

# **Bylaws**

## **Physical Address**

**Logan's Ferry Sportsmen's Club**

**210 Field Club Road**

**New Kensington, PA 15068**

## **Mailing Address**

**Logan's Ferry Sportsmen's Club**

**PO Box 14047**

**Pittsburgh, PA 15239**

**(724) 339-3339**

**Effective**

**October 7, 2020**

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## **The Elected Board of LFSC**

Will consist of, in the following order:

1. President
2. Vice President
3. Recording Secretary
4. Treasurer
5. Membership Secretary
6. Directors

A Board's duties shall be; to act in the best interest of the club and membership; to accept and carry out tasks assigned by the President or Executive Board; to engage with members and guests when safety infractions are observed and take appropriate action; to proactively engage with members to verify membership validity and take action when appropriate; to manage the Range and General Club Rules and make updates and changes when necessary.

## Article I – Name & Hereinafter definitions

The Name and Title of this organization is to be known as Logan's Ferry Sportsmen's Club, Inc. herein after referred to as LFSC.

The Logan's Ferry Sportsmen's Club Policies and Procedures Document shall be hereinafter referred to as the Policies Document

The Logan's Ferry Sportsmen's Club Financial Review Committee, shall be hereinafter referred to as the Review Committee

## Article II – Purpose

The purpose of this organization is to promote and foster by all lawful means, the protection and conservation of our natural resources and wildlife in field, stream and forest. The encouragement of rifle, pistol and shotgun proficiency with a view toward a better knowledge of the safe handling and proper care of firearms as well as improved marksmanship through basic firearms instructions.

This organization shall be non-partisan in the support of legislation and policies for the protection of wildlife, our natural resources, hunting and fishing privileges and the right to keep and bear arms, good fellowship and ethics among sportsmen, the conduct of shoots and target practice with firearms. The organization shall promote good relationship among residents and sportsmen provide quarters for social enjoyment, pleasure and recreation for our members and to affiliate with such other district, county, state or national organizations whose purpose and objective is not contrary to those of this organization. We will not be part of any organization or group having as its purpose or one of its purposes the overthrow by force and violence of the Government of the United States or any of its political subdivisions.

## Article III – Definition of Executive Committee and Board

The election of Officers of this organization shall be as follows:

- A. President
- B. Vice President
- C. Recording Secretary
- D. Membership Secretary
- E. Treasurer
- F. Directors (5)

Article III Items A. through E. shall constitute the Executive Committee of LFSC.

Article III Items A. through F. shall constitute the Executive Board of LFSC.

Vacancies shall be filled if at all possible.

Who, acting together, shall constitute the Executive Board. The word “he” is to be considered as including all genders.

The organization must have an elected or designated acting President, Treasurer, and Recording Secretary at all times.

## Article IV – Duties of Officers

### **President**

The President’s duties shall be; to preside at all meetings of the Club and of the Executive Board To approve all non-customary expenditures; (Monthly and or routine expenses are excluded) to countersign all checks with the Treasurer; to appoint and remove members in good standing to all regular and special committees and designate one member as Chairman; to define their duties and call for a report of each Chairman at all regular meetings; to appoint members in good standings; to perform identified operational duties as needed on a temporary basis; to maintain order and rule on all points of order; to see to it that the will of the members is carried out.

He is a member ex-officio of all regular and special committees.

### **Vice President**

The Vice President in the absence of the President shall be; to preside and perform the duties of the President; to approve all non-customary expenditures.

He is authorized to countersign all checks with the Treasurer or President.

### **Recording Secretary**

The Recording Secretary's duties shall be; to keep minutes of meetings including General and Executive Board/Committee Meetings; to take the roll call of Officers and record attendance; to read minutes of the previous meetings; to read important correspondence or summarize content to the body at regular meetings; to record all the proceedings but not the debate; to record the name of a member who introduces a motion and seconds to the motion; to take charge of all documents belonging to the organization when requested by the President; to call a meeting to order in the absence of the President and Vice President and to preside until the election of a Chairman pro-tem, which should take place immediately.

