

**BY-LAWS FOR THE  
SUMMIT TOWNSHIP SPORTSMAN'S CLUB**  
(Revised March 12, 2026)

**Article I  
Definition And Purpose**

**Section One: Name**

This Organization shall be known as the Summit Township Sportsman's Club. This Club was incorporated in Pennsylvania on September 19, 1969. The mailing address is Post Office Box 295, Butler, PA 16003-0295. The physical location is 501 Herman Road, Butler, PA 16002. The WEB address for the Club is **www.stsclub.org**

**Section Two: Purpose**

The object of this Organization shall be to:

- Encourage our youth toward the enjoyment of hunting and fishing and other outdoor Activities;
- Promote friendship and sportsmanship;
- Conserve our wildlife, fish and natural resources;
- Vigorously fight for our right to bear arms; and,
- Vigorously oppose anti-hunting and anti-trapping movements.

**Article II  
Membership**

**Section One: Regular Members**

A Regular Member shall be eighteen (18) years of age or older and whose interests correspond with these By-Laws.

**Section Two: New Applicant Rules**

New applicants, application fees and annual dues must be submitted to the President at a General Meeting. Applications will be accepted for approval by the Members at a General Meeting and will continue until the cap of 600 is met. Voting shall be by show of hands and 1/3 of the majority voting "NO" will reject the applicant. In the event the applicant is rejected, the application fee and annual dues will be refunded.

**Section Three: New Member Application Fee**

A fee may be set by the Officers and Directors at any time, subject to the approval by a straight majority vote of the Members at a General Meeting and may be subsequently changed as becomes necessary for the good of the Club. Partial payment of application fees shall not be accepted unless authorized by the Officers and Directors. This is a one-time fee and is in addition to the regular dues.

**Section Four: Dues**

The Officers and Directors shall specify the annual dues and then those dues shall be approved by a majority vote of the Members attending the General Meeting of the vote. Partial payment of dues shall not be accepted unless authorized by the Officers and Directors.

Members sixty-five (65) or older with a minimum of ten (10) years of consecutive membership can purchase a lifetime membership for the one time cost of the current dues.

Any Member joining in November or December will receive a permanent membership card and their dues will be paid for the following year.

**Section Four: Dues (Continued)**

Any Member may resign their membership at any time, but no dues or application fees will be refunded.

Dues are due before January 1 for the next calendar year (there is a courtesy grace period until the February General Meeting). If dues are not paid prior to or at the February General Meeting, their digital access (Card and/or FOB) will be disabled. The person is dropped from the membership role and forfeits all membership rights. The person must then reapply as a new Member (see section three).

At the discretion of the Officers and Directors, membership dues may be waived on a year to year basis for valid causes such as extremely poor health, severe financial problems, active military duty, etc. Such waiver is for one year only and must be re-considered annually.

A Member losing their Membership Card will be charged a fee of \$5.00 for a replacement card.

**Section Five: Fundraising**

All Club Members shall be given one chance in each of the Club's fund-raising activities. In most fund-raising activities the Member's Membership Number shall be used for the Club's fund-raising drawings. For any New Member joining the Club after any Club fund-raising activity has commenced and the fund-raiser has not sold out, the Club's Officers and Directors shall determine whether the New Member shall use their Membership Number or use a new number for that fund-raising activity. For any New Member joining the Club after a fund-raising activity has sold out or occurred, then that New Member will have missed the opportunity to participate in that fund-raising activity. The Officers and Directors shall review with the Members at a General Meeting the number of the fund-raising activities to be held and how the winners will be determined. All Club Life Members shall be excluded from receiving these chances. This section shall not apply to the fund-raising activities by the Club's Subordinates (i.e. Pistol, Trap, Archery or any new Subordinate).

**Section Six: Membership Cap**

Membership of the organization shall be limited to 600 Members, except that this number shall not include lifetime Members.

**Section Seven: Access Cards/FOBs**

There is a \$10.00 deposit required for each Access Card or FOB. This Card or FOB will open both the gate and restroom. This will be a permanent Card or FOB and will stay active as long as membership dues are paid. The deposit will be returned for each Card or FOB returned in working order; there will be no refund for lost or damaged Cards or FOBs.

Any Member loaning an Access Card or FOB to a non-member without the Officers and Directors' approval will be immediately expelled from the Club.

Annually, all subordinate units shall provide to the Officers and Directors at the General Meeting a complete access log regarding the use of all Access Cards and FOBs for the Club premises.

