

# East Palestine Sportsmen's Club

## Formal Constitution

### **OBJECTIVE:**

The objective of this club is to bring about closer cooperation between Farmers, Sportsmen, National Wildlife Service, Ohio Department of Natural Resources, and the General Public to increase wildlife habitat, thereby developing a better hunting and fishing environment, through the promotion of outdoor activities and education.

### **ARTICLE 1**

The club's name will be: "The East Palestine Sportsmen's Club, Inc"

### **ARTICLE 2**

#### **Club Organization and Operations**

Section 1: This Club will be operated as a Not-For-Profit organization

Section 2: This Club will be governed by a majority vote of members attending regularly or special meetings.

Section 3: The Club will have the following governing body: President, Vice President, Secretary, Treasurer, and three Trustees, whose duties are defined by Article 2 of the By-Laws.

Section 4: The Club will have the following standing Committees, whose duties are defined by Article 2 of the By-Laws:

4a: Executive Committee

4b: Building/Grounds Committee

4d: Lake & Pond Committee

4e: Range(s) Committee

4f: Forestry Committee

Section 5: Non-Standing or Special Committees: The Club may need to organize a Non-Standing or Special Committees to accomplish a task or event. These committees will be appointed and named by President.

### **ARTICLE 3**

#### **QUORUM**

Section 1: Seven or more members present at any regular meeting or special meeting will constitute a Quorum. A simple majority vote is necessary to pass any business of the club.

**ARTICLE 4**

**Membership Requirements**

Section 1: Our fiscal; Year will begin January 1<sup>st</sup> and end December 31<sup>st</sup>.

Section 2: The annual membership dues must be paid by February 28<sup>th</sup>. Fifteen (15) dollars will be taken off next year's membership dues for members that have completed forty (40) club work hours.

<u>Family</u>	45.00	
<u>Single</u>	40.00	
<u>Retired</u>	30.00	(Social Security Age 62 to 70)
<u>Permanently Disabled</u>	20.00	(over 18) Work Hours base on individual abilities
<u>Senior/Family</u>	20.00	(over 70) No Work Hour Requirement. (Seniors can receive the fifteen (\$15) dollar credit for completing twenty (20) work hours)
<u>Officers/Standing committee chairperson</u>		(No dues/work hours while in office or position)

Section 3: Renewal Membership is for a member, who was in good club standing the previous year, abides by the club rules, attends at least three (3) regular monthly meetings, and completes twenty (20) club work hours. Members that have not performed twenty (20) work hours will be charged \$12.00 per hour for hours not worked assessed to the following years dues. All membership dues will be paid in person with the following exceptions: health, work, or school. Under these exceptions the Executive Committee must be notified. A member who gives prior notification to a club officer that they cannot attend a regular monthly meeting due to health/work/school will receive ½ credit for that regular monthly meeting towards their requirement of three (3) per fiscal year.

Section 4: When a family member in good standing becomes 18 years of age, said person will complete and sign a formal membership application along with signature of a member in good standing. Said individual can be voted on by a show of hands at a formal meeting. Full membership will begin immediately following the payment of proper dues. The initiation fee is waived for these new members.

Section 5: Full-Time college students are included in a family membership until age 24.

Section 6: Any active-duty United States military personnel will have all club dues waived.

Section 7: Any United States Reserve or National Guard military personnel call to active duty will have all club dues waived during their deployment.

Section 8: The maximum Club membership will not exceed 150 members. Permanently disabled members are excluded from the list.

Section 9: To use any club facility a member must be in good standing.

Section 10: All members must have paid their dues by February 28<sup>th</sup>. If a member cannot make the February 28<sup>th</sup> deadline the Executive Committee must be notified to grant an extension past February 28<sup>th</sup>

Section 11: A member who does not renew their membership or have not been granted an extension must reapply for membership.

Section 12: Each person becoming a member expressly assumes all risks of or related to his or her use of East Palestine Sportsmen's Club premises and expressly releases East Palestine Sportsmen's Club and its agents from all liability for injury to his or her person or property, arising out of his or her use of East Palestine Sportsmen's Club premises. Members who bring children under the

age of 18 onto East Palestine Sportsmen's Club premises are solely responsible for the safety and welfare of said children while on East Palestine Sportsmen's Club premises.

Section 11: Volunteer Work Hours.

11a: Earn one (1) work hour for each hour worked on any designated work party.

11b: Earn one (1) work hour for each hour worked at a club-sponsored event. No hours will be awarded for participating in a club-sponsored event. The event chairperson will verify hours.

