

GUILFORD SPORTSMEN'S ASSOCIATION, INC.

BYLAWS



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ARTICLE 1 – NAME OF ORGANIZATION

- SEC. 1. This organization shall be known as the Guilford Sportsmen's Association, Incorporated.

ARTICLE 2 – PURPOSE

- SEC. 1. The purpose of this non-profit organization will be:
- a. To bond together sportsmen who are interested in hunting, fishing, and allied sports from a recreational and ecological viewpoint.
 - b. To assist in assuring more abundant fish for our streams and ponds, and game for our fields and forest.
 - c. To secure and maintain, friendly relations between property owners, and sportsmen.
 - d. To educate the young people, in the concerns of future ecological problems.
 - e. To provide education for the younger generations in the areas of conservation, and ecology for the betterment of our total community.
 - f. To assist on strict observance of laws designed for the protection and propagation of fish and game.
 - g. To promote good fellowship among our members.

ARTICLE 3 – OFFICERS

- SEC. 1. The officers shall be: President, Vice President, Secretary, and Treasurer.
- SEC. 2. These officers shall enforce these bylaws and observe the parliamentary process adopted by the Association.
- SEC. 3. The officers shall be elected by ballot to serve for two (2) years or until their successors are elected and their term of office shall begin January 1st following the annual meeting at which they are elected, and they shall be members in good standing
- SEC. 4. Officers shall be exempt from all dues and land assessments only for the period of their term while they hold office. Officers must still meet all other obligations.

ARTICLE 4 – DUTIES OF OFFICERS

- SEC. 1. It shall be the duty of the President, to preside over all regular, special, and Board of Directors meetings of the Association and generally exercise the functions of a presiding officer. He or she shall also be an ex-officio of all committees.
- SEC. 2. It shall be the duty of the Vice President, to assist the President in his duties, and in the absence of the President, to exercise the functions of the presiding officer. The Vice President shall also be in charge of inventory of fixed assets and work hours. Vice President will maintain the list of members who are assigned to each committee. This list will be made available to all committee chairmen. The Vice President shall be responsible for all Safety and Security functions and shall have the authority to form a small group of members to assist in Safety and Security. The Vice President will report all suspected Safety and Security violations to the Board of Directors for disposition.
- SEC. 3. It shall be the duty of the Secretary to keep record of all regular, special, and Board of Directors meetings and to duly notify the members of all special meetings. To summarize all incoming and outgoing correspondence on the bulletin board. To maintain complete business files and insurance documents. Upon instruction by the President to handle general correspondence in a business like manner. Update the Bylaw and Rules and Regulations as changes are approved and maintain a revision log of all changes. Maintain a file of all newsletters.
- SEC. 4. It shall be the duty of the Treasurer to receive and disburse all funds to or

payable by the Association and to deposit all funds received in the name of the Association. The Treasurer shall submit a written report at each regular meeting. The report to itemize any outstanding bills payable by and any money due to the Association. The Treasurer's accounts to be audited annually, prior to the installation of new officers, by the incoming and outgoing Presidents, incoming Treasurer, auditing committee and other interested members. The Treasurer must be bonded. Treasurer shall maintain appropriate insurance coverage to adequately protect the Association. Treasurer shall maintain the bond roster. Treasurer shall generate and mail all bills to the members for dues and assessments. And is responsible for collecting all the funds.

