

CONSTITUTION AND BY-LAWS
Of the
KEYSTONE FISH, GAME and FORESTRY PROTECTIVE ASSOCIATION, INC.
of
SHAMOKIN, PA

(Approved and adopted by the membership in regular meeting this seventh day of May, 2012, and being effective May 7, 2012. Amended 9/13/2021 Added Article VIII Section 6)

Where the words "he", "him", or "his", are used herein they will be understood to stand for both masculine and feminine genders.

ARTICLE I. NAME AND PURPOSE

Section 1. The name of this association shall be Keystone Fish, Game and Forestry Protective Association, Incorporated of Shamokin, Pennsylvania. (Short Title: Keystone Fish and Game).

Section 2. The object and purpose of the Association shall be:

- a. The conservation of fish, game and forests.
- b. The promotion of true sportsmanship and helping others to obey the Fish and Game Laws of the Commonwealth of Pennsylvania.
- c. Keeping our streams free from pollution.
- d. To protect our forests from fire.
- e. To support legislation for better hunting and fishing conditions.
- f. To promote and provide facilities and offer support and guidance to junior sportsmen and organizations.
- g. To foster and promote the shooting sports, including archery and firearms-recreational and competitive shooting.
- h. To protect and defend the Constitution of the United States, especially with reference to the inalienable right of the individual citizen to keep and bear arms.
- i. The Association shall be non-political and non-sectarian.
- j. The Association will not endorse any candidate for elected political office.

ARTICLE II. OFFICERS

Section 1. The board of Officers of the Association shall be a President, a Vice President, a Secretary, a Treasurer, a Membership Secretary, three Trustees, and a Sergeant at Arms. Special Outer Wardens may be appointed by the President.

Section 2. In the event of death, resignation or inability to serve for any cause whatsoever in the office of President, the Vice President shall succeed to the office. In the event of death, resignation or inability to serve for any cause whatsoever of any of the officers other than the President, the vacancy for the unexpired term shall be filled by a vote of the membership.

Section 3. Each officer shall be a voting member in good standing and at the time of nomination shall have been a voting member for at least one calendar year.

Section 4. All officers shall enter upon their official duties on the first Monday of January of each year and shall serve for a term of one (1) year or until their successors shall be duly elected. Newly elected Trustees shall enter upon their official duties on the first Monday of January of each year and shall serve a term of three (3) years or until their successor shall be duly elected. The Board of Officers shall have the responsibilities for overseeing the daily operations and general functioning of the corporation.

Section 5. The duties of the officers are as follows:

- a. The President shall be the Chief Executive Officer of the Association and shall preside over all meetings of the Board of Officers as well as the regular monthly meetings and any special meetings of the Association. He shall be an ex-officio member of all standing and special committees. He shall appoint all committees, discharge all administrative duties delegated to him by the membership, and cooperate at all times with the membership in carrying out the provisions of the By-Laws. He will perform such other duties as usually pertain to the office of President.
- b. The Vice-President, in the absence of the President, shall preside at all meetings. The Vice-President shall also perform such other duties as usually pertain to that office, or as may be assigned him by the President.
- c. The Secretary shall keep the records of attendance of officers and minutes of all meetings of the Board of Officers and of all regular and special meetings. He shall prepare all correspondence pertaining to the communications of the corporation.
- d. The Membership Secretary shall perform all duties associated with the collection of membership dues and the distribution of membership cards. All funds collected shall be turned over promptly to the club treasurer. The membership secretary shall maintain a current listing of all members within each category of membership as herein provided.
- e. The Treasurer shall receive and account for all funds paid to the Association. Funds shall be deposited in the official depository specified by the Board of Officers. He shall pay promptly all bills and charges within the guidelines as established by the Board of Officers and as approved by the membership. He shall countersign all checks. His accounts and books shall at all times be open to inspection by the President, Trustees, and any authorized auditors. The Association shall have the Treasurer bonded in the amount to be determined by the Board of Officers. The Treasurer may pay normal operating expenses for the club without membership approval.
- f. The Sergeant at Arms shall see that all persons entering the meeting are members in good standing and if not, shall report such to the presiding officer who will order said person or persons to leave the meeting. The Sergeant at Arms shall help in the maintenance of good order while meetings are in progress.

g. Outer Warden is an inherent responsibility of all voting members and shall act in this capacity to control and protect the assets of the Association. Special Outer Wardens appointed by the President shall receive specific instructions as to their functions and duties at the time of their appointment.

