Fitchburg Rod and Gun Club Inc.

By-laws

Approved

June 2016

# Article 1 (Name)

The name of the organization shall be known as **The Fitchburg Rod and Gun Club Inc.**

Adherence to the following by-laws and standing club rules will be augmented by the use of Robert’s Rules of Order and a supplemental pamphlet titled, ***Fitchburg Rod and Gun Club’s Policies, Rules and Regulations***, copies of which will be available at all club meetings.

# Article 2 (Mission)

Section 1. To encourage the conservation of our natural resources, the protection of our wild life, and contribute, through its efforts to the stocking of streams and forest.

Section 2. The Club shall encourage and join into the forming of rifle, pistol, shotgun, and archery shooting and fishing amongst its members and other interested parties. It will also encourage the safe handling of all firearms, etc.

Section 3. It shall also encourage the development of good sportsmanship, which compromises the qualities of honesty, self-discipline, team play, and self-reliance.

# Article 3 (Membership)

Section 1. Any person of sound mind and good character and 18 years of age or older may become a member of this Club upon application and payment of the required fees and dues.

A member may purchase a family membership to include the member’s spouse and children, until they reach the age of 18. A guest of a Club member may only visit the Club and use its facilities with the exception of the rifle /pistol and archery ranges which is members only, **three (3)** times without applying for a membership.

Section 2. It is hoped that each member shall consider himself/herself not as just a member of the Club, but also a stockholder and part owner of the Club and all of its assets. All members shall have the right to introduce items to the Club’s agenda.

Section 3. Members are responsible for the conduct of their children, and/or guests. Children will not be allowed to wander the club grounds unattended, particularly in the range and pond areas. An adult **must** be present if his or her child is at the club.

Section 4. Any member of the club 65 years of age or older who has achieved ten consecutive years of membership, immediately prior to such application, may apply for and be accorded life membership in the Club, by majority vote of the Board of Directors. Certain life memberships- as well as one-year memberships- may be issued by the discretion of the Board on a majority basis.

Section 5. It shall be the duty of the members to report any change of address in full and as soon as possible to the Secretary.

Section 6. Any new application for membership received will be required to pay dues annually from the 1st of Jan thru 31 Jan of the New Year.

Section 7. Cost for member and annual dues are as follows: Family: $80.00 Veterans and Active Duty Military: ½ cost of membership. Annual Dues: $40.00 All members will attend 4 meetings per year, after their first year . If a member fails to attend the four mandatory meetings they will be charged and additional $20.00 in annual dues, total cost for renewal will then be $60.00.

Section 8. The Fiscal and Membership year will be from January 1st to December 30th.

Section 9.

1. A member in good standing may bring charges against any Officer, Director, or fellow Member for violations of the by-laws, standing rules, or any acts detrimental to the normal operation of the club. **Charges must be in writing, clearly stating the facts, and must be accompanied by supporting evidence that will be used to support the charge(s). Such charge(s) shall be filed with the Secretary who will immediately notify the President. If charges are filed against Secretary, they shall be submitted to the Vice-President.**
2. Upon notification that charges have been filed, the President will call a meeting of the Board of Directors. Notice of the meeting must be given by the Secretary, **allowing a minimum of 10 days’ notice of the meeting to each Board member, and the accused, and the accuser. Notice may be given via Phone or in writing, (including E-mail and Text message) all available information and** a **true copy** **of the charges and supporting affidavits, exhibits will be available to the Board of Directors prior to the meeting of the same.**
3. At the special membership meeting called for the purpose of hearing the charges, the Secretary will keep minutes of all actions taken and will record the vote The vote taken will be a secret ballot of the Board of Directors. It will require two-thirds (2/3) vote by the B.O.D., to expel a member. The Secretary shall, at the next regularly scheduled meeting of the Club, read the minutes of the special meeting of the Board of Members at which the charges were heard and the action taken.
4. Decision of the Board of Directors is final.

Section 10. A member who acts contrary to the Club by-laws, posted or written rules and regulations, or behaves in a manner that would bring discredit to the Club may be:

* Suspended by the Board of Directors for a period of not more than one (1) year. If expelled permanently by the B.O.D., by a two-thirds (2/3) secret ballot vote; a member so suspended may request in **writing** a hearing on the expulsion. At the next membership meeting after hearing the case, the membership may, by secret ballot, vote either to uphold or to deny the expulsion.

