

Accepted by a Vote of the Membership on September 7, 2016

**MANSFIELD FISH AND GAME  
PROTECTIVE ASSOCIATION, INC.  
BYLAWS**

Article 1 Name

Article 2 Objectives

Article 3 Officers and Elections

Article 4 Duties of Officers

Article 5 Board of Directors

Article 6 Committees

Article 7 Duties of Committees

Article 8 Membership

Article 9 Amendment of the Bylaws

Article 10 Dues

Article 11 Standing Rules & Committees

Article 12 Indemnity, Liability and Fire Insurance

Article 13 Annual Budget

Article 14 Facilities

Article 15 Disciplinary Action

Article 16 Recall

Article 17 Dissolution

Article 18 Parliamentary Authority

September 7, 2016

## **Preamble**

The Mansfield Fish and Game Protective Association, Incorporated is organized to promote the sport of safe shooting, hunting and fishing.

## **Article 1**

**Name:** This organization shall be known as the Mansfield Fish and Game Protective Association, Incorporated.

**Emblem:** The emblem, a copy of which is annexed hereto as Schedule A, shall be the emblem of the Association.

**Fiscal Year:** The fiscal year of the association shall terminate on the second Monday of September in each year.

## **Article 2**

### **Objectives:**

The objectives of this organization shall be:

- To encourage organized and individual shooting activities among members of the Association, their guests, and the public (at publicly announced events) with a view toward a better knowledge of the safe handling and proper care of firearms, as well as improved marksmanship.
- To increase the knowledge and practice of hunting and fishing skills, marksmanship and other outdoor recreation skills that are in harmony with the sport of hunting and fishing.
- To promote hunting and fishing safety.
- To encourage the practice of good sportsmanship and compliance with local, state, and federal game and firearm laws.
- To support wildlife conservation programs and to assist wildlife management programs.
- To strengthen landowner - hunter cooperation and understanding.
- To promote public, community and state relations within the framework of the preamble of these Bylaws.

## **Article 3**

### **Officers and Elections:**

**Section 1:** The Board of Directors shall consist of the President, Vice-President, Treasurer, Secretary, Purser, and Six Directors. These Officers and Directors shall follow the duties prescribed by these By-laws and Standing Rules and by the Parliamentary Authority adopted by the Association.

**Section 2:** The Board of Directors shall appoint a Nominating Committee Chairman in June. Additional nominations for Officers and Directors shall be permitted from the floor before the annual election at the September General Membership Meeting.

Accepted by a Vote of the Membership on September 7, 2016

**Section 3:** The President, Vice-President, Treasurer, Secretary and Purser shall be elected for a two year term, which shall begin at the September General Membership Meeting.

**Section 4:** The Directors shall be elected for three year terms, two Directors each year. All terms shall begin at the September General Membership Meeting.

**Section 5:** No member shall be considered eligible to be an Officer if they have been a member of the Association for less than one year. However, the member may become a Director. No member shall be considered eligible for the office of the President, who has not previously served as a member of the Board of Directors for one year.

**Section 6:** Directors may not serve more than two consecutive terms unless approved by the general membership.

**Section 7:** Officers may not serve more than two consecutive terms in the same office unless voted on and approved by the general membership.

**Section 8:** A transition period shall take place after the election of all Officers at the September General Membership meeting and shall terminate at the September Board of Directors meeting.

## Article 4

### Duties of the Officers:

**Section 1 - President:** The President shall preside at all meetings of the General Membership and of the Board of Directors. The President shall be a member or member ex-officio of all committees except the Nominating Committee and Auditing Committee. The President shall cosign all checks over \$250 drawn on the Treasury for expenditures that are not a part of the Annual Budget, or that do not have prior approval of the Board of Directors. The president shall appoint committee chairpersons with the approval of the Board of Directors, and shall transact such other business as pertains to the office. A vacancy of the office of President requires appointment of a President pro tempore by a quorum of the Board of Directors.

**Section 2 - Vice-President:** The Vice-President shall be the Facilities Chairperson and shall be responsible for the maintenance of the clubhouse and ranges. The Vice-President shall assume the duties and responsibilities of the President in the event of absence. Absence is defined as the temporary inability to fulfill duties and responsibilities of the position.