ARTICLE 5 – MEETINGS

- SEC. 1. All regular meetings shall be held on second (2nd) Thursday in each and every month at 7:00 p.m. at the Guilford Sportsmen's Association lodge on Hart Road, North Guilford, CT.
- SEC. 2. The Board of Directors shall have the power to call a special meeting. Directors are to receive a minimum of three (3) days notice of any special meeting. Only such business as may be designated in the call shall be considered at any special Board meeting. Directors must give a minimum of seven (7) days notice of any special membership meeting.
- SEC. 3. At the regular meeting on the second (2nd) Thursday in August, a nominating committee of seven (7) members shall be elected by the Association. The nominating committee shall be nominated from the floor with no member making more than one (1) nomination. Members of the nominating committee must be members in good standing. The President shall appoint a member of the elected nominating committee to act as the temporary chairman. The temporary chairman shall designate time, place, and date of the first nominating committee meeting and to notify other members of the nominating committee. The first order of business of the nominating committee to be election of a nominating chairman. The nominating committee shall present a proposed slate of officers and committee chairmen at the September meeting. Nominations from the floor will be accepted only at the September meeting after the nominating committee reports. No nominations from the floor will be accepted on the night of the annual meeting. All members are to be advised in writing of the proposed slate a minimum of seven (7) days before the annual meeting.
- SEC. 4. The regular meeting on the second Thursday in October will be known as the Annual Meeting.
- SEC. 5. The election of officers and committee chairmen shall take place during the Annual Meeting. A paper ballot will be provided for any office for which there are two or more candidates. The newly elected officers and standing committee chairmen to be installed at January meeting following the annual meeting. The newly elected officers shall participate in the budgeting process that takes place in December.
- SEC. 6. At the regular meeting on the second Thursday in January the officers shall present a report on the past years activities. The newly installed officers shall present a proposed budget, subject to a majority vote of the members present. The newly installed administration shall present an outline of the proposed plans and activities for the following year.
- SEC. 7. Twelve (12) members in good standing, present at any regular, or special meeting, shall constitute a quorum and no business shall be transacted unless a quorum is present.
- SEC. 8. Members will conduct themselves with true gentlemanly decorum, no profanity, vulgarity or indecent conduct will be permitted. Discrimination or intolerance based on race, creed, color, sex, nationality, political standings or personal background will not be tolerated. Offending members will be brought before the executive board and face disciplinary action.

ARTICLE 6 – PARLIAMENTARY AUTHORITY

- SEC. 1. The rules contained in the current edition of "Roberts Rules of Order Newly

Revised" shall govern the Association in all cases to which they are applicable and which they are not inconsistent with these bylaws and any special rules of order the Association may adopt. Specific club bylaws take precedence over Roberts Rules of Order.

ARTICLE 7 – MEMBERS

- SEC. 1. The membership of the Guilford Sportsmen's Association is currently limited to two hundred eighty (280) regular members, and will increase to 300 regular members in increments of 10 members per year until the limit is reached in 2012.
- SEC. 2. A regular member, in good standing shall be considered to be a person, 18 years of age or older whose dues and obligations have been paid to date. See Article 7 Section 13 for exemptions.
- SEC. 3. As of (date of passage), all current members of the Association are grandfathered and shall become senior members at age 55 provided that they have been a member of the Association for a minimum of five years. As of (date of passage), all current regular members of age 65 or older shall become Senior members and all new members entering the association shall not become senior members until age 65.
- SEC. 4. The spouse of a member has all privileges of membership without vote or obligation.
- SEC. 5. A junior member shall be a person who is between 12 and 18 years of age.
- SEC. 6. A special member shall be land owners of record, contributing the use of their land to the Association. Special members shall have all privileges of membership without vote or obligation.
- SEC. 7. Any person over the age of 18 shall be eligible for membership, provided such person shall be sponsored by a member in good standing of the Guilford Sportsmen's Association. An application for membership, signed by the sponsor, shall be presented to the committee of membership. The membership committee shall investigate any new applicants. The membership chairman shall present the proposed applications to the Board of Directors of the Association at their next meeting. The names of these applicants shall be sent via email and/or newsletter to the members and posted on the club bulletin board a minimum of 5 days before the regular meeting. Voting upon the application shall take place at the next regular meeting thereafter. New members must be approved by a majority vote of the members present, except on request of any member in good standing the vote shall be taken by ballot. Upon such request, three (3) adverse votes will reject the candidate. A candidate may not be present at a meeting when action is to be taken on his or her application.
- SEC. 8. New members are placed on probation for one year.
- SEC. 9. It shall be the duty of every member to report any change of address in writing as soon as possible to the membership chairman. E-mail address additions and changes should also be reported to the membership chairman
- SEC. 10. Upon the recommendation of the Board of Directors, and by a three fourths (3/4) vote of the members present at the annual meeting, honorary life membership may be conferred upon a person who shall have rendered notable service to the Association. An honorary member shall have all the privileges and none of the obligations of membership.
- SEC. 11. Every member shall be a member of a committee, either standing or special function.
- SEC. 12. A junior membership program shall be made available to children between the ages of 12 - 18 years. Upon becoming 18 years old a junior member who is a child of a non-member may become a regular member of the Association by paying the initiation fee required at the time he or she became a junior member. A period of one year from the 18th birthday will be allowed for payment to be completed. A junior member will have no voting privileges.
- SEC. 13. Any son or daughter of a regular member in good standing upon attaining his or her 18th birthday shall be eligible at any time thereafter to become a member in good standing without payment of any initiation fee. In the event of closed membership the closing figure will be adjusted. The provisions of this section