### **Membership Secretary**

The Membership Secretary duties shall be to: keep a record of all members with a breakdown by membership type defined in the Policies Document; keep a mailing list of members; send membership renewal forms; make provisions for collection of dues; collect all Initiation and Gate Key fees; turn over all collected monies to the Treasurer or President; keep a record of monies received by the Membership Secretary and passed to the Treasurer or President; report to the membership at each monthly business meeting, a numerical breakdown of the club membership by type as defined in the Policies Document.

### **Treasurer**

The Treasurer's duties shall be; to receive any and all monies due from the Membership Secretary or from any other source and deposit said funds in an interest bearing account or accounts in the best interest of the Club, and approved by the organization; to keep bookkeeping records of such funds, to pay by check, countersigned by the President or any other authorized person; to pay bills from Officers and committee members only when authorized; and when receipts, vouchers, or other approved documentation for expenditures are attached; to disburse all monies as the organization may direct; to give a monthly financial report that includes total financial assets; to give a complete annual financial report in January, for the previous calendar year; to notify the Executive Board of any significant or relevant change in the financial status of the Club.

## **Directors**

A Director's duties shall be; to act in the best interest of the club and membership; to accept and carry out tasks assigned by the President or Executive Board; to perform any duties assigned to them individually by the Club's Policies Document.

The Executive Board shall transact routine business between meetings, and act in emergencies. All business transacted by the Executive Board shall be reported at the next business meeting. Any proposed capital improvement expenditure or equipment acquisition must be put to a vote of the body at the next general business meeting for approval prior to the board taking action.

## **Executive Board Motion**

Any motion made in a general meeting that may need consideration in protecting the best interests of the Club, and not agreed to by any three members of the Executive Board present at that meeting will be referred to the full Executive Board for consideration. The aforesaid motion must be passed by a two-thirds (2/3) majority of the Executive Board members present at that meeting or by proxy vote. The results shall be disseminated to the membership prior to the start of the next general meeting



## Article V – Membership

- A. Membership shall be open to any person whose interests correspond with Article II of these Bylaws. New memberships may be restricted for the good of the existing membership, and will be based on a majority vote of the Executive Board.
- B. No person shall be denied membership on the basis of race, creed, national origin or Religion.
- C. Membership cards cannot be transferred or loaned to any other person.
- D. Key cards are not transferable and are to be used only by the member or eligible Family Members to whom the key card is issued.
  - 1. New members shall purchase a key card when joining the club. Adult members in good standing must have a key card (one per household or membership). Key card is a one-time charge. There will be a charge for lost or damaged key card replacement. Key card fee is nonrefundable under any circumstances.
  - 2. Key cards shall be made inoperable for members that are not in good standing until payment of the current year's dues has been made.
  - 3. No Club keys or Club key cards shall be duplicated by members, unless explicitly authorized by the LFSC Executive Committee.
- E. Life members may be selected from the membership by the Executive Board. Club dedication and years of membership will be considered. A Life member is granted the waiver of their **individual** dues; for as long as the Life member chooses to continue as an LFSC member and renew their LFSC membership annually. The Life member dues waiver becomes effective on the renewal of membership for the year(s) after the Life member status is bestowed.
- F. Members shall act in the best interest of the club and membership as a whole. Members will abide by the LFSC Membership Oath found on the back of the Membership Card.

## **General Conduct**

### Use and Club Name

No Officers, Directors, or members shall use the Club, its assets, its income nor its facilities for personal gain; nor use the Club name for any purpose or reason other than stating that they are a member, unless authorized to do so by the Executive Board and/or by the body at a regular meeting.

### Return of Club property

All Officers and Directors, or any club member upon completion of their term of office, or upon resignation or suspension must return to the Club forthwith, all property, including restricted keys belonging to the Club.

