

By-Laws

Article I - Approval of Activities

Section (A) All programs and activities of the Corporation shall be approved by the Executive Committee and the Trustees, collectively known as the "Board".

Section (B) All requests for donations or support for organizations that are not a part of the Corporation must be presented to the Board at a Board Meeting. If the Board votes in the affirmative, then a vote must be taken by the Members at a Membership meeting.

Section (C) The Board will maintain a form for outside groups to request the use of the Corporation's facilities. Any organizations or individuals that want to utilize the facilities of the Corporation must follow the instructions and fill out a form and shall list any fee charges, if any, and be provided to the Corporation's office manager for distribution and approval by the Board. This includes, but is not limited to, Church groups, Scouting, Police, or other service organizations.

Section (D) The Corporation does not reimburse Officers, Trustees, Committee Chairmen, or Members for travel expenses, including, but not limited to: meals, mileage, lodging, air, bus, or plane tickets. The Board may approve a specific and unusual circumstance where a person is requested to represent the Corporation. Such approval shall be presented to the members for approval if the dollar amount exceeds \$100.00.

Article II - Financial

Section (A) The books of the Corporation shall be audited by an auditing committee annually, including form 990 and filed by the Recording Secretary.

Section (B) All Members, Committee Chairmen, and Board of Trustees are responsible to report any concern for financial malfeasance to the Financial Secretary, and at minimum, one other Board Member within 48 hours of the occurrence.

Section (C) Funds that are reserved in the general fund that are for special application can only be reallocated by a majority vote of the Board followed by a majority vote of Members present at a Membership meeting.

Section (D) Loans by a bank or any other organization or individual must be approved by the Board and then by a majority vote of the Members present at a regular Membership meeting.

Section (E) All requests to borrow money, as a loan, must be presented to the members using the following protocol:

1. All terms of the loan must be in a visual display with a projector or typed format handouts.

A precise financial plan must include how the

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Corporation will repay the loan with specific actions the Corporation must undertake to assure that the loan can be repaid.

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2. In the case of a line of credit, each and every draw from the account must be voted on by the Members at a regular Membership Meeting. Each and every draw from the account must be presented in a visual display or typed handouts that detail how it will be repaid.

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Section (F) Assessments to members will require:

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1. Notice to all members in a detailed report that shows the cause and impact of the assessment.
2. A 30-day comment period prior to final approval.
3. Board majority vote and present Members at the regular meeting.
4. A detailed report at the regular monthly Membership Meetings to include money spent, money remaining, purchases, and progress for programs.

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Article III - Purchases

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Section (A) All non-budgeted, non-emergency purchases over \$1,000.00 must first be approved by the Board and Membership. A detailed quotation is required from at least two separate vendors. Best value, not necessarily the lowest price, shall be included in the decision process.

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Section (B) Any contracts for services exceeding one year must be approved by the Board and a vote of the Membership. Contracts for services less than one year must be approved by the Board. All contracts must be in a formal typed format.

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Article IV - Committees

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The following shall be regular standing committees with the President appointing the chairmen of each, who, in turn, shall be free to choose additional members up to any number required to do the work: Safety, Financial, Building and Grounds, Youth Programs, Lake, Retirees, Trap Range, Pistol and Rifle Range, Pellet Rifle and Archery.

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Article V - Order of Business

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The Membership general meeting will use the following order to conduct the meeting:

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1. Call meeting to order.
2. Pledge of Allegiance.
3. Conservation Pledge.
4. Moment of silence for deceased members.
5. Guests (non-members) identified, where-as they must state their purpose for attending the meeting.
6. Guest speakers.
7. A brief reading of the minutes from the previous meeting.
8. Treasurer's report.
9. Club communications.

- 76 10. Committee reports.
- 77 11. Old business.
- 78 12. New business.
- 79 13. Adjournment.

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Article VI - Membership Dues

- 81 1. Annual dues shall be determined by the club membership at the membership
- 82 meeting in July.
- 83 2. Memberships are valid from January 1 through December 31 of a calendar year.
- 84 3. Member dues must be paid by December 31 for the next year. A “grace” period of
- 85 30 days is allowed without a late penalty fee. Following the “grace” period, the
- 86 penalty will be a \$20 late fee. Membership will be discontinued if not paid prior to
- 87 April 1.
- 88 4. All officers of the Corporation shall be exempt from paying dues while in office.
- 89 5. Discontinued memberships can be renewed by paying the amount owed from the
- 90 lapse in previous Membership or by paying for a new membership that includes the
- 91 initiation fee.
- 92 6. Hardship and special cases regarding membership dues can be made by submitting
- 93 a formal typed request to the Board of Directors for consideration. Said cases can
- 94 be approved by a majority vote of the Board.
- 95 7. A special “Young Adult” membership is available to persons from age 19 up to age
- 96 26 that can be transitioned to full Membership without paying the initiation fee under
- 97 the following conditions:

- 98 1. The Young Adult membership must be initiated upon attaining age 19 and must have
- 99 been continuous for at least two years prior to transitioning to full Membership.
- 100 2. The parents/grandparents and/or guardians shall have maintained their Membership
- 101 during that time period and are current paid-up members in good standing.

