

# **AMBRIDGE DISTRICT SPORTSMEN'S ASSOCIATION**

## **BY-LAWS**

**AMENDED: February 20, 2018**



# **AMBRIDGE DISTRICT SPORTSMEN'S ASSOCIATION**

## **BY-LAWS OF THE CORPORATION**

### **ARTICLE I NAME**

The name of the corporation is AMBRIDGE DISTRICT SPORTSMEN'S ASSOCIATION, INC. pursuant to the charter granted by the Court of Common Pleas of Beaver County, Pennsylvania.

### **ARTICLE II PURPOSE**

The purpose or purposes of the Corporation are:

- A. The Association of the persons interested in hunting, fishing and other outdoor activities.
- B. The promotion of study, propagation, protection and preservation of game animals, birds and other wildlife.
- C. The protection of our ecology and development of adequate hunting and fishing reserves and a plentiful supply of game.
- D. The promotion of good sportsmanship, respect for property, and safety of life and person.
- E. The taking, holding, and conveying of real estate adequate and appropriate for the furtherance of the foregoing purposes for which the said Corporation is being formed.
- F. To promote, aid and encourage nonpartisan legislation and policies looking to the conservation of our natural resources.
- G. To oppose any amendments or acts of legislation that may deprive a law-abiding citizen the right to possess, own or bear firearms in accordance with the Constitution of the United States.

## **ARTICLE III MEMBERSHIP**

- Section 1. Persons desiring to become a member must make written application on forms furnished by the Association and with a signature of a sponsor with no less than one (1) year membership in good standing with the A.D.S.A.
- Section 2. An adult applicant is required to appear before the membership, and the majority of the members present at the next general meeting must approve said applicant. If the members reject the applicant unanimously, the applicant shall have no right to appeal. A junior applicant is not required to appear at the meeting.
- Section 3. Members may be suspended or expelled for non-payment of dues, assessments, conduct unbecoming a sportsman, or failure to observe the rules and regulations of the Corporation.
- Section 4. Membership of the Corporation shall be limited to citizens of the United States. Applicants for Regular Membership must be at least eighteen (18) years of age.
- Section 5. The annual dues shall be set by the Board of Directors and approved by a vote of the majority of the Association membership present at the regular meeting held the following month, after notification to the membership.
- Section 6. An initiation fee shall be set by the Board of Directors and approved as per Section 5 (See Above). Notice of such action stating the subject thereof shall be made at least five (5) days prior to the date of such meeting
- Section 7. Dues shall be payable October 1<sup>st</sup> and shall be delinquent after December 31<sup>st</sup>. There will be no grace period. No dues shall be charged to persons allowing hunting and/or fishing privileges to members of the Association; one (1) card shall be issued to a landowner of twenty (20) acres or more of legal hunting and fishing areas.
- Section 8. Members of fifteen (15) consecutive years or more, immediately prior to age sixty-five (65), shall be eligible for 1 cent membership fee in the years following their 65<sup>th</sup> birthday.
- Section 9. A widow or widower of a member in good standing may continue the membership in their name, providing continuity of membership is maintained. Otherwise a new application procedure must be observed including initiation fee and dues.

Section 10. A Regular Membership in ADSA is a family membership. A spouse of a Regular Member is a non-voting member, to be assessed dues of 1 cent per year, with no initiation fee. Children and step-children of Regular Members who are under the age of eighteen (18) are also non-voting members, to be assessed dues of 1 cent per year, with no initiation fee. Spouses, children, and step-children of Regular Members who are using club facilities without the Regular Member being present must have in their possession the Regular Member's membership card, or photocopy thereof, or must otherwise be able to verify their membership.

Section 10A. A son or daughter under the age of eighteen (18) of a Regular Member may become a Junior Member, with no voting privileges, providing a Junior Membership application is made and a fee set by the Board of Directors is paid. No initiation fee shall be charged a Junior Member.

