

# **Northern York County Rod & Gun Club By-Laws; [Revised: JULY 2025]**

## **+ Article 1: NAME**

This organization shall be known as the Northern York County Rod & Gun Club (hereafter identified as NYCRGC).

## **+ Article 2: PURPOSE**

The purpose of the NYCRGC is to promote the propagation and conservation of fish and game, to encourage all outdoor recreation, to teach the proper use of firearms, to instruct and introduce the activity of fishing and support legislation conducive to the best interests of hunting and fishing in the states of Maine and New Hampshire.

## **+ Article 3: MEMBERSHIP & DUES**

### **A) + MEMBERSHIPS**

Memberships may be Individual, Honorary, or Family, the latter to include Spouse (legal marriage, civil union, or other legal entity) and all children under sixteen and under in "legal" (birth, adoption, or guardianship) care of the Member. Fees for each are as in current effect, as voted upon annually, or otherwise updated by Officers and the Board of Directors (hereafter as Board or BOD).

+ Any person, seventeen (17) years or older, who has been proposed (application signed) by a Member in good standing, and also approved by two-thirds (2/3) vote of Officers and Board Members present at a regular meeting, shall be eligible for Membership in the Club upon payment of annual dues, as currently in effect. A dues allowance is made for entry late in the calendar year (October, November, December) to include the next year's dues.

+ (HONORARY MEMBERSHIPS - Honorary memberships may be awarded to Persons, State Officials, or other Firearm or Fishing related Agencies, by the Officers and BOD for "limited" periods. Application and approval for such memberships are as outlined in Article 3.

### **B) + DUES**

The club's Officers and the BOD establish dues amounts. (Refer to ADDENDUM 3: MEMBERSHIP FEES). Dues are in effect, are due by the first day in February of each calendar year. Payments received by this date will be recorded and reported in the March meeting. Anyone NOT a paid and recorded member may NOT be on club grounds nor use any Club facility except as a guest of a current paid club member.

+ The purpose of these rules and by-laws is to collect timely payment of dues for the Club's annual financial planning, bills, and event costs.

### **C) + MEMBERSHIP CARDS AND USE OF RANGE & FACILITIES**

+ Paid members should display or have on their person a current year card. Members are encouraged to ask persons unknown to them to display a current Membership card, as a courtesy, to discourage Non-Members use of Club Facilities. This is done for liability purposes and protection of Club Property.

#### **+ Article 4: BENEFITS**

It shall be understood by anyone joining the NYCRGC that any benefits, advantages, gains, or spoils derived from the Club Organization shall be divided among paid Members, as acted upon by the Club Officers. As an example, leftover food, drinks, materials from a sponsored club event.

#### **+ Article 5: MEETINGS AND VOTING**

Regular meetings should be held at the Clubhouse in West Newfield, Maine. Meetings will be conducted in accordance with "ROBERT'S RULES OF ORDER" presided over by the President, Vice President, or other elected Club Officer in his/her absence. The order of such shall be Vice President, Treasurer, Membership/Secretary or BOD Chair. The first Friday of each month there will be a business meeting at 7:30PM. Board meetings will be on the same day as the general business meeting and will be held at 6:30PM. The Club meeting dates may be changed if they fall during a holiday period or need to be rescheduled due to inclement weather.

+ The annual meeting is held in September, at which the election of Officers and Board of Directors occurs for the next administrative year, which will commence in October. The term period for elected Officers and Board Members is October - September. The term of service is as noted in Article 7 and Article 10. Prior to such election, at the July meeting, a Nominating Committee may be appointed by the President and Officers to canvas potential Officers and Board members if they would serve and then announce a proposed candidate slate at the August meeting for the membership to vote on by secret ballot in September. Other nominations may also be taken on the floor at the August meeting for inclusions in the voting. If the August and September meetings are suspended for any reason, other meeting dates may be substituted by the President and the Members so notified.

+ The reason for having formal nominations and voting in August and September is so Club members who leave the area in the fall can still have a voice and participate in the Club Officer and Board Member elections.

