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## **Committees:**

Membership

Range

Long Term Plans

Pond and Fishing

Maintenance of Building and Grounds

Fundraising

Timber Committee

Kitchen Committee

Communication Committee

Additional Committees may be created by Officers or Membership as needed.

## **Name and Objective**

The name of this organization shall be known as the Kiski Township Sportsmen's Association, organized in 1932.

To band together the true Sportsmen for the better protection of the fish and game within our bounds and to cooperate with the proper authorities for a better conservation of the fish, game, forestry, and trespass laws.

Kiski Township Sportsmen's is a 100% NRA Club.

## **Officers**

The officers of this association shall be elected at the first meeting in October of every other year.

The President shall appoint a nominating committee of three (3) at the September meeting every other year to recommend officers for the October meeting, Nominations may also be made from the floor at the regular election meeting in October. The election will take place on odd numbered years.

There will be a Delegate and Alternate Delegate for the Armstrong County Conservation League which can be elected at a regular meeting.

The board of Trustees will consist of the following:

- President
- Vice-President
- Treasurer
- Recording Secretary
- Corresponding Secretary
- Membership Chairman
- Sargent at Arms
- Delegate
- Alternate Delegate

Officers must attend a minimum of six (6) yearly meetings and must not miss four (4) or more consecutive meetings without a good excuse.

All officers of the club must have been a member in good standing for a minimum of three (3) years to hold office.

No Non-Members of the club may be present at a regular meeting unless personally invited by a member of the club that is in good standing. The Sargent at Arms or an Officer may refuse a nonmember from attending any meeting.

All debate must be carried out in sincerity with restraint and openness. Remarks of a personal or sarcastic nature, with intent to injure the feelings of other members, must carefully be avoided so that the principles of the Association, being the propagation of the unity and cheerfulness be maintained.

Fifteen (15) members of the association, three (3) of which shall be members of the Board of Directors, shall constitute a quorum for the transaction of business at the general meeting.

The officers of the association shall consist of President, Vice-President, Recording Secretary, Treasurer, Corresponding Secretary, Sargent at Arms, and Membership Chairman.

Officers can make an emergency expenditure of five hundred \$500.00 with the consent of a minimum of three (3) officers, approval from the Board of Trustees and club membership is not needed for the Emergency expenditure. The emergency expenditure will be presented to the membership at the next regular monthly meeting.

The Board of directors shall consist of seven (7) members elected at large, one (1) junior member representative (when available) and the elected officers. Seven (7) members at a board meeting shall constitute a quorum for the transaction of business.

To be eligible to hold office, a member must be active and be in good standing. He or She must be a member for at least three (3) years and must have attended at least four (4) of the twelve (12) working days and have provided fifteen (15) hours of service in the calendar year.

The terms of office of the President, Vice-President, Recording Secretary, Treasurer, Sargent at Arms, and Membership Chairman, shall be for two years (2) or until the election of their successors. They may succeed themselves. President may only hold office for two (2) consecutive terms.

Any officer who leaves the office, for any reason, shall turn over all association property and legal papers to the remaining officers who shall review that property and papers and turn them over to the newly elected officers.

Any member elected to the office of this organization shall upon election attend and officiate the duties of his office at all the director and membership meetings. Any absence at six (6) membership meetings per elected year shall constitute the termination of his office and he shall upon his own doing notify the President and Board at a Directors meeting unless this member holding office can prove to the Board or show reason for his absence. The Board will decide if the officer will retain or relinquish his position.

Any officer may be removed for neglect of duty or for any improprieties in office. A written copy of charges must be filed with the Recording Secretary and a copy of the same served upon the officer in question, personally, or by registered mail at his last known address as it appears in the records of the association, a fair trial must be held before the Board of Directors and a two-thirds (2/3) majority vote of the members present at that meeting shall be precedent there to.

### **President**

The President shall preside at all meetings of the club and have general supervision of club affairs. The President shall appoint the chairman of all standing committees. The President may not participate in debates and must fulfill conscientiously all other duties connected with the presidential office.

The President shall decide with his vote in case of a tie.

The President shall with the Recording Secretary sign all written contracts and written obligations of the club.

The President shall appoint a delegate and alternates to any organization to which the club belongs.

Necessary Committees will be appointed by the President.

### **Vice President**

It shall be the duty of the Vice-President to render to the President such assistance as he may require of him and in the absence of the President shall perform his duties.

The Vice-President shall conduct all elections.

### **Recording Secretary**

The Recording Secretary shall put all deliberations on record.

The Recording Secretary shall apply the official seal of the club on all legal papers and documents. No papers or documents shall be legal without the official seal of the club.