Section 11. No members will be allowed to take up residence in the clubhouse or on club property.

Section 12. Any person may be considered a member in good standing after one complete year of membership. If the member has been penalized by The Board of Directors or the membership body for any charges brought against him/her in the previous year they will not be considered in good standing. If the member has been penalized for any charges he/she must have fulfilled the obligations of their penalties and remained punishment free from any subsequent charges for a period of one full year, to be considered a member in good standing. The member must also be paid up on annual dues and cannot have had any lapses in membership. Members must be considered a member in good standing to vote on club issues or run for any club office.

# Article 4 (Dues)

Section 1. The annual dues of the Club shall be set by the Board of Directors prior to the October meeting of the Club. Any change in the annual dues will then be voted on at the October meeting and the new clues will take effect January 1st of that year.

Section 2. The dues of the Club will be $ per year, payable no later than January 31 of the New Year. A member whose dues are not paid by Jan 31st shall lose all entitlements and privileges and no longer me a member of the club

Sections 3. If any member allows his/her dues to be in the rears for thirty (30) days, he or she must apply for new membership.

# Article 5 (Meetings)

Section 1. The monthly meeting of membership shall be held on the second Sunday of each month, at 2:00p.m., unless otherwise changed at the previous meeting.

Membership meetings will be held on the second floor of the Clubhouse.

The order of business for regular or special meetings of the membership shall be as follows:   
  
Call meeting to order

Pledge of allegiance  
Read minutes of previous meeting   
Correspondence   
Applications for membership as of Jan 1 2017 will be forwarded to the B.O.D. and the membership for approval.   
Reports of committee’s   
Old business   
New business   
Adjourn

The chair must recognize any member who wishes to ask a question. New business will follow committee reports and old business, members may speak –again only if recognized by the chair.

Any member who talks out of order will be given one warning. If that same member speaks out of order a second time he or she will be asked to leave the meeting.

There will be no vulgar or abusive language allowed at meeting. The person using this form of language will be asked to leave if they refuse, the membership will contact the authorities and have them removed and further actions will be taken by the President, Vise and the Board of Directors.

Section 2. The annual meeting and election of all officers and all standing committees will be held at the December meeting. All nominations will be made at the October meeting.

1. Only a member in good standing may nominate another member.
2. Another member in good standing must second the nomination.
3. Any member may be nominated for a position as club officer or for a seat on the board of director’s providing he or she has been considered a member in good standing over the course of the previous full year.

Section 3. A special meeting of the Club may be called at any time by the President or by a majority vote of the Board of Directors.

Section 4. The Board of Directors shall have a 1:00p.m. Meeting each month prior to the regular meeting. The Chairman of all Standing Committees shall be invited to attend the meetings of the Board of Directors, but he/she will not be entitled to vote at these meetings. The President will recommend a replacement for any vacancy on the Board of Directors, or Club Officer. That person will need a 2/3 vote by the BOD to fill the position until the next annual election.

Section 5. All members of the Board of Directors shall be expected to attend all meetings of the Board. **The missing of three meetings in a row will result in the removal from the Board, unless the Chairman has been notified of the reason for the absence and the reason is a valid one. Acceptance of or the rejection of the reason will be made by a majority vote of the attending Directors.**

Section 6. A quorum at a regular Membership meeting shall consist of at least 15 members. A quorum of the Board of Directors will consist of at least seven members of the Board.

Section 7. Only paid-up members shall be allowed to vote on any election held at the annual meeting.

# Article 6 (Election of Officers and Board of Directors)

Section 1. The effective officers of the Club shall consist of a President, Vice President, Secretary, Treasurer, and Board of Directors of not more than eleven members. No Officers of the Club may be elected a Director.

Section 2. One and the same person may not hold the position of Secretary and Treasurer.

Section 3. A vacancy in an elected office shall be filled by appointment by the president with a majority vote of the Boards of Directors. Any such appointment shall last only until the next annual election.

Section 4. All Officers shall be elected by a ballot at the annual elections and will serve for the period of one year. Board of Directors will be elected for a period of two years so that staggered terms will exist, thereby eliminating a complete removal of all Board members in a particular year.

Section 5. No member may be elected to Office or Chairman of a Committee unless he or she has been considered a member in good standing over the course of the previous full year.

Section 6. No proxy votes will be allowed at the election of the Officers or Committees.

