

# Marbletown Sportsmen's Club, Inc. BYLAWS

Drafted: March 2011 – March 2016

Adopted: April 2016

Revised: December 2018

## Article I. NAME

### **Section 1)**

The organization shall be called and be known as Marbletown Sportsmen's Club, Inc.

## Article II. MISSION AND OBJECTIVES

### **Section 1)**

The mission and objectives of the Marbletown Sportsmen's Club are the conservation, restoration and management of fish, game and other wildlife populations and their habitats in the Town of Marbletown, focusing on the grounds and properties of the Organization. It will also promote and maintain cooperative relations between landowners and sportsmen and promote compliance with all fish and game laws.

### **Section 2)**

To protect and preserve our shooting and hunting heritage, while offering the members of The Town of Marbletown and beyond an exceptional safe place to shoot.

### **Section 3)**

The Organization shall be nonsectarian and non-partisan.

## Article III. MEMBERS

### **Section 1) Types**

Membership shall consist of Junior, Associate, Regular, and Honorary Members. All members shall be held to a code of conduct that reflects positively on the Marbletown Sportsmen's Club Inc.

- (a) New Members are required to go through an orientation where they will receive a personal copy of the Bylaws. Additionally they are required to read the Bylaws of the club in order to acquaint themselves with Club workings, rules and regulations
- (b) Junior members are those between ages twelve (12) and seventeen (17). Junior members are exempt from dues and assessments and have no voting, office holding or property rights. Junior members are encouraged to perform six (6) hours of work annually. Paying membership begins at age eighteen (18) as an Associate Member. In the event of continuing

education or military service, payment of dues shall begin upon graduation from high school, vocational school, college or upon completion of active military service. The non-paying Associate Member must provide documentation of current enrollment in school or active military service upon request.

- (c) Associate members have club and grounds privileges, but may not vote, make or second a motion at a meeting, or hold office, and have no ownership rights. Associate members may become Regular members as per the following criteria. 1.) They have completed a minimum of two (2) consecutive years of Associate membership and 2.) In a rolling twenty four (24) month period have attended at least six (6) monthly Club meetings a year and have participated in at least two (2) Club functions (work parties, events, etc.) totaling six [6] work hours per year. Therefore, for a two [2] year consecutive time period, an Associate member in order to advance to a regular Member status] must have completed six [6] hours by attending meetings and six [6] hours for work parties for each of two [2] consecutive years.
- (d) Regular members – Associate members become Regular members upon completion of the requirements of Associate membership (see (c) above). Regular members have voting, office holding and Club ownership rights.
- (e) Honorary members are those Regular members who are sixty five (65) years of age or older and who have belonged to the Organization for fifteen (15) consecutive years or more in good standing. Honorary members retain voting, office holding and club ownership rights, but are exempt from dues and assessments. Honorary members must meet all of the above requirements.

### **Section 2) Admission to membership**

- (a) All applications for membership must be made in writing on the appropriate form available from any Club member or from the Club's website. Applications shall be accepted, and applicants introduced, at monthly club meetings. Once reviewed by the Executive Board for acceptance or rejection, and if a favorable recommendation is made, an interview with the Executive Board shall be scheduled. If approved, and once fees and dues are paid, the prospective applicant shall be presented to the membership for a majority vote at a Regular Club meeting. New members eighteen (18) years of age or older or reinstated members enter as Associate Members. Applicants must be able to lawfully own firearms for consideration as a Club Member.
- (b) New Junior and Associate Members are required to attend an orientation meeting at the club prior to using any of the facilities. Upon completion new members will receive full access to all club facilities.
- (c) The membership shall be limited to one hundred and thirty (130) Regular and Associate members. Honorary and Junior members are not counted in the tally. Immediate family (daughters, sons, grandchildren, spouses) of Regular and Honorary Club members shall always be eligible for Associate membership, regardless of the total membership.

### **Section 3) Dues, Fees and Assessments**

- (a) Fiscal Year - The Organization's fiscal year shall run from January 1st to December 31st of a given year. Dues and assessments must be paid between January 1st and the last day of February of a given year. All dues and assessments should be paid by personal check or money order naming the Marbletown Sportsmen's Club, Inc. as the payee. Cash for payment of dues and assessments shall be accepted with a receipt being issued by the Treasurer. All members terminated for non-payment of dues, or any other reason, shall be banned from using the facilities for one (1) full year following termination. After a one (1) year separation period, and provided that all monies due the Organization at the time of separation have been paid in full, a former member may reapply for Associate Membership.