- also apply to the child of a member who passes away prior to the son or daughter having had the opportunity to join the Association.
- SEC. 14. Status of members entering the armed forces and members who are full time students shall remain as it was upon his or her entrance into the service or school, providing he or she is in good standing at the time.
- SEC. 15. Members are required to perform ten (10) hours of work per year:
- a. Senior members are exempt from any work requirements.
 - b. Members who serve at least one full term as President of the GSA will be exempt from any work requirements as long as they remain in good standing.
 - c. Members who are serving on the Board of Directors of the GSA will be exempt from any work requirements for as long as they serve as members of the Board of Directors.
 - d. Members who fail to fulfill all or part of their work requirement will be charged a work assessment fee at the rate per hour that has been established by the Association (plus applicable taxes).
 - e. The Vice President shall keep a master record of all work hours performed by the membership.
 - f. Committee chairmen shall keep a record of their respective committee's work hours.
 - g. Committee chairmen shall make a written work hour report to the Vice President at each monthly membership meeting.
 - h. Work assessment fees will be added to the yearly membership dues statement.
 - i. New members work hours will be prorated.
 - j. Effective January 1, 1985 all new members must be members of the National Rifle Association.
 - k. Work hour assessments will be calculated on work performed prior to June 1st of the billing year. All work performed on June 1st and after will be credited to the following year.
- SEC. 16. Membership in the GSA will be terminated for the following:
- a. Failure to pay delinquent dues, fines, assessments or other obligations. Annual dues and work assessments are due by July 31st in the billing year. Land or any type of assessment will be due by September 30th in the billing year. Payments received from August 1st - August 31st and from October 1st - October 31st will be delinquent and subject to a late fine of \$50.00 regular members and \$25.00 for senior members.
 - b. Delinquent members will receive via regular U.S. mail a new bill for either the dues or the work assessments or their assessments which will include the fine. The bill will be mailed August 1st and October 1st or as close as practical, and the member will be given 30 days to pay his or her bill. No other correspondence will be sent to the member and the member will be terminated at the end of the 30 day period if no payment is received.
 - c. Willful damage to club property.
 - d. Theft of any club or personal property.
 - e. Willful personal injury to any person.
 - f. Repeated abuse of club bylaws and regulations.
 - g. Possession or consumption of any alcohol prior to or during use of any shooting range.
- SEC. 17. Membership in the Association can be suspended for a designated period of time, for the abuse of club bylaws and regulations. Violating member to be brought before the Board of Directors of the Association upon written complaint and personal appearance of the accusing member or members. In the event of suspension or termination of membership, the penalized member has the right of appeal to the membership at a regular meeting.
- SEC. 18. Spouses and minor children of the GSA members will have non-voting rights of membership in the GSA. Further membership advantages are available through junior membership. A child of a member, in good standing, who upon graduation from high school, enters the armed forces or enrolls as a full time student in an accredited college shall continue to have the same privileges that were

available as the child of a member, with the exception that the child shall pay member rates for any activities for which a fee is charged.

- SEC. 19. Any member in good standing with 10 or more years of active membership and moves out of state permanently, may be given the same status as a senior member. If that member moves back to Connecticut and has not reached senior member status, he or she will then return as a regular member immediately.
- SEC. 20. No member can be terminated from the GSA for any reason without final review by the Board of Directors.
- SEC. 21. Re-entry Obligations Policy For Persons Who Are In Good Standing When They Leave Membership
- a. If person submits a Re-Entry application within one year of date he/she dropped out:
All prorated obligations remaining in the current fiscal year plus a \$50 late fee.
 - b. If person submits a Re-Entry application after 12 months but less than 5 years of date he/she dropped out:
All prorated obligations remaining in the current fiscal year plus a \$500 re-entry fee.
 - c. If person submits a Re-Entry application after 5 years and up to 10 years of date he/she dropped out:
All prorated obligations remaining in the current fiscal year plus a \$100 per year re-entry fee. (Example-Out 6 years, re-entry fee is \$600, out 7 years, re-entry fee is \$700, etc)
 - d. If member is out more than 10 years, he/she must submit an application as a new member and pay all fees in effect at that time and will have all rights and obligations of a new member.