### Members in Arrears with their Dues and/or Assessments

Members have from October 1st to December 31st to pay their dues for the following year. They shall not be considered to be in good standing until such time as said dues are paid. After a date specified in the Policies Document any member who has not paid their annual dues must join as a new member.

### Delegate Duties

Any delegate appointed or elected to represent this Club must carry out and vote the wishes as directed by the Club. All money collected from raffles, courses, Club activities or sale of Club property must be turned in to the Treasurer by the next regular business meeting.

### Privacy Statement

Member's' private information shall not be duplicated, sold or shared with any individual or outside entity whatsoever. The Club may from time to time use this information to inform the membership of activities at the club.

## **Article VI – Initiation Fees and Dues**

- A. All adult (18 and over) applicants for membership in this organization (LFSC) shall pay an initiation fee plus annual dues. Partial payments of initiation fees or dues shall not be accepted unless authorized by the Executive Board. Initiation fees and dues structure shall be determined by the Executive Board.
- B. Any Member having reached a designated age as defined in the Policies Document upon applying for membership renewal, may choose to pay annual reduced senior dues
- C. The Family Membership is defined as husband and wife, or two person's cohabitating as a couple, but not actually married, and their children under

eighteen (18) ) years of age or a single parent and their children under eighteen (18) years of age. The children in the Family Membership will have the same rights and privileges that any junior member of the Club has according to the bylaws.

## Article VII Nominations, Elections, and Appointments

- A. Beginning in 2019, and each year before a year divisible by four 4) an thereafter, a Nominating Committee comprised of members of the Club shall be appointed by the President at the general meeting in the month of December. Five members shall be selected for the committee, none of whom shall include the sitting President in a voting capacity. The sitting President can, however, participate on the Nominating Committee in an ex officio capacity as sitting President. No member of the Nominating Committee can be nominated for office.

It shall be the duty of the Nominating Committee to vet the qualifications of candidates for the respective office for which they are nominated. To that end, the Nominating Committee shall draft and make available to all candidates an application for office that requests the information necessary for the Nominating Committee to evaluate the factors outlined herein below.

All candidates shall complete and submit an application to the Chairman of the Nominating Committee which specifies the office sought and otherwise provides the information requested on the application prepared by the Nominating Committee. All applications must be submitted by the General Meeting in January.

The entire Nominating Committee shall interview each candidate in person.

The Nominating Committee shall confirm that each nominee for office shall:

1. be a member in good standing, as confirmed by the Membership Secretary;
2. not be a junior member of the Club;
3. have attended at least 6 general meetings during the prior calendar year;
4. be available to regularly attend Executive Board and general meetings of the Club;
5. be readily available for contact by one or more of the following means of communication: landline, mobile phone, email or text and the Nominating Committee shall gather such contact information; and
6. not be related, married or in a relationship acting as a "couple" or reside together, with any other candidate seeking an Executive Board Position;

The failure of any candidate to satisfy any of the above requirements shall disqualify that candidate from nomination for office.

The Nominating Committee shall also consider the following factors in vetting a candidate for office, however, the Nominating Committee shall not automatically qualify or disqualify a candidate for office based upon the response of the candidate.

1. The reasons for which the candidate is seeking office;
2. The candidate's goals, vision and/or objectives if elected to the office sought;
3. The relevant personal and/or professional experience and/or training for the office sought; and
4. The candidate's prior participation in Club sponsored activities.

Beginning in 2020; and each year divisible by four (4) thereafter, the Nominating Committee shall make its report at the general meeting for the month of February. The report shall list all nominees that the Nominating Committee recommends by a majority vote of the Nominating Committee for each office based upon the nomination process outlined herein above.

Beginning in 2020, and each year divisible by four (4) thereafter, all approved nominees must be present to accept or decline the nomination. Any approved nominee who cannot be in attendance and wishes to accept a nomination for one of the offices can do so by contacting the Nominating Committee. This notice must be in the hands of the Nominating Committee prior to commencement of the general meeting for the month of February.