(b) Annual Dues Assessments and Other Fees

- (i) The annual dues for Associate and Regular Members shall be \$100.00 (One Hundred dollars USD). In addition, new members with the exception of members of one's immediate family and Junior Members shall pay a \$100.00 (One Hundred dollars USD) initiation fee. Each Associate and Regular Member shall contribute twelve (12) work hours per year to the betterment of the Organization or face an assessment of \$15.00 (Fifteen dollars USD) per hour not contributed, up to a maximum of \$180.00 (one hundred eighty dollars USD). This requirement may be met by attending monthly meetings; participation in work parties and Club functions such as Sight-In day etc. Club Officers, Members of the Executive Board, and Honorary Members are exempt from annual assessments. In addition, Officers and Members of the Executive Board shall receive a 50% reduction in their annual dues as a token of appreciation for their service.
- (ii) The Organization will run raffles to help offset expenses. Raffle tickets shall be distributed to all paying members. Each member is expected to sell the raffle tickets and return the correct amount of monies to the Organization. If the raffle is the usual fall raffle, all monies must be returned to the Chairperson of the Raffle Committee prior to the published date of the drawing. In the event that tickets for the raffle are NOT sold, the member shall be assessed the full faced value of the tickets.
- (iii) Members shall be credited with one (1) hour toward the betterment of the Organization for attending a monthly Club meeting (up to Six monthly meetings per year), and two (2) hours for attending a monthly Federation meeting as a Club representative or alternate.
- (iv) Dues and/or assessments may be waived for one (1) year, if a member demonstrates to the Executive Board in writing prior to February 15<sup>th</sup>, of Dues year, that he or she has a hardship and is therefore unable to pay dues and assessments. The Executive Board shall review such cases and contact the member within ten (10) days of its decision. Moreover, all such information shall be kept strictly confidential.

**Section 4) Membership rescinded for cause & disciplinary actions**

Any action on the part of a member that discredits or brings negative or undue attention to the organization shall be subject to disciplinary action up to and including termination of membership. The Club shall maintain a Disciplinary Committee to review infractions by members and recommend disciplinary actions to the Executive Board per Article VII Section 1)

(a) Grounds for membership being rescinded:

- (i) Failure to remit payment for dues and or assessments by the last day of February each year, as per Article III Section 3)
  - (ii) Failure to observe and obey, Range Rules & Regulations
  - (iii) Any member no longer able to lawfully own a firearm may be subject to disciplinary action, up to and including, loss of Membership.
- (b) Any member reported in writing to the Executive Board for breaking the Bylaws or Rules of the Club, or for committing an act that is injurious to the Club, shall have a fair hearing before the Disciplinary Committee, of which they shall have at minimum ten (10) days' notice and no more than thirty (30) days' notice via U.S. Postal Service Certified Mail, return receipt requested, and at which time they shall be heard in their own defense. The statements and evidence collected by the Disciplinary Committee shall be rendered in writing and presented for review to the Executive Board, together with their recommendations. If disciplinary action is

recommended, the combined Disciplinary Committee's and Executive Board's recommendations for disciplinary action will be presented to the Membership for a written vote by name. If the alleged offending party is found in violation by two thirds (2/3) of the Voting members present and voting, they shall be:

- (i) Fined up to Three hundred dollars (\$300.00 US Dollars)
  - (ii) Suspended with loss of all privileges, for no more than one (1) year, without refund of dues, and/or
  - (iii) Have their membership to the Club rescinded. A member whose membership has been rescinded may reapply for Associate membership, with the exception of those no longer able to lawfully own a firearm, after one (1) full year from the date of their termination, and upon the successful completion of one (1) year probation period shall be granted their service time accrued prior to such termination. There shall be no further appeals.
- (c) Members found to be in violation of, Range Rules & Regulations, will be issued a verbal warning from the Executive Board on that Member's first offense, a written warning from the Executive Board on their second offense, and the matter will be brought to the Disciplinary Committee for action upon the commission of a third offense.
- (d) Mail, email and other means of electronic communications, shall be used to notify when there will be a Meeting regarding Disciplinary Action or when a Special Meeting is called.

