

Constitution

for

North Lawrence Fish & Game Club, Inc.

Mission Statement

The North Lawrence Fish and Game Club, Inc. is a social club that promotes outdoor sportsmanship in a safe and family-friendly environment. The sports of fishing, archery, rifle, pistol and trap shooting are the primary focus with the potential to initiate other outdoor sports. The Corporation will provide a full range of activities, entry-level through competitive, and will focus on inspiring the next generation to adopt the outdoor life and outdoor sports.

Article I - Corporation Name

The name of this Corporation shall be The North Lawrence Fish and Game Club, Incorporated. (The term of Corporation, hereafter stated, shall be The North Lawrence Fish and Game Club, Incorporated).

Article II - Corporation Objective

Section (A) The Corporation is sustained by membership fees and will be a “Not for Profit” 501(C)(7) designee relative to the Federal Tax Laws.

Section (B) The Corporation exists for the pleasure of its members.

Section (C) The Corporation is a committee-focused entity such that all activity is through its committees.

Section (D) The Corporation functions based on members volunteering their time to serve on committees, perform repairs/maintenance, serve for special events and all activities, serve as officers/trustees, and all other aspects of the Corporation. The Corporation’s ability to provide services and all aspects for the social club is very dependent upon members volunteering their time.

Section (E) The Corporation has a primary focus on safety relative to outdoor sports and will actively improve the safety status for the Corporation and local community.

Section (F) To promote recreational programs in the outdoor sports with emphasis that facilitates good sportsmanship.

Section (G) To provide youth training and mentorship programs in the outdoor sports for its members and non-members of the community.

Section (H) To aid and assist, insofar as possible, the furtherance of the policies of the Ohio Department of Natural Resources.

Section (I) To enrich and benefit the local community.

Article III - Membership

Section (A) The Corporation is sustained by membership dues that are paid annually and intended to be continuous year over year.

Section (B) An initiation fee plus the regular annual fee is required for the first year of membership.

Section (C) Active membership shall consist of any person/family that is interested in the ideals and goals as set forth by the By-Laws and Constitution of the Corporation and holds a valid membership card.

Section (D) A Membership includes the member's immediate family consisting of parents/guardians and children and grandchildren up to 19 years of age. Children must be accompanied by an adult when on Corporation property.

Section (E) A special "Young Adult" membership is available to persons from age 19 up to age 26 with the provision set forth in the By-Laws.

Section (F) The Corporation may allocate special-purpose memberships by a vote of the Board only if it will not significantly detract from regular membership and it will improve annual revenues.

Section (G) Honorary members, as approved by the officers and trustees, shall pay no dues and are entitled to privileges of the Corporation, except voting rights or holding office on the Board.

Section (H) The Corporation shall have the right to issue a charter to affiliated groups to operate under its name (example: youth group or affiliated club).

Section (I) All new member applications must be voted on and approved by a vote at a regular meeting. A majority of those present, voting affirmatively, is required for acceptance. New members must complete an orientation program prior to using Corporation facilities.

Section (J) No one is allowed to participate as a member until they have a valid membership card in their possession and have completed the Corporation's orientation which includes copies of the Range Safety Rules and a copy of the Constitution and By-Laws.

Section (K) In order to participate in the activities of North Lawrence Fish and Game Club Inc., all members will be required to sign a liability waiver annually provided by The North Lawrence Fish and Game Club Inc. All said waivers shall be recorded and saved in a permanent file. All files maintained by the Corporation shall be subject to a reasonable amount of security in order to protect the individual's privacy.

Article IV - Officers

Section (A) Officers - The officers of the Corporation shall consist of a President, Vice President,

Recording Secretary, Financial Secretary, and Treasurer. They shall be known as the Executive Committee. The Executive Committee and the Trustees collectively shall be known as the "Board".

