



BYLAWS
OF TRI-STATES ROD & GUN CLUB Inc.
CITY OF PORT JERVIS, NEW YORK

Revised November 2024

ARTICLE I

Name and Purpose

Section 1: This club shall be known as the Tri-States Rod & Gun Club, Inc. and shall exist and be maintained as a conservation and social organization.

ARTICLE II

Object

Section 1: To unite in a body all persons interested in the propagation of fish and game; in the enactment of laws beneficial to fishermen and hunters; in the protection of fish and game and the enforcement of the conservation laws of the State of New York.

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ARTICLE III

Meetings

Section 1: The regular meetings of the club shall be held on the second Monday of each month. The hour of assembly shall be seven P.M.

Section 2: The regular meetings to be held in January and February may be omitted by a vote of most of the members present at the December meeting. The regular meetings to be held in July and August may be omitted by a vote of most of the members present at the June meeting.

Section 3: No meeting shall be convened unless fifteen (15) members shall be present. This may be a combination of senior members, board of directors and officers.

Section 4: Special meetings shall be convened by the President at any time upon a written request with fifteen (15) members in good standing. Such a request shall contain the purpose of the meeting and the members shall be notified by flagged e-mail of the date and purpose of the meeting.

Section 5: Attendance at regular meetings is limited to members in good standing, potential applicants and invited guests.

Section 6: On any issue brought before the Board of Directors or the membership for a vote, the voting privilege shall be limited to senior members in good standing, a member in good standing being a member who has paid his dues by the February Club meeting.

Section 7: A minimum of every two (2) years, a bylaws committee shall meet to review the current bylaws and suggest any revisions, additions or changes based on the current state of the club.

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ARTICLE IV

Application and Eligibility of Membership

Section 1: Any person of good moral character (21) years of age or over, being a property owner or a resident of the area within one hundred (100) air miles of the city limits of the City of Port Jervis, for at least three months of each calendar year, is eligible for membership in the club. New members must be sponsored by an existing member of the club. Club members cannot sponsor new members until they have been a club member for at least one year. Junior membership may be granted to persons who meet residency requirements up to and including twenty (20) years of age.

Section 2: The person applying for membership to this Club shall fill out all information on the approved application form. It shall be signed by the sponsoring member with their member ID, phone number and e-mail information.

Section 3: The membership secretary of the Club shall upon receipt of a membership the application properly filled out, along with one year's dues and initiation fee, as set by the Board of Directors, submit such application at the next regular meeting of the club. If the application is approved by most of the members voting, such applicant shall be admitted to membership and issued a membership card. If the application is disapproved, the membership secretary shall so notify the applicant and return the fee collected. Junior members shall be exempt from the initiation fee. If a Junior turns 21 before the next dues are due, the next time he pays for his membership, he must pay at the Seniors rate. He does not have to pay the initiation fee unless he lets his club membership lapse. Life membership may be granted by the Board of Directors to a member who has been a member in good standing for a period of at least ten (10) consecutive years and by their service and dedication to the club who merits such recognition.

Section 4: All prospective members must be present at a regular club meeting in order to be voted in as a new member.

ARTICLE V

Forfeiture of Membership

Section 1: Any member may be expelled from the Club for any of the following reasons:

- * conviction of a violation of the Fish & Game Laws
- * conviction of any violation of local, state, or Federal laws
- * abusing the fishing or hunting privileges extended to this club by any landowner
- * violating the Club bylaws, rules or regulations
- * preventing/disrupting the orderly functioning of club activities or meetings

Section 2: If it is necessary to begin the process of expelling a club member for one of the above reasons, the Board of Directors must meet and take a vote on whether or not to begin the Expulsion process for that member.

Section 3: If the Board of Directors votes affirmatively to begin the process, the member must be sent a certified letter stating the reasons why expulsion of the member is being considered, and stating the potential length of the expulsion, and offering that member a chance to defend their actions at the next scheduled Club meeting. It must also inform the member that the member's club membership is now suspended, and will continue to be suspended until a vote has taken place to either expel or to take no action against the member. A club member whose membership is suspended may not enter club property for any reason, except to attend the meeting at which the vote regarding the member's expulsion is to take place.

