

SANDWICH SPORTSMAN'S CLUB
SANDWICH, ILLINOIS
CONSTITUTION AND BY-LAWS

CONSTITUTION

As amended March 24, 2013
Supersedes by-laws amended March 25, 2012

ARTICLE 1 – NAME

The name of the club shall be the Sandwich Sportsman's Club, Inc.

ARTICLE 2 – OBJECT

The object of this club shall be to bring together people who are interested in a comprehensive program of conservation in order that they may work in cooperation with the Illinois Department of Conservation and other Governmental conservation agencies, in the restoration of our renewable natural resources, in the development of a spirit of true sportsmanship in our citizenry, and in the development of a spirit of mutual understanding and cooperation between all classes and groups of conservationists, nature lovers, farmers, and sportsmen to the end that the interests of each group may be served to the fullest extent consistent with the rights and privileges of the others.

ARTICLE 3 – MEMBERSHIP

Section 1

The membership dues of this club shall be set by a vote of the membership at the last meeting of the year to set the dues for the next year. After Labor Day each year, the dues will be reduced by ½ the amount charged after May 15th of the same year.

Section 2

Any prospective member 19 years of age or older must be sponsored by a member in good standing.

Section 3

A membership consists of husband, wife, or "significant other" and their children through the age of 18. Any person over the age of 18 must purchase their own membership.

Section 4

One adult member is required to put in five (5) work hours for the club during the year. A fee of \$50.00 is payable when joining. Members who do not work 5 hours will have to again pay the \$50.00 fee for the following year. Members who do work the 5 hours will have the fee rolled over to the following year. Assessment fees are not refundable.

ARTICLE 4 – OFFICERS

Section 1

The club shall annually elect a President, First Vice-President, Second Vice-President, Secretary, Treasurer, and Recording Secretary.

Section 2

The Board of Directors shall be composed of the six elected officers, the chairmen of all active committees and Life Members. The President and Vice-Presidents of the previous year will be members of the Board of Directors.

Section 3

Each officer must be elected by a majority vote of 51% or more of members in good standing present at the meeting.

Section 4

Elected officers will receive a free membership for the year they serve in office, but they must pay for their key.

Section 5

Each officer must attend more than 50% of the meetings to be eligible to hold any elective office the following year.

Section 6

It shall be the duty of the President and the Treasurer, with the approval of the Vice-Presidents and the Secretary to sign all or any contracts, agreements or legal documents, which shall be binding upon the club.

ARTICLE 5 – ELECTIONS

Section 1

The club shall hold its annual meeting for the election of officers in December of each year, said officers to serve for the following year, and they are to be installed at the regular meeting in January after their election.

Section 2

Should a vacancy occur in the office of First Vice-President or Second Vice-President, the office may remain vacant for the remainder of that year or a successor may be appointed by the President to fill the remainder of the un-expired term, with the approval of the Board of Directors.

ARTICLE 6 – MEETINGS

Section 1

The club shall hold regular monthly membership meetings to be set by a vote of the membership.

Section 2

No business will be conducted at a membership meeting without a quorum being present which shall consist of 15 members in good standing.

Section 3

The club may hold meetings at such other times as may be determined by the Board of Directors.

ARTICLE 7 – AMENDMENTS

The Constitution may be amended at any regular membership meeting of the club by the following means; proposed amendment must be presented in writing at a regular meeting; proposed amendment will be voted on at the next scheduled membership meeting; must be passed by a two-thirds (2/3) majority vote of members in good standing present at the meeting after being notified in advance by mail of the meeting and proposed amendment(s).

BY-LAWS

ARTICLE 1 RULES OF ORDER

The rules contained in the latest edition of Roberts Rules of Order shall govern the club in all cases in which they are applicable and in which they are not inconsistent with the laws of the club.

ARTICLE 2 – DUTIES OF OFFICERS

President – The President shall preside at all meetings of the club and shall perform all duties incumbent to that office. The President shall not be the chairperson of any committee but shall be an exofficio member of all committees.

First Vice-President - The First Vice-President shall, in the absence of the President, exercise all powers and perform the duties of the President.

Second Vice-President - The Second Vice-President shall, in the absence of the President and First Vice-President, exercise the powers and perform the duties of the President. He shall assist other officers with their duties.

Secretary - The Secretary shall keep a record of all proceedings of the meetings and all other transactions of the club. The Secretary shall read the minutes of the previous membership meeting and any other special meetings at each regular meeting. The Secretary shall present a copy of the minutes to the President within ten days after the meeting.

Recording Secretary - The Recording Secretary shall receive all monies due to the club, shall keep a just and accurate record, and turn same over to the Treasurer, receiving a receipt for the same.

Treasurer - The Treasurer shall receive from the Recording Secretary all monies belonging to the club and keep a true and accurate record of the same. The Treasurer shall pay out of club funds only on the order of the President and Board of Directors or after a vote of the membership for approval and only after receiving a fully itemized listing of all charges. The Treasurer shall make a verbal report of all financial transactions of the club at each membership meeting. At the annual meeting the Treasurer shall present an annual financial report to the membership.

ARTICLE 3 BOARD OF DIRECTORS

Section 1 PRESIDING OFFICER

The President, if present, shall preside at all meetings. In his absence, the next officer in due order who may be present may preside. The presiding officer shall, with the agreement of the majority of the board members present, have the discretion to postpone the vote on any motion until the next regular membership meeting in order to allow time to evaluate the motion.

