

**Wayne County Raccoon Hunters Association  
Bylaws**

As amended January 21, 2018

- Article 1            This organization shall be known as the Wayne County Raccoon Hunters Association. Herein referred to as “The Association”
- Article 2            The purpose of this Association is:
- To practice and encourage the national conservation of wild game and natural resources. To develop, promote, and encourage satisfactory standards of raccoon hunting and to promote and establish good sportsmanship and fellowship among its corporate members, other sporting organizations and farmers. To promote safe and responsible marksmanship. To provide a friendly environment for organized competitions. To acquire or dispose of by way of purchase, sale, encumbrance or any other means, property, real, personal, or mixed, necessary to carry out its corporate functions.
- Article 3            Membership shall consist of male and female members at least 18 years of age. Members in good standing with the Association may vote at any meeting of the General Membership. Each member in good standing will have one vote. No voting by proxy. A member in “Good Standing” is defined as a member with no unpaid dues or incomplete work commitments from the previous calendar year.
- Article 4            Dues:
- The Board of Directors will be responsible for setting dues on a yearly basis based on the previous years’ operating budget.
- Procedure:
- The treasurer will prepare a 12 month operating expense statement and present it to the Board no later the July Board of Directors meeting each year.
    - Operating expenses are defined as reoccurring expenses related to general daily operations and maintenance.
  - The Board will assess the dues for the following year based on the current operating expenses.
  - The Secretary will communicate the dues assessment to the General Membership no later than November 15 of the current year.

Membership dues are pro-rated throughout the calendar year as follows, based on the month the member's application was approved:

Jan-March:	100%
Apr-June:	75%
July-Sept:	50%
Oct-Dec:	25%

New members shall pay a one-time \$100 Administrative fee in addition to their annual dues in their first year of membership. The Board of Directors may also levy additional refundable fees as necessary to offset costs of materials incurred in processing and maintaining memberships (e.g. keys).

Dues are due at the General Membership meeting (the third Sunday of January) of each year, and must be paid no later than March 31<sup>st</sup> of that calendar year. Memberships paid after that date will be considered as lapsed. Any member who lets their membership lapse and wishes to be reinstated shall be charged as if they were a new member.

All membership dues and new member applications will be sent to the club PO Box, with the exception of the annual meeting when members can pay their dues in person.

(If a Board Member is approached and offered payment of any kind, such as dues or new application payments and paperwork, kindly instruct that person to send the payment and paperwork to the PO Box.)

The Treasurer will promptly send all membership applications to the Board Member responsible for Membership so that the application can be processed after an account has been set up for the applicant and payment has been recorded and deposited.

The exception would be that the Treasurer may personally accept payments and application paperwork. This will insure traceability and secure the club's income.

#### Article 5

Application for membership in the Association is on a form provided by the Secretary online. All new or reinstated applications for membership shall be presented to the Board of Directors for approval at the Board of Directors first meeting following filling out of said application. New members must be sponsored by three Association members in good standing with at least one year seniority and have completed the orientation class. All new members must serve one (1) year probation. A member may not serve on the governing board with less than one (1) year seniority and be in good standing. The Board of Directors may set other requirements as necessary.

Article 6 Membership of any Association member may be terminated for just cause shown after a hearing before the Board of Directors. Reasons for termination include, but are not limited to, violations of Association bylaws, violations of range rules, illegal or improper activities conducted on or off Association property.

Article 7 Officers (President, Vice President, Secretary, Treasurer) shall be elected. Candidates for office must be members in good standing with one (1) year of membership in Association. Dues must be paid fully prior to nomination of said office. Nominations and elections for Officers will be held at the January General Membership meeting.

Article 8 Board Members consist of seven (7) elected members of the membership. Candidates for the Board Member must be members in good standing with one (1) year of membership in the Association. Dues must be paid fully prior to nomination of said Board. Nominations and elections for Board Members will be held at the January General Membership meeting.

Article 9 Duties of Officers and Board Members. Collectively the 4 Officers and 7 Board Members comprise the Board of Directors which is the governing body of the Association.