Any person who leaves membership as a Senior Member will Re-Enter as a Senior Member.

This policy will apply to each member one time only. No in/out, in/out, etc.

All persons who re-enter will go to the bottom of any waiting list.

All persons who leave membership who are not in good standing are required to submit an application as a new member and if voted in, will have all rights and obligations of a new member.

ARTICLE 8 – COMMITTEES

- SEC. 1. There shall be the following standing committees and such special committees as the President shall appoint:
- a. Archery
 - b. Auditing
 - c. Building, Grounds and Equipment Maintenance
 - d. Fish Stocking
 - e. Fundraising
 - f. Game Stocking
 - g. Junior Membership
 - h. Land / Ecology
 - i. Liaison
 - j. Membership
 - k. Publicity
 - l. Refreshments and Entertainment
 - m. Rifle Range
 - n. Scholarship
 - o. Social Events
 - p. Sporting Clays and 5-Stand
 - q. Trap and Skeet
- SEC. 2. Each standing committee chairmen shall serve a 2 year term. One half (1/2) of the standing committee chairmen to be elected annually. See article 16 for the Election Schedule.
- SEC. 3. No one person to chair more than 1 standing committee. An officer may not chair a standing committee.
- SEC. 4. The chairmen of each committee shall appoint a co-chairman and other members of

- his committee subject to approval by the Officers.
- SEC. 5. Each standing committee chairmen shall be a member of the Board of Directors and each committee shall be entitled to a vote provided the chairman or an authorized member of his committee is present.
- SEC. 6. Prior to December 1st each standing committee chairmen is to present to the President an itemized budget for funds required to carry out the committee's program during the following year.
- SEC. 7. The newly elected chairmen shall participate in the budgeting process that takes place in December.
- SEC. 8. The committee chairman shall submit a monthly report of all committee activity to the Board of Directors.
- SEC. 9. If applicable to the committee, submit to the Treasurer of the GSA on or before the last day of each calendar month in writing an accounting of income and expenses for that calendar month.

ARTICLE 9 – SPECIFIC DUTIES OF STANDING COMMITTEES

- SEC. 1. Detailed duties of standing committees are as follows:
- A. COMMITTEE ON ARCHERY
1. To arrange and maintain all GSA archery facilities.
 2. To order and inventory targets and supplies as required.
 3. To plan, direct, or coordinate all league shooting programs in archery.
 4. To establish and maintain safety standards for all archery areas and archery functions.
 5. To provide instructions for new shooters.
 6. To direct all archery tournaments and contests.
 7. To maintain committee administration as follows:
 - a. All non-members are to be registered in the guest book by member sponsor.
 - b. To record income received from non-members.
- B. COMMITTEE ON AUDITING
1. Select a qualified committee that will be available to audit GSA committee reports as required.
 2. An annual audit shall take place during the first quarter of each year.
- C. COMMITTEE ON BUILDINGS, GROUNDS AND EQUIPMENT MAINTENANCE
1. To be responsible for the cleaning and maintenance of all club grounds and buildings.
 2. To arrange for repairs required on GSA equipment such as appliances, furnace, water pumps, tractors, mowers, snowblowers, etc.
 3. Unless volunteer help is available from members, the committee chairman shall be authorized to sub-contract grounds maintenance.
 4. To arrange for refuse pick-up as required.
 5. Keep all bathrooms stocked with toilet paper, paper towels and soap.
 6. Coordinate cleaning of facilities prior to events or building rental.
 7. Ensure that grass is cut in a timely manner.
- D. COMMITTEE ON FISH STOCKING
1. Plan a fish stocking program for the GSA pond. Present the program at the February meeting.
 2. Make regular tests of the GSA pond. Treat as required.
 3. Provide fishing instructions, by qualified personnel to the GSA junior membership and any other fishing instruction program the GSA might have to offer.
 4. Investigate State and Federal assistance programs that might assist the GSA fish stocking program.
- E. COMMITTEE ON FUNDRAISING
1. Coordinate all fundraising activity.
 2. Propose fundraising options at February meeting for membership approval.

3. Ensure that all local, state and federal regulations are being complied with.
4. File all necessary applications and final reports with the appropriate authorities.
5. Work with committee chairmen to assist them in meeting their fundraising goals.
6. Acquire products and prizes that are needed for fundraising activities.
7. Work in conjunction with treasurer to ensure that all fundraising income is promptly deposited and that payments are made promptly.

