



# **Guthsville Rod & Gun Club, Inc. Constitution and Bylaws**

**Revision Implemented 01 November 2015**

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# Guthsville Rod & Gun Club, Inc. Constitution and Bylaws

## **Article I: Name**

1. This organization shall be named "Guthsville Rod & Gun Club, Incorporated".
2. It shall be a non-profit organization located in South Whitehall Township, Lehigh County, Pennsylvania.

## **Article II: Purpose / Objectives**

The purpose / objectives of this Club shall be:

1. To promote and encourage sportsmanship, the practice of field sports, outdoor shooting & activities, indoor shooting & activities, and conservation in all its related forms.
2. To provide for the preservation, propagation and conservation of all forms of fish and wildlife.
3. To inform, educate, encourage and instruct young individuals in the aforementioned activities.
4. To work with or be associated with any group or organization for the betterment and promotion of any of the aforementioned activities or those implied in these articles.
5. To acquire and maintain permanent quarters for these purposes, social purposes, as well as the promotion of good fellowship, neighborliness, and friendship.
6. To increase youth participation in the shooting and fishing sports.
7. To promote safety in the shooting sports.
8. To encourage true sportsmanship by obeying the game and fish laws and regulations and support enforcement of same.
9. To encourage conservation of the forests, streams, and wildlife of our community and the Commonwealth of Pennsylvania.

## **Article III: Officers**

### **Section 1: Elective Officers**

The elective Officers of this Club shall consist of the following; President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Treasurer, Membership Secretary, Recording Secretary, and four (4) Trustees.

### **Section 2: Board of Directors**

The Board of Directors shall consist of all the duly elected Officers of the Club and Board appointments for vacated elected positions.

### **Section 3: Quorum**

1. A quorum of the Board of Directors shall consist of a majority of the Directors.
2. A quorum of any committee shall consist of a majority of the committee members.

## **Article IV: Election of Officers / Board of Directors**

### **Section 1: Nomination of Candidates and Election Process**

1. The election of the Officers of the Club shall take place at the November membership meeting. All Officers, except the Trustees, will serve a one year term. Trustees are elected to four year terms, one elected annually, to staggered terms.



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2. Prior to the October meeting the President shall appoint a chairman and two members of a Voting Committee. The Voting Committee shall serve as Judge of Elections, Machine Operator (if applicable) and Clerk of Elections. The Committee may be larger or smaller as determined by the President to accomplish its purpose. The purpose of the Committee is to equitably consider all potential candidates and to verify eligibility (e.g., confirming membership status) of the potential candidates to run for office.
3. Nominations for office may be made to the Voting Committee up until the close of the October membership meeting. No additional nominations are allowed after the adjournment of the October membership meeting.
4. Election shall be by secret ballot, with the majority vote of the members present and voting deciding the election. Members shall present their Club membership card prior to casting a vote. No proxy votes are allowed. In the event there are no contested offices the Recording Secretary will cast a ballot before the general membership to elect the Officers for the following year.
5. In case of a tie for any office, a runoff election shall be held immediately.

### **Section 2: Minimum Qualifications for Prospective Officers / Board of Directors**

In order to serve as an Officer / Member of the Board of Directors of the Guthsville Rod and Gun Club, the following minimum qualifications for a prospective Officer / Member of the Board of Directors must be met in their entirety. The prospective Officer / Member of the Board of Directors must:

1. Be a regular member in good standing
2. Be a regular member for no less than 2 years
3. Have attended no less than 1 membership meeting per quarter in the previous 12 months prior to the election night as verified via the Meeting Attendance Log.

### **Section 3: Oath of Office**

All newly elected Officers shall be sworn in at the December membership meeting, with duties to begin January 1. The following oath of office shall be administered:

*"Do you most solemnly promise before God, upon your honor, that you will truthfully and faithfully and to the best of your ability perform the duties of your office for the ensuing term, as prescribed in the Constitution and By-laws of the Guthsville Rod & Gun Club; and as an officer of this organization, you will promptly deliver all monies or property of this organization in your possession to your successor in office."*

The newly elected Officers shall reply: *"I do so promise"*.

