

REVISED: October 21, 2014

**PISCATAQUA
FISH AND GAME CLUB, INC.
P.O. BOX 722
PORTSMOUTH, NEW HAMPSHIRE
03801**

BY-LAWS

**ARTICLE I
MEETINGS**

- A. There shall be a regular meeting of the club on the third Tuesday of each month of which suitable notice shall be given. The April meeting shall be the annual meeting and shall be held at the clubhouse.
- B. A special meeting may be called by any five (5) officers or members provided that all members are notified in advance.
- C. The President shall hold a Board of Directors Meeting in May, August, November and March and others as necessary.

**ARTICLE II
OFFICERS AND DIRECTORS**

- A. The officers of the club shall be a president, vice-president, secretary, and a treasurer, elected annually; and six directors. These officers shall constitute a Board of Directors who shall have charge of the affairs of the club between meetings.
 - 1. Three (3) directors, one of whom shall be the immediate past-president, shall be elected to a two (2) year term. There shall be three alternate directors, who shall represent and vote in place of any absent directors.
 - 2. Five (5) members of the Board of Directors shall constitute a quorum.
- B. Duties of the officers shall be as follows:

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1. The President shall preside at all regularly scheduled Board and Business meetings of the club and shall perform such other duties as usually pertains to that office.
 - A. It shall be the duty of the President, when notified, to extend condolences to the family of a deceased member and he/she shall see to it that flowers or other suitable remembrances are sent in the name of the club.
2. The Vice-president shall assist the President in the charge of his duties, and in the absence of the President of the vice- President shall perform the duties of that office.
3. The secretary shall keep records of all regularly scheduled Board and Business meetings, attend to all correspondence of the club, send out notices of as required, and shall send out notices of dues and maintain records of membership standings.
4. The Treasurer shall receive all moneys due the Club, make all disbursements as provided by the Finance Committee, shall maintain adequate records of receipts and expenditures, and notify the secretary of dues receipts.
5. The Directors shall attend meeting of the Board of Directors and shall participate in the transactions of all business brought before the meeting.
 - C. A vacancy in any office, excepting that of president, shall be filled by the Board of Directors, suitable notice having been given all members of the Board.
 - D. The Board of Directors by a two-thirds (2/3) vote may recommend to the club the dismissal of any Officer for not performing his/her duties as described in Article II, Section B.

ARTICLE III
MEMBERSHIP (revised 10/21/2014)

- A. The classifications of Membership are as follows:
 1. An adult membership is anyone 18 years or older.
 2. A family membership which will include a husband, wife and all dependent children less than 18 years of age.
 3. In the event of an admission to membership after January 1st, the dues of the new member will extend his membership (standing) to April of the following year.

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4. A member whose membership dues are greater than one month in arrears shall be considered a non-member; however, an ex-member may reapply for membership upon payment of dues, plus the initiation fee and shall be range orientated again.

- B. A life membership, without further payment of dues, may be awarded to a member who has reached age sixty-five (65), provided that he/she must have been a member of the club in good standing with dues paid for five (5)years immediately prior to reaching age sixty-five(65). If sixty-five (65) or older at time of joining the club the member must be a member in good standing for five (5) years before receiving their life time membership.

- C. Dues are payable on or before the annual meeting. A member may elect to pay his/her dues in advance, for a period not to exceed three years, at the current membership rate.

- D. A member upon reaching age fifty (50) may elect to pay in advance his membership dues to age 65, at the current membership rate.

- E. An honorary membership may be awarded to an individual, for a period not to exceed one year, by a two-thirds (2/3) vote at any regular meeting.

- F. A member who is current with the club who is in the armed forces and is deployed overseas will receive a one (1) year membership free when they return.

ARTICLE IV FINANCES

- A. It is the responsibility of the Finance Committee to prepare an Annual Budget for the club by the end of the calendar year prior to the Annual Meeting and to present the Budget to the General Membership for approval thirty (30) days prior to the Annual Meeting. The Annual Budget requires a majority vote of the attending membership at the annual meeting.