11c: Earn one (1) work hour for each \$50.00 of raffle tickets sold

## **ARTICLE 5**

### **By-Laws**

Section 1: The By-laws will prescribe the time and manner of holding elections

Section 2: The By-Laws will define the duties of officers, committee chairs and other regulations not provided for in this constitution.

## **ARTICLE 6**

### **Amendments**

Section 1: Amendments of the Constitution will be made by a majority vote of those members in attendance.

Section 2: All amendment(s) proposed must be made in writing and will require a move and a second.

Section 3: First Meeting: Amendment(s) will be read only.

Section 4: Second Meeting: A copy of the Amendments will be provided to the Membership in attendance. Then the Amendment(s) will be read and discussed.

Section 5: Third Meeting: Amendment(s) will be read, voted upon, if approved the Amendments take effect immediately.

Section 6: The approved Amendment(s) will be typed into the formal Club Constitution and a revised copy will be available to each Club Member.

## **ARTICLE 7**

### **Dissolution of the Club**

Section 1: In the event that the club would be dissolved for any reason, all active members that qualify would receive an equal share. To qualify for an equal share, a member must have been an active member in good standing for the last ten (10) years prior to the sale of the club assets.

Section 2: In the event that the club would have to sell the club property for any reason, assets will be held in the bank for (5) years while looking for an acceptable facility. During this time, the club will continue to hold regular club meetings. The new location will be voted on and pass a majority vote. After (5) year time limit is completed and a new location has not been found, the club will be dissolved by majority vote.

# East Palestine Sportsmen's Club

## FORMAL BY-LAWS

### ARTICLE 1

#### Nomination of Officers.

Section 1: Officer nominations will be made and recorded at the regular monthly meetings in April, May, and June.

Section 2: Elections of Officers will take place during the regular monthly meeting in June.

Section 3: A member must be in Good Standing to be nominated to hold office.

Section 4: A member must be present to be elected to any office unless the individual has submitted written consent to the Executive committee to serve if elected.

Section 5: If more than one member is nominated for any office, the ballot will be secret, with three (3) tellers appointed by the President to count votes.

Section 6: Nominations for President and Vice President will be held separately and voted on in the same manner as listed in Section 5.

Section 7: Once elected; Officers and Trustees terms will take effect immediately. Former Officers will turn over all club files by the July's regular monthly meeting.

Section 8: Officers will serve a term of one (1) year. There will be three (3) Trustees. One (1) to serve one (1) year, one (1) to serve two (2) years, and one (1) to serve three (3) years. Thereafter one (1) will be elected each year to serve for three (3) years.

### ARTICLE 2

#### Officers, Trustees, and Committeemen

Section 1: PRESIDENT: Will conduct all meetings, appoint all committees, appoint tellers for ballot counts, and work for the general welfare of the club.

Section 2: VICE PRESIDENT: Will act for the President in all matters when required.

Section 3: SECRETARY: Will maintain records of actions taken at all meetings, conduct all correspondence, receive, and file all communications. Maintain a roll of club membership. Publish a roll of all members to the executive committee and post a copy making it available for all members no later than March 31<sup>st</sup> annually.

Section 4: TREASURER: Will collect all money due the Club and issue receipts where applicable. Maintain financial records and deposit all money in such bank as designated by the Trustees in the name of the Club. Pay all bills that have been approved at the regular meetings except regular monthly bills or bills involving penalties unless the money was previously appropriated for the purpose.

4a: AUDITS: The three (3) Trustees and the President will conduct an Annual in-house audit.

4b: The Trustees may request an outside audit at any time. All records will be turned over by the officers at the Trustees request.

Section 5: TRUSTEES: Will care for and administer all property of the Club not in the care of the Secretary or Treasurer. Will have the authority to resolve any emergency that would interrupt the Clubs normal activities.

5a: Maintain an up-to-date inventory of all Club belongings (assets).

5b: In case of an emergency the senior Trustee or Club President will try to contact all Trustees before action is taken. Authorization of two (2) trustees is required to expend funds.

5c: Undertake emergency repairs in a timely manner.

5d: All non-emergency issues costing over \$500.00 must be discussed by the Trustees (first) and presented at the regular or special meetings for membership discussion and approval by vote.

Section 6: COMMITTEEMEN: The Club will have the following standing Committees:

6a: Executive: It will consist of President, Vice President, Treasurer, Secretary, and the three Trustees.

6b: Building/Grounds:

(a). Issue guidelines for the proper use and maintenance of the equipment, structures, and grounds.

(b). Perform periodic inspections of all Club buildings and equipment.

