

THE HUBBARD CONSERVATION CLUB



By-Laws and Rules

BYLAWS

ARTICLE 1: DUES

- Section 1 The operating year of The Club shall be from January 1 through December 31st of the same year.
- Section 2 Members in good standings shall:
- Be 18 years or older
 - have paid dues at the September meeting; or no later than the November meeting without penalty. If not paid, shall be removed from the membership roster in December.
 - be required to donate (30) thirty hours of service to club projects each operating year. Exceptions may be acted upon by application to the Board of Trustees. Any unworked hours to be paid at current rate established by the Board of Trustees.
- Section 3 Members in good standing shall be allowed the privilege of a clubhouse entry code. The deposit for such an entry code shall be set forth by the Board of Trustees in the Club rules.
- Section 4 The membership fee for Regular Members shall be fifty dollars (\$50) per year.
- Section 5 The membership fee for Non-Work Hour Members shall be one hundred and ten dollars (\$110) per year.
- Section 6 Membership fees for Junior Members shall be one dollar (\$1) per year.
- Section 7 Family membership is an additional fifteen dollars (\$15) and includes spouse and children to eighteen (18) years old. Grandchildren can be added as junior members for one dollar (\$1) per year.
- Section 8 Membership fees for Lifetime Members shall be zero dollars (\$0) per year and will have no work requirements.
- Section 9 Each member shall be given one Constitution, Bylaws, and Rules booklet free of charge. Additional copies shall be available for a fee set forth by the Board of Trustees.
- Section 10 Disabled and Lifetime members are exempt from service hours by virtue of their membership status. Trustees and officers are exempted from work hours due to their position and the time requirements thereof.

ARTICLE II: MEMBERSHIP

- Section 1 All adult members must be a member in good standing to be eligible for membership renewal. Exemption for extenuating circumstances may be made by application to the Board of Trustees.
- Section 2 All adult members in good standing are eligible to vote in all Club matters arising at meetings of the general membership. A member may run for and hold office providing that he/she has been a member in good standing for at least one calendar year and may vote at the annual meeting for officers and trustees.
- Section 3 Junior members are entitled to all privileges and benefits of the Club except the privileges of voting, holding office, combinations/codes to the gate and buildings and social events as designated by the Board of Trustees.
- Section 4 All applications for membership shall be filed with the membership chairman. Vote by the membership to accept/reject shall be oral unless requested otherwise. More than three (3) unfavorable votes would reject the applicant.
- Section 5 Members sixty-five (65) years or older, retirees and disabled members are eligible for Lifetime memberships when applied for to the Board of Trustees. Such members must be in good standings for ten (10) consecutive years preceding the obtaining of Lifetime membership.
- Section 6 All members of this Club shall be true sportsman.
- Section 7 Regular adult members (voting members) shall be accepted only in accordance with the Bylaws.
- Section 8 Junior membership (non-voting) shall be accepted only in accordance with the Bylaws.

Article III: MEETING OF MEMBERS

- Section 1 The annual meeting of the members of the Club shall be held at the clubhouse at Coalburg, Trumbull County, Ohio, on the second Wednesday of December of each year.
- Section 2 Regular meetings of the members of The Club shall be held on the second Wednesday of each month at the clubhouse at 7:00 PM.
- Section 3 A special meeting of the members shall be called when requested by four or more Board of Trustee members or by a petition signed by twenty (20) or more club members. Ten (10) days written notice of such a meeting shall be given by the Secretary to each member in good standing and such notice shall state the agenda of the meeting. No topics other than those in the agenda may be discussed at the special meeting.
- Section 4 Ten (10) members attending any annual meeting, special meeting, or regular meeting shall constitute a quorum of business to include a majority of them consisting of officers and/or trustees.