F. COMMITTEE ON GAME STOCKING

1. During the month of February, select breeder(s) and place order for birds for the upcoming season and obtain written confirmation from breeder.
2. During the months of October, November, and December release birds as scheduled.
3. Be constantly on the alert for any innovation that can be made in the GSA game stocking program that will make the hunting season more successful for the members of the GSA.
4. Apply for and keep current any federal, state or locally required permits that are necessary for the liberation of game for the purpose of hunting or dog training.
5. Schedule field trials in the spring and fall.

G. COMMITTEE ON JUNIOR MEMBERSHIP

1. To schedule and implement a program of instruction that will make the junior members of the GSA aware of the delights that hunting, fishing, and allied outdoor activities can provide.
2. To alert the junior members of the GSA of the ever increasing environmental problems of the day.

H. COMMITTEE ON LAND / ECOLOGY

1. To be on the alert for land available to GSA for permit required hunting program or any other use that will benefit the GSA.
2. To post all GSA land including permit required land.
3. To obtain and hold town assessor's maps for the use of the land committee.
4. To be alert for land that can be purchased by the GSA.
5. Inform the Officers and Board of Directors of any changes with adjacent properties.
6. To investigate recorded cases of environmental violations and to work in close contact with the proper local and federal agencies to assure correction of the violation.
7. To manage the Environmental Stewardship Program. Make recommendations to reduce environmental impact that is caused by club activities.
8. Manage hunting areas for ideal cover and conditions for the types of hunting that the club engages in.
9. Ensure that treestands are being properly attended to by the members on an annual basis in accordance with the policy in the rules and regulations.

I. COMMITTEE ON LIAISON

1. To make or maintain contact with any group or agencies, federal or local, which can be of assistance to the GSA.
2. Maintain liaison with other sportsmen's organizations.
3. Keep membership informed about pending legislation that may affect sportsmen's rights.

J. COMMITTEE ON MEMBERSHIP

1. To maintain an up to date roster of members and their classification.
2. To compile and maintain statistics by using information on the membership application.
3. To accept new applications for membership, perform background check and refer suitable candidates to the Board of Directors.
4. To propose new prospective members for membership at the regular meeting when called for by the President.

5. To notify new members upon acceptance.
6. Members who have their checks returned for deposit for any reason will be charged a \$50.00 fee and will be given 15 days to pay the full amount due. This fee will be in addition to any surcharges imposed upon GSA accounts by the banking institution.
7. To send written notice of delinquency to delinquent members within 10 days.
8. To issue membership cards, patches, and keys to the main gate and clubhouse.
9. To turn over to the Treasurer with the least possible delay any funds received for initiation fees or dues.

K. COMMITTEE ON PUBLICITY

1. Publicize GSA events.
2. Publicize GSA functions that will enhance the image of sportsmen with the general public.
3. Post all newspaper publicity on the bulletin board.
4. The publicity committee will publish a monthly GSA newsletter to all members. The contents of the newsletter will be dependent on information submitted by GSA committee chairmen.
5. Communication with members shall use a method that provides prompt delivery in a cost effective manner. Utilize the club website, email and bulletin boards as the primary method of written communication. Postal mail should be provided for members who do not have access to the aforementioned media.

L. COMMITTEE ON REFRESHMENTS AND ENTERTAINMENT

1. To provide simple refreshments at all regular and special meetings.
2. To maintain a balance of funds from receipts of refreshment sales at regular meetings, to obtain refreshments for the following meeting.
3. To occasionally provide entertainment at a regular meeting relative to hunting, fishing, or an allied sport.
4. Maintain an inventory of GSA utensils (property book).
5. Conduct a raffle at the regular meetings. Proceeds to be included in the monthly report.

M. COMMITTEE ON RIFLE RANGE

1. To plan and direct shooting programs and competition events in pistol, rifle, and indoor .22
2. To maintain standings of competitive events and averages of shooters posted regularly.
3. To provide instructions to beginning shooters.
4. To maintain and enforce safety standards for outdoor and indoor ranges and specific competitive events as they occur from time to time. To make recommendations to the Board of Directors for any changes necessary to upgrade the safety program.
5. To arrange for maintenance of the GSA outdoor and indoor rifle and pistol ranges.
6. Selection and training of Range Officers and assignment of duties as required.
7. To maintain committee administration as follows:
 - a. All non-members are to be registered in the guest book by member sponsor.
 - b. To record income received from non-members.