The Recording Secretary shall keep all records, books, documents, and papers relating to the club.

The Recording Secretary shall have ten (10) copies of previous meeting minutes available at the following meeting.

### **Treasurer**

The Treasurer shall make out all checks and execute all payments. All checks should have two (2) signatures, the Treasurer being one

(1) and the other that of the President or Recording Secretary or Vice President.

The Treasurer shall keep a strict book control over received and paid out accounts so that he can present such entries to the club in good order at each regular monthly meeting.

The Treasurer shall at each regular monthly meeting give bank balances plus new deposits and expenditures.

The Treasurer shall surrender his books to the Board of Directors to be audited at the end of each year or upon special request by the membership.

The Treasurer shall have ten (10) copies of the Treasures Report for each regular monthly meeting, all items to be itemized (Example: Check to John Doe \$110.00, parts for tractor, gas, and repairs).

The Treasurer shall be bonded for Ten Thousand Dollars (\$10,000) from a reliable bonding company, a copy of the document will be given to the recording secretary for filing.

### **Sergeant-at-Arms**

The Sargent-at-Arms shall assist the President in maintaining order at meetings.

The Sargent-at-Arms shall rule on questions of parliamentary procedure.

The Sargent-at Arms shall confirm members at the door at regular meetings.

The Sergeant-at-Arms shall be responsible for the entry of non-members at regular meetings.

### **Membership Chairman**

The Membership Chairman shall head the Activities Committee.

The Membership Chairman shall maintain a membership list of all applicable data such as Service Time, Meetings Attending, and Payment of dues.

The Membership Chairman shall track service time as submitted to him by Committee Chairs.

### **Audit of Club Property**

The President shall appoint a committee of a minimum of 5 members to conduct an audit of club property and assets. The audit will be done annually and take place in the month of August. The results of the audit will be available to club members upon request.

### **Membership**

Any citizen, native born or naturalized, having achieved the age of ten (10), shall be eligible for membership.

Junior members must have an adult member agree to be their mentor for membership, and so named on the application.

Members of all Sportsman's Organizations or any organization interested in conservation, propagation and protection of game and fish are welcome to attend meetings and address the organization if they so desire.



Children under the age of eighteen (18) must be with their parent, mentor, or adult member when on club property.

## **NRA Club Membership**

A Grandfather clause is offered to those Club members who were not NRA members before the club applied for NRA membership as of June 2018. Those members are encouraged to Join the NRA, but NRA membership is not required for those members.

## **Annual Dues**

Eighteen (18) and over to be determined by club membership.

Ten (10) to Seventeen (17) to be determined by club membership.

Full Time Students Eighteen (18) and over to be determined by club membership.

Full Time Active Military (Club pays dues until member returns to civilian life)

\$15.00 Life Membership (Any adult paying annual dues, including dues paid by Club for active Military Members, for 25 years and has reached the age of 65)

If annual dues are not paid in full by December 31st, member will be charged a penalty. A twenty-dollar (\$20) penalty will be added if paid by January 31st, another five dollars (\$5) will be added for a total of twenty-five (\$25) if paid in February. If dues are not paid by last day of February membership will lapse and former member must reapply for membership.

## **Credits**

NRA Membership must be current upon renewal of club membership.

When attending a work party or meeting, see an officer to have your membership card noted with the officer's initials and date. It is a member's responsibility to keep their membership cards up to date. Members are required to carry their current membership card on their person while on club property. If asked member must show card on request.

New membership cards are given out annually when membership dues are paid.

The membership will me unlimited.

## **New Membership**

A membership committee of five (5) will be appointed annually by the President to screen new applicants for membership. A minimum of three (3) members of this committee must be present to review applications. After the applications are screened, the Membership Chairman will present the findings to the membership. The applicants will be voted on, three (3) or more votes against an applicant will result in rejection of the membership.

The Membership Chairman will serve as the Secretary for this committee.

Applications may be submitted at any time throughout the year. The member sponsoring the applicant must be in good standing at the time of application. In addition to a sponsor, any junior

member must have a member in good standing agreeing to be a mentor.

Applications for membership will be provided by the organization.

### **Initiation Fees**

Eighteen (18) and over to be determined by club membership  
Ten (10)- seventeen (17) to be determined by club membership  
Full Time Students, including post-secondary education. To be determined by club membership

\$0.00 Full Time Active Military (Club pays dues until member returns to civilian life)

In addition to initiation fees, newly appointed members will be required to pay 100% or 50% of the annual dues for the joining year. If member joins December 1st through June 30, 100% of annual dues are to be paid with initiation fee.

If member joins July 1st through November 30th, 50% of annual dues are to be paid with initiation fee.

