

# **Crawford County Sportsmen's Club, Inc. Constitution and By-Laws**

**October 11, 2008**

## **ARTICLE I NAME OF CORPORATION**

This Club will be known as the CRAWFORD COUNTY SPORTSMEN'S CLUB, INC.  
(here after the club)

## **ARTICLE II LOCATION**

The principal office and mailing address for the Club will be 3121 Biddle Rd., Crestline, Ohio 44827 Crawford County Ohio. Mailing address may be determined from time to time by the Board of Directors.

## **ARTICLE III PURPOSE**

**Section 1:** The purpose of this Club will be to perpetuate, improve and foster interest and activities in the areas of hunting, fishing, shooting sports, conservation, preservation and outdoor recreation and such other activities as members of the Board of trustees may endorse from time to time. The Club will also promote and educate in the areas of sportsmanship. Camaraderie, fairness and safety, for this and future generations.

**Section 2:** This Club will be organized as a non-profit organization for forwarding of educational, scientific, and charitable purposes as recognized under section 501 (c) (3) of the Internal Revenue Service Code. In furtherance of these causes, this Club is authorized to engage in any lawful activity including the collection of funds and authority to create contracts.

**Section 5: Removal.** Any officer or Director that fails to fulfill their duties or demonstrates conduct harmful to the interest and goals of the Club, will be removed by a majority vote of the Board.

**Section 6: Vacancies.** In the event of any vacancy on the Board of Directors, said Board will be empowered to fill vacancies by a majority vote of the Board. The member elected by the Board to fill the vacancy will serve the remaining portion of that term.

**Section 7: Officers.** The officers of the Club will consist of President, Vice President, Recording Secretary, Treasurer, and Membership Secretary.

**Section 8: Election.** All officers will be elected for a two (2) year term by the Voting Membership at the Club's annual meeting. Any Regular member in good standing for two (2) years prior to election, is eligible for election. The term of the officers will begin immediately upon their election.

**Section 9: President.** The President will preside over all meetings of the Club and the Board of Directors. The President will appoint any committees deemed necessary by the Board of Directors. The President will see that all books, reports and certificates required by law are properly kept or filed. The President will enforce all rules and regulations of the Club and perform any other duties as imposed on him or approved by resolution of the Board of directors. After approval of the Board of Directors, The President, along with the Treasurer, will have authority to sign all written contracts and written obligations of the Club. The President will be spokesman of the Club.

**Section 10: Vice President.** The Vice President will assume the duties of the President in the absence or inability of the president to exercise his duties and assume other duties assigned by the President or Board of Directors.

**Section 11: Recording Secretary.** The Recording Secretary is responsible for keeping accurate minutes of each meeting, a record of all votes, and other official reports of the Club. The Recording Secretary, will conduct all official correspondence of the Club, including coordination of a newsletter which may be published as often as Club activities so require. The Recording Secretary will give and serve all notices to members of the Club. The Recording Secretary will be responsible for the safe keeping of all document relating to the Club in a place to be designated by the Board of Directors. The Recording Secretary will not divulge the mailing list to any person or organization unless it is necessary for facilitating Club business and has been approved by the Board of Directors. In the absence of the President and the Vice President, the Recording Secretary will perform the duties of the President.

**Section 12: Treasurer.** The Treasurer will have the care and custody of all funds and securities and will deposit all funds promptly in the name of the Club in the bank designated by the Board of Directors. The Treasurer will sign all checks, drafts, notes

and orders of payment of money after approved for such purposes as the Board of Directors may direct. All purchases will be by purchase order only. Purchase orders to be issued by the Treasurer after approval of the Board of Directors. The Treasurer will keep an accurate account of all monies received and paid out, and will present a written report at each meeting of the Board of Directors. The Treasurer will also present in writing at each annual meeting of the Club, a financial statement of receipts and disbursements, covering the financial transactions of the previous year. The Treasurer will give such bond for faithful performance of their duty as the Board of Directors determine and exercise all duties incident to the office of Treasurer.

**Section 13: Membership Secretary.** The Membership Secretary may be appointed by the President and with approval of the Board of Directors to handle specific functions of the Club. The Membership Secretary must be a Regular member of the Club. The Membership Secretary will keep and maintain all records of the membership including membership list, dues records and records of the issuance of membership cards, and Release and Waiver of Liability, Assumption of Risk and Indemnity Agreement forms and assume other duties assigned by the President with the approval of the Board of Directors.