## Article IV. OFFICERS

### **Section 1) Elected Officers**

The Officers of the Organization shall consist of one (1) President, one (1) Vice President, one (1) Secretary, one (1) Treasurer, and three (3) Trustees.

### **Section 2) Nominations and Elections**

At the August meeting a Nomination Chairman shall be appointed.

- (a) Nomination of Candidates - The Nomination Chairman shall call for nominations of candidates at the August, September, and October meetings. In addition a notice shall be emailed to the "group" address for nominations of candidates. However, no such nominations shall be entertained at the November Club meeting.
- (i) Any person may nominate himself/herself or any other person to candidacy for any position. The Nomination Chairman shall contact each nominee to verify willingness to serve in the position if elected.
  - (ii) All candidates must submit the "[Candidate Information Sheet](#)" which shall declare candidacy and the candidate's qualifications and reasons for running. A copy of this form shall be made available to the voting members and mailed along with the ballot.
  - (iii) No person may be nominated to candidacy for more that one position at a time. If the same person is nominated for more than one position despite this provision, the Nomination Chairman shall ascertain which of the positions the nominee would prefer to hold if elected. The Nomination Chairman is not eligible to run for office.
  - (iv) Sitting Officers and Trustees must resign their current position at the time of the vote, if they are nominated, and agree to run, for another position on the Executive Board.

Candidates cannot run for more than one position and must vacate their current position at the time of voting. Trustees elected as replacements will sit for the duration of the previous Trustee's term.

- (v) When all candidates are running unopposed, Article IV, Section 2), (b) & (c), will be bypassed and a formal vote will not be necessary.
- (b) Ballots - The committee shall prepare an election ballot containing the names of all candidates, arranged in random order by last name for each position. The election ballots shall be clearly marked with a unique number and distributed to each "voting" member. This ballot, along with the "[Candidate Information Sheet](#)" for each candidate shall be mailed to all "voting" members via US mail. Ballots shall be returned to the Nomination Chairman, whose address will be included with the ballot, or delivered in person at the November meeting.
- (c) Election - The first order of business at the November Club meeting shall be the election of all Officers and one Trustee. They shall be elected by a majority of the votes cast in person or by mail. The Nomination Chairman shall assign 2 people to act as official vote counters and 2 vote monitors. The newly elected officers shall assume the powers and duties of their position at the December meeting.
  - (i) The four (4) Officers (one [1] year term of office) and three (3) Trustees (three [3] year terms of office) shall comprise the Executive Board of the Organization.

### **Section 3) Term of Office**

- (a) The President, Vice President, Secretary and Treasurer shall be elected annually, for a one year term, at the November meeting. Trustees serve a term of three (3) years, and only one Trustee shall be elected each year (unless there is more than one opening) Trustees shall also be elected at the November meeting. Terms start at the opening of the December meeting.
- (b) Upon completion of the election of Officer(s), those newly elected Officer(s) and or Trustee(s) shall be required to take the following Oath of Office, administered by the Nomination Chairman.

***I (say your name) do solemnly swear or affirm that I will uphold and enforce the bylaws of the Marbletown Sportsmen's Club. I will be unbiased, impartial and non prejudicial in any vote that I cast. I will always hold the honor, integrity and well being of the Organization and the membership in its entirety first and foremost in my mind. I will not engage in any activity that would give the appearance of impropriety or that would discredit the Organization or dishonor myself.***

### **Section 4) Removal from Office**

Grounds for removal from elected positions of Officers and or Trustees.

- (a) Failure to perform the duties of the elected position
- (b) Failure to comply with the Oath of Office
  - (i) Any Officer or Trustee may be removed from Office by a vote of a two thirds (2/3) majority of Voting members present at a Regular Club meeting. A Vote to remove an Officer or Trustee can be called by any Regular or Honorary Member after bringing it up as a motion at a regular meeting, and having it seconded, and with a majority of the Voting members present voting to hold said vote. If the motion carries by majority vote, the Officers, Trustees and Membership must be notified of said vote by written notice, by US Certified Mail, at least ten (10) days prior to the next Regular meeting, where the Vote to remove the

Officer or Trustee will be held. Removal from Office does not necessarily constitute expulsion from the Club. Only violation(s) warrants expulsion from the Club.

