

**BY-LAWS**

**of the**

**PLEASANT RIVER FISH AND GAME**

**CONSERVATION ASSOCIATION, INC.**

**EFFECTIVE November 14, 2016**

## **Article I**

### **Name of Club**

**Section 1.** This organization will be known as the **PLEASANT RIVER FISH AND GAME CONSERVATION ASSOCIATION, Inc.**

## **Article II**

### **Objectives**

**Section 1.** The *Objectives* of this organization are educational and scientific for the purpose of promoting fish and game conservation in the State of Maine. This organization shall endeavor at all times to create widespread interest in the propagation of fish and game, and in the improvement of the fishing conditions. Cooperation with other clubs and similar organizations working towards the same ends will be maintained at all times.

**Section 2.** This organization shall foster good sportsmanship and through the education of all members and the general public, particularly among the junior members, the safe and responsible use of firearms, adherence to the State's conservation laws, and respect for the natural environment in order to insure its protection and enjoyment by future generations.

## **Article III**

### **Officers**

**Section 1.** The *Officers* of this organization will consist of a *President, President Emeritus, Vice-President, Treasurer, Secretary, Membership Secretary, Chief Range Safety Officer* and three (3) *Executive Officers*, who acting together, will constitute the *Executive Committee*. These officers, with exception of the President Emeritus, are elected from the membership at the Annual Meeting and will serve until the next Annual Meeting or until such time as a successor is elected.

## Article IV

### Nomination of Officers

**Section 1.** One month prior to the *Annual Meeting*, the president shall appoint for a one year term three members, at least sixteen (16) years of age, to act as and carry out the duties of a *Nominating Committee*. The senior member of the group will act as the *Chairperson*.

## Article V

### Duties of Officers

**Section 1.** It will be the duty of the *President* to preside at all the meetings of this organization and to represent it upon any and all occasions before all Boards, Commissions and other authorities. In the presidents' absence, or by his/her request, the *Vice-President* will preside and/or represent the Association as stated above.

**Section 2.** The duty of the *President Emeritus* is to provide advice and guidance to the president on administrative matters for which there is a historical position. The objective of any recommendations to the president is, when beneficial to the organization, to maintain continuity with past practices.

**Section 3.** The *Secretary* will keep careful records of all the proceedings of this organization and of all committees. All records, books and other papers, and property of the club in his/her possession will be delivered by him/her to his/her successor immediately upon the end of his/her term in office.

**Section 4.** The *Treasurer* will collect all monies due the Association. He/she will also pay all debts incurred by the Association, or any of its Committees duly authorized to incur such debt, which have been approved by the President and Secretary. At each Annual Meeting he/she will

submit a report in writing showing the balance brought over from the previous fiscal year.

**Section 5.** The *Membership Secretary* will maintain records of all active members of this organization, be responsible for the renewal of memberships and issuing of membership cards. All records, books and other papers, and property of the club in his/her possession will be delivered by him/her to his/her successor immediately upon the end of his/her term in office.

**Section 6.** The *Chief Range Safety Officer* will be responsible for the design and maintenance of all features of the shooting facilities that affect the safety of the members and adjoining properties. He/she will review the safe shooting skills of all new members and provide them with orientation to the safe use of the facilities.

**Section 7.**

(a) The *Executive Committee* shall have general charge of all property and interests of the Association. It will be their duty and they are hereby clothed with the authority to carry into effect any vote they may, by a majority, pass with such ends in view.

(b) The *President* and *Vice President* each will not approve any project that exceeds two hundred and fifty dollars (\$250.00) in cost without the vote of the *Executive Committee*. The *Executive Committee* will not approve any project that exceeds one thousand dollars (\$1000.00) in cost without the vote of the Association.

(c) Special Committees may be created from time to time by the Executive Committee as they may be needed.

(d) Meetings of the Executive Committee will be held regularly at such times and places as the Committee may determine. Special meetings may be held at any time on call of the President or on demand, in writing to the Secretary, by three (3) members of the Executive Committee.

(e) Five (5) members of the *Executive Committee* shall constitute a *Quorum*.

(f) The *Executive Committee* will have general supervision and control of all activities of the club.

(g) Resignation of any officer may be accepted by a majority of the remaining members of the *Executive Committee*.

(h) A vacancy in the *Executive Committee*, with exception of the President Emeritus, may 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*.

(i) Any member of the Executive Committee who observes or is notified by a club member of prohibited behavior by persons on the premises of the PRFGCA shall be authorized to order such persons to leave the property and, if necessary, represent the PRFGCA in a complaint to law enforcement authorities.

## Article VI

### Membership and Dues

**Section 1.** All applications received for new membership shall be read at the next regularly scheduled meeting and posted in the club house until the following monthly meeting for review and comment by all members in good standing. Any member objecting to the prospective new member may bring their objection, in writing, to the Executive Committee who shall review the application and present the findings to the membership.

**Section 2.** The following categories of membership are available:

A *Family Membership* to this club is offered for all members of an immediate family living in the same household.

*An Active Military/Law Enforcement, Disabled Veteran Membership* to this club is offered to individuals who are currently active members of the military and law enforcement agencies or are disabled veterans.