### **Section 4: Resignation of Officers / Vacated Positions**

1. Any officer who wishes to resign from the Board of Directors must make their resignation announcement at a monthly Board meeting or membership meeting, or submit their resignation in writing to the Board.
2. The resigning officer may nominate a successor; other potential candidates may also be nominated for that vacated position by Board members.
3. Any vacated position(s) shall be filled by appointment by the Board as may be necessary and appropriate for the operation of the Club until such time as the Board elects a permanent replacement for the vacated position.
  - a. The individual replacing the vacated position shall serve the remainder of the term for that position until the next election cycle for that position.



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- b. If the Club / Board President is the vacated position, the 1<sup>st</sup> Vice President will become President until the November election.

## **Section 5: Attendance at Meetings**

1. In the event that an elected officer is not able to attend a regularly scheduled Membership or Board meeting, that officer (as circumstances allow) must notify the President, the Recording Secretary, or other Board member of their absence from the meeting.
2. Any elected officer who is absent from 2 consecutive meetings, be it Board or Membership, without being excused in accordance with the preceding paragraph, may be removed from office by the Board of Directors. The officer shall be notified in writing and the members will be informed of the action at the next regular meeting.

## **Section 6: Financial Audit / Review**

1. As circumstances may warrant, for example when the office of Treasurer becomes vacant, or when a new treasurer is elected (replacing the incumbent), or as a required action resulting from a Membership or Board Meeting, a complete financial review of all books, records, property, accounts, monies, and other materials pertinent to the office of the Club Treasurer shall be performed and documented by the Board of Directors.
  - a. A secure copy of the financial records shall be provided to the Board of Directors to preserve the integrity of the records during the transition of Officers or in preparation for further review / investigation.
  - b. The incoming / newly elected Club Treasurer may request an audit / assessment of the financial records by an independent Certified Public Accountant (CPA) or similar service. The audit / assessment, or results thereof, shall be reviewed by the Board of Directors, the outgoing Treasurer, the incoming Treasurer, and the CPA or representative of a similar service that performed the audit / assessment.
2. If found to be in order, the Board of Directors shall make or ensure the proper transfer of the financial records / documentation to the new Treasurer. Any irregularities or discrepancies that are identified shall be investigated, documented, and appropriate action taken in accordance with the Club's Constitution and By-Laws, as well as the laws of the Commonwealth of Pennsylvania as may be appropriate and necessary. Any actions taken and their results shall be documented by the Recording Secretary.

## **Article V: Duties of Officers**

### **Section 1: Duties of the President**

1. Be the chief executive officer of the Club.
2. Be a member, ex-officio, of all committees.
3. Preside at all meetings of the Club and the Board of Directors.
4. Appoint all committees with the advice and consent of the Board.
5. Appoint all delegates and alternates to represent the Club with other organizations.
6. Delegate, with consent of the Board, such responsibilities as are required for the proper conducting of business for the Club.

### **Section 2: Duties of the 1st Vice President**

1. Preside at any regular, special, or Board meeting in the absence of the President.
2. Be chairman of the special functions committee.



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### **Section 3: Duties of the 2nd Vice President**

1. Preside at any regular, special, or Board meeting when the President and 1<sup>st</sup> Vice President are absent.
2. Assist the 1<sup>st</sup> Vice President with all special functions.

### **Section 4: Duties of the Recording Secretary**

1. Document and maintain minutes of the proceedings of the membership and Board meetings. Conduct all correspondence for the Club which is not otherwise assigned by the President.
  - a. May designate an alternate to conduct specific correspondence as may be necessary or appropriate
2. Establish and maintain permanent files and records pertinent to the activities of the Club, when the head of such activities presents such files and records to the Secretary.
3. Perform such other activities as prescribed by the Board of Directors or the Club Membership.