(c). Maintain a Schedule, Monitor, and Manage building cleaning/cleanliness.

(d). Maintain a Schedule, Monitor, and Manage grass cutting.

(e). Recommend improvements to the Executive Committee.

(f). Inspect all work that has been undertaken as directed.

6c: Lake & Pond:

(a). Issue guidelines for the proper use and care of the lake and pond.

(b). Perform periodic inspections and determine required maintenance.

(c). Manage fish population to determine stocking requirements.

(e). Recommend improvements to the Executive Committee.

(f). Inspect all work that has been undertaken as directed.

6d: Range(s):

(a). Issue guidelines for the proper use and maintenance of the clubs Ranges.

(b). Perform periodic inspections of all Ranges and equipment.

(c). Schedule, Monitor, and Manage Range cleanliness.

(d). Recommend improvements to the Executive Committee.

(e). Inspect all work that has been undertaken as directed.

6e: Forestry:

- (a). Issue guidelines for the proper management of the club's forest.
- (b). Perform periodic inspections of all timber and develop plans to ensure compliance with our timber management program.
- (c). Maintain a Schedule, Monitor, and Manage the removal of invasive trees and plants.
- (d). Recommend improvements to the Executive Committee.
- (e). Inspect all work that has been undertaken as directed.

6f: Non-Standing or Special Committees appointments will serve for such a time and perform such duties as required at the time of appointment.

6g: Each Committee Chairperson will present a report on the status and requirements (if required) at each regular monthly meeting.

Section 6: Any Officer, Trustee, or Committeeman will be automatically relieved of duty for nonattendance of six (6) consecutive regular monthly meetings without reasonable cause. Any Officer, Trustee, or Committeeman will be relieved of duty for failure in attendance or any other good reason by three quarters (3/4) vote of members present at a regular monthly meeting, if such action would benefit the club. The individual involved will be notified in writing by the Club President and will be allowed to address the Officers and Trustees in Executive session, special meeting, or regular monthly meeting if the individual involved requests, in writing, within five (5) days of receipt of the Certified Notification Letter. If requested the Club President will call for a Special or Executive meeting.

Section 8: Any Officer, Trustee, or Committee Chairperson vacancy will be selected by the Club President to be filled at the next regular monthly meeting. These members will serve in those positions until the next election cycle.

### **ARTICLE 3**

#### **Meetings**

Section 1: The Regular Club Monthly meeting will be held on the first Monday of the month. Meetings will be held on the Club grounds a 7:00 P.M. at which time all other Club activities will cease. The Club President will reschedule the regular monthly meeting date if the meeting conflicts with a legal holiday, severe weather, or an unforeseen reason.

Section 2: A Special meeting can be called by the Club President, or by the written request of two (2) Officers, or five (5) club members. Correspondence requesting a special meeting will be directed to the President and Secretary.

Section 3: The Executive committee meeting will be held on the third Monday of: January, March, May, July, September, and November. Meetings will be held on the Club grounds a 6:00 P.M.

## ARTICLE 4

### New Members

Section 1: East Palestine Sportsmen's Club is a Not-For-Profit Organization. Our facilities are maintained by membership donations, proceeds from club sponsored events, and labor volunteered by our members.

Section 2: There are five (5) types of memberships, single, family, retired, disabled, and senior.

2a: Single memberships are for the individuals 18 years or older.

2b: Family memberships: Include the primary member (must be 18), spouse, and children under 18 (or up to age 24 while attending college) All juveniles under the age of eighteen (18) must be accompanied by an adult member.

2c: Retired (62 to 70)

2d: Permanently Disabled (over 18). Work Hours base on individual abilities

2e: Senior (over 70) No Work Hour Requirement. (Seniors can receive the fifteen (\$15) dollars credit for completing twenty (20) work hours)

2f: **Note:** Officers and Standing committee chairpersons (No Dues or work hours requirement while in office or position for at least nine (9) months)

Section 3: An individual wishing to apply for membership in the Club must complete and sign a formal Club application. The application requires a signature of a sponsor. A sponsor is a club member in good standing.

Section 4: The application will be submitted to the Club President by the Applicant and Sponsor during a regular monthly meeting. During this meeting, the applicant will provide a brief description about themselves and why they are applying to the Club. The Club members may ask questions of the applicant during this time. This is the informational meeting.

Section 5: The following monthly meeting the applicant will be voted on for probationary membership. The applicant and sponsor must be present. The application will be presented to the Club Membership for a vote by separate secret ballot.

