

Cowanesque Valley Rod and Gun Club

P.O. Box 162, 128 Ellison Road, Elkland, PA 16920

BYLAWS

REVISION 5, February 2017

Article 1: Name and Location

- 1.1. The name of this organization is the Cowanesque Valley Rod and Gun Club.
- 1.2. The physical address of this organization is:
128 Ellison Road
Elkland, PA. 16920
- 1.3. The mailing address of this organization is:
P.O. Box 162
Elkland, PA 16920

Article 2: Objective and Purpose

- 2.1 The club is a non-profit organization that is dedicated and committed to providing land facilities and venue for its members for outdoor sports activities. Our purpose is to support the laws for shooting, hunting, fishing and archery, to promote and support the conservation of natural resources and protection of wildlife; and to educate and promote the safe handling, use and proper care of all firearms. It shall be our further purpose to forward the fellowship, self- discipline, self-reliance, and team camaraderie which are essential of good sportsmanship and the foundation of true patriotism.

Article 3: Membership and Dues

- 3.1. Memberships shall be open to any interested individual upon completion of application and payment of dues in full.
- 3.2. There are three classes of memberships available: regular, junior and life.
 - 3.2.1. Regular Adult Membership is available to any individual 18 years of age or older.
 - 3.2.2. Junior Membership – is available to any individual 12 – 17 years of age. All junior members must be sponsored and accompanied by an adult member of the club in good standing.
 - 3.2.3. Life Membership – is available to any individual upon payment of the one- time Lifetime membership fee.
 - 3.2.4. Life membership shall also be granted to club members at the age of 65 who has been a member in good standing for a period of not less than 10 years.
- 3.3. No member of the club in arrears shall be eligible to vote or to enjoy any other of the privileges or benefits offered by this club. Any members who has not paid or renewed their dues by November 1st will be considered “in arrears”.
- 3.4. The club memberships are based on the calendar year beginning every October 1st.
- 3.5. The actual fee schedule for each classification of membership will be presented to the membership by the Executive Committee at the June business meeting of each year. The fee schedule will be voted upon by the membership present at the July business meeting, with the fee schedule to be affective October 1st of that year.

Article 4: Club Meetings

- 4.1 Monthly Business Meeting – the regular business meeting of the club for the transaction of ordinary business shall be held on the second Sunday of each month at such time and place as fixed by the Executive Committee.
- 4.2 Annual Meeting – the annual meeting of the club shall be held on the second Saturday in September prior to the monthly business meeting each year for the purpose of election of officers. If the annual meeting shall not take place at the time fixed, it shall be held within a reasonable time thereafter and the officers shall hold over until their successors have been elected.
- 4.3 Executive Board Meeting – the Executive Board will meet one time each quarter at a date, time and location as determined by the Executive Committee.
- 4.4 Special Meetings – special meetings of the club may be held at any time upon the call of the President or the Executive Committee or upon demand in writing to the Secretary, stating the object of the proposed meeting and signed by not less than 10 members entitled to vote. All officers will be notified of time, date, location and object of any special meeting not less than 7 (seven) days prior to the date set for the meeting. All members will be notified by posting in local paper and on the Cowanesque Valley Rod and Gun Club website, and any other electronic media site deemed appropriate by the President.