102 The Young Adult membership does not bestow voting rights, and a special membership
103 card will be issued signifying their status.

- 104 8. A special funds assessment to members, for the purpose of providing additional funds over
- 105 and above regular dues, will require a 2/3 majority vote by the Board, followed by a
- 106 simple majority vote of the Membership at a regular Membership meeting.
- 107 9. Gate codes will be changed on the last day of March.

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Article VII - Elections

110 **Section (A)** All Officers and Trustees must be elected at the annual meeting in December
111 by a majority vote of Members present using the secret ballot method. “Vote Counters” will
112 be appointed by the President.

113 **Section (B)** Nominations for all Officers and Trustees of the Corporation shall be from the
114 floor at the regular membership meetings in October and November.

115 **Section (C)** Members must show proof of paid-in-full membership status by bringing their
116 membership card to the meeting for the vote. In the event a member does not have the
117 membership card, then the office manager can confirm status from a driver’s license.

118 Members must be “in good standing” with the Corporation to vote in the elections.

119 **Section (D)** A paper ballot will be in typed format, not handwritten, for the vote in
120 December.

121 **Section (E)** The paper ballot will allow persons not getting a majority vote for one position
122 to drop down to an alternate position by printing the person’s name in each position below
123 the one for which he/she has been nominated.

124 **Section (F)** Ballots will be given to members only after they show proof of paid-in-full
125 Membership.

126 **Section (G)** No Member can run for office unless they have attended at least (3) Regular
127 meetings and (3) Board meetings in the last year.

128 **Section (H)** To be nominated for President, Treasurer or Financial Secretary, a member
129 must have served on the Board for one (1) term previously or held a Board position in an
130 equivalent organization or had career experience that correlates to the office of President,
131 Treasurer or Financial Secretary for the Corporation.

132 **Section (I)** Any Board member absent for three (3) consecutive meetings, without just
133 cause, will be considered vacant, and the Board shall appoint a temporary replacement. A
134 new Board member must be elected within three months by a majority vote of the
135 Membership present at a Membership meeting.

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Article VIII - Guests

138 Guests shall be defined as all non-members of the Corporation that are using the property,
139 facilities, and/or involved in Corporation activities. All guests must be accompanied and
140 supervised by a Member. The Member is responsible to assure that guests conduct
141 themselves in a safe and cordial manner and follow all Corporation rules while on
142 Corporation property. All guests will pay the daily guest fee as set by Membership which
143 allows use of any of the rifle, pistol, and lake facilities for the same daily fee. Guests will be
144 limited as follows: two adults or two children, 10 years of age or older, as guests per
145 member card for the rifle and pistol ranges, five guests (adults or minors) for the lake.
146 Young Adult memberships will be permitted one guest.

147 Immediate disciplinary action will be taken for violating Article VIII, up to and including
148 immediate suspension of Membership, not excluding legal action.

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Article IX - Corporation Records and Property

151 **(A)** All records of the Corporation are the property of the Corporation and shall only be
152 used for Corporation business.

153 **(B)** No member, non-member, or outside organization shall utilize Corporation property
154 for personal monetary gain.

155 **(C)** All Corporation records and documents shall be stored and filed on Corporation

156 property.

157 **(D)** Authorized destruction of Corporation records will follow or exceed Federal and local
158 guidelines.

159 **Article X - Legal**

160 **Section (A)** Members and Board members must report any information in regard to legal
161 actions for or against the Corporation to the President of the Corporation within 48 hours.

162 **Section (B)** All legal matters are considered confidential to the Board and will not be
163 discussed with Members or non-members without prior approval by the Board.

164 **Section (C)** The President of the Board will establish a team of officers to deal with all legal
165 matters for the purpose of collecting information and meeting with attorneys.

166 **Section (D)** Legal activities, due to confidentiality, will be reported to the Members at a
167 regular membership meeting only after the legal matter is fully resolved.

