors shall prepare a yearly budget for approval by the general membership at the annual meeting. The Board shall authorize all expenditures and, acquisition or disposal of Club assets. The Board shall not dispose of real assets without the approval of the general membership.

Section 1 - Composition

The Board of Directors shall consist of nine (9) members including the President, Vice President, Secretary, Treasurer, Chief Instructor and, if able and willing to serve, the past President. The President shall serve as the presiding officer for the Board of Directors. The President shall not vote at Board meetings except to break a tie vote.

The three (3) or four (4) non-officer board members must be members in good standing for twelve (12) or more consecutive months and have attended at least half of the monthly business meetings during the year. Either or both of these conditions may be waived by the officer members of the Board of Directors if there are insufficient eligible candidates willing to serve on the Board.

The non-officer board members will be elected by secret ballot during the January meeting and shall serve a one (1) year term.

Section 2 - Meetings

Any member of the Board may call a meeting of the Board of Directors by request to the Secretary at least three (3) days prior to the meeting date. The Secretary shall then notify the other Board members of the called meeting.

Meetings of the Board of Directors are open to the general membership, excepting meetings in which confidential topics will be discussed. See Section 5 below.

Section 3 – Quorum

The President or Vice President and five (5) members shall constitute a quorum of the Board of Directors.

Section 4 – Reclusion

No member of the Board shall vote either yea or nay on any subject that pertains to, or involves a conflict of interest with their self.

Section 5 – Confidentiality

The Board of Directors will determine if any, or all, of the discussion at a Board meeting is confidential. After a determination that confidentiality is necessary, the Board members must not discuss or disclose the subject or content of the meeting to any person not originally present at the meeting.

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Article 7 – Elections

Section 1 – Eligible Voters

A member in good standing must have attended at least one quarter (1/4) of the scheduled meetings in the preceding year in order to vote for officers and members of the Board of Directors.

Section 2 – Nominations

A Nominating Committee shall be established at the November business meeting. This committee shall consist of the non-officer members of the Board of Directors along with any volunteers from the general membership eligible to vote for club officers and board members.

The Nominating Committee shall select and recommend members in good standing for the positions of:

- President, if the current President cannot or will not continue in office;
- Vice President;
- Secretary;
- Treasurer; and
- Chief Instructor.

These nominees, along with any names placed in nomination from the floor at the annual meeting shall be placed on the ballot.

Section 3 - Election of Officers

Election of club officers shall occur during the Annual Meeting in December. Voting shall be by ballot for contested positions, and no person may cast more than one (1) ballot. Voting for uncontested positions shall be by unanimous consent.

Section 4 – Election of the Board of Directors

Nominations for the Board of Directors shall be made following the election of officers. Voting shall occur following the installation of new officers at the January club meeting. Voting shall be by ballot if there are more than the required number of nominees for board of director, else by unanimous consent. Each eligible voter may cast one (1) vote for each open position on the Board of Directors.

The new Board of Directors shall be seated immediately following their election.

Article 8 – Membership

Section 1 – Eligibility

Any individual, eighteen (18) years of age or older, and who is a United States citizen or resident alien is eligible to become a member of Skowhegan Sportsman's Club after submitting a completed application and the current application fee.

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Section 2 – Screening

Applicants will be screened by the Membership Committee consisting of the Secretary and two (2) other members in good standing.

For each applicant, the Membership Committee will:

- review the application for completeness and internal consistency;
- interview the applicant's sponsor, if applicable;
- conduct a criminal background check; and if necessary,
- interview the applicant.

The deliberations of the Membership Committee are confidential and shall not be disclosed or discussed except within meetings of the committee; or, if a conflict exists, at a closed meeting of the Board of Directors which was called explicitly to discuss an applicant. An applicant shall be rejected for any felony conviction. An applicant may be rejected for any violation of the fish and game laws within the previous five (5) years.

Section 3 – Acceptance

An applicant maybe accepted as a member by unanimous consent or by secret ballot. If by ballot, three (3) no votes shall be required to reject an applicant.

All newly accepted members shall take the Conservation Pledge at a regular or special meeting of the Club, or in the presence of two (2) or more members of the Board. The newly accepted members shall be given a copy of the current Bylaws, a copy of the general Rules and Regulations and a copy of the Range Rules.