Article 5: Officers

- 5.1. The officers of this club shall consist of a President, Vice-President, Secretary, Treasurer, Range Officer, Executive Officer and Club Manager. With the exception of the positions of Secretary and Treasurer, no officer may hold more than one position during his/her term of office.
- 5.2. These officers acting together shall constitute the Executive Committee. They shall be elected by a majority vote by ballot of the members in good standing at the annual meeting of the club. They shall hold offices for one year or until their successors are elected.
- 5.3. The Executive Committee shall have general supervision and control of all the activities of the club.
- 5.4. 4 (four) members of the Executive Committee shall constitute a quorum.
- 5.5. Any officer failing to attend 3 (three) consecutive monthly business meetings will forfeit his office and the Executive Committee will follow due process to fill the vacancy.
- 5.6. Resignation of any officer will be accepted by a majority vote of the remaining members of the Executive Committee.
- 5.7. Any officer willingly resigning his position (with the exclusion of health reasons) must wait a period of 3 years following his resignation before running for or holding any office/position at this club.
- 5.8. A vacancy in the Executive Committee will be filled by a majority vote of the remaining members of the Committee. However, if more than one vacancy exists, a special meeting of the club shall be called and new officers shall be elected to fill the vacancies until the date of the next annual meeting.
- 5.9. The following officers of this club shall maintain individual memberships in the National Rifle Association for their tenure in office; President, Vice President, and Range Officer.
- 5.10. New officers shall be nominated annually at the August monthly meeting and elections shall be held at the annual meeting.
- 5.11. All nominees must have attended not less than 50% of the monthly meetings preceding the September meeting to be eligible to hold an office. All nominees for office must be present for nominations or must submit a letter of intent to the Executive Board at the August meeting so that their nomination can be accepted or declined.
- 5.12. The process for elections is as follows and will be adhered to:

- 5.12.1 The time and place of the actual voting will be announced at the August business meeting and posted in the local paper and electronic website and electronic social media sites currently being used by the club.
- 5.12.2 Elections will be by written ballot and dropped into a locked ballot box.
- 5.12.3 Immediately upon completion of the vote, the auditors, and only the auditors will tally the votes.
- 5.12.4 The auditor team will consist of the President appointed 1-year Board of Directors, and two members in good standing as chosen and appointed by the Executive Committee.

Article 6: Duties of Individual Officers

- 6.1. President - the President shall preside at all meetings of the club and of the Executive Committee. He shall be a member ex-officio of all regular and special committees, and shall perform all such other duties as usually pertain to his office. The President will appoint the Chairperson or Co-Chairpersons of all standing committees and/or special committees. These appointments are subject to the approval of the Executive committee.
- 6.2. Vice-President - The Vice-President shall perform the duties of the President in his absence or at his request.
- 6.3. Secretary - It shall be the duty of the Secretary to record and report all minutes for and at the club meetings, conduct all correspondence of the Club, and maintain the Club's membership roster. The secretary shall collect and record all incoming money transactions and submit to the Treasurer for deposit. The secretary will be responsible for the Club website and any electronic social media sites currently in use by the club for the purpose of dissemination of club business.
 - 6.3.1 The minutes of the meetings and membership roster remain Club property and shall be promptly turned over to any new Secretary before he/she assumes office.
- 6.4. Treasurer - The Treasurer shall keep accurate records of all Club monies; pay legitimate bills presented, and make an accounting of same in a report to be given at each monthly Club meeting.
 - 6.4.1 All transactions shall be withdrawn by check only and signed by the Treasurer and one other officer for payment of such bills as approved by the Executive Committee.
 - 6.4.2 The Treasurer shall keep an accurate account of all transactions and render a detailed report with vouchers at every monthly club meeting or when requested by the Executive Committee and a report shall be given at the annual meeting.
 - 6.4.3 The Treasurer shall also make available the financial records and vouchers for audit at the quarterly Executive Committee meeting.
- 6.5. Range Officer - The range officer shall have charge of all firearms instruction with authority to appoint his assistants. Abide by and promote the range safety rules. He shall ensure that the range and the range equipment are good, safe and usable condition. He shall contract no bills without the authorization of the Executive Committee.
- 6.6. Executive Officer - The Executive Officer shall have charge of the ranges of the club, the printing of scorecards, the arranging of competitions, etc. He shall contract no bills without authorization of the Executive Committee.
- 6.7. Club Manager – The Club Manager shall have charge of coordinating and executing the upkeep of the club grounds including but not limited to mowing, snow removal and general maintenance. The Club Manager will also be the initial contact in the event that an emergency situation arises with any equipment or building at the Club, he will then contact the members of Club Manager will be appointed by the elected President for the ensuing year.

Article 7: Board of Directors

- 7.1. The Board of Directors shall consist of 3 members/terms; a 3-year term, 2-year term and a 1-

year term position.

