

By Laws
Lake Ridge Deer and Conservation Management Club

Executive Summary

The Lake Ridge Deer and Conservation Management Club, Incorporated is a hunting and conservation club formed to:

- Contract services to alleviate the overpopulation of whitetail deer through bowhunting;
- Improve the forest environment (e.g., stop overbrowsing, remove invasive species and foster the return of native plants);
- Implement Measures of Effectiveness (e.g., Browse Surveys, Exclosures) to quantify environmental improvements; and,
- Provide educational presentations on hunting and conservation.

Whitetail deer overpopulation in Prince William County and Northern Virginia poses environmental (overbrowsing), safety (deer vehicle collisions), and health (tick borne diseases) threats. Environmental damage includes disruption of the natural forest regeneration process and promotes the spread of invasive plant species.

To reduce the overpopulation and halt the damages of overbrowsing, this corporation will harvest deer under the Virginia Game and Inland Fisheries Deer Management Assistance Program (DMAP). The DMAP program shall be conducted in accordance with guidance provided by the Regional Virginia Game & Inland Fisheries Wildlife Biologist.

Under the DMAP program, hunters are required to collect biological data from the harvested deer to include the jawbone from each deer harvested. The Biological data collected will be recorded on the Hunt Activity Log and the jaw bone will be turned in to the Virginia Wildlife biologist at the end of the season.

The season shall be within the State of Virginia and county seasons. Antlered deer may only be harvested during the antlered deer season.

In addition to bowhunting, each Club member shall perform a minimum of six hours annually devoted to improving the Common Grounds environmental health (e.g., constructing exclosures, conducting browse surveys, removing invasive plants, conducting educational presentations).

Article I. Organization and Objective

Section A. Name

The name of the corporation shall be: “The Lake Ridge Deer Management and Conservation Club, Incorporated” and, for designation purposes, is referred to in these by-laws as the “Club.”

Section B. Objective

The Lake Ridge Deer Management and Conservation Club, Incorporated is a not-for-profit, non-stock Virginia corporation with a projected membership of less than 40

members. It is a hunting and conservation club formed for the purpose of restoring damaged forest environments.

The objective of Lake Ridge Deer Management and Conservation is to restore the health and natural regenerative capacity of the forest on LRPRA common grounds. These activities include, but are not limited to:

1. Safe reduction of the deer population through bowhunting;
2. Removal of invasive plant species and restoration of native plants;
3. Implementing Measures of Effectiveness (MOEs) to measure environmental restoration; and,
4. Provide educational presentations about conservation biology, deer overpopulation, the forest regeneration process, removal of invasive plant species and restoration of native plants, and hunting safety.

Other purposes fostering a healthy forest environment, conservation biology, and outdoor safety as may from time to time be deemed necessary and expedient by the Directors of the Club.

Section C. Property

The Club shall own no property.

Section E. Fiscal Year

01 September to 31 August.

Article II. Organization

Section A. Organization

1. The entire management of the Association, its affairs, and assets are vested in four (4) elected Directors and the Registered Agent, all of whom shall be members in good standing of the Club, subject to the mandates of the voting members at their annual meeting or at any special meeting called for the purpose of acting upon the affairs of the Club. The number serving on the Board may be changed by the membership by amendment of these bylaws.

Collectively, the four elected Directors, (Executive Director, Director of Operations, Director of Finance, and Director of Administration) and the Registered Agent shall constitute the Board of Directors.

2. For designation purposes, the Board of Directors will hereinafter be referred to as the "Board."

B. Members

1. The Club shall have one class of members; each member having one vote and any member may be elected to an elected Director position.

2. The number of Club members is a finite number equal to the number of hunting slots established by the Directors. Any LRPRRA member/homeowner, resident/renter, or member of the LRPRRA staff may apply for membership in the Club. Applications to fill vacant memberships will be reviewed throughout the year as openings arise. Membership Qualifications and selection criteria are described at Appendix A.

3. Membership applications shall be reviewed and evaluated by the Board to ensure the member has satisfied all requirements identified in Appendix A and referred to the Administrative Director. This evaluation shall include not only bowhunting, but also skills to contribute to conservation issues in accordance with Appendix A.