Section 10B. Any person under the age of eighteen (18) desiring to become a Junior Member without a parent sponsor may have a Regular Member in good standing act as his or her sponsor. The application shall have the signature of the parent or legal guardian consenting. The sponsor shall be responsible for the actions of the Junior Member.

Section 11. New member application dated and accepted between October 1<sup>st</sup> and December 31 shall receive the following fiscal year's membership card.

Section 12. Any full time active duty member of the Armed Forces shall be granted a membership for 1 cent per year.

Section 13. In the event of the death of a Life Member, the spouse will assume the Life Membership with full privileges of the Association.

## **ARTICLE IV MANAGEMENT**

Section 1. The Corporation shall be managed by a Board of Directors consisting of twenty-one (21) members elected for a term of three (3) years. Seven members are to be elected each year. Any Board Member missing three (3) consecutive meetings without a valid excuse may be subject to removal.

Section 2. The Board of Directors shall manage and control the business affairs of the Association, and shall have the right to adopt rules and regulations consistent with the purposes thereof.

Section 3. The Board of Directors shall also carry out rules, regulations, or policy changes by the membership, provided said changes be made to the Board of Directors by written petition of at least ten (10) members of the Corporation in good standing, and notice of such action be mailed to each Association member by the petitioners five (5) days prior to the date of such general meeting or special meeting. An affirmative vote of two-thirds (2/3) of the members present shall be required to approve such action. Any expenses incurred shall be borne by the petitioners.

Section 4. The President shall have authority to issue an immediate temporary suspension, including denial of club privileges, until a complaint shall be made at the next Directors Meeting, for the following violations only:

- 1) Wanton destruction of Club Property
- 2) All parties involved in physical assault
- 3) Loud profanity
- 4) Unsportsmanlike like conduct
- 5) Possession of any firearm at the bar
- 6) Any complaint from a paid employee

Section 5. The Officers of the Corporation shall consist of:

- 1) President
- 2) Vice-President
- 3) Secretary
- 4) Treasurer
- 5) Membership Secretary
- 6) Two (2) Representatives to the County Association (The Delegate and the Alternate may be non-directors).

NOTE: The above will serve for a period of one (1) year and shall be elected from the Board of Directors by the membership at the annual meeting. Officers shall serve for a period of one (1) year or until a successor is appointed by the President and approved by the majority of the Board. No person shall be eligible for office who has not been a member in good standing for a period of at least one (1) year prior to the election or date of the appointment.

Section 6. In the event of a vacancy of an Officer, if no Director is willing to accept the appointment, the President may appoint a member in good standing for a period of at least one (1) year prior to the appointment, to complete the term of office. In the event there are no vacancies available on the Board of Directors, that person resigning shall relinquish their position to the Board.

#### A. DUTIES OF OFFICERS

- 1) President – It shall be the duty of the President to preside at all meetings of the Association and perform such other duties as may be incidental to his/her office.

- 2) Vice-President – It shall be the duty of the Vice-President to perform all duties of the President during his absence.
- 3) Secretary – It shall be the duty of the Secretary to receive and answer all communications addressed to him/her, or that may be submitted to him/her for such purpose by other officers of the Association, and perform such duties as may be required by the President and the Board of Directors. He/she shall make and keep a full report of the proceedings of each meeting and read the same when requested do so by the President of the Association.
- 4) Treasurer – It shall be the duty of the Treasurer to receive all monies belonging to the Association, keep an accurate account of the same and pay all orders drawn on him/her and ordered paid by the Association.
- 5) The Secretary and Treasurer shall at the General Meetings make a report of all monies received and disbursed. They shall promptly deliver all monies, books, papers and other property of the Association to their successors in office, or whomever the Association may especially appoint. They shall perform such other duties as may be required of them by the Association or the Board of Directors.
- 6) Membership Secretary – It shall be the duty of the Membership Secretary to keep accounts between this Association and its members, receive any monies due to the Association, credit the amount paid and pay the same over to the Treasurer at each regular meeting, taking his receipt for the same. He/she shall keep his/her books and papers ready at all times for inspection by the Board of Directors and the Auditing Committee. He/she shall, at the end of his/her term of office, make a full report to the Association of all monies received during the term, a list of all members in arrears and will deliver to his/her successor all books, papers, and other property belonging to the office.