## Article V. MEETINGS

### **Section 1) Regular meetings**

Regular Monthly Club meetings shall be held on the second (2<sup>nd</sup>) Friday of each month.

### **Section 2) Quorum**

A quorum shall consist of ten (10) Regular and or Honorary members in good standing. (*Only Regular and Honorary members have the right to vote on any Club issue or elect candidates to Club offices*)

### **Section 3) Special meetings**

Special meetings may be called by the President or a quorum of members by giving written notice (including that posted on the Club website and Yahoo Groups) to the Membership at least five (5) days in advance of that meeting.

## Article VI. EXECUTIVE BOARD

### **Section 1) Board Composition**

The Executive Board of Marbletown Sportsmen's Club, Inc. (MSC) shall consist of the officers of MSC described in Article IV OFFICERS. All Officers and Trustees must have their MSC membership current and in good standing. Failure to renew one's MSC membership may result in removal from the board. These officers and Trustees may be referred to in these Bylaws collectively as the "Executive Board."

### **Section 2) Governing**

The executive board will manage the business of the corporation and will exercise all the powers that may be exercised by the corporation under the statutes of the State of New York, the articles of incorporation, or the corporate bylaws.

### **Section 3) Vacancies**

If a vacancy on the Executive Board does exist, a replacement may be appointed by the Executive Board and confirmed by a majority vote of the Club Members eligible to vote that are present at a Regular Meeting. He or she will fill out the term until the November meeting.

### **Section 4) Regular and Special Meetings of the Executive Board**

Meetings of the Executive Board shall be held once a month on the last Tuesday of each month or at a time and place determined at a prior meeting. Meetings will not be open to the general membership. Special meetings of the Board may be called by the President and shall be called by the President or the Secretary upon the written request of any two (2) Executive Board members.

**Section 5) Participation By Means Of Communications Equipment**

A member of the Executive Board or of a committee of the corporation may participate in a meeting by means of conference telephone or similar communications equipment as long as all persons participating in the meeting can hear one another. Participation in a meeting in this manner constitutes presence in person at the meeting.

**Section 6) Quorum**

A majority of the Board members then in office shall constitute a quorum for the transaction of business. The act of the majority of the Board members present at a meeting at which a quorum is present shall be the act of the Executive Board. If a quorum is not present at any meeting of the Board, the Board members present may adjourn the meeting without notice other than announcement at the meeting until a quorum shall be present.

**Section 7) Action without a meeting**

Any action required, or permitted to be taken, at a meeting of the Executive Board may be taken without a meeting if consent in writing, setting forth the action so taken, shall be signed by all of the Board members.

**Section 8) Duties**

- (a) The President shall be the Executive Head of the Organization. The President shall preside at all meetings and have the responsibility to appoint committees as needed to fulfill the needs of the Organization. In the absence of the Treasurer, the President shall also have the authority to issue checks with the advice and consent of the Executive Board.
- (b) The Vice President shall perform all the duties of the President in the latter's absence or at his request with the exception of the authority to issue checks.
- (c) The Secretary shall keep records of all meetings (monthly, Executive Board, emergency and special) and conduct all correspondence on behalf of the Organization. The Secretary is also responsible for notifying Regular and Honorary members should a special or emergency meeting become necessary.
- (d) The Treasurer shall receive all monies and funds of the Organization and shall be responsible for depositing them into the Organization's bank accounts. The treasurer shall also be responsible for paying the Organization's debts and obligations in a timely manner; except as stipulated in Article VI, Section 8), (e). To accept cash for dues and assessments, or monies collected from Club events etc. a Receipt shall be issued by the Treasurer. Checks and money orders signifying the Marbletown Sportsmen's Club, Inc. as the payee are acceptable.
- (e) No obligation for any single project in excess of (\$1,000.00) one thousand dollars shall be committed to by any Officer(s) or Member(s) of the Executive Board without first submitting a proposal for same for approval by the membership at a Regular monthly Club meeting.
- (f) The Executive Board and Committees shall administer and care for the buildings, grounds, facilities and property of the Organization. All expenditures in excess of one thousand dollars (\$1,000.00) must first be approved by the Executive Board prior to submission of the expenditure to the membership as stipulated in Article VI, Section 8), (e) above. In case of emergency the Executive Board shall be empowered to authorize expenditures exceeding \$1,000.00

## Article VII. COMMITTEES

### **Section 1) *Disciplinary committee***

The Disciplinary Committee shall be responsible for hearing and determining all disciplinary proceedings pertaining to the alleged violations of the rules, regulations, and Bylaws of the Club.