## **ARTICLE VI COMMITTEES**

**Section 1: General.** The Board of Directors may create and appoint any committee, if deemed necessary to fulfill the objective of the Club. Each committee will consist of at least three (3) members recommended by the respective Chairmen and approved by the Board of Directors

## **ARTICLE VII MEETINGS**

**Section 1: Meetings.** The Board of Directors shall meet monthly, on the first Thursday of each month, unless falling on a holiday when the meeting will be on the second Thursday of the month. The Board of Directors shall meet at other times upon call by the President, providing notice has been given to the Directors of such meeting. The general membership may attend and participate in discussions at these regular meetings but may not vote. A majority vote of the Directors present at any Board of Directors meeting shall prevail, provided there is an attendance a sufficient number to constitute a quorum, which is hereby fixed at fifty-one percent (51%) of the Directors of the Organization. Any act of the Board of Directors may be revised or reversed by a majority vote of the voting membership.

**Section 2: Annual membership.** The annual meeting of the Voting members will be held on the Fourth (4th) Saturday of March at 1:00 p.m. At the annual meeting, at least 20 voting members must be present to constitute a quorum and a majority vote of the quorum will prevail.

**Section 3: Place of Meeting.** All meetings will be held at the clubhouse of the Crawford County Sportsmen's Club, Inc.

**Section 4: Rules of Order.** Any rules of order adopted by the Board of Directors will be in effect at all meetings of the Club.

**Section 5: Special meetings.** Special meetings may be called by the President and/ or Board of Directors as needed, provided no less than 5 days prior written notice is given to the general membership. The purpose of the special meeting shall be stated in the written notice.

**Section 6: Request for Action.** Any member of the Club may initiate a formal request for action by the Board of Directors by submitting a written proposal to the President. The proposal shall include a written description of the nature, type and extent of the Board action recommended. The President of the Board shall forward copies of the proposal to other member of the Board of Directors for their consideration.

## **ARTICLE VIII SALARIES**

**Section 1:** No officer shall for reason of his office be entitled to receive any salary or compensation, but nothing herein shall be construed to prevent an officer or director from receiving any compensation from the organization for duties other than as director or officer.

**Section 2:** The Board of Directors shall hire, supply a job description and fix the compensation of any and all employees which they, in their discretion, may determine to be necessary to conduct the business of the organization.

## **ARTICLE IX RECORD, FINANCES, CONTRACTS AND RULES**

**Section 1: Contracts.** All contracts must be specifically approved by a vote of the Board of Directors. The president and Treasurer must then execute the contract for it to be valid and enforceable. All outside activities not directly run by the Club shall be under contract.

**Section 2: Rules.** There will be **no alcoholic beverages** allowed on the grounds during shooting events. **Smoking; there will be no smoking in the Club house.**

## **ARTICLE X LIABILITY AND INDEMNIFICATION**

**Section 1: Liability.** To the extent permitted by law, any officer, director or non-director volunteer will not be personally liable to the Club or the regular membership from monetary damages in connection with breach of fiduciary duty. The Club assumes all liability to any person other than the Club or its members for all acts or omissions of an officer or director or non-director volunteer.

**Section 2: Insurance.** The Board of Directors will be authorized to purchase and maintain liability insurance should any area of personal liability to the officers, directors, employees, agent or representative of the Club be determined.

**Section 3: Indemnification.** To the fullest extent provided by Ohio law, the Club will hold harmless, defend and indemnify all officers, directors, employees, agent and non-director volunteers. The Club will provide indemnification reimbursements only in amounts not covered by any applicable insurance.

## **ARTICLE XI DISSOLUTION**

**Section 1:** If at any time it becomes necessary for dissolution of the corporation a special meeting shall be called and written notification given to all Board of Directors and members at least 30 days in advance of such meeting. All options governed by State and Federal laws will be considered and the services of an Attorney will be secured before a decision and vote. If a vote becomes necessary a majority vote of the Board of Directors shall prevail a quorum of fifty one percent (51%) necessary to vote. Any act of the Board of Directors may be reversed by a majority vote of the voting membership.