**Section Eight: Disciplinary Action**

Any Member who by his conduct violates the object of this organization, it's By-Laws or its Rules and Regulations, may be suspended or expelled from membership by a two-thirds (2/3) vote of the Officers and Directors. Two weeks' notice by regular mail to the Member's last address on record shall be given by the Secretary to said Member. Said notice shall include a copy of the charges. He/she may appear and be heard to present his/her own defense at an Officers and Directors' Meeting. The failure of the Member to appear will generally be cause enough for suspension or expulsion. The terms of said suspension or expulsion will be determined by the Officers and Directors. Any Member caught abusing the grounds or buildings shall have their Digital Access revoked and/or face disciplinary action and possible prosecution, which could include loss of other privileges and membership. Also, a Member agrees that the Member shall be liable for monetary damages regarding the abuse and damage incurred.

Any Member caught target shooting in other than designated areas or consuming alcoholic beverages and/or prohibited drugs while on the ranges may be expelled from membership by a majority vote of the Officers and Directors (see Range Rules article).

Any charge against an Officer, Director or Member must be made in writing and signed by the party or parties making the charges or they will not be considered.

**Section Nine: Memorial**

The Club will make a charitable donation of one hundred dollars (\$100) as a memorial for a deceased Member.

**Article III  
Meetings**

**Section One: General Meeting - Quorum**

A General Meeting will be held the second Thursday of each month. Fifteen (15) Members, including Officers and Directors, shall be a quorum. Special Meetings may be called by the President. Members will be notified as determined by the President and Officers and Directors.

**Section Two: Officers and Directors' Meeting**

Officers and Directors' Meetings will be conducted the first Thursday of each month. Special Meetings of the Officers and Directors may be called at the discretion of the President.

**Section Three: Order Of Business**

Meeting to be run as per Robert's Rules of Order

- A. Call to Order
- B. Pledge Of Allegiance
- C. Roll Call of Officers and Directors
- D. New Membership Applications and Voting Process
- E. Minutes of Last Meeting
- F. Outstanding Bills
- G. Reports - Treasurer, Delegates, and Committees, etc.
- H. Unfinished Business
- I. New Business
- J. Correspondence
- K. Remarks of the President
- L. Member Comments and Announcements
- M. Adjournment

**Section Four: Question of Order**

The President shall have the right to decide all questions of order. No Member shall be recognized by the Chair unless said Member rises to his feet and addresses the chair.

**Article IV  
Officers and Directors**

**Section One: Nomination and Election of Officers**

Nomination of all Officers will be made at the October and November Meetings. A nominee may seek only one (1) office regardless of the number of offices to which he/she is nominated. To be eligible for nomination the nominee must have attended at least five (5) of the previous year's Meetings and consent to said nomination. Election of all Officers and Directors shall be held at the December Meeting.

The new Officers and Directors shall assume the duties of their respected offices at the January Officers and Directors' Meeting. In the event a Member cannot attend the December Meeting, an absentee ballot is to be made available to the Member by the Recording Secretary. Said ballot must be signed by the Member and returned to the Recording Secretary before the December Meeting.

**Section Two: Officers and Directors**

President - One (1) year term.

Vice-President - One (1) year term.

Membership Secretary - Two (2) year term (to be elected in odd numbered years and serve the following 2 years).

Recording Secretary - Two (2) year term (to be elected in even numbered years and serve the following 2 years).

Treasurer - Two (2) year term (To be elected in odd numbered years and serve the following 2 years).

Directors- Two (2) year terms - Six (6) to be elected - three each year.

Sergeant-At-Arms - selected by officer in charge of the Meeting.

**Section Three: Nomination for President**

Candidates for the office of President must have been a Member for at least two (2) years and have served in one other office.

**Section Four: Vacant Offices**

When an office becomes vacant for any reason during the term to which an officer and/or Director was elected, the vacancy shall be filled by a 2/3 majority vote of the membership present at the next General Meeting. The Club Officers and Directors shall be responsible for nominations prior to the Meeting.

**Section Five: Subordinate Unit**

If a subordinate unit does not have an officer or director elected at the December Meeting, the Officers and Directors shall appoint a Member of that subordinate unit to be a contributing but non-voting consultant to the Officers and Directors at Officers and Directors' Meetings. The Officers and Directors shall appoint this subordinate unit Member.

