

**PISCATAQUA FISH AND GAME CLUB, INC.
P.O. BOX 643 GREENLAND, NEW HAMPSHIRE 03840**

BY-LAWS

**ARTICLE I
MEETINGS**

- A. There shall be a business meeting of the club on the third Tuesday of each month of which suitable notice shall be given. The April business meeting shall be the annual meeting and shall be held at the clubhouse.
- B. Board of Director's meetings will be held in March, May, August, and November, and others as necessary.
- C. A special meeting may be called by any five Board of Directors, provided that all members are notified in advance, with as much notice as possible.
- D. No meetings shall be audio recorded.

**ARTICLE II
OFFICERS OF THE CLUB**

- A. The officers of the club shall be a president, vice-president, secretary, and a treasurer who are elected annually at the April business meeting
- B. Duties of the officers shall be as follows:
 - 1. The President shall preside at all business meetings, special meetings, and Board of Director's meetings, of the club, shall participate in the transactions of all business brought before the meetings, 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, the Vice-President shall perform the duties of that office.

3. The Secretary shall keep records of all business meetings, special meetings, and Board of Director's meetings, attend to all correspondence of the club, send out notices of as required, and present minutes of any meetings at the next business meeting.
 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, expenditures, notify the Membership Chairperson of dues receipts on a monthly basis, and present a treasury report at each business meeting.
- C. A vacancy in any office, except that of president, shall be filled by the Board of Directors provided that all members are notified in advance with as much notice as possible.
- D. For a vacancy of the President, the Vice-President will assume the role of President for the remainder of the term. The role of Vice-President will be filled by the Board of Directors provided that all members are notified in advance with as much notice as possible.

ARTICLE III DIRECTORS OF THE CLUB

- A. The directors of the club consist of six directors (three that hold two-year terms and three that hold one-year terms), and three alternate directors that hold one-year terms.
- B. Elections are held at the April business meeting for three directors (two-year terms), and three alternate directors (one-year terms).
- C. The three directors who were elected to a two-year term the previous year now have one year left of their two-year term.
- D. The Directors shall attend the Board of Director's meetings, business meetings, special meetings, and shall participate in the transactions of all business brought before the meetings.

ARTICLE IV BOARD OF DIRECTORS

- A. The four officers and nine directors of the club shall constitute a Board of Directors who shall have charge of the affairs of the club between business meetings.

- B. The President shall hold a Board of Director's meeting in March, May, August, and November, and others as necessary.
- C. Five members of the Board of Directors shall constitute a quorum.
- D. The alternate directors shall represent and vote in place of any absent directors.
- E. The Board of Directors by a 66% vote may dismiss any officer or director for not performing his/her duties as described in Articles II and III.
- F. The Board of Directors shall fill a vacancy in any office, except that of president, provided that all members of the Board of Directors are notified in advance with as much notice as possible.

ARTICLE V MEMBERSHIP

- 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 member and spouse.
 - 3. In the event of an admission to membership after January 1st, the dues of the new member will extend his/her membership (standing) to April of the following year.
 - 4. Dues are payable on or before April 15th. A member may elect to pay his/her dues in advance, for a period not to exceed three years, at the current membership rate.
 - 5. A member whose membership dues are not paid in full by April 15th shall be considered a non-member. This individual may reapply for membership upon submission of a new membership application with the initiation fee, and being placed on the wait list, if one exists. This individual, if accepted, shall go through range orientation again.
- B. A life membership, without further payment of dues, may be awarded to a member who has reached age 65, provided that he/she must have been a member of the club in good standing with dues paid for five years immediately prior to reaching age 65. If 65 or older at time of joining the club, the member must be a member in good standing for five consecutive years before receiving their life time membership.
- C. A member upon reaching age 50 may elect to pay in advance his/her membership dues to age 65, at the current membership rate.

- D. An honorary membership may be awarded to an individual, for a period not to exceed one year, by a 51% vote at any regular business meeting.
- E. A member who is current with the club, who is in the armed forces, and is deployed overseas, shall have their annual dues waived upon written notification of being deployed. They will receive a one-year free membership when they return.

ARTICLE VI FINANCES

- A. It is the responsibility of the Treasurer to prepare an annual budget for the club by the end of the calendar year prior to the April business meeting, and to present the budget to the general membership for approval 30 days prior to the April business meeting. The annual budget requires a 51% vote of the attending membership at the April business meeting to be approved.
- 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 that are recommended by the Board of Directors. Any emergency expenditures made will be reported to the members at the next monthly business meeting.
- D. The books of the treasurer shall be audited prior to the April business meeting by the Auditing Committee.

ARTICLE VII NOMINATIONS AND ELECTIONS

- A. The election of officers and directors shall take place at the April business meeting.
- B. A Nominating Committee (three members maximum) shall be selected from the floor at the February business meeting.
- C. At the February and March business meetings, nominations from the floor will be accepted for officer and director positions. The person(s) nominated must be present and accept(s) said nomination. Each candidate must be an adult member in good standing and have been a member for at least three (3) consecutive years immediately prior to the elections at the April business meeting. Upon the closing of the March business meeting, all nominations will be closed.

