

# SAND SPRINGS SPORTSMAN CLUB CONSTITUTION

## ARTICLE I: NAME

The name of the club shall be "Sand Springs Sportsman Club".

## ARTICLE II: OBJECTIVE

The objective of the club shall be the conservation of our natural resources of fish and wildlife, the development of sportsmanship, and promotion of fishing, hunting and shooting sports.

## ARTICLE III: MEMBERSHIP

**Section 1:** Membership is open to any U S citizen 18 years of age or older, their spouse and as long as the children are a legal dependent, with the member only having voting rights.

**Section 2** Until January 1<sup>st</sup>, 2021, any member reaching his or her 65th birthday that has been a paid-up member the preceding 5 years, shall become a "Life Member" and furnished a metal engraved card so stating. Life members are not required to pay dues. After January 1<sup>st</sup>, 2021, a member reaching his or her 65<sup>th</sup> birthday and has been a paid up member the preceding five years; he or she shall become a "Senior Member" and their yearly dues will be half the amount of annual members. Change voted and approved at the annual meeting December 3, 2015.

## ARTICLE IV: OFFICERS

The officers of the club shall be President, Past President, Vice President, Secretary and Treasurer.

## ARTICLE V: BOARD OF DIRECTORS

The Board of Directors shall consist of all elected officers and the immediate Past President. Additional Board members shall be elected by the membership of the club to bring the total number of Board members to not exceed 11. The presiding officer of the Board of Directors shall be the President. A Quorum shall be more than half of the Board members. There shall be an Executive Committee that will consist of the Past President and the club President. If the Past President is unavailable, his position on the executive committee is to be filled by an election of the Board of Directors from the current group of officers and Board Members. The Executive Committee will be empowered under Article VI, Section 7 of the By-laws.

## ARTICLE VI: AMENDMENTS

**Section 1:** This Constitution may be amended by a majority of the members at any meeting of the club, provided the proposed amendment or amendments has been presented by the Board of Directors, or has been presented to the Board of Directors in writing, signed by twenty (20) members and notice stating the nature of the proposed amendments and the meeting at which consideration will be made is mailed to all members, at least ten (10) days prior to the meeting.

**Section 2:** The amendment or amendments so adopted shall become effective immediately, unless otherwise provided for at the time of adoption.

# SAND SPRINGS SPORTSMAN CLUB BYLAWS

## ARTICLE I: RULES OF ORDER

Robert's rules of order shall govern the procedure at all business meetings of the club, except as otherwise provided or suspended in any respect by consent of the members present at that meeting.

## ARTICLE II: WORDING

Whenever the words "he" or "him" appears in any article of the Constitution or By-laws it shall be construed as meaning "he" or "she" and "him" or "her".

## ARTICLE III: DUES AND FEES

**Section 1:** Fees for membership in this club shall be as established by the Board of Directors. The pricing will be printed on the membership application/renewal.

**Section 2:** Charges for Range Activities shall be determined by the Board of Directors.

## ARTICLE IV: MEETINGS

**Section 1:** The club shall meet once a year, in December, on the 1<sup>st</sup> Thursday of the month. Additional meetings may be scheduled as required.

**Section 2:** The Board of Directors shall meet the first Thursday of every month.

## ARTICLE V: ELECTIVE OFFICERS AND DUTIES

**Section 1:** The elective officers of the club shall be President, Vice President, Secretary and Treasurer. These officers are to be drawn from the current members of the Board of Directors or members who have served as Officers or Board Members within the previous three years.

**Section 2:** It shall be the duty of the President to preside at all club meetings, call special meetings when necessary, appoint committees when necessary, and the Chairman thereof, and have general supervision of all matters pertaining to the club, subject to review of the Board of Directors.

**Section 3:** It shall be the duty of the Vice President to assist the President in the performance of his duties, as stated in section 2 and officiate for him in his absence.

**Section 4:** It shall be the duty of the Secretary to keep correct minutes of all club meetings maintain a correct mailing list of members, attend to all correspondence of the club present all communications received by him to the President officiate in the absence of the President and Vice President and perform other duties delegated by the President or Board of Directors.

**Section 5:** It shall be the duty of the Treasurer to receive all club monies, make all deposits, pay all bills, keep up to date records of all transactions, and to report these at each monthly Board meeting and club annual meeting. The Treasurer and his records shall be subject to an audit at the end of the

year and at other times deemed necessary by the Board of Directors. The Treasurer shall follow accounting guidelines set forth in Bylaws Article XVI.

