

## **HOPKINTON SPORTSMEN'S ASSOCIATION BY-LAWS**

Revised: April 1, 2010

### **ARTICLE I. NAME**

The name of the corporation shall be: FRAMINGHAM SPORTSMEN'S ASSOCIATION, INCORPORATED d.b.a. HOPKINTON SPORTSMEN'S ASSOCIATION

### **ARTICLE II. PURPOSE**

The purpose of the Corporation shall be: to promote the protection and preservation of fish and game; song and insectivorous birds; the conservation and restocking of our forests and waters; cultivation of a better understanding among sportsmen; promote and encourage target shooting, hunting, and fishing; provide instruction in the safe and proper sportsmanlike handling of firearms; and establish a place of instruction, practice and competition therewith.

### **ARTICLE III. MEMBERSHIP**

#### **SECTION 1 ELIGIBILITY**

Any person qualified to hold a Massachusetts hunting, fishing, or sporting license and/or capable of taking the National Rifle Association oath, as it applies to U.S. Citizens and Citizens of Foreign Countries, shall be eligible for membership. Members shall also be required to become a member of the National Rifle Association (NRA), Gun Owners' Action League (GOAL) or the National Field Archers Association (NFAA).

#### **SECTION 2 REGULAR MEMBERS (Rev 09/06)**

Regular Members shall be person 18 years of age or older, who shall have all rights, privileges and duties of full membership. All Regular Members, except those who are delinquent in paying dues, shall be entitled to vote at regular and special meetings of the corporation. For the purpose of this definition, a spouse will be classified as a Regular Member, with the exception of voting privileges. Work hours and fees to be determined by the Board of Directors. All Regular Members, except those who are delinquent in paying dues, shall be entitled to vote at regular and special meetings of the corporation. For the purpose of this definition, a spouse will be classified as a Regular Member, with the exception of voting privileges and the requirement to participate in one (1) mandatory work day per year.

#### **SECTION 3 SENIOR MEMBERS (Rev 09/06)**

Senior Members shall be members of sixty-five (65) years of age or older, who have been members for at least ten (10) years, whether or not consecutive. Members shall have all rights, privileges, and duties of full membership and shall be entitled to continue membership at a reduced rate to be set by the Board of Directors.

#### **SECTION 4 Removed, May 3, 1999.**

#### **SECTION 5 JUNIOR MEMBERS (Rev 09/06)**

Junior Members shall be persons who have not reached their 19th birthday on October 31st of that year. Junior Members shall have no voting privileges, however, dues, rights, privileges and duties shall be determined by the Board of Directors.

Section 5A Intermediate Members (New 09/06) Intermediate Members shall be persons between the ages of 19–25 on October 31st of that year. Intermediate Members shall have no voting privileges, but the rights, privileges and duties of a Regular Member, dues shall be determined by the Board of Directors.

#### **SECTION 6 HONORARY MEMBERS**

Honorary members may be elected by the majority vote of the members present at a regular monthly meeting, or by a majority vote of the Board of Directors. Honorary members shall enjoy all the facilities of the Corporation without the payment of annual dues or assessments. Honorary members shall not have any of the voting rights entitled to full membership. Honorary membership shall run to the end of the fiscal year, and may be extended by the majority vote of those present at the Annual Meeting.

#### **SECTION 6A LIFE MEMBERS**

A Life Membership, which will be at ten times the annual dues or as set by the Board of Directors. The fee can be paid in full or made in twelve (12) monthly payments during that year of membership. Directors shall vote to either extend the time of payment or refund the amount paid on this account, with the exception of the required amount of payment of dues for that current year. This applies to the annual dues only, and results in the elimination of any further annual dues. Life Members, accepted after April 1, 1999, will be required to participate in the annual work requirement or be assessed a fee, as determined by the Board of Directors, until the year where age 65 is attained.

#### **SECTION 7**

Any member failing to pay his or her dues before they become due, shall be dropped from membership. Any member who fails to pay their dues after sixty (60) days of being due, may do so, but shall be subject to paying initiation fees again, at the discretion of the Board of Directors. Any member who's words or actions shall show him or her to be unfit to carry on the purpose of the Corporation may be expelled by the majority vote of the Board of Directors. Such persons shall have the privilege of appealing the decision of the Board, to the membership and through the President of the Corporation, within 30 days of the date of notification of the Board.