Section 2 MEETINGS

The Board of Directors shall have meetings at such times and places as shall be agreed upon by the Board of Directors. The President or any seven of the members of the Board of Directors may call a special meeting of the Board of Directors by giving due notice of the meeting to each member of the Board at least five (5) days previous to such meeting except in an emergency.

Section 3 DUTIES

The Board of Directors shall attend to the conservation of the property of the club. They shall authorize the expenditure of monies belonging to the club up to a maximum of \$200.00 without the consent of the membership. Expenditures of all monies in excess of \$200.00 shall require the consent of the membership. Said consent to be extended at a regularly scheduled membership meeting or at a special membership meeting should time dictate. Only in case of emergency may the Board of Directors by-pass this requirement. They shall perform such other duties in connection with the operation of the club as are usually incident to the Board of Directors.

ARTICLE 4 COMMITTEES

Section 1 STANDING COMMITTEES

Standing Committees shall be selected each year for Membership; Social; Publicity; Lake and Fish; Firearms Safety and Education; Shooting Sports; Kitchen; Finance & Audit; Rentals; Grounds; and Fair Stand. These committees shall be appointed by the President of the club, subject to the approval of the Board of Directors.

Section 2 SPECIAL COMMITTEES

The President may appoint such other committees, with the approval of the Board of Directors, as may be necessary for the carrying on of the work of the club. Such committees would be disbanded at the completion of the project or no later than December 31st of that year.

Section 3 COMMITTEE DUTIES

Membership Committee

This committee shall distribute membership books, keep a record of all memberships, turn over all monies received to the Recording Secretary, and receive a receipt for the same.

Social Committee

This committee shall be responsible for all of the social activities of the club such as parties, dances, etc. and shall have complete charge of all arrangements for such activities.

Publicity Committee

This committee shall publicize activities of the club.

Lake and Fish Committee

This committee shall attempt to secure fish for the local streams and our lake and assist in any way to improving fishing conditions.

Firearms Safety and Education Committee

This committee shall encourage and promote firearms safety and be responsible for all firearms safety and education classes as well as Hunter Safety classes and any National Rifle Association type classes conducted on the club grounds.

Shooting Sports

This committee shall conduct trap and pistol shoots, secure all shooting supplies, and shall keep records of all shooting supplies purchased and sold and turn over any proceeds to the Recording Secretary at least once during the fiscal year, receiving a receipt for the same.

Kitchen Committee

This committee shall provide refreshments for all meetings or other activities of the club. The chairman shall have the privilege of selecting helpers from the membership of the club.

Finance and Audit Committee

This committee shall consist of two (2) members who are not members of the Board of Directors. It shall investigate expenditures and income quarterly. It shall report it's findings to the club at regular meetings. Prior to the regular meeting in January, this committee shall audit the books of the Recording Secretary and the Treasurer.

Fair Stand Committee

It shall be the responsibility of the Fair Stand Committee to see that the fair stand is in good condition prior to fair time. It shall inspect the fair stand and arrange for all repairs to be made and to recommend improvements.

Grounds Committee

This committee shall have charge of all work being done on the grounds and buildings used by members and non-members. This committee shall keep the Board of Directors informed as to what work and repairs need to be done. This committee shall advise the Board of Directors on the number of work hours needed per membership.

Rental Committee

This committee shall keep true and accurate records of monies received and turn it over to the Recording Secretary at least monthly, receiving a receipt for the same. This committee shall keep records of who rents the club and make sure that the renters know all of the rules and are given a copy of the rental contract, and issue a receipt for any monies received for rental. This committee is prohibited from renting the club grounds or any club building to any person, group, or organization which may run any type of program or project for profit that is in competition with or would conflict with any program or project that the club holds.

ARTICLE 5 PENALTIES

Section 1

All charges requiring disciplinary action brought against a member or Board Member shall first be directed to the Board of Directors for their review.

Section 2

Should the Board of Directors determine that disciplinary action should be taken, the accused shall be notified of the charges against him and afforded a hearing before the Board of Directors.

Section 3

Should the Board of Directors, after the hearing with the accused, determine that disciplinary action is warranted, the Board shall recommend to the membership a course of action to be taken. A two-thirds (2/3) majority vote of members in good standing, present at the membership meeting, will determine whether or not to abide by the recommendation of the Board of Directors.

Section 4

In any case in which an officer willfully neglects their duties, they may be subject to removal from office. The offending officer shall first be afforded a hearing with the Board of Directors. Should the Board of Directors determine that removal from office is warranted, they shall refer it to the membership for a vote. Such a vote shall require a two-thirds (2/3) majority vote of members in good standing present at a regular membership meeting.

Section 5

Any member who shall make use of improper language or commit a misdemeanor or fails to abide by the rules of the club during the club or social activities, may be subject to disciplinary action should anyone file charges with the Board of Director.

ARTICLE 6 AMENDMENTS

Section 1

These by-laws may be amended at any regular membership meeting of the club by the following means; proposed amendment must be presented in writing at a regular membership meeting. Proposed amendment will be voted on at the next scheduled membership meeting; must be passed by a two-thirds (2/3) majority vote of members in good standing present at the meeting after being notified in advance by mail of the meeting and proposed amendment (s).

This change was to Article 3 of By-Laws, Section 1 – Presiding Officer authority.