Section C. Directors

There shall be five directors with the following responsibilities:

- The Executive Director is responsible for overall management. He shall be elected in even years beginning in 2016, serving for a period of two years.
- The Operations Director is the deputy to the Executive Director. He shall be elected in odd years beginning in 2017, serving for a period of two years.
- The Financial Director is responsible for financial management. He shall be elected in odd years beginning in 2017, serving for a period of two years.
- Administrative Director is responsible for Club Communications and recording the history of the Club. He shall be elected in even years beginning in 2016, serving for a period of two years.
- Registered Agent. The sole duty of the registered agent is to forward to the corporation at its last known address any process, notice or demand that is served on the registered agent. He shall be appointed by the elected Board members (above) and serve until he resigns or is replaced by the elected directors.

D. Powers

1. Voting Procedures: A quorum shall be a majority of the Board, and valid Board action may be taken by a majority of those present.

2. In addition to any and all powers conferred upon the Board by law and by the Articles of Incorporation of the Club, these by-laws, without in any manner or degree abrogating, limiting or modifying such powers, grant to the Board the following authority:

- (a) To set forth the terms and conditions upon which a person may be accepted to membership; to examine and adjudge the qualifications of each applicant for membership, being hereby granted full and final authority to accept or reject any such membership application in accordance with Appendix A.

(b) To hear and determine charges made against any member, full and final authority being hereby granted to reprimand, to suspend, and to expel any member in accordance with Article VII, Section F.

(c) To authorize the Executive Director to appoint such standing and other committees as in his judgment are necessary for the proper management of the Club; to define and delegate the duties and powers of such committees. The Executive Director cannot empower a committee to obligate or expend any funds. Any cumulative additional funding requirements of less than ten percent (10%) of the annual budget must be approved by the Board. Any cumulative additional funding requirement greater than ten percent (10%) of the annual budget must be approved by the membership.

(d) To determine annual dues in accordance with Appendix C.

(e) To make, alter or amend Club Rules (Appendix D) and provide penalties for infractions of the Rules and by-laws, as prescribed in Article VIII..

(f) To contract for deer management and conservation.

(g) To remove a Director from the Board for cause. The absence of a Director from two consecutive meetings of the Board, unless excused by the Executive Director, shall be considered sufficient cause for removal.

(h) To choose a successor who shall hold office for the unexpired term of less than three months in the event of a vacancy in the office of the Executive Director, Director of Operations, Director of Finance, or Director of Administration. The position of Registered Agent shall be filled within 30 days and required notification to the State of Virginia SCC.

(i) To elect a presiding officer in the event that the offices of the Executive Director and Director of Operations are vacant.

(j) To annually approve a budget for the maintenance and operation of the Club and all of its activities. To allocate the budget equally among all members as dues.

E. Property

The Lake Ridge Deer Management and Conservation Club shall own no property.

Article III. Meetings

Meetings shall be held in March and August. Two or more Directors may meet as required for the planning, coordination, and execution of normal Club business (e.g., conservation or hunting planning, preparation for meetings or presentations).

Section A. Annual Club Meeting

The Annual Meeting of the Club shall be held in August of each year, at such time and place as the Directors shall designate for:

- The election of the elected Directors as specified in Article V Section B;
- The approval of the projected budget and allocation of dues;
- The induction of new members;
- The annual hunt insurance;
- The assignment of archers to hunting parcels;
- The annual corporation reports; and,
- Other such business as is appropriate.

Notice of this Annual Meeting shall be e-mailed by the Administrative Director to each member holding membership and being in good standing and any prospective new members at least ten (10) days prior to the meeting,

The March meeting shall include review of deer harvest, completion of DMAP reporting, conservation planning, and other such business as is appropriate.

Section B. Special Club Meetings

Special meetings of the Club shall be called by the Executive Director, or by the Director of Administration in the absence of the Executive Director, acting on behalf of the Board. Special meetings shall be held at such time and place as determined by the Board. A notice giving time and place of the meeting and stating the nature of the business to be transacted shall be e-mailed by the Director of Administration to each member of the Association at least ten (10) days prior to the meeting, and at such meeting no other business than that stated may be transacted.

Section C. Annual Board Meeting

The Annual Meeting of the Board of Directors shall precede the Annual Meeting of the Club.