+ Per the following, special meetings may be held at any time at the call of the President stating the business to be transacted. The Secretary shall give notice of Special Meetings via email, Club's website, and/or special mailing to all paid members seven (7) days prior to said meeting.

+ ON ELECTION DAY, the President shall appoint three (3) "tellers" who will distribute ballots, count votes, and report the results.

#### **+ Article 6: QUORUM**

Seven (7) Members, which include Officers and Board Members, constitute a quorum for the transaction of any business of the club.

#### **+ Article 7: OFFICERS**

Officers of the NYCRGC shall be President, Vice President, Treasurer, a combination Membership, Secretary, Dues Collection Officer. All Officers, except for the Treasurer, will be voted upon and shall be elected by secret ballot for a one (1) year term of service. The Treasurer will be voted upon and shall be elected by the secret ballot for a two (2) year term of service.

+ Total Officers shall be four (4), at the discretion of the Club's Officers by unanimous vote in any given year, based on expanded duties or needs of the Club. Nominations for Officers shall be made at the regular meeting in

August. Election of Officers and Board Members shall be by secret ballot of a majority of Members present at the annual meeting in September, as noted in Article 5.

#### **+ Article 8: VACANCIES**

Vacancies occurring in any office may be initially filled by appointment by the BOD, as shown in Article 5, and then by nomination and election from the floor at the next regular meeting, with the person(s) elected or appointed, serving until the next annual election.

#### **+ Article 9: OFFICERS**

**+ A) PRESIDENT** The president, when present, will preside at all meetings in due observance of the By-Laws. It shall be the duty of the President to see that all Officers and Committees function properly, and to appoint Special Committees. The President may take part in any debate, but vote only in the case of a tie, except when balloting for Candidates. The President shall then be entitled to the same privileges as other Members. The President shall sign all Deeds and Contracts for, and in the name of the NYCRCG when duly authorized, and perform all duties prescribed by the By-Laws.

**+ B) VICE PRESIDENT** The Vice President shall assist the President in the discharge of his duties, and in the President's, absence may preside and perform the duties of the President. The Vice President will follow up on all motions made and seconded as submitted and make sure they are voted upon as submitted and recorded by the Secretary/Membership Officer for Club Records.

**+ C) SECRETARY/MEMBERSHIP/DUES COLLECTION OFFICER** It shall be the duty of this office to keep a record of all meetings, to write all Communications, to open and distribute mail, to confirm scheduling of all events, to have charge of the seal of the Club (if incorporated) and affix the same to any document when it is required; to write and distribute the Minutes/Website information with the committee assistance, if and as required, and to perform such other duties appertaining to the Secretary's Office.

**+ In addition, the Secretary/Membership/Dues Collection Officer shall have the following duties:**

1. Collect all membership dues.
2. Give all collected dues to the Treasurer.
3. Keep an accurate and up to date record of memberships.
4. Issue membership cards.
5. Have copies of By-Laws for current or new member requests.
6. Maintain a membership list, which will include name, address, telephone and email info, copies of which may be made available for officers requesting one.
7. Take and provide meeting "minutes" for inclusion in the Club's website and newsletter, and as a permanent record of meeting activities and motions or decisions which shall be "archived" in a permanent folder/file of such information for reference.

#### **+ D) TREASURER**

It shall be the duty of the Treasurer to collect all money and give receipt for the same. The Treasurer shall dispense the money on the order of Officers and Board. The Treasurer will submit a monthly report at each regular meeting and shall submit a report on all receipts and expenditures with vouchers for the past year at the annual meeting. The Treasurer shall deposit all monies that come into the Treasurer's possession, in the name of the Club, in the Bank or Trust Company as the Treasurer selects. Withdrawals are to be made by the order of a majority of the Officers and Board or Membership, if required, and disbursed as instructed by such approval.

#### **+Article 10: BOARD OF DIRECTORS and DUTIES**

The BOD shall be made up of five (5) current club members to be voted into office at the annual meeting in September. All Board Members will be voted upon and shall be elected by secret ballot for a one (1) year term of service.

+ Members of the Board shall not include any elected Club Officer. The Board Members shall elect the Chairperson of the Board at the first official Board Meeting after the general election (which should normally be held in October). Committee assignments for Board members will be made by the Chairperson for each club event.