## **ARTICLE XII AMENDMENTS**

**Section 1:** The Constitution or By - Laws may be amended by a majority vote of the Organization's voting Membership, which shall include the Board of Directors and the Officers present at any regular or special meeting. Provided, said amendment proposal with reasons therefore, shall be presented to the directors of the Organization thirty (30) days prior to such meeting. A majority of fifty-one percent (51%) of voting membership present will prevail. Voting by proxy shall not be permitted.

**THE CRAWFORD COUNTY SPORTSMAN AND GUN CLUB, INC.  
BY-LAWS As Amended, August 15, 2013**

***PREAMBLE***

**This is an amendment of the By-laws of the Crawford County Sportsman and Gun Club, Inc. (CSGC) dated August 15, 2013 and as such, supersedes said By-laws and any and all subsequent amendments made to this date.**

**The CSGC was founded 1961. The CSGC is a nonprofit membership corporation [501 (c) (7)] dedicated to the right of the individual citizen to own and use firearms for recreation, hunting and self-defense. To achieve these ends, the CSGC maintains shooting ranges and facilities for use by the members.**

**The CSGC is supported by membership dues and contributions, donations, range use fees from non-members, profits from promotion of shooting events for upgrading of major facilities or maintenance. It should be noted the gross income of the CSGC shall not exceed 35% of the total membership fees (yearly) per the 501(c)(7) filing with the State of Ohio.**

**The CSGC is affiliated with the National Rifle Association (NRA), but is not affiliated with any arms or ammunition manufacturer, nor with any business which deals in arms and/or ammunition, nor with any other types of business except for ads in the CSGC Newsletter as an entitlement of any membership upon payment of ad fees as prescribed in Schedule B attached hereto.**

**Any question as to the meaning of construction of the By-laws shall be decided by the Board of Directors, and their decision, once made, shall control and be binding thereafter until rescinded by the Board of Directors or by the general membership as provided for herein.**

***ARTICLE I***

**Name**

**The name of this organization is THE CRAWFORD COUNTY SPORTSMAN AND CLUB INC, hereinafter referred to as the "CSGC".**

## ***ARTICLE II***

### **Place of Business**

**The principal place of business of the CSGC shall be at the Village of Crestline, Crawford County, Ohio. Specifically, the location of the premises is W of Crestline, OH. (CR 330) approximately 5.8 miles west of the Village limits, on Biddle Road North.**

**The mailing address for CSGC business is: THE CRAWFORD COUNTY SPORTSMAN AND GUB CLUB, INC., 3121 BIDDLE ROAD, CRESTLINE, OH. 44827.**

## ***ARTICLE III***

### **Operation of the CSGC**

#### **Section 1. Compliance Agreement**

**(a) The activities of the CSGC at the shooting range shall be in compliance with the current agreement of the CSGC, County, and the local Township. In the event of a conflict between any provision herein and said agreement, resolution of such conflict shall be decided in favor of said agreement.**

**(b) Said agreement states in part that, "All fees and charges derived by the CSGC from the operation of said shooting range, complex, and related recreational facilities, which are sent to the organization or discipline groups registering fee, shall be utilized for the maintenance and/or development of the shooting range, complex, and related recreational facilities and for it's use and purposes..." "Registered fees" are defined as registration fees that are collected by the**

**discipline and sent to the organization by cashier's check or money order, in the name of CSCG, with copy/copies sent to the Treasurer.**

**(c) There will be no use of alcoholic beverages allowed on the grounds during any and all shooting events.**

**(d) There will be no smoking in the club house.**

## **Section 2. Purposes and Objectives**

**The purposes and objectives of the CSGC are:**

**(a) To promote shooting, marksmanship, fishing, good sportsmanship, and to such end the CSGC may: establish, operate, and maintain shotgun, rifle, and pistol shooting grounds and ranges and all types of shooting and fishing sports, including the right to hold all manner and kinds of shooting and fishing contests as authorized by the CSGC.**

**(b) To promote hunter safety, to promote and defend hunting as a shooting sport and as a viable and necessary method of fostering the propagation, growth, conservation, and wise use of our renewable wildlife resources.**

**(c) To promote and defend the right of American citizens to acquire, possess, transport, carry, transfer ownership of, and enjoy the right to use arms, in order that the people may always be in a position to exercise their legitimate individual rights of self-preservation and defense of family, person and property as guaranteed by the Second Amendment of the Constitution of the United States and the Bill of Rights,**