**Section 3 - Secretary:** The Secretary shall keep the records of all meetings of the Association; shall keep on file the monthly reports of the Treasurer and all other papers belonging to the Association; and shall be Secretary of the Board of Directors. The Secretary shall prepare and send to the board members a roll call, minutes, or notes of each Board or regular Association meeting. The Secretary shall be responsible for the collation and distribution of the newsletter. The Secretary shall maintain the Standing Rules and have copies available for the membership. In the absence of the President, the Secretary may cosign checks over \$250 drawn on the Treasury for expenditures not part of the Annual Budget or that do not have prior approval of the Board of Directors. In the absence of the Secretary a temporary secretary will be appointed by the President with the approval of the Board of Directors.

September 7, 2016

Accepted by a Vote of the Membership on September 7, 2016

**Section 4 - Treasurer:** The Treasurer shall maintain all financial records; keep a strict account of all moneys of the Association; prepare and present to the Board of Directors and Association membership a written monthly financial statement, maintain the Association's check book, initiate and sign all checks and ensure all budgeted expenses are paid. The Treasurer is authorized to pay all expenses within the Annual Budget, as approved by the Board of Directors, and such other expenses as have been approved by the Board of Directors. Extraordinary expenses that have not received prior approval of the Board of Directors and that exceed \$250 must be approved by the President, Vice President or Secretary as allowed by these bylaws and as evidenced by their signature on a check signed by the Treasurer. It is the responsibility of the Treasurer to alert the Board of Directors to proposed expenditures or expenses that fall outside the amounts and purposes identified within the Annual Budget or which have not received prior approval of the Board of Directors.

**Section 5 - Purser:** The Purser shall receive all moneys from all sources; maintain strict records of all receipts; ensure current membership cards are dispersed; receive and distribute all mail and ensure that all received money are sent to the Treasurer. The Purser will verify membership in either the Gun Owners Action League or the National Rifle Association.

**Section 6:** If an Officer is unable to attend more than two consecutive regularly scheduled Board meetings and has not notified the President or the Secretary in advance as to the reason for their absences they shall be removed from the Board. The person shall be notified in writing by certified/registered mail with return receipt request and a new candidate shall be installed by the Association.

## **Article 5**

### **Duties of Directors:**

**Section 1:** The governing body of this Association shall be the Board of Directors, consisting of the President, Vice-President, Secretary, Treasurer, Purser and six (6) Directors elected in accordance with Article 3, Section 4.

**Section 2:** The Board of Directors shall transact the business of the Association; fix the date, hour and place of meetings; make recommendations to the Association and shall perform such other duties as are specified in the Bylaws. The Board shall be responsible to the will of the Association and none of its acts shall be in direct conflict with recommendations as suggested by the Association membership as a whole.

**Section 3:** At the September Board of Director's meeting the Board will set the meeting calendar for the coming Association year. Meetings will be held at a time and place convenient to the Board's members. A Board of Directors' meeting may be cancelled with the concurrence of a majority of the Board members. Special meetings may be called by the President or any three Board members. Three days notice must be given to every Board member of any special meeting and that notice shall state the purpose of this special meeting. The three day notice requirement is waived during General Membership

September 7, 2016

## Accepted by a Vote of the Membership on September 7, 2016

Meetings, provided a Board quorum exists and a majority of Board Members present agree.

**Section 4:** Quorum of the Board of Directors shall be calculated as 50% plus one of the non-vacant Board of Director seats.

**Section 5:** The Board of Directors shall temporarily fill any vacancies of the Officers or Directors until a special election can be called. A vacancy on the Board of Directors occurs when an Officer or a Director resigns from the Board, is recalled by the Membership per Art 16 of these bylaws, or their membership in the Association terminates for any reason. A vacancy on the Board of Directors also occurs when an Officer is removed from the Board per Art 4 Sec 6 of these bylaws. The special election requirement is waived if there is less than 60 days remaining before the next General Election.

**Section 6:** If a Director is unable to attend more than two consecutive regularly scheduled Board meetings and has not notified the President or the Secretary in advance as to the reason for their absences they shall be removed from the Board. The person shall be notified in writing by certified/registered mail with return receipt request and a new candidate shall be installed by the Association.