Section 4: An email will also be sent to the entire club membership, alerting them to the fact that a vote on the possible expulsion of a member will take place at the next club meeting, in case they wish to attend the proceedings.

Section 5: If the letter is sent out providing less than two weeks' notice before the next scheduled Club meeting, the club member has the right to ask for a postponement of the issue until the following month's meeting.

Section 6: If the letter is sent out at least two weeks prior to the next meeting, a vote on whether or not the club member will be expelled will take place at that meeting, whether or not the person chooses to show up to defend their actions.

Section 7: The only exception to this is if the person has an emergency situation and cannot attend the meeting and notifies a Director of that emergency. At the meeting, the Board of Directors will vote in front of the members whether or not to postpone the vote for expulsion. If the Board of Directors votes to postpone the meeting, the vote for expulsion will take place at the next monthly meeting, whether or not the member is present.

If the Board of Directors votes not to postpone the meeting, the expulsion vote will immediately take place.

Section 8: A quorum of Directors must be present at the meeting in order for the vote to occur. All club members who are present at the meeting will participate in the vote. Two votes must take place. A member must make a motion to vote on the length of the expulsion. This can range from the remainder of the Club Year (until it is necessary to pay for the next year's membership) or for multiple years, or permanently.

Section 9: Once the length of the potential expulsion has been determined, the members present at the club will vote on whether or not the member should be expelled for the stated length of time. A majority of affirmative votes is needed for passage of the motion.

Section 10: Any club member whose membership is expelled immediately loses his good standing with the club. A suspended or expelled club member does not have any portion of his dues returned due to his suspension or expulsion. Any club member who is a Director, Officer, or Committee Member, whose membership is expelled, immediately loses their position of Director, Officer, or Committee Member. This position is not restored if/when the person's club membership is restored, although the member is eligible to serve in any of those positions if nominated and voted in at a later date.

Section 11: If the club votes that the member should not be expelled from the club, the member's suspension is revoked, and he may resume club activities and any position (Director, Officer, Committee Member) held before the Suspension took place.

Section 12: If a club member is arrested for any reason, by local, state, or Federal authorities, the Club Directors have the discretion to suspend the club member's membership, without going through the process described in Sections 2-11. The Directors would have to call a meeting of the Directors and take a vote to approve the suspension. If the Directors decide to end the suspension, they would have to meet and vote to do so.

Section 13: If a club member is found guilty of a crime and is incarcerated, the Club Directors have the discretion to expel the club member immediately, without going through the process described in Sections 2 – 11. In order to do this, the Club Directors would have to call a meeting and take a vote to expel the member and establish the duration of the expulsion.

Section 14: Any member who is convicted of a violation of the Fish & Game Laws or abuses the fishing or hunting privileges extended to this club by any landowner, shall be liable to suspension or expulsion as provided in the above section.

Section 15: No notification or late notices shall be sent out by the Membership Secretary. All dues are due by February 1st of the current year. There will be a \$5.00 charge for lost or stolen cards. If you pay your membership between February 1st and March 1st, there is a \$15 late fee. If your dues are not paid by March 1st then you must reapply at the cost of the current membership fee and application fee.

ARTICLE VI

Election of Officers and Directors

Section 1: Ten (10) Directors shall be selected by a majority vote of the membership at the regular meeting in October of each year. They shall forthwith assume their duties and shall serve until the next election of Directors.

Section 2: At the October meeting, the Directors shall meet and nominate candidates for President, Vice President, Membership Secretary, Recording Secretary and Treasurer. Nominations will be made also from the membership floor for said positions at the October and November meetings. An election of

Officers shall be held at the December meeting. Elections shall be by a majority vote of senior members. Officers so elected shall serve for one-year terms effective January 1st. The President shall not serve for more than two (2) consecutive terms.

Section 3: The seat of any Officer or Director who shall through neglect absent themselves for three (3) successive meetings, unless approved by the Board for medical or family emergency, a vacancy dismissal will be voted on by a majority of the voting members at the present meeting.