### **Section 5: Duties of the Membership Secretary**

1. Receive all money for dues and initiation fees of the Club. Upon proper accrediting, they shall forward the money to the Treasurer. All new memberships should be accredited in a timely manner upon completion of orientation and membership approval.
2. Issue to all members in good standing, upon receipt of their annual dues, a proper membership card.
3. Maintain an accurate record of all classes of membership.
4. Issue special, courtesy and other types of membership cards as directed by the Board of Directors.
5. Keep a record of all monies received for membership.
6. Give a report of the number of members in each category at each monthly meeting.
7. Deliver their reports to the Recording Secretary if they are unable to attend any regular meeting.

### **Section 6: Duties of the Treasurer**

1. Keep a record of all receipts and expenditures of the Club.
2. Establish and keep proper financial records using accepted accounting practices.
3. Disburse funds upon receipt of a proper invoice or voucher.
4. Furnish a report of the Club treasury at each regular meeting at such times as the Board may direct.
5. Furnish a general report of all receipts and expenditures at each regular meeting or at such times as the Board may direct.
6. Receive all monies due to the Club from any source, and shall furnish appropriate receipts for the same.
7. Deposit monies received in a depository designated by the Board with a record of all deposits made to the Club accounts.

### **Section 7: Duties of the Trustees**

1. The Trustees shall have charge of all real and personal property of the Club.
2. One Trustee shall be a member of any permanent or temporary committee that directly or indirectly has to do with Club funds and finances.



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3. The Trustees shall bring to the attention of the Club membership and the Board any practice or condition which in their opinion is or may be detrimental to the best interest of the Club. Any Club member is encouraged to bring such matters to the attention of the Trustees or the Board.
4. A Trustee or Board Member is empowered to suspend action by the Board, if in their opinion this action is counter to the spirit of the Constitution and By-Laws, or if it will place the Club in jeopardy. The suspended action must then be brought before the membership. When such action is taken, the Trustees are empowered to expend such funds as necessary to carry out the provisions of this paragraph. If Trustee is found to suspend action for personal or vindictive reasons they may be expelled from the Club.
5. They are further empowered to call any special meeting of the Board or the Club membership when in their opinion such action is deemed necessary.
6. In event of emergency at Club, trustees are authorized to use all funds necessary, in good judgment, to remedy the problem as long as one other Board member is counseled with.

### **Section 8: Duties of the Board of Directors**

1. The Board of Directors shall meet monthly at such times determined by the Board.
2. Meetings of the Board of Directors shall be recorded and minutes read to the general membership at the next meeting. Attendance shall be limited to directors and such other persons that they invite.
3. The Directors shall formulate the general policies of the Club, set a program for the regular meetings and recommend business for the consideration of the Club.
4. They shall establish a proper fiscal policy for the Club and shall annually amortize the Club indebtedness.
5. They shall keep the Club membership informed of the status of the Club in all matters. Any attempt to hide pertinent information from the Club's well-being may result in expulsion from the Club.
6. They shall be responsible for all operations of the Club and its facilities.
7. They shall have the power to employ and pay help for these operations.
8. They shall be responsible for the purchase of all supplies, foods, refreshments, etc. required in the operation of the Club.
9. It shall be the duty of the Board members to establish and enforce all rules of the Club and foremost abide by the established rules at all times regardless of their individual status at the Club (i.e., Board Member, Committee Leader, Match Director).
10. They shall have the power to delegate any of the above authority when deemed necessary.
11. They shall constitute the general executive and administrative authority of the Club.
12. The Board shall be responsible to see that the mandate of the Club members is carried out or proper reason given as to why they cannot be complied with and they shall be responsible to the Club members to safeguard, conserve and improve the property and assets of the Club.
13. Power and authority amongst the Board of Directors will be shared equally to the extent that no one Board Member has more than another, except when it is needed by the President to take control of a meeting that is getting out of control. Board Officers are also responsible for some duties as Trustees in maintaining and improving the Club.