## **Article V Duties**

### **Section One: Duties of the Officers and Directors**

The **President** shall preside at all General and Special Meetings, Officers and Directors' Meetings and attend any Committee Meeting. All checks require two authorized signatures from the President, Treasurer, or Vice-President to maintain appropriate financial oversight and accountability.

The **Vice-President** shall assist the President and shall perform the duties of the President in his/her absence. All checks require two authorized signatures from the President, Treasurer, or Vice-President to maintain appropriate financial oversight and accountability.

The **Recording Secretary** shall keep a record of all the Meetings, notify the membership of forthcoming Meetings, handle Club correspondence and is in charge of duties of election of Officers and Directors, including absentee ballots. The Recording Secretary will preside over the nominations, which take place at the October and November Membership Meetings.

The **Treasurer** is responsible for managing all checks. All checks require two authorized signatures from the President, Treasurer, or Vice-President to maintain appropriate financial oversight and accountability. The Treasurer is also responsible for maintaining the accounting records of cash, financial books, and accounts. He/she shall present a written monthly statement and an itemized report of all moneys spent since the last General Meeting. He/she shall report on the condition of finances of the organization at each Meeting and shall be responsible for all money belonging to the Club. All financial records may be audited on a yearly basis by a committee appointed by the President and headed by a Director.

The **Membership Secretary** accepts all applications, issues membership cards and keeps Club roster up to date and in order.

The **Directors** shall advise and assist the Officers and assume other responsibilities as designated by the President. In the event the President and the Vice-President are unavailable to conduct the Meeting, the Officers and Directors will designate an officer to conduct the Meeting. A Director or Officer shall chair and form all committees and give a report on such at the General Club Meeting each month.

Any Officer or Director who misses two (2) consecutive General Meetings without an excuse could be removed from office. If an Officer or Director misses four (4) consecutive Meetings (General or Officers and Directors' Meeting) even with an excuse, he/she could be removed from office.

### **Section Two: Duties of Committee Chairman**

A Director or Officer shall chair each committee. A committee chairperson shall call Meetings of his/her committee at his/her discretion. A record of the Meeting shall be kept. The chairperson or his/her representative shall give a report at each General Meeting.

**Section Three: Committees (As Needed)**

- A. Building and Groundskeeping
- B. Newsletter / WEB Site
- C. Fundraising
- D. Officers and Directors Installation Dinner
- E. Promotions – Caps, Jackets, Etc.
- F. Ranges
- G. Entertainment
- H. Auditing
- I. Work Days and Roads (Adopt A Highway Program)
- J. Public Relations
- K. Investments and Improvements
- L. Membership
- M. Rentals and Janitors
- N. Buck Pool

**Article VI  
Guests and Parties**

**Section One: Guests**

Members are permitted to bring guests on the property.

**Section Two: Conduct**

Members renting the hall shall be held responsible for their conduct and the conduct of their guests and invitees. Littering, under-age drinking, using prohibited drugs and damage to the physical property or grounds WILL NOT BE TOLERATED. All guests shall abide by all Club rules and regulations.

**Article VII  
Organizing Subordinate Club Units**

**Section One:**

Any group of Members who wish to organize and operate as a subordinate unit with separate by-laws and/or officers and who use any Club owned or leased property or facilities whatsoever, including ranges, lakes or equipment, etc., will be part of and under full and complete control of the Officers and Directors of the Summit Township Sportsman’s Club. All checks require two authorized signatures from the President, Treasurer, or Members according to the Financial Institute Account Signatures to maintain appropriate financial oversight and accountability.

All accounts do not include the Vice President (Trap/Rentals)

All subordinate units shall provide a current list of officers and phone numbers to the Officers and Directors of Summit Township Sportsman’s Club.

**Section Two:**

Any proposal to organize a subordinate unit as described in **Article VII, Section One**, must first be approved by the Summit Township Sportsman’s Club Officers and Directors at the next Officers and Directors’ Meeting. The Officers and Directors shall make recommendations, set up regulations, approve dues and fees, adjust and approve proposed by-laws and approve the name by which the unit shall operate. Upon fulfillment of all requirements, final approval will be given to organize.

**Section Three:**

Any person who wishes to become an Officer or Member of any subordinate unit must first hold a current membership in the Summit Township Sportsman’s Club. Proof of this membership must be shown before the unit membership is issued.

**Section Four:**

All books and records including financial and Treasurer's records of the subordinate unit shall be kept in conformity with those of the Summit Township Sportsman’s Club.

