

## MERRIMAC CONSERVATION CLUB

### CONSTITUTION AND BY-LAWS

#### PREAMBLE

Whereas: In all well-regulated associations, certain laws are necessary for the maintenance of order therein:

Therefore: We, the members of th Merrimac Conservation Club, for the purpose of more efficient Organization, dispatch of business, and general welfare, do agree and abide and be governed by the following Constitution and By-Laws.

This organization shall be known as the Merrimac Conservation Club. Its object being the preservation and protection of wildlife, conservation in general, shooting sportsmanship and fellowship.

#### ARTICLE 1- MEETINGS

Sec. 1 The regular board meeting is to be held at the Clubhouse on the third Monday of each month at 7:00pm. There is no board meeting in November. See Sec. 3 for April regular meeting.

Sec. 2 Special meetings may be called by:

- a. The President, at any time.
- b. The President, if a given written notice signed by five members in good standing. The subject of the meeting must be stated by the call, and no other business transacted.

Sec. 3 The Annual Meeting is to be held on the third Saturday in April at 1:00pm. The regular Board Meeting for April will immediately follow the Annual Meeting.

Sec. 4 The order of business shall be as follows:

- a. Reading of minutes from previous meeting
- b. Treasurer's report
- c. Communications
- d. Member comments
- e. Reports of committee's
- f. Introductions of new members
- g. Elections (if any) Regular members in good standing are eligible to nominate & vote for new board members at the Annual Meeting.
- h. Old Business
- i. New Business
- j. Adjourn

Sec. 5 A proposal to amend the Constitution and By-Laws may be made at a regular meeting. The Board must approve such proposals.

Sec.6 Any rules and/or regulations adopted by the Merrimac Conservation Club will be considered a part of these By-Laws, and therefore attached.

#### ARTICLE II-MEMBERSHIP REQUIREMENTS

Sec.1 Memberships (single and family) shall be open to all persons of good moral character. Persons may be on a family membership until the age of 19.

Sec.2 All memberships shall extend from April 1<sup>st</sup> through March 31<sup>st</sup> of the following year. Any new (not renewal) memberships received after January 1<sup>st</sup> will extend until the following year.

Sec.3 All members are expected to devote time and effort, when needed, in assisting with Club functions and projects.

Sec.4 Members are to promote the general welfare and reputation of the Club.

Sec.5 Members may be up for expulsion for actions detrimental to the welfare of the Club.

#### ARTICLE III- BOARD OF DIRECTORS

Sec.1 A Board of Directors shall exist containing nine members. Four of the nine Directors shall be elected among their own to hold the Offices of: President, Vice President, Secretary and Treasurer.

Sec.2 The election of Directors is to be held at the Annual Meeting. The election of Officers by the board is to be conducted at the regular Board meeting immediately following the Annual Meeting.

Sec.3 Anyone nominated for the Board shall be a member in good standing for one continuous year. To be nominated, the member must be present, or submit a written notice to the Board that he or she will accept the nomination.

Sec.4 Each Board member shall be elected for the term of three years. The terms shall revolve with three positions elected each year respectively.

Sec.5 The offices of Secretary and Treasurer must be held individually.

Sec.6 A quorum shall consist of five (5) members.

Sec.7 Any Board member who does not wish to, or cannot fulfill their duties, is expected to submit a letter of resignation. A special election will then be held by the Board to fill the position for the remainder of the term.

Sec.8 Duties of the President

- To exercise general supervision in all Club affairs
- To call, preside over, and preserve order at all regular and annual meetings.
- To carry out and enforce the Club Constitution, By-Laws and any regulations.
- To appoint any needed committees.

Sec.9 Duties of the Vice-President

- To assume the office and duties of the President in his/her absence.
- To be responsible for the rental of Club premises, including the scheduling of bartenders.
- To maintain a current and accurate listing of key holders.
- To carry out and enforce the Club Constitution, By-Laws and any regulations.

Sec.10 Duties of the Secretary

- To keep and preserve a record of the proceedings of the club.
- To give each member reasonable notice of all meetings.
- To maintain a current and accurate membership listing.
- To issue a membership certificate to each current member.
- To carry out and enforce the Club Constitution, By-Laws and any regulations.

Sec.11 Duties of the Treasurer

- To maintain the Post Office Box for the Club.
- To collect all Receivables for the club.
- To conduct all Payable actions for the Club, with consent of the Board.
- To maintain all accounts of the Club.
- To issue a report of receivables, Payables (and their origins/purposes), and the current balance of all accounts.
- To preserve proper receipts and documentation regarding Club funds.
- To submit books and documents to the Board upon their request and at the Annual Meeting.
- To maintain premiums for Club Insurance policies.
- To carry out and enforce the Club Constitution and By-Laws and any regulations.

Sec.12 Duties of the Directors

- To conduct the advertising for the Club and Club events
- To have full charge of all properties belonging to the Club, and to ensure that adequate care is taken thereof.
- To audit books of the Treasurer, whenever the Board deems necessary.
- To conduct all hearings on expulsion of a member or officer.
- To amend or revise the Constitution and By-Laws of the Club and present to the full Board for approval.
- To carry out and enforce the Club Constitution and By-Laws and any regulations
- To determine adequate insurance coverage.

#### ARTICLE IV- RULES AND REGULATIONS OF THE CLUB

- Sec.1 All reckless destruction of Club property shall be avoided and members are to remember that it is their duty and privilege to protect the property of the Club.
- Sec.2 No person shall be allowed to enter the Clubhouse or to handle any Club property unless authorized by a Board member.
- Sec.3 No member shall appear at meetings, functions, etc. in a state of intoxication, or shall be guilty of using indecent or improper language or actions. These actions may constitute expulsion.
- Sec.4 Each member shall be personally responsible for all Club property in their possession.
- Sec.5 Absolutely no alcoholic beverages shall be on Club property, with the exception of malt beverage.
- Sec.6 If firearms are in the Clubhouse, they shall be unloaded.
- Sec.7 No person who is not a member in good standing shall be involved in the service of alcohol, unless appointed by the Board.