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## **Section 9: Removal from Office / Expulsion of Elected Officers**

1. Any elected officer of the Club that is found to have acted unilaterally on their own or has taken action beyond their job description as defined in these By-Laws without proper approval, or who is found guilty of malfeasance, misfeasance, demonstrates conduct unbecoming to an officer of the Club, or demonstrates conduct injurious to the Club, or has not fulfilled their duties as described in these By-Laws will be removed from office.
2. The procedure for removal of an elected officer as described in the preceding paragraph shall be governed by Article VI, Section 2.
3. If an elected officer is removed from office, they are permanently barred from holding an elected office within the Club. Additionally, as circumstances may dictate, the Officer may be permanently expelled from the Club.
4. The general membership must be notified at the next General Membership Meeting of any complaints and/or charges brought against the Club's Officers and/or Board of Directors.

## **Article VI: Membership**

### **Section 1: Types of membership**

#### **1. Life Members**

- a. Life members shall be active members who have been selected by the Board for outstanding contribution to the Club or the principles for which the Club stands.
- b. All Officers who have served 6 years shall receive a life membership. A member meeting these qualifications shall be exempt from further payment dues.
- c. Life members shall be active members who have maintained 10 years of continuous Club Membership, have attained the age of sixty-five (65), and have demonstrated to be active members in improving and maintaining the Club. A member meeting these qualifications shall notify the membership secretary in writing and upon approval of the Board, shall be exempt from further payment of dues.

#### **2. Regular Members**

Regular members shall be those individuals 18 and older who have met the following requirements:

- a. Completed an application for membership, submitted the required fees, and attended an orientation at the Club.
- b. Were sponsored by one current member of the Club, excluding junior members.
- c. Have received unanimous approval of the membership present at a regular meeting.
- d. Applicants may not use Club grounds, except as a paid guest, until they are accepted as members, attended an orientation, and have received their membership card.
- e. Applicants who are rejected for membership shall have all monies refunded. They may not reapply for a membership for a period of one year.
- f. Members, once approved and complete one year probation, shall remain in good standing as long as annual dues are paid and can only be removed from the Club by disciplinary action recommended by the Board.





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### 3. Junior Members

- a. Any individual between the ages of 12 and 17, after proper proposal and acceptance by the regular membership, payment of the specified initiation fees and dues, and having attended an orientation at the Club, may become a junior member.
- b. Individuals applying for junior member must be sponsored by a regular member who will be responsible for the conduct of the junior member. Junior members must be accompanied by their sponsoring regular member while using ranges.
- c. The application shall be sponsored by one current regular member and accepted by the Club in the same manner as Regular Members.
- d. Junior members may participate in appropriate Club activities and meetings, but may not vote or hold office in the Club, but may serve on committees.
- e. Junior members will automatically become regular members upon turning 18, upon payment of regular dues, and verification of having attended an orientation at the Club. If attendance at a Club orientation cannot be verified, they must attend an orientation prior to becoming a regular member.

### 4. Courtesy Members

- a. Courtesy memberships may be awarded by the Board for a period not to exceed one year. Courtesy members shall have all privileges of a regular member except for making or seconding motions, and voting.
- b. All elected Officers shall receive membership for the current year.

## **Section 2: Complaints against members**

1. Any member of the Club may file a complaint against any other member or employee of the Club for violations of the Club's rules, regulations, and/or by-laws, or of conduct detrimental to the best interest of the Club.
2. Complaints shall be presented to the Board in writing, signed by the complainant, and in person.
3. The Board must investigate the complaint and take appropriate action within 30 days of the complaint.
4. When the Board has reason to believe that a violation has occurred, the alleged offender must be given the opportunity to be heard in his or her defense and to confront all witnesses face to face. Prior to the Board of Directors meeting (or a special meeting called for the purpose of holding a hearing on the charges), the alleged offender shall be given fourteen days notice, in writing by certified mail, of the charges.
5. The accused member must be given the opportunity to appear in his/her defense. Failure to appear or to give satisfactory reason for not appearing shall result in automatic expulsion from membership of the Club.
6. Any member formally found to be in violation of the Club's rules, regulations, and/or by-laws, or of conduct detrimental to the best interest of the Club by the Board, shall be penalized by the Board. Written notification of the Board's disciplinary decision must be mailed as soon as reasonably possible to the individual by certified mail return receipt requested.
7. In case of serious charges the Board is empowered to suspend a member prior to a hearing in which case the member shall be notified as above.