Section 4: Vacancies of the Board of Directors shall be filled for the balance of the term by a majority vote of the members present at the regular meeting at which the vacancy is declared.

Section 5: Vacancies of any of the officers shall be filled at any meeting of the Board of Directors by a majority vote. Any meeting of the club may be considered a meeting of the directors.

Section 6: All elected officers will automatically be members of the Board of Directors. If a Director is elected as an officer, you must fill the Director position at the next general membership meeting.

ARTICLE VII

Duties of the Board of Directors

Section 1: It shall be the duty of the board of Directors to meet as often as the business of the club demands; to formulate policies and rules and to transact any business of the club which may come before the club during the time a regular meeting is not in progress. Eight (8) directors shall constitute a Quorum.

Section 2: At any meeting of the Board of Directors, each director shall vote yea or nay on every question before the Board unless excused from voting by the president.

Section 3: Approve expenditures for any single project may not exceed Five hundred (\$500) Dollars.

ARTICLE VIII

Duties of Officers

Section 1: It shall be the duty of the President to preside over all meetings of the club and directors, to preserve order in debates, to open or close in due form, to appoint all committees and officers not otherwise provided. He shall clearly announce all questions moved and seconded, inspect and declare the results of all balloting and, in case of a tie, shall give the deciding vote. He shall not argue while placing the merits of any question unless it be on the point of order or for explanation. He shall perform such other duties as may be dependent on him according to the bylaws of the club.

Section 2: It shall be the duty of the Vice President to act for the President in his absence.

Section 3: It shall be the duty of the membership Secretary to preserve correct records of all new and old members, to collect all dues and admissions fees and turn all monies collected over to the Recording secretary and then to the Treasurer. Renewal and Application forms can be found on the Tri-States Rod & Gun Club Website. Payments received after the deadline will be considered late and dropped from membership.

Section 4: It shall be the duty of the Recording and Corresponding Secretary to preserve correct records of all proceedings of the club in a book for that purpose, to keep record of all members with their address and to assure posting of all meetings of the club. Upon completion of their tenure, they shall deliver all records in their possession to their successor.

Section 5: It shall be the duty of the Treasurer to receive all monies of the club from the recording secretary, to keep accurate records and to report at the regular meetings. No debt or obligation of more than (Five hundred \$500) dollars for any single project chargeable to the Club shall be incurred without prior permission of the Board of Directors. Upon completion of their tenure, they shall deliver all records in their possession to their successor.

Section 6: : All elected club officers who complete their one year term of office shall receive an annual NRA membership or club membership provided by the Tri-States Rod & Gun Club in the following year. The officer must complete the entire year term of office in order to receive this benefit.

The Club Membership Secretary will alert club officers of the fact that they are not required to pay dues, if they choose that option instead of a free annual NRA membership, which is not transferrable.

Section 7: Honorariums for elected officers at the completion of their term of office will be determined by the current Board of Directors.

Section 8: It shall be the duty of the webmaster to send out notifications and emails in conjunction with both the recording and membership secretaries. The webmaster shall be responsible for notification from the heads of all committees to the membership when applicable. The webmaster, recording secretary and membership secretary shall have a continual updated version of the email club addresses. The club has elected email as the standard form of communication and as such no snail mail shall be used for general and special notification. These notifications shall be made available at the club when the monthly meetings are scheduled for members without email.

ARTICLE IX

Standing Committees

Section 1: The President, upon assuming office shall appoint a Chairman for all needed committees:

- (A) Legislative Committee, whose duty it shall be to represent the club in all matters with reference to fish and game laws. A member of this committee shall be designated to attend meetings of the Federation of Sportsmen Clubs and report on same. He shall receive

mileage expenses by the I.R.S. standard mileage rates and other expenses approved by the Board.