- B. Beginning in March of the year 2020 and for each year divisible by four (4) thereafter, the offices to be filled and their terms of office are:

President – four (4) year term

Vice President –four (4) year term

Recording Secretary –four (4) year term

Membership Secretary –four (4) year term

Treasurer –four (4) year term

Directors (5) –four (4) year term

- C. In the month of February of years divisible by four (4), The President shall appoint an Election Committee consisting of a Judge of Election and two Tellers from the organization.

Prior to the election the Election Committee shall print a ballot with names of all nominees and the office for which they have been nominated. The names of the nominees shall be placed on the ballot in alphabetical order.

During the election the Election Committee shall tally the votes of the various candidates for office and report their tally to the membership of the organization. The two Tellers will be responsible for monitoring the ballot box and stamping the membership cards. No Officer or candidate for office shall be Tellers or the Judge of Elections.

- D. This election shall be held at the general meeting for the month of March in even numbered years
- E. At the conclusion of the Incumbent President's term, he may choose to:
  - a. Run for President and if successful – (5) Directors elected.
  - b. Run for President unsuccessfully and by pre-election declaration either:
    - i. Not serve as a Director - (5) Directors elected.
    - ii. Serve on the Board for an additional four (4) year term as a Director. – (4) Directors elected..
  - c. Not run for any Executive Committee Office and serve for an additional four (4) year term as a Director – (4) Directors elected.

The Incumbent President must inform the Judge of Elections; prior to the election of his intention to serve as a Director on failing to be re-elected..

The number of Directors, elected (4 or 5) will be determined by the Judge of Elections based on the Incumbent Presidents choice (outlined above) and if necessary the outcome of voting for President (which shall be tallied first). Ballots with five (5) votes for directors shall not be invalidated on the casting where the President fails re-election and preempts a Director Office

- F. No nominations shall be made or accepted other than as provided for herein above, including nominations the night of the election and no blank space shall be provided for write-ins for any office.

Any attempt to make a write-in entry for an office on a ballot shall invalidate the ballot in its entirety

Any attempt to cast votes for more Directors on a ballot than the number of open Director Offices, shall invalidate the ballot in its entirety.

G. The Election Committee shall be in charge of the ballots and shall provide each adult member in good standing and having attended at least six meetings during the previous year, with a ballot. The Election Committee shall stamp each voter's membership card VOTED. A ballot box shall be provided to assure secrecy.

- a. Candidates for each open office must receive a majority (more than half) of the number of eligible ballots in any casting of ballots to be declared elected.

Calculating the minimum number of votes to attain a majority

- i. Odd numbers of eligible ballots – divide the number of eligible ballots by two and add  $\frac{1}{2}$ . Example **35** eligible ballots ( $35/2 = 17.5, +.5 = \mathbf{18}$ )
- ii. Even numbers of eligible ballots – divide the number of eligible ballots by two and add 1. Example **36** eligible ballots ( $36/2 = 18, + 1 = \mathbf{19}$ )
- b. Each elected Office shall be excluded from appearing in any additional casting of ballots
- c. On each ballot casting, multiple candidates for the Offices of Director may receive a majority. The selection of candidates receiving a majority to be declared elected shall be done as follows:
  - i. In the order of most votes received to least votes received.
  - ii. On selecting the candidate to fill the last unelected Director Office; if at least one other candidate has an equal number of votes.
    1. **A tie condition will be declared and any elected candidates;** who received the “tie” number of votes will be vacated from being elected.
    2. All candidate(s) receiving fewer votes than the “tie” number will be excluded from all further balloting. Candidates who tied on this ballot:
      - a. Will be considered to not have received a majority.
      - b. Be on a runoff ballot if three (3) ballots have not been recast...
- d. In the event that no candidate for any office or insufficient candidates for the Office of Director; receives a majority of the number of eligible ballots, then the ballots will be recast up to three (3) times for only such office or offices.
- e. If, after three (3) runoff votes (casting of ballots), there is no majority winner for any office, that office shall remain open and shall be filled by the Executive Board within thirty (30) days.
- f. The Election Committee shall certify the election results and immediately report the same at the general meeting for the month of March.