**Section 6:** The length of term for an Officer shall be one (1) year. The 4 officers and the past President shall receive a free membership for term of office.

## **ARTICLE VI: BOARD OF DIRECTORS**

**Section 1:** The Board of Directors shall consist of all elective officers and the past President. Additional Board members shall be elected by the membership of the club, to bring the number of Board members to not exceed eleven (11) Board members shall be divided as equally as possible between Skeet/Trap shooters and Rifle/Pistol shooters, so that both groups are represented.

**Section 2:** The Board of Directors shall have complete control of all club property, activities and have the power to decide all questions not determined by the Constitution and By-laws.

**Section 3:** The Board of Directors shall meet monthly to supervise and conduct the activities of the club.

**Section 4:** Voting by proxy is prohibited for any purpose.

**Section 5:** The club President shall assign a Chairman to each committee appointed, to see that the committee functions and to keep the Board of Directors informed.

**Section 6:** The Board of Directors shall recommend changes to the Constitution and By-laws in accordance with Article VI of the Constitution.

**Section 7:** The Executive Committee shall be empowered to act in lieu of the Board of Directors, should an emergency arise at the club. An emergency is anything that will adversely effect the normal safe operation of the club, such as a natural disaster, but not to include routine maintenance or new capitol expenditures. A discretionary fund, not to exceed five hundred dollars (\$500), will be available for this purpose. The Executive Committee shall make a report to the Board of Directors of any activities conducted or monies appropriated or spent under this section at the next scheduled Board of Directors meeting.

**Section 8:** The length of term for a Board member shall be three (3) years, with one third of the Board elected annually.

## **ARTICLE VII: COMMITTEES AND DUTIES**

**Section 1:** As soon as possible, after installation in office, the President shall appoint the Chairman to the following committees (1) Shoots Rangemaster, (2) Range and Property Maintenance, (3) Nominating, (4) Orientation officer and others deemed necessary. Nominating of future Board members is to be handled by the present Board of Directors.

**Section 2:** Each committee shall consist of enough members to satisfy the requirements of that committee The Chairman, will report progress at the monthly Board of Directors meetings.

**Section 3:** The Board of Directors shall set all range rules and fees for range activities.

**Section 4:** The Shoots committee Rangemaster shall operate the club range in accordance with the Range Rules established in accordance with Article VII section 3 of the By-laws and plan and conduct shooting events and leagues. The Rangemaster shall follow the guidelines outlined in Article XIX of the Bylaws.

**Section 5:** The Range Maintenance committee shall make all repairs and additions to the range and provide for maintenance of same

**Section 6:** The Nominating committee shall make all nominations of candidates for all elective offices in accordance with Article VIII, Section 1 of the By-laws

### ARTICLE VIII: ELECTIONS

**Section 1:** The Nominating committee shall submit a list of candidates who are qualified according to Article V, Section 1 of the Bylaws, at the November Board of Directors meeting each year. The President shall get the nominating committee working by Oct. 1, so as to present the candidates to the Board in November Board meeting. **Section 2:** Additional candidates may be nominated from the floor, provided the candidate is willing to serve and is present at that meeting.

**Section 3:** The Names of candidates for each office shall be furnished to members in writing not later than 10 days before the December meeting. The members present shall cast their votes, with the candidate receiving the most votes declared the winner. Proxy voting is not allowed.

**Section 4:** Elected officers and Board members will be installed at the January Board of Directors meeting.

### ARTICLE IX: EXPULSION

Members including the Board of Directors may be expelled from the club and the club may or may not refund their current club dues, depending on reason of expulsion, provided the following procedure is followed.

1. Upon request of any member or members that makes a valid accusation in writing of a matter serious enough to warrant consideration of expulsion, the Board of Directors shall call a special session, with the same quorum requirements as any other Board of Directors meeting, at which the accuser(s) and the person(s) accused shall be invited to attend and present their views. The accused member or members shall be sent a copy of the written accusation at least ten days prior to the special session.

- 2 After their views have been presented both the accused and accuser(s) will depart the session.

- 3 The decision of the majority will be final provided more than Fifty percent (50%) of the Board members present voted.

## ARTICLE X: VACANCIES IN OFFICE

**Section 1:** Vacancy in the office of President shall be filled by the Vice President as provided in Article V, Sec 3.

**Section 2:** A vacancy in the office of Vice President, Secretary, Treasurer or Board member shall be filled by the Board of Directors appointing a member of the club, qualified under Article V, Section 1, to fill the remainder of the unexpired term.