Article IV: TRUSTEES, PRESIDENT, AND VICE PRESIDENT

- Section 1
- (a.) The offices of the President, Vice President, and Trustees are determined by election.
 - (b.) The Board of Trustees consists of seven (7) elected Trustees and the elected and appointed Officers.
 - (c.) The term for the President and the Vice President is one (1) year.
 - (d.) The election of President, and Vice President shall be held at the annual meeting of the membership or a special meeting of the members for that purpose. The election shall be by secret ballot and a majority of all the votes cast shall be necessary to a choice. Voting must be in person. It shall be the duty of the Secretary to provide a supply of ballots of uniform size and color at all elections.
 - (e.) The term for Trustee is two (2) years.
 - (f.) Every even numbered year, an election will be held for four (4) Trustees. For every odd numbered year, an election will be held for three (3) Trustees.
 - (g.) At least thirty (30) days prior to each annual meeting, the Board of Trustees shall appoint a committee of at least three (3) members whose duty it shall be to select at least:
 - 1) four (4) candidates for Trustee (on even numbered years)
 - 2) three (3) candidates for Trustee (on odd numbered years)
- and at least one candidate each for President and Vice President to be voted upon by ballot of the annual meeting.
- (h.) Nominations of candidates for Trustee, President and Vice President may also be made from the floor prior to the election.
 - (i.) The names of the Trustees, President and Vice President so elected shall be posted and announced at the meeting.
- Section 2
- The Board of Trustees shall have the power and authority to conduct affairs of the corporation and shall have control and management of the business, funds and property of the Club subject only to the action of the members in the meeting duly assembled, except that it shall not have authority to enter into any business transaction involving more than five hundred (500) dollars in money or property without first submitting such transaction to the members and obtaining their approval at one (1) Board of Trustees meeting and (1) one regular meeting.
- Section 3
- The Board of Trustees shall be allowed to enter into a transaction involving the

purchase or sale exceeding the (500) five hundred dollar limit only in the case of extreme emergency without first submitting said transaction to the membership and obtaining their approval at the annual meeting or a special meeting called for that purpose.

- Section 4 The Board of Trustees may not adopt rules inconsistent with these bylaws.
- Section 5 The Board of Trustees may (a.) promulgate and enforce bylaws and rules covering the use of property and privileges of the Club by its members and guest; (b.) fill any vacancy on the Board of Trustees (the appointed term to run to the next annual meeting); (c.) appoint standing or special committees of the Club and, at will change their personnel.
- Section 6 (a.) If a Trustee shall fail to attend three (3) consecutive meetings without such absence being excused by two thirds vote of the Board of Trustees, said Trustee shall be considered removed from office and shall be so notified. If the Trustee is at his/her place of employment, it is considered an automatic excused absence. (b.) Meeting dates of the Board of Trustees shall be set at a date and time convenient to its members. (c.) A special meeting of the Board of Trustees shall be called when requested by the President or three (3) or more of the members of the Board of Trustees. (d.) In any meeting of the Board of Trustees, a majority shall constitute a quorum and a majority vote of the quorum shall be sufficient to pass on a matter of business.
- Section 7 The Board of Trustees will vote to approve of the Secretary and Treasurer selected by the President, at the annual meeting.

Article V: DUTIES OF OFFICERS

- Section 1 The President shall preside at all meetings of members and Board of Trustees, sign all certificates of Membership and perform generally all duties usually incident to such office and such other and further duties as may be from time to time required of him/her by the Board of Trustees.
- Section 2 The Vice-President shall perform the duty of the President in case of the latter's absence or disability. In case the President and Vice-President are absent or unable to perform their duties, the Board of Trustees may appoint a president pro tempore
- Section 3 The Treasurer shall (a.) Receive and keep all monies belonging to the Club and shall disburse same under the direction of, and to, the satisfaction of the Board of Trustees. Proper vouchers shall be taken for all such disbursements. (b.) It shall be his/her duty to keep accurate account of the finances of the Club on books furnished for that purpose and all books shall be open for inspection and examination by the Board of Trustees and any other committee of the members appointed for that purpose. (c.) The Treasurer shall render an account of the standing of the Club at the annual meeting of the members and at such other times as the Board of Trustees may require. (d.) The Treasurer shall perform all other and further duties as may be required by the President or the Board of Trustees in such amount as the Board shall determine, the cost of which shall be paid by the club. (e.) The books of the Club shall be audited at least once a year by an auditing committee appointed for that purpose by the Board of Trustees.

