

# **By-Laws for Columbus Sportsman's Association, Inc**

## **Article I, Name**

This organization shall be known as the Columbus Sportsman's Association, Inc. (CSA). Columbus Conservation Club incorporated Nov 7, 1941 was the founding organization for this club and through a name change on Dec 23, 1964 CSA was formed.

## **Article II, Object**

The purpose of the Columbus Sportsman's Association shall be to promote an interest in target shooting of all kinds, to provide fellowship through mutual interest, to encourage good sportsmanship among its members and to improve hunting and fishing by the rearing and stocking of wildlife and improvement of game habitat.

## **Article III, Membership**

Section 1. The membership of this association shall consist of such sportsman as may care to associate themselves together for the above purpose.

Section 2. To become a member, a candidate shall fill out an application form and apply directly or indirectly to the secretary or membership committee and pay the required fee. All applications shall, be subject to the final acceptance by the Board of Directors at its next meeting and the completion of the required range orientation, a membership card and gate key will be issued. Any Board member can perform the orientation.

Section 3. A member may be expelled for poor sportsmanship, unbecoming conduct or any other reason considered by the Board of Directors to be detrimental to the welfare of the association. A majority vote of the Board of Directors in attendance shall be necessary for that purpose. Any member so expelled may demand a hearing before any regular or special meeting of the association. At such meeting, a majority vote of members in attendance shall be necessary for final expulsion. Any member so expelled automatically forfeits any dues paid to the association.

Section 4. In support of the NRA, as well as, enhancing eligibility for grants and/or funding, membership of Columbus Sportsman's Association will record their NRA membership number with their CSA membership application. The Board of Directors will have the authority to wave or adjust membership fees through the use of club assistance when available.

## **Article IV, Meetings**

Section 1. Monthly meeting of the association shall be held the third Wednesday of every month at the clubhouse. The meeting following the Annual meeting, the Board of Directors have the power to select an alternative night for the monthly meetings. This alternative selection would need 2/3<sup>rd</sup> of the Board members vote and date selection would stay in place until the next Annual Meeting. The annual meeting of the association shall be the 3<sup>rd</sup> Saturday in January. The fiscal year for the association shall end December 31.

Section 2. Special meetings may be called at any time by the president, or by the request of 3 board members, or by written request of any 10% of the members.

Section 3. A quorum shall consist of 8 board members, without a quorum no business may be legally transacted at any meeting.

#### Section 4. Order of Business

1. Call to order by the president
2. Roll call by the secretary.
3. Reading of the minutes of the previous meeting.
4. Report of the Treasurer.
5. Payment of the bills.
6. Report of the Board of Directors.
7. Report of the Membership committee.
8. Report of special committees.
9. Unfinished business.
10. Election of officers (annual meeting only).
11. New business.
12. Adjournment.

## **Article V, Officers**

Section 1. The officers of the association shall consist of a president, vice-president, secretary and treasurer. The 4 officers shall be elected annually.

Section 2. The Board of Directors shall consist of 12 members (including the 4 officers). A Directors term is 3 yrs. Or the remaining time left of a term if filling an absent position. Election will be held at the annual meeting to fill three Board of Directors positions, every three years an election will be held to fill two Board of Director positions.

Section 3. The officers of the association shall be elected by nomination and ballot at the annual meeting and shall take office immediately. The method of nomination and election shall be as follows: A Nominating Committee of 3 or more members shall be appointed by the president. This committee shall submit a slate of candidates at the annual meeting for each office and directorship to be filled. Additional nominations may be made from the floor. In case of a tie vote for any office, a second ballot shall be cast to break the tie, in which only the candidates involved in the tie shall be voted upon. If the second ballot results in a tie, the tie shall be broken by lot. Elections may be conducted by unanimous consent, show of hands or written ballot, as determined by a motion of the members in attendance.

Section 4. Vacancies shall be filled by appointment by the remaining members of the Board of Directors.

Section 5. Any officer or director may be removed from office by a vote of 2/3rds of the members present at any regular or special meeting of the association.