- H. Any challenge to the election results certified by the Election Committee must be made in writing and submitted to the Judge of Elections on or before the date of the April general meeting. All challenges to the election results must be resolved in accordance with the Club's bylaws by a majority vote of the eligible members present at the April meeting.
- I. Ballots shall be kept in the Club safe for a period of one year. They shall be made available for review by any candidate or member by request
- J. Beginning in March of the year 2020 and for each year divisible by four (4), thereafter, newly elected Officers shall take office at the general meeting for the month of March.
- K. If a vacancy of office occurs between elections, the Executive Board shall, as soon as practicable, fill the un-expired term of any such office.

## Article VIII – Suspension, Expulsion, Disciplinary Action or Removal of an Executive Board Member / LFSC Member

- A. Any member's actions that are not considered to be in the best interest of the club may result in their access to LFSC facilities being immediately suspended during investigation of the member's actions.
- B. On completion of the incident investigation, the Executive Board will review the results electronically or in person and with a two-thirds (2/3) or more majority vote of the Executive Board, implement sanctions based on the member's actions; the Executive Board shall have the power to implement one or more of the following:
  - a. Suspension for a specified period of time
  - b. Expulsion
  - c. Restriction of access to one or multiple club facilities
  - d. Mandatory safety training at the members expense

for any member of this Club violating the rules and regulations, or for condoning a violation by another member or for conduct unbecoming of a member.

The Executive Board will send the member a written notice of the incident details, investigation results, the Executive Board's decision and disciplinary action (if any). An opportunity to appear before the Executive Board to appeal the decision and results, may be extended based on discussion with the President (or

designated member of the Executive Board).The time, type (in person or electronic) and place of the meeting will be determined by the Executive Board., and will at the same time furnish the member with a copy of the charges. The failure of the member to appear will indicate acceptance of the Executive Board's decision.

- C. The Executive Board shall have the power to recommend removing any Board Member of this Club from his position for failure to perform duties related to their elected position.

A majority vote of the Executive Board (consisting of a quorum) shall be required for this recommendation. Any recommendation to remove a Board Member will be presented to the President and it will be put on the agenda to be discussed at the next Board Meeting.

The Executive Board shall make a report of the result of their review at the next general meeting, with resolutions covering the punishment which they recommend the Membership adopt. When the Board's report is read, the accused Executive Board Member will be permitted to make his statement of the case, the Board being allowed to reply. The accused then retires from the building, and the Membership acts upon the resolutions and recommendations submitted by the Executive Board. The Executive Board will act upon the issue in accordance with the membership vote.



## Article IX – Intoxicating or Impairing Substances

- A. If a member or a guest appears under the influence of these substances, to the extent that he becomes noisy or boisterous or acting in an unsafe manor, he shall be removed from the premises.
- B. In case the property is leased to any organization or individual, Section “A.” will also be observed and obeyed by that party or organization.
- C. Alcoholic beverages may be served at social activities if approved at the previous meeting by a majority vote of the membership.
- D. Members under the influence of these substances are not permitted to use any range under any circumstances.

## Article X – Dissolving of Club

In the event that this organization shall cease to function in accordance with Article II or no longer continues as a Club, the assets of the Club shall be sold, all encumbrances to be paid and the balance shall be donated to charitable organizations (within Plum Borough) approved by the Executive Board and the membership.

## Article XI – Review of Bylaws

The Bylaws shall be reviewed each calendar year by a Bylaws Committee appointed at a general meeting in the month defined in the Policies Document. All motions to change or to make additions to these Bylaws will be read at three (3) separate general meetings before the Chair will entertain a vote. Two thirds 2/3 majority vote of members present who qualify will be required for approval of any changes or additions. Members must have attended two of the three meetings and readings in order to be eligible to vote.