+ The duties of the BOD will be as follows:

1. Review and develop Club Programs and Events, and Improvements to the Club, to “oversee and assist” at all Club events scheduled, and in general provide input and act in the best interest of the Club.
2. Oversee and be responsible for all Club property and activities, with basic effort toward providing suggestions to the Officers and Membership for repair, improvement or modification to Club grounds, building, equipment, and materials.
3. Be available, as called upon by President, to review bills, check on Applicant information.
4. Enforce Club Rules, as published, through response to complaints, as outlined in Article 14, Suspensions and Hearings.

#### **+ Article 11: AUTHORITY & ABILITY TO ACT AND CONDUCT BUSINESS BY OFFICERS AND BOARD MEMBERS**

The Officers and BOD are elected by the membership by valid voting procedures and as such are charged with “acting in the best interest” of the Club and are thus duty bound to do so.

+ In that capacity, they are authorized to act on any matter, including the expenditure of funds up to \$1000, without further vote of the Membership, such is their obligation and duty.

+ In addressing and approving matters of the Club, they must have a minimum of two thirds (2/3) majority vote of all current Officers and Board Members at anyone meeting.

+ MEMBERS INPUT During Meetings, and at the option of the President, or presiding Officer conducting the meeting, members may be listened to for input, advice, and opinion and may be used as counsel for either support or non-support on any matter or expenditure, but Officers and the Board will act on its own behalf “in the Club’s best interest” by vote, and as indicated above.

#### **+ Article 12: ABSENTEEISM OF OFFICER**

Any Officer and BOD member missing “three (3) consecutive meetings” without notice or valid reason conveyed by voice or written communication shall be automatically terminated from their position and a person appointed to the position by the floor in compliance with Article 8.

#### **+ Article 13: NON-MEMBERS & GUEST SPEAKERS**

+ Non-members and/or guests attending meetings must have permission to speak before the Membership, and prior to speaking will be asked to state the content which they will speak on before receiving permission to do so by the President or Officer presiding.

## **Article 14: SUSPENSION OF MEMBERS & IMPEACHMENT OF OFFICERS OR BOARD MEMBERS**

### **A) + SUSPENSIONS**

A member may be disciplined or suspended by the President or his designated Officer following a personally observed or reported act considered detrimental to the welfare of the Club or its Members. Such discipline is temporary and subject to approval by unanimous vote of the BOD after which the member is to be notified in writing. A member disciplined or suspended may request and be entitled to a hearing on the issue before the BOD within four (4) weeks of the received request at a time and place selected by the Board. The final decision by the Board will be by a two thirds (2/3) vote of existing Board Members. The members will be notified in writing of the Board's decision within seven (7) days. Any member disciplined or suspended surrenders any fees or dues paid and in case of suspension may not re-apply for membership within twelve (12) months following the notice of action by the President and BOD.

### **B) + IMPEACHMENT OF OFFICERS OR BOARD MEMBERS**

Members have the right to re-dress and/or respond to any action or actions by Club Officers or Board Members deemed seriously inappropriate by "Motion to Impeach" or remove from Office, which must be approved by majority vote of Officers, Board and Membership at **anyone** meeting having a quorum. If carried, this motion to impeach must be offered to the entire Membership, via special letter or notice **in** the Club website and a vote of 75% is required of the total Membership to carry or the motion is invalid. Voting will take place by notice and response to all Members, via email, website notice and/or special mailing at the direction of the President or his designated officer.

+ Members have the right to re-dress and/or respond to any action or actions by Club Officers or Board Members deemed seriously inappropriate by "Motion to Impeach" or remove from Office, which must be approved by majority vote of Officers, Board and Membership at any Club business meeting having a quorum. If carried, this motion to impeach must be offered to the entire Membership, via special letter or notice on the Club website and a vote of 75% is required of the total Membership to carry or the motion is invalid.

## **Article 15: STANDING COMMITTEES:**

If required, the Board Chairperson and Club President will appoint and activate standing committees as necessary to conduct and fulfil club operations and business protocols.