Section 7. All candidates for office must be 21 and must be present at the time of nomination and election unless a valid reason is submitted beforehand to the president.

Section 8. Any member or member’s spouse is eligible to vote in the annual elections provided he/she is considered a member in good standing.

# Article 7 (Duties of Officers)

Section 1. The President shall be the Executive Officer of the Club and ex-facto member of the board of directors. He or she shall preside at all meetings of the Board of Directors and the club membership, appoint special committees and oversee all functions of the club. The President shall see that harmony is preserved and the laws and rules are followed and enforced.

Section 2. In case of absence or disability of club president the vice president will assume the duties of the president as prescribed in the club by-laws.

Section 3. The Secretary shall keep a true record of all monthly and special meetings and be responsible for all correspondence of the club. Keep all records of membership and be responsible for the collecting of dues, turning them over to the treasurer for proper disposition.

Section 4. The Treasurer shall collect and have charge of all funds and pay all validated bills of the club. The treasurer shall keep accurate record of transactions and make a monthly report to the BOD and Membership at the monthly meeting. The treasurer when required by law, ,make a Federal Tax return and give an annual statement of all financial transactions from the preceding fiscal year to the club membership. The Treasurer shall have custody of all monies belonging to the club with no exceptions including access to the club accounts. There will be special rules set as to the functions of the club bank accounts and the two person rule for access, obligation and expenditure of funds. The Treasurer will report directly to the President and Board of Directors who will in turn audit the club accounts no less than four times annually.

Section 5. The Board of Directors shall have full charge of the property interest and general management of the club. They may adopt new rules and appoint Special committees upon approval of the membership at the regular monthly meeting. Approval or rejection of any rule or committee shall be by majority vote of the Board of Directors. The Board of directors has final interpretation of the club by-laws. The membership however has the ability to overturn any vote of the Board of Directors with a two thirds vote, keeping the club to a government of checks and balances.

# Article 8 (Committees)

Section 1. Standing committees will be appointed by the Board of Directors and will consist of Shooting range, Archery, Fish and game, Building and Grounds, Kitchen and Publicity.

Section 2. Club committees will consist of a chair person who can be any member in good standing and staffed by a number of qualified members. The President is by his or her position a member of all committees, standing or special. He or she will not be allowed to vote on any committee items unless to break a deadlock/tie. All board of directors will function in at least one committee.

# Article 9 (Rules and regulations of Committees)

Section 1. **The Range Committee**: shall have full charge of the rifle range and all equipment relating thereto. They shall make and enforce all rules and regulations governing the use of the range and arrange all tournaments and contests carried out thereon.   
  
Section 2. **The Buildings and Grounds Committee**: shall make such rules and regulations governing the use of the buildings and grounds as they deem expedient. They shall see that the buildings, dams, and property are kept in proper repair. They shall have full charge of all properties not specifically assigned to other committees.   
  
Section 3. **Kitchen Committee**: shall make certain the kitchen is supplied with all foods and beverages that are needed for daily and special occasions. Other duties will include the cleaning and maintenance of immediate area with the assistance of the membership and building and grounds committees. Work with other club chairs in respect to club functions and keep accurate financial records with the treasurer.

Section 4. **The Fish and Game, Committee**: shall look after the protection and conservation of fish and game, song and insectivorous birds. They shall be responsible for the conservation of our forests, ponds and streams and to disseminate information relating thereto. They shall be responsible for establishing and enforcing fishing and hunting rules and regulations along with the stocking of fish for all scheduled derby’s.   
  
Section 6. **Pheasant Committee**: will have charge of the entire pheasant program, including the maintenance of pheasant boxes, the purchase of and the placement of birds during the running of the annual program.

Section 7. **Publicity Committee:** will have charge of the composing, printing and releasing of all information regarding the club to the local media as well as designing posters for advertising club functions open to the public and promotion of the club membership. All heads of committees, Officers and the board of directors should work with this committee to assure the club activities are well advertised.

Section 8. **Archery Committee**: Will take charge of Archery events as well as the purchase and upkeep of all equipment, (IE. 3-D targets, Target houses and shooting platforms. The committee will also be responsible for the upkeep of the archery shooting lanes, walkthrough range and the posting of rules and regulations.   
   
Section 9. Heads of committees shall be present at work days unless a suitable representative chosen by the chairperson will be present.   
  
Section 10. All rules and regulations formulated by the above committees will be subject to the approval of the Board of Directors.