**Section 7:** Any member of the Association shall be allowed to attend regularly scheduled Board meetings. Any member of the Association that attends a Board meeting shall not be allowed to vote. The Board shall hear any member comments during a member comment period incorporated into the agenda of each regularly scheduled Board meeting. The Board shall be allowed to institute other member attendance policies as may be necessary to run an effective business meeting as long as none of the requirements of this section are contravened.

## Article 6

### Committees:

**Section 1:** The President shall, subject to approval by a vote of the Board of Directors, appoint chairpersons for the following committees: Membership, Budget, Activities and Auditing. The Membership, Budget and Activities Committees shall be appointed by the first Wednesday in October. The Nominating and Auditing Committees shall be appointed by the first Wednesday in June. The responsibilities of the Membership, Budget and Activities Committees can be performed by the Board of Directors at any time that the respective Committee is vacant. Vacancies should be noted at each General Membership meeting and the vacancy filled if possible.

**Section 2:** The Vice-President shall appoint the Facilities committee members by the first Wednesday in October.

**Section 3:** At least one member of each regular committee shall be a Board member.

**Section 4:** The President, Vice-President, Secretary, Treasurer and Purser may not be a member of the Auditing Committee.

**Section 5:** The President and the Board, or the Board, may appoint any special committee.

September 7, 2016

## Article 7

### Duties of Committees:

**Section 1 - Membership Committee:** This committee shall be composed of the chairperson and as many members as deemed necessary, one of which should have served on the committee previously. Duties are covered under membership articles.

**Section 2 - Budget Committee:** This committee shall be composed of the President, Treasurer and Vice-President (as Facilities Chairperson) and any other members deemed necessary. This committee shall prepare an annual budget of expected income from all sources and expenditures. This budget shall be published by the first Wednesday in August. This budget shall be used in determining the annual dues.

**Section 3 - Activities Committee:** This committee shall be composed of a chairperson and as many members as deemed necessary. It shall be the responsibility of this committee to plan or help to plan all events, special activities or special events.

**Section 4 - Nominating Committee:** This committee shall be composed of three members approved by a vote of the Board of Directors. It shall be the duty of this committee to nominate candidates for offices to be filled at the annual meeting. The Nominating Committee shall publish their list of nominees not later than the first Wednesday in August.

**Section 5 - Auditing Committee:** The Auditing Committee shall consist of not less than one member of the Board who holds no other office in the Association and one member of the Association who is not a member of the Board. It shall be the duty of this committee to obtain the books and records of the Association from the Treasurer, and using accepted accounting procedures, verify the accuracy of the Association books and records. This audit shall be within the transition period in September. This audit shall be done at least once a year and a written report presented to the Board.

**Section 6 - Facilities Committee:** The Facilities Committee shall be chaired by the Vice-President. Its duties include the maintenance and improvements of the facilities.

## Article 8

### Membership:

**Section 1:** Any person may become a member of the Association after their application for membership has been signed by a sponsor who is a member in good standing and recommended by the Membership Committee and/or the Board of Directors.

Probationary membership starts upon a favorable majority vote of the membership at a regular monthly meeting. Regular Member, Spouse and Junior Member applicants must attend an orientation session prior to being issued any keys, cards, codes or any other devices allowing access to the clubhouse and range facilities. Prospective members with a sponsor may seek membership at any General Membership Meeting. Prospective Members without sponsors should present themselves to the Board of Directors at a regularly scheduled Board of Directors meeting and following Board of Directors sponsorship should then attend a General Membership Meeting as any other sponsored candidate. The sponsor field noted on the Membership Application in this latter case

September 7, 2016

Accepted by a Vote of the Membership on September 7, 2016

should contain the sponsor designated as “BOD”. Prospective members without a sponsor may be accepted into the membership by a vote of the membership present at a general membership meeting.

**Section 2:** A new member shall pledge to uphold all the Rules and By-laws and to assist the Officers in the betterment of the Association. A new member, regardless of membership classification, shall be in a probationary status for the initial 90 days of membership before being fully accepted into the Association. Probationary members shall not be allowed to vote or host guests, including immediate family members. Any probationary member can have their probation extended or their full membership denied by a 2/3 majority vote of the Board of Directors. Fees paid by member are forfeited and re-application for membership will not be permitted for a period of one year from date of membership revocation. Regular, Spouse, Life, and/or Junior Members, due to disciplinary action, may be placed on a period of probation by the BOD. Terms of said probation shall be as defined by the BOD. This provision shall not infringe upon the member’s right of appeal to the general membership, nor shall this provision limit the rights of the BOD to impose disciplinary action.