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### **Section 3: Initiation Fees and Dues**

1. The initiation fees and annual dues for the following year shall be set by the Board of Directors at the August meeting.
2. Annual dues are payable on or before January 31. Members failing to pay their dues by January 31 will be dropped, except circumstances related to the Club. Members dropped for non-payment of dues or other assessments can be reinstated only by submitting a new application for membership and payment of the proper initiation fees and dues.
3. The annual dues shall be waived for any member in good standing who enters the Armed Forces.
4. Junior members shall pay 50% of the initiation fees and due as prescribed for regular members.

## **Article VII: Meetings**

### **Section 1: Regular meetings of the general membership**

1. Regular meetings of the general membership shall be held at a time and day set by the Board.

### **Section 2: Special meetings of the general membership**

1. Special meetings of the general membership maybe called by the President, the Board, or upon receipt of a petition identifying the specific purpose of the meeting signed by fifteen (15) individual members.
2. The special general membership meeting must take place with ten business days after receipt of the request from the President, the Board, or the signed petition from 15 members. Notification of the special general membership meeting shall be made to the membership within five business days of receipt of the request by either phone, mail, or electronic means.

### **Section 3: Regular Board Meetings**

1. Board meetings shall be held at a time and day set by the Board.

### **Section 4: Special Board Meetings**

1. Special Board meetings maybe called by the President or a as a result of a request by a majority of the Board. The request may be made in writing or other means (e.g., electronic mail) as appropriate and may be necessary.
2. The special Board meeting must take place with ten business days after receipt of the written request. Notification of the special Board meeting shall be give to the Board within five days of receipt of the request by either phone, mail or electronic means.

### **Section 5: Minutes of Meetings**

1. Minutes of meetings, including regular General Membership, Special General Membership, regular Board, and Special Board Meetings will be documented and retained by the Recording Secretary.
2. The Minutes of the Meetings, as approved by the membership, represent the official records of the General Membership, Special General Membership, regular Board, and Special Board Meetings.
3. The documented (written) meeting minutes shall provide a brief summary of:
  - a. Committee and required reports presented, including any discussions thereof;
  - b. Issues presented, including any discussions and/or decisions made;
  - c. Any motions presented and deliberated, including any decisions made or actions to be taken;
  - d. And any other pertinent information or discussions to be preserved in the Club's records.



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4. Audio recordings of the meeting(s) may be made to assist in the documentation and record keeping of the minutes of the Clubs meetings, as well as for future reference or research purposes. Where / when audio recordings are made of a meeting, the results shall be retained by the recording Secretary in conjunction with the documented (written) minutes of the respective meeting.
  - a. In the event that the content of written meeting minutes are contested at a future date, the audio recordings may be used to research the activities and/or discussions that transpired at the time of that particular meeting. In the event inaccuracies are discovered in the written minutes, an amendment to those written minutes may be made by the recording secretary. The amended minutes must then be approved by the membership.

## **Article VIII: Committees**

1. Committees can be appointed for any activity that is related to the functions and purposes of the Club. Committees shall submit recommendations to the President and the Board, and shall carry out these recommendations as approved by the Board or the Club membership. Each committee shall keep appropriate records and make written reports to the Club. The pertinent records of a committee shall be transferred to their successor. Successor must be brought before the Board for approval.
2. All disciplines and committees are responsible for complete cleanup of all ranges and Club grounds and facilities used during the event. This includes but is not limited to trash, wads, tables, chairs, props, etc.
3. All range closings must be approved by the Board at least 30 days prior to event.