Section (B) Executives and Trustees of the Corporation, individually and collectively, have the duty and responsibility to:

1. Execute Fiduciary responsibility to the Corporation and its members.
2. Assure that members and member interests, as a group, are fully and fairly represented.
3. Promote the Corporation in a positive manner internally and externally.
4. Efficiently and effectively manage all facilities and programs of the Corporation.
5. Sustain oversight of the Corporation's finances so that monies of the Corporation are used both effectively and efficiently. Preventing waste and fraud are primary duties.
6. Establish policies that strengthen the Corporation from the perspective of safety, environmental, code of ethics, disciplinary, family, and community.

Section (C) Duties of the President: The President shall preside at all meetings. The President shall be an ex officio member of all committees of the Corporation. The President shall consult with and advise the Corporation's committees and their Chairmen relative to their duties. The President shall submit an annual report at the annual meeting. The report must be formal and in "Word" or similar format and posted on the Corporation website. The President will be the primary Corporation contact for all legal matters and will establish a legal team of Executive Committee members with a specific strategy for each case. The President will be the Executive Committee's representative to assure fair and equitable outcomes for the Code of Ethics and Disciplinary committee and will work directly with the Chairman of that committee. The President shall be elected at the December membership meeting by a majority vote of the membership present.

Section (D) Duties of the Vice President: The Vice President shall assist at all meetings. In the absence of the President, the Vice President shall have the duties of the President. The Vice President shall be the parliamentarian to ensure all activities of the Corporation are in accordance with the Constitution and By-Laws. The Vice President shall hold a long-range (minimum of 3 years) planning meeting with all committee heads that is open to the membership annually. A Long-Range Planning formal report in "Word" or similar format shall be made available to the membership via the Corporation website. The plan will be reviewed with members at a membership meeting. The Vice President will be the Executive Committee's representative for ensuring the safety efficacy of the Corporation and will work directly with the Chairman of the Safety Committee. The Vice President shall be elected at the December membership meeting by a majority vote of the membership present.

Section (E) Duties of Recording Secretary: The Recording Secretary shall keep minutes of all meetings and file all Corporation records and important papers, read an abbreviated version of the minutes at each membership meeting, and answer all general correspondence. The Corporation minutes must be recorded and preserved. The Recording Secretary shall be elected at the December membership meeting by a majority vote of the membership present.

Section (F) Duties of the Financial Secretary: The Financial Secretary shall have primary oversight over Corporation finances to include, but not limited to, auditing of Corporation financial records, assuring that financial protocols are followed, assuring that all Federal, State, and Local tax and financial mandates are satisfied, assuring that the Corporation's Constitution and

By-Laws relative to protocols for finances are satisfied, and will actively work to prevent fraud opportunities within the Corporation. The Financial Secretary will annually review all contracts for services and utilities to achieve reasonable pricing for said services and make appropriate changes via quotes as needed. The Financial Secretary will be responsible for all Corporation records, including oversight of membership records. The Financial Secretary shall be elected at the December membership meeting by a majority vote of the membership present.

Section (G) Duties of the Treasurer: The Treasurer shall maintain accurate records of all financial aspects of the Corporation, which includes, but is not limited to:

1. Receipt and deposit to the bank account all checks and cash, providing an accurate accounting of cash via receipts as correlated to the bank account.
2. Paying all bills on time.
3. Sustaining a timely and accurate record of all financial transactions that balances with the Corporation's bank account.
4. Sustain a good working relationship with the Corporation's bank.
5. Manage oversight over the Corporation's credit cards.
6. Provide a formal financial statement at each membership meeting, including maintaining an accurate and continuous account for funds reserved for specific activities, such as events, repairs, and improvements.
7. Maintaining and updating, and following the formal financial protocol that outlines the procedures for all financial activities for the Corporation.
8. Assuring that all checks are backed by a signed approval by two Executive Board members and that the signatories are reasonably rotated.

The Treasurer shall be elected at the December membership meeting by a majority vote of the membership present.

Section (H) The Board will approve the hiring/firing of permanent, temporary, and part-time employees as needed to support the Corporation. New full-time paid positions will be approved by the Board and followed by a vote of the members at a membership meeting. The Board will request volunteers from the membership to fill said positions before hiring a paid position.