ARTICLE III. BOARD OF TRUSTEES

Section 1. The Board of Trustees shall consist of three (3) elected members.

Section 2. Each Trustee shall be a voting member in good standing.

Section 3. Each newly elected Trustee shall enter into his official duty on the first Monday of the year and shall serve for a term of three (3) years. The term of one Trustee expiring yearly in succession.

Section 4. The duties of the Board of Trustees are as follows:

a. The Board of Trustees shall elect a Chairman of the Board of Trustees not later than the first Monday of each year and he shall serve for a term of one (1) year. The Board of Trustees will meet at the call of the Chairman as required, but not less than once each quarter of the calendar year. Minutes of all Trustees meeting shall be maintained and shall include all decisions rendered by the Board. A report on the results of each meeting will be rendered at the next regular monthly membership meeting.

b. As overall general manager of the Association, the Board of Trustees shall establish goals, develop plans propose priorities for the future development of the Association. All such plans shall be updates annually and approved by the membership.

c. In order to implement any decision of the Board of Trustees the decision of the Trustees must be unanimous. All deadlocked decisions shall be presented to the Board of Officers for their approval or referral to the membership.

d. The Board of Trustees shall present to the membership for approval an annual budget, prepared by the Board of Officers, which supports the goals and objectives established by the Board of Trustees.

e. The Board of Trustees shall be the custodian of all the Association's property and real estate: and as such shall oversee the security and maintenance of said property and real estate.

f. The Chairman of the Board of Trustees shall have charge of all legal documents such as deeds, mortgages, certificates of deposit, etc., and shall deposit them in a safe deposit box at the Association's official depository. The Board shall audit the Association's accounts and books at the end of each calendar year and whenever a vacancy occurs in the office of Treasurer.

g. The Board of Trustees shall provide any necessary guidance to special or standing committees.

h. The Board of Trustees shall hear all cases from the membership appealing any decision imposed by established authority on the discipline of subject member or members. The decision of the Board shall be final.

ARTICLE IV. MEETINGS

Section 1. The regular meetings of the Association shall be held the first Monday night of each month in the Club House in Shamokin Township. Should a meeting night fall on a holiday or the day before a holiday, the meeting will be held on the following Monday night. All officers will be seated at the head table during regular or special meetings. The membership will be notified of the nominations and election of officers as to the time, date, and place by placing a notice in the local newspapers at least one week prior to the meetings.

Section 2. The order of business shall be as follows:

- a. Call the meeting to order.
- b. Pledge of Allegiance to the Flag.
- c. Reading of the minutes of the last regular meeting and of special meetings held subsequent thereto.
- d. Report of the Treasurer.
- e. Trustee's reports
- e. Reading of communications.
- f. Report of committees.
- g. Unfinished business.
- h. New business.
- i. Application for membership.
- j. Balloting on membership applications.
- k. Election.
- l. Good of the Association.
- m. Adjournment.

Section 3. Special meetings of the Association shall be held at the Club House in Shamokin Township and may be called at any time by the President or shall be called by the President upon the written request of the majority of the Trustees and or the Board of Officers, or shall be called by a request in writing, signed by fifteen (15) voting members of the Association, provided the request shall specify the object of the meeting. Written notification of the special meeting by local newspapers specifying the object thereof, shall be given at least five (5) days prior to the date of the meeting. At such special meetings no business shall be transacted other than that mentioned in the call.

ARTICLE V. NOMINATIONS AND ELECTION OF OFFICERS.

Section 1. The nomination of officers shall be held during the regular October meeting for all those positions whose terms of office shall expire at the end of the current calendar year. Candidates for the various offices shall be nominated from the floor. The election of officers will be held during the regular monthly meeting in November.

Section 2. The President shall appoint two or more tellers to prepare, distribute collect and count the ballots.

Section 3. Voting shall be by ballot and only eligible voting members in good standing and present may vote.

Section 4. The nominee for each office who receives the highest number of votes shall be declared elected.

Section 5. Nothing contained in this article shall be construed as limiting the right of any Association voting member in good standing to make further nominations from the floor during the October meeting and during the November meeting prior to the election.