Section 7. The Officers shall perform the duties which are customarily performed by Corporate Officers, and a surety bond in an amount to be fixed annually by the Board of Directors can be required by the Treasurer, and the Corporation shall pay the cost of it.

Section 8. On or before the 1<sup>st</sup> of February, the Membership Secretary shall furnish a list of delinquent members to the Board of Directors.

Section 9. To expedite urgent cases, the Board of Directors shall have the authority to direct the Secretary to mail letters of complaint to any member failing to observe ADSA's rules and regulations.

Section 10. Any proceedings of the Association not covered in the By-Laws shall be conducted according to the latest copy of Roberts Rules of Order.

Section 11. The contract of the Caretaker or any employee should be reviewed, renewed or rejected by the October Director's Meeting.

A. The Caretaker will have thirty (30) days to vacate the premises if his contract is canceled

B. Any full time employee may be dismissed by the Board of Directors at any time.

## **ARTICLE V MEETINGS**

Section 1. Nomination of Board of Directors shall be held at the regular August General Meeting. The annual election meeting of the membership shall be held at the regular September meeting, at which time the election of Directors shall be held. After the election of Directors, nominations and elections shall be held for Officers.

Section 1a. No member may be nominated for a position of an Executive Officer who has not been a member of the Board of Directors in good standing for a period of at least one (1) year prior to the election. The member nominated must be present at the time of the nomination, or submit a letter signed by him/her indicating their intent to be nominated.

Section 2. The Board of Directors shall hold regular monthly meetings as directed by the President at least one (1) week prior to the third (3<sup>rd</sup>) Tuesday of each month, at the prescribed time. Special meeting of the Board of Directors may be called by any five (5) Board Members provided three (3) days written notice shall be given to each member of the Board. The President may call an emergency special Board Meeting by phone or personal contact.

Section 3. General Meetings shall be held the third (3<sup>rd</sup>) Tuesday of each month.

Section 4. Special general meetings may be called by the President, or by written petition of at least (10) members of the Corporation in good standing or by a majority vote of the Board of Directors. No business transacted at the special meeting shall be valid unless notice of such meeting, stating the object thereof, shall have been mailed to each member at least five (5) days prior to the date of such meeting, unless such transaction be subsequently ratified at the stated meeting.

## **ARTICLE VI QUORUM**

- Section 1. Twenty (20) members shall constitute a quorum at any general meeting or special meeting of the membership.
- Section 2. The majority of the Board of Directors available shall constitute a quorum at the Directors Meeting.

## **ARTICLE VII COMMITTEES**

- Section 1. The president shall appoint such committees for carrying on the business and affairs of the A.D.S.A as may be necessary and desirable. All committees shall be appointed by and subject to the control of the President. All committees shall serve for a term of one (1) year beginning the first stated meeting following the annual membership meeting.
- Section 2. Special committees and temporary committees may be appointed by and at the discretion of the president.
- Section 3. It shall be the duty of each committee to render a report to include activities and finances at the Directors meeting and if required at the general meeting.
- Section 4. Committees shall have the authority to disburse funds from their account to a limit of \$2,500.00 and the Board of Directors shall approve any disbursement in excess of that amount.

## **ARTICLE VIII COMPENSATION**

- Section 1. Reimbursement for expenses, with the approval of the Board of Directors, shall be paid to the President, Secretary, Treasurer and the Membership Secretary.