It shall be the duty of the **President** to:

- Preside over all meetings of the Board of Directors and General Membership meetings
- Carry out all orders of the Board of Directors
- Verify that all grievances receive attention
- Notify the Secretary of any communications to be prepared and forwarded
- Verify that all approved bills are properly taken care addressed
- Execute all other business to the office of President within the authority of the provisions of this instrument.

It shall be the duty of the **Vice President** to:

- Stand in for the President in the event of the President being absent.
- Oversee and execute any and all disciplinary action resulting from violations
- The Vice President shall assist the President when and where possible.

It shall be the duty of the **Secretary** to:

- Maintain an accurate record of all deliberations of the Board of Directors,
- send out all communications (internal and external to the association)
- Manage the Association membership process and keys.

It shall be the duty of the **Treasurer** to:

- Perform all financial reporting during the Board of Directors meeting and General Membership meetings.
- Maintain all banking and book keeping records
- Control of any fixed assets
- Prepare and File any and all necessary state, federal, and local taxes
- Pay all authorized bills and perform other duties common to the office

It shall be the duty of the Board of Directors to assume and have full authority of the affairs of the Association, and shall promote and carry out all activities in the best interests of the Association.

- Article 10      The Board of Directors shall have the power to remove and replace any officer, Board Member or member of any committee or office when in the judgment of said Board of Directors, said party has not carried out his assignment in the best interests of the Association. The Board of Directors are hereby empowered to fill any vacancy by appointment. In the event of an Officer or Board Member steps down, becomes incapacitated, or other such emergency, the Board of Directors may appoint an existing Board Member, Officer, or associate member in good standing to function in the capacity of the Officer or Board member until officially replaced, or the Officer/Board Member can resume their duties. The rules and decisions of all committees shall be subject to complete approval by the Board of Directors. In order to conduct an official meeting of the Board of Directors a quorum must be present.
- Article 11      The President, Vice President, Secretary and Treasurer shall serve for a period of one year. Board Members shall serve for a period of two years. Elections of the Board Members shall be split into three Members to be elected during odd calendar years and four Members to be elected during even calendar years.
- Article 12      All outgoing Officers, Board Members, Committees, or otherwise will continue duties until the next scheduled Board meeting or the March Board meeting which ever occurs first.
- Article 13      These Bylaws are to be considered the law and guide of the Association, and subject to amendment only at General Membership meetings by a vote of majority of members in good standing present. Roberts Rules of Order shall govern the deliberation of this Association unless otherwise provided herein.

Article 14 The membership shall be open to new members until a total membership of 300 members. Provided further that this provision cannot be amended unless a unanimous vote is obtained from the membership at a membership meeting. No provision shall be made in reducing the membership fees due to any hardship cases, either financial or physical.

Article 15 Each member, if physically capable, shall assist and provide their time and energy in any sponsored events. A written record shall be kept of all work assignments and hours worked by the Secretary. All members are required to perform eight (8) hours of work per year, subject to a maximum \$80 assessment, at the rate of \$10 per hour not worked in that year. New members joining on a prorated basis (refer to Article 4) in the first calendar year shall work a similarly prorated number of hours in that calendar year.

A member not completing the work requirement (or substitute requirement at the discretion of the Board) within the calendar year, shall be cause for termination of the member's membership with forfeiture of all deposits unless payment of any assessments are paid prior to or along with their membership renewal. Any assessment must be paid prior to acceptance of a member's membership renewal.

Works days are as scheduled by the Board of Directors. Alternate work hours may also be completed with other activities as authorized by the Board of Directors.

Work hours for the year begin on 12/1 of the previous year and can be continued until 11/30 of the current year.

Example:

Work hours for CY 2017:

Start 12/1/2016

End 11/30/17

Article 16 Any member, guest, or spectator, abusing, mishandling, or destroying the Association's property shall be penalized or prosecuted, at the discretion of the governing body. There shall be no activities conducted on Association property not approved by the Board of Directors. This includes, but is not limited to, games of chance, skills, lottery, buying, selling, and trading of any items.

Article 17 Any larcenies from property of the Association and/or Association members shall be sufficient justification for termination of membership governed by the Board of Directors.