Section D. Regular Board Meetings

A Regular Board meeting of the Board of Directors shall be held preceding the August Club meeting at such time and place as the Executive Director shall designate.

Section E. Special Board Meeting

Special meetings of the Board of Directors shall be held on call of the Executive Director, or by the Director of Administration in the absence of the Executive Director, acting on his/her own initiative to be held at such time and place as the Executive Director or Director of Administration shall designate.

Section F. Quorum of Club Meetings

To constitute a quorum, at least two Directors and members who are in good standing representing 10% of the entire membership must be present in person or by proxy. If a quorum fails to attend at the place or time of the meeting, then those who do attend may

adjourn from time to time until a meeting shall be regularly constituted. At all meetings of the Club, each member of record shall be entitled to one (1) vote.

Section G. Order of Business at Club Meetings

The order of business at the Annual Meeting of the Association shall be as follows: call to order and roll call to determine the presence of a quorum; reading and disposition of any unapproved minutes; reports of officers; election of elected directors; unfinished business; new business and adjournment.

Section H. Order of Business at Board Meetings

The order of business at each regular Board of Directors' meetings shall be as follows: reading and disposition of any unapproved minutes; reports of Directors and committees; unfinished business; new business and adjournment.

Section I. Parliamentary Rules

In the conduct of all meetings, either membership or Board, Robert's Rules of Order shall govern except where inconsistent with these by-laws, a copy of which shall be retained by the Secretary.

Article IV. Elections

Elections of Directors shall be held in August and those elected shall take office immediately and commence execution of planned hunting and conservation activities for the year. Voting procedures (Appendix C) shall ensure that every member in good standing (having performed required minimal work and paid corporation dues) shall have the opportunity to vote.

1. Not later than 01 July, the Director of Administration shall notify all members of the Director positions to be voted on and solicit nominations for those positions. The incumbent and any others aspiring for a position shall submit a statement of their qualifications and why they aspire for that office.
2. Not later than 14 July, the Director of Administration shall disseminate the received candidate statements via e-mail to all members.
3. Elections shall be held at the Annual Meeting in August. The election process shall enable all members in good standing to vote at the meeting or absentee prior to the meeting.
4. In the event that the services of a Director are terminated by removal from the Board for cause, incapacity to serve, resignation, etc., a Special Meeting shall be convened within one month to serve the unexpired term if greater than 90 days by a majority vote. The election process shall enable all members in good standing to vote at the meeting or absentee prior to the meeting.
5. The term of elected Directors shall be two (2) consecutive years. Two Directors (Executive Director and the Financial Director) shall be elected on every even

year (e.g., March 2016). Two Directors, (Director of Operations and Director of Administration) shall be elected on every odd year (e.g., March 2017). Directors shall be eligible for re-election to the Board after serving their term.

6. One Director, the Registered Agent, is not an elected Director, serving at the pleasure of the Board shall remain in office until replaced by $\frac{3}{4}$ vote of the elected Directors, is incapacitated, or resigns.

ARTICLE III

Duties and Responsibilities

Section A. Titles

1. The Board consists of four elected Directors (Executive Director, an Director of Operations, Director of Finance, and Director of Administration) elected as provided in Article V, Section C.
2. One person may not hold more than one office at any one time.
3. Any vacancy in office shall be filled by appointment by the Board for the unexpired term.
4. In the event that a position should become vacant with more than current Board member should be elected to a new position in an off year (e.g. Director of Operations elected as President) then a special election shall be held within one-month for the vacated position.

Section B. Duties of the Executive Director

1. The Executive Director shall be the Chief Executive Officer of the Corporation, performing any and all legal duties under the Articles of Incorporation and incident to the corporate office of Executive Director.
2. The Executive Director shall preside at all meetings of the Club and of the Board of Directors.
3. The Executive Director shall call special meetings of the members of the Club as provided in Article VI, Section B.
4. The Executive Director shall enforce all rules and regulations of the Club.
5. The Executive Director shall appoint all committees, select the Chairman of each and every committee, and fill any vacancies in such committees by appointment. The Executive Director or Director of Operations shall be an ex-officio member of all such committees.
6. With the Director of Administration, he/she shall sign all membership certificates, written contracts, obligations and instruments of the Club and shall have charge of the general supervision and control of the Club and its management.