New members are required to attend three (3) regular meetings and three (3) work parties or club functions, within their first year of membership. If these requirements are not met their membership will be forfeited.

### **Meetings**

Regular meetings will be held on the second (2nd) Thursday of every month. There must be a minimum of fifteen (15) members present for a quorum. Without a quorum, there cannot be any

business conducted nor can any votes be taken.

If there are “urgent” or “emergency” matters to be handled, the Board of Trustees must be contacted to settle matters. The matters will then be discussed and voted on, if necessary, at the next meeting.

The meetings will follow a structured Order of Business:

- 1) Pledge of Allegiance and Conservation Pledge
- 2) Roll Call of Officers
- 3) Reading of Minutes
- 4) Treasurer’s Report
- 5) Reading of Communications
- 6) Report of Officers
- 7) Report of Committees
- 8) Old Business
- 9) New Business
- 10) New Members
- 11) Good of Order
- 12) Adjournment

Special Meetings may be called when the President deems necessary (Vice President or Recording Secretary may call meeting in absence of President) or at the written request of fifteen (15) members.

A year-end report is to be given at the April meeting of following year via the Treasurer’s report.

## **State Clearance**

All club members that are responsible for the welfare of children, direct contact, supervision, guidance, or routine interaction with children are required to have clearances every three (3) years.

Clearances include Pennsylvania State Police Criminal History and Child Abuse Clearance from the PA Department of Human Services.

See the PA Department of Human Services for current state requirements.

## **Main Hall**

The main hall and kitchen are to be used only for regular meetings, matches, and association functions. Adult members may purchase a key to the clubhouse after dues are paid, from the Treasurer. Keys may be purchased at meetings only. Exception are those who work a steady evening shift. No alcoholic beverages may be left unsupervised in the club overnight. Club rentals are to be handled under the current rental policy.

## **Shooting Ranges**

Members are responsible for their own targets on the ranges. Members are also responsible for cleaning up used targets and spent ammunition. Any member utilizing the indoor range may only use the following ammunition:

- 1) .22 Long Rifle Rimfire
- 2) .22 Long Rimfire
- 3) .22 Short Rimfire
- 4) Air Guns .25 caliber or smaller under 1300 feet per second.

The range committee will determine and post rules for the Rifle and Pistol Ranges.

Any students under the age of eighteen (18) must be accompanied by an adult member on both the indoor and outdoor ranges. Adult member is responsible for student.

Any member bringing a non-member onto the shooting ranges assumes all responsibility.

Target shooting is only permitted on ranges. No target shooting is permitted on the Day of the Primary and General Elections, Regulated Fishing Hours, and Rentals.

As a safety measure, the flags are to be utilized to alert non-shooters of the range being in use.

Red Flag signifies STOP range IN USE.

Range rules, outdoor and indoor, will be reviewed with new members as a part of the orientation to the club. This will be done immediately after the member acceptance meeting by the Membership Committee or Range Committee. The new member is not permitted to use the range until the meeting with Membership Committee or Range committee has taken place.

Members who violate the rules of the shooting ranges will forfeit their membership.

### **Tree Stands**

All tree stands are to be put up by September 1st and removed by February 28th. Membership numbers are to be attached to the tree stand.

After February 28th, all tree stands that remain on club property will become club property.

### **Fishing Rules**

Fishing rules will be established by the current Fish Committee and will be posted prior to the lake opening.

If the main hall is rented there is not to be any fishing.

### **Trapping and Hunting**

Trapping and Hunting are permitted by members only.

A committee or Membership vote may be taken to determine which lawful species according to the PA Game Commission Rules are lawful to take on club property.

### **By- Laws**

By-Laws are to be reviewed every 5 years.

Amendments:

Proposed amendments must be presented and voted on at three (3) consecutive meetings.

Proposed amendments must pass by two thirds (2/3) vote at all three (3) consecutive meetings to be added to By-Laws.

### **Rules and Policies**

Any member who is in violation of any of the Association rules and policies will be dealt with by the Executive Board. A dismissal/forfeiture of membership may occur.

All club rules and policies will be developed by club committees and presented to the club for approval.

DJS

## **Revisions:**

Rev.1 Re-Typed/Reworded/Added Changes due to missing flash drive 4/11/2020 DJS

Rev.2 1) Removed terms for officers other than President 4/21/2020 DJS

- 2) Changed age to eighteen (18) for members to be on club property without an adult member. DJS
- 3) Added Emergency expenditure. DJS
- 4) Added yearly Audit. DJS

Rev. 3 Changed Annual Dues and Initiation Fees to be determined by club membership. 10/7/2020

Rev. 4 Added officer's duties and dues penalties and committees 11/5/2020