Section 4 – Rejection

A rejected application shall be tabled until the member(s) who cast the no votes explain to the Membership Committee their reason for rejecting the applicant. Only information that would be considered detrimental to the Club's mission shall be held against the applicant. If no explanation is forthcoming or the explanations are not detrimental to the Club's mission the application will be accepted.

Section 5 – Dues

Member dues shall be paid prior to April 1st of each year. Any member who fails to pay their dues before July 1st shall lose all rights and privileges of membership.

Annual dues assessed of each member shall be determined by the Board of Directors prior to December 31st to become effective on January 1st of the following year.

Section 6 – Life Membership

Any member in good standing having twenty (20) consecutive years of membership will be eligible for Life Membership. Any member in good standing having attained 70 years of age or older, having ten (10) consecutive years of membership will be eligible for Life Membership.

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The Board of Directors shall prepare a ballot of eligible life members for the Annual Meeting. Each member in good standing attending the Annual Meeting shall vote yea or nay for each eligible life member.

Section 7 – Responsibility

It is the responsibility of each member to abide by all rules and regulations of the Club, and to report any violation of the same to a member of the Board of Directors. Likewise, any member that observes any violation of the State of Maine Fish and Game Laws shall report the observation to a member of the Board, or to a member of the Warden Service of the Maine Department of Inland Fisheries and Wildlife.

Section 8 – Discipline

Any member of this Club having been convicted in this, or any other, state or province within the previous twenty-four (24) months of violating fish and game laws will be expelled from membership in Skowhegan Sportsman's Club. Any member of this club who is convicted of a felony or illegal possession or use of a firearm will be expelled from membership in Skowhegan Sportsman's Club.

Member misconduct, which includes physical or verbal assault on another person, and/or deliberate or malicious destruction of property, shall be subject to disciplinary action. The Board of Directors shall hold a fair and impartial hearing to determine what action should be taken. Both the accused and accuser must be present at the hearing and given equal opportunity to speak or otherwise present their case. If either party refuses to attend the hearing then the Board of Directors may consider the non-attendance in their deliberation. If the Board of Directors finds the accused guilty of misconduct, the accused shall pay for any damages and:

- for the first offense result in a six (6) month suspension of membership, with loss of all rights and privileges of membership during the suspension; and,
- for the second offense shall result in expulsion from the Club.

The accused, if found guilty, may appeal the decision of the Board of Directors directly to the membership. A special meeting of members in good standing shall be called to hear the appeal. The accused shall present his/her case and the Board of Directors shall present the reasons for their decision. The appeal shall be approved by a two-thirds (2/3) yea vote by those present and voting.

Article 9 - Club House Manager

Section 1 – Selection

Any member in good standing who is willing to serve as Club House Manager should notify the Board of Directors at the November meeting. The Board of Directors shall screen any/all interested person(s) for suitability for this position. If more than one person is deemed suitable then the Club House Manager shall be selected by ballot during the annual meeting in December.

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Section 2 – Duties

The Club House Manager is responsible for scheduling and coordinating all usage of the club house including:

- The monthly club meeting, this has priority;
- Board of Directors meetings;
- Committee meetings;
- Special events, such as the Wardens Supper; and
- Rentals.

The Club House Manager is responsible for cleaning and minor maintenance of the club house and for inspecting the club house for damage and problems over and above normal wear.

The Club House Manager shall schedule routine and recurring maintenance such as cleaning the heating system, replacing air filters, etc.

The Club House Manager shall oversee all scheduled and emergency maintenance.

The Club House Manager shall be a member of the Budget Committee.

The Board of Directors shall allocate funds for executing the duties of Club House Manager, and the Club House Manager shall expend no monies not budgeted at the Annual Meeting nor allocated by the Board of Directors.

Article 10 – Statutory Committees

Section 1 – Membership Committee

The Secretary shall chair the Membership committee.

Section 2 – Range Committee

The Chief Instructor shall chair the Range Committee.

Section 3 – Fund Raising Committee

The chair of the Fund Raising Committee shall be selected by the Board of Directors.