- (B) Auditing Committee, which shall be composed of a minimum of three (3) club members, of whom at least one must be a Director, whose duty shall be to audit all books and records and to give a detailed report at the January or March meeting of the club. All records from the previous year shall be stored at the Clubhouse by the March meeting. A quorum of at least three Committee members, of whom at least one must be a director, are required for a committee meeting to take place.
- (C) Fish and Game Committee, whose duty it shall be to restock fish and game on lands and waters open to the members for fishing and hunting.
- (D) The Land Committee, whose duty it shall be supervise the acquisition of lands for hunting and fishing by Club members and posting of same in accordance with relevant provisions of the New York State Conservation Law.
- (E) House and Grounds Committee, whose duty it shall be to promulgate rules and regulations governing the Clubhouse and facilities.
- (F) Indoor Range Committee, whose duty it shall be to promulgate rules and regulations for the safe use of the indoor range and supervise same. The committee chairperson is responsible for keeping records of usage as well as monies collected, and submitting these at the meetings to the recording secretary.
- (G) Outdoor Range Committee, whose duty it shall be to promulgate rules and regulations for the safe use of the outdoor range and supervise same. The committee chairperson is responsible for keeping records of usage as well as monies collected, and submitting these at the meetings to the recording secretary.
- (H) Trap Range Committee, whose duty it shall be to promulgate rules and regulations for the safe use of the trap range and supervise same. The committee chairperson is responsible for keeping records of usage as well as monies collected, and submitting these at the meetings to the recording secretary.
- (I) Archery Committee, whose duty it shall be to promulgate rules and regulations for the safe use of the archery range.
- (J) Juniors: The Chairman of this committee will schedule & oversee Club sponsored events that encourage the participation of it's Juniors' & promote firearms/range safety, education, marksmanship & good citizenship values for Junior members & non-members wishing to attend.

(K) Family Day: This committee is responsible for organizing, planning, and purchasing of supplies for an annual family day event.

(L) Bylaws: This committee is responsible for reviewing the existing bylaws and suggesting changes to the existing bylaws. This committee will present its proposed changes to the bylaws at a club meeting at least once every two years. After completing its review of the bylaws and presenting its suggested changes (if any) this committee may go on hiatus until the club requests the committee to form again to review certain bylaws, or until it is necessary to begin the next bi-annual review, whichever occurs first. The Bylaws Committee shall be composed of a minimum of three (3) club members, of whom at least one must be a Director. A quorum of at least three Committee members, of whom at least one must be a director, are required for a committee meeting to take place.

Section 2: All committees shall ensure that all their records from the previous year shall be stored at the Clubhouse by the March meeting.

ARTICLE X

Bylaws Amendments, Range Safety Officers, and Workdays

Section 1: These by-laws may be amended by the introduction of the proposed amendment in writing at any regular meeting. Such proposed amendment shall be referred to the Board of Directors for consideration. If approved by the Board of Directors, it shall be referred to the membership. If approved by a majority of the members in good standing voting at the following meeting, such amendment shall be approved. Matters to be added or omitted shall be clearly indicated in the proposed draft.

Section 2: Any members in good standing that are instructors or range safety officers must have current credentials on file with the club in order to do any instructions and they must be approved by the officers of the club.

Section 3: Workdays are a requirement of the club. All members are required to attend a minimum of one (1) workday or club event per calendar year. Members over a certain age, life members or members that have any type of handicap or physical disability that prevents them from working or using the range may be excused. The specific definitions will be determined by the workday committee or Board of Directors. A penalty up to \$50 dollars may be assessed if you do not show up for workdays. This includes all membership.

ARTICLE XI

Order of Business

Section 1: The President, having taken the chair and opened the meeting by leading those in attendance in a recitation of the Pledge of Allegiance, shall conduct the business as follows:

1. Roll Call of Directors
2. Reading of Minutes
3. Membership Check
4. Reading of Communications
5. Report of Committees
6. Report of Membership
7. Treasurer's Report
8. Presentation of Bills
9. Unfinished Business
10. New Business
11. Closing of Meeting

Section 2: In order to facilitate the working of the club, the President may alter the order of the meeting, while omitting none of the business of the meeting.

Section 3: All rules contained in Roberts Rules of Order Revised, shall govern this organization, in all cases in which they are applicable and in which they are not in conflict with these by-laws.