

# AUBURN SPORTSMAN'S CLUB, INC.



## BY-LAWS

ISSUED: 1971



**AUBURN SPORTSMAN'S CLUB INC.**

**BY-LAWS**

**Article I Name**

The name of the corporation will be the Auburn Sportsman's Club Inc.

**Article II Purpose**

The purpose of the club shall be to promote sportsmanship in and to improve facilities of sporting activities relating directly or indirectly to hunting, fishing, and the shooting sports.

**Article III Seal**

The corporate seal shall be circular in form and shall have inscribed thereon: "Auburn Sportsman's Club Inc., Massachusetts, 1932", an Indian with drawn bow and arrow, and a codfish.

**Article IV Membership**

Section 1. Annual Membership

a. Application for membership in the club, accompanied by an administration fee set by the Board of Directors (BOD), plus annual dues as set by the BOD may be accepted by two-thirds vote of any BOD meeting. New members shall be classified as Associate members with an applied administration fee. The administration fee status shall remain in effect until such time as four supervised work events have been completed and a signed work card is presented to the membership chair at the next annual renewal. Total annual membership shall be limited to One Thousand (1,000), not to include retirees, honorary, life or junior members.

b. Dues of annual membership shall be set by the Board of Directors payable annually in advance, and a notice shall be posted in the newsletter and provided to each member at his last known electronic address not later than September 1st.

c. A waiting list for annual membership, in order of application by date, shall be kept throughout the year, and vacancies shall be filled from this list in the order received.

## Section 2. Honorary Membership

a. Honorary memberships for the current year only may be granted by two-thirds vote of any meeting of the Board of Directors, to any person shown to be qualified for this privilege. Honorary members will be entitled to all the privileges of the club. ~~except for voting rights~~ Removed the exception 7/2018.

b. Members who having attained the age of 65 or over while having been an annual member for 5 consecutive years, shall be deemed without further evidence to be a "retired" member. Retired members are excused from the payment of dues and shall have all of the privileges of the club, including voting rights.

## Section 3. Life Membership

a. Application for life membership in the club may be submitted by any member who has paid annual dues and been active in the club affairs during the five consecutive fiscal years immediately preceding date of application.

b. Cost for life membership shall be ten times annual dues plus \$50.00 to be paid within one year from the date of acceptance.

c. All applicants for life membership must be Thirty-Five (35) years of age or older.

d. After written notice has been given, to the directors, life membership may be granted by a two-thirds vote of the Board of Directors.

e. The total number of life members shall at no time exceed Ten Percent (10%) of the number of annual members allowed by these By-Laws.

## Section 4. Membership Fees

Appropriate fees may be levied for the support and use of Club Facilities, to be paid by all classes of membership, if deemed necessary by the Board of Directors from time to time, but any such fees shall be subject to review by the membership at any regular meeting.

## Section 5. Termination of Membership

Any membership may be terminated by two-thirds vote of a meeting of the Board of Directors, after thirty (30) days written

notice has been given to the member and an opportunity to answer charges; for non-payment of fees, or for conduct unbecoming a sportsman, or otherwise harmful to the welfare of the club. There shall be no rebate or refund of dues or fees in the event of this action.

#### Section 6. Junior Membership

a. Application for Junior Membership in the Club, accompanied by annual dues as set by the Board of Directors may be accepted by two-thirds vote of any Regular Meeting of the members.

b. Junior Membership shall include all accepted applicants up to and including seventeen (17) years of age.

c. Junior Members shall have full membership privileges, excluding voting privileges, and shall be subject to Club, Local, State, and Federal Laws pertaining to minors. (Exception to above Rule: A Junior Member elected or appointed to chair a committee shall have the privilege of voting.)

d. Junior Members, having attained age Seventeen (17) while a Junior Member for a period of Three (3) consecutive years, have precedence over any existing waiting list for Annual Membership.

c. Junior member dues, for existing members only, to be extended to 22 years of age for full-time college students. Proof of full-time college status (college ID or other form) must be provided. This will serve to fix the individual's membership fee to the currently established Junior member dues for the fiscal year.

### **Article V Officers and Standing Committees**

#### Section 1. Officers and Board of Directors

a. The Officers\* of the Club, namely the President, Vice-President, Clerk, Secretary, Treasurer, Assistant Treasurer, Ten (10) Directors at Large, the Board of Trustees, and Chairmen of Standing Committees, shall constitute the Board of Directors, and as a Board shall have the usual powers and duties of Massachusetts directors, except as otherwise specified in these By-Laws, including the power of filling vacancies and appointing committees and agents. They shall report their individual and collective doings on behalf of the club at every Regular meeting and Directors meeting and upon any reasonable request.