N. COMMITTEE ON SCHOLARSHIP

1. To plan and direct a scholarship program to establish the following:
 - a. A fund of \$1,000.00 each calendar year for the disbursement to qualified candidate(s). These amounts will carryover to the next year if a suitable candidate is not found.
 - b. Review and evaluate the qualified candidates and present the list of recommended candidates to the general membership at the GSA regular meeting in June.
 - c. The selection process will include candidates:
 1. accepted in an accredited school.
 2. enrolled in a curriculum that includes subjects related to

- environmental, biological or conservation concerns
3. who are children of GSA members or students in the Guilford/Madison school systems or the immediate area school districts served by GSA.

O. COMMITTEE ON SOCIAL EVENTS

1. Establish the social event schedule for the following year and present a proposed schedule with recommended budget to the board of directors at the December Executive Board meeting.
2. Reserve all dates with the club secretary.
3. Work with the publicity chairman to ensure that the events are adequately publicized.
4. Establish committees for each event.
5. Obtain admission tickets for each event when appropriate.
6. Collect and account for all payments and submit payments and invoices to the treasurer in a timely manner.

P. COMMITTEE ON SPORTING CLAYS AND 5-STAND

1. To plan and direct shooting programs and competition events.
2. To maintain standings of competitive events and averages of shooters posted regularly.
3. To provide instructions for beginning shooters.
4. To maintain and enforce safety standards for outdoor ranges and specific competitive events as they occur from time to time. To make recommendations to the Board of Directors for any changes necessary to upgrade the safety program.
5. To arrange for maintenance of the GSA sporting clay course.
6. To order and inventory supplies as they are required.
7. To maintain committee administration as follows:
 - a. All non-members are to be registered in the guest book by member sponsor.
 - b. To record income received from non-members.

Q. COMMITTEE ON TRAP AND SKEET

1. To plan and direct league shooting programs on trap and skeet.
2. To maintain standings of shooting leagues and averages of shooters posted regularly.
3. To provide instructions to beginning shooters.
4. To plan and implement GSA turkey and ham shoots.
5. To maintain safety standards for all trap and skeet areas and functions. To make recommendations to the Board of Directors for any changes necessary to upgrade the safety program.
6. To arrange for maintenance of all GSA trap and skeet facilities.
7. To order and inventory target and supplies as required.
8. To maintain committee administration as follows:
 - a. All non-members are to be registered in the guest book by member sponsor.
 - b. To record income received from non-members.

ARTICLE 10 – BOARD OF DIRECTORS

- SEC. 1. The Board of Directors shall consist of the officers and chairmen of the standing committees and the immediate past President of the Association. It shall plan and direct the work of the Association and act in the best interest of the Association at all times.
- SEC. 2. Five members of the Board shall constitute a quorum, and no business shall be transacted unless a quorum is present.

- SEC. 3. Vacancies shall be filled according to the following subsections:
- a. A vacancy created by the resignation of the President shall be filled by the Vice President. At that time the president will appoint a temporary vice president.
 - b. Any vacancy created by the resignation of any officer shall require that a notice be sent to all members and posted on the club's website informing the membership of the vacancy. The president shall appoint someone to fill the position until a permanent replacement is elected. A nominating committee of seven (7) members shall be elected by the Association at the next regular meeting. The nominating committee shall be nominated from the floor with no member making more than one (1) nomination. Members of the nominating committee must be members in good standing. A temporary chairman shall be selected by a vote of the members present at this meeting. The temporary chairman shall designate the time, place, and date of the first nominating committee meeting and to notify the other members of the nominating committee. The first order of business of the nominating committee shall be the election of a nominating committee chairman. The nominating committee shall present a proposed replacement or replacements for each of the vacated officer's position(s) at the next regular meeting. Nominations from the floor will be accepted after the nominating committee reports. All members are to be advised in writing of the proposed slate a minimum of seven (7) days before the meeting at which the vote will take place.
 - c. All vacancies of standing chairmanships shall be filled by their co-chairman. If the co-chair declines the position it shall be filled by a majority vote of the members present at a regular meeting.
- SEC. 4. The Board of Directors shall have power to recommend removal of any officer or committee chairmen who is not fulfilling the duties of his office.
- SEC. 5. The Board of Directors shall be the disciplinary body of the Association.
- SEC. 6. Unless otherwise ordered by the Board, regular meetings of the Board of Directors shall be held the 4th Thursday of every month, at 7:00 p.m. at the Guilford Sportsmen's Association lodge on Hart Road, North Guilford, CT. The exception will be the November and December meetings which will meet on the third Thursday of the month. Special meetings of the Board of Directors can be called by the President and shall be called on the written request of 3 members of the Board.
- SEC. 7. A member of the Board of Directors shall not miss more than 3 consecutive meetings without representation or satisfactory explanation. The Board of Directors shall have the authority to override this requirement for certain committees.
- SEC. 8. An attendance roster of all regular and special Board of Directors meetings will be kept by the Secretary.
- SEC. 9. Standing Committee Chairmen shall be exempt from all dues for the period of their term.