- B. The funds of the club shall be deposited by the Treasurer.

- C. The Treasurer shall be authorized to make payments for all Budgeted contingent or current expenses and unbudgeted emergency expenditures will require the recommendation of the Board of Directors and present it to the members at the monthly business meeting.

- D. The books of the treasurer shall be audited prior to the annual meeting by the auditing committee.

**ARTICLE V
NOMINATIONS AND ELECTIONS**

- A. The election of officers and directors shall take place at the annual meeting of the club. A nominating committee of five (5) members shall be nominated from the floor at the regular meeting of the club in February. The Nominating Committee shall present to the Secretary, within fourteen (14) day prior to the March meeting, a complete list of nominations for officers including directors. The Nomination Committee's report will be presented to the club prior to the nominations from the floor at the March meeting.
- B. Further nominations will be accepted from the floor at the March meeting providing the person(s) nominated is/are present and accept(s) said nomination. The Secretary shall notify all members of the complete list of nominations at least 7 days prior to the annual meeting and the Secretary will prepare the ballots for use at the annual meeting if required.
- C. At the annual meeting upon elections of new officers they will be sworn in. Following the swearing in of the new officers all members present will renew their membership when the new members are sworn in.

**ARTICLE VI
COMMITTEES**

- A. The following committees of three or more members shall be appointed by the president with the approval of the Board of Directors prior to the May meeting. These committees shall remain active until new committees are appointed.

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| 1. Finance | 6. Property |
| 2. Membership | 7. Range |
| 3. Education | 8. Rental 6/6/2013 |
| 4. Entertainment | 9. Auditing |
| 5. Fish & Game | 10. Technology |

- B. The President may appoint such other committees, with the approval of the Board of Directors or by vote of the club as he/she deems necessary to transact business of the club.
- C. Duties of the Committees:

- 1. It shall be the duty of the Finance Committee to prepare an annual budget of the receipts and expenditures of the Club for the approval by the membership. The chairperson of each committee shall submit to the Finance Committee within 45 days of appointment a budget for the term of his/her committee.

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- A. All special projects not included in the budget shall be referred to the Finance Committee to be certain that funds will be available. If funds are not available the committee chairperson will submit plans whereby funds can be obtained or raised for the cost of the project.
2. The Membership Committee shall formulate plans to encourage additional membership and to maintain attendance of present membership.
 - A. All applications for membership which may be presented to the club at or before a regular meeting shall be reported on by the membership committee prior to being voted on by the membership that is present at the meeting.
3. The Education Committee shall educate the members in the existing projects for which the club is established and shall encourage the dissemination of game and conservation studies in educational institutions.
4. The Entertainment Committee shall provide programs of interest to the members at each of the regular meetings, except at the annual meeting.
5. The Fish and Game Committee shall be in charge of and responsible for any procurement, stocking, or handling of game or fish allotted to or desired by the club.
6. The Property Committee shall be responsible for the care and preservation of all real and personal property of the Club, which shall be kept in good repair at all times. The Committee shall recommend to the Board of Directors or the Club such improvements and replacements as may be required.
7. The Range Committee shall encourage interest in all range activities and shall arrange programs to that end. The committee shall be responsible for all properties necessary to these activities.
8. The Rental Committee shall be responsible for all rentals of the club properties. To insure that the proper applications are submitted the Rental Committee and that the proper fees and all applications are turned over to the presiding officer, who, after presenting applications to the club, will submit the same to the Treasurer for filing. The adult members of the Rental Committee shall assure a responsible person is available to make certain the club property is in proper condition for rental and the club key is available. Also, the club property is properly cleaned and undamaged after each rental, and condition of the club is property is filed with pertinent application.