ARTICLE VI. MEMBERSHIP

Section 1. Membership in the Association shall consist of Voting Memberships, Lifetime Voting Memberships, Junior Memberships and Conditional Memberships.

a. To become a member in any membership class, except Conditional, each individual must be a citizen of the United States and submit an application, together with appropriate dues, on a form prescribed by the Association. Subsequent to the reading of application and vote of members present at a regular meeting the applicant shall be notified of acceptance or rejection.

b. Voting members must have attained the age of 18 years. A Junior member may become a Voting member upon attaining age 18 and paying the difference between the dues for Junior Membership and those of a Voting Member.

Section 2. Membership fees and subsequent changes thereto will be considered by the Board of Officers only as financial conditions require. These considerations shall be presented to the Association membership at a regular for final adoption.

Section 3. Voting members shall have the right to enter into discussion at all meetings of the membership, to vote on any matter before the membership, to serve on committees, to be nominated for any office of the Association, and in general assist in the formulation of policies and functions of the Association.

Section 4. Lifetime Memberships shall be provided with all rights, privileges, and responsibilities of a Voting member. Lifetime Membership criteria, outlined on Page 7 (a).

Section 5. Junior Memberships shall be made available to those under the age of 18 years but over the age of 12. Junior Members shall not have the right to vote. Neither shall they participate on committees nor enter into discussions at any meeting. Junior Members are, however, encouraged to attend meetings of the Association. Children aged 12 and under shall be admitted to the Club's facilities based upon their parent(s) membership.

Section 6. Conditional Memberships shall be made available for those guests of members who wish to utilize range facilities of the Association when accompanied by a member. The fee charged for this membership shall be as specified by the Board of Officers and approved by the membership at a regular meeting.

Section 7. Termination of a membership may be accomplished by written resignation from a member sent to the Secretary: failure to pay dues within the time frame specified in these By-Laws: or by disciplinary measures imposed against a member as specified herein.

Section 8. Dues are due and payable by the first day of January of each year. Those not paid by January 1st will be placed on an inactive list. New membership cards will be available October 1st. Those on the inactive list are not entitled to any rights as club members. Individuals on the inactive list may be returned to their previous membership status without completing an application by paying their yearly dues plus a late penalty as determined by the Board of Officers. Persons can only remain on the inactive list until January 31st. Anyone on the inactive list after October 31st must complete an application and be voted on to obtain membership.

Section 4. Revised 12/04/95. Lifetime membership criteria shall be as follows:

- a. No Lifetime Memberships shall be given away.
- b. 25 Years continuous membership will be paid up life member.
- c. Buying a lifetime membership will cost 25 times the dues or up to age 75 whichever is less.
- d. When a member reached age 75 dues will be considered paid up for life.
- e. Junior memberships will count toward the 25 years.
- f. The 25 years membership starts when a person joins or will go back to 1993, if he or she was a continuous member since 1993.

Section 9. Any member in good standing who is called to active Federal service in the armed forces shall be provided a paid membership during that service for whatever class of membership held at the time of entering active duty.

ARTICLE VII. DISCIPLINE

Section 1. Any officer of the Association who shall be absent from three (3) successive meetings without a reasonable excuse forwarded to the Secretary or other officer before the fourth (4th) meeting shall automatically forfeit his office and a successor installed in accordance with these By-Laws. Disciplinary removal of officers may also take place due to misconduct as determined by the other officers and membership.

Section 2. All officers and members shall conduct themselves in a manner that reflects favorably upon themselves and the Association.

Section 2. The Association shall have the power to suspend or expel any of its members as provided in these By-Laws.

Section 3. Charges against any member of the Association shall be made only by members of the Association in good standing. Any charges shall be in writing, notarized, and presented to the President of the Association.

a. Upon presentation of any charges against a member, the President shall appoint a hearing committee of three (3) voting members in good standing. The President shall appoint one of the three as Chairman of the Hearing Committee.

b. The Hearing Committee Chairman will schedule a hearing; attempting to bring together the accused, the accuser, and any witnesses desired by each party. The accused and the accuser shall be notified in writing ten (10) days prior to the hearing as to the time, date, and location of said hearing.

c. Upon completion of the hearing and having determined the facts of the case, the Hearing Committee will report its findings and recommendations to the Board of Officers (less the Trustees).