A non-transferable *Lifetime Membership* is available to an individual.

A *Junior Membership* to this club is available to those under the age of eighteen (18) and is issued to members of an organized youth group at the discretion of the Executive Committee.

In addition to annual dues, new regular and family memberships, those never previously holding any of the above types of membership during the previous five (5) years shall pay a one-time Initiation Fee to the club's Contingency Fund.

The annual dues and any applicable initiation fee for the memberships listed above shall be established by the Executive Committee and approved by a simple majority vote of the members at a monthly meeting.

The membership dues are payable at the annual meeting.

**Section 3.** Any person failing to pay their annual dues shall be automatically dropped from the organization. However, they will be reinstated with full privileges upon payment of the delinquent dues within thirty (30) days.

**Section 4.** New members are not eligible to be nominated or elected to hold the office of President or Vice-President during their first year as members.

**Section 5.** The Executive Committee may suspend club privileges, for a period not to exceed thirty (30) days, of any club member for behavior that would not warrant permanent expulsion. This decision of the Executive Committee is final and without appeal.

## **Section 6.**

(a) Any club member who is convicted of a major fish and game violation or engages in dishonorable behavior causing embarrassment to the club shall be expelled permanently from the organization. Such behavior includes but is not limited to: theft of or damage to club property or facilities, unsafe use of the facilities, especially the firing ranges, or any conduct damaging to the efforts of the organization.

(b) Expulsion shall be upon a two-thirds (2/3) affirmative vote at a special meeting of the *Executive Committee*. No vote on expulsion may be taken unless at least fifteen (15) days notice by registered mail shall have been provided to the accused member with a statement of the charges and time and place of the meeting. At such meeting the member so charged will be accorded a full hearing.

(c) Any club member expelled by the *Executive Committee* may appeal to the full membership of the organization at the next regularly scheduled monthly meeting. Such appeal shall be made in writing to the Secretary and forwarded to the President to be placed on the meeting agenda. The President shall summarize the charges and actions of the *Executive Committee*. A full hearing will be given and the accused shall have the opportunity to appeal to the membership. Upon a motion to reinstate the membership of the accused, a two-thirds (2/3) vote of at least twelve (12) club members shall be required to reverse the action of the Executive Committee.

## **Article VII**

### **Meetings**

**Section 1.** The *Annual Meeting* of this organization will be held on the second Monday in April of each year. The purpose of this *Annual Meeting* will be for the election of officers: *President, Vice-President, Secretary, Membership Secretary, Treasurer, Range Safety Officer* and

three (3) *Executive Officers*.

**Section 2.** Notice of the date of the *Annual Meeting* will be mailed to all members along with the annual report of the club.

**Section 3.** *Regular Meetings* will be held on the second Monday of each month at 7:00 PM. Special meetings may be called at any time by any twelve (12) members of the association on demand in writing to the Secretary.

**Section 4.** A *Quorum* shall consist of *twelve* (12) voting members of the association.

## Article VIII

### Debts

**Section 1.** No debt of any nature at any time be contracted by this club or any of its officers or committees beyond the amount of the balance then in the treasury and not then otherwise appropriated.

## Article IX

### Amendments to the By-Laws

**Section 1.** These By-Laws may be altered, amended, or repealed in whole or in part by a two-thirds (2/3) vote of the members present and voting at any regular meeting, providing that such proposal(s) for change or alteration shall be first introduced and discussed at a meeting preceding the meeting at which the vote shall be conducted.

**Section 2.** A *Quorum* of at least twelve (12) members will be in attendance whenever a change in the By-Laws is considered and voted upon.



## **Article X**

### **Order of the Meetings**

**Section 1.** The conduct of the meetings will be in accordance with *Robert's Rules of Order*.

**Section 2.** The order of the meetings of this Association shall be as follows:

- (1) Calling the meeting to order.
- (2) Reading the minutes of the previous meeting.
- (3) Reading the Treasure's Report.
- (4) Committee Reports
- (5) Election of Officers (Annual Meeting)
- (6) Old and unfinished business
- (7) New Business
- (8) Adjournment

## **Article XI**

### **Dissolution of the Organization**

**Section 1:** At the point where this organization ceases to function and closes down, the Executive Committee shall document its decision to dissolve in a Resolution.

**Section 2:** The plan for dissolution must be presented to the membership for a vote. The plan for dissolution shall be discussed at a meeting preceding the meeting at which the vote shall be conducted. A vote in favor of dissolution by two-thirds of the entire club membership (not merely a quorum) is needed to continue the process.

**Section 3:** As part of this Resolution, the Executive Committee also must specify how to distribute any remaining assets of the organization to a non-profit organization to be named by the Executive Committee.

**Section 4:** Assuming no outstanding debts, and upon the distribution of all remaining assets, the Executive Committee completes the dissolution process by filing Articles of Dissolution with the Maine Secretary of State.

**Section 5:** The IRS requires that it be given notice of the dissolution by any tax-exempt organization under code 501(c).

**Section 6:** Retention of Records – Once the dissolution process is complete, the last President and/or Secretary shall keep the organization's records for six years.