\*Officers of the club include all members of the Board of Directors.

b. Officers with the authority/ability to obtain club funds by writing checks, withdrawing funds, or collecting dues must be an active officer of the club for at least three (3) years prior to having the authority to write checks, withdraw funds, or collect dues.

## Section 2. Duties of Officers

a. President: To arrange for and preside over all meetings of the club and Board of Directors, and sign the minutes thereof after their approval. To supervise generally the affairs of the club, and to have such other powers and duties as usually pertain to this office.

b. Vice-President: To assist the president in the discharge of his duties, and to act for him in his absence from a meeting or at his request.

c. Clerk: To keep an accurate record of all Regular meetings of the Club and the Board of Directors. A true copy of each meeting will be filed in a bound book and kept in the safe. The clerk is to have charge of the corporate seal and will affix it to all documents requiring a seal; and will perform the duties of the secretary in the absence of that officer.

d. Secretary: To keep a roll of members and directors and to give the required notice of all meetings; to have charge of all correspondence; to keep on file, at the club office, all documents not entrusted to other officers, and to perform the duties of the clerk in the absence of that office.

e. Treasurer: To receive all funds of the Club from the proper officers or agents and to issue his receipt thereof. To keep a true account in a bank or banks designated by the Board of Directors, and to disburse funds only in payment of duly approved expenses.

f. Assistant Treasurer: To receive, disburse, and account for all monies from the operation of the bar and coin operated machines, and to transfer monies to the general fund at the request of the Board of Trustees.

### Section 3. Standing Committees

Each Standing Committee Chairman shall, before the next regular meeting after his election, appoint not less than four (4) other members to his committee, and shall thereafter maintain at least the same number. He shall have the full power of appointment and removal, subject to the authority of the Board of Directors, but any action taken on other matters shall be by vote of the committee as a whole, and not by the Chairman or other individual except as specifically authorized by a committee meeting. The Standing Committees shall consist of such of the following, and any others as are deemed necessary by the annual meeting of the members, and their duties shall be as follows.

a. Bird: To have charge of acquiring, caring for, and distribution of game birds, and to be responsible for the care and maintenance of the facilities pertaining thereto, and to notify the members at a regular meeting prior to the distribution, where and when they will be stocked.

b. Game: To have charge of acquiring and distributing of Rabbits and Hares, and to notify members at a regular meeting prior to the distribution, where and when they will be stocked.

c. Trout: To have charge of acquiring and stocking of trout, and to be responsible for the care and maintenance of trout facilities. To notify the membership of the times of stockings and the rules for fishing trout.

d. Entertainment: To provide entertainment at regular meetings.

e. House: To be responsible for the maintenance and repair of the clubhouse.

f. Grounds: To be responsible for the maintenance of the grounds adjacent to the clubhouse, and not to include any area of facilities specifically used by other committees.

g. Membership: To be responsible for all matters pertaining to membership, except as otherwise provided in these By-Laws.

h. Nominating: To carefully consider the requirements of the various offices named in this article, and to place in nomination at the regular meeting preceding the annual meeting, or before the directors whenever a vacancy occurs, the name of a qualified and capable person for each office to be filled.

i. Publicity: To have charge of relations with the press and the public, and to see that the activities and public benefits of the Club are brought to their attention.

j. Bar: To be responsible for all matters pertaining to the operation of the bar and the handling of alcoholic beverages on the Club premises.

k. Trap: To have charge of all activities relating thereto.

l. Special Events: To have charge of all activities relating thereto.

m. Archery: To have charge of all activities relating thereto.

n. Rifle and Pistol: To have charge of all activities relating thereto.

o. Ecology: To observe any evidence or reports of actions detrimental to the environment. To report such action to the Club, and to vigorously follow up the matter with the proper authorities for corrective action. To maintain liaison with and to cooperate with local conservation groups. All records are to be kept at the Club office.

p. Horseshoes: To have charge of all activities relating thereto.

q. Darts: To have charge of all activities relating thereto.

r. Meat Raffle: To have charge of all activities relating thereto.

s. Kitchen: To have charge of all activities relating thereto.

t. Judo: To have charge of all activities relating thereto.

#### **Section 4. Election of Officers**

a. The officers and standing committee chairmen shall be elected annually by ballot, but may be recalled by two-thirds vote of any club meeting. Absence from three (3) consecutive meetings shall automatically create a vacancy in that office or Standing

Committee Chairman so absent, unless excused by the Board of Directors for good and just cause.

b. Two people may agree to share all the responsibilities of a specific committee chair. Both names would be listed on the ballot for member voting. Committee member minimum requirements would drop to 4 (from 5) as 2 slots would be filled by the co-chairs. If one of the co-chairs cannot for some reason complete the term, the other would complete the term as the sole committee chair. [It is understood that a co-chaired committee retains only one vote in BOD meetings.]

