

**CONSTITUTION  
& BY-LAWS**

**Of The**

**West Caln  
Sportsmen's Club**

**Last Major Revision September 2014  
that supersedes the October 2002  
Revision and ALL previous versions**

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**“Roberts Rules of Order” shall guide the deliberations of all monthly meetings unless specific exceptions are made herein.**

## **PLEDGE OF ALLEGIANCE**

I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands; one nation, under God, indivisible, with liberty and justice for all.

## **ORDER OF BUSINESS**

1. Presiding officer having taken chair calls meeting to order.
2. A moment of silent meditation and salute to flag.
3. Calling of roll.
4. Reading of minutes of last regular meeting and action on same.
5. Report of Treasurer and Financial Secretary.
6. Report of Trustees.
7. Report of Committees.
8. Proposition and reading applications of candidates for membership.
9. Balloting for membership candidates read at previous meeting.
10. Deferred business.
11. Unfinished business.
12. New business.
13. Nomination of officers (if any).
14. Election of officers (if any).
15. Criticism of organization policy, either constructive or otherwise.
16. Report of Membership Secretary.

**CONSTITUTION & BY-LAWS  
OF THE  
WEST CALN SPORTSMEN'S CLUB**

**PREAMBLE AND OBJECTIVE**

To unify, bind together and further the interest and activities of sportsmen. To aid in the conservation of wildlife and fisheries resources by the use of planned sources of food, shelter and restocking. To foster, create and restore goodwill between farmers, landowners and hunting and fishing sportsmen.

**ARTICLE I  
NAME**

The name of the organization shall be the WEST CALN SPORTSMEN'S CLUB

**ARTICLE II  
MEMBERSHIP**

**Section 1.** Membership in the West Caln Sportsmen's Club (herein referred to as Club) can fall into one of the following categories:

- **Family Membership** - includes father and/or mother plus children under 18 years
- **Senior Membership** - anyone who is 18 or older or becomes 18 during that calendar year.
- **Junior Membership** - anyone who is 17 or younger and will not become 18 during that calendar year.
- **Life Membership** – addressed in the By-Laws.
- **Honorary Membership** – honorary membership can be awarded by the Board to individuals who have provided outstanding service to the Club but who are not an active member.

Anyone applying for membership must be a legal citizen of the United States and have not been convicted of any criminal felony or serious crime. Before applying or within 30 days after applying for membership, a family member or individual is required to go through a formal orientation program held at the Club generally on the Sunday before the normal monthly Club meeting or by special arrangements. The purpose of the orientation is to acquaint the prospective member with our facilities, our Rules and Regulations, the programs we offer, answer any questions and determine if the individual(s) is still interested in applying for membership. The applicant and the person giving the orientation must then sign the approved Orientation Form which will be submitted to the Membership Secretary as confirmation that the orientation was given. Then an application can be filled out and submitted or the previously submitted application can move forward toward membership. A check for the initiation fee and yearly dues should be submitted with the application.

The application will be read or voted on at the next monthly meeting. If the application is being submitted for the first time it will then be read again at the next monthly meeting where upon members present will vote on accepting the applicant(s). It is recommended that the applicant be present at the vote-in meeting. If accepted, the applicant(s) will receive their membership card after the meeting or mailed if not present.

**Section 1A.** All applications for membership shall be presented in person by the sponsor or cosponsor at a regular meeting, said sponsor or cosponsor to be a member in good standing.

**Section 2.** Voting for membership will be conducted in mass by a White Ball/Black Ball Secret Ballot System and requires a minimum of ten (10) paid up senior or life members. Junior members have no voting privileges in the Club. White ball approves while a black ball raises question as to a candidate's qualifications. Should a black ball be submitted, the Membership Secretary shall request that the person or persons who have questioned the applicants offer their comments as to why all or a specific candidate is unworthy. If no member offers a substantive comment as to why someone should not be allowed membership then the Membership Secretary, feeling that an error has occurred, can accept the vote as positive for all applicants. If a member raises a question on any applicant, the President will refer the matter to the membership review committee as noted in Article III, Section 5C of these By-Laws.