7. The Executive Director is responsible for planning and coordinating hunting and conservation activities, recording member participation, and liaison with outside agencies (e.g., Virginia Department of Game and Inland Fisheries, Prince William County Police);

8. The Executive Director shall perform all other such duties as properly may be required of him/her by the Board.

Section C. Duties of the Director of Operations

In the absence of the Executive Director, the Director of Operations shall perform all of the Executive Director's duties and, if the office of the Executive Director should become vacant, the Director of Operations shall hold the office of Executive Director until the next election.

Section D. Duties of the Administrative Director

1. The Administrative Director shall perform any and all legal duties under the Articles of Incorporation and incident to the corporate office of Administrative Director.

2. The Administrative Director shall conduct, or cause to be conducted, all official correspondence of the Club and shall see that such correspondence is properly preserved and filed until otherwise disposed of by the Board.

3. The Administrative Director shall issue, or cause to be issued, all notices of all meetings of members or directors, and shall keep the minutes and records thereof.

4. The Administrative Director shall keep, or cause to be kept, a corporation record book in which shall be entered an accurate history of all resignations of members or officers and all membership forfeitures, suspensions and expulsions, together with accurate listings of all member's names, home addresses, e-mail addresses, and telephone numbers, as well as the date when each was elected to membership.

5. The Administrative Director shall notify, or cause to be notified, in via e-mail each applicant elected of his/her election to membership and, upon completion of each membership, he shall transmit, or cause to be transmitted, to each new member, a symbol of membership in such form as may be authorized and approved by the Board. The Administrative Director shall maintain the membership record book, shall issue all membership certificates.

6. The Administrative Director shall be the alternate signature for the Lake Ridge Deer and Conservation Management Club bank account.

Section E. Duties of Financial Director

1. The Financial Director shall perform any and all legal duties under the Articles of Incorporation and incident to the corporate office of Chief Financial Officer.

2. The Financial Director shall sign or countersign all such instruments as may require his/her signature as a corporate officer.
3. The Financial Director shall be the custodian of all Club funds. The Treasurer shall collect fees and dues from members and shall by e-mail or otherwise, regularly advise members of dues. The Financial shall deposit all funds in a depository designated by the Board.
4. The Financial Director shall disburse the Club funds as authorized by the Board. The Financial Director shall keep, or cause to be kept, proper vouchers of all sums disbursed and complete and regular accounts in accordance with a system satisfactory to the Board.
5. The Financial Director shall submit at each meeting of the Board, complete information as to the financial condition of the Club and, at the Annual Meeting of members, shall submit a complete and comprehensive statement of the Club's financial affairs, properly audited by an auditing committee appointed by the Board.
6. The Financial Director is responsible for projecting operating costs and assessing dues to allocate corporate costs (e.g. Corporation costs, insurance, bank fees) equally among all members. The Financial Director shall be the primary signature for the Lake Ridge Deer and Conservation Management Club bank account. The Financial Director shall endeavor to have a zero profit or loss at the end of Fiscal Year. Any residual funds or debits will be included in budget projections for the following Fiscal Year.
7. The Treasurer shall perform all other such duties as may be properly assigned to him by the Board.

Section F. Limitation of Liability and Indemnification of Officers and Directors

1. In accordance with the provisions of Section 13.1-870.1 of the Code of Virginia, in any proceeding brought by or in the right of the Corporation, or brought by or on behalf of members or the Corporation, the damages assessed against an officer or director arising out of a single transaction, occurrence or course of conduct shall not exceed one dollar (\$1.00).
2. The corporation shall indemnify and also advance all reasonable expenses incurred by any director, officer, employee or agent of the corporation against any liability or expense incurred or to be incurred by him or her, arising from the performance or failure to perform the duties of such position, whether heretofore or hereafter occurring with respect to proceedings brought by third parties or proceedings brought by or in the right of the corporation, or brought by or on the behalf of the members of the corporation. This requirement for the advance of reasonable expenses and indemnification by the corporation shall be to the fullest extent permitted by the statutory or common law of the Commonwealth of Virginia as the same may exist or hereafter be established.