## **Article VI Councils and Delegates**

### Section 1. Trustees

a. There shall be a Board of Trustees consisting of Five (5) members, which shall be responsible for making recommendations on the annual budget. Any appropriation of over One Hundred Dollars (\$100.00) shall be ratified by an affirmative vote of at least four (4) of its members. Any purchase, lien, contract, or sale of Real Estate shall be ratified by an affirmative vote of at least Four (4) of its members before it shall become effective.

They shall Audit and endorse in writing all financial accounts of the Club, and see that expenditures of Club funds are properly authorized and made.

The sole power of interpretation of the By-Laws is entrusted to the Board of Trustees, and they shall review said By-Laws and recommend to the Club any proposals of changes. They shall interpret the laws and statutes of the Town and Commonwealth and see that they are complied with in the conduct of club business. They will determine the responsibility for all club records and equipment and see that they are kept in the possession of the proper persons.

b. Members of the Board shall be nominated and elected and shall be subject to recall in the same manner as the Officers and Standing Committee Chairman, but one member shall be elected for a term of Five (5) years at each annual meeting.

### Section 2.

a. Delegates to any body with which the Club is affiliated shall be appointed by the Directors at a suitable time. The Worcester County League delegate shall be considered a director.

## **Article VII Meetings**

### Section 1.

The club shall meet monthly on a day and at a time designated by the Board of Directors and the annual meeting shall be the regular October meeting.

### Section 2.

Special meetings may be called upon three days notice by the president or trustees.

### Section 3.

A quorum at any regular or special meeting shall consist of not less than thirty (30) voting members.

### Section 4.

The Board of Directors shall meet monthly on a day and at a time designated by the Board of Directors, or at the discretion of the President upon three days notice, and one third shall be a quorum.

### Section 5.

Meetings of the Board of Trustees may be held during or following any meeting of the Club or Board of Directors, or at any other time upon three days notice. The Board may select its own chairman and clerk at will and shall keep a written record of its meetings.

### Section 6.

The Officers of the Club shall act in the same capacity at meetings of the Board of Directors.

Section 7. (Added 8/2013 after newsletter posting and a vote of the BOD)

The results of any vote made on any specific motion at a monthly club members' meeting shall be considered inviolate and not subject to further reconsideration, deliberation, revision,

alteration, amendments, or subject to being rescinded or re-voted on for a period of not less than 10 consecutive monthly club meetings from the date of the meeting at which a vote is taken.

(Example: A vote taken during the January meeting could not be taken up again until the November meeting of the same year.) In the event of cancellation of, or lack of a quorum at, a monthly meeting, that month would *not* be included as part of the minimum 10-month time period. Therefore, results of a vote, yea or nay, will stand and remain in effect, unchanged and not to be revoked, repealed, or discussed at club meetings during the minimum time period described above.

## **Article VIII Finances**

### Section 1.

All appropriations and expenditures from the general fund and the clubhouse and grounds improvement fund shall be made by a majority vote of the Board of Directors, except that all amounts exceeding One Hundred Dollars (\$100.00) shall be subject to the approval of the Board of Trustees. No expenditures of funds shall be made, nor shall the Club be committed to any expenditures of funds prior to the appropriation of said monies.

### Section 2.

General funds of the Club shall be deposited in a bank or banks designated by the Board of Directors. Withdrawals shall be authorized by the President or Vice President and the Treasurer in writing. In the absence of the Treasurer the signature of the Assistant Treasurer may be substituted.

Bar funds of the Club shall be deposited in a bank or banks designated by the Board of Directors. Withdrawals shall be authorized in writing by the Chairman of the Bar committee (Bar Manager) and the Assistant Treasurer. In the absence of either the signature of the Treasurer may be substituted.

### Section 3.

Separate accounts shall be established and maintained in books for the Treasurer for each activity specified by the Directors to which appropriations shall be credited and expenditures charged. The unexpended balance of all accounts and appropriations shall be returned to the general fund at the close of each fiscal year.

Section 4.

The Treasurer, Assistant Treasurer, and Membership chairman shall furnish a bond as security for the faithful performance of their duties. The amount of such bond shall be determined by the Board of Trustees and the expense of such bond to be borne by the club.

Section 5.

No contract shall bind the Club unless authorized in writing and sealed by order of the Board of Directors.

Section 6.