**Section 3:** Association membership shall be classified as follows; Regular Member, Life Member, Junior Member and Spouse Member.

**a.** Regular Members and Spouse Members shall have the use of the Association facilities, shall vote in all Association elections and on any items before the membership that require a vote of the membership and may be elected to hold office in the Association.

**b.** Life Members shall have the same privileges as Regular Members. Regular Members or Spouse Members shall be named Life Members upon reaching 65 years of age and having been a member in good standing for the most recent 5 consecutive years leading to their qualification by age. Life Members shall no longer pay dues. Payment of assessments or other fees, such as a fee for indoor range usage, building assessments, special assessments, etc., as determined by the Board of Directors, shall be required.

**c.** Junior Members are members under 18 years of age as of September 1st. Junior Members shall not have the right to vote or receive keys, codes, cards or any other access devices to the meeting house and the main gate. Junior Members may host guests or sponsor a new member by signing a new member application. Junior Members who attain the age of 18 during the membership year have the option of remaining a Junior Member or upgrading to Regular Member by paying the prorated Regular Member dues less the Junior Member dues already paid.

**d.** Spouse Members are members married to a Regular Member in good standing who choose to become a member at a reduced rate set by the Board of Directors. The Spouse member who chooses to be a Spouse Member, at the reduced rate set by the Board of Directors, shall be named a Life Member as specified in the Life Member section above. Spouse Members where a Regular Member no longer exists in the organization must upgrade to Regular Member at next renewal. Widowed Spouse Members will be granted their next renewal as a Spouse Member to allow at least 12 months before needing to renew as a Regular Member.

**Section 4:** Membership of the Association shall not exceed 1000 members.

**Section 5:** Each year, immediately following the prescribed period for payment of annual dues, the Purser will notify the Board of Directors as to the number of paid up members and the number of openings available for new members.

September 7, 2016

## **Article 9**

### **Amendment of the Bylaws:**

These Bylaws may be amended at any regular meeting of the Association by a two-thirds (2/3) vote of the members attending (a quorum of 35 members being present), providing that the proposed amendment has been presented in writing to all Association members a minimum of fifteen (15) days prior to the meeting.

## **Article 10**

### **Dues:**

**Section 1:** The annual dues shall be set by the Board of Directors using the annual budget as a guide. Dues shall be payable not later than the first Wednesday of October.

**a.** Spouse Member and Junior Member dues shall be set annually.

**Section 2:** Termination of any member failing to pay the dues, bond, fees or assessments or failing to maintain NRA or GOAL membership within 30 days after the prescribed time set forth in Section 1 of this Article, shall be notified in writing by the Purser. If the above are not paid, on or before the 10<sup>th</sup> day from the date of notification, said membership will terminate with the approval of the Board of Directors.

## **Article 11**

### **Standing Rules & Committees:**

**Section 1:** The day by day function and operation of the Association and its properties shall be governed by certain rules and committees which shall be called the Standing Rules and Standing Committees of the Association.

**Section 2:** The Standing Rules shall not be in conflict with the Bylaws of this Association.

**Section 3:** Standing Rules and Amendments are formulated by the Standing Committees and shall be reviewed by the Board of Directors and voted on by the membership. Any member may submit a proposal for an amendment or change to the Standing Rules. It shall then be submitted to the Board of Directors for review. The Board of Directors shall notify the membership seven days prior to a general meeting when the proposal shall be voted upon. Standing Rules and Amendments shall take effect seven days after the membership has been notified in writing of the rule or change of a rule.

## **Article 12**

### **Indemnity, Liability and Fire Insurance:**

**Section 1:** The President, Vice-President and Treasurer shall annually review the



Accepted by a Vote of the Membership on September 7, 2016

Association coverage of insurance and make recommendations to the Board of Directors of any changes deemed necessary. These changes shall be approved by the Board of Directors.

**a.** Fire Insurance for the facilities shall be maintained at actual replacement cost.

**b.** Indemnity and Liability Insurance shall be carried by the Association

**Section 2:** The cost of these policies shall be part of the annual budget.

## **Article 13**

### **Annual Budget:**

**Section 1:** The Annual Budget shall take into consideration all recurring monthly, quarterly, semiannual and annual bills. The budget for the facilities shall be based on current and future repairs and improvements. Appropriations shall be based on current and future repairs and improvements.