#### **SECTION 8**

Members shall be responsible for the actions of their guests. In the use of range facilities, guests must be accompanied by a member.

#### **SECTION 9**

A member in violation of applicable Federal or Massachusetts State Laws governing possession or use of firearms, after review by the Board of Directors, is subject to immediate loss of membership.

### **SECTION 10 (Rev 04/2010)**

Any individual applying for membership shall fill out and sign a membership application. The completed application, together with the initiation fee, shall be forwarded to the Membership Secretary or any club officer or Board member. The applicant must then meet with the Membership Secretary. At this time, the applicant will receive from the Membership Secretary or any club officer or Board member, a copy of the Association's By-laws, all range rules, and any current programs to be completed as a requirement of the probationary period, and informed of any and all obligations or duties required of all club members.

Should the applicant have any problems fulfilling any of the programs or duties of probationary period, or has objections to being a part in any program, he/she will direct their objections to the Membership Secretary or any club officer or Board member. The Board of Directors will then vote to approve or deny the application at a Board Meeting or general meeting. Upon acceptance into the Association, all initiation and membership dues are non-refundable.

Range privileges will be withheld until the applicant has successfully passed the then current qualification standards required for all members. Initiation fees will be determined by the Board of Directors. Dues will be prorated for new members only as determined by the Board of Directors.

## **ARTICLE IV. BOARD OF DIRECTORS**

### **SECTION 1 (Rev 09/06)**

The Board of Directors shall control and manage all of the affairs of the Corporation. The Board shall consist of nine members of the Corporation. Three directors shall be elected by ballot at each annual meeting to serve for a term of three years, or until successor shall qualify pursuant to Section two. Nominations for directors shall be submitted to the Nominating Committee, which will be appointed by the President, with the approval of the Board of Directors, consisting of 3 members of the Corporation. This committee will gather names of individuals of the Corporation, which would have no conflict of interest to the Corporation by serving on the Board. All nominations shall be submitted to the Nominating Committee thirty (30) days prior to the annual meeting. Any nominations submitted to the Nominating Committee shall be in writing and be accompanied by the acceptance of that person being nominated for that position. Nominations will not be taken from the floor the night of the annual meeting. Directors attending two-thirds (2/3) of the BOD meetings in the calendar year shall be eligible for reduced dues, to be determined by the Board of Directors.

### **SECTION 2**

Any vacancy on the Board due to death, refusal or inability to serve, resignation, removal or otherwise, shall be filled by a majority vote of the Board for the unexpired term to which such vacancy relates.

### **SECTION 3 (Rev 04/2010)**

Meetings of the Board of Directors may be called at any time by the President, or by three (3) or more Board members. Forty-eight (48) hour notice of any meeting shall be given in person, by telephone or email to all Board members. The Board may conduct day to day operations for the Corporation, such as approving contracts, new members or other normal business, by phone or email. The President, or in this absence the Vice-President, must call a vote for which must be approved to pass (see Section 4).

#### **SECTION 4 (Rev 09/06)**

A two-thirds (2/3) of the standing Board shall constitute a quorum for the transaction of business at any meeting of the Board of Directors.

### **ARTICLE V. OFFICERS**

#### **SECTION 1**

The Officers of the Corporation shall consist of a President, Vice President, Recording Secretary, Membership Secretary, Treasurer and the Executive Officer. All club Officers shall receive free dues for the year following the year they served as officer.

#### **SECTION 2 (Rev 09/06)**

The Secretaries and Treasurer shall be elected by ballot at the annual meeting. All other officers shall be elected by the Board of Directors, immediately following the annual meeting, or by the first meeting of the Board following the annual meeting. Each officer shall be a regular member of the Corporation and shall be elected to serve until the next annual meeting or until his/her successor shall qualify. Any vacancies in any office shall be filled until the next annual meeting by the Board of Directors.

#### **SECTION 3**

The President shall preside at all meetings of the Corporation and of the Board of Directors. He shall exercise and maintain general supervision and control over the affairs of the Corporation, supervision and control over the affairs of the Corporation, subject to the direction and approval of the Board of Directors. He shall also appoint all committees, with the approval of the Board.

#### **SECTION 4**

The Vice President shall exercise the powers and perform the duties of the President in the absence or disability of the latter, or in case of a vacancy in the office of the President.