## ARTICLE XI: APPLICATION FOR MEMBERSHIP

**Section 1:** Applications for membership shall be made in writing and approved by the Board of Directors at the next upcoming monthly meeting in accordance with Article III, Section 1 of the Constitution.

**Section 2:** Once approved, new members are to be notified that their membership was approved so they can attend the next Orientation.

**Section 3:** A person must attend orientation before they will be allowed range access. Membership card and gate combination will be given out at the end of orientation provided that their membership has been approved by the Board of Directors.

**Section 4:** Renewal applications are to be mailed out by **December 1st**. Renewal cutoff date will be **December 31st**. On **February 1st**, the gate lock combination will be changed. Any member, who has not paid their dues, forfeits their membership and will have to reapply for membership. This includes paying the initiation fee, current year dues, Board approval and orientation. Extenuating circumstances may be considered in order to negate this Section upon review and approval by the Board of Directors.

**Section 5:** A child or legal dependent of a member reaching the age of twenty three (23) will have to apply for their own membership. If the parent or guardian of the dependent was or is a member in good standing, the initiation fee will be waived for the dependent if he applies within two years of reaching twenty-three years of age.

**Section 6:** In the event of the death of a member in good standing, their spouse may make application for membership without having to pay the initiation fee or membership fee for the remainder of that current year. The surviving spouse will need to attend an orientation session if they have not previously done so, in order to be granted range access

## ARTICLE XII: AMENDMENTS

These By-laws may be amended in the same manner as provided in Article VI of the Constitution.

## ARTICLE XIII: EFFECTIVE DATE

This Constitution and By-laws will become effective upon ratification by the membership at the club meeting and will constitute the only rules and regulations by which this club will operate.

## **ARTICLE XIV: DISSOLUTION OF THE CLUB**

Should the Club be dissolved for any reason, all assets shall belong to the Sand Springs Home; after all standing obligations have been satisfied.

## **ARTICLE XV: BUSINESSES FOR PROFIT**

Club facilities shall not be used for any "for-profit" business.

## **ARTICLE XVI: TREASURER ACCOUNTING GUIDELINES**

**Section 1:** The Board of Directors has made a notebook which contains the guide lines. The accounting guidelines are monitored and can be changed by the Board of Directors to make them comply with the appropriate laws.

**Section 2:** The guidelines are simple cash-basis books of accounting. They will consist of supporting records for all income and expenses of this club. These books will be used for tax records.

**Section 3:** Treasurer is to work closely with the Rangemaster on all monies received from shooting. Rangemaster sign out sheets are considered as income records and must be kept in the records of the Treasurer.

## **ARTICLE XVII: ORIENTATION**

**Section 1:** Orientation is a condition of membership for old members as well as new members.

**Section 2:** Orientation officer is to follow guidelines established by the Board of Directors. There is a notebook listing these guidelines.

## **ARTICLE XVIII: ORGANIZED WORK PARTIES**

**Section 1:** The Chairman of the maintenance committee to be the organizer and leader of work parties. This person is also to present to the Board a list of the proposed items at the range needing attention at the Board meeting prior to the work party for approval of monies.

**Section 2:** There will be three organized work parties per year. Spring, Mid Summer, and Fall.

**Section 3:** Work parties are normally 6 to 8 hours in duration. Lunch is to be provided by the club.

**Section 4:** All club members are invited to participate.

## **ARTICLE XIX: RANGE MASTER GUIDELINES**

**Section 1:** Rangemaster is in charge of the club's ranges. Rangemaster will help up hold the rules of the constitution, by-laws, and range rules.

**Section 2:** Rangemaster guidelines are established by the Board. There is a notebook of guidelines.

**Section 3:** Rangemaster is entitled to 4 free rounds of skeet or trap per day. He is to use these rounds himself; they cannot be given away.

## **ARTICLE XX: MANDATORY CLUB CLOSURE**

**Section 1:** At any time a slate of officers and Board members cannot be seated, on January 1, the club is to start shut down. The Club requires a minimum of four elected officers and the Past President to make up a Board of Directors. In the event that the Past President is unavailable, this position will be filled as provided for in Article V of the Constitution.

**Section 2:** Club closure and dissolution is to be initiated and completed by the previous Board of Directors.

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