- Article 18 Alcohol and any drugs are not allowed on the shooting ranges and no one under the influence of either may handle a firearm for any reason while anywhere on Association grounds. Violation of this policy will result in immediate termination of membership with loss of all deposits.
- Article 19 All complaints must be presented to the Board of Directors at a scheduled Board meeting in writing with the signature of the Plaintiff and all witnesses if possible. The President will preside over all board meetings both open and closed door to investigate and discuss said complaint. It shall be the duty of the Vice President to investigate, request and gather evidence for any complaint or allegation outside of the meetings and present those findings to the Board of Directors. It will be up to the Board of Directors, by majority vote, to determine any actions or punishments to be imposed in response to the findings. Actions or punishments can include, but are not limited to, training, warnings, censure, suspension or termination of membership.
- Article 20 Special assessments may be levied on each member on an equal basis for the purpose of paying Association encumbrances or Association improvements. Special assessments are to be voted on and approved by two-thirds (2/3) of members present at a regular or special called General Membership meeting.
- Article 21 The regular general membership meeting shall be held on the 3<sup>rd</sup> Sunday in January of the calendar year. Other special membership meetings may be called at the discretion of the Board of Directors. Board meetings will be held at least quarterly, at a time deemed convenient by the Board of Directors. An Officer or Board Member may call a special meeting of the Board of Directors with the concurrence of at least seven (7) Board Members and/or Officers. Officers and Board Member must attend any membership meeting. All committees will consist of odd numbers so there will be no ties. Majority rules. Officers shall have the same voting rights as the Board Members. In case of a tie, the votes of the Board Members shall take precedence over those of the Officers. If a tie vote still exists, the Vice President's vote will be considered to break the tie.
- Article 22 Use of Revenue. All funds and assets of the Association shall be used only for purposes that are consistent with the purposes of the Association and for actual administrative expenses in conducting the affairs of the Association under the direction and with the approval of the Board of Directors. The Board of Directors may purchase land, buildings and equipment and operate and maintain the same as required to further the purpose of the Association.
- Article 23 Revenues of the Association shall not be used for the benefit of any individual, member or shareholder of the Association except to further the lawful purposes of the Association.

Article 24 If for any reason the Association property is to be sold: The Board of Directors must seek all avenues to find a new location for the Association and its membership. If no location can be found, the Association will be dissolved.

Article 25 Upon dissolution of the Association and after paying for all liabilities of the Association, all remaining assets of the Association shall be transferred to St. Jude Children's Research Hospital of Memphis, Tennessee or to another non-profit or local unit of government as determined by the membership.

Article 26 Board Members have authorization to spend up to \$300.00 without Board approval for spot buys that they determine necessary.

Expenses over \$300.00 for non-recurring bills necessary for normal club operations, maintenance, and repairs require Board approval.

Planned expenses for projects and improvements over \$500.00 that do not fall under expenditures that are necessary for normal club operations, maintenance, and repairs must be forwarded first to the Advance Planning Committee for review.

All proposals will require detailed budgets supported by documentation of all expenses, and firm written quotations from any outside vendor or contractor that will be involved in the project.

Projects over \$1,000 involving outside vendors and contractors must be put out to bid to three (3) sources unless this requirement is waived by the Board. The Committee will then submit the planned expense to the Board for approval.

Cost overruns must be approved by the Board before any funds can be disbursed.

The club President can authorize up to \$2,000.00 for emergency expenses with the approval of the Executive Board Members, and will notify the remaining Board Members immediately.

Disbursements for expenses will not be made without receipts or invoices, or suitable detailed documentation being presented prior to checks being written as approved by the Treasurer. The Board may authorize a disbursement in the form of an advance if circumstances deem that to be necessary.

Vendors (utility bills, insurance bills, etc.) will be directed to send invoices to the club's PO Box. The Treasurer will collect bills at regular intervals to effect prompt payment, and will disburse mail to other concerned Board and club members immediately. In the event that the Treasurer is unable to collect

mail from the PO Box, the President will appoint a Board Member to do so in the interim.

Income from club events will be recorded on the Event Income Form, and the Director of the event will see to it that funds are deposited promptly into the club's checking account. Copies of the Event Income Form, along with any supporting documents such as waiver forms will be included and promptly sent to the Treasurer.