## **Article IX: Monies (Income) and Expenditures**

### **Section 1: Income**

1. All monies received by the Club shall be placed and accounted for in a general treasury account.
2. Additional accounts (e.g., savings, certificates-of-deposit, money market accounts) may be established and maintained to provide for the future benefit of the Club.

### **Section 2: Expenditures**

1. No individual Board member has the authority to enter into an oral or written contract without Board approval.
2. Expenditures of funds up to \$3000.00 may be approved by the Board. Expenditures or contracts over that amount shall be approved by a majority vote of the members present at any regular or special meeting, except for the payment of bills, routine services, and/or emergency situations.
3. Expenditures of funds for any purpose may not exceed the approved allocation, unless it is for a Club special function or in response to an emergency situation in which the Board is authorized to expend such funds as are necessary to conduct the function and/or to resolve the emergency.

### **Section 3: Accounts and Checks**

1. All checks issued by the Club shall be signed by two (2) Club Officers, who have been properly designated by the Board and the bank on which the check has been issued.



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## **Article X: Amendment of (or to) the Constitution & By-Laws**

1. The Club's Constitution and By-laws can only be amended by submitting a proposed amendment to the Recording Secretary in writing with a list of reasons for the amendment(s). Any regular member can submit an amendment.
2. The amendment shall then be submitted to the members present at a regular meeting. Further consideration will need a majority vote by the members present. Upon approval, the proposed amendment will be read at three (3) consecutive regular meetings.
3. Following the third reading, a vote will be taken. If the amendment is (or amendments are) approved by a two-thirds ( $\frac{2}{3}$ ) majority vote by the members present, it / they will be adopted into the by-laws. The amendment and/or amendments will become effective the first day of the month following their adoption unless otherwise stated at the time of adoption. The Club's Constitution & By-Laws shall be updated by the Recording Secretary and implemented in accordance with Article XIII.

## **Article XI: Club Assets**

### **Section 1: Assets**

1. The Club's assets include, but may not be limited to its treasury, lands, permanent buildings and facilities, equipment, machinery, and materials used to maintain the respective asset.
2. The assets of the Club belong to all regular members.
3. The Board is empowered to dispose of excess, unnecessary, and/or unwanted materials and equipment, exclusive of lands, permanent buildings and facilities, as may be necessary and/or appropriate. Any monies received from the disposal of such materials and/or equipment shall be placed in the Club's treasury.
4. Use of the Club's Assets
  - a. The Club's assets, specifically its ranges, buildings and facilities, and related equipment are primarily intended for use by the Club's membership and sponsored guests to help fulfill the Club's Purpose and Objectives as outlined in Article II.
  - b. The Club's assets, including but not limited to its ranges, buildings and facilities, and related equipment may be used for Club approved, sponsored, and/or sanctioned events (for example, shooting sports such as High Power Rifle, Junior Shooter's, Cowboy Action, etc.) to help fulfill the Club's Purpose and Objectives as outlined in Article II.
  - c. The Club's assets shall not be used for, or to carry on any business or trade for the profit of its members (or other event sponsor or promoter) unless approved in advance in writing by the Board of Directors. Where such business or trade use of the Club's assets for the profit of a member (or members) is considered for approval:
    - i. A written plan or proposal for the intended business or trade use by a member or members, or other event sponsor or promoter, including the identification of the assets to be used (e.g., specific ranges, buildings), the schedule or duration of use (including any planned / scheduled repetitive use), and an estimate of the number of attendees / participants shall be submitted for review by the Board of Directors. A current copy of the member's, members', event sponsor's, or event promoter's certificate of liability insurance must be provided with the written plan / proposal to provide assurance of adequate insurance coverage.