A bank statement and receipt for moneys spent shall be turned into the treasurer on a monthly basis.

All checks require two authorized signatures from the President, Treasurer, or Members according to the Financial Institute Account Signatures to maintain appropriate financial oversight and accountability.

All accounts do not include the Vice President (Trap/Rentals)

**Section Five:**

Any subordinate unit of the Summit Township Sportsman’s Club must submit to a semi-annual audit, its books and treasury records. These books and treasury records must also be submitted at any other time upon request by the President or the Officers and Directors. All sub-units are requested to turn in a list of Officers annually to the present Club Recording Secretary.

**Section Six:**

Minutes of all Meetings of the subordinate unit must be kept and made available to the President or Officers and Directors at any time for their Inspection.

**Section Seven:**

Any property and/or moneys accumulated by any subordinate unit shall be the property and monies of the Summit Township Sportsman’s Club. With the exception that moneys may be used by the unit for usual and normal operations not exceeding the sum of \$400.00. Any sum over \$400.00, approval must be obtained from the Officers and Directors of Summit Township Sportsman’s Club.

**Section Eight:**

In the event of dissolution of any subordinate unit either by the membership of the Summit Township Sportsman’s Club or by the vote of the unit itself, all books, records, property and moneys accumulated by the unit shall immediately be turned over to the Summit Township Sportsman’s Club Officers and Directors for use or disposal.

**Section Nine:**

The Officers and Directors of the Summit Township Sportsman’s Club reserves the right to dissolve or abolish any/or all such subordinate units at any time they deem it to be in the best interest of the Summit Township Sportsman’s Club.

**Article VIII  
Safety Rules, Ground Rules and Privileges of Members**

**Section One:**

The Officers and Directors shall compile a complete list of Safety and Ground Rules and Privileges for Members using Club owned or leased facilities either on the grounds or anywhere Club owned or leased facilities exists.

**Section Two:**

The listing of Rules and Privilege shall be included in the By-Laws and be posted and made available to all Members for their information at the locations to which said list pertains and/or at the main buildings.

**Section Three:**

Said lists shall be kept current and up to date and any changes or revisions to the Rules and Privilege as required from time to time shall be changed on said lists immediately after being formally adopted by the Officers and Directors.

**Section Four:**

Indoor ranges shall be used on designated days and hours only.

**Article IX  
Miscellaneous**

**Section One:           Dissolution**

When it should be decided by a ninety (90) percent vote of the entire membership that this Club should be dissolved, assets may be liquidated sufficient to pay all debts owed by the Club and remaining assets will be distributed to another like-cause exempt organization. The recipient organization(s) will be determined by the voting of Regular Members at the time of dissolution.

**Section Two:           Amendments to the By-Laws**

These by-laws may be amended only after review by the Officers and Directors, then presented at the next General Meeting to be approved by a two-thirds (2/3) vote of the Regular Members present. These By-Laws shall be reviewed at a minimum of six (6) months and a maximum of twenty-four (24) months. If as a result of the report to the membership by the Officers and Directors any changes in the by-laws are desired, a follow-up Meeting of the Officers and Directors is permitted provided that the final report is made at the next General Meeting following the original report.

**Section Three:**

A new issue, one not covered by these By-Laws, can be resolved by majority rule at General Meetings in order to implement regulations for immediate needs. The issue must be presented for adoption into the By-Laws at the first opportunity.

The Officers and Directors have the final vote in all matters and dissolutions.

**Section Four:**

The President may expend the monies of the Club for health, safety and emergency maintenance issues. The President may use his discretion to spend the monies of the Club for non-health, non-safety or non-emergency maintenance issues up to the sum of \$500.00. Any sum over \$500.00 and up to \$2,500.00 for non-health, non-safety or non-emergency maintenance issues must first obtain the approval of the Officers and Directors of the Club. Any sum over \$2,500.00 for non-health, non-safety or non-emergency maintenance issues must first obtain the approval from the majority of the Club membership at a Meeting of a quorum of the Members. Fundraisers and related expenses shall be excluded from the above dollar limitations and must be approved by the Officers and Directors.

**Section Five:**

The Club shall not be used for any Member's personal gain except where the Officers and Directors have reviewed and approved said request.