#### **SECTION 5**

The Recording Secretary shall keep a record of all meetings of the Corporation and also all actions taken by the Board of Directors and shall keep minutes separately and in good order and shall be custodian of same. He/she shall attend to all correspondence of the Corporation and shall keep records thereof. He/she shall also issue all notices of meetings of the Corporation and of the Board of Directors as provided herein.

#### **SECTION 6**

The Membership Secretary shall keep a record of all classes of membership. He/she shall send notices of dues and other payments due from members and maintain a record showing payments thereof, and shall be custodian of all records relating to dues and membership. Membership Secretary shall also make a report to the Board of Directors prior or at time of billing, which contains the following information per member:

MEMBERS NAME MEMBERSHIP TYPE AMOUNT OF DUES BILLED EXPLANATION OF ANY AMOUNT LESS THAN FULL DUES

#### **SECTION 7**

The Treasurer shall receive and have custody of all moneys and securities of the Corporation and shall keep regular books of account. He/she shall deposit all moneys in a bank to the credit of and in the name of the Corporation. The Board of Directors shall designate such depository. The treasurer shall sign or countersign such instruments as require his/her signature, and give bond for the faithful performance of his/her duties in and with such security as may be required by the Board of Directors. He/she shall attend to payment of all bills when approved by the Board or such officers as may from time to time be designated by the Board. He/she shall attend all meetings of the Board of Directors.

#### **SECTION 8**

The duties of the Executive Officer shall be defined by the Board of Directors as the position warrants from time to time, and shall include:

- A. Enforcement of all range rules and regulations.
- B. Be responsible for all supplies, properties, and equipment furnished by the Civilian Marksmanship Program (C.M.P.)
- C. Be responsible for all reports required by the Civilian Marksmanship Program (C.M.P.)
- D. Be responsible for all range activities.

#### **SECTION 9**

From time to time the President shall, with the approval of the Board of Directors, appoint such committees for the conduct of the affairs of the Corporation as he/she shall deem for the best interests thereof. He/she shall appoint annually a committee of at least three members to nominate candidates for election to the office of President, Vice President, Treasurer, Recording Secretary, Membership Secretary, Executive Office and Directors.

### **ARTICLE VI. FINANCES**

#### **SECTION 1**

Any change in the annual membership dues or any change in the amount of initiation fees, must be established by the Board of Directors and ratified by the members at a regular or special meetings called thereof. Annual dues shall be payable on or before the first day of November of each year. Any member who has not paid his/her dues within thirty (30) days after due date shall be dropped from membership, unless the non-payment issue is brought before the Board of Directors in writing or in person, on or before the November Board Meeting, for consideration of deferred payment. If not granted deferral, the member may be reinstated by paying an additional "late payment fee" as directed by the Board of Directors, on or before December 31 of that year.

#### **SECTION 2**

For the sole purpose of purchasing land or club improvements for such activities, the Corporation shall have the authority to issue certificates of any denomination and maturity as determined by the Board of Directors.

### **SECTION 3**

In the event that any member shall engage in activities whereby they shall raise funds for the Corporation, all such funds shall be paid over forthwith to the Treasurer.

### **SECTION 4**

The fiscal year of the Corporation shall begin on November 1.

### **SECTION 5**

The Treasurer, Recording Secretary, Membership Secretary, and the Executive officer may receive such compensation as the Board of Directors shall from time to time approve.

### **SECTION 6**

No financial obligations shall be incurred by the Corporation or funds disbursed except on authorization of the Board of Directors.

### **SECTION 7**

The President shall have the authority to expend emergency funds when so deemed necessary, up to a maximum of five hundred dollars (\$500.00).

## **ARTICLE VII.**

### **SECTION 1**

The Annual Meeting of the Corporation for the election of Officers and Directors and the transaction of other corporate business shall be held on the third Monday of October of each year.

### **SECTION 2 (Rev 09/06)**

Regular meetings of the Corporation shall be held at the Club House or such other place as shall be directed by the President, or by the Board of Directors, if the President shall fail to act, on the second non-holiday Monday of the month.

### **SECTION 2A (Rev 09/06)**

The Board of Directors shall meet on the first non-holiday Monday of the month, the total number of meetings to be determined by the Board of Directors.

### **SECTION 3**

Special meetings may be requested in writing by the President, the Board of Directors, or 10 or more members. Special meetings will be called by the President or Board of Directors within 30 days of notification and insofar as practicable, all meetings shall be held at the Club House.