- (a) This committee shall consist of five members.
- (b) Only voting members are eligible to be on this committee and will be elected to serve by the voting membership.
- (c) Term of office will be 2 years.
- (d) The biennial election will be concurrent with, and use the same process as the executive board elections, see Article IV, Section 2) Nominations and Elections.
- (e) Sitting members of the Executive Board are not eligible to be on Disciplinary Committee.

### **Section 2) *Nominating committee***

The President will appoint a Nomination Chairman who will then conduct all the aspects of the election as described in Article IV Section 2).

### **Section 3) *Range Committee***

### **Section 4) *Junior Sportsmen's Committee***

### **Section 5) *Raffle Committee***

### **Section 6) *Safety committee***

- (a) This committee shall consist of 4 members.
- (b) The Safety Committee Shall be, responsible for defining and maintaining safety procedures (Range Rules) governing the use of the Club's shooting range. These procedures shall be defined in a written document that is available at all times in the club house, online, and provided to all new members.
- (c) The club recognizes that the design and use of the range may evolve as new shooting events and activities are developed. To address this in a timely manner, with range safety being of paramount importance, proposed changes to the range rules will be submitted to the Executive Board for review and consideration for membership vote. The Executive Board along with its recommendations will introduce proposed changes for a majority vote of eligible voting members that are present at a Regular Meeting.

### **Section 7) *Sportsmen's Show Committee***

### **Section 8) *Auction Committee***

### **Section 9) *Monday Handgun League Committee***

### **Section 10) *Special Committees***

The President shall have the authority to appoint any special committees, with the approval of the Executive Board, from time to time as need demands.

**Section 11) Committee Reporting**

Said appointed committees / committee chairmen shall provide reports on their respective committee progress at monthly General Membership meetings or at scheduled Board of Director meetings. Reports received by the Board of Directors will be provided to the General Membership at the next General Membership meeting. The Board of Directors will determine from these reports the need and effectiveness of each committee.

**Section 12) Quorum**

Three members constitute a quorum.

Article VIII.  
ANNUAL FINANCIAL AUDIT

**Section 1) Audit**

There shall be an annual audit of the Club's finances. The audit period shall encompass January 1st through December 31st of the previous year. The Auditor may be a Club Member, who is not a junior member, Officer or Trustee of the Club. At the March monthly Club meeting, the Treasurer shall provide the Auditor with the following financial records from the previous year:

- (a) Bank statements for the Checking, Savings and/or other accounts; including copies of cancelled checks, voided checks, copy of check book notations, bank deposit slips, bank withdrawal slips, receipts for purchases and receipts for reimbursements.
- (b) List of the names of the membership for the audit year with their member designation and entry date into the Club and with dues and assessments owed and dues and assessments paid.

**Section 2) Completed annual audit**

The Auditor shall present the completed annual audit to the Club by the April regular monthly Club meeting. A copy of the audit will be made available for viewing but not for distribution.

Article IX.  
PARLIAMENTARY AUTHORITY

The rules contained in the clubs edition of Robert's Rules of Order shall be the parliamentary authority for all matters not specifically covered in these bylaws.

Article X.  
AMENDING THE BYLAWS

**Section 1) Changes**

Any proposed changes or amendments to the Bylaws shall be transmitted by mail, electronic transmission, or other reasonably acceptable method, to Voting Members in good standing. The President shall present and open the floor to the discussion of the proposed Bylaws change(s) at three (3) consecutive monthly Club meetings. A mailed ballot stating the proposed change(s) as well as the position of the Executive Board shall follow shortly thereafter.

**Section 2) Failure to return ballot**

Failure to return such a ballot within the specified time period shall be considered as a vote in favor of the position of the Executive Board. A two thirds (2/3) vote of eligible members is needed to accept a proposed amendment.

**Section 3) Adoption of amendments**

Immediately upon adoption, a permanent copy of the newly amended Bylaws is to be filed by the secretary in his/her record book. A copy is to be placed on the club's web site, transmitted by mail, electronic transmission, or other reasonably acceptable method, to all Members.

