

PARKER COUNTY SPORTSMAN CLUB BYLAWS
(Revision – February 2024)

ARTICLE I

SECTION 1

The name of this club shall be “The Parker County Sportsman Club” (hereinafter referred to as the Club).

ARTICLE II: OBJECTIVES

SECTION 1

The objectives of this Club are to promote and foster:

- A. Cooperation with National, State, and local governments and societies in the conservation and improvements of wildlife, wildlife areas, and wildlife resources.
- B. Harmonious relationships between sportsmen and landowners in Parker County and its surrounding territories.
- C. The shooting sports.
- D. Hunter safety.
- E. The fishing sports.

SECTION 2

The Club shall be nonsectarian and nonpolitical, and shall not participate in any political campaigns or promote the candidacy of any person or persons seeking public office.

SECTION 3

The Club shall be a nonprofit organization and shall have no capital gain.

SECTION 4

All monies, bequests, or donations earned, collected, or in any manner received by the Club shall be used in accordance with the objectives of the Club and shall be disbursed and expended under the direction of the Governing Board (hereinafter referred to as the Board).

ARTICLE III: MEMBERSHIP

SECTION 1

Any eligible person eighteen (18) years of age or older is eligible for Membership (hereinafter referred to as Member). This membership shall allow the Member's spouse and children under 18 (listed on the membership/renewal application) to use the Club facilities when accompanied by the card-carrying Member. Voting privileges are limited to card-carrying Members. Memberships are not transferable. Spouse memberships are available and give the spouse the same privileges to shoot without the Member being present on the range. The spouse shall have met all the requirements for membership as the Member.

SECTION 2

A Member may be expelled from the organization at the discretion of the Board for any reason considered detrimental to the Club by the Board. An expelled Member can appeal in person to the membership at the next regular meeting of the Club. The appeal shall be voted on by ballot and a majority vote of the membership present shall cover the results.

SECTION 3

Any person desiring to join the Club may obtain membership information from the club website. Upon completing the application, passing the open book review, providing proof of legal firearm possession in the State of Texas, and initial new member fee, and submitting applicable dues, the applicant will be invited to the next scheduled orientation.

SECTION 4

A Member may purchase a Guest Pass at the stated price. A Guest Pass allows a Member to bring multiple guests onto the Club Property to use the Club ranges, but only one guest may shoot at any given time and must physically wear the guest badge while shooting in the adjacent lane or same lane of the Member only.

- A. Guest Waiver "Hold Harmless" forms must be completed and signed for each guest brought on Club Property by the Member. The form must be completed upon arrival whether the guest plans to shoot or not, and before engaging in any activity on Club Property.
- B. The Member is responsible for the safety and conduct of the guests that he/she brings. Violations will subject the Member to disciplinary action.

SECTION 5

In recognition of outstanding services to the Club, a maximum of 1% of the general membership may be selected by the Board each year to receive a one-year free membership. Nominations will be submitted at the September Board meeting.

SECTION 6

Dues will be established by the Board annually by June 30th for the next year.

SECTION 7

Limited "Special Situation" Memberships may be requested by Members. These must be applied for in person at scheduled Board meetings, are subject to Board approval, and must be renewed in person each membership year.

ARTICLE IV: OFFICERS AND DIRECTORS

SECTION 1

Number and Election:

- A. The officers of the Club shall consist of the following: President, Vice-President, Secretary, and Treasurer.
- B. The officers of the Club are to be elected for one-year terms of office. No officer may hold more than two (2) consecutive terms in the same position except as set forth in Article V, Section 4, Item F.
- C. The Club shall have eight (8) Active Directors to serve with the Officers on the Board. The Directors are elected for two-year terms. Director's terms are staggered so that four (4) of the Directors are elected annually.
- D. The Officers and Directors shall constitute the Board.
- E. No individual shall hold more than one office at a time.
- F. All Officers and Directors must be Members of the Club.
- G. All Officers and Directors who attend nine (9) of the twelve (12) monthly meetings will be eligible to receive a free Membership and a Guest Pass for the following year.
- H. The Administrator is to receive a free Membership and Guest Pass.
- I. Two (2) Alternate Directors shall be elected at the normal election to serve as a replacement for any director that cannot fulfill their term. All nominees running for Director can be an Alternate Director if needed as a replacement for any Director that cannot fulfill their term. The selection will depend on votes at the election.

ARTICLE V: DUTIES OF OFFICERS, DIRECTORS, AND ADMINISTRATOR

SECTION 1

The President shall:

- A. Preside over all meetings.
- B. Appoint a chairperson for each committee of the Club.
- C. By virtue of his office, be a member of all committees of the Club.

SECTION 2

The Vice President shall:

- A. Attend all meetings.
- B. In the absence of the President, assume the duties of the President.

SECTION 3

The Secretary shall:

- A. Attend all meetings.
- B. In the absence of the President and Vice-President, assume the duties of the President.
- C. Accurately maintain and forward to Officers and Directors within a timely manner of the minutes of the prior meetings.
- D. Be the Chairperson of the Nominating Committee.

SECTION 4

The Treasurer shall:

- A. Attend all meetings. Be custodian of all monies of the Club.
- B. Maintain a record of all financial transactions in a recognizable accounting form. Present compiled annual Club financial information to the Board in January.
- C. Make a monthly report of the Club's accounts at the direction of the Board.
- D. Make all disbursements by the medium of a check signed by two approved Officers.
- E. Be Co-Chairperson of the Long-Range Planning subcommittee.
- F. If there is no qualified candidate for Treasurer, the Board and Officers may, at their discretion, extend the term of the incumbent Treasurer.