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- ii. A determination of the fees to be paid for the use of those assets shall be made by the Board of Directors. Fees to be paid for use of the asset(s) may be determined based on the type and scope of the event, its impact on the Club's assets, as well as the fees charged to the participants by the member / members or event sponsor / promoter.

## **Section 2: Dissolution of Club**

1. When circumstances exist for the possibility of dissolution the Trustees shall investigate the matter and call a special meeting of the Club members to consider the matter.
2. If the proposal to liquidate the Club is approved by 2/3 of the members present, dissolution proceedings shall be initiated.
3. The Trustees shall represent the Club members during the liquidation proceedings and are empowered to retain legal counsel, seek the assistance of the courts of Lehigh County and take such other action as is required to see that the interests of the members are protected.
4. All monies received through dissolution of the Club are to be divided equally between all current regular members.

## **Article XII: General Order of Business**

### **Section 1: Proceedings and Actions**

The proceedings and actions at any meeting shall be governed by "*Roberts Rules of Order*". The presiding officer is empowered to modify the order of business.

### **Section 2: Order of Business - Regular Meetings**

1. Call to order
2. Roll call of Officers
3. Reading of minutes of previous regular and Board meeting
4. Election of Officers
5. Treasurer's report
6. Membership secretary's
7. Committee reports
8. Unfinished Business
9. New Business
10. Reading of petitions and communications
11. Good of the order
12. Adjournment

### **Section 3: Order of Business - Board Meetings**

1. Call to order
2. Roll call of Officers
3. Committee and other required reports
4. Unfinished Business
5. New Business
6. Adjournment



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## Article XIII: Responsibility

1. Guthsville Rod and Gun Club Inc., being a self-sustaining, non-profit organization, hereby assumes no responsibility for accidents of any nature on or off the Club property.
2. The preceding Constitution and By-Laws were submitted to the Club membership on the following dates:
  - a. First reading: 10 August 2015
  - b. Second reading: 14 September 2015
  - c. Third reading: 12 October 2015
3. The preceding Constitution and By-Laws were approved by a majority vote of the Club membership on 12 October 2015. The revised Constitution and By-Laws are considered as having been implemented and/or made effective as of 01 November 2015.

Representing Guthsville Rod and Gun Club, Inc.,

**President**

Adam Wetzel

Printed Name

*Adam Wetzel*

Signature

**Recording Secretary**

Michael Romaniw

Printed Name

*Michael Romaniw*

Signature



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## Amendment / Revision History

Implemented / Effective Date	Summary of Changes / Amendments
12 May 2014	Numerous changes made throughout the document including but not limited to the correction of typographical errors; capitalization of certain terms / words; providing for better organization, layout, and presentation of the Constitution and By-Laws; and, clarifying and/or better defining roles and responsibilities of Elected Officers / Board Members.
11 August 2014	Added new Paragraph 4 "Use of Club's Assets" in Section 1 of Article XI to ensure that the Club's assets shall not be used for, or to carry on any business or trade for the profit of its members (or other event sponsor or promoter) unless approved in advance in writing by the Board of Directors.
08 December 2014	Added a new paragraph 4 in Section 9 of Article V, Section 9 to provide transparency and communication of complaints / charges against Officers / Board Members to the general membership in an expeditious manner.
01 November 2015	<ol style="list-style-type: none"><li>1. Re-instituted a previously deleted sub-clause in Article VI (Membership) Section 1 (Types of Membership) Clause 2 (Regular Members) as a new sub-clause "c" to ensure that the membership has a voice in approving the applications for membership by prospective members.</li><li>2. Added a new Section 2 in Article IV (Election of Officers / BOD) to establish minimum qualifications for a prospective Officer / Member of the Board of Directors that must be met in their entirety prior to election to office to preserve the integrity and longevity of the Club and its operational plans.</li><li>3. Corrected the error in section of Section 1 of Article VI (Membership) where a Junior member required two sponsors for membership. It should have stated the same requirement for one sponsor as that for a new regular member.</li></ol>

Guthsville Rod & Gun Club, Inc.

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