Article XI.  
DISSOLUTION OF THE ORGANIZATION

**Section 1)**

Should the organization be dissolved at any time, New York State laws governing the dissolution of corporations shall apply.

Article XII.  
RULES GOVERNING BUILDINGS & GROUNDS

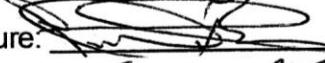
1. Club buildings and grounds are available for the use of Club Members in good standing as well as their families and guests when accompanied by a member. It is the responsibility of all Club Members to clean and remove any rubbish after using those facilities. No garbage, cans, bottles or litter of any type shall be left behind. During Big Game season, house rules shall apply, i.e. the clubhouse shall be kept as neat as possible while occupied.
2. A member in good standing who wants to use the Club facilities should 1) check the schedule to ensure that there is no conflict with another scheduled event and 2) review the date and the purpose of the function with the Executive Board to finalize the necessary arrangements.
3. The carrying of loaded firearms in the clubhouse is prohibited. (Licensed pistol permit holders are exempted.)
4. The discharge of firearms and bows in other than approved areas is prohibited.
5. The cutting, of mature trees, removal of any natural growth or digging or excavating on Club grounds is prohibited unless specifically requested and approved by the Executive Board.

**Change Log**

<b>No.</b>	<b>Date:</b>	<b>Description:</b>
1.	<b>Unknown</b>	Honorary Associate member had been removed. Current Honorary Associate members maintain their status but no new members of this type will be added to the membership. Public bylaws were not properly updated so this member type was not properly deprecated until this version of the Bylaw.
2.	<b>August 2015</b>	Range Rules & Regulations removed from Bylaws
3.	<b>December 2018</b>	<p>Article III, Section 1, paragraph (c), changed to reflect the executive boards wish to make it easier to advance from Associate to Regular Member.</p> <p>Associate members have club and grounds privileges, but may not vote, make or second a motion at a meeting, or hold office, and have no ownership rights. Associate members may become Regular members as per the following criteria. 1.) They have completed a minimum of two (2) consecutive years of Associate membership and 2.) In a rolling twenty four (24) month period have attended at least six (6) monthly Club meetings a year and have participated in at least two (2) Club functions (work parties, events, etc.) totaling twelve (12) work hours per year. The completed requirements are two (2) consecutive years as associate, Twelve (12) meetings and twenty four (24) work hours completed in 24 consecutive months starting whenever the meeting/work hours begin to accrue. Alternatively half of the meeting requirements maybe swapped for work hours. Six (6) meetings and 30 work hours in a rolling 24 month period. It is incumbent upon the member to check with the “recording” trustee to see if you have met your commitment.</p> <p>Article IV, Section 2, paragraph (b), Typo fixed “Officer Candidate Forms” changed to “Candidate Information Sheet”</p>

Approved and issued:

President (Print): Peter H Sarr Signature:  Date: 6/29/16

Vice President (Print): Lance DeBisi Signature:  Date: 6-29-16

Secretary (Print): Frank Ostrander III Signature:  Date: 6/29/16

Treasurer (Print): STEVE SCHNEIDER Signature:  Date: 6.29.16

Witness (Print): Eddie Gunk Signature:  Date: 6/25/16

**COLLEEN BUDIK  
NOTARY PUBLIC-STATE OF NEW YORK  
NO. 01BU6273520  
QUALIFIED IN ULSTER COUNTY  
MY COMMISSION EXPIRES 12-10-2016**



Approved and issued:  
[As Amended in December, 2018]

President (Print): Peter H. Sarr Signature: Peter H. Sarr Date: 2/5/2019

Vice President  
(Print): Lance D. Bois Signature: [Signature] Date: 2-5-2019

Secretary (Print): Frank G. Estrander III Signature: Frank G. Estrander Date: 2/5/2019

Treasurer (Print): STEVEN G. SCHNEIDER Signature: Steven G. Schneider Date: 2-5-19

Witness (Print): JOSEPH MONTALBANO Signature: Joseph Montalbano Date: 2/5/19



COLLEEN BUDIK  
NOTARY PUBLIC-STATE OF NEW YORK  
No. 01BU6273520  
Qualified in Ulster County  
My Commission Expires 12-10-2020

Colleen Budik