- D. The Nominating Committee shall contact the current officers and directors to determine whether they are going to run for their current positions. Based on the results, and the nominations from the floor at the February and March business meetings, the Nominating Committee shall put together a list of nominations for officers and directors, and present it to the Secretary within 14 days prior to the April business meeting.
- E. The Secretary shall notify all members of the complete list of nominations at least seven days prior to the April business meeting.
- F. If required, the Nominating Committee will prepare the ballots for use at the April business meeting.
- G. A current membership card must be displayed to obtain a ballot to vote, and a photo ID may be requested.
- H. No write-ins shall be accepted on the night of elections.
- I. New officers and directors will be sworn in upon election at the April business meeting.

ARTICLE VIII 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. Each committee chair shall appoint up to two co-chairpersons.
 - 1. Finance
 - 2. Membership
 - 3. Property
 - 4. Range
 - 5. Rental
 - 6. Auditing
 - 7. Technology
 - 8. Risk Management
- 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 assist the Treasurer 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.

- 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, maintain attendance and records of present membership, and communicate with any members on the waiting list.
 - a. All applications for membership shall be reported on by the Membership Committee prior to being voted on by the membership that is present at the business meeting.
3. 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.
4. The Range Committee shall oversee all range activities both firearm and archery and must get joint approval with the Board of Directors of programs before they start. All activities must be cleared with the Risk Management Committee. The committee must approve of all properties necessary to these activities before use. The Range Chair, or in his/her absence, his/her Co-Chair shall recommend disciplinary actions for range violations to the Board of Directors.
5. The Rental Committee shall be responsible for all rentals of the clubhouse. To ensure 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 clubhouse is in proper condition for rental, the clubhouse is properly cleaned and undamaged after each rental, and the condition of the clubhouse is filed with pertinent application.
6. The Auditing Committee shall audit the books of the treasurer prior to the April business meeting.
7. 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, etc.)

8. Risk Management Committee is a liaison to insurance companies. The committee is responsible for defining and maintaining insurance policies of the club.
- D. The authority of any committee named in the above Article (Article VIII) shall not infringe upon any Board of Director, or member of the club.

ARTICLE IX BOARD OF TRUSTEES

- A. The Board of Directors shall appoint, at the 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.
 8. These documents shall be kept on the club property in the club's safe.

ARTICLE X SUSPENSION AND/OR EXPULSION OF MEMBERS

- A. By reason of misconduct not limited to violation of membership oath, violations of range rules, conduct unbecoming of a member of the club, fish or game violations, misdemeanor or felony, a member may be recommended for suspension and/or expulsion by the Board of Directors.
1. Upon being made aware of a violation, any member of the Board of Directors may suspend a violating member.
 - a. The member will be notified in writing by certified mail, receipt requested, of pending action, and requests the member's presence within 30 days 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 decided, all current club members will be notified via email of the Board of Directors decision.
2. Any member having been expelled from this organization may petition the Board of Directors for reinstatement after a period of one year. The individual in question may then be considered for membership upon submission of a new membership application for consideration and being placed on the wait list, if one exists. Acceptance of reinstatement must be by a 66% vote of the current membership present at the meeting, and this vote shall be final. This individual, if accepted, shall go through range orientation again.

ARTICLE XI

USE OR RENTAL OF THE CLUBHOUSE AND/OR CLUB PROPERTY

- A. Upon approval of the Rental Committee, an adult member in good standing for three years or more may use the clubhouse for a private party for which no admission will be charged, and no rental fee accessed as long as the range is not requested closed. If the adult member requests the range to be closed, a rental fee will be accessed. The member shall sign such forms as submitted by the Rental Committee defining rules, regulations, and financial responsibility pertaining to such use or rental. The adult member using or renting the clubhouse shall be present and is responsible for the clubhouse and club property during said use or rental.
- B. The range is not for rent.
- 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 house except as set forth in Section A, above. The regulations and fee for said club house (basement) shall be set at the May Board of Director's meeting and approved by the club membership, and posted on the bulletin board.
- E. No personal items are to be stored in the clubhouse, basement or premises.
- F. No items shall be left for donation without prior Board of Director's approval.

ARTICLE XII SPRING AND FALL CLEANUP

The Property Committee will schedule spring and fall cleanup days, and others as necessary. Attendance will be taken for each cleanup day by the Property Committee. Members who work a minimum of three hours will be awarded by having their membership dues for the following year reduced by an amount determined by the Board of Directors, for each cleanup day they were present.

ARTICLE XIII QUORUM

Nine adult members in good standing shall constitute a quorum for the transaction of business at any business meeting, one of which shall be either the President or Vice-President, and one other board member.

ARTICLE XIV CONFLICT OF INTREST

Conflict of interest shall be adhered to as specified in the policy and procedure manual.

ARTICLE XV AMENDMENTS

- A. These By-Laws may be amended by bringing the proposed changes before the Board of Directors for their approval.
- B. Upon approval of the proposed changes by the Board of Directors, the proposed Article(s) and/or Section(s) will be sent out to the members at least seven days in advance of the first upcoming business meeting.
- C. After at least seven days, and at the next two consecutive business meetings, the proposed amendment(s) will be read aloud.
- D. After the second reading, the proposed amendment(s) may be voted on at that time by the members as long as there is a quorum present.
- E. A 66% vote of the adult members is required for the amendment(s) to pass.

ARTICLE XVI
PARLIAMENTARY AUTHORITY

If an issue is not covered in the by-laws, Robert's Rules of Order may be used as a guideline.