ARTICLE 11 – DUES AND OBLIGATIONS

- SEC. 1. Dues for the regular members shall be at the rate that has been established by the Association (plus applicable taxes) annually. The dues will be re-evaluated every 3 years by the Board of Directors. The reevaluation will take into consideration C.O.L.A., operating expenses and the long range plan.
- SEC. 2. Dues and other financial obligations for senior members will be 1/2 the current regular membership dues (plus applicable taxes).
- SEC. 3. Dues for new regular members will be prorated. The monthly rate will be established by dividing the current annual dues by twelve (12). This monthly rate will be multiplied by the number of months remaining until July 1st. (plus applicable taxes)
- SEC. 4. Dues for junior members shall be \$10.00 (plus applicable taxes) per year.
- SEC. 5. Dues are due and payable annually on the first day of July and must be paid within 60 days thereafter or membership will be forfeited unless special dispensation is obtained from the Board of Directors.

- SEC. 6. An initiation fee will be paid upon becoming a member at the rate that has been established by the Association (plus applicable taxes).
 a. The Board of Directors has the authority to modify the payment terms of the initiation fee as it deems appropriate.
- SEC. 7. Members who have checks returned for any reason will be charged a \$50.00 fee for regular members and a \$25.00 fee for senior members and will be given 15 days to pay the full amount. This fee will be in addition to any surcharge imposed by the banking institution.
- SEC. 8. A deferred payment plan for new regular members will be available for the payment of the initiation fee. The deferred plan will include a \$50.00 carrying fee. Balance to be paid in 4 equal payments payable every 90 days. The first payment will include prorated dues. A deferred payment agreement will be signed by the applicant. Upon default of any payment for a period of more than 10 days membership will be rescinded and all money will be forfeited.
- SEC. 9. A special assessment or obligation duly voted by the members at a regular meeting will state the purpose, amount of the assessment, conditions of obligation, and the date the assessment or obligation is due. Any member not fulfilling his or her obligation by the date the assessment is due, will forfeit his or her membership and all rights of membership in the Guilford Sportsmen's Association. These assessments and obligations will be levied by a two-thirds (2/3) vote of the membership present at any regular or special meeting of the Association, provided that notice of the proposed assessment or obligation is given to each member a minimum of 7 days before the date of the meeting. In the event of hardship, upon application to the Board of Directors special dispensation will be considered based on the merits of each case.
- SEC. 10. The Board of Directors will determine the amount to be spent on the annual prize drawings. The financing for the drawing will come from the dues income. The drawing will be held at the annual membership meeting. Each regular member will receive 2 chances, and each senior member will receive 1 chance. Honorary members are entitled to 1 chance. Only members in good standing are eligible to participate in the drawings.

ARTICLE 12 – BYLAWS REVISION

- SEC. 1. These bylaws may be amended by a two-thirds (2/3) vote of the membership present at any regular or special meeting of the Association, provided that notice of the proposed amendment be given to each member a minimum of seven (7) days before the date of the meeting.
2. Proposed bylaw amendments shall be made on the GSA Bylaw Change Form.