- Section 4 The Secretary shall keep an accurate record of all transactions of the members and Board of Trustees. The Secretary shall issue and attest all certificates of membership and generally perform such duties as may be required by the members or Board of Trustees. At the expiration of the Secretary's term of office, the Secretary shall deliver the books, papers, and property of the Club in hand to his/her successor in office or to the President.
- Section 5 The elected and appointed officers are considered part of the voting Board of Trustees.

Article VI: GOVERNMENT

- Section 1 An amendment to the Constitution shall require a two-thirds majority of all members presented at two consecutive regular meetings before passage.
- Section 2 An amendment to the Bylaws or Rules shall require a simple majority of all members present at one regular meeting before passage.
- Section 3 All Changes to the Constitution, Bylaws, and Rules shall be proposed to the membership after review by the Bylaws/Rules Committee and approval by the Board of Trustees.

Article VII: COMMITTEES

- Section 1 Special Committees may be appointed by the President whenever so needed.
- Section 2 The following shall be standing committees:
- Archery
 - Raffle
 - Membership
 - Kitchen
 - Shooting Range
 - Bylaws/Rules
 - Building/Roads
 - Annual Fishing Derby
 - Turkey Shoot
 - Publicity
 - Nominations
 - Rentals
 - General and Range Safety

Article VIII: SUSPENSION/EXPULSION

- Section 1 (a.) Any member may be suspended or expelled by the Board of Trustees for failure to pay dues or for conduct unbecoming a member.
- (b.) Before any member is fully suspended or expelled, a written notice of the charges against the member shall be mailed to the member at the member's last known address at least fifteen (15) days prior to the next regularly scheduled Trustee Meeting.
- (c.) The member in question shall have a right to plead their case and to appeal the decision of the Board of Trustees in the immediately following Trustee meeting (the first Trustee meeting after the notification has been sent).
- (d.) If the Board of Trustees appeal is not successful, the member in question has the right then to appeal, one time, to the general membership in the next regularly scheduled membership meeting. The Secretary shall take a secret ballot of the general membership (excluding all Officers and Board Members). Three (3) "nay" votes (against the appeal) will result in expulsion or suspension.
- (e.) All unpaid dues shall become and constitute a default upon the Certificate of Membership owned by such a defaulting member, and at the option of the Board of Trustees, such a default shall constitute grounds for the recall and surrender of such Certificate of Membership and all Club property.
- Section 2 A member in a default for non-payment of dues shall be considered a member not in good standing and may, at the option of the Board of Trustees, be denied the privileges of the Club.

RULES

All members are to abide by the Federal, State, and Club laws when taking fish and/or game.

Members will act like and teach true sportsmanship at all times, at home, in town, and afield.

Members are required by State laws and Club rules to secure permission to hunt on the land at least from the land owner.

Members shall remember that the landowner has the right to refuse admittance to his fields.

All members should have their member ship card when engaging in any activity on the property and produce the card if asked.

Members shall at all times respect the property and crops that belong to the land owner.

All new members shall be assessed a fee of two (2) dollars for their building entry code.

Only members in good standing for one year will receive member rental rates.

When the hall, grounds, or pavilion are rented, if proper cleaning is not done, the deposit will be forfeited for cleaning. Such funds will go into general fund.

Club property is to be rented at member rates for club members or a member's immediate family only, if the member is present. All others must pay nonmember rates.

Members in good standing may bring the same guest only one time to club grounds, other than to events that are open to public. After the first time, the guest must apply for the membership to the club.

While on club grounds, youth members must be supervised by a parent or guardian, or other willing adult club member.

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Those authorized to sign checks include the President, Vice President, and Secretary. Minimum of two signatures are needed per check.

The club agrees that \$10,000 is the balance of the account where general spending stops and emergence spending starts. In this case a special vote of 75% of the Board of Trustees must be agreed to for spending below the \$10,000 mark.

All club members will sign a club liability waiver.

All club members (and the guests in their charge) will always observe the club safety rules: The Hubbard Conservation Club's Standard Operating Procedures (SOP)