The fiscal year of the Club shall be from October 1 to September 30 inclusive.

Section 7.

All operating expenses of the Bar shall be assumed by the Bar, except capital expenditures and expendable clubhouse supplies.

Section 8.

There shall be a Clubhouse and Grounds Improvement Fund. The purpose of this fund shall be for capital and major improvements to the Clubhouse and Grounds and Club Properties and Taxes. The Board of Trustees shall establish a percentage of all monies transferred from the bar account which shall accrue to this fund. Transfers from the Bar account shall be made monthly or at the discretion of the Board of Trustees, Bar Manager and Assistant Treasurer meeting jointly.

## **Article IX Parliamentary Rules**

### Section 1.

The parliamentary manual governing meetings shall be Roberts Rules of Order Revised.

### Section 2.

The order of Business at Club meetings shall be as follows:

1. CALL TO ORDER
2. READING AND APPROVAL OF MINUTES OF PREVIOUS MEETING
3. REPORT OF BOARD OF TRUSTEES
4. REPORT OF OFFICERS
5. REPORT OF SPECIAL COMMITTEES OR AGENTS
6. UNFINISHED BUSINESS
7. NEW BUSINESS
8. FOR THE GOOD OF THE CLUB
9. PRESIDENT OR PRESIDING OFFICER REQUESTS A MOTION FOR ADJOURNMENT

### Section 3.

The order of business at meetings of the Board of directors shall follow that of Club Meetings, except that a roll-call of Officers shall precede all other business after the call to order, and a report of the last Club Meeting shall be substituted for the report of the Board of Directors.

## **Article X Amendments**

These by-laws may be amended at any regular meeting by two-thirds vote, provided the proposed amendment was presented in writing and read at the previous regular meeting, and that the substance of such amendments was included in the notice of meetings.

## AMENDMENTS

Amended 6/18/2011 - Article IV section 6, C Added

Existing Junior members membership's to be extended to the age of 22 years old for full-time college students. Proof of full-time college status (college ID or other form) must be provided and then the membership fee (currently \$10.00) may be extended.

[Intent is to maintain the yearly membership dues until the finish of college or age 22]

Amended: 10/17/2011 - Article IV section 2, b Changed retirement eligibility from age 70 to 65 (To bring ASC in line with area clubs. Expected result will increase by an extra 10 people per year for the next 5 years.)

Amended Article VII Meetings - Section 7. (Added 8/2013 after newsletter posting and a vote of the BOD)

The results of any vote made on any specific motion at a monthly club members' meeting shall be considered inviolate and *not* subject to further reconsideration, deliberation, revision, alteration, amendments, or subject to being rescinded or re-voted on for a period of not less than 10 consecutive monthly club meetings from the date of the meeting at which a vote is taken.

(Example: A vote taken during the January meeting could not be taken up again until the November meeting of the same year.) In the event of cancellation of, or lack of a quorum at, a monthly meeting, that month would *not* be included as part of the minimum 10-month time period. Therefore, results of a vote, yea or nay, will stand and remain in effect, unchanged and not to be revoked, repealed, or discussed at club meetings during the minimum time period described above.

Amended: 8/2016 by vote of the BOD - Article IV Membership

Section 1. Annual Membership

a. Application for [new] membership in the club, accompanied by an administration fee [non-refundable] set by the Board of Directors (BOD), plus annual dues as set by the BOD may be accepted by two-thirds vote of any BOD meeting. Each new member shall post a work

bond as set by the BOD\*\*. New members that within 12 calendar months of their acceptance date complete eight (8) hours of supervised work or participate in three organized work parties may choose to have their work bond used towards their next renewal. Annual membership shall be limited to One thousand (1,000), not to include retirees, honorary, life or junior members.

\*\* Annual Fee was discussed and suggested to be \$95.00

## **Article V Officers and Standing Committees**

Amended: 8/2016 by vote of BOD

### Section 4 - Election of Officers

b. Two people would [may] agree to share all the responsibilities of the specific committee. Both names would be listed on the ballot for member voting. [In such case] Committee member minimum requirements would drop to 4 (from 5) as 2 slots would be filled by the co-chairs. If one of the co-chairs cannot for some reason complete the term, the other would complete the term as the sole committee chair. [It was also understood that a co-chaired committee retains only one vote in BOD meetings.]

### Article IV Membership

#### **Unanimously approved by BOD 7/2018**

#### Section 2. Honorary Membership

a. Honorary memberships for the current year only may be granted by two-thirds vote of any meeting of the Board of Directors, to any person shown to be qualified for this privilege. Honorary members will be entitled to all the privileges of the club. ~~except for voting rights~~ Removed the exception 7/2018.