**Section 2A.** A member in good standing is one whose assessments are current and is not subject to any uncollected fines and/or penalties.

**Section 2B.** To renew an annual membership, dues are due by January 31. If annual dues are not paid by that time, the member is no longer a member in good standing and not entitled to use any Club facilities. All gate combinations will be changed on January 31.

**Section 2C.** A member has until March 31 to pay membership dues along with a \$10 late fee to reinstate himself or herself as a member in good standing. Anyone who does not comply will have to rejoin as a new member.

**Section 2D.** Any new member application read at the October meeting and voted on at the November meeting shall be considered paid up for November, December and through the full following year. Anyone voted in during September or October will pay a reduced 50% of their annual dues for the remainder of that year along with the full initiation fee.

**Section 3.** The dues for each membership category shall be established by the club at the September meeting of each year. All members are notified of the amount of yearly dues established via the inside flap of a dues payment envelope mailed in the fall of each year.

**Section 4.** The membership shall meet once a month normally on the second Wednesday at 7:30 pm. At all Club meetings there shall be present in person at least nine (9) members that must include four (4) elected officers to constitute a quorum.

**Section 5.** At regular monthly meetings of the membership, each member in good standing shall be entitled to one vote.

**Section 6.** Life membership was granted for twenty-five (25) years of continuous service as a senior member, having maintained a membership in good standing and who joined the Club prior to January 1, 2003. Any member who joined after January 1, 2003 will no longer qualify for the grant of Life membership.

**Section 6A.** Notwithstanding Section 6 above, any member who has served eight (8) years or more as an elected officer will be granted Life Membership.

### **ARTICLE III OFFICERS**

**Section 1.** Officers of the club shall consist of President, Vice-president, Secretary, Treasurer, Financial Secretary, Membership Secretary, plus six (6) Trustees. The six (6) Club officers shall hold office for two years with elections held in January of the odd numbered years. The six trustees shall hold office for four (4) years with elections held in January of the even numbered years. Three (3) Trustees are to be elected every two (2) years replacing the outgoing Trustees.

**Section 2.** The officers and Trustees shall be elected by the membership at the first meeting in January. Candidates for the various positions shall be nominated in November by a nominating committee previously appointed by the President. Nominations shall be opened on the floor for further nominations at the November and December meetings. There should be at least two candidates for each office but no member can be nominated for more than one position during that election period. All nominations must be accepted by the nominee to be valid. If no nominations are made for an office up for election, the office will be declared uncontested and the incumbent will be reappointed. In the event an office is left vacant for any reason at either the election month or at any time during the year, it shall be the duty of the Executive Board to appoint someone to fill the position. The appointment shall be approved at the next regular meeting by the members present. Committee head appointments can be made at any time and approved by the members present.

**Section 3.** Officers and Trustees shall take office at the next regular meeting following election. Officers will serve for two years (2) and Trustees will serve for four years (4).

**Section 4.** The election of officers and trustees shall be by secret ballot unless the office is uncontested.

**Section 5.** The President shall preside at all general monthly meetings. He shall have general management of the Club's business and shall see that all orders and resolutions of the membership are carried out. He shall sign all checks along with the Treasurer, and orders upon the clubs funds and shall appoint all committees not otherwise specifically directed herein. When the President knows that both he and the Vice President will be absent from a regular club meeting, the President shall appoint a chairman pro tem to conduct the meeting.

**Section 5A.** In the event the president position becomes vacant by the reason of death, resignation, or otherwise, the succession to the president's position will be as follows: Vice-President and if the Vice-

President is unable to serve, a President will be appointed from the current elected officers or past presidents by a majority vote of the Executive Board. This successor will then finish the term of the president until the next regular election. In the event of any elective office other than the president becomes vacant by reason of death, resignation, or otherwise, it shall be the duty of the Executive Board to appoint a successor to fill such vacancy until the next regular election for that position. Such appointments are to be approved at the next regular meeting by a majority of the members present.

**Section 5B.** The President shall have the authority to call a special meeting whenever needed.

**Section 5C.** The President can appoint a membership committee consisting of members in good standing for the review of anyone seeking membership to the West Caln Sportsmen's Club.