Section 6: Once approved, the probationary member must pay the appropriate membership dues (dues will be prorated) and a onetime \$60.00 initiation fee. They will receive their Club membership card and club house key card. (There is a \$20.00 fee for replacement of lost key cards)

Section 7: When joining East Palestine Sportsmen's Club for the first time you will become a probationary member for 12 months.

7a: Probationary members may not vote for officers or hold any Club Office.

7b: Probationary members will not have unaccompanied access to any garage or storage area.

Section 8: To become a full member the probationary member must have completed the following in their 12-month probationary period:

8a: Attended a minimum of three (3) regular monthly meetings.

8b: Completed twenty (20) volunteer work hours. Those members that have not performed twenty (20) work hours will be charged \$12.00 per hour for hours not worked assessed to the following years dues.

8c: Must be approved by the Executive Committee.

Section 9: All probationary members must attend an executive board meeting during the 10th month of their probationary period. The purpose of this meeting is to review the probationary member's completion of all member requirements and the board's final recommendation whether the probationary member should be a permanent member. The Vice President will notify the probationary member of their standing in club requirements at their ninth (ninth) month's regularly monthly meeting.

## **ARTICLE 5**

### **General Rules**

Section 1: No equipment will be taken from the Club grounds without written consent from the Trustees. No personal equipment will be stored on club grounds without permission.

Section 2: Any member called for disorderly conduct may be warned on the first offense. After the second offense the members will be subject to suspension or discharge.

Section 3: Any member under the age of twenty-one (21) will not consume any alcoholic beverages on Club property. No alcoholic beverages will be consumed while using any Firearm or lethal weapon on any Club property.

### **Section 4: Lake/Pond Usage Rules:**

4a: Guests may fish but must be accompanied by a member.

4b: All fishing is catch and release only (Unless otherwise posted). Any fish that has been hooked deeply, cut the line as close to the hook as possible before releasing.

4c: The Small Pond is "Youth Fishing Only" twelve (12) and under.

4d: No boats are allowed on the lake unless for lake maintenance that has been approved by the Lake Committee.

4e: No swimming or wading.

4f: No ice fishing.

4g: No Fishing within thirty (30) feet of any fish feeder.

### **Section 5: Hunting**

5a: Hunting is for members only (No Guests)

5b: Prior to Hunting the hunter must place the range signs to "Closed" and lower the road cable.

5c: A non-member may assist a hunter ONLY to retrieve a deer or assist with tree stand placement.

5c: Driving of deer is prohibited.

5e: Junior members (16 and younger) must be always with a parent/guardian.

5f: Only two (2) deer maybe harvested per member per season.

5g: Members will not shoot towards the clubhouse, garage, or pavilion. (Know your target and beyond).

**Section 6: Tree Stands**

6a: Each hunting member is limited to two (2) stands.

6b: The stand must be inspected for safety and tagged with the members Club number, name, and phone number by August 31st each year. Blinds are considered a stand and MUST be tagged.

6c: Any stand that has not been properly tagged, will be removed on the assumption that a poacher erected it.

6d: Stands are exclusive to the member; therefore, members wishing to hunt from another member's stand can only do so with permission from the member who owns the stand.

6e: All stands, including climbing stands and blinds, must be fifty (50) yards from any other stand. Allowing exception for junior members who must place their stand within sight (Not to Exceed 30 yards) of their parent/guardian.

6f: Care must be taken not to damage trees, screw-in devices and nails are not permitted.

**Section 7: Gun Range Access and Usage.**

7a: Member must accompany all guests.

7b: Make sure the range is open, if the range sign is closed do not open the range without verifying there is no one down range. Contact a club Officer for guidance.

7c: Range Hours shall be 10:00 am to 9:00 pm or Dusk, whichever comes first.

7d: No Drinking of alcoholic beverages on the range grounds.

7e: No Smoking on the firing line or inside of Club structures.

7f: Eye and Hearing protection is required on all gun ranges.

7g: Treat all firearms as if they are a loaded.

7h: No shooting in which the shooter moves while shooting targets. All shooting will be conducted at a stationary position at a designated firing line.

7i: Actions of uncased firearms must be kept open until on the firing line ready to fire.

7j: Keep the muzzle of the firearm pointed in a safe direction and down range.

5k: No rapid fire. No more than two (2) consecutive rounds at one time.

7l: No shooting of cans, bottles, etc. Paper targets only.

7m: No shooting above target stands.

7n: **BEFORE** going down range all shooters must observe the following rules:

- a. All shooters must agree to cease fire by verbal as well as eye contact before proceeding down range.
- b. All weapons must be cleared with actions open before proceeding down range.

c. Before going down range you must announce "going down range" before crossing the firing line.

d. No weapons may be handled while any person is down range.

