

**PISCATAQUA FISH AND GAME CLUB, INC.
P.O. BOX 649 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. No meetings shall be audio recorded.
- B. A special meeting may be called by any five (5) officers or members provided that all members are notified in advance with as much notice as possible.

**ARTICLE II
OFFICERS AND DIRECTORS**

A. The officers of the club shall be a president, vice-president, secretary, and a treasurer who are elected annually and six directors, three who are elected to a two year term and three who have one year left of their two year term. These officers and directors shall constitute a Board of Directors who shall have charge of the affairs of the club between meetings.

1. There shall be three alternate directors who are elected annually, and who shall represent and vote in place of any absent directors.
2. The President shall hold a Board of Director's meeting in May, August, November and March, and others as necessary.
3. Five (5) members of the Board of Directors shall constitute a quorum.
4. A special meeting may be called by any five (5) officers provided that all officers are notified in advance. Notification will be provided via Email with as much notice as possible
5. No Board of Director's meetings shall be audio recorded.

B. Duties of the officers and directors shall be as follows:

1. The President shall preside at all regularly scheduled Board of Director's 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, the Vice- President shall perform the duties of that office.
 3. The Secretary shall keep records of all regularly scheduled Board of Director's and Business meetings, attend to all correspondence of the club, send out notices of as required.
 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 and notify the membership chair person of dues receipts on a monthly basis.
 5. The directors shall attend the Board of Director's meeting and shall participate in the transactions of all business brought before the meeting.
- C. A vacancy in any office, except 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 dismiss any officer or director for not performing his/her duties as described in Article II, Section B.

ARTICLE III 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, Spouse, 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.
 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 the last day of April 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 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) consecutive years before receiving their life time membership.

C. A member upon reaching age fifty (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 two-thirds (2/3) vote at any regular meeting.

E. 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 Treasurer 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 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 annual meeting by the auditing committee.

**ARTICLE V
NOMIMATIONS AND ELECTIONS**

- A. The election of officers and directors shall take place at the annual business meeting of the club. A nominating committee of three (3) members shall be nominated from the floor at the February business meeting of the club. The Nominating Committee shall present to the Secretary, within fourteen (14) days prior to the March meeting, a complete list of nominations for officers and directors. 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 election. The Nomination Committee’s report will be presented to the club prior to the nominations from the floor at the March business meeting.

- B. Further nominations will be accepted from the floor at the March business meeting. The person(s) nominated must be present and accept(s) said nomination. Upon the closing of the March business meeting all nominations will be closed. The Secretary shall notify all members of the complete list of nominations at least 7 days prior to the annual business meeting and the Secretary will prepare the ballots for use at the annual meeting if required. No write-ins shall be accepted on the night of elections.

- C. A current membership card must be displayed to obtain a ballot to vote and a photo ID may be requested.

- D. New officers and directors will be sworn in upon election at the annual business meeting.

**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. Each committee chair shall appoint up to two co-chair persons.
 - 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 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 absence, his 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 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, the club property is properly cleaned and undamaged after each rental, and the condition of the club property is filed with pertinent application.

6. The Auditing Committee shall audit the books of the treasurer prior to the annual 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 VI) shall not infringe upon any officer or member of the club.

ARTICLE VII 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 VIII 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 thirty (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.
1. Any member having been expelled from this organization may petition the Board of Directors for reinstatement after a period of one (1) 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 two-thirds (2/3) vote of the current membership present at the meeting, and this vote shall be final.

ARTICLE IX

RENTAL OF THE CLUB HOUSE AND/OR 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 and/or club property for a private party for which no admission will be charged, at no fee as long as the range is not requested closed. 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 house and/or club property shall be present and is responsible for the club house and/or club property during said rental.
- B. Any other use of the club properties 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, Section A. The regulations and fee for said club property 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 X QUORUM

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 CONFLICT OF INTREST

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

ARTICLE XII AMENDMENTS

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(s) and Section(s) to be amended seven (7) days in advance of the first meeting.

ARTICLE XIII PARLIAMENTARY AUTHORITY

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