Section 6. If any member of the Board of Directors misses 4 meetings in any given year during their term on the board (including regular, special or Board of Directors meetings), his/her office shall automatically be declared vacant and the vacancy filled according to Article V, Section 5. Nothing in this section shall prevent the reappointment of the person whose office was declared vacant.

## **Article VI, Duties of the Officers and Committees**

Section 1. President. The president shall call meetings of the members of the association and of the Board of Directors, preside at all regular and special meetings and have general supervision of the affairs of the association.

Section 2. Vice-President. The vice-president in the absence of the president shall assume the duties of that official. The Vice-President will also oversee the associations inventory assets i.e. shotgun shells, targets, guns and misc equipment.

Section 3. Secretary. The secretary shall be the official correspondent of the association, shall maintain an active mailing list of all members, shall validate all expenditures by the association and shall keep the minutes of the meetings of the association and of the Board of Directors. The Secretary will maintain the records of work credits for each member, and records relating to any training or orientation requirements for members. The secretary will also oversee the responsibility as webmaster for CSA website.

Section 4. Treasurer. The treasurer shall keep the books of the association according to the form specified by the board of Directors, shall account for all monies received by the association and sign all checks issued by the association. The treasure shall also be responsible for the reporting and filing of all required tax forms/reports.

Section 5. Board of Directors. The board of directors shall have general control of the policies and activities of the association. The board shall meet when called by the president or any three of it members. A majority vote shall govern the action of the board. The Board of Directors shall report at each association meeting upon its activities since the last meeting of the association. These reports must be included in the meetings minutes. There are eight director positions and 10 areas of concern. At the first meeting following the annual meeting it will be decided as to which director will oversee the area of concern.

The area of concerns include;

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|--|---------------------------------------|
| 1. Club House & Activities & Planning      | 5. Archery range & Activities         |
| 2. Grounds Care & Planning                 | 6. Trap range & Activities            |
| 3. Education Programs                      | 7. Lower & Inside Ranges & activities |
| 4. Public Relation (including news letter) | 8. Upper Range & Activities           |

Fall Event will be chaired by the Officers with all Board Members involvement

Section 6. Membership Committee. The membership committee shall consist of two co-chairpersons. The Secretary and another individual appointed by the Board of Directors annually. The duties of the membership committee shall be to keep record of all memberships, issue membership cards, keys and receipts for dues.

## **Article VII, Dues**

Section 1. Membership dues cover membership for the period of Jan 1 through Dec 31. Membership options include individual or family membership. A third option for our senior individuals is the Associate Membership.

Section 2. The membership fee rates will be reviewed and established by the Board of Directors.

## **Article VIII, Amendments**

These by-laws may be amended or altered by a vote of 2/3<sup>rd</sup> of the members present at any annual meeting or at any special meeting called for the purpose, provided that written notice has been given to all members 5 days prior to the meeting. Electric notice (e-mail) will be considered as written notice.

## **Article IX, Contracts, Loans, Checks and Deposits**

Section 1. Contracts. The Board of Directors may authorize any officer or officers, agent or agents, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the corporation including opening a bank account, execute checks and drafts in the name of the corporation and such authorization may be general or specific. The Officers may be authorized to spend \$200 at one and time with a total limit of \$600 per year without board approval.

Section 2. Loans. No loans shall be contracted on behalf of the corporation and no evidences of indebtedness shall be issued in its name unless authorized by the authority of a resolution of the Board of Directors. Such authorization may be general or confined to specific instances-

Section 3. Authorized Signatures. All checks, drafts or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the corporation, shall be signed by such officer or officers, agent or agents of the corporation and in such manner as shall from time to time be determined by or under the authority of a resolution of the Board.

Section 4. Deposits. All funds of the corporation not otherwise employed shall be deposited from time to time to the credit of the corporation in such banks, trust companies or other depositories as may be selected by or under authority of the Board of Directors.

Section 5. Operating Expenses. Routine operational expenses, in the usual course of business, for supplies, inventory, utilities, insurance, etc, can be made without specific board approval or the general supervision of the Board of Directors.

Revised Jan 2014

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