## Article XII – Junior Membership Bylaws

- A. Any person under the age of 18 may become a Junior member of this organization provided an adult member has proposed them.
- B. No initiation fees shall be required, but annual dues shall be paid by each Junior member on or before a date determined by the Policies Document. A Junior member who does not have their dues paid by the determined date shall be suspended until their dues are paid up to date.
- C. One parent (mother, father or guardian) must sign a release card attached to the application form, for each Junior member applicant, relieving the organization of all liabilities or damage claims.
- D. No Junior member may hold an office in this organization, nor vote on any motion of the membership, or in the election of Officers of the organization.
- E. Junior members are not permitted to use any range without an adult member present on the range.
- F. Junior members are not permitted to use Club key cards.

## Article XIII – Ranges

- A. The shooting ranges, defined by the Policies Document are open to members of the club in good standing or guests accompanied by a member with guest privileges.
- B. Outdoor ranges will be open during all daylight hours. Shooting hours on Sunday shall be 10:00 AM to dusk. All ranges may be closed for any activity. Lighted ranges may be used during scheduled night events.
- C. When having an approved social activity the shooting ranges can be closed upon the recommendation of the Executive Board.

## Article XIV - Structure and Rule

Once the organization adopts the basic structure and rules by which it is to be guided, these rules must be adhered to, and supersede standard parliamentary laws and any such rules which are not included will be governed by "Roberts Rules of Order Newly Revised".

## Article XV - Club Sponsored Activities

Club Activity is anything that the Club sponsors, such as, but not limited to, Cowboy Action Shoots, Trap Shooting, CMP Shoots, Basic Courses, and Hunter Safety etc. Unless it is a Club approved activity, no member can use the Club name in connection with any outside activity.

## Article XVI - Duties of the Financial Review Committee

Every year in the month of January; a Financial Review Committee comprised of four members in good standing shall be appointed by the Executive Board. Members of the Board of Directors, with the exception of the Club Treasurer, shall be excluded from the Review Committee. The Review Committee shall meet between the January and February general meetings to conduct the internal club review. Their report including the potential need for a periodic external review will be presented at the February General Meeting.

### **External-Review**

Starting in the year 2020 and every five (5) years thereafter:

- A. A review of the Club for the prior fiscal year shall be performed by a CPA unless:
  - a. The Financial review committee; basing their decision on consideration of their report and all intervening Financial Review Committee reports for the prior years, recommends to the membership that no External review is necessary.
  - b. And the membership votes to accept the Financial Review Committee's recommendation and cancel the External-Review
- B. The CPA shall be chosen by the Executive Board based upon availability and cost comparisons, Executive Board members excluded. The CPA's report shall be made available to the membership at the general meeting following

completion of the review. An external review shall be completed once every four years. In a year that an external review occurs, an internal review will be conducted prior to and in preparation for the external review

## Revision history

1.01	9/7/2017	DBS	Remove duplicate “best Interest” in duties of treasurer.
2.0	4/15/2018	DBS	Remove duplicate “of the club” phrase, update indexing for Roberts rules reference and initiate 2018 bylaw review changes
2.01	5/25/2018	DBS	Consolidation of first review changes
2.1	9/6/2018	DBS	Apply voted on changes
2.11	9/7/2018	DBS	Correct punctuation and font sizes
3.0	5/1/2019	DBS	Initial changes review
3.01	5/10/2019	DBS	Update election terms & financial review
3.02	5/17/2019	DBS	Enable less than expulsion discipline of member
3.1	9/4/2019	DBS	Apply voted on changes
3.11	9/9/2018	DBS	Correct typos
4.00	6/30/2020	DBS	Initial 2020 changes draft
4.01	7/28/2020	DBS	Version to vote on
4.02	10/7/2020	DBS	Approved Revisions

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**(18)**..... 11

**(18) years of age** ..... 11

(3)..... 14, 17

(3) runoff votes..... 14

(3) times..... 14

(30) days..... 14

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(5).....6, 12

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**1**

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**2**

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