**(d) To promote and defend the rights of American citizens guaranteed by the Constitution of the United States and the Bill of Rights.**

## **Section 3. CSGC Operating Guidelines**

**(a) The private property of the members and officers of the CSGC shall be exempt from the liabilities and debts of the CSGC and the members**

**and officers shall not presume to own an interest in the assets of the CSGC. Any and all material and equipment donated to the CSGC, obtained by CSGC, and purchased by CSGC is the property of The Crawford County Sportsman and Gun Club, Inc.**

**(b) The CSGC is affiliated with the National Rifle Association (NRA) and it is the intent of the CSGC to maintain such affiliation.**

**(c) Nothing contained herein shall prevent the CSGC from engaging in any proper activities to raise funds for a special purpose.**

**(d) The CSGC shall not issue any stock. It shall be a non-profit 501(c)(7) Membership Corporation only.**

**(e) The fiscal year for the CSGC operations shall be from the first day of January through the thirty-first day of December of that calendar year.**

**(f) Special significant gifts may be accepted by the CSGC when approved by a majority vote (51%) of the Board of Directors, but such gifts shall be free of obligation by the CSGC and no special favors or consideration shall be expected of, or given to, the gifting person, business or organization without the majority vote of the Board of Directors.**

**(g) Neither the CSGC, nor any Officer, Director, Employee, Contractor nor Agent acting on behalf of the CSGC, shall make any contributions to a political campaign or political committee in the name of the CSGC.**

**(h) To accomplish said purposes and objectives, the CSGC may, with the approval of the membership: buy, lease, contract, construct or otherwise acquire, own, maintain, operate, mortgage, encumber, sell, or otherwise dispose of lands and rights in lands (other than lands and rights in lands owned by the CSGC or leased by any other agent or agency); establish franchises and privileges; purchase or construct building, structures and equipment of whatever nature, adapted to, or convenient or useful in connection with, the purposes and powers of**

**the CSGC, where not in conflict with any agreement between the CSGC or agent provided that the CSGC shall not exceed the powers granted nonprofit corporations by law will prevail.**

**(i) To protect and help in the security and maintenance of The Crawford County Sportsman and Gun Club, Inc. the CSGC will make every effort to have at least one full/part-time range officer that have taken and passed a Range Safety or Line Safety Officer Safety Course.**

#### **Section 4. CSGC Corporate Seal**

**The CSGC shall have a corporate seal bearing the words "Crawford County Sportsman and Gun Club, Inc." and the mailing address of the club.**

### ***Membership***

#### **Section 1. Eligibility**

**a) Any citizen of the United States or legal resident alien may become a member of the CSGC after signing an application blank in the form prescribed by the Board of Directors of the CSGC and upon paying of dues provided for in the By-laws set forth by the Board of Directors of the CSGC, and who shall further subscribe to and agree to abide by the By-laws of the CSGC and the National Rifle Association (with which the CSGC is affiliated) and who shall further promise to obey the game and fish laws of the State of Ohio and of the United States, and to assist in their enforcement, and to give active aid in the perpetuation and increase of the wildlife of the State and after subscribing to the following pledge:**

**/ certify that I am a citizen of the United States of America or a legal resident alien and that I am not a member of any organization or group which has as any part of its agenda the attempt to overthrow the Constitutional Government of the United States or any of its political subdivisions by force, or violence, or any other means; that I have never been convicted of a crime of violence or any felony, and if admitted to membership, I will faithfully endeavor to fulfill the obligations of good sportsmanship and good citizenship.**

**(b) Any member may be suspended or expelled at the discretion of the Board of Directors for violation of the ethics or objectives of the CSGC as described in Article IV, Section 7, and such member shall not be entitled to any refund of dues already paid.**

**(c) No individual who is a member of, and no organization composed in the whole or in part of individuals who are members of, an organization or group having as its purpose or one of its purposes the overthrow by force, violence, or any other means, the Constitutional Government of the United States or any of its political subdivisions shall be eligible for membership, and if currently a member, shall be subject to suspension or expulsion from membership in the CSGC and shall not be entitled to any refund of dues already paid.**