- 7.2. The 3-year term and 2- year term Board Members shall be elected by ballot at the annual elections as term becomes due.
- 7.3. The 1-year Board Member shall be appointed by the elected President for the ensuing year.
- 7.4. Duties of the Board of Directors shall be to review club activities on a quarterly basis and have a committee chairman report to the next monthly club meeting. They shall act as club representatives for the Executive Committee; they shall also serve in an advisory capacity. The Board shall also serve as auditors for the club and shall review the Club financial books once every quarter year (March, June, September and December) and make final report of the audit to the Executive Committee and at the next monthly club meeting following the audit.

Article 8: Committees and Leagues

- 8.1. The standing Committees of this Club include but are not limited to: Rifle, Pistol, Archery, Trap and Skeet, Membership. Others committees may be established by the President as the need arises.
- 8.2. Every committee/league must abide by and adhere to the club safety rules and bylaws.
- 8.3. Every committee/ league must be represented by a Chairperson or 2 (two) Co-Chairpersons. Chairpersons and Co-Chairpersons must be current members of the Club.
- 8.4. Every committee/ league must have one representative attend every monthly meeting for the purpose of updating the club on activities and finances. A committee summary sheet (available from the Secretary) must be turned in at every monthly business meeting as appendix to regular monthly meeting notes.
- 8.5. All planned activities and events must be brought before the Executive Committee for approval.
- 8.6. All Chairpersons or Co-Chairpersons must maintain and present a detailed inventory of all fixed equipment currently being utilized by the committee and the Club to the Executive committee on an annual basis.

Article 9: Suspension or Expulsion

- 9.1. Any officer may be removed by a two-thirds vote of the members in good standing present at any special meeting called for this purpose. No vote on suspension or removal may be taken until the officer is notified in writing of the reasons for pending removal and of the date, time and place of the special meeting at which a vote will be taken by ballot. At such special meeting the officer shall be given a full hearing.
- 9.2. Any member may be suspended or expelled from the club for any cause deemed sufficient by the Executive Committee by a two-thirds affirmative vote of the members of the Committee present at any regular or special meeting. No vote on suspension or expulsion may be taken unless at least fifteen days' notice in writing shall have been given to said member of the time and place of the meeting of the Executive Committee at which such charges will be considered. At such meeting the member under charges will be accorded a full hearing.
- 9.3. Charges against any officer or member may be preferred by any member in good standing. Stated charges shall be in writing and clearly state the facts relied upon and accompanied by all affidavits or exhibits which are to be used in their support. Such charges shall be filed with the Secretary, who will immediately notify the President. The President will call a meeting of the Executive Committee and the accuser and to the accused, which notice shall be in writing and will include a true copy of the charges and of the supporting affidavits and exhibits.
- 9.4. Any member suspended or expelled by the Executive Committee may appeal to the full membership of the club. Such appeal shall be made in writing to the Secretary who will call a special meeting of the club for the purpose of action on the appeal. The Secretary shall give a

least 15 days' notice in writing to all members of the club in good standing stating the date, time, location and reason for such special meeting. At the meeting of the full club the Secretary will read the original charges, the supporting affidavits, and will read or display the accompanying exhibits, and will read the minutes of the special meeting of the Executive Committee at which hearing will be given the accuser and the accused. A vote will be taken by ballot of the members in good standing present and a 2/3 vote shall be required to reverse the action of the Executive Committee.

Article 10: Amendments

- 10.1. Any proposed amendments to these by-laws may be introduced by any member of the club at any regular meeting or special meeting called for the purpose. Such proposed amendments must be submitted in writing to the Executive Committee or to the President at the meeting. Proposed amendments will be distributed to the entire membership for review for a period of no less than 30 days via electronic email (if available) or through the Club website and social media sites when available. After the mandated 30 days, the proposal will be brought to a vote at the next business meeting. A 2/3 vote of the membership present will be necessary to pass or reject the amendment. All new or changed amendments will be implemented at the next annual meeting, and will become effective on the next October 1st.