Article V - Trustees

For the purpose of administering the affairs of the Corporation, there shall be Trustees, consisting of one (1) two-year Trustee and three one-year Trustees. Trustees will be elected at the December membership meeting by a majority vote of the membership present. The immediate past President shall be considered a Trustee for a period of one (1) year immediately following their presidency.

Article VI - Financial

The Board shall establish Corporate By-Laws to control the finances of North Lawrence Fish and Game, Inc.

Such By-Laws shall cover:

1. The development and approval of financial budgets and financial statements.
2. The monitoring and ensuring the integrity of the Corporation's financial reporting processes and internal control systems.
3. The providing of an open line of transparent communications with the membership relative to accounting practices, books, and records.
4. The establishment of record retention and destruction policies.
5. The establishment of an independent audit committee and audit committee guidelines (ensuring auditor independence).
6. The compliance with Federal and State regulations and guidelines, including timely filing and reporting of required forms.
7. The Boards review of annual Federal Form 990 / 990-EZ filings.
8. The procedures for reporting any false or misleading financial activity to the President.
9. The authorization of corporate borrowing.
10. Membership assessments (other than membership dues).
11. The use of any external accounting, tax, or audit assistance (which must be approved by the Board).

Article VII - Meetings

Section (A) All meetings shall be held under Roberts Rules of Order, where they are applicable, and when they are not in conflict with the By-Laws or special rules of order of the Corporation.

Section (B) For the transaction and administration of business, a minimum of (5) of the (9) total Officers and Trustees are required for any Board meeting of which a majority shall constitute a quorum. Any member of the Corporation has the privilege of attending Board meetings but shall not have a vote.

Section (C) There shall be a monthly meeting of the membership of the Corporation on the second Thursday evening of every month at a designated time that is established in advance and posted for the membership.

Section (D) The annual meeting of the Corporation shall be the second Thursday in December of each year.

Section (E) The Board will meet monthly at a regular scheduled date and time. The meeting is open to members and must be attended by Officers, Trustees, and Committee Chairs.

Section (F) Non-members (guests) must be identified, and they must state their purpose for attending at the beginning of all meetings.

Article VIII - Committees

Section (A) All standing committee chairmen shall be appointed by the President with the approval of the Board.

Section (B) All special committees shall be appointed by the President.

Section (C) All committee chairmen shall be responsible to the Board.

Section (D) All committee chairmen shall provide a progress report, written or verbal, of their activities at the regular membership meeting of the Corporation. Financial accounting for their committee's activity will be included in the report.

Section (E) Committee chairmen must assure that their committee and all of its activities conform to the Constitution, By-Laws, and all Corporation policies and rules.

Section (F) Committee chairmen must submit a written request for funding of activities to the Board for their approval at the Board meeting before any moneys over \$100.00 are spent.

Article IX - Recalls

Section (A) Any and all members of the Board are subject to recall at the option of the membership of the Corporation. A petition stating the full reasons for the recall, listing the printed names and signed names of a minimum of 50 members, must be formally submitted to the Board at a Board meeting. The Board will have 30 days to investigate all reasons presented on the petition. The Board will present information from the investigation and have a formal membership vote on the recall at the next general membership meeting immediately following the 30 stated days. The vote will require a member to make a motion to do so, and it must be seconded. A two-thirds vote of the members present will be required for removal.

Section (B) Repetitive abuse of the Constitution or its By-Laws is cause for recall. The incidents must be backed by an evidence trail and documented and show clear intent to violate the Corporation's Constitution and By-Laws.

Section (C) Theft, using the Corporation to enrich themselves in any way, using violence, any type of harassment, or other similar gross acts cannot be tolerated and is cause for recall.

Section (D) Any committee chairman shall be subject to recall at the option of the Board without cause.