**(d) To comply with the current agreement, we must maintain our nonprofit corporation [501(c)(7)] standing in the State of Ohio. To support this club and members cannot be paid a wage or compensation.**

## **Section 2. Dues and Contributions**

**The dues or minimum contributions of each classification of membership shall be fixed by the Board of Directors as defined in Schedule A, attached hereto. Imposition of such requirement and the amount of such costs shall be determined administratively from time to time. Change in membership dues shall be determined by the vote of the Board of Directors and then by two-thirds (51%) vote of the General Membership at the Annual Meeting and noted on an amended Schedule A, which is to be attached hereto and provided to members requesting a copy thereof hereto.**

## **Section 3. Membership Classification**

**(a) Regular Membership. Individual membership status is conferred on those 18 years and older who meet said eligibility qualifications, Tenure shall run from the date of payment of dues for a period of one year and shall continue to run on an annual basis thereafter.**

**(b) Family Membership.** A family membership shall consist of the qualified Individual Member or Life Member, plus the spouse or domestic partner and children under the age of 18 years of age of that family that resides within the same household. All persons in the family thus defined shall be entitled to use the facilities of the CSGC. The adult members of the Family Membership shall be entitled to one vote each in any election or vote that may be directed by the Board of Directors. Children reaching 18 years must obtain a separate membership to continue the benefits of membership in the CSGC. In the event that a marriage or domestic partnership dissolves, both members shall have membership until the end of that membership term.

**(c) Senior Membership.** Those members reaching 60 years of age may apply for a Senior Membership or a Senior Life Membership.

**(d) Life Membership.** Life Membership shall have all the rights and privileges of membership upon payment of dues or contributions stipulated in Schedule A. The tenure of Life membership shall be the lifetime of the member and shall not be transferable or assumable in event of death, marriage, or remarriage by the surviving spouse.

**(e)** In addition to the regular memberships as set forth herein, the Board of Directors shall be empowered to create such additional associate, supporting and benefactor membership and in such amounts as they deem advisable. See Schedule A.

**(f)** All references herein to "members" shall be interpreted as meaning members in good standing. Membership "...in good standing..." refers both to the current payment of dues and adherence to personal standards now established or hereinafter established by the Board of Directors.

#### **Section 4. Upgrading Classification of Membership**

**An individual member may upgrade membership to a different classification, if qualified therefore, by contributing the dues or contribution specified by the Board of Directors for the classification of membership desired as defined in Schedule A.**

#### **Section 5. Rights, Privileges and Duties of Members**

**(a) In that the CSGC is maintained for the benefit of every member, each member should share in the responsibility for its continued operation. Therefore, it is vital to the CSGC that each member volunteer a portion of his/her time, knowledge and effort to achieve the goals and objectives of the CSGC so the burden of operating the CSGC is not consistently placed on just a few members. The members of the Board of Directors (5) are required to volunteer four (4) hours each month or forty-eight (48) hours per year of service. In the event this service is not followed herewith, the member shall be removed from his/her Board of Director's position. In addition, any Board failing to attend three (3) consecutive monthly meeting (excluding health reasons) shall be subject to removal from the Board.**

**(b) All members shall have the privilege of requesting and receiving from the CSGC such advice and assistance as may be currently available concerning use of the shooting ranges, shooting activities and any other activities available.**

**(c) Regular meeting shall be held monthly (the 1<sup>st</sup>. Thursday) at a time and place specified by the Board of Directors. In the event the meeting date falls on a holiday, the meeting is to be scheduled for the following week. Special meetings may be held at the request of a majority of the Board of Directors. Notice of general membership meeting will be announced in a newsletter.**

**(d) Each member that is present, in person, at Annual Membership meetings of CSGC shall be entitled to vote on any subject that is properly brought before the Board of Directors, approved by the Board of Directors, and submitted by the Board of Directors to the membership for vote at an CSGC meeting. There shall be no proxy or absentee vote.**

**(e) At any regular or Annual Membership meeting of the CSGC, a majority of those present (51%) shall constitute a quorum, except as pertains to amendment of the By-laws or specified herein.**

**(f) Every new member shall be provided with a current copy of the CSGC By-laws which can be obtained from the Secretary.**

#### **Section 6. Voluntary Termination of Membership**

**(a) Any member may terminate his/her membership at any time by a resignation in writing to the Board of Directors or President, but such persons will not be entitled to any refund of dues or contribution already paid and such person shall not be entitled to further membership use of the CSGC facilities.**