# Article 10 (Amendments and Supplemental Rules)

Section 1. Any proposed amendment s to these by-laws may be introduced by any member in good standing at any regular or special meeting. Any proposal to change, add or subtract to or from the club by-laws must be passed or rejected by a two thirds vote of the Board of Directors then submitted to the members for a vote at the next available meeting.

Section 2. The by-laws will be posted with the standing rules of the club on the clubs wed site and a copy will be kept available for any member who wants to refer to them within the general area of the clubhouse.

# Article 11 (Personal pets/dogs)

Section1. No dogs are ever allowed on any of the club ranges (rifle, archery, shot gun pistol or 3D) without being leashed with the exception of when ranges are closed and during pheasant hunting hours.

Section 2. No dogs will be allowed inside the club main building during any functions other than the monthly meetings. During functions Pets/Dogs will be allowed but must be under leash at all times.

Section 3. All dogs will be leashed and under the control of the owner/handler during all formal and informal events (shoots, meetings, archery shoots, work days, organized fishing events etc.).

Section 4. Any dog that demonstrates aggressive behavior that is witnessed by one or more club members or that causes injury to a club member will no longer be allowed on the Fitchburg Rod and Gun Club property.

Section 5. No dogs are allowed behind the counter, in the food preparation area any time.

Section 6. It is the responsibility of the dog owner to monitor and maintain the safety of their dog at all times while on club property.

**(Clean up after your animal)**

# Article 12 (Scheduled Work Days)

Section 1. There will be four scheduled work days throughout the year. Winter clean up, spring, summer, fall and winter; dates will be promulgated for dissemination at the first membership meeting of the each New Year and posted on the club web site.

Section 2. All members are encouraged to come to at least one of the clean-up sessions. Lunch will be provided by the club at no expense to members. A permit will be pulled for these events but no alcohol will be allowed until the work is completed. (Safety First)

# Article 13 (Zero Tolerance Policy)

**The Fitchburg Rod and Gun Club have a zero tolerance policy, on the use or possession of illegal drugs on its properties. Any member found guilty of a violation of this policy will receive a one year mandatory suspension from the club for the first offense and a mandatory lifetime suspension for the second offense.**

**General Rules**

1. Members are required to place all trash in available receptacles (garbage cans). If receptacle is full member should empty and replace liners, placing full bag in the provided trash container. The last person holding a key, to leave building daily shall turn off lights and check that all doors and windows are locked.

2. Members are responsible for the conduct of their children, and /or guests. Children and guests must be accompanied by a member at all times.

3. Members are responsible for the conduct and control of their Pets. During functions “Pets” will not be allowed inside the building spaces. During functions “Pets” will be kept on a leash under the control of the owner.

4. A member found to be stealing, or causing malicious damage to club or private property of other persons, will be required to make restitution. The member may be subject to further disciplinary action by the BOD. In accordance with Article 3, Section B and a report of the incident may be made to the local authorities.

5. The Club shall not be responsible for any accidents or injuries to members or guests, while on the grounds or at club sponsored events

**Grounds Rules**

1. Club property shall not be removed from the grounds without the majority approval of the Board of Directors.

2. Club Property is not a storage facility. No personal property will be left on club grounds with the exception of small boats and canoes kept in designated area by the club pond. Trailers of any type not specifically owned by the club will not be stored on the club property. (Refer to note below).

Note: Any material that is not specifically identified as club property has to be removed by the owner within 30 days of notification by the president and Board of Directors. If material is not removed the club will have it removed at the owner’s expense.

*3.* Club grounds and building shall not be used for private parties, training courses, etc. without an application and majority approval of the Board of Directors or vote of membership. All functions authorized will be attended by no less than four board of directors along with representatives from Kitchen, Grounds, Building and Pond committee members. Alcohol sales permits will be obtained by the head of the kitchen committee with the assistance of the treasurer. Resale items will be purchased and set for resale prior to the start of any function. The same will be done for scheduled club events by previously mentioned members.

4. Fires are only allowed in designated areas and in a properly constructed fire pits and barbecues for cooking. All fires must be doused with water and ashes stirred until out. The Board of Directors has the right to disallow ALL FIRES at high fire danger ratings and post such notice on club house door.

4. Tents, tent campers and trailers are not allowed on Club grounds with the exception of use during designated events. Note, there are no hookups and No sewerage discharge allowed on Club grounds.