Article X - Code of Ethics/ Disciplinary Policy

The Corporation will maintain a separate Code of Ethics and Disciplinary Policy that includes the following basic principles:

1. The policy must be in typed in Microsoft “Word” or similar format and posted on the Corporation website.
2. The policy must be a formal document that has an initiation date, revision date with method to establish what change was made and must be signed and dated by the President of the Corporation.
3. The policy may be revised, if required, by a majority vote of the Board and submitted to the membership for approval.
4. The policy must include a code of ethics that informs members of conduct expected for a family-friendly environment.
5. The policy must include a complete list of infractions that are detrimental to the Corporation and its members.
6. The policy must include a list of disciplinary actions for infractions in a manner that escalates the disciplinary action for multiple occurrences.
7. The policy must include a listing of serious infractions that are cause for immediate dismissal from the Corporation and its property with full and permanent suspension of membership.

Article XI - Amendments

Section (A) The Constitution may be amended or revised in the order that follows:

1. The proposed amendment or revision must be typed in a formal format similar to Microsoft “Word” or similar format.
2. The amendment or revision must be posted on the Corporation’s website for 30 days prior to a vote so that members can review it.
3. The amendment must be read at three (3) consecutive regular member meetings.
4. The amendment will be voted on immediately following the third reading of the amendment and preceded by a motion and second at the membership meeting.
5. The amendment must pass by a two-thirds (2/3) majority of the members present at the third membership meeting.
6. The Recording Secretary shall record and amend the changes and/or additions and distribute the revised documents.

Section (B) The By-Laws may be amended or revised in the order that follows:

1. The proposed amendments or revisions must be typed in a formal format similar to Microsoft “Word” or similar format and presented to the Board at a regularly scheduled Board meeting for consideration.
2. The Board shall review the proposed amendments or revisions and must vote in the majority to accept the changes.
3. The proposed amendments or revisions shall be posted on the Corporation’s website for review by the membership until the next scheduled membership meeting.
4. The amendments or revisions must be read at the next scheduled membership meeting, at which time a formal vote shall be taken.

5. The amendment or revisions must pass by a two-thirds (2/3) majority vote of the members present to be adopted.
6. The Recording Secretary shall record and amend the changes and or additions and distribute the revised documents.

Article XII - Safety

Section (A) The Corporation shall not be responsible for any accident or injury of any kind to members or guests while taking part in activities on club property.

Section (B) All accidents, close calls, and/or injuries must be reported to a Board Member within 48 hours of the occurrence.

Section (C) All members, Committee Chairmen, and Board members are responsible to report unsafe conditions and unsafe acts within 48 hours of the occurrence.

Section (D) All Committee Chairmen must take safety as a direct responsibility for their committee and must either be a part of the Safety Committee or request another committee member to be on the Safety Committee.

Section (E) The Corporation must maintain a Safety Policy that assures safe operation of all property and activities and must include the following minimum requirements:

1. Safety Policy must be in typed format in Microsoft "Word" or similar format and be posted on the Corporation website and posted in a conspicuous place in the Corporation clubhouse.
2. The Safety Policy must be a formal document that has an initiation date, revision date with method to establish what change was made and must be signed and dated by the President of the Corporation.
3. The Safety Policy may be revised by a majority vote of the Board.
4. The Safety Policy must have controls that are specific for children under the age of 12, under the age of 18, and adults.
5. The Safety Policy for the shooting sports must reference safety principles from the NRA and/or National Shooting Sports Association.
6. The Safety Policy must support rules that address any safety incidents or safety complaints by members.
7. Ranges may be shut down indefinitely if a safety solution is not available to correct an unsafe condition.
8. The Safety Policy must define training or certifications for instructors required for all shooting sports and activities similar but not limited to: Youth Outdoor Day, Women on Target, Youth Shooting Sports, etc.

Approved Amendments by date and location:

Revision: 0

Date: April 14, 2022

Revision 0 was adopted by unanimous votes during three consecutive membership meeting votes on 2/10/2022, 3/10/2022 and 4/14/2022 and replaces all previous non-document controlled Constitutions. Members of the Constitution and By-Laws Committee updating and revising this document were: Frank Burkett Jr., Dave Kehner, Paul Knoebel, Edward Merial (Chair) and Gary Parsons.