**(b) Non-payment of dues shall be construed to be voluntary termination of membership.**

#### **Section 7. Involuntary Termination and Disciplinary Proceedings**

**(a) Disciplinary proceedings, of which, shall be presented in writing, signed, and presented to the President against any member for infraction of the ethics, rules or objectives of the CSGC shall be determined by the Board of Directors after a fair hearing.**

**(b) That any embezzlement, fraudulent, inappropriate or illegal use of CSGC resources, monies, equipment or facilities and/or the deliberate, false or inaccurate information for the purpose of fraud or personal gain will be grounds for termination of membership with no re-instatement.**

#### **Section 8. Confidentiality of Membership List**

**It is the policy of the CSGC to maintain confidentiality of the membership list; however, a phone list will be maintained for club business or projects. The list will be available only to committee**

**chairpersons and special project chairpersons through the President of CSGC.**

## **ARTICLE V**

### **Election of Officers and Board of Directors**

#### **Section I. Election and Eligibility of Members Holding Office**

**(a) The elected officers shall be as follows: President, Vice-president, Secretary, Treasurer, and five Directors-at-Large.**

**(b) The term of office shall run <sup>two</sup>~~one~~ year from March 1<sup>st</sup>. through April 30<sup>th</sup>. ~~of that calendar year.~~**

**(c) To be nominated for any elected office a member must have been a member in good standing for at least one year prior to the election date and have attended a minimum of four general and/or board meetings during the previous twelve months before the election date. To be nominated, a member must have maintained their primary residence in the State of Ohio, for at least six months prior to being nominated to serve on the board.**

**(d) The annual election of officers and Directors shall be at the Annual Membership meeting in the month of March of each year. At least two months prior to such election, the President shall appoint a Nominating Committee Chairperson, who is not seeking office. The Chairperson shall select four members of the general membership who are not seeking office, who shall nominate at least one candidate for each office to be filled. All candidates seeking office must be interviewed by the Nominating Committee and informed of the duties and responsibilities of the office they are seeking. The Nominating Committee must verify the candidates nominated will meet the requirements of Paragraph (c) above, and are willing and able to accept the offices for which they are nominated. The Nominated Committee shall present, with no endorsements, its slate of candidates to the membership at the CSGC Annual Membership meeting in March of each year.**

**(e) At the March Annual Membership meeting, additional nominations may be made from the floor. All candidates for office must submit a statement of candidacy, not to exceed 150 typewritten words, to the Chairperson and make a statement of candidacy to the general membership at the March meeting.**

**(f) Elections shall be by ballot of the eligible membership voting, and ballots are to be cast at the Annual Membership meeting to be by a committee appointed by the Nominating Committee Chairperson. In the event there are more than two candidates for an elected office and none receives a majority vote, the two candidates receiving the most votes shall have a run-off election as directed by the Board of Directors. In the event there is only one candidate for each office, the ballots will be handed out to those members in attendance at the March Membership meeting.**

**(g) Ballots are to be printed for easy use by the member.**

## **Section 2. Composition of the Board of Directors**

**(a) The affairs of the CSGC are to be conducted by the Board of Directors consisting of the elected officers.**

**(b) One person shall not hold more than one elected position on the Board of Directors at the same time.**

**(c) All members of the Board of Directors of CSGC shall not be related by marriage, bloodline or cohabitation. The immediate past president will serve as a non-voting advisor to the Board of Directors for the upcoming year.**

## **Section 3. Duties of the Board of Directors**

**(a) President: The President shall be CEO of the CSGC and as chairperson of the Board of Directors shall preside at all meeting of the Board and at the Annual Membership and special meetings of the CSGC. The President shall have full power to appoint, control, subject**

**to confirmation by the Board, other members to fill any vacancies in such committees or offices that occur during his/her term of office. He/she shall be an ex officio member of all committees and shall be notified of all committee meetings.**

**The President shall have full power to advise, control, recommend and propose those things that may be necessary or beneficial to the membership and best interest of the CSGC.**

**The President shall delegate certain responsibilities from time to time to other officers of the CSGC, to include the auditing of the sign in sheets in comparison to the membership list at any event or meeting.**