**Section 2:** Dues shall be determined by the Board of Directors based on the Annual Budget.

**Section 3:** Money raised by special events, fees and other assessments shall be used as the Association sees fit for special equipment, projects, and the needs of the Association over and above yearly fixed expenses.

**Section 4:** All expenditures not on the annual budget shall be approved separately by the Board of Directors.

**Section 5:** The Annual Budget shall be submitted to the Board of Directors for approval by the first Wednesday in June

**Section 6:** Approval of the Annual Budget, by the Board of Directors, shall authorize the Treasurer to pay all expenses whose amount and purpose fall within the amounts and purposes contained within the Annual Budget.

## **Article 14**

### **The Facilities:**

**Section 1:** The facilities are the Association grounds, the meeting house, all equipment and the ranges.

**Section 2:** These facilities shall be available at all times to all Association members on a space available basis at the ranges and to all members in the meeting house. Junior Members and Guests must be under the supervision of a Regular Member, a Spouse Member or a Life Member.

**Section 3:** The facilities shall be closed to individual members during any organized club activity as deemed necessary and approved by the Board of Directors. Range Safety Officers will determine when ranges or sections thereof may be available for individual use.

**Section 4:** Any use of the facilities for special events shall be approved by the Board of Directors and may require a minimum user fee as set by the Board of Directors and determined for each event.

September 7, 2016

## **Article 15**

### **Disciplinary Action:**

**Section 1:** The membership of any member may be terminated because of infractions of the Bylaws or Standing Rules of the Association and be subject to probation, suspension or permanent revocation of membership and all its benefits.

**Section 2:** A formal complaint must be signed by a Regular Member, Spouse Member or Life Member before the Board of Directors takes action.

**Section 3:** The accused party shall be given at least 10 days notice in writing by certified/registered mail with return receipt request and have the opportunity to answer the complaint in writing and to come before the Board of Directors to answer to the complaint.

**Section 4:** The Board of Directors shall hear all disciplinary cases. Its decision shall be final unless an appeal before the membership is requested by the accused at the time the Board's decision is rendered.

**Section 5:** On appeal, a vote of two-thirds (2/3) of the members present will be required to revoke a membership.

**Section 6:** Any person who brings false charges may be subject to disciplinary action as prescribed by this article.

**Section 7:** The Board of Directors reserves the right to issue an immediate suspension of privileges in the event that the circumstances of the alleged violation, once formally submitted in writing, is deemed by 2/3 majority of the Board of Directors to be serious and credible enough to warrant this action. Any action of immediate suspension will not affect the member's rights to appear before the Board of Directors or appeal to the membership as provided in the other sections of Article 15. (This vote can be recorded by email due to the nature of this circumstance and are to be kept by the Secretary as minutes of an emergency session of the Board of Directors).

## **Article 16**

### **Recall:**

**Section 1:** An Officer, a member of the Board of Directors, or the Board of Directors in its entirety may be recalled for failure to carry out the will and mandate of the Association.

**Section 2:** A petition containing the signatures of 10% of the Regular Members shall be required for a recall to be initiated.

**Section 3:** A quorum of thirty five members (35) shall be required to be present to vote for or against the recall.

## **Article 17**

### **Dissolution:**

In the event that a vote of the membership requires the dissolution of the Association, the Board of Directors, prior to dissolving the Association, shall liquidate any part or all of the assets of the Association. The proceeds from the liquidation of assets shall be used to pay all of the Association's outstanding liabilities. Any remaining assets or proceeds from the liquidation of assets shall be donated to a Non-Profit entity dedicated to the

September 7, 2016

Accepted by a Vote of the Membership on September 7, 2016

preservation of the Second Amendment to the U.S. Constitution. If such a donation is not allowed or is limited by applicable tax law the remaining assets and proceeds from the liquidation of assets shall be distributed as allowed by applicable tax law. No Regular Member, Spouse Member, Life Member or Junior Member of the Association shall materially benefit from the dissolution of the Association.

## **Article 18**

### **Parliamentary Authority:**

**Section 1:** The rules in the current edition of "Robert's Rules of Order", newly revised, shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rule of order the Association may adopt.