Article V

Dues and Delinquency

1. Dues shall be determined by projecting the operating costs for the coming Fiscal Year and apportioned equally among all members in good standing.
2. The Director of Finance shall e-mail to each member a statement of annual dues no later than 01 March. Dues must be paid not later than 01 May or the member will be considered to be in arrears.
3. Should any member be in arrears, he or she shall, will not be authorized to hunt until dues are paid.
3. An expelled member may appeal to the Board for review. The Board's decision is final.
4. An expelled member shall not be eligible for membership for three years beginning on 01 September following expulsion.

ARTICLE VI

Association Rules

Section A. Formation

All Club rules governing Directors, members, guests, and committees shall be formulated by the Board.

Section B. Publication

The Director of Administration shall provide copies of these By Laws with appendices and any and all future amendments thereto to all members of the Club via e-mail.

Section C. Enforcement

Enforcement shall be by suspension of privileges for a period of time not less than two weeks up to the remainder of the season if greater than two weeks or expulsion for the remainder of the season plus the next one to three seasons. Following expulsion, a former member may apply for readmission, but must include his expulsion in his application which may or may not be approved.

Violations include failure to pay annual dues, failure to perform conservation work, violations of Virginia Game and Fish Regulations, or violations of the rules described in Appendix D.

Section D. Appeal

Any member shall have the right to appeal to the Board from any with respect to its interpretation and enforcement of any rules or by-law.

The Board's decision in all such matters shall be final.

Appendix A Member Qualifications

1. LRPRA Home Owner/Member, Renter/Resident in good standing or Staff.
2. 18 years of age or older on or prior to the first Saturday of September of the hunting year.
3. Be eligible to obtain a valid Virginia Hunting, Big Game, and Archery Licenses and possess these licenses prior to hunting with the organization.
4. Have completed the International Bowhunter Education Program (IBEP) prior to being authorized to hunt.
5. Pass Archery Proficiency Test (Appendix E: *Archery Qualification*)
6. Members agree to perform 6 hours/year program Common Grounds Improvement (e.g., conduct browse surveys, construct exclosures, and remove invasive species). This will normally be performed as organized work activities for two or more hours in duration. Failure to satisfy this requirement may result in disqualification from the Program up to three years. The duties of Executive Director, Director of Operations, Director of Finance, Director of Administration, and Registered Agent shall satisfy this requirement.
7. Club membership is contingent upon LRPRA Owner/Member, Resident/Renter, or Staff status. If a Club Member can no longer satisfy this requirement, Club membership is terminated with the change in status.
8. All members must have e-mail for Club communications and must access Internet to complete Activity Reports (e.g., Hunt Log, Harvest Report, Incident Report).

Member Selection Criteria

Member selection will be based upon the following criteria:

1. LRPRA member in good standing with no game violations in past three years.
2. Satisfied each of the above listed Hunter Qualifications.
3. Conservation-related skills (e.g., identify and remove invasive plants, conduct browse surveys, construct exclosures).

Appendix B

Dues

The Director of Finance shall project Club operating costs (e.g., initial and annual corporation registration/reporting costs, hunting insurance, bank fees) for the Fiscal Year. The total operating cost shall be allocated equally among all members and e-mail notifications sent to each member prior to Date stating the amount, and due date. Members failing to pay will be dropped from membership.

Dues shall be paid by check payable to “Lake Ridge Deer Management and Conservation, Inc.”

This notice shall also e-mailed to new members projected to join.

Appendix C

Elections

Elections shall be held annually with two of the four elected directors being elected each year in accordance with the following schedule:

- Even Years (e.g., 2016, 2018): Executive Director, Director of Administration
- Odd Years: (e.g., 2017, 2019) Director of Operations, Director of Finance

Every member in good standing shall have the opportunity to vote if present at the meeting or, in absentia, if not in attendance except as noted below.

Voting shall take place after the induction of new members. New members must be present to vote as they are not members prior to the meeting and induction.

Appendix D Club Rules

The Executive Director and Director of Operations are responsible for ensuring compliance with these rules, prompt response and resolution of any issue/complaint, and day-to-day conduct. Their actions shall be referred to the Board for approval.

One or more Club members shall be assigned to each land parcel approved for bowhunting. One Group Member shall be designated Group Leader for that parcel, responsible for coordinating activity within the parcel and liaison with residents bordering that parcel. Group Leader decisions may be appealed to the Board. Board decisions are final.