**The President shall appoint, with approval of the Board of Directors, the following committee chairpersons:**

**Membership Chairperson**

**Activity Chairperson By-laws Chairperson**

**Other committees and chairpersons of such committees may be appointed as deemed necessary to promote and carry out the affairs of the CSGC.**

**(b) Vice President, The Vice President shall, in the absence of the President, perform the duties and exercise the power of the President or shall, in the temporary absence of another elected office, perform the duties of that officer. The Vice President shall chair the annual update to the master development plan for the range, and brief the Board of Directors for approval of any changes. The Vice President will brief the approval plan to the range policy council as described in the agreement. The Vice President shall, bi-annually, oversee the environmental assessment which includes GPS coordinates of sound abatement testing and environmental soil samples and insure the records are properly maintained.**

**(c) Secretary. The Secretary shall attend all meetings of the Board and the Annual Membership meetings and keep accurate minutes of the**

**proceedings of each such meeting and record the same. Minutes of previous meetings shall be presented to the membership at each meeting for approval or corrections. The Secretary shall collect and maintain the sign-in-sheets, if required, from all Board of Directors and Annual Membership meetings for a period of two years (March 1-April 30). The Secretary shall make available the minutes of any Board of Directors' meetings at each regular or special meeting of the CSGC.**

**(d) Treasurer. The duties of the Treasurer shall be to deposit all monies collected on memberships and special activities to the account of the CSGC in such depositories as may be directed by the Board or President. The Treasurer shall pay all outstanding bills as presented by the various officers or committees, mailed or otherwise delivered to him/her by individuals, organizations of business firms providing goods and/or services to the CSGC. All bills must be approved prior to any payment. The Treasurer shall keep the financial records of the CGSC in proper order at all times. The Treasurer shall report to the Board, Officers, and to the general membership the financial condition of the CSGC, which includes, the current bank statement, reconciliation calculations and a Treasurer's Report at the monthly meeting or at such time as requested by the Board to do so. The Treasurer shall submit the CSGC's financial records for an annual audit at the end of each fiscal year, or at such time as the Board may direct, to be performed by an independent accounting, special committee set forth by the president, or CPA firm not associated with the Treasurer or any member of the Board of Directors.**

**(e) The Treasurer/officers shall execute a bond to ensure faithful performance of their duties. The Board shall set the amount of such bond. The cost of securing said bond will be paid by the CSGC.**

**(f) The Treasurer and President shall have the only authority to issue and sign all checks in the name of the CSGC. All two of these officers' names shall be on the bank signature card. Two (2) signatures required on all checks. No blank checks shall be signed.**

**(g) Directors-at-Large. The duties of the Directors-at-Large shall include serving in an advisory capacity to the President and the other**

**officers. The Directors-at-Large shall each have a vote as a member of the Board of Directors.**

#### **Section 4. Powers of the Board of Directors**

**(a) The Board of Directors shall have the power to determine the membership fees, dues, contributions and any other changes to be paid to the treasury; to administer the expulsion or suspension of members for misconduct as described in Article IV, Section 7: to authorize restoration of membership, when appropriate; to administer the contracting, securing, paying and limiting the amount of CSGC's indebtedness; and fill vacancies occurring on the Board of Directors from any cause.**

**(b) The Board of Directors (except as noted herein) shall be elected in March of each year as their term expire, which is two (2) years and shall take office on March 1st of the year of their election.**

**(c) All members of the Board of Directors must be a member in good standing in the CSGC at the time of their nomination and continue such status throughout their term of office.**

#### **Section 5. Parliamentary Procedures**

**All meetings shall be conducted as prescribed by Robert's Rules of Order Newly Revised, Latest Edition.**

#### **Section 6. Succession of Office**

**(a) In the event of the death, resignation or removal of the President, the Vice President shall assume the office vacated for the remainder of the un-expired term.**

**(b) In the event a vacancy occurs, due to any cause, in the office of Vice President, Secretary, Treasurer, or Directors-at-Large, such vacancy for the remainder of the un-expired term shall be filled by a person qualified under ARTICLE V, Section 1 (c), receiving the majority vote of the Board of Directors of CSGC.**

## **Section 7. Compensation of Officers**

**No member of the Board of Directors shall receive any salary for services rendered on behalf of the MSC. However, such persons shall be entitled to reimbursement for expenses incurred on behalf of the CSGC to such extent as may be authorized or approved by the Board of Directors prior to expensed debt.**