## **ARTICLE IX**

## **DISBURSEMENT OF FUNDS**

Section 1. The Board of Directors shall have the authority to disburse funds to the limit of \$2500.00 without approval of the membership. The President shall have the authority to disburse funds to the limit of \$1000.00 and the other Executive Officers shall have the right to disburse funds to the limit of \$200.00 and any disbursement in excess of that amount shall be approved by the Board of Directors or General Membership. All checks shall be drawn by the Treasurer. House Committee (Steward) can make checks out for any amount covering beer, liquor or anything purchased for the bar.

## **ARTICLE X FISCAL YEAR AND REPORTS**

Section 1. The fiscal year of the Corporation shall be from October first (1<sup>st</sup>) to September thirtieth 30, inclusive, and at the Directors meeting following the annual meeting a financial report shall be presented by the Treasurer which shall completely reveal the financial condition of the organization.

## **ARTICLE XI REAL ESTATE**

Sections 1. No purchase, sale, lease or mortgage of any real estate shall be made except after due notice to the members and after an affirmative vote of the membership as follows:

- a) A written report of the intention of the Board of Directors to submit a question of any sale of real estate shall be mailed to each member ten (10) days before the meeting at which such action is to be voted on.
- b) Any purchase, lease or mortgage of real estate shall require the approval of the Board of Directors. An affirmative vote of two-third (2/3) of the members present at such meeting shall be required to approve any such above mentioned action

## **ARTICLE XII**

## **AUDITS**

Section 1. The President shall appoint an Audit Committee and it shall be the duty of such Audit Committee to audit the books of retiring Officers and present their report as soon as possible following the close of the fiscal year. The Auditory Committee shall likewise make such audits and reports at other times as the President or the Board of Directors shall designate.

## **ARTICLE XIII CONDUCT**

Section 1. Party or parties involved in a physical assault on another person on Association property shall be immediately considered under suspension and be denied all Association privileges. In such a case, a complaint shall be made to the Board of Directors where an AUTOMATIC suspension of thirty (30) days shall be imposed effective the date of said Directors meeting and also a twelve (12) month probation shall be imposed effective the same date. Any rules violation during the twelve (12) month probationary period may be grounds for expulsion. A second assault violation during the lifetime of the membership may be grounds for immediate expulsion following a complaint to the Board of Directors. Any person suspended or expelled from the Association shall not be permitted to use any of the facilities of the Association.

Section 2. A member is responsible for the actions of his/her guest

Section 3. Parents are responsible for the acts of their children.

Section 4. In cases of wanton destruction of personal or Association property on Association grounds, the member in violation must pay cost of the property destroyed plus labor costs incurred to replace it. The Directors shall have the authority to decide both costs by estimating market value at the time of replacement or the Directors shall have the authority to immediately hire a contractor to replace the destroyed property back to the original condition. The member shall be expelled for wanton and deliberate damage upon a vote of two-thirds (2/3) majority of the Directors present at the Directors meeting when the complaint shall be made.

Section 5. Members may be suspended or expelled for non-payment of dues, assessments, conduct unbecoming a sportsman, or failure to observe the rules and regulations of the Corporation. In such case, a complaint shall be made to the Board of Directors.

Upon a majority vote, a certified letter of complaint shall be mailed to the member in violation, setting a date of hearing before the Board. On the day of the hearing, the complaint shall be made to the Board of Directors and upon a vote of two-thirds (2/3) majority of the Directors present, a suspension or expulsion may follow.

Section 6. Directors shall have the authority to take legal action in case a member in violation refuses to pay damages to Association property within thirty (30) days following a Directors meeting when the complaint was heard.

Section 7. Absolute refusal to appear before the Board upon request shall be cause for immediate expulsion.

## **ARTICLE XIV AMENDMENTS**

Section 1. These By-Laws may be amended or repealed in whole or in part by a two-thirds (2/3) majority vote of the membership at a regular meeting provided due notice of at least five (5) days prior to the date of such meeting is given to each Association member. Notice to be provided to membership by posting on A.D.S.A. website, posting at the Club and e-mailing to the membership (if the member provided their e-mail to the Club).