ARTICLE 13 – ORDER OF BUSINESS

- SEC. 1. The order of business at all regular meetings shall be as follows:
- Call meeting to order
 - Roll call by Secretary
 - Reading of the minutes of last regular meeting and approval my members present.
 - Reading of the Board of Directors meeting
 - Reading of communications
 - Treasurer's Report and approval by members present.
 - Reports of Officers and Standing Committees.
 - Archery
 - Auditing
 - Building, Grounds and Equipment Maintenance
 - Fish Stocking
 - Fundraising
 - Game Stocking
 - Junior Membership
 - Land / Ecology
 - Liaison
 - Membership

Publicity
Refreshments and Entertainment
Rifle Range
Scholarship
Social Events
Sporting Clays and 5-Stand
Trap & Skeet
Reports of Special Committees
Old Business
New Business
Good and Welfare
50/50 Raffle
Adjournment

ARTICLE 14 – FINANCES

- SEC. 1. The assumption of any mortgages, notes, bonds, or encumbrances of any assets of the Guilford Sportsmen's Association Inc., shall be authorized only by the members present at a regular or special meeting. Notice is to be given to each member a minimum of seven (7) days before the meeting. Authorization shall require a two-thirds (2/3) affirmative vote of the membership present.
- SEC. 2. Financial reports of committee functions and events are to be submitted within 30 days, after the function or event.
- SEC. 3. Purchasing Guidelines

Definitions:

Normal Operating Expenditures-Purchases of expendable items of a recurring nature. These items will have a normal life one year or less but can have a life of two but not more than three years. Examples are clay and archery targets, fish, birds etc.

Capital Expenditures-Purchases not of a recurring nature and will have a normal useful life of not less than five years and can be 10 or more years. Examples of capital expenditures are new or remodeling of existing buildings, trap and skeet machines, tractors, trucks etc.

The cost of these items will be in excess of \$5000 per item.

Delegation of Authority:

1. All individual purchases \$1-\$1000 will be at the discretion of the Committee Chairman.
2. Expenditures for items of a recurring nature in excess of \$1000 but in the annual budget approved by the membership will be at the discretion of the Committee Chairman.
3. Individual purchases between \$1001&\$5000 must be approved by the BOD.
4. All purchases not defined as Normal Operating Expenses or not in the annual budget and over \$5000 must be approved by the membership at a regular meeting where advanced notice of the expenditure has been made.

Conditions:

Sealed Bids or Quotes will be used when the BOD deems it necessary.

Bid/quote specs will be created by the purchaser with the help of the BOD when requested by the BOD.

Any GSA member submitting a bid/quote will recuse him/herself from any discussions on the subject to avoid any conflict of interest.

In the interest of awarding the contract to a club member, a qualified bid/quote from a member matching the lowest outside bid/quote and in compliance with all specifications shall be awarded the contract. In the event that more

than one member matches the lowest bid/quote, the bid/quote that was submitted earliest will be awarded the contract.

Contracts and agreements may not be automatically renewed at the end of their terms. GSA may not enter into contracts with "Evergreen" (auto-renewing) clauses.

The treasurer shall not process any request for payment that has not received the appropriate approval as a result of the herein specified procedures.

The President may waive the bid/quote procedure when:

- a). GSA is experiencing an emergency or disaster situation.
- b). A true sole source situation exists.

ARTICLE 15 – USE OF CLUB FACILITIES

- SEC. 1. Any member or organization requesting the use of any GSA facility must make an application to the President in writing. The request will be discussed at the following Board of Directors meeting. The recommendation of the Board of Directors is to be made at the next regular meeting for approval by the members.
- SEC. 2. No regular commitment allowing regular scheduled use of GSA facilities will be made to any organization.
- SEC. 3. Any member sponsored gathering must retain a ratio of 1 member to 8 guests.
- SEC. 4. Any member sponsored gathering of over 27 people must follow the procedure outlined in Article 15, Sec. 1 above.
- SEC. 5. Members will be responsible for the conduct of their guest admitted upon their invitation and must be present when their guest is using club facilities, (i.e. skeet and trap fields, and rifle range, etc.).
- SEC. 6. Non-member use of GSA facilities is to be limited. No one person may be the guest of the club more than four (4) times within 12 calendar months provided however that this section shall not apply to league shooting or scheduled club functions approved by the Board of Directors.
- SEC. 7. A fee will be charged for the use of the clubhouse. The Board of Directors shall establish the amount each year.
- SEC. 8. Parties commonly known as "stag parties" will not be allowed to take place on the club property.

ARTICLE 16 – ELECTION SCHEDULE

Even Years	Odd Years
President	Vice President
Treasurer	Secretary
Building, Grounds and Equipment Maint.	Archery
Fish Stocking	Auditing
Land / Ecology	Fundraising
Liaison	Game Stocking
Membership	Junior Membership
Publicity	Refreshments and Entertainment
Social Events	Rifle Range
Sporting Clays and 5-Stand	Scholarship
	Trap and Skeet

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