d. The Board of Officers (less the Trustee), upon deliberation of the Hearing Committee' report, shall decide either to accept the recommendations of the Hearing Committee, modify the recommendations to a lesser degree or dismiss the charges entirely.

e. Any disciplinary measures imposed by the Board of Officers upon the accused may be appealed by the accused to the Board of Trustees. Upon presentation of the appeal, the Board of Trustees may confer with the Hearing Committee, the accused, and the President of the Board of Officers. After due deliberation, the Board of Trustees shall announce their decision to either confirm the decision of the Board of Officers, modify the decision to a lesser degree, or dismiss all actions against the accused. The decision of the Board of Trustees, which in any manner changes the disciplinary measures announced by the Board of Officers, must be unanimous. The decision of the Board of Trustees is final.

Section 4. In the event that any member is expelled, he or she shall forfeit any dues for the current year which he may have paid. Dues shall be due from any member during any period of suspension. Any member expelled from the Association shall forfeit any interest in any funds or other property belonging to the Association and shall forfeit all right, title, and interest he may have had in the Association.

ARTICLE VIII. FISCAL MATTERS

Section 1. The Fiscal Year of the Association shall begin on the first day of each year.

Section 2. The Board of Officers shall determine the official depository or depositories.

Section 3. All checks must be signed by the Treasurer and either the President and/or the Club Secretary.

Section 4. In the case of the inability of persons designated to sign checks to perform that function, The Board of Trustees shall designate who shall act as substitutes.

Section 5. A Trustee, the President or Vice-President may obligate funds in emergency situations without prior approval of the Association.

Section 6. No obligation or expenditure of club funds in excess of \$200 will be made without prior authorization by club membership at a regular monthly meeting or a special meeting to discuss the obligation or expenditure. Exceptions being those specified in Article II Section 5e, Article VIII Section 5, and each Trustee may create obligations or expenditures not to exceed \$300 monthly for the maintenance, repair, replacement of club property, or restocking of club supplies as part of each Trustee's duties.

ARTICLE IX. DISPOSITION OF PROPERTY AND HOLDINGS

Section 1. The real estate and holdings of this Association may be used by other organizations, individuals, or group of individuals only in conjunction with integrated activities and/or functions of this Association. In all such activities the Association shall be the prime sponsor of any such event.

Section 2. The real estate, buildings or holdings of this Association cannot be sold or transferred unless, at a regular or special meeting, three fourths (3/4) of the voting membership present so approves. It is further provided that:

- a. All voting members be given written notice by mail to his last known address at least two (2) weeks prior to said meeting. The notice shall contain the purpose of the meeting; to wit: the sale or transfer of real estate, buildings or holdings of the Association.
- b. It shall require three fourths (3/4) majority vote of all voting members present and in good standing to sell or transfer any real estate, buildings or holdings.

Section 3. The Association may be dissolved at any time by the written consent of not less than three fourths (3/4) of the voting members. In the event of the dissolution of the Association, whether voluntary or involuntary or by operation of law, none of the property of the Association, nor any proceeds thereof, nor any assets of the Association shall be distributed to any member or members of the Association, but; after payment of any debts of the Association, its property and assets shall be given either to an entity of the Commonwealth of Pennsylvania or to a charitable organization whose purposes and objectives most coincides with those of this Association. Selection of the recipient shall be decided by the Board of Officers.

ARTICLE X. RULES OF ORDER

Robert's Rules of Order shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with the Articles of Incorporation or the By-Laws of the Association.

ARTICLE XI. AMENDMENTS

Section 1. Amendments to the Constitution and By-Laws may be proposed by the Board of Officers or by written petition addressed to the Secretary and signed by twenty percent (20%) of the Voting Members in good standing. Amendments proposed by petition shall be promptly considered by the Board of Officers and must be submitted to the membership with recommendations of the Board for a vote within four (4) months of the date when the petition was received by the Secretary.

Section 2. The Constitution and By-Laws may be amended by a two thirds (2/3) majority of the voting members present and voting at any regular or special meeting called for that purpose; provided the membership be notified by letter or local newspapers of the reading and discussion of the changes at two regular meetings or special meetings called for that purpose.

ADOPTED THIS DATE -- MAY 7, 2012
This revision supercedes any and all previous editions.

President

Vice-President

Secretary

Membership Secretary

Treasurer

Sergeant At Arms

Trustee

Trustee

Trustee