### Article IV Membership

Revised 8/2018 - To provide a workable solution for required work parties and accompanying administration fees as first amended on 8/2016.

#### Section 1. Annual Membership

a. Application for membership in the club, accompanied by an administration fee set by the Board of Directors (BOD), plus annual dues as set by the BOD may be accepted by two-thirds vote of any BOD meeting. New members shall be classified as Associate Members with an applied administration. The administration fee status shall remain in effect until such time as four supervised work events have been completed and a signed work card is presented to the membership chair at the next annual renewal. Total annual membership shall be limited to One Thousand (1,000), not to include retirees, honorary, life or junior members.

### **Article VII Meetings**

**Unanimously approved by BOD 10/21/2019**

Section 2.

Special meetings may be called upon three days notice by the president.

Changed to:

Special meetings may be called upon three days notice by the president or trustees.

## TRUSTEE NOTES

### Excerpt From Robert's Rules

**Standing Rules** (rules not listed in the By-Laws) that are adopted by a majority vote may be suspended by a majority vote at any meeting, or may be rescinded or amended by a two-thirds vote. [Two-thirds vote means two thirds of the votes cast - not two thirds of the members present]

They may rescinded or amended by a majority vote if notice is given at the previous meeting or in the call for the current meeting.

### Article V Section 1

b. Officers with the authority/ability to obtain club funds by writing checks, withdrawing funds, or collecting dues must be an active officer of the club for at least three (3) years prior to having the authority to write checks, withdraw funds, or collect dues.

This has been interpreted as three prior consecutive years as described elsewhere in the By-Laws. It is thought that three prior years will best protect the club's interests and thus avoid conflicts such as, 20 years prior an individual held an office.

### Section 7. of Article VII Meetings

(Added 8/2013 after newsletter posting and a vote of the BOD)

The term Members' meeting in the first sentence is not to be confused with a quorum of members constituting a full membership meeting. This section is understood to be a regular directors meeting, and is designed to stop monthly re-occurring motions on the same subject matter.

**Unanimously approved by BOD 4/15/2013**

It shall be the policy of the Auburn Sportsman's Club that the use of Marijuana and or the violation of any drug laws, statutes, rules etc on club property is conduct unbecoming a sportsman. Such conduct is harmful to the welfare of the club. These actions are counter to the very purpose of the club's existence: To promote sportsmanship in and to improve facilities of sporting activities relating directly or indirectly to hunting, fishing, and the shooting sports.

Any member violating this policy shall have their membership terminated. They may appeal the termination to the full Board of Directors (BOD) at the next meeting, A 2/3 rd vote of the BOD will be required to reinstate the membership. A nonmember violating the policy shall be removed from the property. They shall be subject to arrest for trespass if found on the property in the future.

A member whose guest violates this policy shall appear at the next BOD meeting to determine if action is required against the member.

**Unanimously approved by BOD 2/2016**

It shall be a standing rule that the Bar Manager must be fully informed concerning the location of the building main water shutoffs, faucets, water tanks, furnaces, electric panels, storage areas, etc., and such manager shall be responsible for maintaining easily accessible emergency call numbers (in coordination with the House Chairman), and for training shift bartenders on all of the above.

**Unanimously approved by BOD 8/2016**

Article IV Membership - Section 1 Annual Membership, Article V Section 4 b. Co-Chairs

**Unanimously approved by BOD 8/2018**

It shall be a standing rule that late-paying Adult members-- within a reasonable time period and not to exceed member limits-- wishing to maintain their club affiliation must comply with the conditions set forth for Associate members. Previous member numbers shall not be guaranteed after the club database has been purged.

**Article IV Membership 2018**

Correction of Wording - Clarify and remove reference to \$10.00 Dues.

Section 1. Annual Membership

Section 6. Junior Membership

Originally recorded as:

~~e. Existing Junior members membership's to be extended to the age of 22 years old for full-time college students. Proof of full-time college status (college ID or other form) must be provided and then the membership fee (currently \$10.00) may be extended.~~

Clarified as such:

c. Junior member dues, for existing members only, to be extended to 22 years of age for full-time college students. Proof of full-time college status (college ID or other form) must be provided. This will serve to fix the individual's membership fee to the currently established Junior member dues for the fiscal year.

**Unanimously approved by BOD 3/18/2024**

An annual "Assessment Fee" (Service Fee) of \$25.00 shall be applied to all Retired, Abutter and Military members. Certain eligible hardship cases may be reviewed by the board of Trustees on an annual bases. This standing rule shall apply until such time as the club By-Laws are updated to reflect this ruling.