SECTION 5

The Administrator shall coordinate all Membership documentation, including Renewals and New Member applications, under the direction of the Management Committee. Documents will be archived in accordance with the approved Document Retention Policy, whereby PCSC will maintain Sign In Sheets, Hold Harmless Agreements, and Renewal documents for a period of three calendar years prior to September of each year, at which time the third oldest calendar year is to be purged unless litigation has been filed; then, those documents pertinent to the litigation would be maintained until a resolution has been reached.

SECTION 6

The Alternate Directors shall function as standbys. When an Active Director leaves the Club or advises the Board that they will be unable to fulfill their duties for an extended period of time, the first alternate will assume the duties for either the duration of the absence or until their term of office has ended.

ARTICLE VI: DUTIES OF THE BOARD

SECTION 1

The Board shall have the authority and responsibility to:

- A. Manage and transact all business of the Club.
- B. Adopt and make known publicly, views and policies consistent with Article II of this constitution.
- C. Adopt standing rules.
- D. Establish long-range plans.
- E. Represent the Club in legal proceedings.
- F. Adopt a corporate resolution for presentation to the membership with respect to purchase, sale, lease, mortgage of real property, or any disposition of assets of the Club.
- G. Establish Rules and Regulations for use of Club facilities.
- H. Establish indemnification policy. The Club shall pay for the expense of the bonding.
- I. Establish annual Membership dues and any other fees as deemed necessary by the Board.
- J. Approve all committee chairpersons.
- K. Appoint an Administrator (herein referred to as Administrator). The Administrator position is a contract position created by the Board for maintaining continuity within the Club. This position does not have any vote on the Board.

ARTICLE VII: DUES

SECTION 1

Dues:

- A. Annual dues for active Membership shall be payable annually in advance.
- B. A Membership card and range key shall be delivered to each active Member of the Club upon receipt of payment of dues, successful completion of the open book review, and provision of proof of legal firearm possession in the State of Texas. New Members will receive their card and key upon completion of the New Member requirements and Orientation class. Those wishing to obtain a key to the trap and skeet fields, Sporting Clays, or Range G will attend an orientation prior to obtaining their key.

ARTICLE VIII: MEETINGS

SECTION 1

Board Meetings:

- A. The Board consists of the Officers and Directors.
- B. The Board shall meet on the third Thursday of each month, and also at any other time required to conduct the affairs of the Club.
- C. Seven (7) members of the Board shall constitute a quorum for any meetings.
- D. The President votes only in case of a tie.
- E. Board meetings are open to the Membership and participation is encouraged, but only Board members may vote. Alternate Directors in standby status who are present at Board Meetings will have no vote and will not be used to complete a quorum.

SECTION 2

Membership Meetings:

- A. Membership meetings, when required by the Board, shall be on the third Thursday of each month.

SECTION 3

Special Meetings of the Club may be called by:

- A. The President, or
- B. Written request to the Board by ten (10) members in good standing. The request must state the objective of the meeting.

ARTICLE IX: NOMINATIONS AND ELECTIONS

SECTION 1

At the August Board meeting, the Nominating Committee will submit a list of nominees for Directors and Officers. The Nominating Committee will be composed of no more than two (2) persons selected by the Board and two (2) persons selected by the President.

SECTION 2

At the September Membership meeting, the floor will be opened for nominations from the floor to add to the ballot (nominees may run for an Officer OR Director position), and the Club will approve the ballot subject to no future additions, by a majority vote of the members present at the September meeting.

SECTION 3

At the October Membership meeting, there shall be a roll call of all eligible voters present. Then, a vote on the approved ballot will constitute the election of the Officers and Directors. The two (2) nominated Members with the most votes who are not elected as Active Directors will assume the duties of Alternate Director. How to conduct an election:

- A. Provide an opportunity for nominees to write an introduction to mail with renewals and include in the website and newsletter.
- B. At elections, provide each nominee an opportunity to speak before the elections for no more than two (2) minutes.

SECTION 4

The Officers and Directors will be installed and assume their duties at the conclusion of the December Board Meeting.

SECTION 5

Any vacancy in an elective office shall be filled for its unexpired term by a majority vote of the Board.

SECTION 6

Persons desiring to serve as Officers and Directors of the Club shall be:

- A. An active Member.
- B. Active in Club affairs.

- C. Members in good standing.
- D. Of good and respectable character.
- E. Dedicated to the conformity with the constitution and bylaws of the Club.

SECTION 7

Should any Officer or Director of the Club fail to fulfill his or her obligation, as determined by the Board, they may be removed from the Board by a two-thirds majority vote, at the next Board Meeting. There must be a quorum present for this meeting.

SECTION 8

Any Officer or Director of the Club who fails to attend three Board Meetings may be removed from the Board by a two-thirds majority vote at the next Board Meeting. There must be a quorum present for this meeting.

ARTICLE X: ORDER OF BUSINESS

SECTION 1

“Robert's Rules of Order” shall govern the deliberations of all meetings of the Club unless specific exceptions are made herein.

ARTICLE XI: AMENDMENTS

SECTION 1

The bylaws should be reviewed in January for future amendments. These bylaws may be amended at any regular or special meeting of the Board by a majority vote of the members of the Board.