**Section 5D.** When the President appoints any committee and it's approved by the membership, the first named on a committee becomes the chairman. It shall be the duty of a committee chairman to keep a complete and accurate record of the committee finances. This record is subject to audit by the Club Financial Secretary. A committee chairman will not be granted voting privileges at executive board meetings until they have been approved by the Executive Board with a majority vote and a minimum of nine (9) board members voting. A listing of all voting committee chairmen will be kept by the Secretary.

**Section 6.** The Vice-President shall have all the powers and responsibility of the President in the absence of the President.

**Section 7.** The Secretary shall attend all meetings and act as clerk thereof. He shall record the vote on all resolutions and shall keep detailed minutes of all the proceedings of the meetings in a book maintained for that purpose only. A separate record from the minutes shall be maintained to provide an ongoing history describing all resolutions and by-law changes with the date proposed; date voted on and vote results. This record will be ongoing and pass from secretary to secretary. He shall be custodian of all the club's records and shall perform such duties as may be ordered by the President. A separate written and/or digital copy of all recorded information shall be kept off-site by the President or a designated individual.

**Section 8.** The Treasurer and Financial Secretary shall have charge of all monies and shall deposit the Club's funds in a bank as directed by the membership. The Treasurer shall keep all accounts, sign all checks against the Club's funds, and shall make a complete and accurate report of the Club's expenditures and finances at each monthly meeting and at such other times as directed by the President. The President, Treasurer, Financial Secretary and committee chairmen shall all be bonded in an amount sufficient to protect all Club funds subject to their handling. Also, with the sanction of the Club, he should appropriate money or funds to different committees on a percentage basis according to the amount in the treasury or as seen fit by the membership.

**Section 8A.** The Financial Secretary's duties and position consist of working with the Treasurer in his reports for the month, keeping a record of money coming in to this organization. He shall prepare an annual Receipts budget for approval of the Executive Board prior to the January meeting. He along with the Treasurer shall provide any financial information required for the tax returns to be prepared and sign them, if required, prior to submittal

**Section 8B.** The financial records shall be set up on a calendar year basis. The books shall be audited at the close of each year by a C.P.A. or qualified firm.

**Section 9.** The Membership Secretary shall attend all meetings and keep a computerized data base record of all past, present and new member, including but not limited to, name(s), address, telephone numbers, email address, date of original membership, last year dues were paid, membership category, committee interest, and any other appropriate information. He shall be responsible for transmitting an updated digital copy of the computerized data base at least monthly to the Web Master and/or designated member.

**Section 9A.** The Membership Secretary shall read the name, address, membership category and sponsor(s) name of all new applicants at the first monthly meeting after applying. These names shall be entered in that monthly meeting's minutes. These names should be read at the next monthly meeting and then be voted on by the general membership in good standing. The Membership Secretary shall audit and report the results of the voting which will be recorded in the minutes.

**Section 9B.** The Membership Secretary shall be responsible for collecting membership initiation and/or dues, preparing and then delivering membership cards within 30 days. He will keep a record of funds collected and transfer those funds to the Financial Secretary by the end of each meeting.

**Section 9C.** The Membership Secretary shall be responsible for storing all hand written membership applications in the Club office in a dedicated, locked file cabinet and in a manner that is retrievable in the future if required.

**Section 10.** There shall be six (6) Trustees who are elected officers of the Club. They will be active members who will advise, assist and direct the overall operation and maintenance of the Club and its activities and events. Each Trustee will sign up for two duty months where they will actively oversee the operation and maintenance of the club.

**Section 11.** The Executive Board, consisting of all elected officers, past presidents, and committee chairmen with voting privileges, must meet at least three (3) times per year and has the authority with a majority vote with a minimum of nine (9) voting members in attendance to:

1. Approve all expenditures, assessments, and ascertain their correctness if directed by the President.
2. Control the Range Rules.
3. Appoint and fill the position of Chief Range Safety Officer and Head Rangemaster.
4. Approve the Rangemaster training and qualification course.
5. Appoint Officers as described in ARTICLE III
6. Determine discipline actions required in ARTICLE IV
7. Define trustees' responsibilities

**Section 12.** The Chief Range Safety Officer must be a certified NRA approved Chief Range Safety Officer and approved by the Club's Executive Board. The CRSO shall be responsible for all safety issues and all of the Club ranges and for conducting the Rangemaster safety courses. This is an appointed position that the individual shall hold until he resigns or is terminated by the Executive

Board. He shall have voting privileges as part of the Executive Board as long as he holds that position.