Section 4 – Safety and Education Committee

The Safety and Education Committee shall be chaired by the Chief Instructor or such other qualified individual selected by the Board of Directors.

Section 5 – Budget Committee

The Budget Committee shall consist of the Treasurer, Secretary, Chief Instructor and two non-officer members of the Board of Directors. The Treasurer shall chair the Budget Committee.

Section 6 – Nominating Committee

See Article 7, Section 2.

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Section 7 – Audit Committee

See Article 11.

Article 11 – Audit

The Board of Directors shall appoint an Auditing Committee of three (3) or more members at the first Director's meeting each year. The Auditing Committee shall review the Treasurer's book of accounts and other records and reports that were presented at the annual meeting.

The Board of Directors or the President may request an audit of all financial records at any time. The Treasurer shall have sixty (60) days to deliver the Treasurer's book of accounts and other records and reports.

The Board of Directors may hire an outside Accountant to review and reconcile any discrepancies that cannot be resolved between the Board and the Treasurer.

Article 12 – Amendments

Section 1 – Submission

Amendments to these Bylaws shall be submitted in writing to the Board of Directors.

Each amendment must clearly state which Article and Section of these Bylaws the amendment would alter, and were in said Article or Section text should be inserted, deleted, or altered.

Section 2 – Review

The Board of Directors shall review all submitted amendments and determine the disposition. The Directors may determine that the amendment is not an appropriate subject for the Bylaws but, instead, should be considered for inclusion in the Club Rules and Regulations. In this case, the Board shall consult with the amendment's author to determine the final disposition.

The Board may re-write the amendment while retaining the original intent before submission to the general membership for ratification or rejection.

Section 3 – Notification

The Secretary shall notify all members in good standing of a proposed amendment to the Bylaws. This notification must occur at least seven (7) days prior to meeting and may be by telephone, electronic message, or post. All amendments shall be posted on the Club website(s).

Section 4 – Quorum

A super quorum of the greater of twenty percent (20%) or twenty five (25) members in good standing shall be required to amend these Bylaws.

Section 5 – Vote

Only members in good standing who have attended at least one quarter (1/4) of the regular and special meetings in the last year are eligible to vote.

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Amendments to these Bylaws shall be by written ballot. A yea vote by two thirds (2/3) of those members voting shall be required to amend these Bylaws.

Article 13 – General Rules and Regulations

Changes to the General Rules and Regulations (attached as a separate document) shall be governed by the same requirements as Amendments to these Bylaws with the following exceptions.

Exception 1 – Quorum

The quorum shall be the same as the quorum required for a regular business meeting.

Exception 2 – Vote

Only members in good standing who have attended at least one quarter (1/4) of the regular and special meetings in the past year are eligible to vote. A yea vote of sixty percent (60%) of those members voting shall be required to amend the General Rules and Regulations.

Article 14 – Dissolution

In the event that Skowhegan Sportsman's Club should fail or cease operating, all Club assets remaining, after all liabilities and obligations have been paid, satisfied, discharged, or otherwise adequately provided for, shall be disposed of only to such organization(s) under Section 501 (c) (3) of the Internal Revenue Code of 1986 (or corresponding provision of any future United States Internal Revenue Law) as the Board of Directors select with approval of the remaining members in good standing. The selected organizations should conform with and support the original goals and purpose of the Skowhegan Sportsman's Club. The Board of Directors shall solicit the names of conforming organizations from the membership in good standing. Any assets not so disposed shall be disposed by the Superior Court of Somerset County, Maine, exclusively for such purposes or, to such organization(s), as said court shall determine to be conformant to Section 501 (c) (3) of the Internal Revenue Code of 1986 (or corresponding provision of any future United States Internal Revenue Law.)

No monies, property, or other assets of Skowhegan Sportsman's Club shall accrue to any member or other person as specified in Section 501 (c) (3) of the Internal Revenue Code of 1986 (or corresponding provision of any future United States Internal Revenue Law.)

These Bylaws were approved by vote of the membership of the Skowhegan Sportsman's Club on July 24, 2014. These Bylaws supersede the Bylaws first adopted in January 1999 and last amended on June 14, 2012.