## **Section 8. Approval of the Board of Directors**

**Language herein referring to "....approval of the Board of Directors..." or any such similar language shall be interpreted to mean a majority vote of the Board as then constituted.**

**That a quorum of five (5) (51%) will be required for the Board of Directors to conduct business, and that no proxy or absentee votes be allowed, but that only those Board of Director members present, given that there is a quorum present, be allowed to vote on Board of Director issues.**

## ***ARTICLE VT***

### **CSGC Meetings**

**(a) CSGC meetings, which are open to the general membership, will be held monthly (1<sup>st</sup>. Thursday) at a time and place established by the Board of Directors and announced or otherwise, if a special situation dictates.**

**(b) Meeting of the Board of Directors shall be held monthly or at the call of the President and may be held coincidentally with the general membership.**

**(c) Special Board meetings may be held upon request of a majority of the Board.**

## ***ARTICLE VII***

### **Use of Club Facilities by Outside Agencies**

- (a) A request for use of the CSGC range facilities by an outside agency shall be submitted to the CSGC giving the following information: proposed schedule, approximate number of participants and type of activity.**
- (b) The agent or agency, other than governmental agencies, must submit a statement from said agency's insurance carrier stating that said agency's liability policy is equal to, or exceeds the liability of the CSGC and that the CSGC is named as an additional insured under the agency's policy.**
- (c) Said agency shall present a release signed by an official of the agency releasing the CSGC of responsibility for injury or damage.**
- (d) Scheduling of an outside agency's use of the facilities should not interfere with normal CSGC operation.**

## ***ARTICLE VIH***

### **Amending CSGC By-laws**

- (a) The By-laws may be amended at the Annual March Membership meeting or as required to maintain the existence of the CSGC by a two-thirds (51%) vote of those present, provided that proposed amendment(s) has/have been presented to the By-laws Committee in writing by October 1st. has/have been presented to the Board of Directors at the November meeting, and has/have been published for review by all concerned.**
- (b) Any changes to the By-laws shall be voted on individually by the membership after review by the Board of Directors at the Annual Membership meeting in March.**

**(c) A copy of all By-laws in force must be kept in the possession of the Secretary and shall be available for reference at all general membership meetings and all Board of Directors meetings. THESE AMENDED BY-LAWS OF THE CRAWFORD COUNTY SPORTSMAN GUN CLUB, INC. ARE HEREBY ADOPTED AND APPROVED THIS 15TH DAY OF August, 2013. SUCH ACTION IS HEREBY ATTESTED TO BY THE CSGC BOARD OF DIRECTORS AND OFFICERS WHOSE SIGNATURES APPEAR BELOW.**

**DIRECTOR-AT-LARGE/Chairman/COO**

**DIRECTOR-AT-LARGE**

**DIRECTOR-AT-LARGE**

**DIRECTOR-AT-LARGE**

**DIRECTOR-AT-LARGE**

**PRESIDENT/COE**

**VICE PRESIDENT**

## **SECRETARY**

## **TREASURER**

**Attachment to By-laws of the Crawford County Sportsman and Gun Club, Inc. as amended August 15, 2013.**

### **SCHEDULE A**

**Crawford County Sportsman and Gun Club, Inc. a non-profit 501(c)(7)**

**Membership Dues and Contributions**

**Regular Memberships \$50.00 per year**

**Family Membership \$75.00 per year**

**Junior Membership\*\*\* \$30.00**

**Senior\* Family Membership \$40.00 per year**

**Lifetime Membership \$500.00\*\***

**Senior\* Lifetime Membership \$300.00\*\***

**Pro-Rated Range Pass October 1<sup>st</sup>.-December 31<sup>st</sup>. \$20.00**

**Daily Guest Pass – Range Only With Paid Up Member \$10.00**

**\*Senior members are defined as age 60 or older.**

**\*\*After an initial payment, equal to the annual cost of a membership of the same classification, the balance of a Lifetime membership cost may be paid in 11 equal monthly installments. If the balance is not paid in full within 12 months of the initial payment all monies paid up to that date will be forfeited.**

**\*\*\*Junior members are defined as age 15-17 years.**

### **SCHEDULE B**