7o: All shooters are to pick up their spent cartridges and dispose of their litter.

7p: Clear all used targets from the backer boards when finished shooting and dispose of them in the trash receptacles.

7q: Please help keep YOUR CLUB ranges clean, neat, and safe

**Section 8: Archery Ranges:**

8a: Indoor Archery:

a. Archery Targets/Bales are for Archery shooting only. These targets WILL NOT be used as rifle or pistol backstops.

b. No Drinking of alcoholic beverages on the range.

c. All shooters must agree to cease fire by verbal as well as eye contact before proceeding down range.

d. Before going down range you must announce "going down range" before crossing the firing line.

e. No bows may be handled while any person is down range.

f. When finished shooting clear all used paper targets from the Targets/Bales, pickup all trash, and dispose of them in the trash receptacles.

g. Return all Targets/Bales to their storage area.

h. Please help keep YOUR CLUB range clean, neat, and safe

8b: 3D Archery:

a. 3D Archery Targets are for scheduled events only. Members may shoot the 3D course on an off day if they pay the current event fee in advance. (*Contact Archery Committee Chairman for additional information*)

b. Field points only. **(NO BROADHEADS)**.

c. Only one (1) arrow may be shot at each target.

d. All shooters must agree to cease fire by verbal as well as eye contact before proceeding down range to retrieve your arrow.

e. Before going down range you must announce "going down range" before crossing the firing point.

f. No arrows will be handled or nocked while anyone is down range.

g. Pickup all your trash while you are moving through the course and dispose of it in the trash receptacles.

h. Please help keep OUR CLUB range clean, neat, and safe

**Section 7: Guests:**

**7a:** Members may bring guests to introduce and recruit them for membership. Guest may not to exceed three (3) visits to the Club during non-scheduled events. After a guest has visited the Club three (3) times they must become a member to utilize and Club facilities.

**7b:** During any visit, guests are the member's responsibility. They must abide by the rules of the Club as the member does. Member's guests shoot with the member. Guests arrive when the member arrives, and they leave when the member leaves.

**7b:** A member may only bring two (2) guests on any given day. Unless they are showing the Club to a family, which they can bring all members of their immediate family.

**7c:** Members guest(s) must sign in the Guest/Visitor Logbook located in the Club house.

**7d:** By signing the logbook each Guest expressly assumes all risks of or related to his or her use of East Palestine Sportsmen's Club premises and expressly releases East Palestine Sportsmen's Club and its agents from all liability for injury to his or her person or property, arising out of his or her use of East Palestine Sportsmen's Club premises. Guests who bring children under of the age of 18 onto East Palestine Sportsmen's Club premises are solely responsible for the safety and welfare of said children while on East Palestine Sportsmen's Club premises.

**Section 8: ATV/UTV's**

**8a:** No ATV's or UTV's on club grounds unless:

- a. Utilized to work on a project or club event.
- b. Utilized to retrieve a deer only if this will not disturb other hunters.

**Section 9:** Any member who violates these General Rules could be warned on the first offense at the discretion of the Executive Committee. The second offense the member(s) will be subject to suspension or discharge. The individual involve will be notified in writing by the Club President and will be allowed to address the Officers and Trustees in Executive session, special meeting, or regular monthly meeting if the individual involved requests, in writing, within five (5) days of receipt of the Certified Notification Letter. If requested the Club President will call for a Special or Executive meeting. The President will present the Executive Committees recommendation will be presented to the membership at the next regular monthly meeting. To suspend or discharge requires a three quarters (3/4) majority vote of members present.

**ARTICLE 6**

**Amendments**

**Section 1:** Amendments of the By-Laws will be made by a majority vote of those members in attendance.

**Section 2:** All amendment(s) proposed to the By-Laws must be made in writing and will require a move and a second.

**Section 3:** First Meeting: Amendment(s) will be read only.

**Section 4:** Second Meeting: A copy of the Amendments will be provided to the Membership in attendance. Then the Amendment(s) will be read and discussed.

Section 5: Third Meeting: Amendment(s) will be read, voted upon, if approved the Amendments take effect immediately.

Section 6: The approved Amendment(s) will be typed into the formal Club By-Laws and a revised copy will be available to each Club Member.

## **ARTICLE 7**

### **Agenda**

1. Call to Order
2. Pledge of Allegiance
3. Roll Call Officers
4. Secretary's Report (reading of previous minutes)
5. Treasurers Report
6. Communications
7. Committee Reports
8. Elections
9. Old Business
10. New Business
11. Adjournment