EVENTS/ACTIVITY CHAIRPERSON – to be assigned by the Board Chairperson and/or Club President on an as need basis. Club activities and events may have an assigned Chairperson, and that person will be responsible for the successful conduct of the program and event, including recruiting assistants to help using positive sign-up sheets, and reporting progress and plans to the BOD and Officers on a regular basis. Further, the Event Chair, is to calculate expenses for the event and obtain monies from the Treasurer by written request and receipt for such funds. Following the event, the Chairperson is responsible for the collection any monies derived from the event, the counting of such funds with at least one (1) witness, and the turning over such money within five (5) days to the Treasurer with a written report on and record of monies and expenses involved in final "tally" for the Event.

### **+ Article 16: AUDITING**

A two (2) person auditing committee may be appointed by the President and if ordered, all books of the Treasurer must be available for review. The BOD may also inquire about the Club's financial status in connection with Event/Activity planning.

#### + **Article 17: SEXUAL HARRASSMENT**

There shall be no sexual harassment or abuse, either physical or verbal, by any Member or Guest to any other Member or guest, based on existing Town, State, Federal or other laws. If a grievance is filed, each party will present their case before the BOD. The BOD will render a decision with recommendations, as outlined in the By-Laws under Article 14: SUSPENSIONS.

#### + **Article 18: GUIDELINES ON ALCOHOL USE:**

Alcohol is not permitted at the Club's monthly Business or BOD meetings. In addition, there shall be no alcohol permitted at any time on any of the Club's gun ranges or the archery range while a live fire is underway.

#### + **Article 19: ALTERATIONS OF THE BY-LAWS**

The By-Laws may be enlarged, altered or amended at any regular meeting with a quorum by a two thirds (2/3) vote of the Members and Officers present, if notice of such proposed and motioned enlargements or amendments shall have been presented at the previous meeting, posted for 25 days, and published in the Club newsletter provided to the membership prior to the meeting. By-Laws may also be officially "reviewed" anytime by a committee appointed by the President.

### **BASICS & ADDENDUMS**

#### + **ADDENDUM 1: NYCRCG RULES & GUIDELINES:**

The following rules are expected to be adhered to the best of **each Member's ability** in the true fashion of responsible conduct, courtesy and welfare of the Club, its activity, and its neighbors.

+ **1. Range Conduct:** Operate with complete safety and courtesy regarding shared use. No handling of firearms in any way whenever ANYONE is "Down Range" (target changes, etc.). NO SHOOTING ALLOWED if any person or animal is on the range in front of shooting "line." Additional range rules may be posted or issued. Directions by a Range Safety Officer are always to be observed. Target stands and targets are NOT automatically provided by the Club on an ordinary basis but may be made available from time to time. If so, these "Club Targets" are NOT to be abused or destroyed by users and are to be cared for as Club property and are not to be removed from the premises. No trash (wood, paper, cardboard, glass, or other materials) is to be left behind, on or near the range. If you bring it in, BRING IT OUT with you.

Police the range area for your "used brass" to the best of your ability, please NO exceptions. **It is your club, treat it respectfully!**

+ **2. Time Limits:** If a member is on the range and another member arrives and wishes to shoot at a different distance than the first member, the first member may continue to shoot up to 30 minutes more before stepping off the range to allow the next shooter opportunity to use the range.

+ **3. Range Reserved:** Shooting at the range may be "reserved or suspended" by a Club Officer, Board Member, or Event Chairperson, when such shooting may be distracting or disruptive to a Club event or class program. Notice posted on the wall at the range.

+ **4. Membership Cards:** Members should have a current membership card on their person while on club grounds and be prepared to show it upon request to another member. The purpose of this rule is to

identify new or unknown members, and keep non-members off the property, but should not be used to harass known members. Northern York County Rod & Gun Club By-Laws 8

+ **5. Respect the rights and property of other members and guests.**

+ **6. Refrain from the use of profane, vulgar, or other language considered “reasonably offensive”** to others, particularly ladies and children. Such language is never tolerated at any time at Club meetings in session.

+ **7. Children (16 and under)** must be accompanied by and under control of an adult parent or guardian while on club grounds.