**Section 13.** An officer may be removed from office upon a 2/3 majority of vote cast by all eligible voting members of the Executive Board after a complete and thorough review of the circumstances.

**Section 14.** Qualifications - any member seeking elected office shall be a member in good standing for a minimum of two preceding consecutive years.

## **ARTICLE IV GENERAL**

**Section 1.** All persons entering onto club property shall obey all Club and Range Rules. Any person found in violation of Club rules by the Executive Board, may be expelled or suspended from the Club and/or fined and prosecuted for trespassing to the fullest extent of the law.

**Section 2.** Anyone carrying a handgun onto Club property or into the clubhouse shall have it properly holstered, boxed, or in a closed carrying case. Any one carrying a concealed handgun shall be responsible to have the proper permits. All persons having rifles or shotguns on Club property shall have them in designated racks in an unloaded mode with actions open. They are to be loaded at the proper time. Any violations of these regulations shall be reviewed by the Executive Board for final disposition or punishment.

**Section 3.** Anyone renting our clubhouse and/or grounds must agree too and sign our approved Rental Agreement and provide a security deposit as required. The renter will be responsible for any and all damages and must cleanup our property before leaving. Their security deposit will be returned as soon as possible once all conditions of the rental agreement are met.

**Section 4.** All charges against any member must be presented to the Club in writing for action by the Executive Board. Any member who charges another member with that, which he knows to be false, shall be fined, suspended, or expelled at the option of the Club.

**Section 5.** Anyone found using or carrying any type of an illegal hallucinatory type of drug or controlled substance on club property shall be removed from club property immediately. The case will be reviewed by the Executive Board to determine the action to be taken against the individual. The maximum penalty for this offense will be permanent expulsion from the club.

**Section 6.** Members may be suspended for violation of club rules or other offenses by action of the Executive Board. Any member under suspension shall not be permitted to attend any meetings or enjoy the privileges of a member. Any appeal by the suspended member must be submitted to the Executive Board in writing for further review. This letter should contain proof that the action taken was not appropriate.

**Section 7.** Any club member, who becomes convicted of a felony, must immediately notify any elected officer of the Club of the charges. A failure to notify is automatic expulsion from the Club.

After notification a review by the Executive Board will determine what action is to be taken. The maximum penalty will be permanent expulsion from the Club.

**Section 8.** Previous revision to our By-Laws did not contain specific written procedures for changing or adding to our By-Laws. Once the changes contained herein are submitted to and approved by the Executive Board, they will be the Club's approved By-Laws, will be identified as Revision September 2014 and will contain a formal procedure for any subsequent changes to the Club's By-Laws. This formal procedure to amend the By-Laws in the future will consist of:

- Preparing a draft of the change by the Club's Trustees.
- Submitting the proposed change to the Executive Board for their review and approval.
- Reading the approved change at three consecutive meeting and voting on the change after the third reading by the full membership present. If passed by a majority, it will become part of our By-Laws and published in the next edition.

**Section 9.** Upon the dissolution of the Club, the Executive Board shall, after paying or making provision for the payment of all the liabilities of the Club, dispose of all remaining assets of the Club to a mutually agreed non-profit organization exclusively for purposes similar to the mission and objective of the Club.

#### **TERMS and DEFINITIONS** in the By-Law:

The Club - is the West Caln Sportsmen's Club

Clubhouse - Primary building for meetings and activities.

Club Property - All land the West Caln Sportsmen's Club owns or leases.

Range Rules - Club rules and requirements that control shooting ranges.

Rangemaster - Club members in good standing that have attended the Club safety training program and are trained to oversee and ensure Ranges Rules are followed.