## OUTDOOR RANGE RULES – Rifle, Pistol and Trap

1. Absolutely NO alcoholic beverages are permitted on the range. No one under the influence of alcohol or any drugs is permitted use of the range.
2. All Members must visibly display on their person their Membership Card and must provide photo ID when asked.
3. Amber Caution lights must be turned on when using the Rifle Range
4. NO loaded firearms on range (that means outside the shooting line).
5. Keep all firearms pointed down range and in a safe direction.
6. When placing or checking targets:
  - a. YOU MUST COMMUNICATE WITH ALL OTHER SHOOTERS REGARDING TURNING LIGHTS ON
  - b. All firearms must have their action open and safe.
  - c. Before stepping off the concrete walkway and onto the Range, ALL shooters MUST activate (turn on) their nearest Safety Light Switch.
  - d. When another shooter has already activated the lights, you MUST also turn on your nearest Safety Light Switch.
  - e. Guns must not be handled when the Safety Lights are on.
  - f. The lights will turn off when ALL shooters have deactivated (turned off) their Safety Light Switch.
  - g. YOU MUST COMMUNICATE WITH ALL OTHER SHOOTERS REGARDING TURNING LIGHTS OFF
  - h. All shooters are now safe to shoot.
7. When not on the firing line, guns must be in a holster, case or rack.
8. NO cross-firing on the range (do not cross from one firing lane to another). (e.g. 100 yd bench--100 yd target).
9. NO random firing or firing into the ground. All shots must directly impact the backstop.
10. Coordinate activity with shooters on adjacent benches.
11. Paper targets only (except Trap League).
12. Pick up your brass and clean up your targets (do not rely on someone else).
13. Slug guns are permitted on the Rifle Range. DO NOT pattern a shotgun on the Rifle Range (Shotgun patterning can be done into the wire hillside backstop adjacent to the parking lot).
14. Shooting hours:
  - a. Monday thru Saturday - 9:00 am to sunset.
  - b. Sunday, noon to sunset.
  - c. The Rifle Range is closed Every Tuesday at 4:00 pm for the Trap League, also when the Archers 3-D Shoots are active, when mowing is conducted or otherwise announced.
  - d. October, November & December - MEMBERS and IMMEDIATE FAMILY ONLY! (Excluding Club Trap League events)
15. When the Rifle Range Caution Lights are on, the Trap Range is closed
16. When the Trap Range Beacon Lights are lit, the Rifle Range is closed.
17. When two or more are on the firing line, the group appoints a safety officer.
18. When using the 300 yard target, the gate at the trap range must be closed and the red beacon lights turned on (the switch is on the rail at the top of the trap range stairs).
19. All ranges are on a First Come First Serve basis. Respect other Members and Guests.

NOTE: Violation of these rules will result in a three to six month suspension.

Repeat violations will not be tolerated and may result in loss of membership.

Any questions or comments should be made to an Officer or Director in writing.

Destruction of club property is grounds for expulsion from the club. Involved parties will be required to pay restitution and may be prosecuted.

## **INDOOR RANGE RULES**

(Revised June 9, 2022)

1. Absolutely NO alcoholic beverages are permitted on the range. No one under the influence of alcohol or any drugs is permitted use of the range.
2. The Range Officer has full authority over the range, including asking you to leave the premises.
3. Lead, Plated or Frangible ammunition only. NO MAGNUMS, NO FULL METAL JACKETS. If in doubt, ask the Range Officer.
4. All guns behind the brown safety line must be kept on the gun rack, in cases or in a holster. Any exceptions shall be directed by the Range Officer.
5. No handling, manipulating, loading or unloading of guns, except on the line. If your gun must be worked on, check with the Range Officer.
6. When on the line tables, all actions must be open, all magazines removed and guns must be placed on the table pointing down range with the "Open Bolt Indicator" inserted.
7. If your gun malfunctions, place it on the table pointing down range and contact the Range Officer. DO NOT ATTEMPT TO CLEAR IT.
8. In the event that "CEASE FIRE" is called, put your safety on, lay the gun down pointing down range and move behind the safety line.
9. Keep vocal noise level to a minimum.
10. When the range is busy, shoot three relays and let the next person shoot three relays.
11. Any questions contact the Range Officer.

## **POND RULES**

1. Members and Guests Only.
2. PA fishing license and rules apply.
3. Catch and release.
4. NO Boats  
NO Swimming  
NO Ice Skating  
NO Ice Fishing
5. Fishing hours (sunrise to sunset).
6. All youths under 18 must be with a Parent or Guardian.
7. Please put ALL trash in cans provided.
8. NO firearms.

NOTE: Violation of these rules will mean a three to six month suspension.

Repeat violations will not be tolerated.