+ **8. Non-Members and/or guests** must be accompanied by a member and may not use Club Facilities or the range unless so accompanied by the Member.

+ **9. Excessive behavior by any Member or guest** which may be detrimental to an individual, Club event or Club facilities, as reported (see by-laws for guidance) may result in the ejection from an event, suspension or dismissal from the Club by an Officer or Board member per By-Laws Rules & Regulations.

+ **10. Observe any other “posted” rule** (Clubhouse and/or Range) that may be issued by the Club’s Officers or Board of Directors or as approved by the President (Permission and approval to do so).

+ Violation of any of the above may result in suspension or revocation of one’s Membership and all rights, if confirmed and brought before the Board or Officers for action as outlined in the By-Laws.

#### + **ADDENDUM 2: NYCRCG TRAP SHOOT BASIC RULES:**

1. Firearms are always UNLOADED until on firing line and in ready position to shoot.
2. “Open breech” always when moving about, going to the line, or changing positions.
3. Barrel ALWAYS POINTED DOWN RANGE when on the line. NEVER swing barrel around.
4. ONE shell ONLY loaded prior to shooting, unless shooting “doubles”.
5. DO NOT close breech until ready to call “Pull”. Do not call “Pull” until set and ready.
6. Raise your hand to get the Safety Officer’s attention to indicate not ready or a problem. Keep firearm pointed down range only.
7. THINK OF SAFETY! Politely call attention to anyone NOT observing basic Safety Rules.

#### **ADDENDUM 3: MEMBERSHIP FEES:** [for calendar year 2026 and beyond]:

Basic Dues: Single: \$100.00 + \$30.00 New Membership, Family: 125.00 + \$30.00 New Membership.

Previously grandfathered - No Fee (over 65 - 5 years membership) - applied for and granted exemption to dues (lifetime).

**\*\*Earned membership discounts:** Members have an opportunity to reduce their yearly membership dues by volunteering at Club activities/EVENTs/work parties. The membership discounts will be established on a yearly basis by the BOD, usually in conjunction with the membership fees. The current discount rate structure in effect for calendar year 2026 and beyond is: 20 volunteer hours worked = \$25.00 dues reduction. ***\*Please note it is the member’s responsibility to ensure they sign their name on the event sign in sheet and reconcile hours worked with the event chairperson for each time they volunteer their time.***

#### + **ADDENDUM 4: Policy on Use of the Clubhouse, Gun Ranges and Facilities:**

As a Rule, the Club does not rent the club house, gun ranges or its facilities. If a club member, outside person, organization, or group would like to use the facilities for a special interest, specific meeting, event, or training, the process is for them to discuss their intended use in person with the Board of Directors. (Attending one of the scheduled monthly Board meetings is recommended). Depending on the nature of what the club is going to be used for, the Board may request a written proposal to be submitted to the Board of Directors outlining what they want to use the Club for and the date(s) and times, what their intent is, how the event will be conducted, who will be in charge, advertising, whether there will be any refreshments, how costs can be covered, and clean up. Events should be congruent with the Club's Purpose, Rules, Regulations and Guidelines. The board will evaluate each Request on a case by case basis and decide YES or NO. For events involving the use of the Club's gun ranges, it is understood that all current Ranges Rules must be strictly adhered to without exception. The organization or group representative wanting to use any of the Club's gun ranges must agree to this stipulation prior to the Board's approval of a Proposal. Requesters should indicate in their proposal that they have read and understand the Range Rules and agree to always abide by the Rules. The Club shall not incur any financial expenses associated with an event. The organization or group representative wanting to use the Club facilities should pay for or reimburse the Club for any expenses directly attributed to or associated with their event. Further, the Club does not want to incur any financial expenses due to any damage associated with the organization, group or attending non-club members. Additionally, any promotion or advertising of an event should reference the hosting organization: Northern York County Rod & Gun Club (NYCRGC).

In Summary:

- Written Proposal may be required.
- Events are a benefit, not a detriment to the Club
- Use determined on a case by case basis.
- No expense to the Club.
- Current Range Rules must always be followed.
- Promotion of the Club.