### **SECTION 4**

The Recording Secretary shall mail written notice of each special meeting and each regular meeting held at some place other than the Club House to each member at least fifteen days (15) in advance of such meeting. Each notice shall state time, place and purpose of the meeting.

## **ARTICLE VIII. QUORUM**

Twenty members (20) shall constitute a quorum at any meeting of the Corporation.

## **ARTICLE IX. RESIGNATION**

All resignations of Directors or Officers, shall be submitted in writing to the Board of Directors.

## **ARTICLE X. CHANGE IN BY-LAWS**

### **SECTION 1**

Proposed changes in the by-laws by a member or members must be submitted to the Board of Directors at least one month previous to the meeting to which they are submitted for action.

### **SECTION 2**

The by-laws may be amended by a two-thirds (2/3) vote of the members present and voting thereon at any meeting of the Corporation provided that a written notice of such meeting, stating the purpose thereof has been given to all members at least thirty (30) days prior to such meeting.

## **ARTICLE XI. PARLIAMENTARY PROCEDURE**

In all questions of parliamentary procedure arising in any meeting, Roberts' RULES OF ORDER shall govern.

### **ORDER OF BUSINESS**

- 1 Calling meeting to order
- 2 Reading of minutes of last meeting
- 3 Treasurer's report
- 4 Applications for membership
- 5 Communications
- 6 Committee reports
- 7 Unfinished business
- 8 New business
- 9 Adjournment

## **ARTICLE XII. PERMANENT COMMITTEES**

### **BUDGET AND AUDIT COMMITTEE**

A Budget Committee consisting of three members of the Corporation, shall be appointed by the President, with the approval by the Board of Directors. This Committee shall review the books of the Treasurer prior to the close of the fiscal year and shall report at the earliest possible meeting of the Corporation. This report shall include a summary statement of all accounts and budget recommendations by the committee for adoption by the Corporation. The Board of Directors shall appoint an Accountant who is not a member of the Corporation to conduct and submit in writing an annual audit of the financial affairs of the Corporation of that year, on or before the end of the

fiscal year. Such Accountant shall also prepare and file the taxes for the same year.

### **BUILDING AND GROUNDS**

Chairman of this committee shall report at each Board of Directors meeting anything to be repaired, replaced or improved, on or around club property.

### **FIREARMS TRAINING AND SAFETY**

Committee is to conduct all firearms training and safety programs.

### **ARTICLE XIII. RULES AND REGULATIONS**

The Board of Directors shall establish rules and regulations governing the discharge of firearms on any property owned by the Corporation, and in the conduct of persons engaged in fishing, hunting, shooting and social activities on said property. No minor under the age of eighteen (18) years of age shall be permitted to discharge any firearm on the property of the Corporation unless under the immediate supervision of a qualified adult. Said rules and regulations may be enforced by the Board of Directors by such fines and penalties, including suspension of the privileges of membership, as the Board shall determine.

### **ARTICLE XIV. COMMITTEES and WORK PARTIES**

- A. WORK PARTY DAYS: To be scheduled
- B. SKEET AND TRAP COMMITTEE: Maintenance of fields and equipment and assistance with scheduled shoots.
- C. JUNIOR PROGRAM COMMITTEE: Assistance to instructors during training and transportation to matches.
- D. SPECIAL PROJECTS COMMITTEE: Club field days, clam bakes, annual banquet, etc.
- E. PISTOL MATCHES AND TEAM COMMITTEE: Assist in the set-up, running, and take down of matches, publishing and mailing of match results.
- F. SMALL BORE COMMITTEE: Assist in the set-up, running, take down of matches, publishing and mailing of match results.
- G. FISH AND GAME COMMITTEE: Stocking of the fish pond, running of the Annual Fishing Derby, etc.
- H. PRACTICAL PISTOL COMMITTEE: Assist in the set-up, running, take down of matches, publishing and mailing of match results.
- I. BLACK POWDER COMMITTEE: Assist in the set-up, running, take down of matches, publishing and mailing of match results.
- J. ARCHERY COMMITTEE: Assist in the set-up, running, take down of matches, publishing and mailing of match results.
- K. HIGH POWER COMMITTEE: Assist in the set-up, running, take down of matches, publishing and mailing of match results.
- L. FIREARM TRAINING AND SAFETY: Assist in determining safety rules, and conduct all range qualifications.



**REVISIONS:**

September 13, 1993

May 3, 1999

February 9, 2004

September 18, 2006

April 1, 2010