5. Cutting of trees on Club grounds allowed only with approval from the Board of Directors and wood is to be used for the heating of the club. Taking of wood from club grounds for personal use is unauthorized.

6. No dumping of trash of any type will be allowed on club grounds.

7. A member can ask any person on The Club grounds, including the buildings, ranges or ponds, to produce proof of membership except were authorized.

**Pond Rules**

1. All members wishing to fish The Club ponds must follow the three (3) trout limit per day, per state regulation. Anyone fishing the pond must have a current valid state fishing license. All Mass laws apply.

2. Catch and release is encouraged. Released Trout are not counted as part of your catch. Any Trout intended for release should not be bleeding. Trout that have a hook deep in the throat is a dead Trout. Do not return this fish to the pond. Releasing a fish should be done with great care. If a fish has landed in the dirt, grass or sand, it is likely not going to survive longer than forty-eight (48) hours, so don't release it. It is considered one of your three (3) fish. If a Trout is considered for release, wet

Your hands and release fish without removing fish from the pond. Any type of bait maybe used.

3. Persons using the pond or grounds are to place all litter in trash barrels.

4. Profanity and obscene language is discouraged.

5**.**  Swimming in the pond is not allowed.

6. No cars or trucks allowed on the ice at any time.

7. No power Boats or Boats on trailers will be stored on Club Property

**Range Rules**

1. When the range officer or their assistant is present, he/she is in charge.

2. Alcoholic beverages are **not allowed** at the range. No member may shoot if they have been drinking. This is inclusive of the trap, pistol and rifle range.

3. Paper targets and targets approved by the Range Committee or the Board of Directors will only be allowed. There will be no glass, cans, plastic or trash items allowed.

4. Shooting at The Club structures is not allowed. A person caught will be suspended and restitution sought from the individual(s).

5. There shall be **NO "TRICK SHOOTING", quick draw, or fancy play** with firearms. The only exception to "TRICK SHOOTING" is if it is Club sponsored. At this time, the Senior Range Officer will lay out the ground rules. If He / She are unavailable, then the Board of Directors will make the necessary decisions.

6. A person using the rifle or pistol ranges shall be **required to have the appropriate authorization (FID Card for rifle and shotgun; License to carry for pistol).**

7. When using any of the ranges, no one is allowed to venture down range unless all firearms and bows are unloaded and placed down on the counter **and the all clear is given**. Only then can a person go down range. While the person is down range, **no one is allowed to pick up or handle any firearm or bow**. When the person returns, he/she will again give the all clear. **This will be strictly enforced.**

8. All shotguns, rifles and pistols are to be unloaded when you leave the range. The only exception is for a person who has a License to Carry a pistol.

9. Hearing and eye protection is required.

10. Guns must be placed unloaded in provided stands when not in use.

11. Rifle and Pistol Range Hours – **9 AM to sunset Monday thru Saturday and Sunday 10 am to Sunset.**

12. Any range may be closed per order of the Board of Directors during other events. Range closings will be posted at ranges and at club entrance.

13. No one under any circumstances will leave behind or throwaway on club grounds any live or misfired ammunition.

14. All shooting must be into a backstop to prevent projectiles from leaving club property.

15. No vehicles allowed except by permission of BOD.

**Trap Shooting on Rifle Range Rules**

1. Hearing and eye protection required.

2. Shooters must have empty chambers until their turn in rotation on the line.

3. No more than one (1) shell in chamber, or number of shells required for a turn.

4. No one is permitted down range without permission of the range officer.

5. Before anyone is permitted down range, chambers shall be emptied, and an all clear shall be given.

6. No alcoholic beverages before or during shooting session.

7. Observers must remain outside of shooting station area.

8. Guns must be unloaded with the action open and placed in provided stands when not on firing line.

9. Ranges closed during special club events.

10. Range Hours are set by the Range Committee, approved by the board of Directors and shall be posted on range buildings and club house bulletin board and by range sign in sheet.

**Exception to standing rules**

1. Exceptions to the standing rules will be noted when possible in the text of the club bylaws.

2. The President, Vice President and the Board of Directors retain the ability to adjust the standing rules for the safety of members and guest and the good of the club. The change once made will be explained at the very next membership meeting. 3. Any member may propose a change, addition or removal of an item on the standing rules of the club. It must be proposed in writing to the club president or Vice president who will in turn take it to the (BOD) for their approval. If approved by the (BOD)