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9. The Auditing Committee shall audit the books of the treasurer prior to the annual meeting.
 10. The Technology Committee shall be responsible for maintaining club assets such as the website, computer hardware and software, bulletin board (forum), networking equipment, and anything that is produced with a computer (name tags, signage, press releases, communications with external organizations, ect.)
- D. The authority of any committee named in the above Article (Article VI) shall not infringe upon any by any officer or member of the club.

ARTICLE VII BOARD OF TRUSTEES

- A. The Board of Directors shall elect, at a May meeting, a Board of Trustees composed of three adult members. The Board of Trustees will hold for the club all properties owned by the club.
- B. The properties that the Trustees shall hold for the club shall be the following:

1. Deeds
2. Property Maps
3. By-Laws
4. Insurance Papers
5. Tax Records
6. A list of the Club Bank Accounts
7. Any other documents as deemed necessary.

These documents shall be kept in a safety deposit box shall be paid by the club. The trustees shall get the number of keys allowed by the

bank, but all three trustees names shall be on the sign in sheet.

ARTICLE VIII SUSPENSION AND/OR EXPULSION OF MEMBERS

- A. By reason of misconduct not limited to violation of membership oath, violations of range rules, or fish and game law convictions, a member may be recommended for expulsion by the Board of Directors.
1. Upon being made aware of a violation, any Board of Director or officer may suspend a membership until:

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- A.) He is notified in writing by certified mail, receipt requested, of pending action, and requests the member's presence within thirty (30) day for a hearing and/or clarification at a Board of Directors fact finding meeting.
- B.) After review of all available information, the Board of Directors will make its ruling.
- C.) If expulsion is recommended, all current club members will be notified in writing by the Board of Directors that their recommendation is expulsion.
- D.) Expulsion will occur by a two-thirds (2/3) vote of current members present at the next regular club meeting.

- 2. Any member having been expelled from this organization may petition the Board of Directors for reinstatement after a period of one (1) year, provided that his/her hunting and fishing privileges are not under suspension. The individual in question may then be considered for membership upon payment of the annual dues and any fees of a new membership, and submission of a new membership application for consideration. Acceptance of reinstatement must be by tow-thirds (2/3) vote of the current membership present at the next regular meeting, and this vote shall be final.

**ARTICLE IX
USE OF THE CLUB HOUSE
RENTAL OF THE CLUB PROPERTY**

- A. Upon approval of the Rental Committee, an adult member in good standing for six (6) months or more may rent the club house for a private party for which no admission will be charged. The member shall sign such forms as submitted by the Rental Committee defining rules, regulations, and financial responsibility pertaining to such rental. The adult member renting the club property shall be present and is responsible for the club property during said rental.
- B. Any other use of the club for social functions shall be by approval of the Rental Committee.
- C. Rules and regulations and charges for expenses incurred by adult members using the basement for personal reasons, shall be set up by the Board of Directors at their May meeting.
- D. The Board of Directors shall make regulations and set fees for the rental of the club property except as set forth in Article IX-A. The regulations and fee for said club property shall be set at the May Directors meeting and approved by the club membership and posted on the bulletin board.

**ARTICLE X
QUORUM**

- A. Nine (9) adult members in good standing shall constitute a quorum for the transaction of business at any regular meeting one of which shall be either the President or Vice-President and one other officer.

**ARTICLE XI
AMENDMENTS**

- A. These By-Laws may be amended by bringing it before the Board of Directors for their recommendation and then having two (2) consecutive readings at regular club meeting and by a two-thirds (2/3) majority vote of the adult members, where a quorum is present, provided that all adult members shall have been given suitable notice of the proposed Article and number to be amended seven (7) days in advance of the first meeting.

**ARTICLE XII
PARLIAMENTARY AUTHORITY**

- A. The rules contained in “Robert’s Rule of Order, Revised” shall govern the club in all cases in which they are not inconsistent with the By-Laws and Constitution of the club.