Safety:

The following safety precautions are based upon the successful Fairfax County Deer Management Archery Program. Fairfax County parks are not closed and patron activities are not restricted. In 2014-2015, the program completed its sixth accident-free year with almost 800 bowhunters organized into twenty-four groups hunting in fifty-nine parks.

Hunting is limited to selected properties and hunters shall be assigned to specific properties. These properties will be posted by landowner, and the landowner shall provide written permission to hunt in accordance with Virginia laws. This permission must be carried by the hunter at all times when hunting. Hunting on posted property without written permission is punishable by a fine of up to \$2500 and/or twelve months in jail.

No guests (anyone other than an approved archer for the parcel) may accompany the archer. Exception: others may assist the archer in installing, relocating, or removing equipment (e.g., treestand) on non-hunting days (before and after season, on Sundays).

Hunters may only access the approved hunting property at designated access points. Hunters may not ingress or egress via private property or track and retrieve on private property without the landowner's permission.

Hunters must hunt from a Treestand Manufacturer Association (TMA) approved elevated stand with the platform at least ten feet above the ground. This downward trajectory uses the ground as a backstop, limiting the distance an arrow may travel.

Hunting from an elevated platform also ensures positive target identification.

Hunters must use a TMA-approved Fall Arrest System (Full Body Harness/Parachute Harness) securing them to the tree from the time they leave the ground until they return.

Each hunter shall be assigned a unique Hunter ID. This shall be the first letter of his/her last name and last four digits of his/her Driver's License.

The unique Hunter ID must be on every arrow carried into the property.

The unique Hunter ID must be visible on any personal equipment (e.g., treestand, trail camera) the hunter leaves in the woods.

Every hunter must pass an archery proficiency test using the archery tackle he will hunt with. (Appendix E)

Hunters must possess valid Virginia Hunting Licenses (Hunting, Big Game, and Archery)

Hunters must abide by all Virginia and Prince William County regulations.

Hunters must have completed and received the certification from the International Bowhunter Education Program (IBEP) bowhunting course. This course is free. Individuals register on Virginia Game and Inland Fisheries web site. Convenient locations include Fort Belvoir and the Prince William chapter of the Izaak Walton League of America in Brentsville, Virginia.

Hunters shall not hunt from within 100' of a property boundary or within 50' of a trail.

Hunters shall not shoot across the East End Trail, LRPRA designated trails, or the property boundary.

Residents may take deer on personal property in accordance with Prince William County ordinance. Residents shall not shoot from their property into any Common Grounds. If a deer travels onto Common Grounds after being shot on private property, the bowhunter may track and retrieve the deer but shall not carry archery tackle with him.

Anyone seeing a wounded or dead deer should report it to the landowner. If the deer dies on private property, the Club will retrieve it with the permission of the homeowner/resident whether it was shot by a Group member or not. If it was not shot by the Club member, the Club still desires to backtrack it to determine where it was shot; by whom if possible; and report any poaching to authorities.

All hunters must attend a safety brief before hunting. The required written permission may only be obtained at this brief.

Within 24 hours of leaving the woods, hunters must complete a Hunt Log entry online to report each hunt to include:

- Hunter ID
- Parcel ID
- Date/Time into the parcel
- Date/Time exiting from parcel
- Number of Arrows carried into the parcel
- Number of Arrows shot
- Number of Arrows carried out of the parcel
- Deer harvested (Yes/No)
- Type of Deer (Doe, Button Buck, Antlered Buck)
- Age

- Weight
- Deformity (Sloughing or Splitting of Hooves)
- Antler
 - Number of Points
 - Base diameter
 - Outside width
 - Inside width
- Incident: (e.g., Wounded Deer, Lost Arrow, Hunter Harassment)
- Comments/Amplifying Remarks.

Appendix E Archery Marksmanship Qualification

Administered by Prince William Izaak Walton League of America in Brentsville, VA.

\$5.00 per attempt

Valid for two years

Only three attempts/year permitted

3/3 arrows in an 8" target at 20 yards.

Other accepted qualifications:

- Fairfax County Deer Management Archery Program – Current
- Suburban Whitetail -- Current