168 **Section (E)** Members must resolve all issues through the complaint format in the Code of
169 Ethics and Disciplinary Policy and are not permitted to file suit against the Corporation.

170 **Article XI - Office Manager**

171 The Corporation will maintain a position of Office Manager at the discretion of the Board.
172 The Office Manager's duties and responsibilities shall be to:

- 173 • Manage new and renewal memberships under the supervision of the Financial
174 Secretary.
- 175 • Maintain a log of Members and pertinent Member information.
- 176 • Manage the Trap Range.
- 177 • Purchase targets and all other materials required to support the Trap Range.
- 178 • Manage all club events, i.e., zone shoots, league shoots, etc.
- 179 • Manage a staff of part-time and/or temporary workers and volunteer workers to
180 facilitate events as needed.
- 181 • Manage all checks, credit cards, and cash deposits for the trap range according to
182 the financial policy of the Corporation, under the scrutiny of the Treasurer.
- 183 • The Office Manager shall be the contact point for all things of the Corporation
184 during open hours and when the office is open as well as member
185 communications.

186 **Article XII – Communications**

187 It is the Board's duty to effectively communicate with Members of the Corporation. It is
188 the Member's duty to update their contact information with the office so that they can
189 receive communications in a timely manner.

190 **Section (A)** The Corporation website is the primary method of communication with
191 members and should be updated daily with changes.

192 **Section (B)** The secondary method of communication will be the monthly member
193 meetings.

194 **Section (C)** Other methods of communication shall be emails to members lists, listing on
195 the Corporation Facebook page, and the Corporation Newsletter.

196 **Section (D)** Mailing communication is an option of last resort due to the cost to the
197 Corporation.

198 **Section (E)** The Board will assign a person or persons with responsibility for member
199 communication.

200 **Article XIII - Vetting New Members**

201 **Section (A)** Members have a responsibility to know who they are recommending for
202 membership. If they have only a causal relationship with the prospective Member, then that
203 should be stated.

204 **Section (B)** The membership application will have three specific questions: 1. Are you a
205 felon? 2. Do you have ODNr violations? and 3. Are you a U.S. Citizen?

206 **Article XIV – Dissolution**

207 In the event that the Corporation would be dissolved, the process followed would be in
208 accordance with the rules of the 501 (C)(7).

209 **Article XV – Conflict Resolution.**

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211 In order to ensure consistent governance and orderly operation of the Club, the Board of
212 Directors shall have the sole and final authority to interpret the provisions of the Constitution and
213 Bylaws of North Lawrence Fish and Game Club.

214 All language, provisions, policies, procedures, and requirements contained within these
215 governing documents shall be subject to interpretation by the Board of Directors. The Board's
216 interpretation shall be considered binding upon the membership unless and until modified by
217 formal amendment in accordance with the amendment procedures set forth in the Constitution
218 and/or Bylaws.

219 The Board of Directors shall exercise this interpretive authority in good faith, in a manner
220 consistent with the stated purpose and mission of the Club, and in the best interest of the
221 membership as a whole.

222 **Approved Amendments by date and location:**

223 **Revision: 0**

Date: April 14, 2022.

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225 Revision 0 was adopted by unanimous votes during three consecutive membership
226 meeting votes on 2/10/2022, 3/10/2022 and 4/14/2022 and replaces all previous non-
227 document controlled By-Laws. Members of the Constitution and By-Laws committee
228 updating and revising this document were: Frank Burkett Jr., Dave Kehner, Paul Knoebel,
229 Edward Meral (Chair) and Gary Parsons.

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231 **Revision: 1** **December 9, 2022.**

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233 Revision 1 was adopted by unanimous vote during the December 8, 2022 membership
234 meeting.

235 Article VI - Membership dues, section 4.

236 Retirement age raised from age 62 to age 67.

237 Article XI - Office Manager.

238 Required paid position of Office Manager changed to: The Corporation will maintain a
239 position of Office Manager at the discretion of the Board.

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241 **Revision: 2**

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243 Revision 2 was adopted by the members during the June 12, 2025
244 membership meeting.

245 Article VI - previously section 4 Senior dues, deleted.

246 Article VII, Section G - Revised requirements for running for office.

247 Article VII, Section H – Added Financial Secretary.

248 Article VIII, Section A – Removed previous Section A, Member
249 sponsorship requirement.

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251 **Revision: 3**

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253 Revision 3 approved the inclusion of Article XV by unanimous vote at the
254 membership meeting April 9, 2026.